

**CITY OF GLENDORA  
CITY COUNCIL, SUCCESSOR AGENCY AND HOUSING AUTHORITY**

**AGENDA**

**TUESDAY, APRIL 9, 2024**

**CITY HALL COUNCIL CHAMBER 116 E. FOOTHILL BOULEVARD**

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As a courtesy to others attending this meeting, please turn off or place in silent mode all cell phones and other communication devices while in the Council Chamber. Thank you.

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Glendora regularly scheduled public meetings are conducted utilizing a hybrid format and will take place in accordance with the requirements of the Ralph M. Brown Act. To participate virtually, download Zoom on any phone or computer device and use the following meeting ID: [cityofglendora.org/zoom](https://cityofglendora.org/zoom) or [zoom.us/j/9329247224](https://zoom.us/j/9329247224). The teleconferencing procedures followed relating to elected and/or appointed officials' participation in public meetings will comply with Government Code §54953 et seq.



**MAYOR/CHAIR**

Mendell Thompson, District 5

**MAYOR PRO TEM/VICE-CHAIR**

David Fredendall, District 2

**COUNCIL/COMMISSIONERS**

Michael Allawos, District 1

Gary Boyer, District 3

Karen Davis, District 4

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**MEETING SCHEDULE**

The regular meetings of the city council shall be held on the second and fourth Tuesday of each month, closed session business will commence as early as 5:00 p.m., when scheduled, and general business session will commence at 7:00 p.m.

**BROWN ACT**

Agendas are drafted to accurately state what the legislative body is being asked to consider. The legislative body can take action on "all items" listed on the agenda and be in compliance with the open meeting laws.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The governing body may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

**COMMUNICATION AND ELECTRONIC DEVICES**

To minimize distractions, please be sure all personal communication and electronic devices are turned off or on silent mode.

**LIVE BROADCASTING AND REBROADCASTING**

Regular City Council meetings are broadcast live every 2nd and 4th Tuesday of the month on City Website [www.cityofglendora.org](http://www.cityofglendora.org), Channel 3 (Cable) & Channel 31 (Verizon) and are replayed Thursday - Sunday the week following the meeting on Channel 3 (Cable) & Channel 31 (Verizon). All broadcasts can be viewed on Cox Communications Local Access Channel 3 and Verizon/Fios Channel 31. City Council meetings are also available via live webcast and at any time for replaying through the City's webpage at [cityofglendora.org/citymeetings](https://cityofglendora.org/citymeetings).

**CITY OF GLENDORA  
CITY COUNCIL, SUCCESSOR AGENCY AND HOUSING AUTHORITY**

**AGENDA**

**TUESDAY, APRIL 9, 2024**

**CITY HALL COUNCIL CHAMBER 116 E. FOOTHILL BOULEVARD**

**7:00 PM**

**GENERAL BUSINESS SESSION**

**NOTICE IS FURTHER GIVEN** that to participate virtually, download Zoom on any phone or computer device and use the following meeting ID: [cityofglendora.org/zoom](https://cityofglendora.org/zoom) or <https://zoom.us/j/9329247224>

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.

- Invocation
- Pledge of Allegiance

**REORDERING OF AND ADDITIONS TO THE AGENDA**

**PUBLIC COMMENT**

Three (3) Minute speaking time limit, speaking once, unless upon motion, such time is extended by the legislative body.

Any person may request to address a legislative body during a public meeting. Speakers are limited to three (3) minutes, speaking once, on both on- and off- agenda items, unless, upon motion, such time is extended by the legislative body. Such statements shall only be allowed during the Public Comment portion of the agenda. If there are any public hearings scheduled, individuals will be given an additional opportunity to comment under said items. Speakers are not permitted to yield their time to another speaker. Public comment is limited to 30 minutes at each meeting, with the ability to extend if the legislative body so chooses by majority vote.

To ensure that the public is able to participate, the City may provide a variety of ways in which the public can submit their comment: in person, virtually, email, phone call, mail and any other method which may become available. Methods of participation may be subject to change during other such times when a State of Emergency, Health Order or State Executive Order limits in-person participation.

1. Public Comments received

**MEMBER STATEMENTS/REPORTS**

**CITY MANAGER AND CITY ATTORNEY STATEMENTS**

**SPECIAL ITEMS**

2. A Proclamation presentation declaring April 14-20, 2024 as National Public Safety Telecommunicators Week
3. A Proclamation presentation declaring April 7-13, 2024 as National Library Week
4. Glendora Hotel Update



## CONSENT CALENDAR

Items on the Consent Calendar will be enacted by one motion without individual discussion. There will be no separate discussion of these items unless a member of the governing body requests specific item(s) be removed from the Consent Calendar for separate action. Items removed from the Consent Calendar will be considered after the Consent Calendar is approved. Anyone wishing to address a Consent Calendar item should do so during the Public Comment Period.

5. Review and Affirm Disbursements for March 2024 in the amount of \$7,045,945.91

CITY RECOMMENDATION: 1. Review and Affirm Disbursements for March 2024 in the amount of \$7,045,945.91.

6. Approval of Amendment No. 1 to the Agreement for Services Between Lance, Soll & Lunghard, LLP ("LSL CPAs", "LSL"), and the City of Glendora Dated November 13, 2023 for Accounting and Consulting Services

CITY RECOMMENDATION: 1. Approve Amendment No. 1 to the Professional Services Agreement with LSL CPAS increasing the contract amount by \$55,000 for a total not to exceed amount of \$100,000; and, 2. Authorize the City Manager to execute the agreement.

## MEMBER AGENDA ITEMS

7. Discussion of the City's Tree Policies: Tree Trimming (Requested by Boyer)

CITY RECOMMENDATION: 1. Receive, file and discuss the staff report and attached materials.

## UNFINISHED BUSINESS

8. Conduct a Mid-Year Budget Review and Adopt a Resolution amending the Fiscal Year 2023-24 Budget

CITY RECOMMENDATION: 1. Adopt a Joint City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY AND HOUSING AUTHORITY AMENDING THE FY 2023-24 FISCAL BUDGET PER THE MID-YEAR REVIEW RECOMMENDATIONS."; and 2. Adopt a City Council Resolution entitled, "RESOLUTION OF CITY COUNCIL APPROVING AN AMENDMENT TO THE AUTHORIZED POSITION CONTROL LISTING AND THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF GLENDORA."

9. Update on Addressing Homelessness

CITY RECOMMENDATION: 1. Receive an update on services provided and efforts undertaken to assist individuals experiencing homelessness in the City; 2. Accept the Grant Award from the San Gabriel Valley Council of Governments Housing Solutions Fund (SGVCOG HSF) in the amount of \$50,000; and 3. Approve an increase in estimated revenues and a supplemental appropriation of \$50,000 in the Measure H Fund for the SGVCOG HSF Grant Award.

## **NEW BUSINESS**

10. Authorize the Purchase of a New Mitel Telephone System through Business Telecommunications Systems for \$105,135 including a Three-Year Term for Professional Services Support of \$4,227 Annually

CITY RECOMMENDATION: 1. Authorize the purchase of City-Wide Mitel telephone systems replacement in the amount of \$105,134.71; and 2. Authorize the City Manager or his designee to execute the three-year term Master Warranty and Support Agreement with Business Telecommunications Systems in the annual amount of \$4,226.68.

## **MEMBER/STAFF CLOSING COMMENTS**

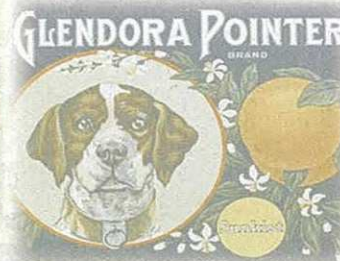
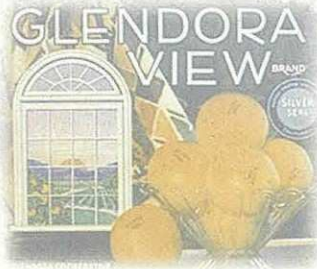
## **ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the Glendora City Hall bulletin board at 116 E. Foothill Boulevard and on the City of Glendora website at [www.cityofglendora.org](http://www.cityofglendora.org) not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2.

Dated: April 5, 2024

Kathleen R. Sessman, MMC  
City Clerk/Communications Director





# Proclamation

The City of Glendora  
State of California

- WHEREAS*, emergencies that require police, fire or emergency medical services can occur at any time; and,
- WHEREAS*, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,
- WHEREAS*, the safety of our police officers, firefighters and paramedics is dependent upon quality and accuracy of information obtained from citizens who contact the Glendora emergency communications center; and,
- WHEREAS*, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,
- WHEREAS*, Public Safety Telecommunicators are the single vital link for our police officers, firefighters and paramedics by monitoring their activities by radio, providing them information and ensuring their safety; and,
- WHEREAS*, Public Safety Telecommunicators of the City have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,
- WHEREAS* each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

*NOW, THEREFORE*, be it resolved that I, Mendell Thompson, Mayor, do hereby designate the week April 14-20, 2024, as National Public Safety Telecommunicators Week, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

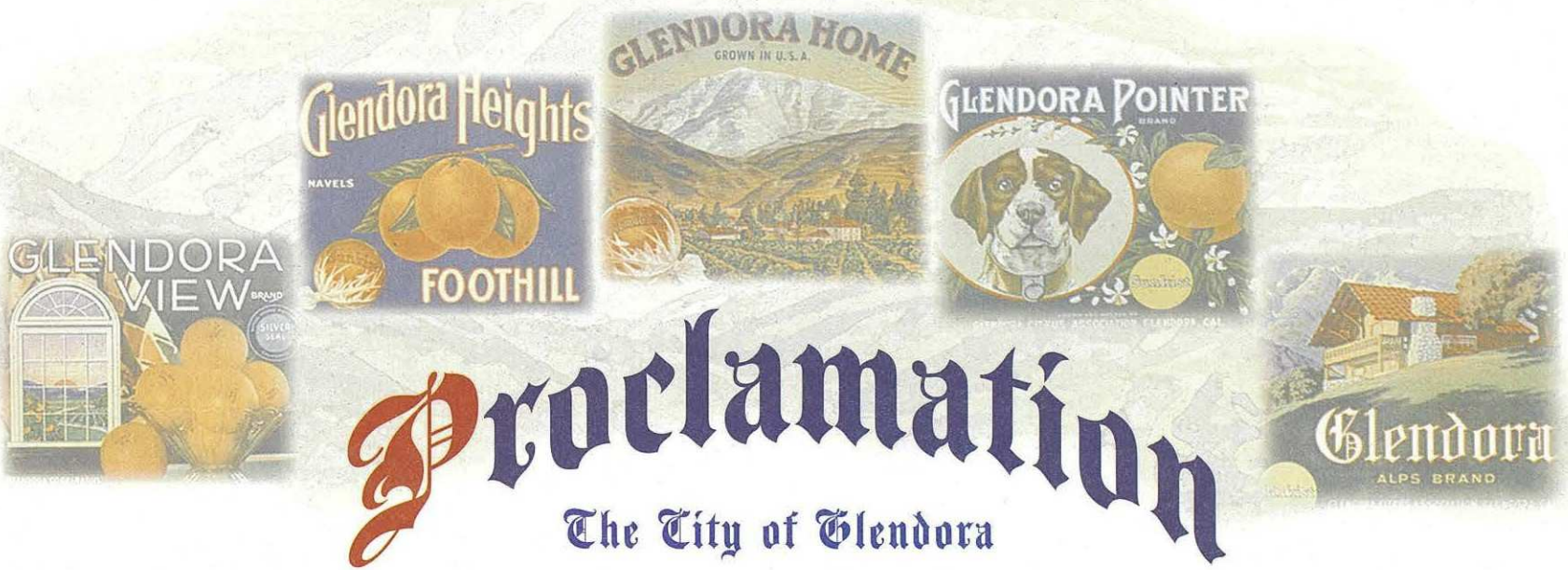
CITY OF GLENDORA

Mendell Thompson, Mayor

David Fredendall, Mayor Pro Tem  
Karen Davis, Councilmember  
Michael Allawos, Councilmember  
Gary Boyer, Councilmember







- WHEREAS, libraries offer the opportunity for everyone to connect with others, learn new skills, invest in civic engagement, explore community goals, and pursue their passions, no matter where they are on life's journey;*
- WHEREAS, libraries have long served as trusted institutions, striving to ensure equitable access to information and services for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;*
- WHEREAS, libraries contribute to local prosperity and thriving communities, providing resources that support the economy and making choices that are good for the environment;*
- WHEREAS, libraries are treasured institutions that preserve our collective heritage and knowledge, safeguarding both physical and digital resources for present and future generations;*
- WHEREAS, libraries are an essential public good and are fundamental institutions in democratic societies, working to improve society, protect the right to education and multiple literacies, and promote the free exchange of information and ideas for all;*
- WHEREAS, Glendora Public Library adapts to the ever-changing needs of our community, developing and expanding content, programs, and services that are as diverse as the populations being served;*
- WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;*

*NOW, THEREFORE, be it resolved that I, Mendell Thompson, Mayor of Glendora, proclaim National Library Week, April 7-13, 2024. During this week, I encourage all residents to see how their Library can help meet their aspirations, and to celebrate the adventures and opportunities the Library unlocks for us every day.*



CITY OF GLENDORA

Mendell Thompson, Mayor

David Fredendall, Mayor Pro Tem  
Karen Davis, Councilmember  
Michael Allawos, Councilmember  
Gary Boyer, Councilmember







# STAFF REPORT

**TO:** Mayor and Council Members **DATE:** April 9, 2024  
**FROM:** Finance **DISTRICT(S):** City-Wide  
**SUBJECT:** Review and Affirm Disbursements for March 2024 in the amount of \$7,045,945.91

## RECOMMENDATION

That the City Council:

1. Review and Affirm Disbursements for March 2024 in the amount of \$7,045,945.91.

## STRATEGIC FOCUS AREAS

- Maintain Financial Stability and Sustainability (MFSS)

## EXECUTIVE SUMMARY

For March 2024 the city disbursed the following amounts through accounts payable and payroll.

DATE	A/P	PAYROLL	TOTAL
03/01/2024	\$404,927.57		\$404,927.57
03/08/2024	\$1,368,374.70	\$698,504.72	\$2,066,879.42
03/15/2024	\$2,039,651.10		\$2,039,651.10
03/22/2024	\$973,245.48	\$694,124.00	\$1,667,369.48
03/29/2024	\$867,118.34		\$867,118.34
<b>Total</b>	<b>\$5,653,317.19</b>	<b>\$1,392,628.72</b>	<b>\$7,045,945.91</b>

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Pursuant to the Glendora Municipal Code Section 2.20.030 Departmental reports, the Finance Department shall provide a comprehensive report on disbursements, at least on a quarterly basis.

## DISCUSSION

Notable disbursements in the month of March include:

Name	Amount	Description
Gentry Brothers	\$784,258.64	Construction: Bennett Ave Street/Water Main
Stephen Doreck Equipment	\$526,794.00	Mauna Loa Ave Water & Street Improvements
Ortco Inc.	\$453,815.00	Louie Pompei Shade Structure
Ohno Construction	\$257,235.86	Louie Pompei Park Improvements
DD Systems Inc.	\$248,460.60	Finkbiner Park Phase 2 Improvements

For the month of February, the attachments are split into multiple reports due to the City's continued transition to the new financial system and the new reports will continue to be refined for future months as the City identifies the most complete report available in the new financial system.

## **FISCAL IMPACT**

There is no impact associated with the recommendation of this report.

## **ENVIRONMENTAL DETERMINATION**

Not Applicable.

Prepared By	George Perez-Sosa, Accounting Technician
Concurs With	Not Applicable
Reviewed By	Kyle Johnson, Finance Director/City Treasurer
Certified to Availability of Funds	Kyle Johnson, Finance Director/City Treasurer
Approved By	Adam Raymond, City Manager
Legal Review	Danny Aleshire, City Attorney
CEQA Review	Not Applicable

## **ATTACHMENTS:**

A. Warrant Register - March 2024

# CITY OF GLENDORA

CITY COUNCIL MEETING

4/9/2024

WARRANT REGISTER FOR

3/1/2024

GENERAL WARRANT REGISTER - FINANCE +  
GENERAL WARRANT REGISTER - TYLER  
PAYROLL EFT

\$ 404,927.57

TOTAL

\$ 404,927.57

PREPARED BY:

George Perez



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REVIEWED BY  
Finance Director/City Treasurer

## Warrant Register Notes – Understanding the “Key Org”

Key Org = Fund + Dept

XXXXXXXX = XXX + XXXX

First three digits = Fund. The funds are used for this register are listed at the end of each register.

It includes the Fund #, Fund Title and Amount spent for that fund.

Remaining four digits &amp; subaccounts = Department and division. Below is the list of departments.

#	<u>Department description</u>	#	<u>Department description</u>
40xx	LEGISLATIVE	60xx	PLANNING, CRA, HOUSING
41xx	EXECUTIVE	65xx	PUBLIC WOKRS
42xx	FINANCE	70xx	LIBRARY
43xx	NON-DEPARTMENTAL	75xx	COMMUNITY SERVICES
51xx	PUBLIC SAFETY	99xx	CAPITAL PORJECTS

“X” – Provides additional details of the division within the department

City of Glendora				
Check Number	Amount	Check Date	Payee	Check Type
156	\$2,280.00	03/01/24	ALTA PLANNING & DESIGN INC	AP ACH
157	\$4,857.60	03/01/24	BIGGER & BETTER LIMITED	AP ACH
158	\$100.00	03/01/24	BLACK AND WHITE EMERGENCY VEHICLES	AP ACH
159	\$1,891.82	03/01/24	CDW GOVERNMENT, INC.	AP ACH
160	\$2,033.43	03/01/24	CHARTER COMMUNICATIONS HOLDINGS,LLC	AP ACH
161	\$5,791.00	03/01/24	CONVERSE CONSULTANTS	AP ACH
162	\$12,256.12	03/01/24	CSG CONSULTANTS INC	AP ACH
163	\$1,498.75	03/01/24	CYNTHIA ESTRADA HAEBE	AP ACH
164	\$2,400.00	03/01/24	ESR QUALITY PAINTING INC.	AP ACH
165	\$225.00	03/01/24	FOOTHILL COMMUNICATIONS, INC.	AP ACH
166	\$57.03	03/01/24	GALE/CENGAGE LEARNING	AP ACH
167	\$3,120.00	03/01/24	SHEILA JENNINGS GANINO	AP ACH
168	\$28,325.00	03/01/24	GIS SURVEYORS, INC.	AP ACH
169	\$1,311.42	03/01/24	GRAINGER	AP ACH
170	\$12,593.69	03/01/24	JOHN GREEN TRUCKING	AP ACH
171	\$1,386.25	03/01/24	H & L CHARTER CO., INC.	AP ACH
172	\$1,379.35	03/01/24	MICHELLE HARRINGTON	AP ACH
173	\$7,764.00	03/01/24	ICONTRACTS INC.	AP ACH
174	\$423.55	03/01/24	IMS REFRIGERATION INC.	AP ACH
175	\$170.00	03/01/24	J.W. LOCK CO., INC.	AP ACH
176	\$244.00	03/01/24	KANOPY	AP ACH
177	\$3,500.00	03/01/24	LAGOS CABINETS INC.	AP ACH
178	\$350.00	03/01/24	LAW ENFORCEMENT MEDICAL	AP ACH
179	\$813.25	03/01/24	MARX BROS FIRE EXTINGUISHER	AP ACH
180	\$2,396.75	03/01/24	MIDWEST TAPE LLC	AP ACH
181	\$1,142.54	03/01/24	OCEAN BLUE ENVIRONMENTAL SVCS INC	AP ACH
182	\$154.90	03/01/24	PRESCREEN SOLUTIONS, INC	AP ACH
183	\$20,500.00	03/01/24	RAPTOR EVENTS LLC	AP ACH
184	\$1,646.40	03/01/24	RICHDAL, INC	AP ACH
185	\$3,120.00	03/01/24	SAMANTHA J. GARCIA, LLC	AP ACH
186	\$391.76	03/01/24	SUMMIT SIGN & SAFETY	AP ACH
187	\$941.00	03/01/24	SWANK MOVIE LICENSING USA	AP ACH



188	\$3,970.00	03/01/24 TRAPEZE SOFTWARE GROUP INC	AP ACH
189	\$450.00	03/01/24 TRI-XECUTEX CORPORATION	AP ACH
115611	\$209.00	03/01/24 A & P COMPLIANCE TESTING INC	AP Printed
115612	\$540.00	03/01/24 ASSOCIATION OF BAY AREA GOVERNMENTS	AP Printed
115613	\$9,758.83	03/01/24 ALESHIRE & WYNDER, LLP	AP Printed
115614	\$655.84	03/01/24 ALTA-FOODCRAFT INC.	AP Printed
115615	\$250.00	03/01/24 ANIMAL PEST MANAGEMENT SERVICES	AP Printed
115616	\$67.81	03/01/24 AT&T	AP Printed
115617	\$581.10	03/01/24 AT&T	AP Printed
115618	\$739.02	03/01/24 AVALON COLLISION CENTERS INC	AP Printed
115619	\$6,247.28	03/01/24 AVALON COLLISION CENTERS INC	AP Printed
115620	\$48,325.40	03/01/24 AZUSA LIGHT & WATER	AP Printed
115621	\$1,095.00	03/01/24 BADGE FRAME, INC	AP Printed
115623	\$9,234.78	03/01/24 BIG BEN ENGINEERING	AP Printed
115624	\$30.00	03/01/24 BURRO CANYON SHOOTING PARK	AP Printed
115625	\$647.10	03/01/24 CALIFORNIA BUILDING STANDARDS	AP Printed
115627	\$115.94	03/01/24 CINTAS	AP Printed
115628	\$1,147.00	03/01/24 CLINICAL LAB OF SAN BERNARDINO	AP Printed
115629	\$68.91	03/01/24 COLLEY AUTO CARS INC	AP Printed
115630	\$900.00	03/01/24 THE COUNSELING TEAM INTERNATIONAL	AP Printed
115631	\$706.63	03/01/24 CRAFTCO INC	AP Printed
115632	\$5,533.50	03/01/24 EPD SOLUTIONS, INC.	AP Printed
115633	\$275.46	03/01/24 EWING IRRIGATION PRODUCTS, INC.	AP Printed
115634	\$750.00	03/01/24 FLOCK SAFETY	AP Printed
115635	\$4,332.00	03/01/24 FREEWIRE TECHNOLOGIES, INC	AP Printed
115636	\$122.22	03/01/24 FRONTIER	AP Printed
115637	\$1,679.60	03/01/24 GENERAL PUMP CO. INC.	AP Printed
115638	\$2,025.00	03/01/24 GEORGE E. BOOTH CO., INC.	AP Printed
115639	\$180.66	03/01/24 HARLAND CLARKE	AP Printed
115640	\$244.59	03/01/24 HOLLIDAY ROCK CO., INC.	AP Printed
115641	\$1,237.38	03/01/24 HOUSING RIGHTS CENTER	AP Printed
115642	\$20,502.05	03/01/24 J DE SIGIO CONSTRUCTION INC.	AP Printed
115643	\$39,699.74	03/01/24 JMD	AP Printed
115645	\$92.49	03/01/24 KEYSTONE UNIFORM DEPOT	AP Printed

115646	\$1,303.83	03/01/24 KEYSTONE UNIFORM DEPOT	AP Printed
115647	\$17,562.12	03/01/24 COUNTY OF LOS ANGELES	AP Printed
115648	\$722.75	03/01/24 COUNTY OF LOS ANGELES	AP Printed
115649	\$3,287.60	03/01/24 LOS ANGELES COUNTY FIRE DEPT.	AP Printed
115650	\$319.00	03/01/24 COUNTY OF LOS ANGELES	AP Printed
115651	\$75.00	03/01/24 LOS ANGELES COUNTY CLERK	AP Printed
115652	\$184.77	03/01/24 ATHACO, INC	AP Printed
115653	\$413.38	03/01/24 MALLORY SAFETY AND SUPPLY LLC	AP Printed
115654	\$1,617.44	03/01/24 MARX BROS FIRE EXTINGUISHER	AP Printed
115655	\$454.60	03/01/24 O'REILLY AUTO PARTS	AP Printed
115656	\$740.50	03/01/24 OCCU-MED, LTD	AP Printed
115658	\$80.38	03/01/24 OFFICE DEPOT	AP Printed
115659	\$440.52	03/01/24 OFFICE DEPOT	AP Printed
115661	\$160.17	03/01/24 FREEDOM FOREVER LLC	AP Printed
115663	\$1,345.78	03/01/24 SUNRUN INSTALLATION SERVICES INC	AP Printed
115664	\$1,657.86	03/01/24 TROY ADAY	AP Printed
115666	\$280.00	03/01/24 Claudia De La Torre-Quinones	AP Printed
115667	\$165.00	03/01/24 ERS Partners LP	AP Printed
115668	\$194.57	03/01/24 JOE LOWDER	AP Printed
115669	\$69.12	03/01/24 KIMBERLY RAMOS	AP Printed
115670	\$150.00	03/01/24 Michael Tran	AP Printed
115671	\$100.00	03/01/24 Nima Razfar	AP Printed
115673	\$225.00	03/01/24 Steven Schneider	AP Printed
115674	\$194.44	03/01/24 VERLAND E COLLINS	AP Printed
115675	\$31.89	03/01/24 OVERDRIVE, INC.	AP Printed
115677	\$2,484.86	03/01/24 RANCHO JANITORIAL SUPPLIES	AP Printed
115678	\$328.50	03/01/24 RIGHT OF WAY, INC.	AP Printed
115679	\$361.00	03/01/24 SECURITY PUBLIC STORAGE-	AP Printed
115680	\$20,503.52	03/01/24 SOUTHERN CALIFORNIA EDISON	AP Printed
115681	\$3,950.00	03/01/24 STUMP FENCE CO.	AP Printed
115682	\$684.79	03/01/24 UNIFIRST CORPORATION	AP Printed
115683	\$9,057.09	03/01/24 VERIZON WIRELESS	AP Printed
115684	\$903.90	03/01/24 WALTERS WHOLESALE ELECTRIC CO	AP Printed
115685	\$4,219.00	03/01/24 WATERWISE CONSULTING INC.	AP Printed

115686	\$11,276.62	03/01/24 WESTERN PACIFIC PAINTING CO	AP Printed
115687	\$4,665.57	03/01/24 WESTERN WATER WORKS SUPPLY CO.	AP Printed
115610	\$12,495.61	03/01/24 88844MOTOR	AP Printed
115622	\$188.61	03/01/24 BIBLIOTHECA LLC	AP Printed
115626	\$3,762.12	03/01/24 CALLYO	AP Printed
115644	\$286.00	03/01/24 KANOPY	AP Printed
115657	\$4,985.82	03/01/24 OCEAN BLUE ENVIRONMENTAL SVCS INC	AP Printed
115660	\$213.00	03/01/24 ABOVE & BEYOND BUILDER INC	AP Printed
115662	\$218.78	03/01/24 PALMETTO SOLAR LLC	AP Printed
115665	\$150.00	03/01/24 Ann Tatoian	AP Printed
115672	\$1,813.04	03/01/24 SEMA CONSTRUCTION INC	AP Printed
115676	\$3,125.08	03/01/24 PITNEY BOWES GLOBAL FINANCIAL SVCS	AP Printed
	\$404,927.57		

# CITY OF GLENDORA

CITY COUNCIL MEETING

4/9/2024

WARRANT REGISTER FOR

3/8/2024

GENERAL WARRANT REGISTER - FINANCE +	\$	605,307.51
GENERAL WARRANT REGISTER - TYLER	\$	763,067.19
PAYROLL EFT - PPE 03/03/2024	\$	698,504.72
<b>TOTAL</b>	<b>\$</b>	<b>2,066,879.42</b>

PREPARED BY:

George Perez



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REVIEWED BY  
Finance Director/City Treasurer

## Warrant Register Notes – Understanding the “Key Org”

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51xx	PUBLIC SAFETY	99xx	CAPITAL PORJECTS

“X” – Provides additional details of the division within the department

SUNGARD PENTAMATION  
DATE: 03/26/2024  
TIME: 11:18:32

CITY OF GLENDORA  
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.ck\_date='20240308 00:00:00.000'  
ACCOUNTING PERIOD: 9/24

FUND - 972 - AP DISBURSEMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	KEY ORG	-----DESCRIPTION-----	SALES TAX	AMOUNT
10001	V8374	03/08/24	2392	AFLAC - GROUP	970	AFLAC GP - 02/24	0.00	3,099.08
10001	V8375	03/08/24	2392	AFLAC - INDIV	970	AFLAC IP - 02/24	0.00	2,554.36
10001	V8376	03/08/24	1113	AFSCME DISTRICT COUNCIL	970	AFSCME DUES	0.00	1,562.88
10001	V8377	03/08/24	6158	BOA EXPRESS TAX	970	PAYROLL TAXES	0.00	166,922.20
10001	V8378	03/08/24	1110	CA.PUBLIC EMPLOYEES RETI	970	PERS RETIREMENT	0.00	186,031.00
10001	V8378	03/08/24	1110	CA.PUBLIC EMPLOYEES RETI	970	PERS HEALTH 03/24	0.00	145,232.03
10001	V8378	03/08/24	1110	CA.PUBLIC EMPLOYEES RETI	0014306	PERS HEALTH 03/24	0.00	6,524.88
TOTAL CHECK							0.00	337,787.91
10001	V8379	03/08/24	1112	GLENDORA CITY EMPLOYEE A	970	EMPLOYEE SOCIAL GROUP	0.00	680.00
10001	V8380	03/08/24	1115	GLENDORA MANAGEMENT ASSO	970	GMA DUES	0.00	410.00
10001	V8381	03/08/24	1117	GLENDORA POLICE MANAGEME	970	PMA/CLEA LTD DUES	0.00	438.00
10001	V8381	03/08/24	1117	GLENDORA POLICE MANAGEME	970	PMA/CLEA LTD DUES	0.00	162.00
TOTAL CHECK							0.00	600.00
10001	V8382	03/08/24	4133	HEALTH EQUITY	970	HSA WITH HDHP	0.00	322.92
10001	V8383	03/08/24	6883	LINCOLN NATIONAL LIFE IN	970	LIFE/LTD/VOL LIFE-MAR	0.00	12,235.72
10001	V8383	03/08/24	6883	LINCOLN NATIONAL LIFE IN	970	VOL AD&D 03/24	0.00	836.72
TOTAL CHECK							0.00	13,072.44
10001	V8384	03/08/24	7369	MIDAMERICA ADMIN&RETIRE	970	EXEC MGMT - HRA	0.00	500.00
10001	V8385	03/08/24	7369	MIDAMERICA ADMIN&RETIRE	970	PART TIME RETIREMENT	0.00	4,532.52
10001	V8386	03/08/24	6882	MUNICIPAL DENTAL POOL	970	DENTAL 03/24	0.00	13,089.90
10001	V8387	03/08/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	2,112.35
10001	V8387	03/08/24	5012	NATIONWIDE RETIREMENT SO	970	EXEC 401A PLAN	0.00	2,500.02
10001	V8387	03/08/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	17,343.49
10001	V8387	03/08/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	27,570.49
10001	V8387	03/08/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	212.50
TOTAL CHECK							0.00	49,738.85
10001	V8388	03/08/24	1116	POLICE ASSOCIATION	970	POA ASSOC DUES	0.00	73.13
10001	V8388	03/08/24	1116	POLICE ASSOCIATION	970	POA ASSOC DUES	0.00	2,550.00
TOTAL CHECK							0.00	2,623.13
10001	V8389	03/08/24	7577	LEGALSHIELD	970	LEGAL & ID SHIELD-FEB	0.00	682.00
10001	V8390	03/08/24	1119	STATE DISBURSEMENT UNIT	970	WAGE GARNISHMENT	0.00	582.33
10001	V8391	03/08/24	8120	TRUSTMARK VOLUNTARY BENE	970	LONG TERM CARE	0.00	1,049.90
10001	V8392	03/08/24	8165	NATIONWIDE	970	PET INSURANCE	0.00	107.95

SUNGARD PENTAMATION  
 DATE: 03/26/2024  
 TIME: 11:18:32

CITY OF GLENDORA  
 CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 2  
 ACCTPA21

SELECTION CRITERIA: transact.ck\_date='20240308 00:00:00.000'  
 ACCOUNTING PERIOD: 9/24

FUND - 972 - AP DISBURSEMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	KEY ORG	-----DESCRIPTION-----	SALES TAX	AMOUNT
10001	V8393	03/08/24	4133	WAGeworks	970	FSA/MTHLY FEES 02/24	0.00	286.00
10001	V8394	03/08/24	4133	WAGeworks, INC.	970	FSA MEDICAL REIMBURSE	0.00	1,844.27
10001	V8394	03/08/24	4133	WAGeworks, INC.	970	DEPEND CARE REIMBURSE	0.00	498.35
TOTAL	CHECK						0.00	2,342.62
10001	111656	03/08/24	1835	FRANCHISE TAX BOARD	970	WAGE GARNISHMENT	0.00	50.00
10001	111657	03/08/24	1025	STANDARD INSURANCE COMPA	970	VISION 03/24	0.00	2,710.52
TOTAL	CASH ACCOUNT						0.00	605,307.51
TOTAL	FUND						0.00	605,307.51
TOTAL	REPORT						0.00	605,307.51

SUNGARD PENTAMATION  
DATE: 03/08/2024  
TIME: 16:12:13

CITY OF GLENDORA  
CHECK AND VOUCHER REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 8/24

FUND	FUND TITLE	AMOUNT
001	GENERAL FUND	6,524.88
970	PAYROLL DISBURSEMENT FUND	596,022.11
TOTAL REPORT		602,546.99

SUNGARD PENTAMATION  
DATE: 03/08/2024  
TIME: 16:06:14

CITY OF GLENDORA  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 8/24

FUND	FUND TITLE	AMOUNT
970	PAYROLL DISBURSEMENT FUND	2,760.52
TOTAL	REPORT	2,760.52



City of Glendora				
Check Number	Amount	Check Date	Payee	Check Type
190	\$905.52	03/08/24	88844MOTOR	AP ACH
191	\$64.65	03/08/24	ADLERHORST INTERNATIONAL LLC	AP ACH
192	\$5,136.00	03/08/24	AIR-EX AIR CONDITIONING INC.	AP ACH
193	\$5,658.96	03/08/24	ALLSTATES MAILING SERVICES, INC	AP ACH
194	\$18.44	03/08/24	ATHENS SERVICES	AP ACH
195	\$200.00	03/08/24	ATHENS SERVICES	AP ACH
196	\$145.00	03/08/24	AZTECH ELEVATOR COMPANY	AP ACH
197	\$89.95	03/08/24	BRIAN WOOD AUTOMOTIVE, INC.	AP ACH
198	\$7,920.14	03/08/24	CHARTER COMMUNICATIONS HOLDINGS,LLC	AP ACH
199	\$667.91	03/08/24	CLEAN SWEEP SUPPLY CO., INC.	AP ACH
200	\$12,442.82	03/08/24	COCOVIDO LA, LLC	AP ACH
201	\$55.28	03/08/24	COLLEY AUTO CARS INC	AP ACH
202	\$102.60	03/08/24	DOCU-TRUST	AP ACH
203	\$1,197.33	03/08/24	ENCORE GAS AND SUPPLY	AP ACH
204	\$1,500.00	03/08/24	FIELDTURF USA, INC.	AP ACH
205	\$670.00	03/08/24	GENERATOR SERVICES CO., INC	AP ACH
206	\$103.87	03/08/24	GEORGE'S GRAPHICS	AP ACH
207	\$6,250.00	03/08/24	GLENDORA CHAMBER OF COMMERCE	AP ACH
208	\$1,593.99	03/08/24	GRAINGER	AP ACH
209	\$672.00	03/08/24	JAVIER DJEU TENNIS	AP ACH
210	\$877.80	03/08/24	JOHNNY ALLEN TENNIS ACADEMY	AP ACH
211	\$205.00	03/08/24	KANOPY	AP ACH
212	\$1,250.00	03/08/24	KEENAN & ASSOCIATES	AP ACH
213	\$1,240.26	03/08/24	LA VERNE POWER EQUIPMENT INC	AP ACH
214	\$1,000.00	03/08/24	LOUISE ERNESTINE CRISS BREWER	AP ACH
215	\$400.00	03/08/24	MARK W HERRING	AP ACH
216	\$540.00	03/08/24	MERCURY FENCE CO., INC.	AP ACH
217	\$1,645.38	03/08/24	MIDWEST TAPE LLC	AP ACH
218	\$22,139.51	03/08/24	NELSON/NYGAARD CONSULTING	AP ACH
219	\$7.97	03/08/24	OVERDRIVE, INC.	AP ACH
220	\$1,970.58	03/08/24	PINPOINT INDUSTRIES, INC.	AP ACH
221	\$1,720.00	03/08/24	QUALITY CODE PUBLISHING LLC	AP ACH
222	\$696.11	03/08/24	RYDIN DECAL	AP ACH

223	\$3,950.00	03/08/24 SOUTH COAST ELECTRICAL, INC	AP ACH
224	\$104.51	03/08/24 STERICYCLE, INC.	AP ACH
225	\$1,309.63	03/08/24 STITCHMANIA INC	AP ACH
226	\$259.49	03/08/24 TRI-XECUTEX CORPORATION	AP ACH
227	\$700.00	03/08/24 TYLER SEPPALA	AP ACH
228	\$33,486.00	03/08/24 UNITED MAINTENANCE SYSTEMS	AP ACH
229	\$8,802.00	03/08/24 WEST COAST ARBORISTS, INC.	AP ACH
230	\$1,634.80	03/08/24 Y TIRE PERFORMANCE LLC	AP ACH
115788	\$325.00	03/08/24 A & P COMPLIANCE TESTING INC	AP Printed
115789	\$450.00	03/08/24 ADLERHORST INTERNATIONAL LLC	AP Printed
115790	\$106,825.55	03/08/24 ALESHIRE & WYNDER, LLP	AP Printed
115791	\$424.96	03/08/24 UNISHIELD	AP Printed
115793	\$48.23	03/08/24 AT&T MOBILITY	AP Printed
115794	\$119.46	03/08/24 AUTOZONE STORES INC	AP Printed
115796	\$14,209.90	03/08/24 AZUSA LIGHT & WATER	AP Printed
115797	\$210.94	03/08/24 AZUSA PLUMBING SUPPLY INC	AP Printed
115799	\$388.29	03/08/24 BOB BARKER COMPANY, INC	AP Printed
115800	\$330.09	03/08/24 CCH INCORPORATED	AP Printed
115801	\$151.79	03/08/24 CINTAS	AP Printed
115802	\$1,361.72	03/08/24 CLEAN SWEEP SUPPLY CO., INC.	AP Printed
115804	\$1,165.52	03/08/24 COLLEY AUTO CARS INC	AP Printed
115805	\$1,725.00	03/08/24 COPWARE, INC.	AP Printed
115806	\$248,460.60	03/08/24 DD SYSTEMS INC	AP Printed
115808	\$9,887.94	03/08/24 SOUTHWEST HYDROTECH	AP Printed
115809	\$47.52	03/08/24 DOCU-TRUST	AP Printed
115811	\$2,040.00	03/08/24 SOUTHLAND SPORTS ASSOCIATION	AP Printed
115812	\$7,411.31	03/08/24 FRONTIER	AP Printed
115814	\$3,556.52	03/08/24 HOLLIDAY ROCK CO., INC.	AP Printed
115815	\$1,321.42	03/08/24 HOUSING RIGHTS CENTER	AP Printed
115816	\$14,984.55	03/08/24 JMD	AP Printed
115817	\$10,720.00	03/08/24 JOHNSON CONTROLS INC	AP Printed
115819	\$1,250.00	03/08/24 KEENAN & ASSOCIATES	AP Printed
115823	\$20,833.33	03/08/24 LA - C.A.D.A.	AP Printed
115824	\$3,756.64	03/08/24 LA CHRISTMAS LIGHT INSTALLERS INC	AP Printed
115825	\$2,182.84	03/08/24 REGIONAL TAP SERVICE CENTER	AP Printed

115826	\$2,006.78	03/08/24 GATEWAY WATER MANAGEMENT AUTHORITY	AP Printed
115827	\$209.32	03/08/24 INTERSTATE BATTERY OF THE I.E.	AP Printed
115828	\$1,271.80	03/08/24 LAW OFFICES OF JONES & MAYER	AP Printed
115829	\$31.18	03/08/24 LEWIS ENGRAVING, INC.	AP Printed
115830	\$504.96	03/08/24 COUNTY OF LOS ANGELES	AP Printed
115831	\$631.50	03/08/24 LA COUNTY SHERIFF'S DEPT	AP Printed
115833	\$277.15	03/08/24 ATHACO, INC	AP Printed
115834	\$1,439.00	03/08/24 MARIPOSA LANDSCAPES, INC.	AP Printed
115836	\$168.73	03/08/24 NET TRANSCRIPTS INC	AP Printed
115837	\$445.30	03/08/24 OFFICE DEPOT	AP Printed
115838	\$277.80	03/08/24 OFFICE DEPOT	AP Printed
115839	\$5,422.27	03/08/24 GV Property Investment LLC	AP Printed
115840	\$153.82	03/08/24 AIM RESOURCES	AP Printed
115842	\$100.00	03/08/24 Bonnie Meeker	AP Printed
115843	\$86.85	03/08/24 CARMEN CASILLAS	AP Printed
115844	\$12.99	03/08/24 Carol L Eden	AP Printed
115848	\$95.23	03/08/24 JAIME P CABRERA	AP Printed
115850	\$150.00	03/08/24 John Stimson	AP Printed
115851	\$350.00	03/08/24 Kenneth Elliott	AP Printed
115856	\$100.00	03/08/24 Qin Zhou	AP Printed
115857	\$16.00	03/08/24 Rance Reed	AP Printed
115858	\$110.35	03/08/24 STEVE NASH	AP Printed
115859	\$141.17	03/08/24 WAYNE SMITH	AP Printed
115860	\$96.89	03/08/24 XI ZHU	AP Printed
115861	\$934.15	03/08/24 OVERDRIVE, INC.	AP Printed
115863	\$3,448.75	03/08/24 PLACEWORKS	AP Printed
115864	\$2,350.00	03/08/24 QUALITY PUMPING SERVICES INC	AP Printed
115865	\$470.83	03/08/24 GRAFIX SYSTEMS	AP Printed
115866	\$164.25	03/08/24 RIGHT OF WAY, INC.	AP Printed
115868	\$1,936.00	03/08/24 SCMAF	AP Printed
115869	\$280.93	03/08/24 SECTAN SECURITY, INC.	AP Printed
115870	\$1,650.00	03/08/24 SHANSHAN DANG	AP Printed
115871	\$251.05	03/08/24 R&R CUSTOM SIGNS	AP Printed
115872	\$380.00	03/08/24 PECK ROAD GRAVEL	AP Printed
115873	\$424.91	03/08/24 SOCALGAS	AP Printed

115874	\$319.99	03/08/24 SOUTHEAST CONSTRUCTION	AP Printed
115875	\$691.67	03/08/24 SOUTHEAST CONSTRUCTION	AP Printed
115876	\$4,352.82	03/08/24 SOUTHERN CALIFORNIA EDISON	AP Printed
115877	\$1,817.47	03/08/24 SPRAGUES READY MIX	AP Printed
115878	\$571.10	03/08/24 KANDID GRAPHICS	AP Printed
115879	\$69,328.35	03/08/24 TRANSPORTATION CONCEPTS	AP Printed
115880	\$120.20	03/08/24 TRANSUNION RISK & ALTERNATIVE	AP Printed
115881	\$5,328.00	03/08/24 TYLER TECHNOLOGIES INC	AP Printed
115882	\$1,995.96	03/08/24 UNIFIRST CORPORATION	AP Printed
115883	\$104.40	03/08/24 UNITED SITE SERVICES OF CA, INC.	AP Printed
115884	\$3,850.00	03/08/24 VERONICA TAM & ASSOCIATES, INC	AP Printed
115885	\$116.32	03/08/24 VULCAN MATERIALS COMPANY	AP Printed
115886	\$1,678.02	03/08/24 WALTERS WHOLESALE ELECTRIC CO	AP Printed
115887	\$8,907.50	03/08/24 WATERWISE CONSULTING INC.	AP Printed
115792	\$48.23	03/08/24 AT&T	AP Printed
115795	\$6,401.12	03/08/24 AVALON COLLISION CENTERS INC	AP Printed
115798	\$654.92	03/08/24 BIBLIOTHECA LLC	AP Printed
115803	\$150.00	03/08/24 CMRTA	AP Printed
115807	\$10,778.75	03/08/24 DECOR IQ, LLC	AP Printed
115810	\$17,472.60	03/08/24 FLOCK SAFETY	AP Printed
115813	\$347.01	03/08/24 GRAINGER	AP Printed
115818	\$8,752.50	03/08/24 JPW COMMUNICATIONS, INC	AP Printed
115820	\$2,526.25	03/08/24 KEYSER MARSTON ASSOCIATES, INC.	AP Printed
115821	\$885.36	03/08/24 KEYSTONE UNIFORM DEPOT	AP Printed
115822	\$2,366.25	03/08/24 L.A. COUNTY SANDBAGS	AP Printed
115832	\$400.00	03/08/24 LOS ANGELES COUNTY CLERK	AP Printed
115835	\$262.50	03/08/24 MARX BROS FIRE EXTINGUISHER	AP Printed
115841	\$16.99	03/08/24 Allison Moore	AP Printed
115845	\$62.73	03/08/24 ELIZABETH PORTILLO	AP Printed
115846	\$42.69	03/08/24 EMILY CASAS	AP Printed
115847	\$181.70	03/08/24 GREGORY ETHINGTON	AP Printed
115849	\$13.99	03/08/24 Jill Rietze	AP Printed
115852	\$75.00	03/08/24 LOS ANGELES COUNTY CLERK	AP Printed
115853	\$10.83	03/08/24 MARIO TAPIA	AP Printed
115854	\$9.99	03/08/24 Michael Patrick McNeece	AP Printed

115855	\$98.96	03/08/24 NICOLE A ZANELLI	AP Printed
115862	\$1,499.44	03/08/24 PITNEY BOWES POSTAGE BY PHONE	AP Printed
115867	\$915.00	03/08/24 SAFEGUARD ENVIROGROUP, INC.	AP Printed
	\$763,067.19		

# CITY OF GLENDORA

CITY COUNCIL MEETING

4/9/2024

WARRANT REGISTER FOR

3/15/2024

GENERAL WARRANT REGISTER - FINANCE +  
GENERAL WARRANT REGISTER - TYLER  
PAYROLL EFT - PPE 02/18/2024

\$ 2,039,651.10

TOTAL

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**\$ 2,039,651.10**

PREPARED BY:

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 George Perez




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 REVIEWED BY  
Finance Director/City Treasurer

## Warrant Register Notes – Understanding the “Key Org”

Key Org = Fund + Dept

XXXXXXX = XXX + XXXX

First three digits = Fund. The funds are used for this register are listed at the end of each register.

It includes the Fund #, Fund Title and Amount spent for that fund.

Remaining four digits &amp; subaccounts = Department and division. Below is the list of departments.

#	Department description	#	Department description
40xx	LEGISLATIVE	60xx	PLANNING, CRA, HOUSING
41xx	EXECUTIVE	65xx	PUBLIC WOKRS
42xx	FINANCE	70xx	LIBRARY
43xx	NON-DEPARTMENTAL	75xx	COMMUNITY SERVICES
51xx	PUBLIC SAFETY	99xx	CAPITAL PORJECTS

“X” – Provides additional details of the division within the department

City of Glendora				
Check Number	Amount	Check Date	Payee	Check Type
231	\$14,369.91	03/15/24	AIR-EX AIR CONDITIONING INC.	AP ACH
232	\$15,175.44	03/15/24	ALL CITY MANAGEMENT SERVICES INC	AP ACH
233	\$14,505.74	03/15/24	ALTA PLANNING & DESIGN INC	AP ACH
234	\$35.00	03/15/24	ALTA-FOODCRAFT INC.	AP ACH
235	\$18.44	03/15/24	ATHENS SERVICES	AP ACH
236	\$6,533.12	03/15/24	ATHENS SERVICES	AP ACH
237	\$110.25	03/15/24	AXON ENTERPRISE INC	AP ACH
238	\$53,266.64	03/15/24	BUREAU VERITAS TECHNICAL ASSESMENTS	AP ACH
239	\$126.46	03/15/24	CDW GOVERNMENT, INC.	AP ACH
240	\$119.16	03/15/24	CDW GOVERNMENT, INC.	AP ACH
241	\$4,883.47	03/15/24	CHARTER COMMUNICATIONS HOLDINGS,LLC	AP ACH
242	\$1,302.00	03/15/24	CLINICAL LAB OF SAN BERNARDINO	AP ACH
243	\$1,252.60	03/15/24	COLLEY AUTO CARS INC	AP ACH
244	\$4,845.00	03/15/24	CONVERSE CONSULTANTS	AP ACH
245	\$23,150.36	03/15/24	FIELDTURF USA, INC.	AP ACH
246	\$640.00	03/15/24	GENERATOR SERVICES CO., INC	AP ACH
247	\$784,258.64	03/15/24	GENTRY BROTHERS INC.	AP ACH
248	\$450.00	03/15/24	GLENDORA COMMUNITY SERVICES FNDTN.	AP ACH
249	\$123.05	03/15/24	GMS ELEVATOR SERVICES, INC	AP ACH
250	\$1,740.14	03/15/24	GRAINGER	AP ACH
251	\$3,264.60	03/15/24	JOHN GREEN TRUCKING	AP ACH
252	\$701.10	03/15/24	HACH COMPANY	AP ACH
253	\$3,278.00	03/15/24	IDS GROUP INC.	AP ACH
254	\$300.00	03/15/24	INTEGRATIVE URGENTCARE	AP ACH
255	\$16,479.75	03/15/24	JMD	AP ACH
256	\$1,485.00	03/15/24	LIGHTNING OIL CO., INC.	AP ACH
257	\$885.00	03/15/24	MC DONALD ELECTRIC INC	AP ACH
258	\$9,350.00	03/15/24	MEGAN KAYE	AP ACH
259	\$270.00	03/15/24	MERCURY FENCE CO., INC.	AP ACH
260	\$2,536.55	03/15/24	MIDWEST TAPE LLC	AP ACH
261	\$413.00	03/15/24	NATIONAL TESTING NETWORK, INC.	AP ACH
262	\$460.50	03/15/24	PINPOINT INDUSTRIES, INC.	AP ACH
263	\$336.85	03/15/24	PREScreen SOLUTIONS, INC	AP ACH

264	\$365.93	03/15/24 STERICYCLE, INC.	AP ACH
265	\$414.40	03/15/24 TRENCH SHORING COMPANY	AP ACH
266	\$202.50	03/15/24 TRI-XECUTEX CORPORATION	AP ACH
267	\$800.00	03/15/24 TYLER SEPPALA	AP ACH
268	\$3,887.62	03/15/24 UNITED RENTALS (NORTH AMERICA)	AP ACH
269	\$19,437.00	03/15/24 WEST COAST ARBORISTS, INC.	AP ACH
270	\$10,617.32	03/15/24 WESTERN WATER WORKS SUPPLY CO.	AP ACH
271	\$14,671.01	03/15/24 WILLDAN FINANCIAL SERVICES	AP ACH
272	\$573.64	03/15/24 Y TIRE PERFORMANCE LLC	AP ACH
115892	\$115.00	03/15/24 BAY ALARM COMPANY	AP Printed
115893	\$3,892.46	03/15/24 BLACK AND WHITE EMERGENCY VEHICLES	AP Printed
115897	\$2,846.20	03/15/24 BELLA LUNA INC	AP Printed
115898	\$43.95	03/15/24 DOORKING INC	AP Printed
115907	\$4,875.15	03/15/24 INFOSEND, INC.	AP Printed
115913	\$4,354.13	03/15/24 COUNTY OF LOS ANGELES	AP Printed
115924	\$254.00	03/15/24 CONCENTRA MEDICAL CENTERS	AP Printed
115933	\$300.00	03/15/24 Maria Perez	AP Printed
115936	\$3,070.00	03/15/24 ONWARD ENGINEERING	AP Printed
115939	\$107.66	03/15/24 RIGHT OF WAY, INC.	AP Printed
115940	\$2,461.30	03/15/24 TONY'S AUTO REPAIR	AP Printed
115943	\$598.95	03/15/24 R&R CUSTOM SIGNS	AP Printed
115958	\$324.08	03/15/24 VULCAN MATERIALS COMPANY	AP Printed
115959	\$169.00	03/15/24 WILLDAN ENGINEERING	AP Printed
115888	\$4,619.62	03/15/24 88844MOTOR	AP Printed
115889	\$3,123.30	03/15/24 ALESHIRE & WYNDER, LLP	AP Printed
115890	\$1,534.52	03/15/24 AUTOZONE STORES INC	AP Printed
115891	\$40,707.73	03/15/24 AZUSA LIGHT & WATER	AP Printed
115894	\$1,238.84	03/15/24 COLLEY AUTO CARS INC	AP Printed
115895	\$625.00	03/15/24 CPS HR CONSULTING	AP Printed
115896	\$13,689.43	03/15/24 CRAFTWATER ENGINEERING INC	AP Printed
115899	\$192.50	03/15/24 E.G. BRENNAN & CO CORP.	AP Printed
115900	\$767.43	03/15/24 FRONTIER	AP Printed
115901	\$753.97	03/15/24 NAPA AUTO PARTS	AP Printed
115902	\$836.48	03/15/24 GEORGE'S GRAPHICS	AP Printed
115903	\$2,254.06	03/15/24 NATIONWIDE SPORTS PHOTOGRAPHY NTRK	AP Printed



115904	\$4,337.50	03/15/24 HDL COREN & CONE	AP Printed
115905	\$500.00	03/15/24 HUMBERTO LOPEZ	AP Printed
115906	\$6,000.00	03/15/24 HYLAND SOFTWARE INC	AP Printed
115908	\$9,624.75	03/15/24 J DE SIGIO CONSTRUCTION INC.	AP Printed
115909	\$1,385.00	03/15/24 DEPARTMENT OF JUSTICE	AP Printed
115910	\$880.00	03/15/24 DEPARTMENT OF JUSTICE	AP Printed
115911	\$20,833.33	03/15/24 LA - C.A.D.A.	AP Printed
115912	\$180.00	03/15/24 LOS ANGELES UNIFIED SCHOOL DISTRICT	AP Printed
115914	\$8,807.63	03/15/24 LOS ANGELES COUNTY PUBLIC WORKS	AP Printed
115915	\$75.00	03/15/24 LOS ANGELES COUNTY CLERK	AP Printed
115916	\$75.00	03/15/24 LOS ANGELES COUNTY CLERK	AP Printed
115917	\$787.50	03/15/24 MC DONALD ELECTRIC INC	AP Printed
115918	\$385.00	03/15/24 MERCURY FENCE CO., INC.	AP Printed
115919	\$1,100.00	03/15/24 EMERGENCY RESPONSE CRIME	AP Printed
115920	\$3,017.54	03/15/24 MOTOROLA SOLUTIONS INC.	AP Printed
115921	\$6,290.89	03/15/24 MRC	AP Printed
115922	\$231.97	03/15/24 O'REILLY AUTO PARTS	AP Printed
115923	\$9,864.00	03/15/24 OCCU-MED, LTD	AP Printed
115925	\$147.73	03/15/24 OFFICE DEPOT	AP Printed
115926	\$257.57	03/15/24 OFFICE DEPOT	AP Printed
115927	\$257,235.86	03/15/24 OHNO CONSTRUCTION COMPANY	AP Printed
115928	\$259.86	03/15/24 CDA+PDG, Inc	AP Printed
115929	\$4,066.97	03/15/24 EDWARD & MELINA GRIFFIN	AP Printed
115930	\$307.04	03/15/24 PALMETTO SOLAR LLC	AP Printed
115931	\$3,071.35	03/15/24 JENNY WONG	AP Printed
115932	\$150.00	03/15/24 Kathy Lindenmayer	AP Printed
115934	\$270.00	03/15/24 Myrna Martinez	AP Printed
115935	\$100.00	03/15/24 Richard Jensen	AP Printed
115937	\$1,305.72	03/15/24 RANCHO JANITORIAL SUPPLIES	AP Printed
115938	\$191.66	03/15/24 REYNOLDS BUICK/PONTIAC/	AP Printed
115941	\$165.38	03/15/24 SCHOLASTIC LIBRARY INC.	AP Printed
115942	\$114.58	03/15/24 SHRED-IT USA	AP Printed
115944	\$2,122.42	03/15/24 SOCALGAS	AP Printed
115945	\$2,914.78	03/15/24 SOUTHERN CALIFORNIA EDISON	AP Printed
115946	\$178.02	03/15/24 STAPLES ADVANTAGE	AP Printed

115947	\$985.00	03/15/24 STATE UST FUND ADVISORY &	AP Printed
115948	\$725.00	03/15/24 STATE UST FUND ADVISORY &	AP Printed
115949	\$526,794.00	03/15/24 STEPHEN DORECK EQUIPMENT	AP Printed
115950	\$7,322.00	03/15/24 SWRCB	AP Printed
115951	\$283.34	03/15/24 KANDID GRAPHICS	AP Printed
115952	\$416.39	03/15/24 HAAKER EQUIPMENT COMPANY	AP Printed
115953	\$30,550.88	03/15/24 TYLER TECHNOLOGIES INC	AP Printed
115954	\$1,100.00	03/15/24 US BANK	AP Printed
115955	\$2,800.00	03/15/24 CDL BASIC TRAINING LLC	AP Printed
115956	\$1,970.80	03/15/24 VERIZON BUSINESS	AP Printed
115957	\$7,579.69	03/15/24 TAS	AP Printed
115960	\$500.00	03/15/24 YWCA OF SAN GABRIEL VALLEY	AP Printed
	\$2,039,651.10		

# CITY OF GLENDORA

CITY COUNCIL MEETING

4/9/2024

WARRANT REGISTER FOR

3/22/2024

GENERAL WARRANT REGISTER - FINANCE +	\$	424,933.77
GENERAL WARRANT REGISTER - TYLER	\$	548,311.71
PAYROLL EFT - PPE 03/17/2024	\$	694,124.00

TOTAL	<b>\$</b>	<b>1,667,369.48</b>
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PREPARED BY:

George Perez



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REVIEWED BY  
Finance Director/City Treasurer

## Warrant Register Notes – Understanding the “Key Org”

Key Org = Fund + Dept

XXXXXXXX = XXX + XXXX

First three digits = Fund. The funds are used for this register are listed at the end of each register.

It includes the Fund #, Fund Title and Amount spent for that fund.

Remaining four digits &amp; subaccounts = Department and division. Below is the list of departments.

#	Department description	#	Department description
40xx	LEGISLATIVE	60xx	PLANNING, CRA, HOUSING
41xx	EXECUTIVE	65xx	PUBLIC WOKRS
42xx	FINANCE	70xx	LIBRARY
43xx	NON-DEPARTMENTAL	75xx	COMMUNITY SERVICES
51xx	PUBLIC SAFETY	99xx	CAPITAL PORJECTS

“X” – Provides additional details of the division within the department

SUNGARD PENTAMATION  
DATE: 03/26/2024  
TIME: 11:38:20

CITY OF GLENDORA  
CHECK REGISTER - DISBURSEMENT FUND

PAGE NUMBER: 1  
ACCTPA21

SELECTION CRITERIA: transact.ck\_date='20240322 00:00:00.000'  
ACCOUNTING PERIOD: 9/24

FUND - 972 - AP DISBURSEMENT FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	KEY ORG	-----DESCRIPTION-----	SALES TAX	AMOUNT
10001	V8395	03/22/24	1113	AFSCME DISTRICT COUNCIL	970	AFSCME DUES	0.00	1,562.88
10001	V8396	03/22/24	6158	BOA EXPRESS TAX	970	PAYROLL TAXES - SP	0.00	612.94
10001	V8396	03/22/24	6158	BOA EXPRESS TAX	970	PAYROLL TAXES	0.00	171,926.00
TOTAL CHECK							0.00	172,538.94
10001	V8397	03/22/24	1110	CA.PUBLIC EMPLOYEES RETI	970	PERS RETIREMENT 03/17	0.00	184,543.17
10001	V8398	03/22/24	1112	GLENDORA CITY EMPLOYEE A	970	EMPLOYEE SOCIAL GROUP	0.00	680.00
10001	V8399	03/22/24	1115	GLENDORA MANAGEMENT ASSO	970	GMA DUES	0.00	410.00
10001	V8400	03/22/24	1117	GLENDORA POLICE MANAGEME	970	PMA/CLEA LTD DUES	0.00	438.00
10001	V8400	03/22/24	1117	GLENDORA POLICE MANAGEME	970	PMA/CLEA LTD DUES	0.00	162.00
TOTAL CHECK							0.00	600.00
10001	V8401	03/22/24	4133	HEALTH EQUITY	970	HSA WITH HDHP	0.00	322.92
10001	V8402	03/22/24	7369	MIDAMERICA ADMIN & RETIR	970	MIDAMERICA ADM FEE	0.00	120.00
10001	V8403	03/22/24	7369	MIDAMERICA ADMIN&RETIRE	970	EXEC MGMT - HRA	0.00	500.00
10001	V8404	03/22/24	7369	MIDAMERICA ADMIN&RETIRE	970	PART TIME RETIREMENT	0.00	4,796.96
10001	V8405	03/22/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	17,220.14
10001	V8405	03/22/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	28,811.68
10001	V8405	03/22/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	212.50
10001	V8405	03/22/24	5012	NATIONWIDE RETIREMENT SO	970	EXEC 401A PLAN	0.00	3,450.13
10001	V8405	03/22/24	5012	NATIONWIDE RETIREMENT SO	970	457 PLAN	0.00	2,112.35
TOTAL CHECK							0.00	51,806.80
10001	V8406	03/22/24	1116	POLICE ASSOCIATION	970	POA/ASSOC DUES	0.00	2,550.00
10001	V8406	03/22/24	1116	POLICE ASSOCIATION	970	POA/ASSOC DUES	0.00	123.13
TOTAL CHECK							0.00	2,673.13
10001	V8407	03/22/24	1119	STATE DISBURSEMENT UNIT	970	WAGE GARNISHMENT	0.00	582.33
10001	V8408	03/22/24	8120	TRUSTMARK VOLUNTARY BENE	970	LONG TERM CARE	0.00	1,049.90
10001	V8409	03/22/24	8165	NATIONWIDE	970	PET INSURANCE	0.00	354.12
10001	V8410	03/22/24	4133	WAGWORKS, INC.	970	FSA MEDICAL REIMBURSE	0.00	1,844.27
10001	V8410	03/22/24	4133	WAGWORKS, INC.	970	DEPEND CARE REIMBURSE	0.00	498.35
TOTAL CHECK							0.00	2,342.62
10001	111658	03/22/24	1835	FRANCHISE TAX BOARD	970	WAGE GARNISHMENT	0.00	50.00
TOTAL CASH ACCOUNT							0.00	424,933.77
TOTAL FUND							0.00	424,933.77
TOTAL REPORT							0.00	424,933.77

SUNGARD PENTAMATION  
DATE: 03/22/2024  
TIME: 15:34:50

CITY OF GLENDORA  
CHECK AND VOUCHER REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 9/24

FUND	FUND TITLE	AMOUNT
970	PAYROLL DISBURSEMENT FUND	424,883.77
TOTAL	REPORT	424,883.77

SUNGARD PENTAMATION  
DATE: 03/22/2024  
TIME: 15:21:27

CITY OF GLENDORA  
CHECK REGISTER - FUND TOTALS

PAGE NUMBER: 1  
VENCHK11  
ACCOUNTING PERIOD: 9/24

FUND	FUND TITLE	AMOUNT
970	PAYROLL DISBURSEMENT FUND	50.00
TOTAL	REPORT	50.00

City of Glendora				
Check Number	Amount	Check Date	Payee	Check Type
273	\$22,599.01	03/22/24	ALTA PLANNING & DESIGN INC	AP ACH
274	\$167.62	03/22/24	CHARTER COMMUNICATIONS HOLDINGS,LLC	AP ACH
275	\$94.87	03/22/24	CLEAN SWEEP SUPPLY CO., INC.	AP ACH
276	\$1,133.24	03/22/24	COLLEY AUTO CARS INC	AP ACH
277	\$1,779.00	03/22/24	CONVERSE CONSULTANTS	AP ACH
278	\$37,091.62	03/22/24	GENERAL PUMP CO. INC.	AP ACH
279	\$9,547.50	03/22/24	GENTRY BROTHERS INC.	AP ACH
280	\$1,346.41	03/22/24	GRAINGER	AP ACH
281	\$1,598.29	03/22/24	GRAINGER	AP ACH
282	\$36,459.70	03/22/24	JMD	AP ACH
283	\$1,050.70	03/22/24	JOHNNY ALLEN TENNIS ACADEMY	AP ACH
284	\$13,282.00	03/22/24	KRZYSZTOF CHRIS BALASINSKI	AP ACH
285	\$49.60	03/22/24	MIDWEST TAPE LLC	AP ACH
286	\$14,441.13	03/22/24	NELSON/NYGAARD CONSULTING	AP ACH
287	\$11,520.22	03/22/24	OCEAN BLUE ENVIRONMENTAL SVCS INC	AP ACH
288	\$383.40	03/22/24	PLAYNETWORK, INC.	AP ACH
289	\$825.00	03/22/24	SAFE AND SOUND SECURITY INC	AP ACH
290	\$339.31	03/22/24	STITCHMANIA INC	AP ACH
291	\$58.50	03/22/24	THE YOGA DANCE CO.	AP ACH
292	\$17,842.35	03/22/24	THREE VALLEYS MUNICIPAL WATER	AP ACH
293	\$1,446.00	03/22/24	THYSSENKRUPP ELEVATOR CORP	AP ACH
294	\$23,166.00	03/22/24	WEST COAST ARBORISTS, INC.	AP ACH
295	\$51,312.73	03/22/24	WESTERN WATER WORKS SUPPLY CO.	AP ACH
115961	\$1,638.34	03/22/24	CALIFORNIA FUELS & LUBRICANTS	AP Printed
115962	\$5,839.97	03/22/24	AM CONSERVATION GROUP, INC	AP Printed
115963	\$224.00	03/22/24	AGI ACADEMY	AP Printed
115964	\$1,530.00	03/22/24	ANIMAL PEST MANAGEMENT SERVICES	AP Printed
115965	\$137.93	03/22/24	AUTOZONE STORES INC	AP Printed
115966	\$30,880.76	03/22/24	AVALON COLLISION CENTERS INC	AP Printed
115967	\$101.31	03/22/24	BAKER & TAYLOR, INC.	AP Printed
115968	\$2,482.04	03/22/24	CALIFA GROUP	AP Printed
115969	\$5,983.75	03/22/24	COVINA IRRIGATING COMPANY	AP Printed

115970	\$6,237.00	03/22/24 CALIFORNIA YOUTH SPIRIT GROUP	AP Printed
115971	\$163.16	03/22/24 CULLIGAN OF COVINA	AP Printed
115972	\$177.50	03/22/24 DFM ASSOCIATES	AP Printed
115973	\$175.01	03/22/24 NAPA AUTO PARTS	AP Printed
115974	\$833.33	03/22/24 GLENDORA AFTER STROKE CENTER	AP Printed
115975	\$132.56	03/22/24 USA BLUEBOOK	AP Printed
115976	\$1,077.52	03/22/24 HOLLIDAY ROCK CO., INC.	AP Printed
115977	\$5,406.25	03/22/24 JPW COMMUNICATIONS, INC	AP Printed
115978	\$54.52	03/22/24 LANGUAGE LINE SERVICES INC.	AP Printed
115979	\$400.00	03/22/24 LA COUNTY SHERIFF'S DEPT	AP Printed
115980	\$3,128.34	03/22/24 S & S TROPHY AND ENGRAVING	AP Printed
115981	\$77,823.00	03/22/24 MARIPOSA LANDSCAPES, INC.	AP Printed
115982	\$28,269.55	03/22/24 MERRIMAC ENERGY GROUP	AP Printed
115983	\$180.08	03/22/24 O'REILLY AUTO PARTS	AP Printed
115984	\$17.63	03/22/24 OFFICE DEPOT	AP Printed
115985	\$42.74	03/22/24 OFFICE DEPOT	AP Printed
115986	\$150.00	03/22/24 David Thomas	AP Printed
115987	\$300.00	03/22/24 LETICIA HERNANDEZ	AP Printed
115988	\$150.00	03/22/24 Marc Greene	AP Printed
115989	\$200.00	03/22/24 Megan Day	AP Printed
115990	\$522.58	03/22/24 Nancy Poitou	AP Printed
115991	\$885.41	03/22/24 SEQUOIA PACIFIC SOLAR I, LLC	AP Printed
115992	\$2,752.50	03/22/24 PLACEWORKS	AP Printed
115993	\$4,650.00	03/22/24 POSTMASTER - PERMIT 92	AP Printed
115994	\$2,032.08	03/22/24 QUALITY AUTO SUPPLY, INC.	AP Printed
115995	\$4,800.00	03/22/24 RAIN BIRD INTERNATIONAL INC -	AP Printed
115996	\$146.07	03/22/24 REYNOLDS	AP Printed
115997	\$377.08	03/22/24 REYNOLDS	AP Printed
115998	\$1,853.12	03/22/24 TONY'S AUTO REPAIR	AP Printed
115999	\$1,611.50	03/22/24 SAN GABRIEL VALLEY EXAMINER	AP Printed
116000	\$4,543.65	03/22/24 R&R CUSTOM SIGNS	AP Printed
116001	\$400.00	03/22/24 PECK ROAD GRAVEL	AP Printed
116002	\$6,524.91	03/22/24 SOCALGAS	AP Printed
116003	\$37,290.00	03/22/24 SOUTHERN CA. GAS COMPANY	AP Printed



116004	\$17.64	03/22/24 SOUTHEAST CONSTRUCTION	AP Printed
116005	\$15.64	03/22/24 SOUTHERN CALIFORNIA EDISON	AP Printed
116006	\$38,170.10	03/22/24 SOUTHERN CALIFORNIA EDISON	AP Printed
116007	\$1,696.26	03/22/24 SPRAGUES READY MIX	AP Printed
116008	\$1,177.61	03/22/24 HAAKER EQUIPMENT COMPANY	AP Printed
116009	\$12,185.28	03/22/24 U.S. BANK CORPORATE PAYMENT	AP Printed
116010	\$484.29	03/22/24 UNIFIRST CORPORATION	AP Printed
116011	\$50.66	03/22/24 V & V MANUFACTURING INC.	AP Printed
116012	\$1,970.80	03/22/24 VERIZON	AP Printed
116013	\$220.50	03/22/24 TAS	AP Printed
116014	\$482.92	03/22/24 VULCAN MATERIALS COMPANY	AP Printed
116015	\$1,680.62	03/22/24 Y TIRE PERFORMANCE LLC	AP Printed
116016	\$500.00	03/22/24 YWCA OF SAN GABRIEL VALLEY	AP Printed
	\$548,311.71		

# CITY OF GLENDORA

CITY COUNCIL MEETING

4/9/2024

WARRANT REGISTER FOR

3/29/2024

GENERAL WARRANT REGISTER - FINANCE +  
 GENERAL WARRANT REGISTER - TYLER \$ 867,118.34  
 PAYROLL EFT

TOTAL \$ 867,118.34

PREPARED BY:

George Perez


REVIEWED BY  
 Finance Director/City Treasurer

## Warrant Register Notes – Understanding the “Key Org”

Key Org = Fund + Dept

XXXXXXXX = XXX + XXXX

First three digits = Fund. The funds are used for this register are listed at the end of each register.

It includes the Fund #, Fund Title and Amount spent for that fund.

Remaining four digits &amp; subaccounts = Department and division. Below is the list of departments.

#	<u>Department description</u>	#	<u>Department description</u>
40xx	LEGISLATIVE	60xx	PLANNING, CRA, HOUSING
41xx	EXECUTIVE	65xx	PUBLIC WOKRS
42xx	FINANCE	70xx	LIBRARY
43xx	NON-DEPARTMENTAL	75xx	COMMUNITY SERVICES
51xx	PUBLIC SAFETY	99xx	CAPITAL PORJECTS

“X” – Provides additional details of the division within the department

City of Glendora				
Check Number	Amount	Check Date	Payee	Check Type
296	\$160.00	03/29/24	88844MOTOR	AP ACH
297	\$225.00	03/29/24	A & P COMPLIANCE TESTING INC	AP ACH
298	\$15,175.44	03/29/24	ALL CITY MANAGEMENT SERVICES INC	AP ACH
299	\$383.05	03/29/24	BLACK AND WHITE EMERGENCY VEHICLES	AP ACH
300	\$282.86	03/29/24	CHARTER COMMUNICATIONS HOLDINGS,LLC	AP ACH
301	\$50.05	03/29/24	CLEAN SWEEP SUPPLY CO., INC.	AP ACH
302	\$1,171.80	03/29/24	DAN LAYNE	AP ACH
303	\$71.58	03/29/24	DOCU-TRUST	AP ACH
304	\$4,416.00	03/29/24	DOCUSIGN INC	AP ACH
305	\$57.03	03/29/24	GALE/CENGAGE LEARNING	AP ACH
306	\$3,120.00	03/29/24	SHEILA JENNINGS GANINO	AP ACH
307	\$1,773.81	03/29/24	GRAINGER	AP ACH
308	\$1,775.79	03/29/24	GRAINGER	AP ACH
309	\$6,462.18	03/29/24	IDS GROUP INC.	AP ACH
310	\$30.00	03/29/24	INTELLIGENT FIRE SYSTEMS & SOLUTION	AP ACH
311	\$1,043.98	03/29/24	LA VERNE POWER EQUIPMENT INC	AP ACH
312	\$32,475.00	03/29/24	LANCE, SOLL & LUNGHARD	AP ACH
313	\$1,495.00	03/29/24	LIGHTNING OIL CO., INC.	AP ACH
314	\$49,900.00	03/29/24	NOBEL SYSTEMS, INC.	AP ACH
315	\$523.69	03/29/24	OUTDOOR CREATIONS, INC	AP ACH
316	\$3,120.00	03/29/24	SAMANTHA J. GARCIA, LLC	AP ACH
317	\$478.72	03/29/24	STERICYCLE, INC.	AP ACH
318	\$2,020.04	03/29/24	ULINE	AP ACH
319	\$32,261.00	03/29/24	UNITED MAINTENANCE SYSTEMS	AP ACH
320	\$877.65	03/29/24	Y TIRE PERFORMANCE LLC	AP ACH
116017	\$250.00	03/29/24	ANIMAL PEST MANAGEMENT SERVICES	AP Printed
116018	\$5,944.68	03/29/24	ANYTIME, LLC	AP Printed
116019	\$1,274.00	03/29/24	MALISSA APODACA, INC	AP Printed
116020	\$11,138.09	03/29/24	AQUA-METRIC SALES COMPANY	AP Printed
116021	\$648.91	03/29/24	AT&T	AP Printed
116022	\$48.23	03/29/24	AT&T MOBILITY	AP Printed
116023	\$671.03	03/29/24	AZUSA PLUMBING SUPPLY INC	AP Printed

116024	\$330.37	03/29/24 BAKER & TAYLOR, INC.	AP Printed
116025	\$4,081.77	03/29/24 BLACK AND WHITE EMERGENCY VEHICLES	AP Printed
116026	\$30.00	03/29/24 BURRO CANYON SHOOTING PARK	AP Printed
116027	\$11.03	03/29/24 NAPA AUTO PARTS	AP Printed
116028	\$390.06	03/29/24 HOLLIDAY ROCK CO., INC.	AP Printed
116029	\$20,688.22	03/29/24 INTER-CON SECURITY SYSTEMS INC.	AP Printed
116030	\$1,112.00	03/29/24 DEPARTMENT OF JUSTICE	AP Printed
116031	\$19.05	03/29/24 LEWIS ENGRAVING, INC.	AP Printed
116032	\$27,862.56	03/29/24 COUNTY OF LOS ANGELES	AP Printed
116033	\$106,000.40	03/29/24 LOS ANGELES COUNTY PUBLIC WORKS	AP Printed
116034	\$4,603.28	03/29/24 LOS ANGELES COUNTY PUBLIC WORKS	AP Printed
116035	\$137.79	03/29/24 MALLORY SAFETY AND SUPPLY LLC	AP Printed
116036	\$1,446.17	03/29/24 MCA DIRECT	AP Printed
116037	\$140.57	03/29/24 KIMBALL MIDWEST	AP Printed
116038	\$1,450.00	03/29/24 EMERGENCY RESPONSE CRIME	AP Printed
116039	\$927.44	03/29/24 OFFICE DEPOT	AP Printed
116040	\$838.12	03/29/24 OFFICE DEPOT	AP Printed
116041	\$548.22	03/29/24 OFFICE SOLUTIONS	AP Printed
116042	\$348.91	03/29/24 Mark Davis	AP Printed
116043	\$191.93	03/29/24 AIM RESOURCES	AP Printed
116044	\$173.19	03/29/24 ANDREW SIMS	AP Printed
116045	\$11.23	03/29/24 ANGELA VINCENT	AP Printed
116046	\$300.00	03/29/24 Azusa Glendora Soroptimist	AP Printed
116047	\$85.07	03/29/24 CARLOS TORRES	AP Printed
116048	\$11.68	03/29/24 CARMEN ARBALLO	AP Printed
116049	\$500.00	03/29/24 DANIEL QUINONES	AP Printed
116050	\$102.54	03/29/24 DON HELGESON	AP Printed
116051	\$93.21	03/29/24 JARRET SIMPSON HARRIS	AP Printed
116052	\$107.75	03/29/24 JESSICA DAVISON	AP Printed
116053	\$62.32	03/29/24 JULISSA MENDOZA-LEOTTI	AP Printed
116054	\$157.18	03/29/24 MARCELA BENJAMINS	AP Printed
116055	\$1,176.11	03/29/24 NEZIHE-NAIM FARAH	AP Printed
116056	\$94.78	03/29/24 RAQUEL QUEZADA PEREZ	AP Printed
116057	\$44.66	03/29/24 REBECCA PARRA	AP Printed

116058	\$11.28	03/29/24 SHARON BROWN	AP Printed
116059	\$147.48	03/29/24 YURIDIA LOPEZ	AP Printed
116060	\$453,815.00	03/29/24 ORTCO INC.	AP Printed
116061	\$630.00	03/29/24 ANTON PLASIL	AP Printed
116062	\$4,494.91	03/29/24 RIGHT OF WAY, INC.	AP Printed
116063	\$529.50	03/29/24 ELSEER PLUMBING	AP Printed
116064	\$260.00	03/29/24 SCMAF	AP Printed
116065	\$728.94	03/29/24 R&R CUSTOM SIGNS	AP Printed
116066	\$125.00	03/29/24 SIGNA MECHANICAL	AP Printed
116067	\$430.17	03/29/24 SOCALGAS	AP Printed
116068	\$204.35	03/29/24 SOUTHEAST CONSTRUCTION	AP Printed
116069	\$46,990.24	03/29/24 SOUTHERN CALIFORNIA EDISON	AP Printed
116070	\$1,287.72	03/29/24 SPRAGUES READY MIX	AP Printed
116071	\$46.89	03/29/24 STAPLES ADVANTAGE	AP Printed
116072	\$173.80	03/29/24 SUBURBAN WATER SYSTEMS	AP Printed
116073	\$148.78	03/29/24 THOMPSON PLUMBING SUPPLY	AP Printed
116074	\$375.67	03/29/24 UNIFIRST CORPORATION	AP Printed
116075	\$1,999.20	03/29/24 NADENE VALDEZ	AP Printed
116076	\$1,083.60	03/29/24 WALTERS WHOLESALE ELECTRIC CO	AP Printed
116077	\$233.59	03/29/24 WALTERS WHOLESALE ELECTRIC CO	AP Printed
	\$867,118.34		



# STAFF REPORT

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**TO:** Mayor and Council Members **DATE:** April 9, 2024

**FROM:** Finance **DISTRICT(S):** City-Wide

**SUBJECT:** Approval of Amendment No. 1 to the Agreement for Services between Lance, Soll & Lunghard, LLP ("LSL CPAS", "LSL"), and the City of Glendora dated November 13, 2023 for Accounting and Consulting Services

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## RECOMMENDATION

That the City Council:

1. Approve Amendment No. 1 to the Professional Services Agreement with LSL CPAS increasing the contract amount by \$55,000 for a total not to exceed amount of \$100,000; and,
2. Authorize the City Manager to execute the agreement.

## STRATEGIC FOCUS AREAS

- Goal 2: Maintain Financial Stability and Sustainability (MFSS)
- Goal 4: Enhance and Modernize the Organization (EMO)

## EXECUTIVE SUMMARY

On November 15, 2023, the City entered into a service agreement with LSL CPAs to address staffing shortages due to vacancies, provided accounting support to complete the annual audit, and alleviate the workload from staff during the new financial system implementation.

The new financial system implementation is ongoing, and the City has recently filled vacant positions however the Finance Department continues to require supplemental services from LSL CPAs resulting in the recommended approval an amended agreement increasing the contract sum to a not to exceed amount of \$100,000.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

The City continues to utilize temporary contract services to supplement staffing shortages and assist in alleviating the increased workload due to the implementation of new software. On November 15, 2023, the Finance Division engaged the services of LSL for accounting services. At that time, the Accounting Manager, Senior Accountant, and two Accounting Technicians resigned to pursue higher positions in other organizations.

## DISCUSSION

Finance ensures the uniform processing and development of all fiscal and budgetary functions. This requires knowledgeable staff that maintain and operate the general accounting system, keep up with modern accounting, auditing, budgeting, and procurement best practices as well as customer responsibilities to other City departments and the public. The department has experienced vacancies in senior level positions of Accounting Manager, Payroll Supervisor, two Senior Accountants as well as Accounting Technician positions while undertaking the new financial system implementation.

The new financial system implementation is ongoing, and the City has recently filled vacant positions however the Finance Department continues to require supplemental services from LSL CPAs. To date

LSL CPAs has assisted with addressing outstanding audit tasks including the implementation of new auditing standards, assisting in reconciling the legacy financial system to the new financial systems, and evaluating whether the City is eligible to file a Last and Final Recognized Obligation Payment Schedule for the Successor Agency to the City of Glendora Redevelopment Agency.

### **FISCAL IMPACT**

Sufficient budget is available from staffing vacancies and in the Capital Projects Fund 301 and Water Capital Projects Fund 502 within the Citywide ERP Project. Supplementing staff with consulting services is an ideal short term solution for addressing large projects with elevated workload. Staff anticipates that their services will no longer be needed with the full implementation of financial software that will automate more processes, allowing existing staff to shift to other priorities.

### **ENVIRONMENTAL DETERMINATION**

This item is not a project under the California Environmental Quality Act (CEQA).

Prepared By	Kyle Johnson, Finance Director/City Treasurer
Concurs With	Not Applicable
Reviewed By	Kyle Johnson, Finance Director/City Treasurer
Certified to Availability of Funds	Marie Ricci, Deputy City Manager
Approved By	Adam Raymond, City Manager
Legal Review	Danny Aleshire, City Attorney
CEQA Review	Not Applicable

### **ATTACHMENTS:**

- A. Amendment
- B. Original Agreement

**AMENDMENT NO. 1****TO CONTRACT SERVICES AGREEMENT FOR ACCOUNTING AND CONSULTING SERVICES**

**THIS AMENDMENT TO THE CONTRACT SERVICES AGREEMENT FOR ACCOUNTING AND CONSULTANT SERVICES** (“Amendment No. 1”) by and between the **CITY OF GLENDORA** (“City”) and LANCE, SOLL & LUNGHARD, LLP, a California corporation (“Consultant”) is effective as of the 9<sup>th</sup> day of April, 2024.

**RECITALS**

A. City and Consultant entered into that certain Contract Services Agreement for Accounting and Consulting Services, dated November 15, 2023 (“Agreement”).

B. City and Consultant now desire to amend the Agreement to adjust the compensation due to the Consultant under the Agreement and to extend the term of the Agreement.

**TERMS**

1. **Contract Changes.** The Agreement is amended as provided herein. Deleted text is indicated in ~~strike through~~ and added text in ***bold italics***.

a. Section 2.1 of the Agreement is amended as provided below (deleted text is indicated in ~~strike through~~ and added text in ***bold italics***).

“2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference, but not exceeding the maximum contract amount of ***\$100,000 (One hundred thousand dollars)*** ~~\$45,000 (Forty Five Thousand Dollars)~~ (“Contract Sum”).”

b. Section 3.4 of the of the Agreement is amended as provided below (deleted text is indicated in ~~strike through~~ and added text in ***bold italics***).

“3.4 Term and Extended Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until the completion of the services but not exceeding ~~one (1) year~~ ***two (2) years*** from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit “D”) (***“Term”***). The City Manager may, at his/her sole discretion, extend the Term for one (1) additional one-year term upon giving written notice thereof not later than thirty (30) days prior to the expiration of the Term.”

2. **Continuing Effect of Agreement.** Except as amended by this Amendment No. 1, the provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 1, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by this Amendment No. 1 to the Agreement.



3. **Affirmation of Agreement; Warranty Re Absence of Defaults.** City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment No. 1 City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 1, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 1.

5. **Authority.** The persons executing this Amendment No. 1 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 1 on behalf of said party, (iii) by so executing this Amendment No. 1, such party is formally bound to the provisions of this Amendment No. 1, and (iv) the entering into this Amendment No. 1 does not violate any provision of any other agreement to which said party is bound.

6. **Counterparts.** This Amendment No. 1 may be executed in counterparts, each of which shall be deemed to be an original, and all such counterparts shall constitute one and the same instrument. Delivery of a signed counterpart in electronic form (i.e., PDF) by email shall constitute good and sufficient delivery. The parties are aware that the other party will rely on the telecopied, .pdf or other electronically delivered signatures, and hereby wave any defenses to the enforcement of the terms of this Amendment No. 1 based on the form of signature.

**[SIGNATURES ON FOLLOWING PAGE]**

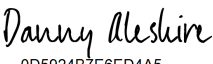
**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment No. 1 to be effective as of the date and year first-above written.

**CITY:**

City of Glendora, a municipal corporation

Adam Raymond  
City Manager

**APPROVED AS TO FORM:**  
ALESHIRE & WYNDER, LLP

DocuSigned by:  
  
0D5924B7E6ED4A5...  
Danny Aleshire  
City Attorney

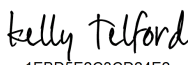
**CERTIFY AVAILABILITY OF FUNDS:**

DocuSigned by:  
  
CACE5701662584A4...  
Kyle Johnson  
Finance Director/City Treasurer

**ATTEST:**

Kathleen R. Sessman  
City Clerk/Communications Director

**CONSULTANT:**  
LANCE, SOLL & LUNGHARD, LLP

DocuSigned by:  
  
1EBD5E2C3CD24E2...  
Name: Kelly Telford, CPA  
Title: Partner, Government Services  
Email Address: Kelly.Telford@lslcpas.com  
Apr 2, 2024 | 10:12 AM PDT

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

**CITY OF GLENDORA  
CONTRACT SERVICES AGREEMENT FOR  
ACCOUNTING AND CONSULTING SERVICES**

THIS CONTRACT SERVICES AGREEMENT (herein “Agreement”) is made and entered into this 15<sup>th</sup> day of November, 2023, by and between the CITY OF GLENDORA, a California municipal corporation (“City”) and LANCE, SOLL & LUNGHARD, LLP (“LSL CPAS”, “LSL”) a California Corporation (herein “Consultant”).

NOW, THEREFORE, the parties hereto agree as follows:

**1. SERVICES OF CONSULTANT**

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Consultant shall perform the work or services set forth in the “Scope of Services” attached hereto as Exhibit “A” and incorporated herein by reference. Consultant warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

1.3 California Labor Law. If the Scope of Services includes any “public work” or “maintenance work,” as those terms are defined in California Labor Code section 1720 *et seq.* and California Code of Regulations, Title 8, Section 16000 *et seq.*, and if the total compensation is \$1,000 or more, Consultant shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq.*, and all other applicable laws.

1.4 Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

1.5 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the “Special Requirements” attached hereto as Exhibit “B” and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit “B” and any other provisions of this Agreement, the provisions of Exhibit “B” shall govern.

**2. COMPENSATION**

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference, but not exceeding the maximum contract amount of **\$45,000 (Forty-Five Thousand Dollars)** (“Contract Sum”).

2.2 Invoices. Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City’s Director of Finance. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall contain all information specified in Exhibit “C”, and shall detail charges for all necessary and actual expenses

by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, City will use its best efforts to cause Consultant to be paid within forty five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by the City of any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.3 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum but not exceeding a total contract amount of Fifty Thousand Dollars (\$50,000) or in the time to perform of up to ninety (90) days may be approved by the City Manager. Any greater increases than Fifty Thousand Dollars (\$50,000), taken either separately or cumulatively, must be approved by the City Council. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

### 3. PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding thirty (30) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract

Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term & Extended Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) year from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D"). The City Manager may, at his/her sole discretion, extend the Term for one (1) additional one-year term upon giving written notice thereof not later than thirty (30) day's prior to the expiration of the Term.

#### 4. COORDINATION OF WORK

4.1 Representative of Consultant. Kelly Telford, CPA is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Consultant and any authorized agents shall be under the exclusive direction of the representative of Consultant. Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, and shall keep City informed of any changes.

4.2 Contract Officer. Finance Director or such person as may be designated by the City Manager, is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Officer").

4.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

4.4 Independent Consultant. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth. Consultant shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint enterprise with City.

#### 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages. Without limiting Consultant's indemnification of City, and prior to commencement of any services under this Agreement, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

(a) General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily

injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

(b) Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(c) Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(d) Workers’ compensation insurance. Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000).

(e) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit “B”.

## 5.2 General Insurance Requirements.

(a) Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers’ compensation. Insurance certificates and endorsements must be approved by City’s Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

(b) Duration of coverage. Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, its agents, representatives, employees or subconsultants.

(c) Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City’s own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(e) Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or that is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

(f) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(g) Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(h) Requirements not limiting. Requirements of specific coverage features or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(i) Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

(j) Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

(k) Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(l) Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(m) Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

(n) Agency's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(o) Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(p) Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

### 5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, except claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

## 6. **RECORDS, REPORTS, AND RELEASE OF INFORMATION**



6.1 Records. Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the “books and records”), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records.

6.2 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement or as the Contract Officer shall require.

6.3 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Officer.

(b) Consultant shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives the City notice of such court order or subpoena.

(c) If Consultant provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Consultant’s conduct.

(d) Consultant shall promptly notify the City should Consultant be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Consultant.

6.4 Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the “documents and materials”) prepared by Consultant in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, Consultant with respect to any documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for the City.

## **7. ENFORCEMENT OF AGREEMENT AND TERMINATION**

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

7.2 Disputes; Default. In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article.

7.3 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue any legal action under this Agreement.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.4 Termination Prior to Expiration of Term. This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be determined by the Contract Officer. In addition, the Consultant reserves the right to terminate this Contract at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder, but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C". In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.5 Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the

provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

## 8. MISCELLANEOUS

8.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class

8.2 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount, which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.3 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Glendora, 116 E. Foothill Blvd., Glendora, California 91741-3380, and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

8.4 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

8.5 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

8.6 Waiver. No delay or omission in the exercise of any right or remedy by non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act.

Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.


8.7 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.8 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

8.9 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

8.10 Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials

  
Kelly Telford, CPA

Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

**[Signatures On The Following Page]**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the date and year first-above written.

**CITY:****City of Glendora, a municipal corporation**

DocuSigned by:


A0FB4F5D056C43C...  
Adam Raymond

City Manager

Nov 18, 2023 | 10:01 PM PST

**APPROVED AS TO FORM:**  
**ALESHIRE & WYNDER, LLP**

DocuSigned by:

9F096A23BACC45F...  
William W. Wynder

City Attorney

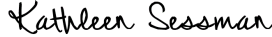
DocuSigned by:

CACE701662584A4...  
Kyle Johnson

Finance Director/City Treasurer

**ATTEST:**

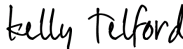
DocuSigned by:

2252A9F44B69431...  
Kathleen R. Sessman

City Clerk/Communications Director

**CONTRACTOR:****LANCE, SOLL, & LUNGHARD, LLP ("LSL CPAs", "LSL")**

DocuSigned by:

1EBD5E2C3CD4E2...  
Name: Kelly Telford, CPA

Title: Partner, Government Services

Email Address: Kelly.Telford@lslcpas.com

Nov 17, 2023 | 7:19 PM PST

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONTRACTOR'S SIGNATURES SHALL BE DULY NOTARIZED UNLESS EXECUTED UTILIZING DOCUSIGN. IN ADDITION, THE APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONTRACTOR'S BUSINESS ENTITY.

**EXHIBIT “A”****SCOPE OF SERVICES**

- I. Consultant will perform the following services:
- a. General finance department and accounting work including but not limited to the following:
    - i. Auditing Services of Capital Assets, Analytics, ACFR review, Cash Analysis, GASB 96 review
    - ii. General coordination and completion.
    - iii. Tyler Software implementation
    - iv. Capital Assets, AP (Vendor Master/Check Invoice History), AR (New Customers/Related open invoices).EUT Agendas, Task Owners
    - v. Monthly CIP Report: Cleanup Overbudgets and prepare carry-forward considering encumbrances.
    - vi. Budget Preparation: Assist in preparing Mid-Year budget and 2<sup>nd</sup> year of budget including instructions and OpenGov updates.
    - vii. Review of Master Fee Schedule
    - viii. Misc. Accounting tasks such as Bank Reconciliations, Journal Entries, Budget Transfers, and Budget Adjustment review
    - ix. Availability of Funds Review for Contracts

**EXHIBIT “B”**

**SPECIAL REQUIREMENTS**  
(Superseding Contract Boilerplate)

Added text is indicated in ***bold italics***, deleted text is indicated in ~~striketrough~~.

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**EXHIBIT “C”**

**SCHEDULE OF COMPENSATION**

- I. The total compensation for the Services shall not exceed the Contract Sum as provided in Section 2.1 of this Agreement and the same shall be paid in accordance with Section 2.2 of this Agreement.



**EXHIBIT "D"****SCHEDULE OF PERFORMANCE****I. Consultant shall perform all services timely in accordance with the following schedule:**

Tasks will be continuous, on-going and as directed by City's Contract Officer.

**II. Consultant shall deliver the following tangible work products to the City by the following dates.**

- A. Letter to the City Council regarding compliance with Article XIII B of the California Constitution, by no later than December 31st.
- B. Management Letter that includes any non-reportable comments or recommendations resulting from Consultant's review of the systems of internal controls in connection with the financial audits, by no later than December 31st.
- C. City's Comprehensive Annual Financial Report (Annual Report), by no later than December 31st

**III. The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.**



# STAFF REPORT

**TO:** Mayor and Council Members **DATE:** April 9, 2024  
**FROM:** Public Works **DISTRICT(S):** City-Wide  
**SUBJECT:** Discussion of the City's Tree Policies: Tree Trimming (Requested by Boyer)

## RECOMMENDATION

That the City Council:

1. Receive, file and discuss the staff report and attached materials.

## STRATEGIC FOCUS AREAS

Goal 4: Enhance and Modernize the Organization (EMO)

Goal 5: Improve and Maintain the City's Infrastructure and Facilities (IMCIF)

## EXECUTIVE SUMMARY

At the November 14, 2023 City Council meeting, it was requested that staff agendaize a discussion of the City's tree trimming policy, specifically relating to trees around streetlights. The City generally has unilateral authority to maintain City-owned trees, and some authority to maintain and/or enforce the maintenance of private trees where public nuisances or safety hazards are determined to exist.

In the event that private trees interfere with streetlight illumination in particular, issues and concerns can either be reported to the City's Public Works Department, the Police Department's Community Preservation Division, or directly to SCE.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Glendora Municipal Code (GMC) Section 9.28 regulates weeds and rubbish on private property, including dead trees.

GMC Section 9.36.010(3) regulates abatement of nuisances as they relate to landscaping.

GMC Title 16 provides the majority of local regulations regarding trees.

At the November 14, 2023 City Council meeting, Councilmember (then Mayor) Boyer requested that staff schedule an item for discussion of the City's tree trimming policy, specifically relating to trees around streetlights.

## DISCUSSION

The City generally has unilateral authority to maintain City-owned trees, but does adhere to industry standards for pruning, and also only removes trees when they meet particular the criteria established by the GMC. Most City trees are pruned using a "natural" system, with the well-known exception of the "Gum Drop" ficus trees, which are maintained under a topiary system, meaning that the primary objective is a specified form or shape. For routine maintenance, most City trees are pruned on a grid cycle of once every five (5) years, but when called for the City will also schedule additional pruning to address issues that may arise, particularly those related to safety. Trees pruned more frequently on a routine basis include the aforementioned ficus trees, which are pruned once or twice per year as needed to maintain

their shape, and palm trees, which are pruned every two (2) years. Grid pruning includes raising the canopy height for building and right-of-way clearance as necessary, removing dead wood and crossing branches, and addressing any other safety concerns identified at that time, which could include clearing away from streetlights if issues are identified.

While there are no explicit regulations regarding pruning around streetlights, enforcement could be possible through the GMC's regulations regarding the abatement of public nuisances, should a nuisance be determined to exist by the proper authorities. The City's explicit regulations regarding private trees are as follows:

- Section 9.28.040(a)
  - It is unlawful and constitutes a public nuisance for any person to maintain or cause to be maintained on private property any weeds, dead shrubs, dead trees or rubbish.
- Section 9.36.010(3)
  - It is unlawful and a public nuisance for any person owning, leasing, renting, occupying or having charge or possession of any real property in the city to maintain such property in such a manner that vegetation and/or landscaping that is dead, diseased, dry, overgrown, likely to harbor such nuisances as vermin or rats, is in a condition to cause unsightliness, constitutes a fire or health hazard, reflects a lack of being maintained in a reasonable manner, creates a threat to the public health or welfare, or has a tendency to depreciate property values of surrounding properties, except when in conflict with other provisions of the Glendora Municipal Code.
- Section 16.12.090
  - Trees growing on private property which overhang the street or sidewalk shall be trimmed so that they vertically clear the sidewalk by not less than nine feet and so that they vertically clear the street by not less than fourteen feet. It is the responsibility of the property owner on whose property trees are standing to conduct this trimming.
- Section 16.12.170
  - No person shall plant or maintain any tree or shrub that impedes sight distance visibility at street intersections.

There are also exceptions outlined under GMC Section 16.06.020, where the provisions of the ordinance do not govern:

- The removal or pruning of any tree which poses an imminent threat to public property or public health, safety and welfare, as determined by any member of a law enforcement agency, the Los Angeles County Fire Department, the City Forester, the Director of Public Works, or a utility company;
- The removal of any tree on City-owned property as directed by any County, State, or Federal agency or insurance provider
- The removal of a diseased or dead tree on City-owned property as determined by the City Forester.

SCE also has broad authority to address hazards to their infrastructure from trees. SCE owns the vast majority of streetlights within the City, and maintains all of them, including those owned by the City in the Village.

In the event that urgent safety issues arise or exist, the City will take immediate action to mitigate those issues. The most common example of such a situation is when private trees fall into the public right-of-way, typically during storm events. Anything that residents feel to be an emergency should be reported to 9-1-1.

For non-emergency concerns regarding City-owned or private trees, residents have several options at their disposal. When reporting to the City, staff will evaluate the issue and forward to the appropriate department.

- All tree concerns can be reported to the Public Works Department via:

- Phone at (626) 914-8246
- Email at [public\\_works@ci.glendora.ca.us](mailto:public_works@ci.glendora.ca.us)
- The citizen service request system at <https://glendora.portal.iworq.net/portalhome/glendora>
- Where concerns exist regarding private trees with respect to the sections of the GMC outlined above, they can also be reported to the Police Department's Community Preservation Division via:
  - Phone at (626) 852-4825
  - Email via the City's website at <https://www.cityofglendora.org/departments/police/contact-gpd>
- Where concerns exist specifically regarding trees and streetlights or powerlines, directly to SCE via:
  - Phone at 1 (800) 655-4555

Finally, as part of the 2023-2025 Adopted Strategic Plan, two relevant actions are directly related to this issue.

Goal 4, Objective 1 is to update the City's Urban Forestry Manual, including:

- Issuing a request for proposals for a consultant to assist the City;
- Reviewing the frequency of grid trimming against best practices and available funding;
- Reviewing fees associated with development;
- Presenting preliminary findings of a draft plan to City Council; and
- Incorporating the final document, where necessary, into the various development and capital improvement plan (CIP) processes

Goal 5, Objective 7, Task 2 is then to:

- Develop an Urban Forest Master Plan providing comprehensive guidance for long-term and day-to-day management, including a review and recommended updates of relevant sections of the Glendora Municipal Code.

Staff are currently reviewing available plans and requests for proposals from similar agencies, and expects to issue its own request for proposals to bring a consultant on board to guide this process by the beginning of FY24/25.

## **FISCAL IMPACT**

There is no fiscal impact associated with the recommended action.

## **ENVIRONMENTAL DETERMINATION**

N/A

Prepared By	Michael Sledd, Assistant Public Works Director
Concurs With	Not Applicable
Reviewed By	William Wittkopf, Public Works Director
Certified to Availability of Funds	Kyle Johnson, Finance Director/City Treasurer
Approved By	Adam Raymond, City Manager
Legal Review	Danny Aleshire, City Attorney
CEQA Review	Not Applicable

## **ATTACHMENTS:**

- A. Glendora Municipal Code Section 9.28.040
- B. Glendora Municipal Code Section 9.36.010
- C. Glendora Municipal Code Title 16
- D. Glendora Urban Forestry Manual
- E. Presentation

Select Language ▼

*City of Glendora, CA  
Thursday, March 14, 2024*

## Title 9. Public Peace, Morals and Safety

### Chapter 9.28. WEEDS AND RUBBISH

#### § 9.28.040. Dead vegetation, rubbish on private property.

- (a) It is unlawful and constitutes a public nuisance for any person to maintain or cause to be maintained on private property any weeds, dead shrubs, dead trees or rubbish.
- (b) Every person who violates any provision of this section is guilty of an infraction, unless the violation is otherwise made a misdemeanor pursuant to Section **1.01.110(b)**.  
(Ord. 1017 § 4, 1966; Ord. 1416 § 1, 1983)



## Glendora, California Municipal Code

### Title 9 PUBLIC PEACE, MORALS AND SAFETY

#### Chapter 9.36 ABATEMENT OF NUISANCES—PREMISES

**Important notice:** This publication has moved to General Code's eCode360 platform and this site is no longer being updated. [View the current version on eCode360.](#)

### 9.36.010 Maintenance of premises—Nuisances.

It is unlawful and a public nuisance for any person owning, leasing, renting, occupying or having charge or possession of any real property in the city:

- (1) **Unsafe or Dangerous Structure.** To maintain property containing an unsafe or dangerous building or structure as defined in Sections 3401.2 and A115 of the [California Building Code](#) and Section 17920 of the California [Health and Safety Code](#) as adopted in Title 19 or subsequent adopted editions;
- (2) **Maintenance of Buildings, Structures or Property.** To maintain such property in such a manner that any of the following conditions are found to exist thereon:
  - (a) Openings into vacant buildings or structures, such as doors, vents and windows, which are unreasonably secured against entry by trespassers,
  - (b) Painted buildings and walls, retaining walls, fences or structures that require repainting, or buildings, walls, fences, or structures upon which the condition of the paint has become so deteriorated as to permit decay, excessive checking, cracking, peeling, chalking, dry rot, warping or termite infestation,
  - (c) Building(s), structure(s) or property that is, but not limited to, damaged, hazardous, unsanitary, broken, warping, dry rotted, blighted, infested, unsightly, unmaintained, decayed, defective, deteriorated, unsafe, dilapidated, in a state of disrepair, unsanitary, unfit for human habitation, in a condition that is likely to cause sickness or disease or likely to cause injury to the health, safety or general welfare of those living, working, accessing or occupying within,
  - (d) A violation of any city or county ordinance, rule, regulation and/or code adopted by reference by this code, or any violation of a state or federal law or regulation,

- (e) Closed, vacant, abandoned or inoperative automobile service stations which shall include, but are not limited to the following: All buildings, pumps, pump islands, all underground storage tanks, pumps, mechanical equipment, wells, cesspools, septic tanks, foundations, all paving and any other materials originally placed in connection therewith on or at any depth beneath the surface of the real property which have been closed, vacant or inoperative for a period of one hundred eighty days,
- (f) The maintenance, for an unreasonable period of time, of an accumulation of dirt, litter, trash or debris in driveways, parking lots, vestibules, porches, patios, doorways or the adjoining sidewalks or walkway of a building,
- (g) Any premises, building or structure, wall, fence, pavement, or walkway which is painted in a garish manner, or in bright, fluorescent, or luminescent colors, which is out of harmony or conformity with the standards of adjacent properties,
- (h) Any building or structure, wall, fence, pavement, window, vehicle, or walkway upon which any graffiti, including paint, ink, chalk, dye, etchings, or other similar marking substances, is allowed to remain for more than twenty-four consecutive hours,
- (i) Any building or structure which is partially destroyed, damaged, abandoned, boarded up, dilapidated, or permitted to remain in a state of partial construction;

(3) Maintenance of Landscaping. To maintain such property in such a manner that any of the following conditions are found to exist thereon except when in conflict with other provisions of the Glendora Municipal Code:

- (a) Vegetation and/or landscaping that is dead, diseased, dry, overgrown, likely to harbor such nuisances as vermin or rats, is in a condition to cause unsightliness, constitutes a fire or health hazard, reflects a lack of being maintained in a reasonable manner, creates a threat to the public health or welfare, or has a tendency to depreciate property values of surrounding properties;

(4) Parking of Vehicles. To maintain such property in such a manner that any of the following conditions are found to exist thereon:

- (a) Single-Family or Multifamily Residential Zone. Parking a vehicle on the front yard or side yard or unpaved surface of any residential property, except in a driveway or an approved parking space. An approved parking space must be a paved surface that leads to a residential garage, parking space or carport. An approved parking space may be installed in the side and rear yard only upon obtaining the approval of the city,
- (b) All other Zones. Parking a vehicle on an unpaved surface of the property,
- (c) "Paved surface" as defined in this chapter shall be concrete, asphalt or other material as approved by the city,
- (d) Parking a vehicle for an unreasonable period of time on an unimproved lot or parcel in any zone,



(e) Parking a vehicle for an unreasonable period of time on grass, dirt, gravel, bark or any other material not permitted by the city,

(f) Exemption. Recreational vehicles may be parked on any unpaved surfaces only if it is in compliance with Section [21.03.020\(I\)](#) of this code;

(5) Inoperative Vehicles. To maintain such property in such a manner that any of the following conditions are found to exist thereon: To cause or permit the accumulation or storage, for an unreasonable period of time, of abandoned, wrecked, dismantled or inoperative automobiles; trailers, campers, boats, airplanes or other mobile equipment, or parts thereof, in yard areas or driveways visible from the public right-of-way or any adjoining properties;

(6) Refuse, Waste and Illegal Storage.

(a) Maintaining, storing or keeping, permitting or allowing to be maintained for an unreasonable period of time such as, but not limited to, machinery, equipment, or parts thereof, furniture, household appliances, construction material, lumber, wood, packing boxes, trash, paper, cardboard, debris, discards, rubbish, refuse, garbage, offal, feces, defecation, animal excrement, dead vegetation, remains of dead animals or other waste material visible from the public right-of-way or adjoining properties which are not in accordance with regulations of this code or other provisions of law,

(b) Maintaining, storing or keeping whether permanently or temporarily storage bins, dumpsters or storage containers in public view or visible from adjoining properties except as permitted by the city;

(7) Improper Maintenance of Premises. To maintain property in such condition as to be detrimental to the public health, safety or general welfare or in such manner as to constitute a public nuisance as defined by [Civil Code](#) Section 3480;

(8) Attractive Nuisance. To maintain a property containing attractive nuisances which are dangerous to children or any person(s):

(a) Abandoned, damaged, discarded, unused or broken equipment, machinery or household items, or

(b) Unfenced, abandoned, uncovered or otherwise unprotected wells, swimming pools, spas, ponds, excavations or other openings;

(9) Trash Cans in Public View. To maintain premises with garbage or trash containers stored in front or side yards and visible from the public right-of-way except when placed in places of collection at the times permitted and in full compliance with Section [6.08.030](#);

(10) Nuisance Bees and Insects. To maintain any insects, including, but not limited to bees, hornets, wasps on any property in such a manner as to pose a threat, disturbance, danger, or menace to any person or property of another;

(11) Nuisance Odor or Fumes. To store, keep, operate or maintain any equipment, machinery, vehicle, liquid or solid waste or any other device, which emits an objectionable odor or by reason of its dust, exhaust or fumes that creates a health or safety hazard to any person(s) or which causes discomfort or annoyance to reasonable persons of normal sensitivity;

(12) Improper Maintenance of Exteriors. To maintain property including, but not limited to, building exteriors in such condition of deterioration or disrepair that the same causes an appreciable diminution of the property values of surrounding properties or is materially detrimental to proximal properties and improvements. This includes, but is not limited to, the keeping or disposing of or the scattering over the property or premises any of the following:

- (a) Lumber, junk, trash or debris,
- (b) Abandoned, discarded or unused objects, devices or equipment such as vehicles, furniture, stoves, refrigerators, freezers, cans or containers,
- (c) Stagnant water or excavations,
- (d) Any device, decoration, design, fence, structure or vegetation which is unsightly by reason of its condition or its inappropriate location,
- (e) Unmaintained, unsightly, deteriorated or dilapidated trash enclosures, loading areas and grease traps;

(13) Unharmonious Property. To maintain property so out of harmony or conformity with the maintenance standards of adjacent properties as to cause substantial diminution of the enjoyment, or use or property values of such adjacent properties;

(14) Illumination Nuisance. To maintain any type of illumination which directly shines onto adjacent or proximal properties causing substantial diminution of the enjoyment or use of such adjacent or proximal property;

(15) Noise Nuisance. To operate or maintain any device, instrument, vehicle or machinery such that the operation or maintenance causes noise or vibrations which cause discomfort or annoyance to reasonable persons of normal sensitivity or endangers the comfort, repose, health or peace of the residents in the area;

(16) Obscured Visibility. To maintain property in such a manner as to cause a hazard to the public by obscuring visibility of vehicle traffic or pedestrians at intersections, parkways, sidewalks and any other rights-of-way;

(17) Maintenance of Adverse Topography. To maintain land, the topography, geology or configuration of which, whether in a natural state or as a result of grading operations, excavation or fill, causes erosion, subsidence, or surface water drainage problems of such magnitude as to be injurious or potentially injurious to the public health, safety and welfare or to adjacent properties. (Ord. 1909 § 2, 2008)

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## Contact:

City Clerk: 626-914-8210

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City of Glendora, CA  
Thursday, March 14, 2024

## Title 16. Trees

### Chapter 16.01. PURPOSE

#### § 16.01.010. Purpose.

The purpose of this title is to ensure and enhance public health, safety, and welfare through proper care, maintenance and preservation of trees on city-owned properties, parkways and public street right-of-way and easements.

(Ord. 1768 § 2, 2003)

### Chapter 16.04. DEFINITIONS

#### § 16.04.010. Definitions generally.

For the purposes of this title, the following words and phrases shall have the meanings respectively ascribed to them by this chapter.

(Ord. 1768 § 2, 2003)

#### § 16.04.020. Cambium layer.

"Cambium layer" means a layer of actively dividing cells responsible for the production of a tree's vascular tissue, critical to the translocation of water, nutrients, and photosynthates to all living tissues within the tree. The cambium layer is located just underneath the outer bark of woody trees.

(Ord. 1768 § 2, 2003)

#### § 16.04.030. Certified arborist.

"Certified arborist" means a tree care professional meeting International Society of Arboriculture (ISA) standards of tree care and certified as such.

(Ord. 1768 § 2, 2003)

#### § 16.04.040. Certified tree worker.

"Certified tree worker" means a tree care professional who works trimming trees, meets ISA standards of tree trimming, and is certified as such.

(Ord. 1768 § 2, 2003)

#### § 16.04.050. City-owned property.

"City owned property" means property owned by the city, including parkland, street median islands, and open space areas.  
(Ord. 1768 § 2, 2003)

## § 16.04.060. Diameter at breast height.

"Diameter at breast height," also referred to herein utilizing the initials "DBH", means a measurement of the diameter of a tree trunk approximately four and one-half feet above the root crown.  
(Ord. 1768 § 2, 2003)

## § 16.04.070. Easement/right-of-way.

"Easement/right-of-way" means land owned by another over which the city has an easement or right-of-way for street maintenance, utilities and other related purposes.  
(Ord. 1768 § 2, 2003)

## § 16.04.080. Drip line.

"Drip line" means the ground area at the outside edge of a tree's branches or canopy.  
(Ord. 1768 § 2, 2003)

## § 16.04.090. Heritage tree.

"Heritage tree" means any tree that has historical or cultural importance or significance to the Glendora area, as determined by the city forester.  
(Ord. 1768 § 2, 2003)

## § 16.04.110. Inventory of parkway trees.

"Inventory of parkway trees" means a city document that contains data regarding parkway trees, including type of tree, size of tree, address and location of trees, nature of the surrounding ground cover and hardscape and condition thereof, and health of the tree.  
(Ord. 1768 § 2, 2003)

## § 16.04.120. List of approved street trees.

"List of approved street trees" means a list of trees approved by the community services commission that are suitable for planting in city parkways.  
(Ord. 1768 § 2, 2003)

## § 16.04.130. List of undesirable trees.

"List of undesirable trees" means a list of trees approved by the community services commission which are not suitable for planting in city parkways or on other city-owned property.  
(Ord. 1768 § 2, 2003)

## § 16.04.140. Mechanical damage.

Any type of cutting, scraping, scarring of the outer bark or root crown of any tree caused by wire, rope, or machinery such as lawnmowers, weed eaters, edgers, etc., that cuts into or removes the outer bark of a tree.

(Ord. 1768 § 2, 2003)

## § 16.04.150. Parkway.

"Parkway" means that portion of a public street, alley or avenue, located within the city, which lies between the curb lines or edge of pavement and also the line which would be the outside line of any sidewalk.

(Ord. 1768 § 2, 2003)

## § 16.04.160. Post and beam construction.

"Post and beam construction" means a wood framework method of building a structure with columns or posts supporting the structure.

(Ord. 1768 § 2, 2003)

## § 16.04.170. Root crown/root collar.

"Root crown/root collar" means the junction between the roots of a tree and its trunk(s) often indicated by a trunk flare.

(Ord. 1768 § 2, 2003)

## § 16.04.180. Root pruning.

"Root pruning" means a technique for the proper removal of unwanted roots.

(Ord. 1768 § 2, 2003)

## § 16.04.190. Sight distance visibility.

"Sight distance visibility" means the visible clearance required from the perspective of the driver of a motor vehicle in the direction of all on-coming traffic at street intersections.

(Ord. 1768 § 2, 2003)

## § 16.04.210. Street tree.

"Street tree" means a tree maintained by the city located in the city right-of-way or city easement.

(Ord. 1768 § 2, 2003)

## § 16.04.220. Topping.

"Topping" means a severe type of pruning which produces less desirable results than more moderate pruning with respect to a tree's natural form, and which is generally hazardous to the overall health and stability of the tree.

(Ord. 1768 § 2, 2003)

## § 16.04.230. Tree crown.

"Tree crown" means that portion of the tree encompassed by the lowest branches on the trunk extending to the top of the tree.  
(Ord. 1768 § 2, 2003)

## § 16.04.240. Tree protection zones.

"Tree protection zones" means areas designated for special care of trees during development.  
(Ord. 1768 § 2, 2003)

## § 16.04.250. Tree root zones.

"Tree root zones" mean those areas beneath the canopy of a tree consisting of the mass of roots growing from the trunk of a tree along with the surrounding soil extending to and including the drip line of the tree.  
(Ord. 1768 § 2, 2003)

## § 16.04.260. Unsafe trees.

"Unsafe tree" means a tree that presents a threat to the public health, safety and welfare. An unsafe tree may include a tree that is in the latter stages of disease, is structurally unstable, has suffered damage due to storms, accidents, etc., or other reasons considered by the tree forester.  
(Ord. 1932 § 1, 2010)

## § 16.04.270. Undesirable tree.

"Undesirable tree" means a species of tree that is unsuitable for planting or use in city parkways or on other city-owned property.  
(Ord. 1932 § 2, 2010)

# Chapter 16.06. APPLICATION OF TITLE

## § 16.06.010. Application of title.

The provisions of this title shall apply to all city-owned property, city right-of-way, city easements, and street parkways within the city of Glendora.  
(Ord. 1768 § 2, 2003)

## § 16.06.020. Exceptions.

The provisions of this ordinance do not govern the following:

- (a) The removal or pruning of any tree which poses an imminent threat to public property or public health, safety and welfare, as determined by any member of a law enforcement agency, the Los Angeles County fire department, the city forester, the director of public works or a utility company.
- (b) The removal of any tree on city-owned property as directed by any county, state, or federal agency or insurance provider.
- (c) The removal of a diseased or dead tree on city-owned property as determined by the city forester.  
(Ord. 1768 § 2, 2003)

## Chapter 16.08. CITY FORESTER

### § 16.08.010. Office created.

The office of city forester is hereby created.  
(Ord. 1768 § 2, 2003)

### § 16.08.020. Appointment.

The office of city forester shall be filled by appointment of the city manager.  
(Ord. 1768 § 2, 2003)

### § 16.08.030. Compensation.

The city forester shall receive such compensation as may be established by resolution of the council.  
(Ord. 1768 § 2, 2003)

### § 16.08.040. Administrative responsibilities.

The city forester shall have the following duties and responsibilities:

- (a) To make or cause to be made inspections of all trees and shrubs growing in parkways of the city and to determine whether or not any section of this title has been, or is being violated.
- (b) Regulate all tree planting in city parkways.
- (c) Oversee the planting, the removal, and the replacement of parkway trees.
- (d) To maintain a current inventory of all parkway trees. Such inventory will be audited a minimum of every five years.
- (e) Evaluate the health and safety of parkway trees and implement appropriate remedial actions.
- (f) Direct the trimming of parkway trees.
- (g) Follow procedures and policies regarding appeals as outlined in Chapter **16.22** of this title.
- (h) Oversee sidewalk, curb and gutter repair operations undertaken or contracted by the public works department to prevent unnecessary damage to parkway tree roots.
- (i) Review and provide recommendations for tree preservation, tree mitigation, and tree removal for new subdivisions.

(Ord. 1768 § 2, 2003)

## Chapter 16.12. REGULATIONS

### § 16.12.010. Harming parkway trees.

It is unlawful for any person or entity to destroy, deface or injure any parkway tree through willful intent.  
(Ord. 1768 § 2, 2003)

### § 16.12.020. Physical damage.



- (a) No person shall construct or cause to be constructed any private hardscape improvement which prevents the free access of water to the root zone of any parkway tree without prior approval of the city forester.
  - (b) The construction, installation or placement of any object or barrier which infringes upon the root crown of a parkway tree is prohibited without prior approval of the city forester.
  - (c) Any mechanical damage to the root crown on any parkway tree which results in girdling of the cambium layer is prohibited.
- (Ord. 1768 § 2, 2003)

### § 16.12.030. Weakening.

Ivy or climbing vines growing adjacent to a parkway tree shall be maintained away from the trunk and canopy of the tree by the property owner.

(Ord. 1768 § 2, 2003)

### § 16.12.040. Tree protection.

Parkway trees shall be sufficiently shielded to prevent injury during any repair, alteration or removal of a house or structure. Protection shall include but not be limited to chain-link fencing, staking, etc.

(Ord. 1768 § 2, 2003)

### § 16.12.050. Root protection when trenching.

During construction where trenching around parkway trees is necessary, the pathway of the trench shall be dug making every reasonable effort to avoid the tree's drip line. In those cases where an alternative trenching route is not possible, tunneling under woody roots rather than cutting such roots shall be preferable to preserve roots two inches or greater in diameter. When roots must be cut, sharp saws shall be used to make clean, non-frayed cuts, under the supervision of the city forester.

(Ord. 1768 § 2, 2003)

### § 16.12.060. Pruning and maintenance.

The pruning of all trees covered in this title shall conform to the industry standards as deemed necessary by the city forester.

(Ord. 1768 § 2, 2003)

### § 16.12.070. Topping prohibited.

Topping is prohibited, except as deemed necessary by the city forester.

(Ord. 1768 § 2, 2003)

### § 16.12.080. Clearance requirement of trees.

All parkway trees shall be kept trimmed, to a minimum vertical clearance of fourteen feet over the street.

(Ord. 1768 § 2, 2003)

### § 16.12.090. Trees on private property.

Trees growing on private property which overhang the street or sidewalk shall be trimmed so that they vertically clear the sidewalk by not less than nine feet and so that they vertically clear the street by not less than fourteen feet. It is the responsibility of the property owner on whose property trees are standing to conduct this trimming.  
(Ord. 1768 § 2, 2003)

### § 16.12.100. Trimming by contiguous property owner.

A property owner who wishes to trim trees in the parkway abutting his or her property must first obtain the permission of the city forester, and then perform such trimming in accordance with the city forester's instructions.  
(Ord. 1768 § 2, 2003)

### § 16.12.110. Plants in parkway.

The property owner whose property abuts the sidewalk or parkway in which plants or shrubs are growing shall keep such plants or shrubs trimmed three inches back of the curb or sidewalk line, and to a height of not to exceed thirty inches.  
(Ord. 1768 § 2, 2003)

### § 16.12.120. Plants along property line.

The property owner on whose property hedges or shrubs are growing shall keep such hedges or shrubs trimmed so that no part of them will project over the sidewalk.  
(Ord. 1768 § 2, 2003)

### § 16.12.130. City trimming on private property.

The city may not trim trees that overhang from one private property to another.  
(Ord. 1768 § 2, 2003)

### § 16.12.140. Qualifications of tree care companies.

All tree-care companies contracted by the city shall employ at least one ISA (International Society of Arboriculture) certified arborist to supervise all work performed on behalf of the city. All tree-care companies contracted by the city shall employ ISA certified tree workers.  
(Ord. 1768 § 2, 2003)

### § 16.12.150. Cost of parkway tree replacement.

In those cases where parkway tree removal and replacement is necessary because of conditions and events caused by the property owner, the property owner shall be charged for replacement.  
(Ord. 1768 § 2, 2003)

### § 16.12.160. Street tree planting.

All street tree plantings shall be approved by the city forester as to species, location and method of planting. The tree must be inspected by the city forester prior to planting.  
(Ord. 1768 § 2, 2003)

## § 16.12.170. Proximity to intersections.

No person shall plant or maintain any tree or shrub that impedes sight distance visibility at street intersections.

(Ord. 1768 § 2, 2003)

## § 16.12.180. Thorn bearing plants in parkways.

No person shall plant in any parkway ivy or any shrub or plant upon which grow thorns or spiny extensions.

(Ord. 1768 § 2, 2003)

## § 16.12.190. Method of planting.

No person other than the property owner or designee shall plant any tree in the parkways adjacent to the property of such owner. The property owner may plant trees in the parkway abutting his or her own property, provided that such trees are contained on the city's list of approved street trees; or provided that such planting shall be first approved by the city forester and that such planting be done under the direction of, and in accordance with, the instructions of the city forester.

(Ord. 1768 § 2, 2003)

# Chapter 16.14. TREE REMOVAL

## § 16.14.010. Removal of parkway trees.

- (a) The city forester shall authorize the removal of all parkway trees as well as those trees on city-owned property.
- (b) The city forester shall review all applications for parkway tree removal and determine whether the tree in question shall be removed.
- (c) If an unsafe or undesirable tree is to be removed, the planting of a new tree from the approved list of parkway trees may be required, as determined by the city forester.
- (d) Any oak tree removed from city-owned property or within a parkway shall be replaced with an oak or other tree as deemed appropriate by the city forester, at a location within the city of Glendora.
- (e) Tree Removal Criteria. The city forester may grant an application for tree removal after consideration of the following criteria:
  - (1) The tree is dead or is determined to be in a state of severe decline such that it presents a high risk of failure, and is likely to cause damage to property and/or injury to persons;
  - (2) The tree has acquired an infectious disease or is infested with an insect that is declared to be a serious pest threat to other nearby trees, after consideration of alternative infectious disease and pest control remediation measures;
  - (3) The tree is healthy but presents an immediate threat to the public health, safety and welfare, and tree removal is determined to be the only option available. An example would be to gain access to property due to an emergency situation created by an earthquake or to allow repair of a broken water main or sewer line located directly underneath the tree's trunk, or to remove a tree split by a storm, or struck by a vehicle and the tree cannot be feasibly restored to a safe condition;

- (4) The tree is a threat to the public health, safety and welfare because it impairs visibility for pedestrian or vehicle traffic. Removal shall be considered only if tree pruning would severely disfigure the tree as applied to applicable tree industry standards;
- (5) The tree needs to be removed to facilitate hardscape repairs that cannot be completed without severe root pruning which would jeopardize the health and stability of the tree;
- (6) The tree repeatedly damages surrounding hardscape within two years after repairs, and root pruning and/or other remedial repair methods cannot feasibly be utilized without severely jeopardizing the health and stability of the tree;
- (7) The tree is causing structural damage to a building, and the condition cannot be corrected without removing the tree;
- (8) Where the cost of maintaining certain species of trees cannot be justified with respect to the environmental and community benefits such trees provide;
- (9) Any other criteria that protects the public health, safety and welfare and is consistent with promoting the city's policy to protect and preserve a healthy urban tree forest that provides valuable benefits to our environment and to the quality of life in Glendora.

(Ord. 1768 § 2, 2003; Ord. 1932 § 3, 2010)

## § 16.14.020. Removal from sidewalk area by property owner.

All trees growing in that portion of highway set apart for sidewalk use by the ordinances of the city shall be removed by the property owner upon the order of the city forester.

(Ord. 1768 § 2, 2003)

## § 16.14.030. Removal from parkway area by property owner.

Any property owner, upon securing permission of the city forester, may remove any tree in the parkway upon or abutting upon the property of such owner. The city forester may require the planting of another tree.

(Ord. 1768 § 2, 2003)

## § 16.14.040. Violations.

- (a) It is unlawful for any person to cause or permit any tree or shrub to be planted, maintained or removed in violation of the provisions of this chapter.
- (b) Every person who violates any section of this chapter is guilty of an infraction, unless the violation is otherwise made a misdemeanor pursuant to Section **1.01.110(b)**.
- (c) If the city forester finds any violation of any section of this title, he or she shall, in writing, notify the violator of the existing condition and the violation and direct the violator as to the manner in which the violation is to be corrected. If, after fifteen business days, the cause for the violation has not been corrected as directed, the city forester may cause the violation to be abated in accordance with the provisions of Chapter **9.36**.

(Ord. 1768 § 2, 2003)

## Chapter 16.22. APPEALS

### § 16.22.010. Final disposition.

Any property owner may appeal a decision of the city forester to the community services commission for final disposition. The appeal should be made in writing and filed with the city clerk within fifteen days following notice of decision of the city forester. Said appeal shall state the grounds for the appeal. The city clerk shall, upon receipt of the appeal set the matter for hearing before the community services commission not less than fifteen days but no more than sixty days following the filing of the appeal. The city clerk shall give not less than ten days written notice to the appellant and the owner of the affected property of the time and place of the public hearing by United States mail or by personal delivery as such owner is shown on the latest assessment roll of Los Angeles County. The failure of any person to receive said notice shall not affect the validity of any proceedings under this chapter. (Ord. 1768 § 2, 2003)

## § 16.22.020. Objections—Notice—Hearing.

Should the request of a property owner to remove a parkway tree be denied, and such property owner wishes to appeal this decision, the appellant shall deposit, with the written appeal, a sum of money sufficient to cover the cost of the city clerk's having published twice in the local newspaper a notice of the intention to "kill, cut down or remove" the city tree, which notice shall state the name of the applicant, the location of the tree, statement by the owner as to why the tree removal meets one of the stated criteria under Section **16.14.010(e)** along with language to the effect that person(s) objecting to such removal may either in writing or in person state their objections to the community services commission. When the money and written appeal is received by the city clerk from the property owner, the city clerk shall cause notice to be published twice in the weekly newspaper of general circulation, printed, published and circulated in the city. At the time and place of the hearing, the community services commission shall hear and consider all relevant evidence and testimony including, but not limited to the report of the city forester and testimony, written or oral, relevant to the tree removal. The hearing may be continued if the commission wishes to receive additional information relevant to the appeal. However, in no case shall the hearing on the appeal be continued more than one hundred twenty days. Upon the conclusion of the public hearing, the community services commission shall, on the basis of the evidence and testimony presented at the hearing, determine whether one or more of the conditions listed in Section **16.14.010(e)** exist, and, if so, whether the tree should be removed. If the community services commission finds that the tree should be removed, it shall, by resolution, order the same tree removal in a reasonable time to set forth in the resolution. The determination of the community services commission shall be final.

(Ord. 1768 § 2, 2003; Ord. 1932 § 4, 2010)



# CITY OF GLENDORA COMMUNITY SERVICES DEPARTMENT URBAN FORESTRY MANUAL





# URBAN FORESTRY MANUAL

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**REVISED MARCH 2018**

**Mayor** *Mendell L. Thompson*  
**Mayor Pro Tem** *Judy M. Nelson*  
**Council Member** *Michael Allawos*  
**Council Member** *Gary Boyer*  
**Council Member** *Karen Davis*  
**City Manager** *Chris Jeffers*

### Community Services Commission

**Chair** *Jim Riley*  
**Vice Chair** *Jackie Doornik*  
**Commissioner** *Daniel Bueler*  
**Commissioner** *Howard Hawkins*  
**Commissioner** *Natalia Ellenson*

**Community Services Director** *La Shawn Butler*

# URBAN FORESTRY MANUAL

## INTRODUCTION

The City of Glendora's trees, both public and private, are one of the resources that make the City so special. The insignia on our park's signs is represented with a stately Oak tree, specifically a Coastal live oak tree. Our Urban Forest is one of the most important assets the city has as studies have shown that, as there are more trees per square mile in an urban setting, the real estate value increases exponentially. Glendora maintains approximately 20,000 trees growing in parkways and on City-owned property. The City is committed to the preservation of trees located both on City property and on private property if it concerns possible development, depending on the species. Native California trees have been here for thousands of years and have the benefit of being more resistant to pests, bacteria, and diseases.



Our Urban Forest provides numerous environmental benefits. In the urban environment, trees serve many purposes ranging from aesthetic considerations to climatic influences. In natural environments, they perform even more functions including those of reducing soil erosion and providing habitats for wildlife. Glendora's trees add value to property, help conserve heating and cooling costs, buffer against

noise and air pollution, and contribute to an enhanced quality of life for all Glendora residents. At the same time that trees are benefitting our lives, trees struggle for survival every day. Trees have to endure air pollution, vandalism, compacted soils from foot and vehicle traffic, limited spaces to grow in, and Summer like temperatures that can last throughout the entire year. In order to aid the trees in overcoming such a harsh environment and continue their lives, the care of our Urban Forest must become both a public and private partnership.

Tree care responsibilities for residents of the City of Glendora include protecting and providing enough water to promote the health and viability of any City tree located within the public easement of their property. It is also the responsibility of the resident to notify the Community Services Department of any suspected tree hazards, maintenance needs, or unwarranted pruning and or removal of City owned trees. Residents may call the Parks Division at (626) 852-4869 or visit our website at <http://www.ci.glendora.ca.us/parks> to report any issues.



# URBAN FORESTRY MANUAL

## PURPOSE

The purpose of this manual is to define and illustrate the policies and procedures that shall be utilized by City staff in the management and care of all trees located on City owned property and within the City's parkway areas, and in some cases regarding California native species and new developments/private property. This manual provides guidelines and specifications for the pruning, planting, removal and general care for these trees. It is our desire that this guide will also provide the community with maintenance tips to improve or maintain the health of their private trees and to gain an understanding and appreciation for what all trees provide.

These guidelines and specifications are based upon standards set by the International Society of Arboriculture (ISA), the National Arborist Association (NAA) and the American National Standards Institute (ANSI), which are currently considered the highest nationally accepted standards for tree care. These standards shall act as the source reference by City staff for the implementation of the regulations delineated in Title 16 and Title 20, Section 20.08 .130 (6) of the Glendora Municipal Code, and Title 21, Section 21.03.020 (C) (7) (b) of the Glendora Zoning Code.

Healthy trees in the landscape provide numerous benefits to humanity. They provide a sense of peace, a beautiful view, a harmonizing effect with nature, and a quiet escape from the hectic world we live in. Additionally, studies have shown that recovering patients have actually healed more quickly when being able to observe trees when hospitalized (Franklin, Scientific American, March 2012). You will continue to find other benefits of trees as you read this manual, so it is vital to keep our trees healthy in order to keep ourselves healthy.

## OBJECTIVES

The objectives of this manual are to communicate to City staff, City officials and Glendora residents the importance of our urban forest, the type of maintenance the urban forest requires to keep it healthy, and the policies, which the City shall enforce in order to maintain our urban forest in optimum condition.

## DEFINITION OF TERMS

The following terms are commonly used throughout this text. The meaning of



## URBAN FORESTRY MANUAL

these terms as used in this document is listed below.

**ANSI Standards** - detailed tree maintenance standards developed and published by the American National Standards Institute. These standards address issues regarding proper tree maintenance practices as well as safe work practices for persons working in trees.

**Arbor Day** - an annual holiday first proposed by J. Sterling Morton of Nebraska City, Nebraska, in 1872, that was officially proclaimed by the Governor of Nebraska in 1874 as a legal holiday in Nebraska. The idea spread to other states in the US and beyond. A national holiday is often celebrated on the last Friday in April. However, many state Arbor Days are held at times that coincide with the best tree-planting weather for each particular locale. Glendora has celebrated its Arbor Day both in the spring and in the fall.

**Certified Arborist** - a tree care professional meeting International Society of Arboriculture (ISA) standards of tree care and certified as such.

**Certified Tree Worker** - a tree care professional who works trimming and removing trees meeting International Society of Arboriculture (ISA) standards of trimming and removal, and certified as such.

**City Easements and Right-of-Way** - The City retains an established right-of-way or easement on each public street. These easements are City-controlled areas for the purpose of public improvements, including streets, sidewalks, curb and gutters, driveway approaches, streetlights, street signs, and street trees.

Easements vary among the streets and alleys of the community. Generally, the width of these parkways or landscape easements is around ten (10') feet from the face of the curb, but this dimension may range from anywhere between one (1') foot and thirty (30') feet. The City's Public Works Department shall have maps and/or legal descriptions that show official record of the City easements.

Any tree located within this public easement is recognized as a City-owned tree, and is subject to the policies described herein and in the Municipal Code and Preservation Ordinance (see addendum) which govern all City trees and public property.

**City Forester** - an office created by the Glendora City Council to which is delegated oversight of the care and maintenance of City trees, and the administration of the program. The City Forester office is held by the Director of the Community Services Department.

**City Trees** - trees under the care of the City Forester, including trees growing on City-owned property as well as those trees growing in street parkways and right-of-way easements.

**Community Services Commission** - a Council-appointed body of citizen volunteers which meet monthly to discuss and review issues pertaining to City parks, recreation activities, senior services and transportation, City trees, and the municipal golf course. The Community Services Commission makes recommendations for the City Council to consider regarding issues pertaining to the Community Services Department.

## URBAN FORESTRY MANUAL

**Consulting Arborist** - a designation implemented by ASCA, the American Society of Consulting Arborists, which certifies tree professionals above and beyond the certification of Certified Arborist and Certified Tree Worker, as implemented by the International Society of Arboriculture.

**Drip line** - the ground area at the outside edge of the tree's branches or canopy.

**Girdling** - a tree means cutting away the bark and inner cambium which sometimes can happen naturally because of roots “strangling” parts of the tree. This often occurs when gardeners use weed whackers near the base of the tree.

**Habitat** - a physical place in the natural world in which plant and animal species live together where each can reproduce, feed, grow, and exist together according to the laws of nature.

**ISA (International Society of Arboriculture)** - an international organization established in 1921 dedicated to the proper care and maintenance of trees. ISA has been instrumental in disseminating information on the proper trimming of trees, the dangers associated with the improper care of trees, as well as the implementation of certification programs which help quantify and standardize the knowledge and expertise of tree workers and professionals. ISA is responsible for implementing the Certified Arborist and Certified Tree Worker professional certifications.

**NAA Standards** - detailed tree maintenance standards developed and published by the National Arborist Association which cover topics regarding pruning standards, bracing and cabling standards, fertilization standards, pesticide spray treatment of trees, as well as the installation of systems which protect trees from lightning.

**Parkway, or Right-of-Way** - that portion of a public street, alley, or avenue, located within the City, which usually lies between the curb lines or edge of pavement and also the line which would be the outside line of any sidewalk.

**Street Tree/Parkway Tree** - a tree located in the City right-of-way or City easement.

**Tree City USA** - an award and designation established by the National Arbor Day Foundation. City's that meet a stringent set of criteria and apply for this title may be designated as a “Tree City USA”. The National Arbor Day Foundation coordinates with urban forestry programs in each State to review and award this prestigious title to cities that qualify. Glendora has received this award for the last 20 years.

**Tree Inventory** - a computerized software program that contains data regarding parkway trees which includes the type of tree, size of tree, address and location of trees, nature of the surrounding ground cover and hardscape and condition thereof, and health of the tree.

**Urban Forest** - for the purposes of this manual, the term “urban forest” refers to those

## URBAN FORESTRY MANUAL

trees growing with City right-of-way easements, and street parkways, and those trees growing on City-owned properties. This urban forest consists of more than 18,000 trees in Glendora.

### STANDARD OF CARE

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The planting, maintenance, pruning, removal and general care of the trees in Glendora's Urban Forest will consider the standards of the ANSI A300 Pruning Standards and the standards of the National Arborist Association.

#### A. ANSI A300 Pruning Standards

The ANSI A300 Pruning Standards refers to the most current printing of this document. The text is divided into several sections, including Definition of Terms, Tree Pruning, and Safety. A copy of the document can be found by visiting their website at [webstore.ansi.org](http://webstore.ansi.org) Along with the ANSI-A300 Standards, a companion document known as the ANSI-Z133.1 that addresses detailed safety practices will be considered by all tree workers and companies working for the City.

#### B. NAA Pruning Standards

The National Arborist Association Standards shall also be followed by tree workers and companies working for the City. In addition to categorizing four types of pruning, i.e., fine, medium, course and drop crotch pruning, these standards also offer detailed recommendations regarding cabling, bracing and guying, fertilization, pesticide applications and spray calibration.

#### C. Utility Trimming

Utility companies working within the Glendora city limits shall utilize the ANSI-A300 Pruning Standards regarding utility trimming techniques, as discussed in Section 5.7 of that document.

### TREE CARE MANAGEMENT

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**Management of the soil:** Proper management of the soil around the base of a tree has a direct impact upon the health of the tree. Tree health can be greatly enhanced by proper irrigation practices. The use of mulch in or on the soil surface aids in reducing compaction of the soil due to vehicles, foot traffic, or routine maintenance practices.

**Hazards associated with trees:** A tree that is not healthy can pose a hazard in the landscape. Trees with damaged root systems become susceptible to disease organisms that cause root rot and overall decline. Without a strong root system, the tree can lose stability and collapse. Poor pruning practices can damage a tree's branching pattern over time, and promote the growth of weakly attached branches that can break during summer heat and high winds. Any tree with potential hazards should be closely monitored and inspected regularly by a trained arborist.



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**Proper watering practices for trees:** Mature trees can have a vast root system which extends as much as three times the width of the drip line around the base of the tree. The roots are generally not deep, in most trees, 90% of the tree's root system can be found in the top three feet of soil. The absorbing roots are located in the area beyond the drip line. For this reason, it is not recommended to water trees around the base of a tree near the trunk. Excess moisture in this area can lead to crown rot, root rot and other detrimental conditions for the tree. Trees are best watered deeply but infrequently.

Watering should be done once or twice a week during the summer with a deep watering practice i.e. dripping or slow trickling of the water for long periods of time is best. Avoiding water runoff and slowly tapering the water back as the tree matures and the seasons become cooler are best, then increasing as the weather becomes warm again. The City's tree contactor will water the tree once a week for 90 days after planting it. After the 90 days, the resident must take over the watering of the tree.

**Selecting and planting trees:** Because urban trees are dependent upon the growing space allotted to them, it is critical to choose the right tree for the right place. Trees that are expected to grow in small tree wells cut out of concrete sidewalks need to be chosen for the ability to grow in such areas without breaking and cracking the sidewalk in the future. Trees which are intended to grow underneath power lines should be chosen so that their mature height should not exceed the height of the lowest wires. Trees that require a dry root zone should not be planted in lawn areas that are frequently irrigated. A good rule of thumb is to perform research on a variety of tree species before choosing one to plant.

**Energy efficiency:** Healthy trees can help the community save energy costs. Trees that lose their leaves each winter can be planted on the western and southern side of a building, thus providing much needed shade and cooling in the summer. These same trees will then allow sunlight to come through the bare canopy in the winter to provide added warmth to the building. Evergreen species provide excellent privacy screens and wind screens as well.

**A habitat for nature:** Trees provide homes and a source of food for many types of wildlife. They provide nesting sites for birds and squirrels, food in the form of leaves, seeds, nuts and fruit, and shelter from wind, rain and sun. The planting of carefully chosen native species of trees can help maintain and stabilize populations of some endangered species. A good note to remember is: if a wild animal is living in a tree, chances are it isn't trying to take up residence in your home.

**Benefits of composting:** The fallen leaves of a tree contribute a valuable component to the landscape and when maintained properly, can add to the health of the tree. Leaf litter provides a mulch base which holds water in the soil and reduces the need for excess watering. Leaves also insulate the soil and prevent the germination and spread of weeds, which in turn, reduces the need for herbicide use. The organic material provided by the decaying leaves over time provides a habitat for earthworms and beneficial soil bacteria.



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## TREE CARE PROCEDURES

### **P**RUNING

Glendora focuses on five main objectives for pruning trees in the Urban Forest. These objectives are:

**1. Reduce the risk of root, branch, or trunk failure (breakage):** Breakage risk can be reduced by establishing a structural pruning program that begins at planting and carries through the first 25 years. This program should be designed to create structurally sound architecture that will sustain the tree for a long period. Medium-aged and mature trees can be cleaned, thinned, reduced, raised, or restored to manage risk. Some structural pruning can be conducted on these older trees as well. The choice among these pruning types depends on the tree and the situation.

**2. Provide clearance:** Growth can be directed away from an object such as a building, security light, or power line by reducing or removing limbs on that side of the tree. Adequate clearance is also required over the street for tall trucks, and over the sidewalk for pedestrians. Regular pruning is required to maintain this clearance. Canopy reduction helps maintain a tree smaller than it would be without pruning. The crown can be raised to provide clearance by hortening low branches so those toward the middle and top of the tree are encouraged to grow. Utility pruning keeps limbs clear of overhead wires and other utility structures. Utility pruning is



performed by contractors hired by the utility company, and is not performed by City crews or City contractors.

**3. Reduce shade and wind resistance:** Thinning and canopy reduction can allow more sunlight to reach understory plantings as well as open the canopy so that wind can pass through the tree rather than being blocked by it.

**4. Proper tree for the proper place:** Trees provide shade and privacy. The proper choice of tree can provide the desired results if you choose the right tree for the right place. Trees which are expected to grow in small planting areas must be chosen with their mature height and width in mind, along with careful consideration to the amount of rooting area the planting site provides.

**5. Five-Year grid pruning schedule:** In general, the City of Glendora has chosen

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a systematic grid trimming method of pruning most of its city trees on a five (5) year cycle. The city has also placed its palm trees on a three (3) pruning cycle. The city considers that at the time of pruning, the contracted crew does an inspection of the tree's overall health. This enables the city to monitor the health of the entire urban forest. This is necessary for the safety and welfare of the citizens as well as for the urban forest. In these strained economic times, the five (5) year schedule is quite respectable.

All trees growing in City parkway areas and on City property shall be pruned, either by City crews or by contract workers, according to the standards listed in this manual. The pruning cycles of trees shall be scheduled based upon the following criteria:

1. Trees with broken, diseased, damaged or hanging branches, or with branching that is blocking signs, streetlights, or intersection lights, shall be scheduled as first priority in order to insure the health and safety of the public and adjacent property.
2. Trees requiring raising of low limbs for traffic and pedestrian clearance shall be trimmed as needed.
3. The trimming of Glendora's Ficus trees on the City's main thoroughfares shall be scheduled annually under contract.
4. Palm Trees shall be scheduled for trimming every three years.
5. Trees whose growth is considered "moderate" shall be scheduled for trimming every five years.
6. Trees whose growth is considered "slow" shall be considered for trimming every six years.
7. The trimming and shaping of newly planted trees shall be scheduled as needed for the first four years after planting.
8. The trimming of Glendora's Big Tree shall be scheduled every two years.

### **FIRE ZONE PROTECTION**

The Pride of our Foothills is always at risk of fire and erosion damage. The City has learned through experience that landscaping plays a major role in home protection. Therefore, the following information is designed for those who live in the area north of Sierra Madre and in the area that the various Fire related agencies and City of Glendora refer to the "High Fire Severity Zone".

Through Cal Fire, US Forest Service, and LA County Fire, we discovered that many of the areas that were struck the hardest by the fires could have been reduced with proactive landscaping plans. Four key components can be used to protect your home and



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property from severe fire damage. The four key components are Proactive Landscaping, Plant Selection, Erosion Control, and creation of a Defensible Space.

**Proactive Landscaping** - Immediately surrounding your home, you should have a perimeter of at least 30 feet that is lean, clean, and green. In other words, plants that do not catch fire readily such as grass, groundcover, or succulents. In the next 70 feet of area outside of the 30 foot area, you should have a perimeter of a reduced fuel zone. This is to protect your home while providing a safe area for firefighters.

**Plant Selection** - This is crucial in that you must plant to mitigate fire hazard but plants must be large enough to have a strong root structure. Most of the Fire Severity Zone is in hilly terrain and therefore erosion can be a huge problem in rainy weather. Utilizing native plants and brush would be best as these plants are best suited for this area. Ideally, if the plants can be kept at a height of 18 inches or lower, that would be best.



**Tree Selection** - Trees are particularly valuable on steep hillsides. The roots of many trees go much deeper than those of most ground cover plants. Trees that re-sprout after burning are generally the best choice for wild land areas, so you do not have to replant and the roots continue to grow. Selections for new tree plantings may include California natives like Coast Live Oak, Valley Oak, Toyon, Alder, Black Walnut, and California Laurel.

**Erosion** - Trees and large shrubs are the plants with the strongest root structure in case of soil erosion. However, it is wise to remember that these plants root system can be up to one and half times larger than that of their branch structure. Keeping this in mind, trees and shrubs should have space between them so fire cannot spread readily from one plant to another. Fifteen to twenty feet between trees and large shrubs should be adequate in a fire scenario, ensuring that they are outside of the 30 foot perimeter directly next to your home.



**Defensible Space** - Defensible space is the design and maintenance of landscape that will reduce the chances of structure loss during a fire. For more information regarding planting in high fire areas please visit [www.fire.ca.gov/](http://www.fire.ca.gov/). Therefore, all brush should be cleared within 30 feet of your home. An additional 70 feet of reduced fuel utilizing succulents or low lying shrubbery outside the 30 feet is required by California law (Public Resources Code 4291)



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which will give a structure a total defensible space of 100 feet. The goal is to protect your home while providing a safe area for firefighters too. These 100 feet of defensible space is a minimum guideline, providing more defensible space when possible would be best. The term “structure” includes buildings not inhabit such as garage, storage shed, or your neighbor’s home however, a “defensible space” still pertains when it comes to fire suppression.

Native Trees species especially in Southern California are best utilized on slope areas and around your house. These trees have acclimated to this area over thousands of years and are not as susceptible to fire as imported trees are. Trees like Oaks, Sycamores, and Walnuts are equipped with thick, spongy, fibrous bark that defends well against flames. Often, after a fire has come and gone, you will see these trees sprout back from a fire and go on to live long and healthy lives. Remember to space trees apart at least 15-20 feet away from each other at their nearest points. An adult Oak tree can have a spread of 50 feet or more, and what you plant today could have an adverse effect on your property in the future.

There are many Pine trees and Palm trees that are native to Southern California. Taking what information we learned from the Fires, Pine trees, Palm trees, Eucalyptus trees (sometimes considered a native because they have been here so long), Cypress, and most conifers are laden with oils, sap, resins and other combustible material. Those of you who reside in the Fire Severity Zone should refrain from planting these types of trees as they would not do well in fire conditions. City Palm trees north of Sierra Madre are being considered for removal if they are within 100 feet of a structure. Palm trees such as Mexican fan palms and California fan palms tend to have old dried husks and palm frond remnants unless the trees are skinned on a regular basis.

Permits needed - If you live in the High Fire Severity Zone, you must obtain a landscape permit if landscaping more than 1000 square feet of land. This is not an option. Obtaining a permit is easy; submit your landscape plans to the City Planning Department showing defensible space, plant and tree selection, irrigation, erosion control, and how you are going to address drainage issues.

### **V**IABLE PLANTING SITES

It shall be the Community Services Department's objective to plant in all viable vacant sites located on City property or within City right-of-ways, to honor all resident requests for new street trees in viable locations, and to replace any City tree, which has been removed with the provision that the remaining vacant site is viable for planting. They may contact the Community Services Department at the following:

**City of Glendora Community Services Department**  
116 E. Foothill Blvd., Glendora, CA 91741  
**(626) 914-8228**

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### Viability shall be based upon the following criteria:

**Spacing** - There is adequate spacing present overhead, underground, and to allow for the healthy, unimpeded growth of the tree to its mature size. Specific examples of spacing conditions that may make a site unsuitable for planting include inappropriate canopy room between existing trees, too close a proximity of a planting site to existing water, gas, or sewer lines, light standards, or potential conflict with overhead power lines, conflict with safety signs, or the inadequate width of the location's parkway size for the tree's girth at maturity.

**Traffic Clearance** - There shall be adequate line-of-sight visibility between normal vehicular or pedestrian traffic and necessary signage, street lights, or views.

**Maintenance Resources** - There shall be an adequate and consistent source of water available for the tree.

**Funding** - The Funding for tree planting request is dependent on current fiscal budgeting.

## PLANTING AND REPLACEMENT

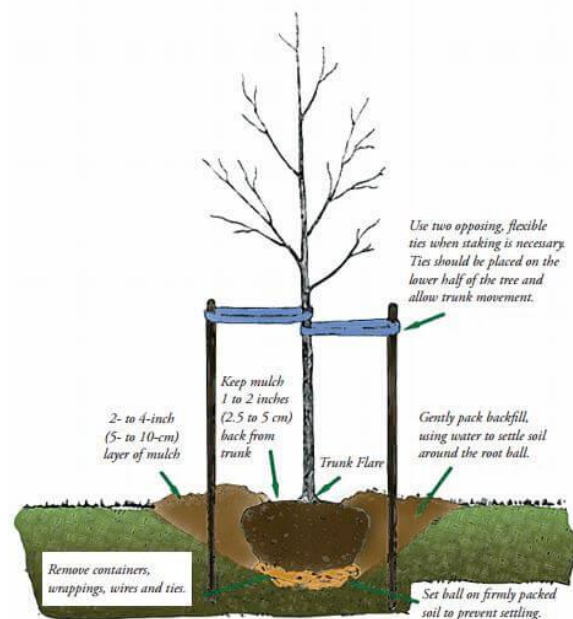
The planting and replacement of parkway trees falls under the authority of the City Forester, and is established in Sections 16 .12 .160 and 16 .12 .190 of the Glendora Municipal Code. Most nursery tree stock in California is sold in a containerized form. The following guidelines are specific for containerized stock. The selection of tree species shall be made from the list of approved trees on file in the Community Services Department. The selection is based upon the available growing space, both for root growth and canopy growth. The trees are listed according to the appropriate size of the parkway or tree well in which they are to be planted. The height of overhead wires shall also be considered when selecting replacement tree species. The City Forester shall approve all planting and replacement selections

Trees shall be single stemmed trees and at a minimum of 1" in caliper (or larger) measured at six (6) inches above ground level. Minimum container size shall be a 24" box container. The root ball of each tree must hold intact during planting and be sized to contain adequate roots for good tree growth. Trees must not exhibit signs of being root bound from growing in the container too long. All trees shall be certified insect and disease free, and have a symmetrical, well-balanced crown.

All trees shall be planted immediately after the root ball has been removed from the container. Containers shall not be cut or otherwise damaged prior to delivery of the trees to the planting area. Circling or girdling roots are prohibited and will be cause for rejection of the tree. Nursery stakes, ties, and ribbons shall be removed unless such removal would cause major root disturbance. Trees shall not be planted in dry soil or in muddy soil. Backfill shall consist of native, un-amended soil.

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The planting hole is one of the most important factors in establishing a healthy tree. An old tree planting saying goes “It is better to plant a \$1 dollar tree in a \$100 hole in the ground, then to plant a \$100 tree in a \$1 hole in the ground”. Tree City USA Bulletin #19 is included in the Addendum of this manual and illustrates the specifications for the proper planting of trees, and why it is so important to take time and care when it comes to preparing the planting site. The diameter of the planting hole shall be dug at least two (2) times wider than that of the root ball. The depth of the hole shall be dug slightly shallower than the depth of the root ball to allow for the top two inches of the root crown to remain above grade (the level of the ground). By doing so, the tree has less chance of developing crown rot, the planted tree will also settle about 1-2 inches after planting and watering (takes about a week), and will direct the water more to the root system than right against the trunk.



Before placing the root ball into the planting hole, tamp down the base of the hole to allow the tree to stand straight and to avoid the potential of the tree settling below finish grade. Scarify or scrape the sides of the planting hole (and the root ball if you see many roots) to break down any glazing or compaction which may have occurred as a result of digging.

Position the tree in the hole so that it stands upright and the top of the root crown is slightly exposed above grade. Then, start backfilling the hole and tamping the dirt down as you go (flipping the shovel over and using the handle works well for this operation), this will help in avoiding air pockets but do not do this with a heavy hand so as to cause root damage, continue this until you have matched the grade level. With the left over material, form a basin around the tree, approximately six inches high and to at least the drip line of the tree, if the tree is small and has no drip line, about a three foot wide circle would be a good starting point. Remove the nursery stakes, ties, and ribbon away from the trunk of the tree. The top of the initial root ball should be exposed or have no more than a one inch layer of soil on top when done. After planting is complete, the tree should be given an initial deep watering- this is achieved through slowly watering the tree for a long time so the water can penetrate deep into the soil. Watering your city tree with lawn irrigation is not recommended, as this will encourage surface roots.

Staking the tree should be done last, use two stakes on opposite sides of the tree being careful not to penetrate the root ball; this could set the tree back health wise or even kill it! In about three years' time, the stakes should be rotten, the tree ties should be ready to be taken off, and the tree should be strong enough to stand on its own. Tie the tree loosely, the tree needs to move to gain strength in the trunk, wood is like a muscle, the more it flexes the stronger it becomes. Note: Once a tree is planted upon the easement, it

## URBAN FORESTRY MANUAL

becomes the responsibility of the resident to maintain the irrigation of the tree. There is no warranty from the city regarding the planting of the tree. If your tree dies outside of three months, there will be another fee charged for the planting of a secondary tree.

### REMOVAL CRITERIA

It is the City's policy to protect and preserve healthy trees that provide valuable benefits to our environment and to the quality of life in Glendora. The Community Services Department shall oversee all parkway tree removals. If a Glendora property owner wishes to remove the parkway tree, he/she must (1) contact the Community Services Department office and submit a Tree Services Request Form and pay for an inspection fee. A copy of this form is included in the Addendum for reference. (2) Applicant must be the owner of said property where tree is to be removed. (3) A Parks Staff member will evaluate the tree independently, only after form is complete and the inspection fee is paid. The tree will be removed only if the tree is deemed unhealthy and at a risk to the health and welfare of the public in general, the resident will then receive full payment back of the inspection fee. This will only hold true if it is deemed the resident had nothing to do with the decline of the tree.



The inspection is conducted by a Certified Arborist, this individual is trained in the art and science of planting, caring for, and identifying problems in the field of trees. The employee will note the tree species, size, health, and the reasons given by the applicant for removal.

Park Staff will evaluate the tree independently, noting tree species and size, tree health, and the reasons given by the applicant for removal. Criteria which justify the removal are discussed later in this section, and each of these items is taken into consideration regarding the tree. An arborist fills out the back side of the form, and photographs are taken to document the existing conditions of the tree and surrounding area. An inspection report is prepared, consisting of the photographs, and the evaluation of the tree. The City Forester reviews the information and makes the final determination to remove the tree, or to not remove the tree. A letter is then mailed to the applicant stating the decision of the City Forester. In many cases the removal and the replanting is at the cost of the property owner. The entire process usually takes about one month.

The City Forester shall have the authority to approve the removal of a parkway tree based upon the following conditions:

**Hazardous Trees** - Trees that are declared a high hazard by virtue of being determined at



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high risk of failure (frequent limb breakage or tree in danger of falling) and with a high potential of hitting a target. A tree with a majority of decayed, dead or damaged foliage, branches, trunk or roots may be determined to be a hazard.

**Dead and Dying Trees** - All trees have a lifespan. The urban environment is a harsh environment and demands much on a tree. Trees prefer to grow in a forest, surrounded by other trees. The urban forest is an environment where each tree is a “stand alone” tree. The tree must withstand the rigors of nature on its own and the lifespan is reduced significantly. Urban trees will encounter a period in their lifespan that Arborists term “declining” as in declining health. A certified Arborist can best decide at which stage a street tree is in decline. Street and park trees that are dead or have been determined by the City Forester to be in a state of severe decline, although perhaps not an immediate hazard, may be removed.

**Diseased/Insect Infested Trees** - Trees that acquire an infectious disease or are infested with an insect that is declared to be a serious pest threat to other nearby trees shall be removed, if removal is determined to be the best pest control solution.

**Emergency Removals** - Healthy trees shall be removed if an emergency condition exists, and tree removal is determined to be the only option available. An example would be to gain access to an emergency situation created by an earthquake or to allow repair of a broken water main or sewer line located directly underneath the tree’s trunk, or to remove a tree too badly damaged by a storm, or struck by a vehicle and the tree cannot be feasibly restored to a safe condition.

**Hazardous Condition Removal** - If it is determined that a tree is causing a serious visibility hazard (i.e. a corner tree that blocks the visibility of a stop sign) it should be removed. Removal shall be considered only if pruning to correct the hazard would seriously disfigure the tree.

**Other Removals** - Other examples where a condition shall warrant removal are:

**Hardscape damage** - When hardscape repairs cannot be complete without severe root pruning, (which would jeopardize the health and stability of the tree), the tree shall be removed. If any tree repeatedly damages surrounding hardscape with damages equaling the cost to remove and replace the tree within two years after repairs, and root pruning and/or other remedial repair methods cannot feasibly be utilized without severely jeopardizing the health and stability of the tree. All such removal decisions shall be made by the City Forester.

**Building damage** - When a tree is causing structural damage to a building, and the condition cannot be corrected without removing the tree.

**Cost of maintenance** - Sometimes the cost of maintaining certain species of trees cannot be justified in respect to the environmental benefits such trees afford. In many circumstances, such trees cost more to maintain than the benefit they give back to the community. The authority to remove such trees lies with the City Forester.

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**Undesirable Species** - If a tree is contained on the list of undesirable trees on file in the Community Services Department, the tree will be evaluated for additional reasons for removal. Many species considered to be undesirable are extremely vigorous and fast growing trees, which are ultimately too costly for the City to maintain properly. The “undesirable” aspect of a tree will be taken into consideration with one of the above listed criteria.

The following are reasons that are **NOT** valid for removal:

- Excessive leaves, fruit, flowers, petals, bees, birds and other animals or insects creating a nuisance to resident.
- Roots in the sewer line, resident must maintain their lateral.
- Hardscape damage if a feasible, economic solution exists to save the tree.

### FICUS TREES IN GLENDORA'S VILLAGE

The Ficus trees in Glendora's Shopping Village have become a trademark of the City. These trees require special care and attention to ensure their health, beauty, and safety.



There are sixty-six trees in the Village. The care of these trees shall consist of the following:

1. The trees will be trimmed in a formal pattern each year, preferably in October. The pattern is currently a “cone” or Christmas tree shape. The trimming shall take place at a time to allow a sufficient time span to hang lights in the trees prior to the Christmas shopping season. The hanging of the Christmas lights traditionally occurs in October, before Thanksgiving and before the “Holiday Stroll” event.
2. A number of trees in the Village bear fruit. A combination of certain weather patterns and environmental factors appear to trigger fruit production, and these patterns often cannot be easily predicted. When trees in the Village bear fruit, the sidewalk becomes slippery with the tiny figs. Often, the fruit can get tracked into the



## URBAN FORESTRY MANUAL

businesses and can cause an unsightly mess. As funding becomes available, the City will trim the Ficus trees every six months to stem the fruit drop as applying a topical growth regulator has become cost prohibitive and not very effective.

3. During the summer months, the Ficus trees in the Village are frequently attacked by the Cuban Laurel Thrip. The biting of these tiny insects can be a considerable nuisance. On these occasions, the City will arrange to have trees either treated with a pesticide to stem the attack of the Thrips.



4. Every effort shall be made by City staff and contractors to accommodate the merchants.

## ARBORETUM & BOTANIC GARDEN



The Arboretum and Botanical Garden was completed in June 2017. The concept of the park was to get visitors excited about exploring a wide variety of trees in one location. The walking path along with a variety of flagstone paths provides access for a closer look at each tree species. Each tree has a name tag identifying the common and botanical name. Researching the tree using the scientific name is the best way to obtain information to ensure the right tree is planted in the right place. A total of 98 trees were planted for this project for a total of 64 different species, with about half of those trees being deciduous, we can expect significant fall color and bare branches in the winter. Besides their seasonal behavior, one can expect to observe trees' size, growth habit and other characteristics.

Staff maintains the planters free of weeds on a biweekly basis and ensures that the irrigation is working properly, which is key to ensure good health of the plants and





# URBAN FORESTRY MANUAL

## UTILITY, CURB, GUTTER, AND SIDEWALK REPAIRS

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### ROOT PRUNING POLICIES

Contractors hired by the Public Works Department to repair curbs, gutters sidewalks, pavement and utilities shall coordinate all work with the City Forester. All sidewalks and curbs scheduled for replacement where City-maintained trees are located shall first be inspected by the City Forester prior to the commencement of any work. The contractor shall notify the City Forester when the removal of such pavement is scheduled and the City Forester shall be on site when the work is performed. All pavements shall be removed to expose the root system of trees causing the damage. No roots shall be removed by the contractor without the approval of the City Forester. All roots shall be pruned according to the direction of the City Forester. Any tree which is so severely damaged in root pruning operations that, in the opinion of the City Forester, must be removed shall have a cost value placed upon it using the valuation procedures outlined by the International Society of Arboriculture. This cost value may be charged against the contract as liquidated damages.

When City Public Works crews repair curbs, gutters, sidewalks, pavement and utilities, the policy described above shall also be in full effect. Public Works crew will remove pavement to expose the tree's roots in place. Community Services staff will inspect roots and perform tree work as necessary. No roots shall be removed by City workers without the approval of the City Forester. All roots shall be pruned according to the direction of the City Forester.

In case(s) where the flare of the tree trunk interferes with the work, crews will need to go around the trunk as the flare will not be trimmed or shaved. Removing any portion of the tree trunk flare will greatly compromise the health and stability. Buttress Roots provide the most support and stability. These vital roots play a huge role in providing a sound structure and will not be trimmed or removed. In cases of hardscape installation we will consider the possibility of the following options:

- A. Reroute sidewalk to go around the tree trunk flare or buttress roots, installing a curve to sidewalk.
- B. Bridging Sidewalk to provide a gap between the sidewalk and offending root. Slope must comply with ADA standards.
- C. Taper sidewalk to decrease width of sidewalk without compromising ADA standards.

In cases where options above are not possible, Community Services Staff will perform the following:

1. **Selective Root Pruning** is the removal of specific offending roots, which are directly interfering with the work area. When pruning out selective roots, great care shall be given to retain as much root surface as possible, including sufficient buttress root dispersal around the radius of the tree. No more than one-third (1/3) of a tree's root system shall be removed. Roots shall be cut back at least four (4") inches away from

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new hardscape to compensate for new growth and for possible hardscape forms. Pruning cuts shall be made clean and smooth with no crushing, tearing or ripping with mechanical means (backhoe, loader, or jackhammer).

2. **Root Shaving** is the removal of a small portion of a nonessential buttress root or general root with a diameter of four (4") inches or greater. Roots will be shaved down to allow for at least two (2") inches of clearance between the root and the new hardscape. No more than one third (1/3) of a root's diameter shall be shaved off. Shaving cuts shall be made clean and smooth with no crushing or tearing of the remaining root material.
3. **Excavating** because the root system of a tree is one of its most important physiological components, the removal of any part of a tree's root system should be avoided. In instances where there exists a need to install subsurface structures or utilities, such as irrigation lines or block wall footings, every effort shall be made to avoid encroachment within the dripline of the tree. If it becomes necessary to excavate within a tree's dripline area, every effort shall be made to tunnel under or through the tree's root system with a minimal amount of pruning, rather than to trench across the tree's roots. The removal of any root over two inches (2") in diameter must be first be approved by the City Forester.

In cases where options above are not possible, tree removal will need to be considered.



*The magnificent buttress roots of the Ficus macrophylla or Moreton Bay Fig tree located at the corner of Santa Fe Avenue and Colorado Avenue. Aptly named Big Tree Park. This Moreton Bay Fig may be the second largest in California next in largest to the one located in Santa Barbara near the mission.*

# URBAN FORESTRY MANUAL

## NEW DEVELOPMENT/CONSTRUCTION MANAGEMENT

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The City of Glendora desires to maintain and further develop the local urban forest on public and private property. Consequently, the City shall consider the impact on private property trees as part of any application for discretionary zoning approval (i.e. Development Plan Review, CUP, etc.). In reviewing applications, the City Forester shall consider the impact on existing private trees and shall recommend project alternatives that encourage the preservation of mature trees. Trees that are removed from private property when done for the purpose of accommodating a project subject to discretionary zoning approval shall require replacement based on the following schedule.

Private Trees of any species removed with a DBH of 10 inches or more must be replaced according to the size scale listed below:

<u>Existing DBH</u>	<u>Replacement DBH or tree</u>
10"-15"	24" boxed tree – 1:1 replacement
16"-36"	36" boxed tree – 1:1 replacement
37"-48"	48" boxed tree – 2:1 replacement
49"-or greater	Tree replacement to be determined by the City Forester

Native Oak Trees are of particular importance to the community with respect to preservation. Mature Oaks on private property have a positive effect on property values and enhance the beauty of neighborhoods. Consequently, any Oak removed from private property with a DBH of 8" or more shall require replacement according to the size scale below:

<u>Existing DBH</u>	<u>Replacement DBH or tree</u>
8"-15"	36" boxed tree – 2:1 replacement
16"-36"	48" boxed tree – 3:1 replacement
37" or greater	Tree replacement to be determined by the City Forester

Multi-trunk trees, Oaks or other species, shall calculate the combined DBH of all trunk branches 4" DBH or greater. The replacement requirement shall be based on the tables above.

Tree replacement species shall require review and approval from the City Forester. Preservation of existing trees is preferred over replacement. If the project applying for zoning approval does not replace trees on-site, an in-lieu fee per tree for future tree replacement shall be collected and deposited into a tree replacement fund. The in-lieu fee is based on City's cost to replant and set by city resolution. Funds collected must be used within five years of receipt of funds or the project applicant will receive a refund.

The following policy shall establish construction specifications to preserve and protect existing or native trees located on a site that is planned for development.



## URBAN FORESTRY MANUAL

**General Site Evaluation** - As part of the environmental review for a location planned for the development, the Planning and Redevelopment Department shall consult the Community Services Department on the appropriate measures to take regarding trees existing on the project site. Community Services and Planning and Redevelopment staff are to identify which trees to remove and develop an appropriate mitigation plan. All costs associated with fulfilling a mitigation plan shall be borne by the applicant.

In addition, the applicant shall develop a plan to protect all trees that are to remain. Such plan shall be submitted to the Director and approved prior to any permits being issued by the Building Official. Department staff shall consider such items as, but not limited to, site access and traffic route considerations, excavation limitations, appropriate locations for the piling of soil and debris, and the storage of equipment and vehicles as each of these activities pertain to trees on the project site.

**Protective Fencing** - Temporary, protective fencing shall be installed around any existing tree that is to be preserved on a project site. This fencing must be made of a material that has high visibility, such as fluorescent-colored, and must be posted at regular intervals around the tree. This fencing shall be placed at a minimum distance of fifteen (15) feet from the trunk of the tree or five (5) feet outside the drip line of the tree, whichever distance is greater. No activity shall take place within this fenced-in area.



**Grade Changes** - A change of grade around a tree, even well outside of a tree's root zone, can have serious impact on the tree due to reduced aeration or poor drainage.

**Excavation Requirements** - Whenever possible, services such as water lines and utilities shall be routed around the drip line of trees that are being preserved on a site. If department staff determines that excavation within the drip line of a preserved tree is unavoidable, then every effort shall be made to tunnel under or through the tree's root system with a minimal amount of pruning, rather than to trench across the tree's roots. All root pruning shall be in accordance with the Maintenance Guidelines established for such activity in this manual and the Tree Preservation Ordinance.

**Construction Mulching** - If department staff determines that traffic encroachment within the drip line of a preserved tree is unavoidable, then a six (6) to twelve (12) inch layer of temporary mulch shall be placed over the affected area to disperse the weight of traffic and equipment. Additional weight dispersal and mobility may require the placement of large plywood sheets

## URBAN FORESTRY MANUAL

over the mulched area. Construction mulching and plywood must be removed carefully, so as not to damage the tree, as soon as the required activity within the drip line of the tree has been completed.

Department staff shall recommend that development specifications include requirements for mitigating such impacts to trees that are to be preserved on a project site based upon the type of grade changes that are to be implemented, tree species, drainage patterns, soil conditions, and future irrigation and maintenance plans. Department staff shall employ the following mitigation measures whenever feasible:

**Raised Grades** - If a grade around an existing tree is to be raised with a backfill less than six (6) inches in depth, then department staff should consider vertical mulching as a mitigation measure. If a grade around an existing tree is to be raised more than six (6) inches, then department staff should consider specifying the construction of a tree well as a mitigation measure.

**Lowered Grades** - If a grade around an existing tree is to be lowered along the side of its root zone, then department staff should consider specifying the construction of a terraced dry wall as a mitigation measure. If a grade around an existing tree is to be lowered along all sides of its root zone, then department staff should consider specifying the construction of a tree island as a mitigation measure.

## TREE ROOT/HARDSCAPE CONFLICTS

1. Damage to hardscapes which occurs on public property that is three-fourths of an inch (3/4") or less shall be "ground down" by a concrete grinding machine. If necessary, permanent repair of the area should be scheduled for a later date.
2. Hardscape damage on public property where the damage cannot be rectified by temporary measures such as grinding of the concrete will require the scheduling of a permanent repair, based upon the potential the damages have for creating a public safety hazard. In such cases, the offending roots shall be exposed in place using an air spade (if available), ground down or pruned as discussed above, and a six (6") to twelve (12") inch layer of gravel base or other type of structural soil shall be inserted underneath the exposed roots, and the hardscape surface poured over the base material. This is called a Structured Soil Theory and there have been positive results in many cases. The theory is the base material promotes root growth at a deeper level for the roots to develop at, thereby reducing the chance of having root damage at the surface again where the hardscape is located.
3. When repairing or replacing hardscape adjacent to a parkway tree, every effort shall

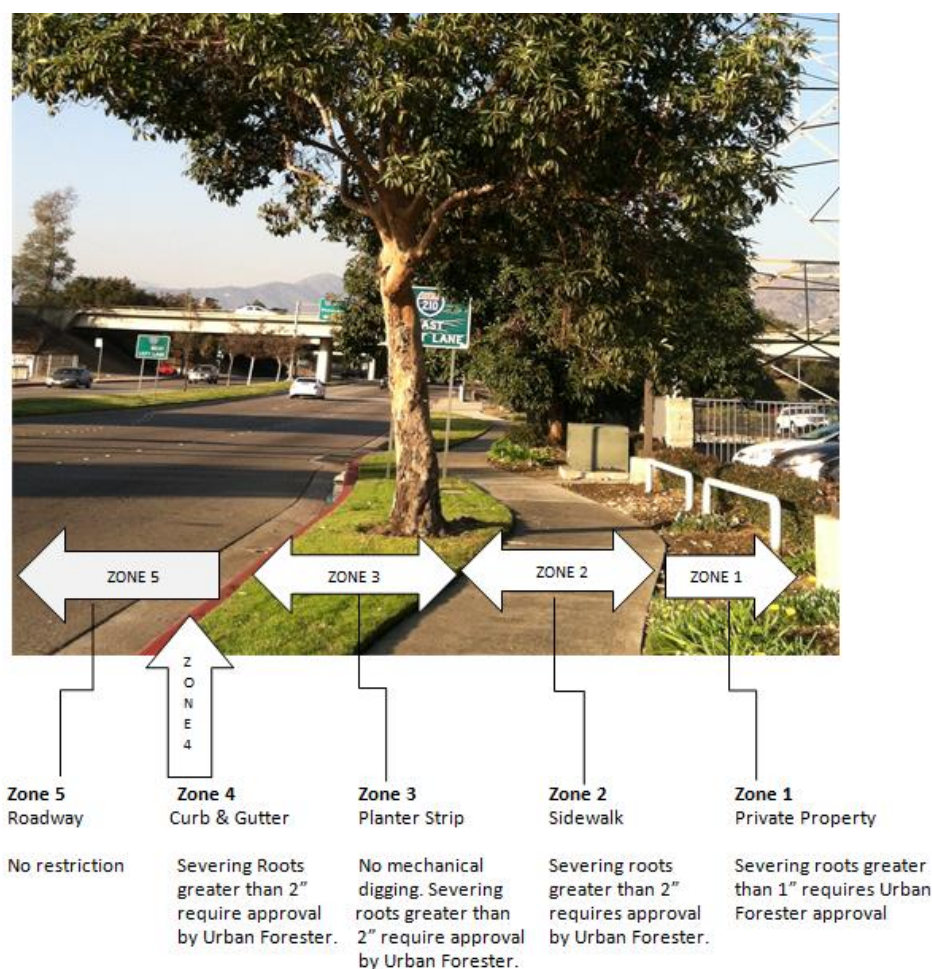
## URBAN FORESTRY MANUAL

be made to protect the tree from root or trunk damage.

If the removal of the offending roots might jeopardize the health or integrity of the tree, one of the following alternatives shall be considered:

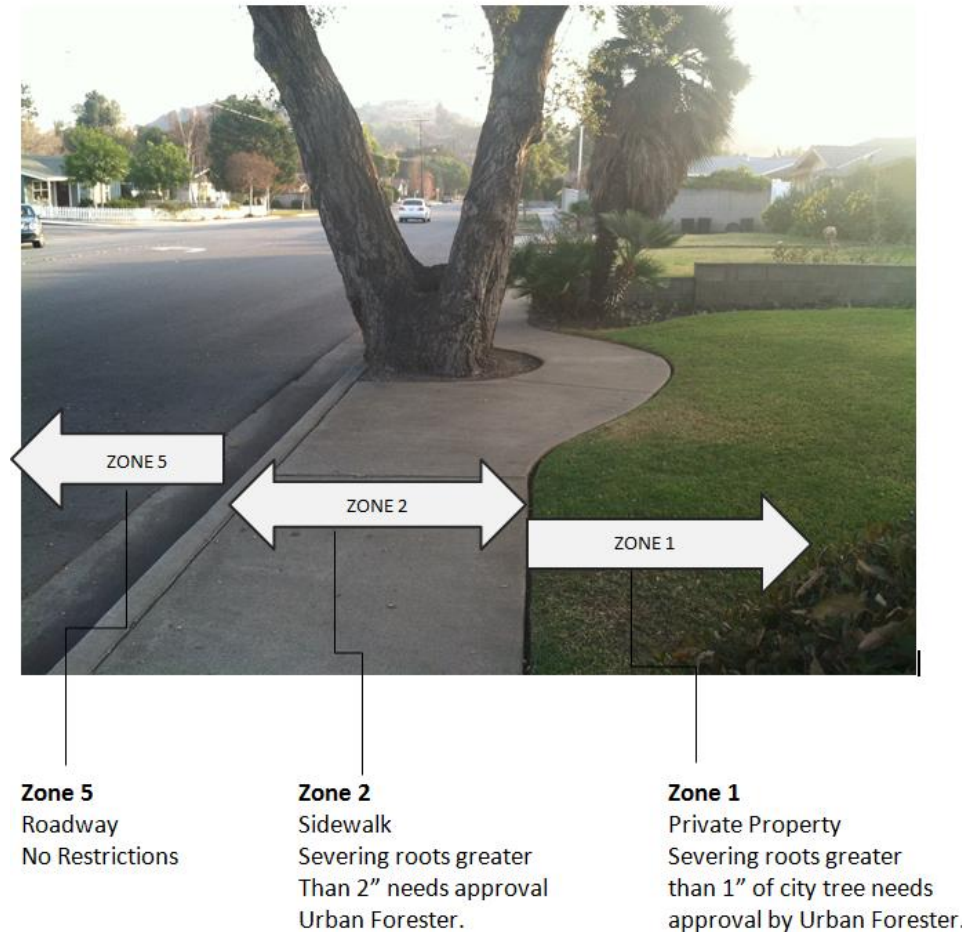
- A. Off-set** - An off-set is the tapering or reduction of a sidewalk's size down to a width no less than forty-two inches (42").
- B. Ramping** - A sidewalk may be constructed to ramp over offending roots, as long as the slope of the grade does not exceed one foot (1') of elevation change within a span of twelve linear feet (12').
- C. Reconfiguration** - Sidewalks do not need to be constructed in a straight line. If the public easement can accommodate it, a sidewalk may be reconfigured to curve around a tree in suitable manner.
- D. Removal** - If no other hardscape installation alternative is feasible, a tree may be removed, as long as it complies with the tree removal criteria listed in Chapter VI of this manual.

*Image of root restriction zones for excavation, trenching, or boring within a tree dripline in a planting strip.*





## URBAN FORESTRY MANUAL



This is a great example of how the Public Works Department works cohesively with the Community Services Department. In this particular case, this 100 year old Oak tree was encroaching on the sidewalk. The Public Works Department removed the old buckled sidewalk and “thinking out of the box” went around the tree instead of using the old “straight line” type of thinking.

City Trees are subject to inspection at any time throughout the year by Parks Division staff. During these inspections, if a City Tree is deemed unhealthy or hazardous and needs to be removed due to improper care or harmful treatment by a resident, the following replacement fees may be applied to the resident responsible for the trees decline.

### Replacement Fees:

- Value of tree being removed
- Two replacement trees 24" box
- Removal Fee

\*All costs are based on City’s Tree Maintenance Contractor prices.

# URBAN FORESTRY MANUAL

## TOOLS AND STAFFING

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### TREE INVENTORY AND TRIMMING SCHEDULE

The Community Services Department shall keep current an inventory of all City-owned trees, including detailed site characteristics and work histories for each tree. The City's contractor and staff, accounting for all new tree plantings, any tree removals, and the trimming history, shall update this record yearly.

The inventory of City trees identifies species, Diameter at Breast Height (DBH), canopy, and adjacent hardscape. When creating an inventory of trees, consistent procedures shall be used to inventory all trees in order to ensure that they are done in a consistent and regular manner.

The City maintains a very respectable five (5) year tree trimming cycle. In these current economic times, this is extremely important. This tree trimming cycle is just as important to the community as it is to the City. Pruning more often is beneficial in that the city is able to recognize situations before they become a larger issue such as insect infestation, diseases, and other problems. Additionally, pruning more often enables the trees to be healthier as smaller cuts are made on a more frequent basis rather than large cuts which could open up the tree to bacteria, fungus, diseases, infestations and overall stress of the tree.

### PERSONNEL

The City's personnel responsible for the oversight of the care and maintenance of Glendora's Urban Forest consists of the Director of Community Services or Assistant Community Services Director, who serves as Glendora's City Forester, the Parks and Landscape/Contract Supervisor, who administers the tree program and the Landscape/Contract Supervisor contract maintenance, and the administrative staff, who assists in organizing the requests for tree work and inspections of the trees needing attention.

### CONTRACTED WORK

The City contracts with independent contractors to trim Glendora's Urban Forest, including the annual Ficus trimming, the trimming of Big Tree, and the trimming and removal of very large trees such as Mexican Fan Palms and Canary Island Pines.

All companies hired by the City to perform tree trimming, tree removal and root pruning shall employ ISA Certified Arborists and ISA Certified Tree Workers among their working personnel. Contracts for tree trimming are prepared and administered by the Community Services Department. Contracts for sidewalk repair and root pruning are prepared and administered by Public Works Engineering Division and Water Division staff, and coordinated with the City Forester. All root-pruning performed by contractors repairing curbs and sidewalks under the direction of the Public Works Department shall comply with the policies set forth in this manual.



## URBAN FORESTRY MANUAL

All contractors hired by the City to trim trees shall be required to possess a State contractor's license for tree work (D49) and provide worker's compensation benefits to their employees, and show proof of appropriate liability insurance.

### WORK PERFORMED BY CITY CREWS

City crews perform limited amount of tree care work on the Urban Forest. The clearing of traffic signs, performing traffic and pedestrian raises, and other hazard mitigation, and work that must be done that day rather than placed on a schedule are the primary functions of the City Park Maintenance staff. Emergency call outs are generally handled by contractor.

### TREE POLICES GOVERNING SUBDIVISIONS

Codes and regulations regarding subdivisions are spelled out in Title 20 of the Glendora Municipal Code and Title 21 of the Glendora Zoning Code. The Planning Department and Community Services Department has the responsibility of implementing the laws spelled out in these codes. The City Forester will work closely with the Planning Department staff to make recommendations regarding trees in these instances.

### THE ROLE OF THE CONSULTING ARBORIST

Title 20 of the Glendora Municipal Code includes conditions for approval of a new subdivision. A developer may be required to retain a consulting, certified arborist to monitor and enforce all conditions placed upon the development of the property by the Planning Commission. The Planning Department keeps a list of arborists qualified to perform these duties.

### THE PLANNING COMMISSION

Some projects slated for development in the City of Glendora require Planning Commission review and approval. The Planning Commission may assign conditions of approval to a project during the review process. The Planning Commission may require a tree preservation plan as a condition of approval. The Planning Commission will use this manual and tree ordinance as a guide when developing conditions of approval.

## JURISDICTION AND GOVERNING AUTHORITY

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### CONTRACTED WORK

Along many City streets in Glendora, a strip of land exists between the curb of the street and the sidewalk. This strip is called "the parkway". The City shall maintain trees growing in the parkway as long as the tree was planted or approved by the City. The City shall trim trees; the cost of planting and removal of parkway/sidewalk trees will be the responsibility of the property owner.

# URBAN FORESTRY MANUAL

## TREES NOT MAINTAINED BY THE CITY

Trees growing on private property are not maintained by the City. It is the property owner's responsibility to maintain such trees so that there is adequate clearance over the street for large trucks and other traffic, and over the sidewalk for pedestrians. Trees must be maintained at a minimum height of 14 feet over the street, and at a minimum height of 9 feet over the sidewalk. It is also the property owner's responsibility to maintain their private trees and shrubbery at street intersections to provide adequate sight distance for drivers, and to maintain their trees and shrubs away from street signs and stop lights.

Many streets in Glendora do not have sidewalks. The front yards of residences on such streets come all the way to the curb. Each street like this in Glendora has a street right-of-way easement upon which the City or utility companies may enter to perform work. The width of these easements varies from street to street, with some easements measuring 1 foot or less, while other easements measure up to 12 feet. Trees located within the City right-of-way easement are the property of the City and will be maintained by the City. Property owners are required to provide water to the tree and not doing so will be seen as the willful neglect or harming of a city owned tree. This could result in a fine to the homeowner or resident.

## COMMUNITY SERVICES COMMISSION

The Community Services Commission is made up of citizen representatives appointed by the City Council. The duties of the Community Services Commission are spelled out in Section 2.16.160 of the Glendora Municipal Code. The Commission also serves as the City's tree advisory board. The Commission holds regular monthly meetings. The Community Services Commission serves as the final authority for hearing appeals and for resolving objections regarding issues pertaining to parkway trees as spelled out in the G.M.C. Section 16.22. The procedures for filing appeals and/or objections specified in Section 16.22.010 and Section 16.22.020 of the Glendora Municipal Code shall be followed. The Community Services Commission shall periodically review the policies and guidelines listed Glendora's Urban Forestry Manual. The Commission may recommend to the City Council amendments to the policies as deemed necessary. Any amendment to the policies and guidelines listed in Glendora's Urban Forestry Manual first receives the approval from the Commission, prior to adoption by the City staff.

The City Forester shall update the Commission periodically regarding the City's Urban Forest program, and shall work with the Commission on the scheduling of Glendora's annual Arbor Day celebration and award of the Tree City USA designation.

## BENEFITS OF NATIVE TREES

Community Services Department and the Community Services Commission are committed to promoting the proper use and placement of California native tree species, and educating the public as to the benefits and care of such plantings. Native trees are well adapted to the California climate, provide habitat for native wildlife, and compliment the urban landscape with their beauty. There are many benefits of going native such as saving

## URBAN FORESTRY MANUAL

water. The native plant rarely needs more than minimal irrigation beyond rainfall averages. Native plants are low Maintenance, are a natural fit to this area.



*Willow Springs Park on the corner of Leadora and Willow Springs Lane*

The City of Glendora is dedicated to preserving and increasing our urban forest. One of the most important aspects of preserving Glendora's community forest is the ability to retain a manageable population in terms of species diversity, density and appropriateness. The City shall achieve this through proper planning and gradual reforestation efforts, rather than through drastic deforestation and replacement measures. Glendora has many ways to preserve our trees through care and maintenance, which readers can find under the tree care procedure. This section will review the City's plan to increase the Urban Forest and the role the community may play in assisting with this goal.

One of the City's goal(s) listed in Glendora's sustainable action plan is to adopt and implement an urban forest policy to increase the City's street tree and parking lot canopy by 25 percent by 2025 in order to improve the local microclimate and air quality, reduce urban heat island effects and increase carbon sequestering. Glendora's Community Services Department's goal is to plant or coordinate planting of at least 75 trees per year. The community will have the opportunity to assist by tree donations or having a memorial tree planted in honor of a loved one.

# URBAN FORESTRY MANUAL

## TREE DONATIONS PROGRAM

The City would encourage the community to donate funds or trees to enhance the community forest. All donations of trees to the City must meet certain qualifications and restrictions set by the Community Services Department.

Likewise, the department must follow certain procedures in the receiving of such gifts. All tree donations shall be accepted only under the terms stated in the City's Administrative Policy. Trees may be donated to the City for planting in City parks or within City right-of-ways. The City shall make every effort to have the tree planted where the donor wishes; however, we may not always be able to plant a certain tree in a certain place.

### STANDARD TREE DONATIONS

Standard tree donations may be in the form of monetary gifts funded specifically for the purchase and planting of a tree or the donation may be a tree itself pending approval by the Community Services Department.

We request the general amount necessary for a monetary tree donation gift cover the current average cost for a twenty-four (24") inch box-sized tree and all necessary planting materials. The current average cost for tree planting shall be determined by the Director of Community Services.



All donated trees shall be approved by the City's ISA Certified Arborist or Director of Community Services only after the proposed tree and location have been reviewed and approved. Residents are encouraged to stay within the recommended street tree list. (See page 33)

Donators giving tree donations valued at more than \$500, will be presented with a token of appreciation by the Community Services Commission.

It is the responsibility of the Community Services Department to complete a proposed "Gift to the City" form for all tree donations, including acquiring necessary donor information and signatures. The completed original form shall be forwarded to the City's Finance Department. One copy of the completed form shall be returned to the donor, and one copy shall be retained by the Community Services Department.



## URBAN FORESTRY MANUAL

### MEMORIAL TREE PROGRAM

For residents wishing to donate a memorial tree honoring the passing of a loved one, we have a memorial tree program. Memorial trees are available for purchase and would be planted in your loved ones name at a City park or City right-of-way, and a rocked shaped tree marker with an engraved brass plate will be placed in front of tree. A listing of recommended street trees is available. For information or to request a form, please contact:

**Glendora Community Services  
Department Parks Division located at**  
1636 Compromise  
Glendora, CA 91741  
**(626) 852-4869**

Acceptance of donations implies no reciprocal agreement or obligation to the donor by the City other than designation of donated funds for specific tree gifts. Any tree accepted by the City becomes the property of the City, and shall be subject to all the policies described in this manual.



No healthy, living tree shall be removed for the sole purpose of altering an area's existing tree species composition.



# URBAN FORESTRY MANUAL

## GLENDORA'S PROTECTED TREES

The following trees are considered protected trees and shall continue to be maintained by the City:

'Big Tree'	Morton Bay Fig
545 E Dalton	Italian Stone Pine
543 N Ranch Ln	Italian Stone Pine
544 W Whitcomb	Italian Stone Pine
554 N Cullen	Coast Live Oak
Auto Centre at Wal-Mart	Coast Live Oak
831 E Route 66	Coast Live Oak
300 E Woodcroft island	Torrey Pine
1452 S. Willow	Coast Live Oak

## REFERENCES

1. Glendora's Tree Preservation Ordinance of 2003
2. "Don't Top Trees", Tree City USA Bulletin #8
3. "How to select and plant a tree, Tree City USA bulletin #19
4. "Resolving Tree/Sidewalk Conflicts", Tree City USA Bulletin #3
5. American National Safety Institute Standards-A 300 (ANSI)
6. National Arborist Standards (NAA)



# URBAN FORESTRY MANUAL

## LIST OF APPROVED AND RECOMMENDED STREET TREES

### SPECIES FOR 2 - 3 FOOT PARKWAYS, OR 2x2 CUT OUTS

Western Red Bud	Deciduous	Flowers	Height to 20' spread to 20'
Indian Hawthorne	Evergreen	Flowers	Height to 20' spread to 20'
Water Gum	Evergreen	Flowers	Height to 20' spread to 20'
Chinese Fringe	Deciduous	Flowers	Height to 20' spread to 12'
Firewheel	Evergreen	Flowers	Height to 30' spread to 15'

### SPECIES FOR 3 - 5 FOOT PARKS WAYS, OR 3x3 CUT OUTS

Bronze Loquat	Evergreen		Height 20-30' spread to 20'
Bradford Pear	Deciduous		Height 20-25' spread to 20'
Golden Trumpet	Deciduous		Height to 25' spread to 30'
Red Cap Gum	Evergreen		Height to 20' spread to 20'
Water Gum	Evergreen	Flowers	Height to 15' spread to 15'
Pink Trumpet	Deciduous	Flowers	Height to 30' spread to 30'
Peppermint	Evergreen	Flowers	Height to 30' spread to 20'
Australian Willow	Evergreen		Height 25-30' spread to 20'
Paperbark	Evergreen		Height 20-30' spread to 20'
Silk Tree	Deciduous	Flowers	Height 20-40' spread to 40'

### SPECIES FOR 5 - 6 FOOT PARKWAYS, OR 5x5 CUT OUTS

Purple Orchid	Deciduous	Flowers	Height 20-30' spread 15-30'
Ginkgo	Deciduous	Fall Color	Height 40-60' spread 20-40'
Chinese Pistache	Deciduous	Fall Color	Height 40-50' spread 40'
Chinese Hackberry	Deciduous		Height 40-50' spread 20-40'
Chinese Fringe	Deciduous	Flowers	Height 20' spread to 12'
Goldenrain	Deciduous	Flowers	Height 30-50' spread 20-40'
Chitalpa	Deciduous	Flowers	Height 15-20' spread to 20'
Coral Gum	Evergreen	Flowers	Height 40-50' spread to 20'
Tulip Tree	Deciduous	Fall Color	Height 40' spread to 20'
Yew Pin	Evergreen		Height 40' spread to 20'
Holly Oak	Evergreen		Height 40' spread to 30'
California Bay (Laurel)	Evergreen		Height 35' spread to 25'
Australian Flame	Deciduous	Flowers	Height 40' spread to 30'
Bottle Tree	Evergreen	Flowers	Height 40' spread to 30'
Cape Chestnut	Deciduous	Flowers	Height 35' spread to 35'
Gold Medallion	Deciduous	Flowers	Height 30' spread to 30'
Arizona Ash	Deciduous	Fall Colors	Height 30' spread to 30'
Jacaranda	Deciduous	Flowers	Height 35' spread to 35'
Victorian Box	Evergreen	Flowers	Height 35' spread to 25'
California Sycamore	Deciduous	Fall Color	Height 60' spread to 40'
Thornless Honey Locust	Deciduous		Height 40' spread to 40'
Chinese Tallow	Deciduous		Height 30' spread to 20'



# URBAN FORESTRY MANUAL

## SPECIES FOR 8-12 FOOT PARKWAYS, OR 10-20 FOOT MEDIANS

Heritage Birch	Deciduous		Height 40-60' spread to 20'
Camphor	Evergreen		Height 40-60' spread 20-40'
Lemon Gum	Evergreen		Height over 60' spread 50'
Chinese Flame	Deciduous	Flowers	Height 30' spread to 20-40'
Southern Magnolia	Evergreen	Flowers	Height 40-60' spread -40'
Canary Island Pine*	Evergreen		Height over 60'
London Plane	Deciduous		Height 30-50' spread 30-40'
Fern Pine	Evergreen		Height 40-60' spread 40-60'
Coastal Live Oak	Evergreen		Height 50-60' spread-70'
Cork Oak	Evergreen		Height 40-60' spread 40'
Brisbane Box	Evergreen		Height 40-60' spread to 20'
Sawleaf Zelkova	Deciduous		Height 40' spread to 40'
Aleppo Pine*	Evergreen		Height 60' spread to 50'
Canary Island Pine*	Evergreen		Height 60' spread to 35'
Stone Pine*	Evergreen		Height 50' spread to 50'
Canyon Live Oak	Evergreen		Height 45' spread to 45'
Red Oak	Deciduous		Height 45' spread to 40'

\* Tree species not approved in fire severity zones

## LIST OF UNDESIRABLE TREES

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African Sumac (*Rhus lancea*)  
 Aleppo Pine Tree (*Pinus halepensis*)  
 Black Locust tree (*Robinia pseudoacacia*)  
 Blue Gum Eucalyptus (*Eucalyptus globulus*)  
 Box Elder (*Acer negundo*)  
 Brazilian Pepper (*Schinus terebenthifolius*)  
 California Fan Palm (*Washingtonia filifera*)  
 California Pepper (*Schinus molle*)  
 Carob tree (*Ceratonia siliqua*)  
 China Berry tree, Texas Umbrella tree (*Melia azedarach*)  
 Cottonwood species (*Populus spp*)  
 Cow Elm (*Lagunaria patersonii*)  
 Evergreen Ash tree (*Fraxinus uhdei*)  
 Fruiting fig tree (*Ficus carica*)  
 Fruit trees (except ornamental varieties)  
 Mexican Fan Palm (*Washington robusta*)  
 Monterey cypress tree (*Cupressus macrocarpa*)  
 Monterey pine tree (*Pinus radiata*)  
 Mulberry tree (*Morus alba*)  
 Palo Verde Tree (*Parkinsonia florida*)  
 Shamel Ash (*Fraxinus udeii*)  
 Silk Oak tree (*Grevillea robusta*)  
 Tree of Heaven (*Alianthus altissima*)  
 Weeping Willow (*Salix babilonica*)

# URBAN FORESTRY MANUAL

## FREQUENTLY ASKED QUESTIONS

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### How long does it take to get my tree trimmed?

All trees maintained by the City are on a regular tree pruning schedule. Depending on the species of the tree, you can expect to see the City trees pruned every three years for palms, annually for Ficus, and every five years for all other species.

### How do I get my parkway tree removed?

If you would like to have a parkway tree removed, you must seek approval from the City Forester by filling out a Tree Service Request form and paying the appropriate fee as outlined on the form. The tree will be approved only if it is deemed unhealthy and at risk to the health and welfare of the public in general. (See page 14 for complete details)

### How do I get a tree planted in my parkway?

If you would like a tree planted in a parkway near your home, you may complete a Tree Service Request Form, located on our website [www.CityofGlendora.org](http://www.CityofGlendora.org) (see sample on page 40). There is a \$70 non-refundable fee for planting inspection. Free trees will be subject to available funds, grants or donations. If you elect to purchase a tree, payment can be made at the Community Services office. Cost is based on the size of tree requested.

### How can I have my trees topped?

You CANNOT Top City of Glendora owned trees. The City of Glendora and the ISA do not recommend topping trees. Topping often removes 50 to 100 percent of the leaf-bearing crown of a tree. Because leaves are the food factories of a tree, removing them can weaken a tree to the point it can die and fall causing significant property damage. Severe pruning can also cause a “flush” of weak branch growth as the tree tries desperately to generate more leaf area. **Topping is perhaps the most harmful tree pruning practice known. Yet, despite more than 25 years of literature and seminars explaining its harmful effects, topping remains a common practice among the unaware or inexperienced. (Tree Ordinance 16.12.070)**

### How can I get my trees trimmed in my back yard?

The City only trims City owned trees. If you desire to trim your backyard trees, we suggest that you call a fully licensed tree maintenance contractor.

### May I get my neighbors trees trimmed?

No, you can only trim the portion of the tree that is on your property. If it's a city owned tree you may request a trim, however if it is out of the trim schedule you will be required to pay for the additional trim.

## URBAN FORESTRY MANUAL

### **How can I get all the trees on my block trimmed?**

The City trims all city owned trees on a grid trim schedule, if you would like to know when your street is scheduled for a grid trim, you may call the Community Services Parks Division at (626) 852-4869 or visit our website [www.CityofGlendora.org](http://www.CityofGlendora.org)

### **How can I get my tree checked for diseases or if it is dying?**

If you suspect a parkway tree in your front property is dying or diseased, you may request a tree inspection, there is an inspection fee that may be refunded if we find the tree is diseased, dead or declining. You can find the request form on our website [www.CityOfGlendora.org](http://www.CityOfGlendora.org) or call the Community Services Parks Division at (626) 852-4869.

### **Who can I call if I want my private trees trimmed?**

We recommend an experienced ISA certified tree maintenance contractor.

### **Can I trim my City tree?**

No, all City trees are maintained by the City contractor or in-house city staff. You may be charged if you trim a city tree. (Tree Ordinance 16.12.010)

### **How can I find out if my tree is on city easement?**

Call the Community Services Park Division at (626) 852-4869.

### **My tree is messy; can I replace my tree with a less messy tree?**

Messiness is not a reason for tree removal. Large mature trees are vital to the environment and we encourage residents to maintain all healthy trees.

### **Do you have a list of private tree trimmers that you could recommend?**

NO, the City does not recommend a particular company, we only suggest you to select a tree certified and licensed contractor.

### **Do any companies offer discounts for Senior Citizens?**

Many companies do offer discounts to seniors, you will need to contact each company for senior rates.

### **Can I get my tree trimmed for free?**

The City trims all city owned trees at no additional cost, please see the tree trim schedule for more information. If you would like a City owned tree trimmed outside of the regular trim cycle, there is a fee for this service. The fee is determined by the size of the tree(s) in question.

### **Why do tree roots enter a sewer pipe system?**

## URBAN FORESTRY MANUAL

Roots grow toward water vapor or moisture, by a continuous process (hydrotropism) occurring at the very end of the root. The root grows one cell at a time enabling it to enter the small cracks and joints, which may be present in your pipe. After a root enters a pipe, it divides hundreds of times to form a large mass of tender root ends. This root mass will accumulate a thick coating of grease which will collect up on the root mass until a blockage occurs.

### **Are we allowed to cut down California Oak Trees?**

All of the City of Glendora public Oak trees are protected trees. We strongly encourage Glendora residents to educate themselves regarding the California Oak trees and the reasons why many Cities and Counties have ordinances protecting all the Oak trees, public and private.

# URBAN FORESTRY MANUAL

## ADDENDUMS

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# URBAN FORESTRY MANUAL



## TREE SERVICE REQUEST FORM

A written application must be submitted to Community Services Department: Parks Division requesting; out of grid inspection or trim, planting, or removal of city parkway tree and arborist reports. Please complete the following information which is pertinent to your request and enclose any applicable fees.

Applicant's Name:  Date:   
 Applicant's Address:   
 Telephone:  Email:

Please check appropriate box:

- |                                                                                                                                                                                                                                                                                                                                                        |                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Arborist Report (\$930.00)                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> Planting a 24" tree (\$305.00)                    |
| <input type="checkbox"/> Planting a 36" tree (\$960.00)                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Pruning @ cost depending on the size of the tree. |
| <input type="checkbox"/> Planting Site Inspection (\$70.00) <i>City staff will evaluate site and determine if the site is viable for a tree planting.</i>                                                                                                                                                                                              |                                                                            |
| <input type="checkbox"/> Removal inspection (\$520.00) <i>Trees will not be removed unless the inspector determines that the tree meets the tree removal criteria set forth by the Tree Preservation Ordinance and the City Forester (Municipal Code Section 16.14 Tree Removal). This fee <b>may</b> be refunded if the removal criterion is met.</i> |                                                                            |
- Included in the above fees is a \$10.00 administration charge

Address of tree(s) to be inspected, trimmed, removed, planted or arborist report completed on:

**Please make check payable to: City of Glendora.** Mail or deliver to Community Services Department: Parks Division 1636 Compromise Line Rd. Glendora, CA 91741. If you have additional questions, feel free to contact Parks Staff at 626-852-4869.

No unauthorized trimming, topping or removal is allowed on City trees without prior approval from the City Forester. Any property owner, upon securing permission of the City Forester, may trim/remove approved tree in the parkway upon or abutting upon the property of such owner. The City forester will require the property owner to cover the full cost for tree replacement if the tree is removed or damaged during trimming (See Municipal Code Section: 16 -Trees).

Signature of Applicant/Property Owner:  Date:

### REASON FOR REQUEST

Please explain reason for request in space provided. Attach a separate piece of paper if more space is needed and/or picture(s) are provided.


## URBAN FORESTRY MANUAL

ORIGINAL

ORDINANCE No. 1768**AN ORDINANCE TO AMEND THE MUNICIPAL CODE TO  
CREATE A NEW TREE PRESERVATION ORDINANCE****THE CITY COUNCIL  
City of Glendora, California**

WHEREAS, the City of Glendora is a general law city; and

WHEREAS, California Government Code Section 37100 and California Constitution Article II, Section 7 provides that a legislative body may pass Ordinances not in conflict with the Constitution and the laws of the State and of the United States.

NOW, THEREFORE, the City Council of the City of Glendora hereby ordains as follows:

Section 1. Title 16, TREES, including Chapter 16.04 Definitions, Chapter 16.08 Tree Warden, and Chapter 16.12 Regulations, of the Glendora Municipal Code is hereby repealed and deleted in its entirety.

Section 2. A new Title 16, TREES, is hereby added to the Glendora Municipal Code to include Chapter 16.01 Purpose, Chapter 16.04 Definitions, Chapter 16.06 Application of Title, Chapter 16.08 City Forester, Chapter 16.12 Regulations, Chapter 16.14 Tree Removal, and Chapter 16.22 Appeals, as follows:

**“Title 16 TREES****Chapter 16.01 PURPOSE**

**16.01.010 Purpose.** The purpose of this title is to ensure and enhance public health, safety, and welfare through proper care, maintenance and preservation of trees on City-owned properties, parkways and public street right-of-way and easements.

**Chapter 16.04 DEFINITIONS**

# URBAN FORESTRY MANUAL

**16.04.010 Definitions generally.** For the purposes of this title, the following words and phrases shall have the meanings respectively ascribed to them by this chapter.

**16.04.020 Cambium layer.** "Cambium layer" means a layer of actively dividing cells responsible for the production of a tree's vascular tissue, critical to the translocation of water, nutrients, and photosynthates to all living tissues within the tree. The cambium layer is located just underneath the outer bark of woody trees.

**16.04.030 Certified Arborist.** "Certified arborist" means a tree care professional meeting International Society of Arboriculture (ISA) standards of tree care and certified as such.

**16.04.040 Certified Tree Worker.** "Certified tree worker" means a tree care professional who works trimming trees, meets ISA standards of tree trimming, and is certified as such.

**16.04.050 City-owned property.** "City owned property" means property owned by the City, including parkland, street median islands, and open space areas.

**16.04.060 Diameter at breast height.** "Diameter at breast height," also referred to herein utilizing the initials "DBH", means a measurement of the diameter of a tree trunk approximately 4-1/2 feet above the root crown.

**16.04.070 Easement/Right of Way.** "Easement/right of way" means land owned by another over which the City has an easement or right-of-way for street maintenance, utilities and other related purposes.

**16.04.080 Drip line.** "Drip line means" the ground area at the outside edge of a tree's branches or canopy.

**16.04.090 Heritage Tree.** "Heritage tree" means any tree that has historical or cultural importance or significance to the Glendora area, as determined by the City Forester.

**16.04.110 Inventory of parkway trees.** "Inventory of parkway trees" means -a City document that contains data regarding parkway trees, including type of tree, size of tree, address and location of trees, nature of the surrounding ground cover and hardscape and condition thereof, and health of the tree.

**16.04.120 List of approved street trees.** "List of approved street trees" means a list of trees approved by the Community Services Commission that are suitable for planting in City parkways.



# URBAN FORESTRY MANUAL

- 16.04.130 List of undesirable trees.** "List of undesirable trees" means a list of trees approved by the Community Services Commission which are not suitable for planting in City parkways or on other City-owned property.
- 16.04.140 Mechanical damage.** Any type of cutting, scraping, scarring of the outer bark or root crown of any tree caused by wire, rope, or machinery such as lawnmowers, weed eaters, edgers, etc., that cuts into or removes the outer bark of a tree.
- 16.04.150 Parkway.** "Parkway" means that portion of a public street, alley or avenue, located within the city, which lies between the curb lines or edge of pavement and also the line which would be the outside line of any sidewalk.
- 16.04.160. Post and beam construction.** "Post and beam construction" means a wood framework method of building a structure with columns or posts supporting the structure.
- 16.04.170 Root crown/Root collar.** "Root crown/root collar" means the junction between the roots of a tree and its trunk(s) often indicated by a trunk flare.
- 16.04.180. Root Pruning** "Root pruning" means a technique for the proper removal of unwanted roots.
- 16.04.190 Sight distance visibility.** "Sight distance visibility" means the visible clearance required from the perspective of the driver of a motor vehicle in the direction of all on-coming traffic at street intersections.
- 16.04.210 Street tree.** "Street tree" means a tree maintained by the City located in the city right-of-way or city easement.
- 16.04.220 Topping.** "Topping" means a severe type of pruning which produces less desirable results than more moderate pruning with respect to a tree's natural form, and which is generally hazardous to the overall health and stability of the tree.
- 16.04.230 Tree crown.** "Tree crown" means that portion of the tree encompassed by the lowest branches on the trunk extending to the top of the tree.
- 16.04.240 Tree protection zones.** "Tree protection zones" means areas designated for special care of trees during development.
- 16.04.250 Tree root zones.** "Tree root zones" mean those areas beneath the canopy of a tree consisting of the mass of roots growing from the trunk of a tree along with the surrounding soil extending to and including the drip line of the tree.

# URBAN FORESTRY MANUAL

## Chapter 16.06 APPLICATION OF TITLE

**16.06.010** Application of Title. The provisions of this title shall apply to all City-owned property, City right-of-way, City easements, and street parkways within the City of Glendora.

**16.06.020** Exceptions. The provisions of this ordinance do not govern the following:

- a. The removal or pruning of any tree which poses an imminent threat to public property or public health, safety and welfare, as determined by any member of a law enforcement agency, the Los Angeles County Fire Department, the City Forester, the Director of Public Works or a utility company.
- b. The removal of any tree on City-owned property as directed by any county, state, or federal agency or insurance provider.
- c. The removal of a diseased or dead tree on City-owned property as determined by the City Forester.

## Chapter 16.08 CITY FORESTER

**16.08.010** Office Created. The office of City Forester is hereby created.

**16.08.020** Appointment. The office of City Forester shall be filled by appointment of the City Manager.

**16.08.030** Compensation. The City Forester shall receive such compensation as may be established by resolution of the council.

**16.08.040** Administrative Responsibilities: The City Forester shall have the following duties and responsibilities:

- (a) To make or cause to be made inspections of all trees and shrubs growing in parkways of the City and to determine whether or not any section of this title has been, or is being violated.
- (b) Regulate all tree planting in City parkways;
- (c) Oversee the planting, the removal, and the replacement of parkway trees.
- (d) To maintain a current inventory of all parkway trees. Such inventory will be audited a minimum of every five (5) years.
- (e) Evaluate the health and safety of parkway trees and implement appropriate remedial actions.
- (f) Direct the trimming of parkway trees.

# URBAN FORESTRY MANUAL

- (g) Follow procedures and policies regarding appeals as outlined in Chapter 16.22 of this Title.
- (h) Oversee sidewalk, curb and gutter repair operations undertaken or contracted by the Public Works Department to prevent unnecessary damage to parkway tree roots.
- (i) Review and provide recommendations for tree preservation, tree mitigation, and tree removal for new subdivisions.

## Chapter 16.12 REGULATIONS

- 16.12.010 Harming Parkway Trees.** It shall be unlawful for any person or entity to destroy, deface or injure any parkway tree through willful intent.
- 16.12.020 Physical Damage.**
- a) No person shall construct or cause to be constructed any private hardscape improvement which prevents the free access of water to the root zone of any parkway tree without prior approval of the City Forester.
  - b) The construction, installation or placement of any object or barrier which infringes upon the root crown of a parkway tree is prohibited without prior approval of the City Forester.
  - c) Any mechanical damage to the root crown on any parkway tree which results in girdling of the cambium layer is prohibited.
- 16.12.030 Weakening.** Ivy or climbing vines growing adjacent to a parkway tree shall be maintained away from the trunk and canopy of the tree by the property owner.
- 16.12.040 Tree Protection.** Parkway trees shall be sufficiently shielded to prevent injury during any repair, alteration or removal of a house or structure. Protection shall include but not be limited to chain-link fencing, staking, etc.
- 16.12.050 Root Protection When Trenching.** During construction where trenching around parkway trees is necessary, the pathway of the trench shall be dug making every reasonable effort to avoid the tree's drip line. In those cases where an alternative trenching route is not possible, tunneling under woody roots rather than cutting such roots shall be preferable to preserve roots two inches or greater in diameter. When roots must be cut, sharp saws shall be used to make clean, non-frayed cuts, under the supervision of the City Forester.
- 16.12.060 Pruning and Maintenance.** The pruning of all trees covered in this title shall conform to the industry standards as deemed necessary by the City Forester.
- 16.12.070 Topping prohibited.** Topping is prohibited, except as deemed



# URBAN FORESTRY MANUAL

necessary by the City Forester.

- 16.12.080 Clearance requirement of trees.** All parkway trees shall be kept trimmed, to a minimum vertical clearance of fourteen (14) feet over the street.
- 16.12.090 Trees on private property.** Trees growing on private property which overhang the street or sidewalk shall be trimmed so that they vertically clear the sidewalk by not less than nine (9) feet and so that they vertically clear the street by not less than fourteen (14) feet. It is the responsibility of the property owner on whose property trees are standing to conduct this trimming.
- 16.12.100 Trimming by contiguous property owner.** A property owner who wishes to trim trees in the parkway abutting his property must first obtain the permission of the City Forester, and then perform such trimming in accordance with the City Forester's instructions.
- 16.12.110 Plants in parkway.** The property owner whose property abuts the sidewalk or parkway in which plants or shrubs are growing shall keep such plants or shrubs trimmed three inches back of the curb or sidewalk line, and to a height of not to exceed thirty (30) inches.
- 16.12.120 Plants along property line.** The property owner on whose property hedges or shrubs are growing shall keep such hedges or shrubs trimmed so that no part of them will project over the sidewalk.
- 16.12.130 City trimming on private property.** The City may not trim trees that overhang from one private property to another.
- 16.12.140 Qualifications of tree care companies.** All tree-care companies contracted by the City shall employ at least one ISA (International Society of Arboriculture) Certified Arborist to supervise all work performed on behalf of the City. All tree-care companies contracted by the City shall employ ISA Certified Tree Workers.
- 16.12.150 Cost of parkway tree replacement.** In those cases where parkway tree removal and replacement is necessary because of conditions and events caused by the property owner, the property owner shall be charged for replacement.
- 16.12.160 Street tree planting.** All street tree plantings shall be approved by the City Forester as to species, location and method of planting. The tree must be inspected by the City Forester prior to planting.
- 16.12.170 Proximity to intersections.** No person shall plant or maintain any tree or shrub that impedes sight distance visibility at street intersections.
- 16.12.180 Thorn bearing plants in parkways.** No person shall plant in any parkway ivy or any shrub or plant upon which grow thorns or spiny extensions.
- 16.12.190 Method of planting.** No person other than the property owner or designee shall plant any tree in the parkways adjacent to the property of such owner. The property owner may plant trees in the parkway abutting his own property, provided that such trees are contained on the City's list of approved street trees; or provided that such planting shall be first

## URBAN FORESTRY MANUAL

approved by the City Forester and that such planting be done under the direction of, and in accordance with, the instructions of the City Forester.

### Chapter 16.14 TREE REMOVAL

#### 16.14.010 Removal of Parkway Trees.

- a) The City Forester shall authorize the removal of all parkway trees as well as those trees on City-owned property.
- b) The City Forester shall review all applications for parkway tree removal and determine whether the tree in question shall be removed.
- c) If an unsafe or undesirable tree is to be removed, the planting of a new tree from the approved list of parkway trees may be required, as determined by the City Forester.
- d) Any oak tree removed from City-owned property or within a parkway shall be replaced with an oak or other tree as deemed appropriate by the City Forester, at a location within the City of Glendora.

**16.14.020 Removal from sidewalk area by property owner.** All trees growing in that portion of highway set apart for sidewalk use by the ordinances of the City shall be removed by the property owner upon the order of the City Forester.

**16.14.030 Removal from parkway area by property owner.** Any property owner, upon securing permission of the City Forester, may remove any tree in the parkway upon or abutting upon the property of such owner. The City Forester, may require the planting of another tree.

#### 16.14.040 Violations.

- a) It is unlawful for any person to cause or permit any tree or shrub to be planted, maintained or removed in violation of the provisions of this chapter.
- b) Every person who violates any section of this chapter is guilty of an infraction, unless the violation is otherwise made a misdemeanor pursuant to Section 1.01.110(b).
- c) If the City Forester finds any violation of any section of this title, he shall, in writing, notify the violator of the existing condition and the violation and direct the violator as to the manner in which the violation is to be corrected. If, after fifteen business days, the cause for the violation has not been corrected as directed, the City Forester may cause the violation to be abated in accordance with the provisions of Chapter 9.36.

### Chapter 16.22 APPEALS

**16.22.010 Final Disposition.** Any property owner may appeal a

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the decision of the City Forester to the Community Services Commission for final disposition. The appeal should be made in writing and filed with the City Clerk within fifteen (15) days following notice of decision of the City Forester. Said appeal shall state the grounds for the appeal. The City Clerk shall, upon receipt of the appeal set the matter for hearing before the Community Services Commission not less than fifteen (15) days but no more than sixty (60) days following the filing of the appeal. The City Clerk shall give not less than ten (10) days written notice to the appellant and owner of the affected property of the time and place of the public hearing by United States Mail or by personal delivery as such owner is shown on the latest assessment roll of Los Angeles County. The failure of any person to receive said notice shall not affect the validity of any proceedings under this chapter.

## 16.22.020 Objections-Notice-Hearing.

Should the request of a property owner to remove a parkway tree be denied, and such property owner wishes to appeal this decision, the appellant shall deposit, with the written appeal, a sum of money sufficient to cover the cost of the City Clerk's having published twice in the local newspaper a notice of the intention to "kill, cut down or remove" the city tree, which notice shall state the name of the applicant, the location of the tree and a statement to the effect that any person objecting to such removal must, in writing, notify the City Forester of their objection and the reasons therefore. When the money and information is received by the City Clerk, he/she shall cause notice to be published twice in the weekly newspaper of general circulation printed, published and circulated in the City. At the time and place of the hearing, the Community Services Commission shall hear and consider all relevant evidence and information including, but not limited to the report of the City Forester and testimony written or oral relative to the tree removal. The hearing may be continued from time to time. Upon the conclusion of the public hearing, the Community Services Commission shall, on the basis of the evidence presented at the hearing determine whether the tree should be removed. If the Community Services Commission finds that the tree should be removed, it shall, by resolution, order the same tree removal in a reasonable time to be set forth in the resolution. The determination of the Community Services Commission shall be final.

Section 3. Section 20.08.130 (6), of the Glendora Municipal Code, is hereby repealed and deleted in its entirety.

Section 4 A new Section 20.08.130(6) of the Glendora Municipal Code is hereby added as follows:

**20.08.130(6) Preservation of Existing Trees.** All existing living trees having a DBH of six inches or more shall be preserved and no grading shall be done to endanger them without providing tree wells or protective planters or other mitigation measures as recommended by a

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## URBAN FORESTRY MANUAL

certified arborist. If said trees are destroyed applicant shall replace them with trees whose size, number, and planting location shall be determined by the Planning Department before final occupancy is granted to any new resident. If trees having a DBH of six inches or more were removed prior to the applicant filing the subdivision application, the applicant shall undertake reasonable efforts to replace said trees to mitigate the effects of the removal of said trees. Tree well details and plans shall be submitted at the direction of the City Forester and the Planning Department for locations where cuts or fills adjacent to trees exceed one foot in height.

Trees that have a six-inch or greater diameter at breast height (DBH) shall be shown on the site plan, and shall include the identification of species, diameter at breast height (DBH), and the condition of each tree.

Where required by the Planning Department, the applicant shall submit a tree preservation/relocation/replacement/removal plan, and shall include the following:

- (1) Methods of tree preservation
  - a. Trees to be retained on site shall be encircled by a protective fence. In all cases, fencing shall be installed prior to commencement of any grading and/or construction activity, and shall remain in place throughout all phases of development. Fences may not be removed without first obtaining written authorization from the City Forester. The fence shall be placed outside of the tree root zones. General root zone estimates may be determined by one foot of radius per inch of trunk diameter at breast height (DBH).
  - b. No structure or impervious paving should be located within the drip line or within a six-foot radius of the trunk perimeter, whichever is greater. A tree with a DBH of thirty inches or more shall require additional space as determined by the City Forester. Decks located above the root zones of retained trees shall be of post and beam construction to reduce the need for root pruning or removal.
  - c. All areas within the tree protection zones shall remain in natural states and grades. The following activities shall be prohibited within tree protection zones; construction, stockpiling of materials, parking, soil compaction or other such detrimental activities.

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- d. The applicant shall retain a certified arborist to monitor compliance with the tree preservation conditions approved by the Planning Commission.

(2) Tree replacement recommendations; and

(3) A report with recommendations from a certified arborist.

Section 5. Section 21.04.030 (D) (9) of the Glendora Municipal Code is hereby repealed and deleted in its entirety.

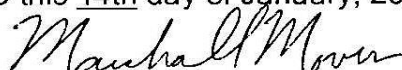
Section 6. Section 21.03.020(C)(7)(b) of the Glendora Municipal Code, is hereby repealed and deleted in its entirety.

Section 7 A new Section 21.03.020(C)(7)(b) is hereby added to the Glendora Municipal Code as follows:

**21.03.020(C)(7)(b)** Parking area landscaping shall include a minimum of one (1) twenty-four inch box tree for every three (3) parking stalls and appropriate ground cover. Such landscaping shall be located throughout the parking area and planted according to the City Forester's recommendations.

Section 8 Severability. If any word, phrase, clause, sentence, or section herein is for any reason held to be invalid, such invalidity shall not impair the validity of any other part herein, and the City Council of the City of Glendora hereby declares that it would have enacted everything herein without such invalid part thereof.

PASSED, APPROVED, and ADOPTED this 14th day of January, 2003.



MARSHALL MOUW

Mayor of the City of Glendora

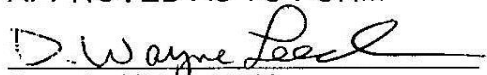
ATTEST:



JO ANN SHARP

City Clerk of the City of Glendora

APPROVED AS TO FORM



D. WAYNE LEECH

City Attorney of the City of Glendora

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## URBAN FORESTRY MANUAL

State of California     )  
 County of Los Angeles)  
 City of Glendora       )

I, Jo Ann Sharp, City Clerk of the City of Glendora, do hereby certify that the foregoing is a true and correct copy of Ordinance No. 1768, which was regularly introduced and placed upon its first reading at a Regular Meeting of the City Council on the 10<sup>th</sup> day of December 2003. That, thereafter, said Ordinance was duly adopted and passed at a Meeting of the City Council on the 14<sup>th</sup> day of January 2003 by the following vote to wit:

AYES:           Mouw, Conway, Clifford, Hamlow, Herman  
 NOES:           None  
 ABSENT:       None

I do further certify that said Ordinance was published in the Glendora Press, a weekly newspaper of general circulation, in accordance with law.

DATED: \_\_\_\_\_

\_\_\_\_\_  
 Jo Ann Sharp, City Clerk  
 City of Glendora



# URBAN FORESTRY MANUAL

## ORDINANCE NO. 1932

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, AMENDING GLENDORA MUNICIPAL CODE TITLE 16 ENTITLED TREES ADDING SECTIONS "16.04.260 UNSAFE OR UNDESIRABLE TREES" AND "16.14.050 TREE REMOVAL CRITERIA AND AMENDING 16.22.020 OBJECTIONS-NOTICE-HEARING."**

### **THE CITY COUNCIL City of Glendora, California**

**WHEREAS**, the City of Glendora is a general law city; and

**WHEREAS**, California Government Code Section 37100 and California Constitution Article II, Section 7 provides that a legislative body may pass Ordinances not in conflict with the Constitution and the laws of the State and of the United States.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF GLENDORA DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** A new Section 16.04.260 of the Glendora Municipal Code is hereby added to read as follows:

"16.04.260   Unsafe Trees. "Unsafe tree" means tree that presents a threat to the public health, safety and welfare. An unsafe tree may include a tree that is in the latter stages of disease, is structurally unstable, has suffered damage due to storms, accidents, etc., or other reasons considered by the Tree Forester."

**SECTION 2.** A new Section 16.04.270 of the Glendora Municipal Code is hereby added to read as follows:

"16.04.270   Undesirable Tree. "Undesirable tree" means a species of tree that is unsuitable for planting or use in city parkways or on other city-owned property."

**SECTION 3.** A new Section 16.14.010 (e) of the Glendora Municipal Code is hereby added to read as follows:

"16.14.010(e) Tree Removal Criteria. The city forester may grant an application for tree removal after consideration of the following criteria:

1. The tree is dead or is determined to be in a state of severe decline such that it presents a high risk of failure, and is likely to cause damage to property and/or injury to persons;
2. The tree has acquired an infectious disease or is infested with an insect that is declared to be a serious pest threat to other nearby trees, after consideration of alternative infectious disease and pest control remediation measures;

## URBAN FORESTRY MANUAL

3. The tree is healthy but presents an immediate threat to the public health, safety and welfare, and tree removal is determined to be the only option available. An example would be to gain access to property due to an emergency situation created by an earthquake or to allow repair of a broken water main or sewer line located directly underneath the tree's trunk, or to remove a tree split by a storm, or struck by a vehicle and the tree cannot be feasibly restored to a safe condition.
4. The tree is a threat to the public health, safety and welfare because it impairs visibility for pedestrian or vehicle traffic. Removal shall be considered only if tree pruning would severely disfigure the tree as applied to applicable tree industry standards;
5. The tree needs to be removed to facilitate hardscape repairs that cannot be completed without severe root pruning which would jeopardize the health and stability of the tree;
6. The tree repeatedly damages surrounding hardscape within two years after repairs, and root pruning and/or other remedial repair methods cannot feasibly be utilized without severely jeopardizing the health and stability of the tree;
7. The tree is causing structural damage to a building, and the condition cannot be corrected without removing the tree;
8. Where the cost of maintaining certain species of trees cannot be justified with respect to the environmental and community benefits such trees provide.
9. Any other criteria that protects the public health, safety and welfare and is consistent with promoting the city's policy to protect and preserve a healthy urban tree forest that provides valuable benefits to our environment and to the quality of life in Glendora."

**SECTION 4.** Section 16.22.020 of the Glendora Municipal Code is hereby amended to read as follows:

"16.22.020 Objections – Notice – Hearing. Should the request of a property owner to remove a parkway tree be denied, and such property owner wishes to appeal this decision, the appellant shall deposit, with the written appeal, a sum of money sufficient to cover the cost of the city clerk's having published twice in the local newspaper a notice of the intention to "kill, cut down or remove" the city tree, which notice shall state the name of the applicant, the location of the tree, statement by the owner as to why the tree removal meets one of the stated criteria under 16.14.010 (e) along with language to the effect that person(s) objecting to such removal may either in writing or in person state their objections to the community services commission. When the money and written appeal is received by the city clerk from the property owner, the city clerk shall cause notice to be published twice in the weekly newspaper of general circulation, printed, published and circulated in the city. At the time and place of the hearing, the community services commission shall hear and consider all relevant evidence and testimony including, but not limited to the report of the city forester and testimony, written or oral, relevant to the tree removal. The hearing may be continued if the commission wishes to receive additional information relevant to the appeal. However, in no case shall the hearing on the appeal be continued more than 120 days. Upon the conclusion of the public hearing, the community services commission shall, on the basis of the evidence



# URBAN FORESTRY MANUAL

and testimony presented at the hearing, determine whether one or more of the conditions listed in 16.14.010 (e) exist, and, if so, whether the tree should be removed. If the community services commission finds that the tree should be removed, it shall, by resolution, order the same tree removal in a reasonable time to set forth in the resolution. The determination of the community services commission shall be final.”

**SECTION 4.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The city council of the City of Glendora hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

**SECTION 5.** The Mayor shall sign this Ordinance and the City Clerk shall attest and certify to the passage and adoption thereof and cause same to be published at least once in the San Gabriel Valley Examiner, a weekly newspaper of general circulation, published in the City of Glendora, which newspaper is hereby designated for that purpose (GC § 40806); and thirty (30) days after its passage, this ordinance shall take effect and be in force.

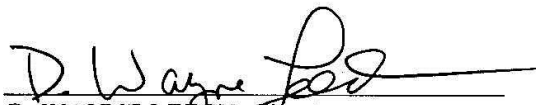
**PASSED, APPROVED and ADOPTED** this 23<sup>rd</sup> day of February, 2010.

City Council of Glendora, California

BY:

  
KAREN K. DAVIS, Mayor

**APPROVED AS TO FORM:**

  
D. WAYNE LEECH, City Attorney

## URBAN FORESTRY MANUAL

I, Kathleen R. Sessman, City Clerk of the City of Glendora, do hereby certify that the foregoing Ordinance was introduced for first reading on February 9, 2010. Thereafter, said Ordinance was duly approved and adopted at a regular meeting of the City Council on February 23, 2010, by the following roll call vote:

AYES:	COUNCIL MEMBERS:	Clifford, Murabito, Tessitor, Herman and Davis.
NOES:	COUNCIL MEMBERS:	None.
ABSENT:	COUNCIL MEMBERS:	None.
ABSTAIN:	COUNCIL MEMBERS:	None.

I further certify that said Ordinance was published as required by law in a newspaper of general circulation in the City of Glendora, California on the 4<sup>th</sup> day of March, 2010.

Dated: February 25, 2010

  
KATHLEEN R. SESSMAN, City Clerk

# Discussion of the City's Tree Policies: Tree Trimming

Public Works Department

City Council

April 9, 2024

Michael Sledd, Assistant Public Works Director

Meeting Date: 4/9/2024 / Packet Page #: 136

[CityOfGlendora.org](http://CityOfGlendora.org)

# Regulations

- Section 9.28.040(a) - It is unlawful and constitutes a public nuisance for any person to maintain or cause to be maintained on private property any weeds, dead shrubs, dead trees or rubbish.
- Section 9.36.010(3) - It is unlawful and a public nuisance for any person owning, leasing, renting, occupying or having charge or possession of any real property in the city to maintain such property in such a manner that vegetation and/or landscaping that is dead, diseased, dry, overgrown, likely to harbor such nuisances as vermin or rats, is in a condition to cause unsightliness, constitutes a fire or health hazard, reflects a lack of being maintained in a reasonable manner, creates a threat to the public health or welfare, or has a tendency to depreciate property values of surrounding properties, except when in conflict with other provisions of the Glendora Municipal Code.



# Regulations

- Section 16.12.090 - Trees growing on private property which overhang the street or sidewalk shall be trimmed so that they vertically clear the sidewalk by not less than nine feet and so that they vertically clear the street by not less than fourteen feet. It is the responsibility of the property owner on whose property trees are standing to conduct this trimming.
- Section 16.12.170 - No person shall plant or maintain any tree or shrub that impedes sight distance visibility at street intersections.

# Regulations

- Exceptions outlined under GMC Section 16.06.020 whereby it does not govern:
  - The removal or pruning of any tree which poses an imminent threat to public property or public health, safety and welfare, as determined by any member of a law enforcement agency, the Los Angeles County Fire Department, the City Forester, the Director of Public Works, or a utility company;
  - The removal of any tree on City-owned property as directed by any County, State, or Federal agency or insurance provider
  - The removal of a diseased or dead tree on City-owned property as determined by the City Forester.

# Reporting

- **Emergencies – 9-1-1**
- Non-Emergencies
  - Public Works Department via:
    - Phone at (626) 914-8246
    - Email at [public\\_works@ci.glendora.ca.us](mailto:public_works@ci.glendora.ca.us)
    - The citizen service request system at <https://glendora.portal.iworq.net/portalhome/glendora>
  - Police Department's Community Preservation Division when appropriate via:
    - Phone at (626) 852-4825
    - Email via the City's website at <https://www.cityofglendora.org/departments/police/contact-gpd>
  - SCEWhere concerns exist specifically regarding trees and streetlights or powerlines via:
    - Phone at 1 (800) 655-4555

# 2023-2025 Adopted Strategic Plan

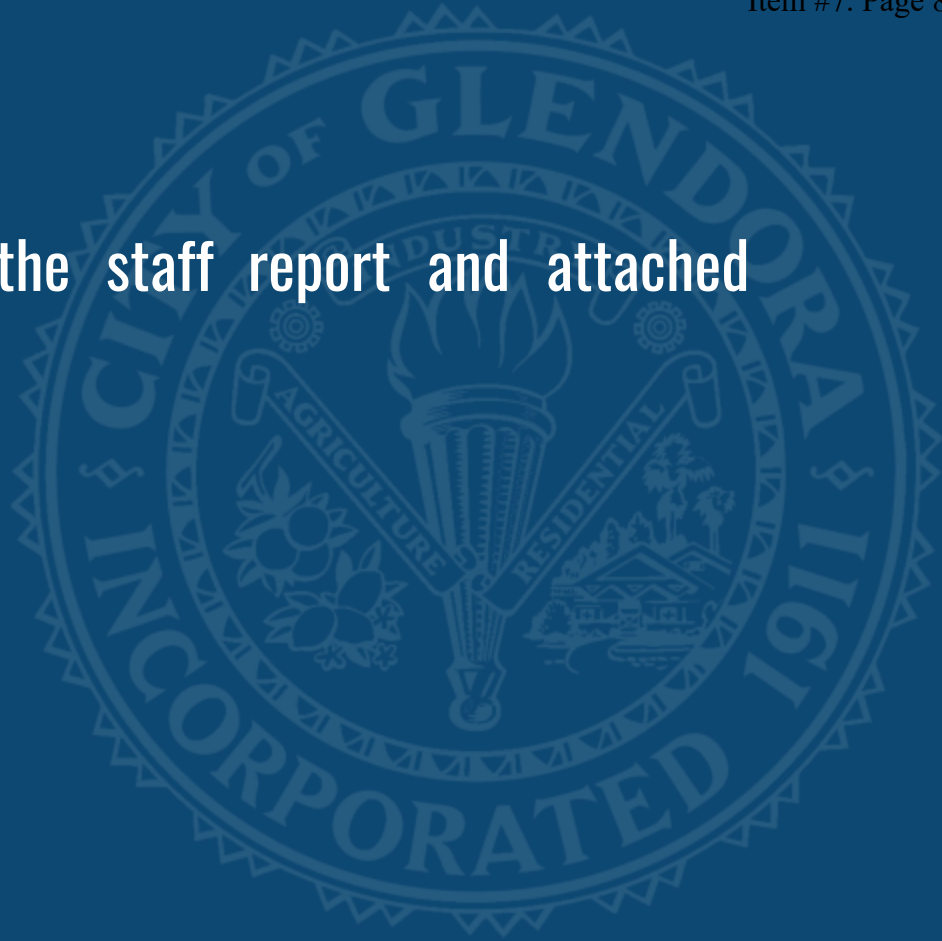
- Goal 4, Objective 1 – Update City's Urban Forestry Manual
- Goal 5, Objective 7, Task 2 – Develop an Urban Forest Master Plan

# RECOMMENDATIONS

Item #7. Page 83

That the City Council:

1. Receive, file and discuss the staff report and attached materials.





# STAFF REPORT

**TO:** Mayor and Council Members **DATE:** April 9, 2024  
**FROM:** Finance **DISTRICT(S):** City-Wide  
**SUBJECT:** Conduct a Mid-Year Budget Review and Adopt a Resolution amending the Fiscal Year 2023-24 Budget

## RECOMMENDATION

That the City Council:

1. Adopt a Joint City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY AND HOUSING AUTHORITY AMENDING THE FY 2023-24 FISCAL BUDGET PER THE MID-YEAR REVIEW RECOMMENDATIONS."
2. Adopt a City Council Resolution entitled, "A RESOLUTION OF CITY COUNCIL APPROVING AN AMENDMENT TO THE AUTHORIZED POSITION CONTROL LISTING AND THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF GLENDORA."

## STRATEGIC FOCUS AREAS

- Goal 2: Maintain Financial Stability and Sustainability (MFSS)

## EXECUTIVE SUMMARY

Staff has reviewed the Adopted and Amended FY 2023-24 Maintenance and Operations Budget and has determined that the following adjustments are necessary to continue providing quality services to the community:

Fund	Revenue Proposed Adjustment	Expenditure Proposed Adjustment
General Fund	(46,320)	282,255
Measure E	-	9,000
State Gas Tax	-	70,795
Grants	55,984	55,984
CDBG	(10,067)	(10,067)
Used Oil Block Grant	-	2,700
AQMD	-	9,000
Beverage Container Recycling Grant	-	13,000
Library Friends Foundation	-	(4,775)
Office of Traffic Safety Grant	120,000	116,600
Measure M	-	-
Plan Maintenance Fees	(15,000)	-
Housing Authority	-	12,000
Capital Projects	-	490,900
Water Capital Projects	-	2,118,125
Water Operations	-	714,730
Liability Insurance	-	1,467,580
Technology	-	35,000
Vehicle Replacement	-	990,000



The table above is a summary of the requested adjustments. More details and explanations are provided in the attached schedules and the body of the staff report.

## **BACKGROUND**

On June 28, 2023, the City Council adopted the Two-Year Budget for FY 2023-24 & 2024-25 and approved the appropriations for FY 2023/24. The recommended changes included in the Mid-Year Review increase or decrease the annual budgeted revenues, appropriations, and available resources (starting balance) of several funds, and therefore require City Council approval.

## **DISCUSSION**

The Mid-Year Budget Review process includes review and analysis by each department and Finance staff. A complete list of the recommended adjustments for each fund is attached as Exhibit A to the Resolution.

The review resulted in common Mid-Year budget adjustment scenarios summarized below.

- Some revenue trends exceed or will not meet the budget.
- Revenues have been received but there was no expenditure budget (typically grant funding).
- Expenditure increases requested due to identified needs subsequent to budget adoption; and
- Expenditure decreases due to changes in activity (often related to reduction in revenue).

## **AVAILABLE RESOURCES SUMMARY**

The Available Resources Summary includes the mid-year adjustments total by fund providing an overview of each fund showing available beginning balances, budgeted revenues and expenditures, and the projected ending available balance. The "Beginning Available Balance July 1, 2023" is typically updated based on audited financials. The "FY2024 Amended Revenue" and "FY2024 Amended Expenditure" columns include all City Council authorized appropriations and any continuing appropriations/encumbrances carried forward between July 1, 2023, and January 31, 2024. The recommended "Mid-Year Adjustments" are identified in a separate column and are listed in detail in Exhibit A to the resolution. The "Projected Available Balance 6/30/24" shows the projected ending balances assuming all revenues and all expenditures occur as budgeted, including the mid-year adjustments. All funds are balanced.

## **GENERAL FUND**

### ***Revenues***

Staff recommends a net decrease in revenues in the amount of \$46,320. The adjustments are due to an anticipated \$50,000 decrease in the collection of building permits and file maintenance fees by Community Development. Other revenue adjustments include an increase for state mandated program reimbursements of \$15,000 (Police Dispatch awarded Cal OES grant). Detailed Revenue Adjustments are attached in Exhibit A to the Budget Resolution.

### ***Expenditures***

The expenditure budget increased by a net \$282,255. The primary components of the increase are due to:

1. Police Department of \$104,130 (for maintaining pace with current hiring needs, training and education requirements, and contract services); and
2. Public Works of \$132,450 (for facilities and parks maintenance).
3. Personnel Changes due to the increase of minimum wage and efforts to retain employees.

Overall, with the adjustments, the General Fund is balanced and the City meets the reserve policy requirements.

## **SPECIAL REVENUE FUNDS**

Special Revenues are restricted in their use. The mid-year budget adjustments are recommended to acknowledge receipt of revenues or to update the budget based on current information. The mid-year adjustments provide an updated perspective on how the fund is performing, whether there are sufficient

reserves and/or revenues to cover the expenditure budget previously approved. The majority of these funds are for grants or special funding awarded to the City. The adjustments recommended cover the following categories:

- adding revenue budget for actual special income received or to be received; and
- adding/reducing budgeted expenditures to match actual spending and revenue adjustments.

### CAPITAL PROJECTS

The mid-year budget adjustments requested at this time, in the amount of \$490,900, are for Citywide pavement inspection and assessments, Louie Pompei playground resurfacing, South Hills Bike Park Design, Big Dalton, and the reconfiguration of Engineering desk space and installation of cubicles.

### ENTERPRISE FUNDS

Water Operations Fund revenues and expenditures for FY2024 are on track with budget projections. The primary operational expenditures being requested is related to contract services for street repairs related to pipeline repairs. The Water Capital Fund included increases for water, facility, and streets projects. Projects include assessing pavement and sidewalk conditions city-wide, creating geo-located inventory, and installation of a guardrail along the Little Dalton Wash for a total of \$2,118,125.

### INTERNAL SERVICE FUNDS

The Internal Service Funds include Worker's Compensation, Liability Insurance, Technology and Vehicles. The revenues in these funds come from charges to the departments/funds receiving their services.

Liability Insurance experienced some challenges procuring affordable programs in the insurance pool. As part of ICRMA, the City has leveraged the economies of scale in the pool, however, insurance rates continue to climb as a result of higher construction costs, higher numbers of claims, and the risk and exposure of new legislation in California. The table below provides a summary of insurance premiums over the past year.

Program	FY 2022-23 Premiums	FY 2023-24 Premiums	Prior Year Difference	Percent Change
Liability	\$1,799,333	\$2,186,757	\$387,424	22%
Worker's Compensation	\$242,329	\$315,412	\$73,083	30%
Property & Equipment Breakdown	\$85,456	\$105,341	\$19,885	23%
Auto Physical Damage	\$19,731	\$22,151	\$2,420	12%
Earth Movement/Flood	\$451,683	\$626,212	\$174,529	39%
Crime/Employee Dishonesty	\$1,988	\$2,407	\$419	21%
Cyber Liability	\$11,661	\$10,461	(\$1,200)	-10%
Terrorism	\$2,301	\$2,593	\$292	13%
<b>Totals</b>	<b>\$2,614,483</b>	<b>\$3,271,334</b>	<b>\$656,851</b>	<b>25%</b>

The largest adjustment for the Vehicle Replacement Fund is the purchase of a new Vactor Truck in the amount of \$940,000.

### FIVE YEAR BUDGET PROJECTIONS

The Multi-Year Budget Forecasts have been updated with the mid-year review assumptions and adjustments. The forecasts are updated notes with areas of concern that could affect the forecast in future years. It is important to note these forecasts are a tool for future decisions by placing an emphasis on the long-term impacts of policy decisions.

Overall, with adjustments, the General Fund, Measure E and the Enterprise Water Funds are balanced and demonstrate the strong financial condition of each of these major funds for future planning and in the event of a catastrophic event.

### PERSONNEL

On October 10, 2023, Governor Gavin Newsom signed into law AB 1484. Effective January 1, 2024,

Public employers, are required to provide certain information to temporary employees upon hire such as job description, wage rates, eligibility for benefits, anticipated length of employment and procedures to apply for open permanent position. It also provides that temporary employees of cities may be included in the same bargaining unit as permanent employees who perform similar work. As such, Human Resources has prepared job descriptions for all part-time employees for the City Council to consider and adopt.

The following positions were added or had a title change:

- Human Services Supervisor (only Coordinator position existed, allows for growth & development)
- Recreation Manager (previously Superintendent)
- Human Services Manager (previously Superintendent)
- Parks & Landscape Contracts Supervisor (previously 2 separate positions and merged to 1)

Salary adjustments are proposed for the following positions for equity and parity in the organization:

- Accounting Manager
- Library Services Manager
- Recreation Manager
- Human Services Manager
- Transportation Manager
- Housing and Economic Development Manager
- Deputy City Manager
- Assistant City Manager

## CONCLUSION

The Mid-Year budget review process is a part of managing a dynamic City. Financial planning is done with the best available information at the time it is prepared, however, the economy, elections, shopping trends, and legislation can change our planning assumptions quickly.

## **FISCAL IMPACT**

The effects of these adjustments will be to change estimated revenues and/or expenditures as presented in the attachments. The net impact of these adjustments is shown on the Available Resources Summary.

## **ENVIRONMENTAL DETERMINATION**

Not Applicable

Prepared By	Natasha Woolford, Assistant Director - Finance
Concurs With	Not Applicable
Reviewed By	Kyle Johnson, Finance Director/City Treasurer
Certified to Availability of Funds	Marie Ricci, Deputy City Manager
Approved By	Adam Raymond, City Manager
Legal Review	Danny Aleshire, City Attorney
CEQA Review	Not Applicable

## **ATTACHMENTS:**

- A. Resolution Adopting Mid-Year Adjustments
- B. Summary of Available Resources
- C. Summary of Detail Revenue Adjustments
- D. Summary of Detail Expenditure Adjustments
- E. General Fund Forecast
- F. Measure E Forecast
- G. Water Fund Forecast
- H. Resolution Amending Classification and Compensation
- I. Exhibit A for Resolution Draft Job Descriptions
- J. Exhibit B for Resolution Salary Schedule
- K. PowerPoint

**RESOLUTION**  
**CC 2024-\_\_\_ CC 2024-\_\_\_ (SA) HA 2024-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY AND  
HOUSING AUTHORITY OF THE CITY OF GLENDORA, CALIFORNIA,  
AMENDING ITS 2023-24 FISCAL BUDGET PER THE MID-YEAR  
REVIEW RECOMMENDATIONS**

**CITY COUNCIL, SUCCESSOR AGENCY,  
AND HOUSING AUTHORITY  
City of Glendora, California**

**WHEREAS**, in accordance with Glendora Municipal Code Section 2.08.070, it is the City's Manager's duty to prepare and submit a proposed annual budget and salary plan to the Glendora City Council; and

**WHEREAS**, in accordance with Glendora Municipal Code Section 2.09.040, it is the City's Manager's duty to prepare and submit any revisions or amendments to the classified service positions and job descriptions to the Glendora City Council; and

**WHEREAS**, the City Manager submitted a proposed budget to the Glendora City Council for Fiscal Year 2021-22 commencing July 1, 2021; and

**WHEREAS**, the budget for fiscal year 2021-22 of the City of Glendora has been adopted by this Council in its original form, and said budget will need to be amended at times to fulfill the goals of the City; and

**WHEREAS**, the budget is reviewed during a Mid-Year Review process that results in recommended budget adjustments to reflect unforeseen changes in revenue or expenditure requirements that require City Council approval;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA  
HEREBY RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council does hereby approve the Mid-Year Adjustments as detailed in Exhibit "A".

**SECTION 2.** The City Council does hereby approve the classification, salary range, and job descriptions as detailed in Exhibit "B" to be included in the authorized position listing for the following positions:

Human Services & Outreach Coordinator	\$63,996 - \$77,796
Principal Planner	\$88,610 - \$107,706
Business Services Manager	\$106,600 - \$129,580

**SECTION 3.** The City Council, as Successor Agency to the Glendora Community Redevelopment Agency, is amending the revenue and expenditure budget applicable to the Successor Agency as identified in "Exhibit A". The City Council hereby determines and declares

that the City of Glendora, its General Fund and all of its other accounting funds shall NOT be obligated to finance or fulfill any Successor Agency obligations in any manner.

**SECTION 4.** Per the City of Glendora adopted Financial Policies, the City Manager is authorized to transfer appropriations between departments or functions, provided that no change is made in the total amount of the annual budget of any single fund.

**SECTION 5.** The Mayor Shall sign and the City Clerk shall certify to the passage and adoption of this resolution shall enter the same in the Book of Original Resolutions and that this resolution shall take effect and be in force on this date.

**SECTION 6.** The City Clerk is hereby directed to forward a copy of this resolution to the Administrative Services Director.

**APPROVED and PASSED** this \_\_\_\_ day of April, 2024.

City Council of Glendora, California

BY: \_\_\_\_\_  
MENDELL THOMPSON  
Mayor

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP

\_\_\_\_\_  
DANNY ALESHIRE  
City Attorney

### **CERTIFICATION**

I, Kathleen R. Sessman, City Clerk of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the \_\_\_\_ day of April, 2024, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Dated:

\_\_\_\_\_  
KATHLEEN R. SESSMAN  
City Clerk/Communications Director

# Exhibit A

## Recommended Budget Adjustments



# Exhibit B

## Recommended Revisions or Amendments to Classified Service Positions and Job Descriptions

## SUMMARY OF AVAILABLE RESOURCES

FUND	ESTIMATED BEGINNING BALANCE 07/01/2023	FY 2024 AMENDED BUDGET REVENUES	FY 2024 MIDYEAR ADJUSTMENT REVENUES	FY 2024 AMENDED BUDGET EXPENDITURES	FY 2024 MIDYEAR ADJUSTMENT EXPENDITURES	ESTIMATED ENDING BALANCE 06/30/2024
001-GENERAL FUND	17,622,380	41,545,236	(46,320)	40,745,710	282,255	18,093,331
103-MEASURE E	-	8,951,100	-	8,942,100	9,000	-
002-PENSION STABILIZATION	5,854,511	665,581	-	3,000,000	-	3,520,092
202-STREET LIGHT ASSESS DISTRICT	368,750	507,750	-	404,088	-	472,412
202A-STREET IMPROVE ASSESSMENT DISTRICT	29,420	400	-	-	-	29,820
202B-LANDSCAPE MAINT ASSESS DISTRICT	47,330	48,671	-	46,908	-	49,093
203-TDA	-	100,397	-	29,010	-	71,387
205-STATE GAS TAX	902,880	2,163,570	-	2,290,043	70,795	705,612
206-PARK & REC DEVELOPMENT	315,730	3,900	-	-	-	319,630
207-GRANTS	(160,290)	693,557	55,984	499,323	55,984	33,944
209-PROPOSITION A TRANSIT	2,222,680	2,033,516	-	2,530,161	16,180	1,709,855
210-SUPPL LAW ENFORCEMENT (COPS)	71,210	174,800	-	104,397	3,879	137,734
211-PROPOSITION C TRANSIT	3,255,000	1,278,100	-	2,619,339	-	1,913,761
212-CDBG	-	300,123	(10,067)	300,123	(10,067)	-
213-HOME-STATE GRANT	195,890	2,800	-	-	-	198,690
214-USED OIL BLOCK GRANT	33,670	15,683	-	7,880	2,700	38,773
215-AQMD	323,770	121,420	-	422,723	9,000	13,467
217-MEASURE A/PARKS	1,560	991,858	-	945,130	-	48,288
218-PROP 1C CAL-HOME HOUSING	74,830	700	-	-	-	75,530
221-STPL STREET CONSTRUCTION	205,520	1,408,100	-	1,405,000	-	208,620
222-MEASURE R TRANSPORTATION	1,434,760	940,700	-	2,060,611	-	314,849
228-BEV CONTAINER RECYC GRANT	57,550	13,800	-	-	13,000	58,350
229-LIBRARY FRIENDS FOUNDATION	13,560	432,571	(21,537)	429,369	(4,775)	-
230-PEG	496,470	107,100	-	362,647	-	240,923
231-DOWNTOWN BID	174,250	98,600	-	155,266	-	117,584
234-HIGHWAY SAFETY IMPROVE GRANT	(49,340)	2,296,940	-	1,663,164	-	584,436
246-HIGHWAY BRIDGE ALIGNEMENT	-	220,236	-	220,236	-	-
254-OTS GRANT	-	-	120,000	-	116,600	3,400
255-MEASURE M	1,372,400	1,071,000	-	1,902,497	695	540,208
256-ROAD MAINT AND REHAB (SB1)	3,311,500	1,330,400	-	2,377,333	-	2,264,567
258-MEASURE W STORMWATER	1,857,178	905,800	-	1,777,509	-	985,469
259-PROPOSITION 68 (PARKS)	-	300,000	-	300,000	-	-
260-PLAN MAINT FEES	1,080,680	116,500	(15,000)	64,014	-	1,118,166
263-GENERAL PLAN MAINTENANCE	763,300	95,000	-	442,179	-	416,121
264-STORMWATER INVESTMENT	602,302	1,299,042	-	1,901,344	-	-
285-AFFORDABLE HOUSING	3,862,160	-	-	3,831,249	-	30,911
290-GLENDORA HOUSING AUTHORITY	1,993,280	-	-	1,311,046	12,000	670,234
321-CAPITAL PROJECTS	17,979,435	1,653,965	-	16,203,079	490,900	2,939,421
400-SUCCESSOR AGENCY	-	2,663,918	-	2,245,423	-	418,495
401-PENSION OBLIGATION BONDS	37,220	3,382,535	-	3,382,535	-	37,220
405-ENERGY EFFICIENCY PROJECT	15,380	98,457	-	98,457	-	15,380
530-WATER CAPITAL PROJECTS	29,186,260	3,257,000	-	25,056,557	2,118,125	5,268,578
531-WATER OPERATIONS	12,530,040	23,177,875	-	26,950,308	714,730	8,042,877
541-WORKERS COMPENSATION	-	1,389,153	-	913,402	-	475,752
542-LIABILITY INSURANCE	1,467,580	2,368,919	-	2,368,919	1,467,580	-
548-TECHNOLOGY	4,081,710	3,826,626	-	4,645,032	35,000	3,228,304
549-VEHICLE REPLACEMENT	2,354,670	2,700,007	-	3,700,931	990,000	363,746
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 115,987,186</b>	<b>\$ 114,753,406</b>	<b>\$ 83,060</b>	<b>\$ 168,655,041</b>	<b>\$ 6,393,581</b>	<b>\$ 55,775,029</b>

## DETAIL OF FY 2024 MIDYEAR REVENUE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>001-GENERAL FUND</b>					
<b>COMMUNITY DEVELOPMENT</b>					
BUILDING					
BUILDING PERMITS	725,000	402,638	322,362	(25,000)	MATCH REVENUE TREND
PLAN CHECKING	375,000	180,282	194,718	(25,000)	MATCH REVENUE TREND
<b>COMMUNITY DEVELOPMENT Total</b>	<b>1,100,000</b>	<b>582,920</b>	<b>517,080</b>	<b>(50,000)</b>	
<b>LIBRARY</b>					
CIRC/TECHNICAL SVC					
COPY FEES	7,730	4,491	3,239	(230)	MATCH REVENUE TREND
LIBRARY FEES	14,740	2,718	12,022	(8,440)	MATCH REVENUE TREND
LIBRARY ADMIN					
BIDWELL FORUM RENTAL	6,150	1,450	4,700	(2,650)	MATCH REVENUE TREND
<b>LIBRARY Total</b>	<b>28,620</b>	<b>8,659</b>	<b>19,961</b>	<b>(11,320)</b>	
<b>POLICE</b>					
DISPATCH					
CAL OES	-	-	-	15,000	CAL OES DISPATCH TRAINING
<b>POLICE Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	
<b>001-GENERAL FUND Total</b>	<b>1,128,620</b>	<b>591,579</b>	<b>537,041</b>	<b>(46,320)</b>	
<b>207-GRANTS</b>					
<b>POLICE</b>					
COMMUNITY PRESERVATION					
GRANT REVENUE	-	-	-	45,577	MATCH GRANT AWARD
PATROL					
GRANT REVENUE	-	-	-	10,407	MATCH GRANT AWARD
<b>POLICE Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,984</b>	
<b>207-GRANTS Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,984</b>	

<b>212-CDBG</b>					
<b>RECREATION &amp; HUMAN SRVS</b>					
OPERATING GRANT					
CDBG ADMINISTRATION REV	60,000	-	60,000	(2,013)	MATCH GRANT AWARD
REQUESTED PROGRAM	240,123	-	240,123	(8,054)	MATCH GRANT AWARD
<b>RECREATION &amp; HUMAN SRVS Total</b>	<b>300,123</b>	<b>-</b>	<b>300,123</b>	<b>(10,067)</b>	
<b>212-CDBG Total</b>	<b>300,123</b>	<b>-</b>	<b>300,123</b>	<b>(10,067)</b>	
<b>229-LIBRARY FRIENDS</b>					
<b>LIBRARY</b>					
ADULT SERVICES					
FRIENDS CONTRIBUTIONS	334,806	30,786	304,020	8,953	MATCH GRANT AWARD
LITERACY PROGRAM (SB 70)	24,555	18,000	6,555	(4,555)	MATCH GRANT AWARD
LIBRARY ADMIN					
FRIENDS CONTRIBUTIONS	20,000	17,112	2,888	(20,000)	MATCH GRANT AWARD
YOUTH SERVICES					
FRIENDS CONTRIBUTIONS	53,210	7,629	45,581	(5,935)	MATCH GRANT AWARD
<b>LIBRARY Total</b>	<b>432,571</b>	<b>73,528</b>	<b>359,043</b>	<b>(21,537)</b>	
<b>229-LIBRARY FRIENDS Total</b>	<b>432,571</b>	<b>73,528</b>	<b>359,043</b>	<b>(21,537)</b>	
<b>254-OTS GRANT</b>					
<b>POLICE</b>					
OTS STEP GRANT F24					
STEP GRANT FY24	-	-	-	120,000	MATCH GRANT AWARD
<b>POLICE Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,000</b>	
<b>254-OTS GRANT Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>120,000</b>	
<b>260-PLAN MAINT FEES</b>					
<b>COMMUNITY DEVELOPMENT</b>					
BUILDING					
PERMIT FILE MAINTEN FEE	100,000	48,693	51,307	(15,000)	MATCH REVENUE TREND
<b>COMMUNITY DEVELOPMENT Total</b>	<b>100,000</b>	<b>48,693</b>	<b>51,307</b>	<b>(15,000)</b>	
<b>260-PLAN MAINT FEES Total</b>	<b>100,000</b>	<b>48,693</b>	<b>51,307</b>	<b>(15,000)</b>	
<b>Grand Total</b>				<b>83,060</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>001-GENERAL FUND</b>					
<b>COMMUNITY DEV</b>					
BUILDING					
OFFICE SUPPLIES	12,750	8,022	4,728	2,250	INCREASE BASED ON ACTIVITY
TRAINING & EDUCATION	5,000	100	4,900	1,000	INCREASE BASED ON ACTIVITY
TRANSPORTATION					
CONTRACT SERVICES	-	-	-	19,800	DOWNTOWN PLAZA CLEANING SERVICES
<b>COMMUNITY DEV Total</b>	<b>17,750</b>	<b>8,122</b>	<b>9,628</b>	<b>23,050</b>	
<b>LIBRARY</b>					
ADULT SERVICES					
EMPLOYER PAID BENEFIT	8,151	2,890	5,261	84	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
FLEX BENEFIT	52,992	15,973	37,019	554	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
INCENTIVE PAY	1,640	-	1,640	75	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
MISC PERS	30,424	13,260	17,164	401	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
PARS RETIREMENT	3,737	1,222	2,515	25	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
PART TIME	99,629	32,586	67,043	658	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
REGULAR TIME	296,108	108,333	187,775	3,331	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
WORKERS COMP	3,443	1,222	2,221	35	GRANT DECREASE, GENERAL FUND COVERAGE REQUIRED
DEVELOPMENT OFFICE					
GAS	2,600	2,014	586	400	INCREASE BASED ON ACTIVITY
LIBRARY ADMIN					
GAS	5,900	6,158	(258)	3,100	INCREASE BASED ON ACTIVITY
<b>LIBRARY Total</b>	<b>504,623</b>	<b>183,657</b>	<b>320,966</b>	<b>8,663</b>	
<b>POLICE</b>					
DISPATCH					
TRAINING & EDUCATION	-	-	-	15,000	CALOES DISPATCH TRAINING
INVESTIGATION					
CONTRACT SERVICES	45,000	27,038	17,962	12,000	INCREASE BASED ON ACTIVITY
PATROL					
CONTRACT SERVICES	260,000	254,853	5,147	6,125	PARKING ENFORCEMENT CONTRACT COVERAGE ENHANCED
K-9 SUPPLIES	8,000	4,769	3,231	8,000	SUPPORT/THERAPY K9 SUPPLIES
O/T SPECIAL PD SERVICE	15,000	6,635	8,365	3	INCREASE BASED ON ACTIVITY
POLICE ADMIN					
CONTRACT SERVICES	264,828	272,192	(7,364)	38,000	INCREASE BASED ON ACTIVITY
POST TRAINING	35,000	30,169	4,831	11,000	POST MANDATED TRAINING PARTICIPATION INCREASE.
TRAINING & EDUCATION	26,000	15,702	10,298	11,000	COMMERCIAL DRIVER'S LICENSE FOR SWAT TRAINING
POLICE RECORDS					
PRINTING	10,000	7,663	2,337	3,000	INCREASE IN POLICE RECORDS REQUESTS
<b>POLICE Total</b>	<b>663,828</b>	<b>619,021</b>	<b>44,807</b>	<b>104,128</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>PUBLIC WORKS</b>					
FACILITIES MAINTENANCE					
BUILDING MAINT	100,670	107,788	(7,118)	24,824	INCREASE BASED ON ACTIVITY
STREETS					
TRAINING & EDUCATION	10,180	16,024	(5,844)	12,000	CLASS B LICENSE TRAINING
TREES					
AGRICULTURAL SUPPLIES	8,660	15,468	(6,808)	5,060	INCREASE BASED ON ACTIVITY
ELECTRIC	14,160	-	14,160	1,635	INCREASE BASED ON ACTIVITY
EQUIPMENT MAINT	2,610	1,973	638	745	INCREASE BASED ON ACTIVITY
<b>PUBLIC WORKS Total</b>	<b>136,280</b>	<b>141,253</b>	<b>(4,973)</b>	<b>44,264</b>	
<b>REC &amp; HUMAN SRVS</b>					
COMM SVCS ADMIN					
CONTRACT SERVICES	6,940	7,856	(915)	3,750	GLENDORA AVE BANNER, UPDATED TRAILS MAP
OVERTIME	-	1,292	(1,292)	2,500	INCREASE BASED ON ACTIVITY
HUMAN SVCS					
OVERTIME	-	1,025	(1,025)	1,500	INCREASE BASED ON ACTIVITY
RECREATION					
OFFICE SUPPLIES	3,360	3,497	(137)	2,100	PARK EQUIPMENT, SOCCER GOALS
OVERTIME	-	379	(379)	1,500	INCREASE BASED ON ACTIVITY
PART TIME	108,652	86,797	21,855	50,000	INCREASE BASED ON ACTIVITY
REC ACTV & EVENTS	142,850	80,952	61,898	25,700	RESTROOM RENTALS, MATS FOR JR ALL AMERICAN
TEEN CENTER					
EQUIPMENT PARTS	2,800	904	1,896	13,600	SCORE BOARDS, MORE BASKETBALL PARTICIPATION
OVERTIME	-	-	-	1,500	INCREASE BASED ON ACTIVITY
<b>REC &amp; HUMAN SRVS Total</b>	<b>264,603</b>	<b>182,703</b>	<b>81,900</b>	<b>102,150</b>	
<b>001-GENERAL FUND Total</b>	<b>1,587,083</b>	<b>1,134,757</b>	<b>452,327</b>	<b>282,255</b>	



## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>103-MEASURE E</b>					
<b>REC &amp; HUMAN SRVS</b>					
HOMELESSNESS					
OVERTIME	-	50	(50)	1,500	INCREASE BASED ON ACTIVITY
REGULAR TIME	188,906	80,261	108,644	7,500	POSITION TITLE CHANGE, SUPERINTENDENT TO MANAGER.
<b>REC &amp; HUMAN SRVS Total</b>	<b>188,906</b>	<b>80,311</b>	<b>108,594</b>	<b>9,000</b>	
<b>103-MEASURE E Total</b>	<b>188,906</b>	<b>80,311</b>	<b>108,594</b>	<b>9,000</b>	
<b>205-STATE GAS TAX</b>					
<b>PUBLIC WORKS</b>					
STREETS					
EQUIPMENT PARTS	17,780	16,529	1,251	4,765	INCREASE BASED ON ACTIVITY
OFFICE SUPPLIES	1,620	1,355	265	1,090	INCREASE BASED ON ACTIVITY
STREET REP & MAINT	152,380	151,789	591	57,355	INCREASE BASED ON ACTIVITY
TREES					
OVERTIME	-	2,806	(2,806)	7,585	INCREASE BASED ON ACTIVITY
<b>PUBLIC WORKS Total</b>	<b>171,780</b>	<b>172,479</b>	<b>(699)</b>	<b>70,795</b>	
<b>205-STATE GAS TAX Total</b>	<b>171,780</b>	<b>172,479</b>	<b>(699)</b>	<b>70,795</b>	
<b>207-GRANTS</b>					
<b>POLICE</b>					
COMMUNITY PRESERVATION					
DIVISION SUPPLIES	-	-	-	45,577	MATCH GRANT AWARD, FOR RADIO PURCHASE
PATROL					
DIVISION SUPPLIES	-	-	-	10,407	MATCH GRANT AWARD, FOR RADIO PURCHASE
<b>POLICE Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,984</b>	
<b>207-GRANTS Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>55,984</b>	
<b>209-PROP A TRANSIT</b>					
<b>COMMUNITY DEV</b>					
PUBLIC TRANSIT					
BUS PASS SUBSIDY	10,000	11,091	(1,091)	5,000	INCREASE BASED ON ACTIVITY
DIVISION SUPPLIES	12,000	8,601	3,399	3,000	INCREASE BASED ON ACTIVITY
DUES & MEMBERSHIPS	1,000	1,180	(180)	180	INCREASE BASED ON ACTIVITY
ELECTRIC	15,000	14,919	81	7,000	INCREASE BASED ON ACTIVITY
TRAINING & EDUCATION	4,000	1,254	2,746	1,000	INCREASE BASED ON ACTIVITY
<b>COMMUNITY DEV Total</b>	<b>42,000</b>	<b>37,045</b>	<b>4,955</b>	<b>16,180</b>	
<b>209-PROP A TRANSIT Total</b>	<b>42,000</b>	<b>37,045</b>	<b>4,955</b>	<b>16,180</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>210- COPS</b>					
<b>POLICE</b>					
PATROL					
DIVISION SUPPLIES	38,647	38,647	-	3,879	PURCHASE OF PATROL HELMETS
<b>POLICE Total</b>	<b>38,647</b>	<b>38,647</b>	<b>-</b>	<b>3,879</b>	
<b>210- COPS Total</b>	<b>38,647</b>	<b>38,647</b>	<b>-</b>	<b>3,879</b>	
<b>212-CDBG</b>					
<b>COMMUNITY DEV</b>					
CDBG GENL ADMIN					
CONTRACT SERVICES	40,000	25,451	14,549	(10,067)	TRUE-UP, MATCH GRANT AWARD
<b>COMMUNITY DEV Total</b>	<b>40,000</b>	<b>25,451</b>	<b>14,549</b>	<b>(10,067)</b>	
<b>212-CDBG Total</b>	<b>40,000</b>	<b>25,451</b>	<b>14,549</b>	<b>(10,067)</b>	
<b>214-USED OIL BLCK GRNT</b>					
<b>PUBLIC WORKS</b>					
ENVIRON SERVICES					
ADVERTISING	4,580	4,303	277	2,700	TRUE-UP, MATCH GRANT AWARD
<b>PUBLIC WORKS Total</b>	<b>4,580</b>	<b>4,303</b>	<b>277</b>	<b>2,700</b>	
<b>214-USED OIL BLCK GRNT Total</b>	<b>4,580</b>	<b>4,303</b>	<b>277</b>	<b>2,700</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>215- AQMD</b>					
<b>COMMUNITY DEV</b>					
PUBLIC TRANSIT					
ALTCOM	14,000	11,168	2,832	9,000	INCREASED PROGRAM PARTICIPATION
<b>COMMUNITY DEV Total</b>	<b>14,000</b>	<b>11,168</b>	<b>2,832</b>	<b>9,000</b>	
<b>215- AQMD Total</b>	<b>14,000</b>	<b>11,168</b>	<b>2,832</b>	<b>9,000</b>	
<b>228-BEV RECYC GRANT</b>					
<b>CIP/OUTLAY</b>					
CAPITAL PROJECTS					
CAPITAL IMPROVEMENT	-	11,949	(11,949)	13,000	TRUE-UP, MATCH GRANT AWARD
<b>CIP/OUTLAY Total</b>	<b>-</b>	<b>11,949</b>	<b>(11,949)</b>	<b>13,000</b>	
<b>228-BEV RECYC GRANT Total</b>	<b>-</b>	<b>11,949</b>	<b>(11,949)</b>	<b>13,000</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>229-LIBRARY FRIENDS</b>					
<b>LIBRARY</b>					
ADULT SERVICES					
CONTENT FOR THE PUBLIC	65,100	62,468	2,632	15,400	TRUE-UP, MATCH GRANT AWARD
CONTRACT SERVICES	38,600	3,500	35,100	10,440	TRUE-UP, MATCH GRANT AWARD
DIVISION SUPPLIES	7,450	2,679	4,771	525	TRUE-UP, MATCH GRANT AWARD
EMPLOYER PAID BENEFIT	408	173	235	(83)	TRUE-UP, MATCH GRANT AWARD
FLEX BENEFIT	2,700	1,149	1,551	(553)	TRUE-UP, MATCH GRANT AWARD
INCENTIVE PAY	360	-	360	(74)	TRUE-UP, MATCH GRANT AWARD
MISC PERS	1,954	821	1,133	(400)	TRUE-UP, MATCH GRANT AWARD
PARS RETIREMENT	120	28	93	(24)	TRUE-UP, MATCH GRANT AWARD
PART TIME	3,208	734	2,474	(657)	TRUE-UP, MATCH GRANT AWARD
PRINTING	1,550	142	1,408	(50)	TRUE-UP, MATCH GRANT AWARD
REGULAR TIME	16,238	6,706	9,532	(3,330)	TRUE-UP, MATCH GRANT AWARD
WORKERS COMP	169	65	105	(34)	TRUE-UP, MATCH GRANT AWARD
LIBRARY ADMIN					
CONTRACT SERVICES	2,000	-	2,000	(2,000)	TRUE-UP, MATCH GRANT AWARD
DIVISION SUPPLIES	9,750	-	9,750	(9,750)	TRUE-UP, MATCH GRANT AWARD
OFFICE SUPPLIES	500	-	500	(500)	TRUE-UP, MATCH GRANT AWARD
POSTAGE	1,000	-	1,000	(1,000)	TRUE-UP, MATCH GRANT AWARD
PRINTING	5,000	-	5,000	(5,000)	TRUE-UP, MATCH GRANT AWARD
REC ACTV & EVENTS	750	-	750	(750)	TRUE-UP, MATCH GRANT AWARD
UNIFORM & LINEN LAUNDRY	1,000	-	1,000	(1,000)	TRUE-UP, MATCH GRANT AWARD
YOUTH SERVICES					
CONTENT FOR THE PUBLIC	16,510	5,500	11,010	(11,010)	TRUE-UP, MATCH GRANT AWARD
DIVISION SUPPLIES	26,500	3,278	23,222	4,275	TRUE-UP, MATCH GRANT AWARD
PRINTING	5,500	-	5,500	700	TRUE-UP, MATCH GRANT AWARD
UNIFORM & LINEN LAUNDRY	2,400	546	1,854	100	TRUE-UP, MATCH GRANT AWARD
<b>LIBRARY Total</b>	<b>208,766</b>	<b>87,787</b>	<b>120,979</b>	<b>(4,775)</b>	
<b>229-LIBRARY FRIENDS Total</b>	<b>208,766</b>	<b>87,787</b>	<b>120,979</b>	<b>(4,775)</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>254-OTS GRANT</b>					
<b>POLICE</b>					
OTS STEP GRANT F24					
CHECKPOINT SUPPLIES	-	3,122	(3,122)	4,768	TRUE-UP, MATCH GRANT AWARD
COLLAB TRAFFIC ENF	-	9,214	(9,214)	25,700	TRUE-UP, MATCH GRANT AWARD
EDUCATIONAL MATERIALS	-	6,970	(6,970)	33,000	TRUE-UP, MATCH GRANT AWARD
EDC PRESENTATIONS	-	5,750	(5,750)	30,685	TRUE-UP, MATCH GRANT AWARD
EMPLOYER PAID BENEFIT	-	1,849	(1,849)	3,680	TRUE-UP, MATCH GRANT AWARD
INSTATE TRAVEL	-	761	(761)	2,880	TRUE-UP, MATCH GRANT AWARD
O/T COLLABORATIVE DUI	-	-	-	5,100	TRUE-UP, MATCH GRANT AWARD
OT - KNOW YOUR LIMIT OPS	-	829	(829)	2,000	TRUE-UP, MATCH GRANT AWARD
OT-CHECKPOINT OPS	-	-	-	2,160	TRUE-UP, MATCH GRANT AWARD
OT-WARRANT/PROB SWEEPS	-	-	-	4,115	TRUE-UP, MATCH GRANT AWARD
PAS DEVICES/CALIB. UNITS	-	-	-	900	TRUE-UP, MATCH GRANT AWARD
SATURATION PATROLS	-	356	(356)	1,612	TRUE-UP, MATCH GRANT AWARD
<b>POLICE Total</b>	-	<b>28,851</b>	<b>(28,851)</b>	<b>116,600</b>	
<b>254-OTS GRANT Total</b>	-	<b>28,851</b>	<b>(28,851)</b>	<b>116,600</b>	
<b>255-MEASURE M</b>					
<b>PUBLIC WORKS</b>					
TREES					
OVERTIME	40	234	(194)	695	INCREASE BASED ON ACTIVITY
<b>PUBLIC WORKS Total</b>	<b>40</b>	<b>234</b>	<b>(194)</b>	<b>695</b>	
<b>255-MEASURE M Total</b>	<b>40</b>	<b>234</b>	<b>(194)</b>	<b>695</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>290- HOUSING AUTH</b>					
<b>COMMUNITY DEV</b>					
HOUSING AUTHORITY					
CONTRACT SERVICES	11,046	4,870	6,176	12,000	ADDITIONAL SERVICES REQUIRED FOR HOUSING
<b>COMMUNITY DEV Total</b>	<b>11,046</b>	<b>4,870</b>	<b>6,176</b>	<b>12,000</b>	
<b>290- HOUSING AUTH Total</b>	<b>11,046</b>	<b>4,870</b>	<b>6,176</b>	<b>12,000</b>	
<b>321-CAPITAL PROJECTS</b>					
<b>CIP/OUTLAY</b>					
CAPITAL PROJECTS					
CAPITAL IMPROVEMENT	15,304,800	2,295,558	13,009,241	490,900	CIP PROJECTS-FACILITIES, PARKS, STREETS
<b>CIP/OUTLAY Total</b>	<b>15,304,800</b>	<b>2,295,558</b>	<b>13,009,241</b>	<b>490,900</b>	
<b>321-CAPITAL PROJECTS Total</b>	<b>15,304,800</b>	<b>2,295,558</b>	<b>13,009,241</b>	<b>490,900</b>	
<b>530-WATER CAPITAL</b>					
<b>CIP/OUTLAY</b>					
CAPITAL PROJECTS					
CAPITAL IMPROVEMENT	24,309,026	16,054,096	8,254,930	2,118,125	CIP PROJECTS-WATER,FACILITIES,STREETS
<b>CIP/OUTLAY Total</b>	<b>24,309,026</b>	<b>16,054,096</b>	<b>8,254,930</b>	<b>2,118,125</b>	
<b>530-WATER CAPITAL Total</b>	<b>24,309,026</b>	<b>16,054,096</b>	<b>8,254,930</b>	<b>2,118,125</b>	



## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>531-WATER OPERATIONS</b>					
<b>PUBLIC WORKS</b>					
CUSTOMER SERVICE					
METER PARTS & SUPPLIES	122,164	114,274	7,890	144,165	INCREASE BASED ON ACTIVITY
UNIFORM ALLOWANCE	250	1,750	(1,500)	2,500	INCREASE BASED ON NEW STAFFING NEEDS
FACILITIES MAINTENANCE					
ELECTRIC	10,970	8,462	2,508	1,400	INCREASE BASED ON ACTIVITY
OVERTIME	680	1,537	(857)	2,395	INCREASE BASED ON ACTIVITY
PRODUCTION					
CHLORINATION SUPPLIES	70,000	64,211	5,789	2,500	INCREASE BASED ON ACTIVITY
CONTRACT SERVICES	404,520	307,730	96,790	40,000	LEAD SERVICE LINE INVENTORY
DIVISION SUPPLIES	2,500	1,576	924	500	INCREASE BASED ON ACTIVITY
UNIFORM & LINEN LAUNDRY	7,000	7,807	(807)	2,450	INCREASE BASED ON ACTIVITY
UNIFORM ALLOWANCE	1,375	875	500	3,250	INCREASE BASED ON ACTIVITY
TRANS/DIST					
CONTRACT SERVICES	637,000	254,536	382,464	479,000	MORE STREET REPAIRS RELATED TO PIPELINE REPAIRS
DIVISION SUPPLIES	8,000	7,723	277	3,500	INCREASE BASED ON ACTIVITY
TREES					
CONTRACT SERVICES	13,400	31,737	(18,337)	18,770	INCREASE BASED ON ACTIVITY
WATER ADMIN					
OFFICE SUPPLIES	7,000	2,011	4,989	4,200	INCREASE BASED ON ACTIVITY
POSTAGE	27,923	15,149	12,774	(900)	CHANGE BASED ON ACTIVITY
WATER CONSERVATION					
PART TIME	30,438	28,193	2,245	10,000	INCREASE BASED ON ACTIVITY
UNIFORM ALLOWANCE	250	462	(212)	1,000	INCREASE BASED ON ACTIVITY
<b>PUBLIC WORKS Total</b>	<b>1,343,470</b>	<b>848,033</b>	<b>495,437</b>	<b>714,730</b>	
<b>531-WATER OPERATIONS Total</b>	<b>1,343,470</b>	<b>848,033</b>	<b>495,437</b>	<b>714,730</b>	
<b>542-LIABILITY INSURANCE</b>					
<b>ADMIN SERVICES</b>					
RISK MGMT					
GENERAL LIABILITY	1,000,000	2,304,890	(1,304,890)	1,267,580	DIFFICULT INSURANCE MARKET, INCREASE IN PREMIUMS
PROPERTY INSURANCE	560,000	753,704	(193,704)	200,000	DIFFICULT INSURANCE MARKET, INCREASE IN PREMIUMS
<b>ADMIN SERVICES Total</b>	<b>1,560,000</b>	<b>3,058,594</b>	<b>(1,498,594)</b>	<b>1,467,580</b>	
<b>542-LIABILITY INSURANCE Total</b>	<b>1,560,000</b>	<b>3,058,594</b>	<b>(1,498,594)</b>	<b>1,467,580</b>	

## DETAIL OF FY 2024 MIDYEAR EXPENDITURE ADJUSTMENTS

FUND	FY 2024 AMENDED BUDGET	FY 2024 ACTUALS & ENCUMBER	FY 2024 REMAINING BALANCE	FY 2024 MIDYEAR ADJUSTMENTS	EXPLANATION OF ADJUSTMENT
<b>548-TECHNOLOGY</b>					
<b>INFO SYSTEMS</b>					
INFO SYSTEMS					
CELLULAR PHONES	104,900	68,806	36,094	15,000	MORE ACTIVE REFRESH PROGRAM
COMPUTERS	108,114	74,220	33,894	20,000	MORE ACTIVE REFRESH PROGRAM
<b>INFO SYSTEMS Total</b>	<b>213,014</b>	<b>143,026</b>	<b>69,988</b>	<b>35,000</b>	
<b>548-TECHNOLOGY Total</b>	<b>213,014</b>	<b>143,026</b>	<b>69,988</b>	<b>35,000</b>	
<b>549-VEHICLE REPLACEMENT</b>					
<b>PUBLIC WORKS</b>					
VEHICLES					
CONTRACT SERVICES	255,290	332,087	(76,797)	64,455	CHANGE BASED ON ACTIVITY
ELECTRIC	13,640	11,622	2,018	2,405	CHANGE BASED ON ACTIVITY
EQUIPMENT PARTS	178,970	175,937	3,033	18,120	CHANGE BASED ON ACTIVITY
FUEL	590,565	568,128	22,438	(120,134)	CHANGE BASED ON ACTIVITY
OVERTIME	6,730	3,762	2,968	795	CHANGE BASED ON ACTIVITY
SOFTWARE	12,000	225	11,775	50,000	REPLACE FUEL SYSTEM SOFTWARE
TRAINING & EDUCATION	10,050	10,104	(54)	11,150	CHANGE BASED ON ACTIVITY
VEHICLES - COMMUNITY SERV	-	23,209	(23,209)	23,209	ZAMBONIS, GYM MAINTENANCE
VEHICLES - PW WATER	790,991	328,562	462,428	940,000	VACTOR TRUCK, 4 TRUCKS FOR WATER STAFF
<b>PUBLIC WORKS Total</b>	<b>1,858,236</b>	<b>1,453,635</b>	<b>404,601</b>	<b>990,000</b>	
<b>549-VEHICLE REPLACEMENT Total</b>	<b>1,858,236</b>	<b>1,453,635</b>	<b>404,601</b>	<b>990,000</b>	
<b>GRAND TOTAL ALL FUNDS</b>				<b>6,393,581</b>	

**CITY OF GLENDORA  
GENERAL FUND MULTI-YEAR FINANCIAL FORECAST**

		FY 2023 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 MID-YEAR	FY 2024-25 ADOPTED	FY 2025-26 PROJECTED	FY 2026-27 PROJECTED	FY2027-28 PROJECTED	FY2028-29 PROJECTED
1	<b>BEGINNING BALANCE</b>				<b>\$ 17,622,380</b>	<b>\$ 18,093,331</b>	<b>\$ 18,517,006</b>	<b>\$ 18,517,006</b>	<b>\$ 18,517,006</b>
<b>REVENUE</b>									
2	Property Taxes	\$ 16,396,478	\$ 16,760,300	2.2%	\$ 16,760,300	0.0%	\$ 17,302,900	3.2%	\$ 17,926,400
3	Sales Tax	11,338,329	11,514,000	1.5%	11,514,000	0.0%	11,820,000	2.7%	11,870,000
4	Other Taxes	3,645,228	3,602,000	-1.2%	3,602,000	0.0%	3,617,000	0.4%	3,607,000
5	Licenses & Permits	1,438,478	1,207,475	-16.1%	1,182,475	-2.1%	1,212,475	2.5%	1,212,475
6	Fines & Forfeitures	266,404	222,000	-16.7%	222,000	0.0%	222,000	0.0%	222,000
7	Rents & Interest	2,081,559	1,492,275	-28.3%	1,489,625	-0.2%	1,530,750	2.8%	1,561,000
8	Plan, Bldg & Eng	1,598,319	1,507,710	-5.7%	1,482,710	-1.7%	1,507,710	1.7%	1,507,710
9	Admin, Rec & Library	1,026,902	964,120	-6.1%	955,450	-0.9%	979,700	2.5%	980,045
10	All Other	7,626,452	575,356	-92.5%	590,356	2.6%	370,725	-37.2%	367,755
11	Transfers In-Measure E	-	3,700,000	0.0%	3,700,000	0.0%	3,919,470	5.9%	3,818,700
	<b>REVENUE TOTAL</b>	<b>\$ 45,418,148</b>	<b>\$ 41,545,236</b>	<b>-8.5%</b>	<b>\$ 41,498,916</b>	<b>-0.1%</b>	<b>\$ 42,482,730</b>	<b>2.4%</b>	<b>\$ 43,073,085</b>
<b>EXPENDITURES</b>									
12	Salaries	15,861,076	16,300,073	2.8%	16,360,635	0.4%	16,570,655	1.3%	17,505,129
13	Retirement	2,264,606	2,169,735	-4.2%	2,170,343	0.0%	2,490,225	14.7%	2,778,797
14	Other Benefits	2,930,723	3,823,475	30.5%	3,824,471	0.0%	3,941,036	3.0%	3,993,289
15	Maint & Ops	7,512,769	9,135,153	21.6%	9,355,242	2.4%	9,031,710	-3.5%	9,057,019
16	Allocation - Internal Svc	3,733,601	4,551,396	21.9%	4,551,396	0.0%	5,116,154	12.4%	4,932,523
17	Allocation - Insurance	2,178,440	1,748,088	-19.8%	1,748,088	0.0%	1,760,249	0.7%	1,771,458
18	Elections	2,517	8,000	217.9%	8,000	0.0%	130,500	1531.3%	8,000
19	Transfers Out-POB	3,004,899	2,942,335	100.0%	2,942,335	0.0%	2,948,175	0.2%	2,953,460
20	Transfers Out-Other	7,165,252	67,455	-99.1%	67,455	0.0%	70,350	4.3%	73,410
	<b>EXPENDITURE TOTAL</b>	<b>\$ 44,653,884</b>	<b>\$ 40,745,710</b>	<b>-8.8%</b>	<b>\$ 41,027,965</b>	<b>0.7%</b>	<b>\$ 42,059,055</b>	<b>2.5%</b>	<b>\$ 43,073,085</b>
21	<b>Net (Loss)</b>	<b>764,264</b>	<b>799,526</b>		<b>470,951</b>		<b>423,675</b>		<b>-</b>
22	<b>ENDING BALANCE</b>				<b>\$ 18,093,331</b>	<b>48.3%</b>	<b>\$ 18,517,006</b>	<b>45.2%</b>	<b>\$ 18,517,006</b>

**NOTES:**

- 2 Numbers from consultant steady increases in property tax.
- 3 Numbers from consultant, some stabilization and then steady increases projected in sales tax.
- 4 Franchise Fees are projected to remain relatively consistent. Business License & TOT taxes are projected to remain consistent, confirmed with consultant.
- 5,6 The revenues are projected to be relatively consistent into the future years.
- 7 Increased rental activity, City's investments increase due to increase interest rates. Use of GASB 87 for rental revenue and cashflow statement from investment advisor for interest income.
- 8 Development has continued and steady increase are projected, staff will continue to evaluate as the inflationary impacts on the economy are navigated at the federal level.
- 9 FY24 & Beyond expected to be consistent with FY23 with continued activity.
- 10 FY22 to FY24 DOF approved \$200K for ROPS administrative amount and City assumes \$25K for FY25 and beyond. This line also includes the ARPA Revenue Loss Allowance Recognition for FY23.
- 11 This line was established with MidYear for FY22. Based on funding needs from Measure E to balance the General Fund.
- 12,13,14 CalPERS net investment return of 5.8% ending 6/30/23 (1% loss). Salaries include costs of the new positions requested and salary increases due to negotiations in the out years.
- 15 FY22 includes some one times items (i.e. the January 2022 wind event costs). FY 23 and beyond assume a full return of services and the impacts of inflation.
- 16,17 These costs are related to internal services funds. Fluctuation due to capital outlay needs in Information Technology and City Fleet.
- 18 The City holds elections in November of even calendar years.
- 19,20 Includes debt service payment for the 2019 POBs, lease pmts on the energy efficiency projects & Landscape Maintenance Fund subsidy.
- 20 FY23 includes a transfer out of funds available as a result of the ARPA Revenue Loss Allowance recognized in the General Fund.
- 22 The City's General Fund Reserve Policy is a minimum of 30% to maximum of 45% of prior year operational expenditures.
- 21 Net (Loss) is the contingency or difference of Revenues from Expenditures.

## CITY OF GLENDORA

## MEASURE E MULTI-YEAR FINANCIAL FORECAST

		FY 2023 ACTUAL	FY 2023-24 AMENDED		FY 2023-24 MID-YEAR		FY 2024-25 ADOPTED		FY 2025-26 PROJECTED		FY 2026-27 PROJECTED		FY2027-28 PROJECTED		FY2028-29 PROJECTED	
1	<b>BEGINNING BALANCE</b>				-		-		-		-		-		-	
<b>REVENUE</b>																
2	Transactions & Use Tax	\$ 8,768,781	\$ 8,900,000	1.5%	\$ 8,900,000	0.0%	\$ 9,020,000	1.3%	\$ 9,050,000	0.3%	\$ 9,100,000	0.6%	\$ 9,100,000	0.0%	\$ 9,100,000	0.0%
3	Interest	91,192	51,100	-44.0%	51,100	0.0%	51,600	1.0%	52,100	1.0%	52,600	1.0%	53,100	1.0%	53,700	1.1%
<b>REVENUE TOTAL</b>		<b>\$ 8,859,972</b>	<b>\$ 8,951,100</b>	<b>1.0%</b>	<b>\$ 8,951,100</b>	<b>0.0%</b>	<b>\$ 9,071,600</b>	<b>1.3%</b>	<b>\$ 9,102,100</b>	<b>0.3%</b>	<b>\$ 9,152,600</b>	<b>0.6%</b>	<b>\$ 9,153,100</b>	<b>0.0%</b>	<b>\$ 9,153,700</b>	<b>0.0%</b>
<b>EXPENDITURES</b>																
4	Salaries	568,301	1,747,445	207.5%	1,756,445	0.5%	1,841,039	4.8%	1,878,028	2.0%	1,940,115	3.3%	1,990,633	2.6%	2,036,197	2.3%
5	Retirement	108,986	287,771	164.0%	287,771	0.0%	327,988	14.0%	359,869	9.7%	402,626	11.9%	434,557	7.9%	468,906	7.9%
6	Other Benefits	126,183	421,086	233.7%	421,086	0.0%	432,093	2.6%	433,908	0.4%	435,979	0.5%	436,784	0.2%	437,444	0.2%
7	Maint & Ops	6,057	122,000	1914.0%	122,000	0.0%	253,000	107.4%	403,000	59.3%	403,000	0.0%	403,000	0.0%	403,000	0.0%
8	Transfers Out-GF	-	3,700,000	0.0%	3,700,000	0.0%	3,919,470	5.9%	3,818,700	-2.6%	4,125,000	8.0%	3,925,000	-4.8%	4,020,000	2.4%
9	Transfers Out-POB	247,040	381,195	54.3%	381,195	0.0%	376,085	-1.3%	370,955	-1.4%	371,865	0.2%	367,175	-1.3%	366,425	-0.2%
10	Transfers Out-CIP	1,200,000	1,020,802	-14.9%	1,020,802	0.0%	960,962	-5.9%	918,820	-4.4%	737,007	-19.8%	797,976	8.3%	710,863	-10.9%
11	Transfers Out-Pension Fund	-	612,481	0.0%	612,481	0.0%	576,577	-5.9%	551,292	-4.4%	442,204	-19.8%	478,785	8.3%	426,519	-10.9%
12	Transfers Out-OPEB 115 Trust	-	204,160	0.0%	204,160	0.0%	192,193	-5.9%	183,764	-4.4%	147,402	-19.8%	159,595	8.3%	142,173	-10.9%
13	Transfers Out-Internal Svc	-	204,160	0.0%	204,160	0.0%	192,193	-5.9%	183,764	-4.4%	147,402	-19.8%	159,595	8.3%	142,173	-10.9%
14	Capital Outlay/Projects	638,448	250,000	-61%	241,000	-3.6%	-	-100.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
<b>EXPENDITURE TOTAL</b>		<b>\$ 2,895,014</b>	<b>\$ 8,951,100</b>	<b>209.2%</b>	<b>\$ 8,951,100</b>	<b>0.0%</b>	<b>\$ 9,071,600</b>	<b>1.3%</b>	<b>\$ 9,102,100</b>	<b>0.3%</b>	<b>\$ 9,152,600</b>	<b>0.6%</b>	<b>\$ 9,153,100</b>	<b>0.0%</b>	<b>\$ 9,153,700</b>	<b>0.0%</b>
15	<b>Net (Loss)</b>	-	-		-		-		-		-		-		-	
16	<b>ENDING BALANCE</b>				\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	

**NOTES:**

- 2 Numbers from consultant, some stabilization and then steady increases projected in sales tax.
- 3 The City's investments are trending in a positive direction due to increase interest rates. Use of cashflow statement from investment advisor for interest income.
- 4,5,6 Salaries/Benefits/Retirement show the impacts of recent CalPERS loss of 5.05%. Salaries include ongoing costs of the new positions requested, and salary schedule re-alignment from recent completed negotiations.
- 7 Includes \$220K for Homelessness Programs in FY 23-24 and \$370K for Homelessness Programs for FY 24-25 and beyond. City staff is actively looking for grants to recover these anticipated costs.
- 8 Transfer to cover General Fund deficit and meet the contingency reserve policy limits.
- 9 Transfer for fairshare of pension obligation bond debt service cost.
- 10 The City has taken a more active approach to budgeting for the reserve policy that provides funding for capital projects, pension stabilization, subsidies for internal service funds, and OPEB 115 Trust.
- 12 These transfers may be updated based on actual results at the end of the fiscal year.
- 50% to the Capital Projects Fund, 30% to the PERS Rate Stabilization Fund, 10% to OPEB Section 115 Trust and 10% to Internal Service Funds.
- 14 This line includes additional funding for the Finkbiner Park Playground, Restroom and Tennis/Pickleball Court Project approved by Council February 8, 2022.

**CITY OF GLENDORA**  
**WATER FUNDS MULTI-YEAR BUDGET PROJECTION**

FUND 531 - OPERATIONS		FY 2023 ACTUAL	FY 2023-24 AMENDED		FY 2023-24 MID-YEAR		FY 2024-25 ADOPTED		FY 2025-26 PROJECTED		FY 2026-27 PROJECTED		FY 2027-28 PROJECTED		FY 2028-29 PROJECTED	
BEGINNING BALANCE					\$ 12,530,040		\$ 8,042,877		\$ 12,345,186		\$ 11,711,477		\$ 12,386,147		\$ 12,597,737	
REVENUE																
1	Water Charges	18,980,414	21,145,500	11.4%	21,145,500	0.0%	27,705,500	31.0%	27,292,500	-1.5%	27,936,500	2.4%	29,978,500	7.3%	30,228,500	0.8%
2	Elevation	1,084,278	1,700,000	56.8%	1,700,000	0.0%	1,750,000	2.9%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%
3	Sales to Other Water Co	115,895	50,000	-56.9%	50,000	0.0%	50,000	0.0%	50,000	0.0%	50,000	0.0%	50,000	0.0%	50,000	0.0%
4	Misc Revenues/Interest	356,367	282,375	-20.8%	282,375	0.0%	284,100	0.6%	289,275	1.8%	292,100	1.0%	294,900	1.0%	297,950	1.0%
	REVENUE TOTAL	20,536,954	23,177,875	12.9%	23,177,875	0.0%	29,789,600	28.5%	29,381,775	-1.4%	30,028,600	2.2%	32,073,400	6.8%	32,326,450	0.8%
EXPENDITURES																
5	Production	3,337,383	7,875,510	136.0%	7,924,255	0.6%	7,630,197	-3.7%	7,665,294	0.5%	7,698,981	0.4%	7,722,828	0.3%	7,746,731	0.3%
6	Transmission/Distribution	1,906,020	2,911,479	52.8%	2,989,979	2.7%	1,998,038	-33.2%	2,024,078	1.3%	2,098,710	3.7%	2,146,599	2.3%	2,194,619	2.2%
7	Elevation (Pumping Expenses)	1,538,279	1,700,000	10.5%	1,700,000	0.0%	1,750,000	2.9%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%
8	Water Customer Service	1,691,114	1,349,425	-20.2%	1,496,090	10.9%	1,318,324	-11.9%	1,318,785	0.0%	1,343,580	1.9%	1,360,058	1.2%	1,376,598	1.2%
9	Water Administration	1,830,505	2,346,066	28.2%	2,349,366	0.1%	2,544,337	8.3%	2,082,067	-18.2%	2,341,739	12.5%	2,296,173	-1.9%	2,578,673	12.3%
10	Support	2,890,178	3,526,618	22.0%	3,953,138	12.1%	4,142,377	4.8%	4,292,794	3.6%	4,427,777	3.1%	4,548,493	2.7%	4,659,036	2.4%
11	Water Conservation	808,005	1,656,989	105.1%	1,667,989	0.7%	1,124,424	-32.6%	1,053,614	-6.3%	1,079,920	2.5%	1,095,842	1.5%	1,111,805	1.5%
12	Debt Service	2,427,384	2,541,870	4.7%	2,541,870	0.0%	2,535,145	-0.3%	4,416,788	74.2%	4,409,217	-0.2%	4,408,487	0.0%	4,409,913	0.0%
13	Transfer Out - Capital Fund	5,550,000	3,000,000	-45.9%	3,000,000	0.0%	2,400,000	-20.0%	5,365,400	123.6%	4,155,000	-22.6%	6,500,000	56.4%	6,400,000	-1.5%
14	Transfer Out - Energy & Others	41,242	42,352	2.7%	42,352	0.0%	44,449	5.0%	46,664	5.0%	49,006	5.0%	33,330	-32.0%	1,000	-97.0%
	EXPENDITURE TOTAL	22,020,110	26,950,308	22.4%	27,665,038	2.7%	25,487,291	-7.9%	30,015,484	17.8%	29,353,930	-2.2%	31,861,810	8.5%	32,228,375	1.2%
	Operations Net (Loss)	(1,483,156)	(3,772,433)		(4,487,163)		4,302,309		(633,709)		674,670		211,590		98,075	
15	ENDING BALANCE				8,042,877	36.4%	12,345,186	60.2%	11,711,477	58.0%	12,386,147	59.7%	12,597,737	60.2%	12,695,812	59.3%
FUND 530 - CAPITAL PROJECTS		FY 2023 ACTUAL	FY 2023-24 AMENDED		FY 2023-24 MID-YEAR		FY 2024-25 ADOPTED		FY 2025-26 PROJECTED		FY 2026-27 PROJECTED		FY 2027-28 PROJECTED		FY 2028-29 PROJECTED	
	BEGINNING BALANCE				\$ 29,186,260		\$ 5,268,578		\$ 14,831,426		\$ 12,937,300		\$ 9,575,449		\$ 8,056,220	
REVENUE																
16	Transfer In - Operating Fund	5,550,000	3,000,000	-45.9%	3,000,000	0.0%	2,400,000	-20.0%	5,365,400	123.6%	4,155,000	-22.6%	6,500,000	56.4%	6,400,000	-1.5%
17	Development Fees/Other	305,456	257,000	-15.9%	257,000	0.0%	259,600	1.0%	262,100	1.0%	264,700	1.0%	267,300	1.0%	270,000	1.0%
18	Infrastructure Revenue Bond	-	-	0.0%	-	0.0%	15,000,000	0%	-	-100.0%	-	0%	-	0%	-	0%
	REVENUE TOTAL	5,855,456	3,257,000	0.0%	3,257,000	0.0%	17,659,600	442.2%	5,627,500	-68.1%	4,419,700	-21.5%	6,767,300	53.1%	6,670,000	-1.4%
EXPENDITURES																
19	Capital Projects	6,358,992	25,056,557	294.0%	27,174,682	8.5%	8,096,752	-70.2%	7,521,626	-7.1%	7,781,551	3.5%	8,286,529	6.5%	9,041,527	9.1%
	EXPENDITURE TOTAL	6,358,992	25,056,557	294.0%	27,174,682	8.5%	8,096,752	-70.2%	7,521,626	-7.1%	7,781,551	3.5%	8,286,529	6.5%	9,041,527	9.1%
	Capital Projects Net (Loss)	(503,536)	(21,799,557)		(23,917,682)		9,562,848		(1,894,126)		(3,361,851)		(1,519,229)		(2,371,527)	
20	ENDING BALANCE				\$ 5,268,578		\$ 14,831,426		\$ 12,937,300		\$ 9,575,449		\$ 8,056,220		\$ 5,684,693	

**NOTES:**

- 1 Rate Study Adopted December 2023 according to Infrastructure Assessment.
- 3 Sales to other companies, depends on the water demand from other water company
- 4 Primarily interest earnings, forecasted conservatively.
- 10 Cost of water personnel, water assessments, cost of water conservation grant programs and costs related to the divisions supporting the water fund (i.e Finance, Human Resources, etc.).
- 12 Debt Service includes the 2012 CSCDA Water Revenue Bonds, 2016 Water Revenue Bonds and the 2019 Pension Obligation Bonds. Debt service of \$1.9million Infrastructure Bond
- 14 Transfers for Citywide Energy Efficiency Project debt service & to LMD's to supplement zones.
- 15 Water Fund Reserves Policy (adopted by Resolution No. 2010-49) equal to the cost to fund operations for a six-month period.
- 16 Primarily interest earnings, forecasted conservatively.
- 17 Revenue Bond Issuance \$15 M to fund CIP.

**RESOLUTION CC 2024-\_\_\_\_\_****A RESOLUTION APPROVING AN AMENDMENT TO THE AUTHORIZED POSITION CONTROL LISTING AND THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF GLENDORA****THE CITY COUNCIL  
City of Glendora, California**

**WHEREAS**, Section 2.08.074(4) of the Glendora Municipal Code provides that it is the duty and responsibility of the City Manager to recommend to the City Council such reorganization of offices, positions, departments, or units under their direction as may be indicated in the interest of efficient, effective, and economical conduct of the city's business.

**WHEREAS**, Section 2.09.030 of the Glendora Municipal Code provides that a Position Classification Plan, and revisions thereof, shall be prepared by the Personnel Officer covering all positions in the City, which shall become effective upon the approval of the City Council.

**WHEREAS**, AB 1484 was signed by Governor Gavin Newsom on October 10, 2023 and effective January 1, 2024, public employers will be required to provide certain information to temporary employees upon hire such as job description.

**WHEREAS**, as part of the ongoing effort to modernize the organization, coordinate implementation of the 2023-25 Two-Year Strategic Plan objectives, address legislative initiatives, and prepare for succession planning, the need for new classifications were evaluated.

**WHEREAS**, these changes have been incorporated into the Proposed Amended Budget for Fiscal Year 2023-2024, and beyond.

**WHEREAS**, periodically the Compensation Plan and authorized positions lists are amended to reflect changes in the organizational structure.

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

**SECTION 1.** That the City Council:

- A. Approve the following recommended new and revised classifications and salary ranges for inclusion in the Position Compensation Plan and the Authorized Position Listing within the City's Fiscal Year 2023-24 amended budget plan and approve the job descriptions included as Exhibit A and the Citywide Salary Schedules as Exhibit B:

<b>Title</b>	<b>Bargaining Unit</b>	<b>Propose Salary</b>
Administrative Intern	Part-Time	\$20.48/hr - \$24.90/hr
Recreation Aide	Part-Time	\$16.00/hr - \$19.45/hr
Assistant Recreation Leader	Part-Time	\$17.66/hr - \$21.47/hr
Recreation Leader	Part-Time	\$19.02/hr - \$23.12/hr
Recreation Specialist Series	Part-Time	\$22.06/hr - \$31.09/hr
Library Aide Series	Part-Time	\$16.00/hr - \$39.80/hr
Maintenance Aide	Part-Time	\$22.61/hr - \$27.48/hr
Office Aide Series	Part-Time	\$16.00/hr - \$24.29/hr



Police Cadet	Part-Time	\$16.00/hr - \$19.45/hr
Reserve Police Officer	Part-Time	\$17.23/hr - \$20.94/hr
Parks & Landscape Contracts Supervisor	GMA	\$6,113.86 – 7,431.44/mo
Human Services Supervisor	GMA	\$6,113.86 – 7,431.44/mo
Human Services Manager	GMA	\$8,638.73 - \$10,500.43/mo
Recreation Manager	GMA	\$8,638.73 - \$10,500.43/mo
Accounting Manager	GMA	\$8,638.73 - \$10,500.43/mo
Library Services Manager	GMA	\$8,638.73 - \$10,500.43/mo
Transportation Manager	GMA	\$9,535.54 - \$11,590.51/mo
Housing & Econ Dev Manager	GMA	\$9,535.54 - \$11,590.51/mo
Deputy City Manager	Executive	\$16,363.41 - \$20,435.66/mo
Assistant City Manager	Executive	\$17,181.61 – \$21,457.48/mo

**SECTION 2.** The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Resolution, shall enter the same into the Book of Original Resolutions and that this Resolution shall take effect and be in force on this date.

**SECTION 3.** The City Clerk is hereby directed to forward a copy of this Resolution to the Administrative Services Director.

**PASSED, APPROVED and ADOPTED** this \_\_\_ day of April, 2024.

City Council of Glendora, CA

BY: \_\_\_\_\_

MENDELL THOMPSON  
Mayor

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP

\_\_\_\_\_  
DANNY ALESHIRE  
City Attorney

**CERTIFICATION**

I, Kathleen R. Sessman, City Clerk of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the \_\_\_\_ day of April, 2024, by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

Dated:

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KATHLEEN R. SESSMAN  
City Clerk/Communications Director

EXHIBIT A  
JOB DESCRIPTIONS

EXHIBIT B  
CITYWIDE SALARY SCHEDULES



Date Adopted: 04/09/2024  
Employee Association : PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
ADMINISTRATIVE INTERN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

*Under general supervision, performs a wide variety of typing and general clerical work of a general and routine nature; performs related duties as required.*

**CLASS CHARACTERISTICS**

*Administrative Intern is the entry-level, educational position. Initially under direct supervision, incumbents learn and perform a variety of specialized administrative support duties in an assigned unit.*

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

Some of the typical duties of the Administrative Intern include but are not limited to, the following:

1. Develops and maintains departmental databases, records, and documentation; completes, types, copies, and files standardized documents; informs supervisor of policy and procedural activities.
2. Performs as a liaison with other departments and agencies to gather and disseminates information.
3. Performs research on departmental concerns; gathers and analyzes data; prepares and updates reports and correspondence; assists in the preparation and submission of grant applications, requests for proposals, and related materials.
4. Assists in the development and implementation of departmental policies and procedures; interprets departmental rules and regulations.
5. Performs other related duties as assigned.

**QUALIFICATION GUIDELINES**

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

**Education:**

High school graduate or equivalent, with at least two years of college in the study of business, political science, public administration or a related field.

**Licenses and Certifications:**

Possession of a valid California driver license and maintain a satisfactory driving record during the course of employment.

**Knowledge and Skills:**

Must have experience in MS Office Suite including but not limited to Excel, Word, and Outlook

Ability to accomplish tasks and goals with accuracy and within deadlines, listen attentively, think creatively and clearly; professionally communicate and convey information both verbally and in writing; provide excellent customer service.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

**PHYSICAL DEMANDS**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.





Date Adopted: 04/09/2024  
Employee Association: PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
RECREATION AIDE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, Recreation Aide performs a wide variety of recreational program assistance tasks.

**CLASS CHARACTERISTICS**

*Recreation Aide is an entry level classification that will provide a variety of recreation activities at an indoor and/or outdoor recreational facility.*

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Some of the typical duties of the Recreation Aide include but are not limited to the following:

1. Assists in sports, arts and crafts, games, hiking, and play activities for youth.
2. Assists in the organization and delivery of various Community Services programs or services.
3. Assures the safety of participants through proper use of equipment and enforcement of rules and regulations.
4. Assists in supervision of community centers and park areas.
5. Sets up and takes down tables, chairs and equipment for classes, programs, and special events.
6. May complete written reports including facility checks and attendance reports.
7. Performs other related duties as assigned.

**QUALIFICATION GUIDELINES**

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

**Experience:**

Previous experience or volunteer experience with youth or senior community is highly desirable.

**Licenses and Certifications:**

Possession of a Class C California Driver's license and a satisfactory driving record during the course of employment.

**Knowledge and Skills:**

Ability to follow oral and written instructions; work well with children, teens and/or adults; enforce safety regulations and rules; establish and maintain effective working relationships with staff and the public.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed in a standard office setting and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends; duties may be performed at a desk or computer terminal; frequent interruptions and contact in person and on the telephone with a variety of City staff, the general public, and others.

**PHYSICAL DEMANDS**

Set up and take down tables, chairs and other equipment for classes or special events; perform various tasks for extended periods of time requiring physical strength, dexterity and endurance including standing, walking, running, crawling, bending, lifting and climbing; must be able to lift 40 pounds and push/pull 50 pounds and get from location to location during the course of doing business.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions.

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Hearing: Hear in the normal audio range with or without correction.



Date Adopted: 04/09/2024  
Employee Association : PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
ASSISTANT RECREATION LEADER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

*Under general direction, Assistant Recreation Leader performs a wide variety of recreational program assistance tasks, which include planning, organizing, setup, supervising, and teardown of various recreational activities & events.*

**CLASS CHARACTERISTICS**

*Assistant Recreation Leader is an entry level classification that will promote, organize and provide personal leadership to a variety of recreation activities at an indoor and/or outdoor recreational facility.*

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Some of the typical duties of the Assistant Recreation Leader include but are not limited to, the following:

- Responding to participant questions in person and by phone.
- Assisting with producing flyers, calendars, schedules, brochures, etc.
- Accepting and processing activity registrations.
- Planning and scheduling daily activities for center programs.
- Assisting staff with organizing and staffing programs and special events that may include setting up and taking down tables, chairs and equipment.
- Responding to requests from participants, instructors, and volunteers.
- Completing written reports.
- Other duties as assigned.

**QUALIFICATION GUIDELINES**

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

Education:

May include, but are not limited to, the following: High school graduate or equivalent.

Licenses and Certifications:

Applicants must possess a Class C California driver's license and a satisfactory driving record during the course of employment.

**Knowledge and Skills:**

Candidates must be proficient in Microsoft Office applications such as Word, Excel, etc.

Ability to follow oral and written instructions; establish and maintain effective working relationships with staff and the public; enforce safety regulations and rules.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed in a standard office setting and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends; duties may be performed at a desk or computer terminal; frequent interruptions and contact in person and on the telephone with a variety of City staff, the general public, and others.

**PHYSICAL DEMANDS**

Set up and take down tables, chairs and other equipment for classes or special events; perform various tasks for extended periods of time requiring physical strength, dexterity and endurance including standing, walking, running, crawling, bending, lifting and climbing; must be able to lift 40 pounds and push/pull 50 pounds and get from location to location during the course of doing business.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions.

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Hearing: Hear in the normal audio range with or without correction.



Date Adopted: 04/09/2024  
Employee Association : PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
RECREATION LEADER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, Recreation Leader performs a wide variety of recreational program assistance tasks, which include planning, organizing, setup, supervising, and teardown of various recreational activities & events.

**CLASS CHARACTERISTICS**

Recreation Leader is an entry level classification that will promote, organize and provide personal leadership to a variety of recreation activities at an indoor and/or outdoor recreational facility.

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Under direct supervision, the Recreation Leader performs a variety of clerical and program assistance. Some of the typical duties of the Recreation Leader include but are not limited to, the following:

1. Responding to participant questions in person and by phone
2. Assisting with producing flyers, calendars, schedules, brochures, etc.
3. Accepting and processing activity registrations
4. Planning and scheduling daily activities for center programs
5. Assisting staff with organizing and staffing programs and special events
6. Setting up and taking down tables, chairs and equipment
7. Responding to requests from participants, instructors, and volunteers
8. Completing written reports

**QUALIFICATION GUIDELINES**

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

**Education:**

May include, but are not limited to, the following: High school graduate or equivalent.

**Licenses and Certifications:**

Applicants must possess a Class C California driver's license and a satisfactory driving record during the course of employment.

**Knowledge and Skills:**

Candidates must be proficient in Microsoft Office applications such as Word, Excel, etc.

Ability to follow oral and written instructions; establish and maintain effective working relationships with staff and the public; enforce safety regulations and rules;

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed in a standard office setting and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends; duties may be performed at a desk or computer terminal; frequent interruptions and contact in person and on the telephone with a variety of City staff, the general public, and others.

**PHYSICAL DEMANDS**

Set up and take down tables, chairs and other equipment for classes or special events; perform various tasks for extended periods of time requiring physical strength, dexterity and endurance including standing, walking, running, crawling, bending, lifting and climbing; must be able to lift 40 pounds and push/pull 50 pounds and get from location to location during the course of doing business.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions.

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Date Adopted: 04/09/2024  
Employee Association : PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
RECREATION SPECIALIST SERIES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, Recreation Specialist Series assists in supervising and coordinating a variety of recreational activities for youth, adults and senior which include after school, playground and childcare programs, sports leagues, city wide special events, cultural arts programs, education and recreational classes, senior services, aquatics and field and facility reservations; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

Recreation Specialist Series is an entry level classification that will promote, organize and provide personal leadership to a variety of recreation activities at an indoor and/or outdoor recreational facility. With guidance and direction, the incumbent assists professional staff in identifying, developing, implementing and operating elements of the City's recreation and community services programs.

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Some of the typical duties of the Recreation Specialist Series include but are not limited to, the following:

Recreation Specialist I:

1. Plans, organizes, schedules, coordinates and evaluates recreation and senior services including youth programs, adult sports, city wide special events, cultural arts programs and educational and recreational classes.
2. Ensures a safe environment is maintained at recreation venues.
3. Coordinates and monitors private and public reservations at recreational facilities and parks.
4. Coordinates and represents the Department concerning recreational facilities, programs, reservations, and events.
5. Coordinates the repair and upkeep of the recreation facilities; makes recommendations as to possible improvements.
6. Manages and coordinates the department's recreation registration software programs.
7. Interviews, recruits, trains, coordinates, and supervises the work of part-time and seasonal recreation employees which includes such duties as instructing, assigning and reviewing

work, planning, maintaining standards, coordinating activities, allocating personnel and dealing with employee issues.

#### Recreation Specialist II:

1. Assist in preparing and monitoring the budget for events, programs and facilities.
2. Offers and evaluates programs on an on-going basis, sets measurable goals and objectives.
3. Assist with variety of projects and studies; researches, compiles data, and recommends solutions or presents findings.
4. Prepares and processes reports and records related to program operations, activities effectiveness, registrations, fees and staff hires.
5. Prepares and processes purchase of and payment for equipment, supplies and services.
6. Participates in developing, evaluating, and modifying recreation policies, procedures, and programs.

#### **QUALIFICATION GUIDELINES**

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

##### **Experience:**

High school graduate or equivalent, plus two years of college coursework and experience in developing, organizing, and directing programs.

##### **Licenses and Certifications:**

Applicants must possess a Class C California driver's license and a satisfactory driving record during the course of employment.

##### **Knowledge and Skills:**

Candidates must be proficient in Microsoft Office applications such as Word, Excel, etc.

Ability to follow oral and written instructions; establish and maintain effective working relationships with staff and the public; enforce safety regulations and rules;

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

#### **ENVIRONMENTAL CONDITIONS**

Work is performed in a standard office setting and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends; duties may be performed at a desk or computer terminal; frequent interruptions and contact in person and on the telephone with a variety of City staff, the general public, and others.

#### **PHYSICAL DEMANDS**

Set up and take down tables, chairs and other equipment for classes or special events; perform various tasks for extended periods of time requiring physical strength, dexterity and endurance

including standing, walking, running, crawling, bending, lifting and climbing; must be able to lift 40 pounds and push/pull 50 pounds and get from location to location during the course of doing business.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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**CITY OF GLENDORA  
PART-TIME  
Library Aide Series**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

*Under general supervision Library Aide Series performs a wide variety of clerical and technical library work in support of various library services and functions.*

**CLASS CHARACTERISTICS**

*Incumbents perform the less difficult and more routine clerical/technical work and are required to use independent judgment in making decisions in accordance with established policy, rules, and procedures. Work is usually supervised while in progress and fits an established structure or pattern.*

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Some of the typical duties of the Library Aide Series include but are not limited to, the following:

**Library Aide I:**

- May work with a team providing, planning, and/or directing library programming, special projects, tours, etc.
- Opens, closes, and secures library building.
- Supplies public copiers and printers with paper, ink, and toner.
- Assists in keeping all areas of the library in a clean, neat and orderly condition.
- Conducts collection maintenance and inventory control.
- May assist customers with a variety of transactions, equipment, and questions; may resolve issues with overdue, damaged, and lost items.
- May collect fines and fees.
- May assist with preparing new and replacement material for circulation.
- Assists with meeting room use, including meeting space and/or event set-up and tear-down.
- May perform light building maintenance duties.
- May assist in the review and improvement of procedures.
- May answer and direct telephone calls to the appropriate person/department.

**Library Aide II:**

- Assists customers with a variety of transactions, equipment, and questions; resolves issues with overdue, damaged, and lost items.
- Collects fines and fees, may reconcile daily monetary transactions and deposits.
- Answers and directs telephone calls to the appropriate person/department.

- Technical processing of materials, including mending and withdrawing
- Assists with inventory control and collection development.
- May work independently or with a team providing, planning, and/or directing library programming, special projects, tours, etc.
- Assists with meeting room use, including meeting space and/or event set-up and tear-down.
- May perform light building maintenance duties.
- May help cover any of the duties of the Aide I position.

### **Library Aide III:**

- Works independently or with a team providing, planning, and/or directing library programming, special projects, tours, etc.
- Assists customers with variety of transactions, equipment, and questions; resolves issues with overdue, damaged, and lost items.
- Assists with meeting room use, including meeting space and/or event set-up and tear-down.
- Collects fines and fees, reconciles daily monetary transactions and deposits.
- Maintains accurate records and prepares reports according to established deadlines.
- Answers and directs telephone calls to the appropriate person/department.
- Assists with inventory control, budget information, and collection development.
- Maintains a neat and organized work environment.
- Orders supplies, monitors expenditures
- Assists with cataloging and oversight of technical processing of materials.
- May train and coordinate work with other staff and volunteers and give input for staff evaluations.
- Maintains existing interdepartmental relationships and internal/external partnerships.
- May review, improve and set procedures.
- May perform light building maintenance duties.
- May help cover any of the duties of the Aide I and Aide II positions.

### **QUALIFICATION GUIDELINES**

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

#### **Education and Experience:**

Library Aide I: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Library Aide II: Applicants must have any combination equivalent to graduation from high school or attainment of GED or CHSPE certificate and at least one year of significant customer service experience.

Library Aide III: Graduation from high school or equivalent and college level course work in library technology or related field plus two years of library, book retail, or other related experience.

#### **Licenses and Certifications:**

- Possession of a Class C California Driver's license and a satisfactory driving record during the course of employment.

#### **Knowledge and Skills:**

- Candidates must be proficient in Microsoft Office applications such as Word, Excel, and be familiar with computer operations including web-based programs.
- Considerable knowledge of library operations; material processing procedures; acquisitions; public contact techniques; office methods and procedures; and Dewey decimal system. Demonstrated customer service and problem-solving skills; math and analytical skills; skill in operating and troubleshooting of a variety of computer, peripherals and software programs.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed primarily in a standard office and/or public setting. Duties are often performed at a customer service counter, desk or computer terminal; subject to noise from library operations and from office equipment operation; frequent interruptions and contact in person and on the telephone with the general public, City staff and others. At least minimal environmental controls are in place to assure health and comfort.

**PHYSICAL DEMANDS**

Primary functions require sufficient physical ability and mobility to work in an office/library setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 40 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions.

Vision: See in the normal visual range with or without correction.

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Date Adopted: 04/09/2024  
Employee Association : PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
MAINTENANCE AIDE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

*Under direct supervision, the Maintenance Aide position performs janitorial and maintenance duties; inspects facility for potential hazards and unsafe conditions; ensures facilities are secure upon closing; must work well with the public; must work well independently and as a collaborative member of a team; serves as a front line contact for the enforcement of City policies and codes in a public facility; maintains security of facility per City standards, and performs other duties as required.*

**CLASS CHARACTERISTICS**

*This is an entry level classification that performs a wide variety of janitorial and room set up functions.*

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Some of the typical duties of the Maintenance Aide include but are not limited to, the following:

- Perform janitorial services including restroom cleaning, floor mopping, vacuuming, dusting, window cleaning, emptying trash containers, light bulb changing, cleaning water fountains, kitchen equipment, patio furniture, etc.
- Perform room set-up; read daily schedule of events and set up rooms with tables and chairs according to the needs of the scheduled use; take down tables and chairs as appropriate.
- Open, close, and secure building; Make minor repairs to building as necessary; Monitor facility use; Perform related duties as assigned.

**QUALIFICATION GUIDELINES**

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

**Education:**

- Graduation from High School or equivalent.

**Licenses and Certifications:**

- Applicants must possess a Class C California driver's license and a satisfactory driving record during the course of employment.

**Knowledge and Skills:**

- Some experience performing janitorial duties is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderate when in the field.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms.

The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



**CITY OF GLENDORA  
PART-TIME  
OFFICE AIDE SERIES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

*Under general supervision, performs a wide variety of typing and general clerical work of a general and routine nature; performs related duties as required.*

**CLASS CHARACTERISTICS**

*Office Aide Series is an entry-level position. Initially under direct supervision, incumbents learn and perform a variety of specialized office support duties in an assigned unit.*

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

Some of the typical duties of the Office Aide Series include but are not limited to, the following:

1. Establishing and maintaining departmental information, records and files.
2. Assisting department staff in obtaining information for preparation of reports and/or other office business.
3. Responding to a variety of requests for assistance and information from the public and fellow City staff.
4. Providing clerical support to departmental staff; Answering phones; Filing; Budget tracking; Typing and data input; Deliver inter-departmental office supplies; Performs other related duties as assigned.
5. Processing requests and other information on computer programs related to Divisional responsibilities.
6. Preparing and processing correspondence of all types.

**QUALIFICATION GUIDELINES**

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

**Education and Experience:**

Office Aide I: High school graduate or equivalent with excellent customer service skills.

Office Aide II: High school graduate or equivalent, plus one year of office clerical experience and excellent customer service skills.

Office Aide III: High school graduate or equivalent, plus one to two years of office clerical experience and excellent customer service skills.

Office Aide IV: High school graduate or equivalent, plus two years of office clerical experience and excellent customer service skills.

**Licenses and Certifications:**

Possession of a valid California driver license and maintain a satisfactory driving record during the course of employment.

**Knowledge and Skills:**

Candidates must be proficient in Microsoft Office applications including Outlook, Word, Excel, PowerPoint, Access and Publisher; have basic knowledge of operation of office equipment. Ability to learn and operate various types of office equipment, such as copier, fax, scanner, postage machine, etc.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

**PHYSICAL DEMANDS**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



Date Adopted: 04/09/2024  
Employee Association: PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
POLICE CADET**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

*Under direction, the Police Cadet performs varied functions within the Police Department which require communicating with the public and City employees; provides general clerical support to department staff; performs related duties as required.*

**CLASS CHARACTERISTICS**

*Police Cadet is a specialized clerical classification utilized in the Police Department. Incumbents of the class perform assigned clerical tasks in accordance with established procedures.*

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Some of the typical duties of the Police Cadet include but are not limited to, the following:

1. Operates the telephone switchboard.
2. Operates police radio and computer systems.
3. Prepares minor reports.
4. Gives tours of the police facility.
5. Serves subpoenas.
6. Coordinates witnesses for court appearances.
7. Performs other related duties as assigned.

**QUALIFICATION GUIDELINES**

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

**Education:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from high school or equivalent, and enrollment in college in a course of study directed at earning a degree in a field related to law enforcement.*

**Licenses and Certifications:**

*Possess a valid Class "C" California driver's license and a satisfactory driving record; be 18 to 21 years of age at time of hire; hearing must be normal and without defect.*

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

**PHYSICAL DEMANDS**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.





Date Adopted: 04/09/2024  
Employee Association : PT Not Represented  
FLSA: Non-Exempt

**CITY OF GLENDORA  
PART-TIME  
RESERVE POLICE OFFICER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Reserve Police Officer performs a variety of duties in the enforcement of law and order and to carry out special assignments in the protection of life and property.

**CLASS CHARACTERISTICS**

Reserve Police Officers must have successfully completed a P.O.S.T. (Peace Officers Standards and Training) approved Reserve Academy program. Reserve Officers, under immediate supervision, are responsible for performance of the full range of law enforcement duties.

**ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

Duties may include, but are not limited to, the following:

1. Under immediate supervision, patrol City in radio-equipped car; answer calls for the protection of life and property; and, the enforcement of City, County, and State laws. May conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, death, and other criminal incidents.
2. Make arrests as necessary; interview victims, complainants, and witnesses; interview suspects; gather and preserve evidence; and, testify and present evidence in court.
3. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
4. Prepare reports on arrests, traffic violations, impounded property, and other case reports.
5. Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations; and, make arrests as necessary.
6. Check buildings for physical security, report street lamps that are not working, and report or remove traffic hazards.
7. Supervise custody of prisoners, search, fingerprint, photograph, book, and transport prisoners.
8. Direct traffic and special events, fires, and other emergency or congested situations
9. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
10. Serve warrants and subpoenas, file complaints, and perform other work related to the

processing of misdemeanor and felony complaints.

11. Assist in the performance of special investigative and crime prevention duties as required.
12. Appear in court on and off duty as the arresting officer.
13. Administer first aid as necessary.
14. Attend meetings, seminars, and training sessions as assigned.
15. Assume duties of a disaster worker in the event of a locally declared emergency.
16. Perform related duties as assigned.

### **QUALIFICATION GUIDELINES**

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

#### **Education and Experience:**

Applicants must have any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent, with some college units desirable.

#### **Licenses and Certifications:**

Applicants must possess a Class C California driver's license and a satisfactory driving record during the course of employment. Must be at least 21 years of age.

CPR Certifications.

First Aid Certification.

POST certified Reserve Police Officer Academy

#### **Knowledge and Skills:**

Police methods and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques; and, equipment, jail operations, police records, and first aid techniques.

Criminal law and criminal procedures with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

Self-defense tactics; Interviewing and interrogation techniques; Health and safety code, pertaining to controlled substances.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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



Date Adopted: 04/09/2024  
Employee Association : GMA  
FLSA: Exempt

## **CITY OF GLENDORA PARKS AND LANDSCAPE SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, plans, coordinates, supervises, and directs the maintenance of City trees, parks, grounds, athletic fields, and other landscaped areas, through direct oversight of staff or contract services; performs related duties as required.

### **CLASS CHARACTERISTICS**

This is a single position class that reports to the Assistant Director of Public Works or his/her designee. This position is responsible for supervising employees and/or contractors engaged in the maintenance of City trees, parks, and grounds; manages all landscape and tree maintenance contracts and park development site improvements; provides technical assistance for the tree program and to the general public.

### **ESSENTIAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.*

1. Plans, coordinates, supervises, and inspects the work of those engaged in the repair and maintenance of City landscaping, including parks, trees, open space, medians/right-of-way landscaping, landscape maintenance assessment district sites, grounds, athletic fields, and related facilities.
2. Schedules and supervises the work of crews engaged in maintaining natural and artificial turf, trimming and pruning trees and shrubs using power tools and boom truck, maintaining and repairing irrigation systems, maintaining, planting and removing trees, shrubs and hedges, and applying pesticides and herbicides, including City weed abatement activities.
3. Evaluates service needs and work methods; establishes and enforces operating and safety procedures; investigates service requests and complaints made by the public; as necessary, explains priorities, programs, and policies.
4. Estimates time and material costs; evaluates and institutes changes in work methods, priorities, and routes; assists in the development of the budget and monitors expenditures.
5. Maintains records and writes a variety of reports and memos on work performed, vandalism, and traffic accidents.
6. Inspects City landscape areas to ensure conditions comply with City standards; oversee the City tree program.
7. Participates in park and tree planning studies and future needs, prepares plans, specifications, and cost estimates, and performs inspections on capital improvement projects. Makes recommendations regarding tree policies and strategic planning goals as they relate to the City's urban forest.

8. Selects, trains, and evaluates employees; takes necessary disciplinary actions.
9. Provides or coordinates detailed training related to unit operations including the areas of pesticides/herbicides, plant and tree identification, irrigation systems, landscape design, health and safety practices, mechanical operations, and disaster training; coordinates training with other departments including training regarding equipment operation, safety training, and driver's licenses refresher courses.
10. Provides assistance to other departments related to special events; answers emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, etc.

### **REQUISITE ABILITIES**

- a. Communicate clearly and concisely, both orally and in writing.
- b. Maintain accurate records, research and prepare complex reports on a variety of subjects.
- c. Plan, assign, supervise, direct, and oversee the work of employees engaged in the installation, repair, and maintenance of grounds facilities.
- d. Analyze data and information and draw logical conclusions.
- e. Select, train, supervise, and evaluate employees.
- f. Train personnel on unit activities, procedures and regulations.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Respond to emergency and problem situations in an effective manner.
- j. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- k. Explain and apply policies and procedures.
- l. Interpret and apply rules, regulations, legislation and policies.
- m. Understand and follow verbal and written directions.
- n. Oversee the use and care of a variety of tools, materials, and equipment common to the park maintenance and the care of trees.
- o. Plan, assign and inspect the work of subordinates.
- p. Allocate equipment, materials, and personnel in a cost-effective manner.
- q. Prepare cost estimates for time, materials and equipment.
- r. Attend public meetings as needed.
- s. Prepare and present reports.
- t. Accurately diagnose and remedy tree issues, including removals and chemical treatments as needed.

### **QUALIFICATION GUIDELINES**

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

**Experience:**

Two (2) years of experience in parks and landscape maintenance, design, development, or repair work in a lead capacity.

**Education:**

A Bachelor's degree with major course work in horticulture or closely related field.

**Licenses and Certifications:**

Possession of, or ability to obtain with 12 months of hire, a valid California Driver's License and satisfactory driving record.

Possession of or ability to obtain a valid Pest Control Applicator License.

Certification as an Arborist by the International Society of Arboriculture and other similar or more advanced certifications and credentials are highly desirable.

**Knowledge and Skills:**

Considerable knowledge of methods, materials, and equipment used in turf management; irrigation programs; park, parkway and median maintenance; tree trimming and pest control; advantages and disadvantages of various types of turf, trees and tree pests; equipment and their application in turf and tree management; equipment inspection, maintenance, and repair; pertinent laws, codes, safety orders, and safe work practices related to grounds maintenance and repair; principles of supervision and training.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**ENVIRONMENTAL CONDITIONS**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

**PHYSICAL DEMANDS**

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

Environment: Work is performed primarily in a standard office setting and outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment

and vehicles; and to verbally communicate to exchange information; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date Adopted: 06/13/06

## CITY OF GLENDORA

### HUMAN SERVICES SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### DEFINITION

Under general direction, plans, coordinates, directs, and supervises a wide range of recreation programs and activities; organizes and conducts special events; supervises staff; performs related duties as required.

#### CLASS CHARACTERISTICS

This class reports to the Human Services Manager. This class has responsibility for planning and supervising major recreational programs and assists in formulating division policy.

#### ESSENTIAL JOB FUNCTIONS

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Plans, develops, organizes, and supervises leisure time activities for participants from preschool to advanced age groups and annual calendar of community programs; supervises excursions. (a c h i j l m n)
2. Determines personnel, equipment, and material needs for program activities. (a b c d e f g h i j m)
3. Participates in interviewing, hiring, training, supervising, and evaluating recreation personnel including permanent staff, part-time staff, contract employees, and volunteers. (a b c e f g h)
4. Coordinates scheduling of contract instructors; plans arts and crafts and cultural activities; special events, and other activities for year-round and seasonal programs. (a b c d f g h i j l m o)
5. Coordinates reservation of public facilities, setups, takedowns, and cleaning. (a c d f g h j m)
6. Supervises the collection and accounting of money for class registrations; submits purchase requisitions; prepares budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas. (a c g h i j k l m)



## Recreation Supervisor

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7. Drafts news releases and public brochures concerning recreation and leisure activities; maintains inventories of program supplies and equipment. (a c f g h i j k l m n)
8. Evaluates program attendance, participant responses and costs, and makes recommendations regarding the continuance or cancellation of programs. (a c d g h i j k l m n)
9. Analyzes trends in recreation programming, community attitudes, programs being offered, program requests, socio-economic issues, population age groupings, and other factors in program planning. (a c f g h i j m n o)
10. Attends meetings and assists in the preparation and presentation of staff reports; meets with various governmental agencies and professional and community groups to promote existing recreational and leisure activities and programs and to develop new programs. (f g h j m n o)

REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Write reports and keep accurate records.
- b. Supervise and evaluate the work of staff.
- c. Make decisions regarding operational and personnel functions.
- d. Respond to problem situations in an effective manner.
- e. Train personnel on program activities, procedures and regulations.
- f. Communicate effectively with a variety of personnel and establish effective working relationships.
- g. Explain and apply policies and procedures.
- h. Understand and follow verbal and written directions.
- i. Operate programs within budgetary limitations.
- j. Analyze data and information.
- k. Perform mathematical computations.
- l. Operate a computer and use a variety of computer software.
- m. Interpret and apply rules, regulations, legislation and policies.

## Recreation Supervisor

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- n. Analyze community needs as related to departmental programs and formulate goals and objectives.
- o. Effectively work with people having varied socio-economic standings.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

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

A Bachelor's degree with major course work in recreation or related field and two years of recreation program experience in a lead supervisory capacity.

Knowledge and Skill Levels

Considerable knowledge of the theories, principles, practices, and programs common to the field of recreation and leisure services and community center operations and management; budgeting and personnel management as practiced in public agencies; principles of supervision; first aid methods and safety practices related to recreational program planning and evaluation; methods for identifying community recreation needs.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in a standard office setting and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; incumbents may be required to work extended hours including evenings and weekends; duties may be performed at a desk or computer terminal; frequent interruptions and contact in person and on the telephone with a variety of City staff, the general public, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; and to verbally communicate to

Recreation Supervisor

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exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date Adopted: 04/09/2024

## CITY OF GLENDORA HUMAN SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under administrative direction, plans, directs, coordinates, and evaluates the activities of the Human Services Division; implements policies and establishes procedures related to each divisions' functions; develops and administers each divisions' budget; establishes and maintains effective contact with community leaders and groups; performs related duties as required.

### CLASS CHARACTERISTICS

This class assists in formulating department policy, reports directly to the Director of Community Services, and supervises full-time, part-time, seasonal, and volunteer staff.

### ESSENTIAL JOB FUNCTIONS

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Develops, maintains and implements policies, procedures and regulations relating to Human Services programs and operations; ensures all activities and programs are conducted in accordance with related laws, ordinances, rules and regulations; ensures that policies are administered equitably. (a b d e f g h i j k m n o p)
2. Develops short and long term goals for each division; facilitates successful completion of set goals. (a b d e f g h i j k m n o p)
3. Plans, directs, and coordinates Human Services, and other specialized programs, services, and activities including Outreach, Nutrition and Information & Referral; manages contracts and cooperative agreements for Human Services programs and classes. (a b d g h i m n o q r)
4. Directs facility management and maintenance for assigned facility; solicits, evaluates, and administers maintenance and repair contracts; oversees all facility usage and maintenance. (a b c d e g h i j k n o q r)
5. Represents the City at various meetings with community groups, clubs, and organizations; coordinates programs with local schools, hospitals, and community agencies. (a b c f i m q r)
6. Prepares and administers the budget for the Human Services ; monitors expenditures to ensure fiscal responsibility; research, plan, and direct funds for capital projects. (a b c d g h i k n o p)
7. Prepares and administers grants and other proposals that provide funding; maintains and monitors requirements of county, state, and federal funding sources. (a b c d g h i k n o p)
8. Maintains Human Services Directory for referral of any available resources serving the community. (a b c d g h k l m)
9. Develops promotional materials for programs and services; markets Human Services programs offered to the community and senior citizen residents. (a b c d f g i j k l m o q)
10. Provides initial evaluation services to assist the public in receiving counseling and educational programs designed to aid individuals toward social adjustment, finding

## Human Services Superintendent

- 2 -

employment, housing, educational opportunities and community resources. (a c d e g h i j k l m o q r)

11. Acts as liaison to local community colleges, universities, school districts, other governmental agencies, private organizations, the Senior Advisory Committee, and specialized user groups to enhance and expand existing programs and services. Serves as staff liaison to the Partners of La Fetra, a non-profit organization established to benefit the La Fetra Center; provides direction and guidance to board members as necessary. (a b c d f i j k m o)
12. Supervises, directs, and organizes the senior citizen activities, special events and related leisure and specialized services. (a c d e g h i j k l m o q r)
13. Conducts special studies as assigned and submits related reports. (a b d g j k o p)
14. Selects assigned employees; oversees an extensive volunteer program; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates performance of employees and providers of contract services; executes disciplinary action. (a d e g q)
15. Manages and facilitates the rental of facilities including staffing, scheduling and collection of fees in accordance with set policies and procedures. (a b c f g o q r)

REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Plan, direct, and coordinate senior citizen and other human services programs.
- e. Train, supervise and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated funding.
- i. Coordinate, organize and implement nutrition, recreation and leisure time activities and work with a variety of organizations.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Prepare and distribute publicity related to division programs.
- m. Understand the diverse needs of senior citizens and design programs to meet those needs.
- n. Plan and enforce a balanced budget including the interpretation of financial statements and cost accounting reports.
- o. Identify methods to maximize service effectiveness and efficiency.
- p. Interpret financial statements and cost accounting reports. Administer contracts and ensure compliance with contract provisions.

## Human Services Superintendent

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- q. Work a flexible schedule.
- r. Mobility.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

ADDITIONAL FUNCTIONS

At the request of the Department head, with approval from the City Manager, a 10% stipend is available to the incumbent in this classification for additional duties taken on related to oversight of the administrative section of the Community Services Department, including but not limited, to acting in the Director's absence, personnel matters, and budget oversight and other direct oversight as recognized by the Department head. The stipend may be revoked at the recommendation of the Department head and concurrence with City Manager at any time.

QUALIFICATIONS GUIDELINES

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

A Bachelor's degree with major course work in social sciences or related field and three years of increasingly responsible professional experience in human services, social services, or a related field.

Knowledge and Skill Levels

Extensive knowledge of the principles and practices of human services program delivery and operation; thorough knowledge of the principles of organization, administration and supervision; community based resources, programs and organizations for referral purposes; federal and state regulations related to funding and grants proposals; methods and techniques of counseling; program evaluation and analysis methods; laws, ordinances, rules, and regulations governing the conduct of social services programs; organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision; office management and municipal budgetary processes; basic social service concepts.

Special Requirements

Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate

## Human Services Superintendent

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office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



Date Adopted: 04/09/2024

## CITY OF GLENDORA RECREATION MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### DEFINITION

Under administrative direction, plans, directs, and coordinates the activities of the Recreation and Teen Center divisions; implements policies and establishes procedures related to division functions; develops and administers the division budget; establishes and maintains liaison to the public; performs related duties as required.

### CLASS CHARACTERISTICS

This class reports to the Community Services Director and directs a large number of permanent, part-time, seasonal, and volunteer staff through subordinate Recreation Supervisors.

### ESSENTIAL JOB FUNCTIONS

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Maintains and implements policies and regulations relating to recreational activity and facility maintenance for various City recreation facilities; ensures that policies are administered equitably. (a b d g h j k l m)
2. Plans, directs, and coordinates recreation activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules, and regulations; develops comprehensive plans to satisfy future needs for services. (a b d e g h j k l m o)
3. Acts as department liaison with college and school districts, other governmental agencies, and private organizations; networks with other agencies to enhance existing programs and services and/or to bring new activities/services into existence. (a b c d f g h i j k l m o r)
4. Manages golf course and facilities maintenance for various City recreation facilities by administering contract services; maintains liaison with contracting agencies and service providers; ensures adherence with contract provisions. (a b c d f g h i j k l m o r)
5. Prepares and administers the budget for the Recreation division including the Teen Center budget; research, plan, and direct funds for capital projects. (a b d g h j k l n p)

## Recreation Superintendent

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6. Advises, and otherwise provides assistance to the Youth Sport Heritage and Preservation Boards, other City personnel, other agencies, and the public regarding recreation related issues. (a b c d f g h i j k l m o)
7. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g j k m)
8. Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other Parks and Recreation departments, and professional organizations. (a c d f i j k m)

REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
- d. Plan, direct, and coordinate the work of a division of the Community Services Department; organize several facilities and events simultaneously.
- e. Train, supervise and evaluate employees.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Work with a variety of organizations.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.
- l. Identify methods to maximize service effectiveness and efficiency.
- m. Deal constructively with conflict and develop effective resolutions.
- n. Assist in planning and enforcing a balanced budget.
- o. Develop new policies impacting division operations/procedures.

## Recreation Superintendent

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- p. Interpret financial statements and cost accounting reports.
- q. Administer contracts and ensure compliance with contract provisions.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

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

A Bachelor's degree with major course work in recreation or a related field and three years of increasingly responsible professional experience in public recreation that would include or be supplemented by two years of supervisory experience.

Knowledge and Skill Levels

Extensive knowledge of the principles and practices of public recreation programs and community services; inter-governmental and private recreation programs, facilities, and resources; a variety of sports/youth sports organizations; related laws, ordinances, rules, and regulations; community organization and methods for assessing and stimulating meaningful public interest and participation; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision. Considerable knowledge of the principles and practices of park facilities maintenance.

Special Requirements

Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record.

Ability to work nights and weekends to attend meetings, special events, and various other activities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

## Recreation Superintendent

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Physical: Primary functions require sufficient physical ability and mobility to work in an office setting with travel from site to site to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006

**CITY OF GLENDORA  
PART-TIME EMPLOYEES  
SALARY SCHEDULE**

Revised 04/09/2024

				APPROXIMATE HOURLY				
	POSITION TITLE	TYPE	EFFECTIVE	Step 1	Step 2	Step 3	Step 4	Step 5
1	PT ADMINISTRATIVE ASSISTANT	PTL	7/10/2023	25.59	26.87	28.21	29.62	31.10
2	PT BUILDING INSPECTOR	PTL	7/10/2023	32.33	33.95	35.65	37.43	39.30
3	PT COMMUNITY SERVICES OFFICER	PTL	7/10/2023	24.64	25.87	27.17	28.53	29.95
4	PT EXECUTIVE ASSISTANT	PTL	7/10/2023	31.18	32.73	34.37	36.09	37.89
5	PT JAILER	PTL	7/10/2023	25.26	26.52	27.85	29.24	30.70
6	PT LIBRARIAN I	PTL	7/10/2023	30.78	32.31	33.93	35.63	37.41
7	PT LIBRARIAN II	PTL	7/10/2023	35.69	37.47	39.35	41.32	43.38
8	PT MAINTENANCE WORKER	PTL	7/10/2023	22.88	24.03	25.23	26.49	27.81
9	PT OFFICE ASSISTANT	PTL	7/10/2023	19.73	20.72	21.75	22.84	23.98
10	PT PLANNING TECHNICIAN	PTL	7/10/2023	25.89	27.18	28.54	29.97	31.47
11	PT POLICE LIEUTENANT	PTL	7/10/2023	75.54	79.32	83.28	87.45	91.82
12	PT POLICE OFFICER	PTL	7/10/2023	41.96	44.06	46.26	48.58	51.01
13	PT POLICE RECORDS SPECIALIST	PTL	7/10/2023	21.78	22.87	24.01	25.21	26.47
14	PT POLICE SERGEANT	PTL	7/10/2023	62.14	65.24	68.50	71.93	75.53
15	PT POLICE DISPATCHER I	PTL	7/10/2023	26.54	27.86	29.26	30.72	32.26
16	PT POLICE DISPATCHER II	PTL	7/10/2023	32.33	33.95	35.65	37.43	39.30
17	PT REC & HUMAN SERVICES COORD	PTL	7/10/2023	25.26	26.52	27.85	29.24	30.70
18	PT RETIRED ANNUITANT	PTL	7/10/2023	28.24	29.66	31.14	32.70	34.33
19	PT SENIOR OFFICE ASSISTANT	PTL	7/10/2023	21.78	22.87	24.01	25.21	26.47
20	PT WATER CONSERVATION OFFICER	PTL	7/10/2023	27.88	29.27	30.74	32.28	33.89
21	PT ADMINISTRATIVE INTERN	PT	12/25/2023	20.48	21.51	22.58	23.71	24.90
22	PT ASSISTANT MECHANIC	PT	12/25/2023	19.02	19.97	20.97	22.02	23.12
23	PT ASSISTANT RECREATION LEADER	PT	12/25/2023	17.66	18.54	19.47	20.44	21.47
24	PT LIBRARY AIDE I	PT	12/25/2023	16.00	16.80	17.64	18.52	19.45
25	PT LIBRARY AIDE II	PT	12/25/2023	18.56	19.48	20.46	21.48	22.55
26	PT LIBRARY AIDE III	PT	12/25/2023	20.99	22.04	23.15	24.30	25.52
27	PT LIBRARY AIDE IV	PT	12/25/2023	23.17	24.33	25.55	26.83	28.17
28	PT LIBRARY AIDE V	PT	12/25/2023	32.74	34.38	36.10	37.90	39.80
29	PT LIBRARY PAGE	PT	12/25/2023	16.00	16.80	17.64	18.52	19.45
30	PT MAINTENANCE AIDE II	PT	12/25/2023	22.61	23.74	24.92	26.17	27.48
31	PT MARKETING INTERN	PT	12/25/2023	16.00	16.80	17.64	18.52	19.45
32	PT OFFICE AIDE I	PT	12/25/2023	16.00	16.80	17.64	18.52	19.45
33	PT OFFICE AIDE II	PT	12/25/2023	17.66	18.54	19.47	20.44	21.47
34	PT OFFICE AIDE III	PT	12/25/2023	18.56	19.48	20.46	21.48	22.55
35	PT OFFICE AIDE IV	PT	12/25/2023	19.98	20.98	22.03	23.13	24.29
36	PT POLICE CADET	PT	12/25/2023	16.00	16.80	17.64	18.52	19.45
37	PT RECREATION AIDE	PT	12/25/2023	16.00	16.80	17.64	18.52	19.45
38	PT RECREATION LEADER	PT	12/25/2023	19.02	19.97	20.97	22.02	23.12
39	PT RECREATION SPECIALIST I	PT	12/25/2023	22.06	23.16	24.32	25.53	26.81
40	PT RECREATION SPECIALIST II	PT	12/25/2023	25.58	26.86	28.20	29.61	31.09
41	PT RESERVE POLICE OFFICER	PT	12/25/2023	17.23	18.09	19.00	19.95	20.94

**CITY OF GLENDORA**  
**AFSCME SALARY SCHEDULE**  
**SALARY SCHEDULE EFFECTIVE JULY 10, 2023**

Revised 7/1/2023

		APPROXIMATE MONTHLY					
	POSITION TITLE	EFFECTIVE	Step 1	Step 2	Step 3	Step 4	Step 5
1	ACCOUNTANT	7/10/2023	5,467.71	5,741.10	6,028.15	6,329.56	6,646.04
2	ACCOUNTING TECHNICIAN	7/10/2023	3,869.65	4,063.13	4,266.29	4,479.60	4,703.58
3	ASSISTANT PLANNER	7/10/2023	5,604.40	5,884.62	6,178.85	6,487.80	6,812.19
4	ASSOCIATE PLANNER	7/10/2023	6,340.00	6,657.00	6,990.00	7,340.00	7,707.00
5	BUILDING INSPECTOR	7/10/2023	5,604.40	5,884.62	6,178.85	6,487.80	6,812.19
6	BUILDING TECHNICIAN	7/10/2023	4,378.15	4,597.06	4,826.91	5,068.26	5,321.67
7	CIVIL ENGINEERING ASSISTANT	7/10/2023	5,604.40	5,884.62	6,178.85	6,487.80	6,812.19
8	CIVIL ENGINEERING ASSISTANT II	7/10/2023	6,499.39	6,824.36	7,165.58	7,523.86	7,900.05
9	COMMUNITY PRESERVATION OFFICER	7/10/2023	5,204.25	5,464.46	5,737.68	6,024.57	6,325.79
10	COMMUNITY SERVICES OFFICER	7/10/2023	4,271.37	4,484.94	4,709.18	4,944.64	5,191.87
11	CONSTRUCTION INSPECTOR	7/10/2023	5,744.51	6,031.74	6,333.33	6,649.99	6,982.49
12	COURT LIASON	7/10/2023	5,334.35	5,601.07	5,881.12	6,175.18	6,483.94
13	DIGITAL MEDIA SPECIALIST	7/10/2023	6,186.21	6,495.52	6,820.30	7,161.31	7,519.38
14	DIGITAL MEDIA TECHNICIAN	7/10/2023	5,204.25	5,464.46	5,737.68	6,024.57	6,325.79
15	ENGINEERING TECHNICIAN	7/10/2023	4,599.79	4,829.78	5,071.27	5,324.84	5,591.08
16	HUMAN SVCS AND OUTREACH COORDINATOR	7/10/2023	5,334.35	5,601.07	5,881.12	6,175.18	6,483.94
17	JAILER	7/10/2023	4,378.15	4,597.06	4,826.91	5,068.26	5,321.67
18	LIBRARIAN I	7/10/2023	5,334.35	5,601.07	5,881.12	6,175.18	6,483.94
19	LIBRARIAN II	7/10/2023	6,186.21	6,495.52	6,820.30	7,161.31	7,519.38
20	LIBRARY TECHNICIAN	7/10/2023	3,869.65	4,063.13	4,266.29	4,479.60	4,703.58
21	MAINTENANCE LEAD WORKER	7/10/2023	4,953.48	5,201.15	5,461.21	5,734.27	6,020.98
22	MAINTENANCE WORKER	7/10/2023	3,966.39	4,164.71	4,372.94	4,591.59	4,821.17
23	MECHANIC	7/10/2023	4,599.79	4,829.78	5,071.27	5,324.84	5,591.08
24	OFFICE ASSISTANT	7/10/2023	3,420.20	3,591.21	3,770.78	3,959.31	4,157.28
25	PAYROLL ACCOUNTANT	7/10/2023	5,467.71	5,741.10	6,028.15	6,329.56	6,646.04
26	PLANNING TECHNICIAN	7/10/2023	4,487.60	4,711.99	4,947.58	5,194.96	5,454.71
27	PLANS EXAMINER	7/10/2023	6,499.39	6,824.36	7,165.58	7,523.86	7,900.05
28	POLICE DISPATCHER I	7/10/2023	4,599.79	4,829.78	5,071.27	5,324.84	5,591.08
29	POLICE DISPATCHER II	7/10/2023	5,604.40	5,884.62	6,178.85	6,487.80	6,812.19
30	POLICE OFFICER TRAINEE	7/10/2023	5,204.25	5,464.46	5,737.68	6,024.57	6,325.79
31	POLICE RECORDS SPECIALIST	7/10/2023	3,775.27	3,964.03	4,162.23	4,370.34	4,588.86
32	PROPERTY AND EVIDENCE TECHNICIAN	7/10/2023	4,832.66	5,074.29	5,328.01	5,594.41	5,874.13
33	RECREATION & HUMAN SVCS COORDINATOR	7/10/2023	4,378.15	4,597.06	4,826.91	5,068.26	5,321.67
34	REGISTERED ASSOCIATE CIVIL ENGINEER	7/10/2023	7,353.46	7,721.14	8,107.19	8,512.55	8,938.18
35	SENIOR ACCOUNTANT	7/10/2023	6,340.00	6,657.00	6,990.00	7,340.00	7,707.00
36	SENIOR ACCOUNTING TECHNICIAN	7/10/2023	4,378.15	4,597.06	4,826.91	5,068.26	5,321.67
37	SENIOR COMMUNITY SERVICES OFFICER	7/10/2023	5,204.25	5,464.46	5,737.68	6,024.57	6,325.79
38	SENIOR DIGITAL MEDIA SPECIALIST	7/10/2023	7,174.11	7,532.82	7,909.46	8,304.93	8,720.18
39	SENIOR LIBRARY TECHNICIAN	7/10/2023	4,167.19	4,375.55	4,594.32	4,824.04	5,065.24
40	SENIOR MAINTENANCE WORKER	7/10/2023	4,378.15	4,597.06	4,826.91	5,068.26	5,321.67
41	SENIOR OFFICE ASSISTANT	7/10/2023	3,775.27	3,964.03	4,162.23	4,370.34	4,588.86
42	WATER CONSERVATION OFFICER	7/10/2023	4,832.66	5,074.29	5,328.01	5,594.41	5,874.13
43	WATER PRODUCTION LEAD OPERATOR	7/10/2023	5,888.13	6,182.53	6,491.66	6,816.24	7,157.05
44	WATER PRODUCTION OPERATOR I	7/10/2023	4,832.66	5,074.29	5,328.01	5,594.41	5,874.13
45	WATER PRODUCTION OPERATOR II	7/10/2023	5,334.35	5,601.07	5,881.12	6,175.18	6,483.94
46	WATER UTILITY LEADWORKER	7/10/2023	5,604.40	5,884.62	6,178.85	6,487.80	6,812.19
47	WATER UTILITY WORKER I	7/10/2023	4,487.60	4,711.99	4,947.58	5,194.96	5,454.71
48	WATER UTILITY WORKER II	7/10/2023	5,077.31	5,331.18	5,597.74	5,877.62	6,171.51
49	WATER UTILITY WORKER TRAINEE	7/10/2023	3,869.65	4,063.13	4,266.29	4,479.60	4,703.58

**CITY OF GLENDORA**  
**GLENDORA MANAGEMENT ASSOCIATION SALARY SCHEDULE**  
**SALARY SCHEDULE**

Revised 04/09/2024

		APPROXIMATE MONTHLY					
	POSITION TITLE	Effective	Step 1	Step 2	Step 3	Step 4	Step 5
1	ACCOUNTING MANAGER	4/9/2024	8,638.73	9,070.66	9,524.20	10,000.41	10,500.43
2	ACCOUNTING SUPERVISOR	3/24/2024	7,635.38	8,017.14	8,418.00	8,838.90	9,280.85
3	ADMINISTRATIVE ASSISTANT	7/10/2023	4,435.12	4,656.88	4,889.72	5,134.21	5,390.92
4	ARBORIST	7/10/2023	4,546.00	4,773.30	5,011.96	5,262.56	5,525.69
5	ASSISTANT DIRECTOR-FINANCE	7/10/2023	11,058.30	11,611.22	12,191.78	12,801.37	13,441.43
6	ASSISTANT DIRECTOR-HUMAN RESOURCES	7/10/2023	11,058.30	11,611.22	12,191.78	12,801.37	13,441.43
7	ASSISTANT PUBLIC WORKS DIRECTOR	7/10/2023	11,058.30	11,611.22	12,191.78	12,801.37	13,441.43
8	BUILDING OFFICIAL	7/10/2023	9,535.54	10,012.32	10,512.93	11,038.58	11,590.51
9	BUSINESS SERVICES MANAGER	7/10/2023	9,076.06	9,529.87	10,006.36	10,506.68	11,032.01
10	CITY CLERK SPECIALIST	7/10/2023	5,271.96	5,535.56	5,812.34	6,102.96	6,408.11
11	CITY PLANNER	7/10/2023	9,535.54	10,012.32	10,512.93	11,038.58	11,590.51
12	DEPUTY CITY CLERK/ RECORDS MANAGER	7/10/2023	6,917.27	7,263.14	7,626.29	8,007.61	8,407.99
13	ECONOMIC DEVELOPMENT & HOUSING MGR	4/9/2024	9,535.54	10,012.32	10,512.93	11,038.58	11,590.51
14	EQUIPMENT MAINTENANCE SUPERVISOR	7/10/2023	6,113.86	6,419.56	6,740.53	7,077.56	7,431.44
15	EXECUTIVE ASSISTANT	7/10/2023	5,403.76	5,673.95	5,957.65	6,255.53	6,568.31
16	FACILITIES MAINTENANCE SUPERVISOR	7/10/2023	6,113.86	6,419.56	6,740.53	7,077.56	7,431.44
17	HUMAN RESOURCES ANALYST	7/10/2023	5,964.74	6,262.98	6,576.13	6,904.94	7,250.18
18	HUMAN RESOURCES TECHNICIAN	7/10/2023	4,895.54	5,140.32	5,397.34	5,667.20	5,950.56
19	HUMAN SERVICES MANAGER	4/9/2024	8,638.73	9,070.66	9,524.20	10,000.41	10,500.43
20	HUMAN SERVICES SUPERVISOR	4/9/2024	6,113.86	6,419.56	6,740.53	7,077.56	7,431.44
21	INFO. SYSTEMS TECHNOLOGY SUPERVISOR	7/10/2023	7,090.21	7,444.72	7,816.95	8,207.80	8,618.19
22	INFORMATION TECHNOLOGY PROJECT MGR	7/10/2023	9,076.06	9,529.87	10,006.36	10,506.68	11,032.01
23	LIBRARY SERVICES MANAGER	4/9/2024	8,638.73	9,070.66	9,524.20	10,000.41	10,500.43
24	MANAGEMENT AIDE	7/10/2023	5,271.96	5,535.56	5,812.34	6,102.96	6,408.11
25	MANAGEMENT ANALYST	7/10/2023	5,819.26	6,110.23	6,415.74	6,736.52	7,073.35
26	OFFICE COORDINATOR	7/10/2023	5,271.96	5,535.56	5,812.34	6,102.96	6,408.11
27	PARKS AND LANDSCAPE CONTRACT SUPV	4/9/2024	6,113.86	6,419.56	6,740.53	7,077.56	7,431.44
28	PAYROLL SUPERVISOR	7/10/2023	7,635.38	8,017.14	8,418.00	8,838.90	9,280.85
29	POLICE DISPATCH SUPERVISOR	7/10/2023	6,266.71	6,580.04	6,909.05	7,254.50	7,617.22
30	POLICE RECORDS SUPERVISOR	7/10/2023	5,819.26	6,110.23	6,415.74	6,736.52	7,073.35
31	PRINCIPAL CIVIL ENGINEER	7/10/2023	9,076.06	9,529.87	10,006.36	10,506.68	11,032.01
32	PRINCIPAL PLANNER	7/10/2023	9,302.96	9,768.11	10,256.52	10,769.34	11,307.81
33	PURCHASING COORDINATOR	7/10/2023	5,538.86	5,815.80	6,106.59	6,411.92	6,732.52
34	PW MAINTENANCE & OPERATIONS MGR	7/10/2023	8,638.73	9,070.66	9,524.20	10,000.41	10,500.43
35	PW MAINTENANCE & OPERATIONS SUPVSR	7/10/2023	6,113.86	6,419.56	6,740.53	7,077.56	7,431.44
36	RECREATION MANAGER	4/9/2024	8,638.73	9,070.66	9,524.20	10,000.41	10,500.43
37	RECREATION SUPERVISOR	7/10/2023	6,113.86	6,419.56	6,740.53	7,077.56	7,431.44
38	RISK MANAGEMENT ADMINISTRATOR	7/10/2023	6,748.56	7,085.99	7,440.29	7,812.30	8,202.92
39	SENIOR HUMAN RESOURCES ANALYST	7/10/2023	7,267.46	7,630.83	8,012.38	8,412.99	8,833.64
40	SENIOR LIBRARIAN	7/10/2023	5,819.26	6,110.23	6,415.74	6,736.52	7,073.35
41	SENIOR MANAGEMENT ANALYST	7/10/2023	6,748.56	7,085.99	7,440.29	7,812.30	8,202.92
42	SENIOR PLANNER	7/10/2023	7,449.15	7,821.60	8,212.68	8,623.32	9,054.49
43	SUPPORT SERVICES MANAGER	7/10/2023	5,677.33	5,961.20	6,259.26	6,572.22	6,900.83
44	SUPPORT SERVICES SUPERVISOR	7/10/2023	7,267.46	7,630.83	8,012.38	8,412.99	8,833.64
45	TRANSPORTATION MANAGER	4/9/2024	9,535.54	10,012.32	10,512.93	11,038.58	11,590.51
46	WATER DIVISION MANAGER	7/10/2023	9,076.06	9,529.87	10,006.36	10,506.68	11,032.01
47	WATER PRODUCTION SUPERVISOR	7/10/2023	6,748.56	7,085.99	7,440.29	7,812.30	8,202.92
48	WATER UTILITY SUPERVISOR	7/10/2023	6,748.56	7,085.99	7,440.29	7,812.30	8,202.92



**CITY OF GLENDORA  
POLICE OFFICERS ASSOCIATION SALARY SCHEDULE  
SALARY SCHEDULE EFFECTIVE JULY 10, 2023**

Revised 7/1/2023

		APPROXIMATE MONTHLY					
	POSITION TITLE	EFFECTIVE	Step 1	Step 2	Step 3	Step 4	Step 5
1	POLICE OFFICER	7/10/2023	7,273.41	7,637.07	8,018.93	8,419.87	8,840.87
2	POLICE OFFICER - INT POST	7/10/2023	7,623.41	7,987.07	8,368.93	8,769.87	9,190.87
3	POLICE OFFICER - ADVANCED POST	7/10/2023	7,823.41	8,187.07	8,568.93	8,969.87	9,390.87
4	POLICE CORPORAL	7/10/2023	8,432.56	8,854.19	9,296.90	9,761.74	10,005.79
5	POLICE CORPORAL - INT POST	7/10/2023	8,782.56	9,204.19	9,646.90	10,111.74	10,355.79
6	POLICE CORPORAL - ADVANCED POST	7/10/2023	8,982.56	9,404.19	9,846.90	10,311.74	10,555.79

**CITY OF GLENDORA  
POLICE MANAGEMENT ASSOCIATION SALARY SCHEDULE  
SALARY SCHEDULE EFFECTIVE JULY 10, 2023**

Revised 7/1/2023

		APPROXIMATE MONTHLY					
	POSITION TITLE	EFFECTIVE	Step 1	Step 2	Step 3	Step 4	Step 5
1	POLICE SERGEANT	7/10/2023	10,770.24	11,308.75	11,874.18	12,467.89	13,091.29
2	POLICE SERGEANT - SUPERVISORY POST	7/10/2023	11,370.24	11,908.75	12,474.18	13,067.89	13,691.29
3	POLICE SERGEANT - MANAGEMENT POST	7/10/2023	11,470.24	12,008.75	12,574.18	13,167.89	13,791.29
4	POLICE LIEUTENANT	7/10/2023	13,093.83	13,748.52	14,435.94	15,157.74	15,915.63
5	POLICE LIEUTENANT - SUPERVISORY POST	7/10/2023	13,693.83	14,348.52	15,035.94	15,757.74	16,515.63
6	POLICE LIEUTENANT - MANAGEMENT POST	7/10/2023	13,793.83	14,448.52	15,135.94	15,857.74	16,615.63
7	POLICE CAPTAIN	7/10/2023	15,158.41	15,916.33	16,712.13	17,547.74	18,425.13
8	POLICE CAPTAIN - SUPERVISORY POST	7/10/2023	15,758.41	16,516.33	17,312.13	18,147.74	19,025.13
9	POLICE CAPTAIN - MANAGEMENT POST	7/10/2023	15,858.41	16,616.33	17,412.13	18,247.74	19,125.13

**CITY OF GLENDORA  
EXECUTIVE DIRECTORS  
SALARY SCHEDULE**

Revised 03/28/2024

			APPROXIMATE MONTHLY									
	POSITION TITLE	EFFECTIVE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	CITY MANAGER	3/12/2024	25,416.67									
2	ADMIN SVCS DIRECTOR/CITY TREASURER	7/10/2023	14,678.53	15,045.49	15,421.63	15,807.17	16,202.35	16,607.41	17,022.59	17,448.16	17,884.36	18,331.47
3	ASSISTANT CITY MANAGER	4/9/2024	17,181.61	17,611.16	18,051.43	18,502.72	18,965.29	19,439.42	19,925.41	20,423.54	20,934.13	21,457.48
4	CITY CLERK/COMMUNICATIONS DIRECTOR	7/10/2023	12,589.17	12,903.90	13,226.50	13,557.16	13,896.09	14,243.49	14,599.58	14,964.57	15,338.68	15,722.15
5	COMMUNITY DEVELOPMENT DIRECTOR	7/10/2023	14,163.72	14,517.82	14,880.76	15,252.78	15,634.10	16,024.95	16,425.58	16,836.21	17,257.12	17,688.55
6	DEPUTY CITY MANAGER	4/9/2024	16,363.41	16,772.50	17,191.81	17,621.60	18,062.14	18,513.70	18,976.54	19,450.95	19,937.23	20,435.66
7	FINANCE DIRECTOR / CITY TREASURER	9/26/2023	14,163.72	14,517.82	14,880.76	15,252.78	15,634.10	16,024.95	16,425.58	16,836.21	17,257.12	17,688.55
8	INFO TECHNOLOGY DIRECTOR	7/10/2023	12,589.17	12,903.90	13,226.50	13,557.16	13,896.09	14,243.49	14,599.58	14,964.57	15,338.68	15,722.15
9	LIBRARY DIRECTOR	7/10/2023	11,727.26	12,020.44	12,320.96	12,628.98	12,944.70	13,268.32	13,600.03	13,940.03	14,288.53	14,645.75
10	POLICE CHIEF	7/10/2023	17,181.61	17,611.16	18,051.43	18,502.72	18,965.29	19,439.42	19,925.41	20,423.54	20,934.13	21,457.48
11	PUBLIC WORKS DIRECTOR	7/10/2023	14,163.72	14,517.82	14,880.76	15,252.78	15,634.10	16,024.95	16,425.58	16,836.21	17,257.12	17,688.55
12	RECREATION AND HUMAN SVCS DIRECTOR	7/10/2023	12,589.17	12,903.90	13,226.50	13,557.16	13,896.09	14,243.49	14,599.58	14,964.57	15,338.68	15,722.15

# MID-YEAR BUDGET REVIEW

## Fiscal Year 2023-2024

Administrative Services Department  
Finance

City Council Meeting  
April 9, 2024

Kyle Johnson, Finance Director/City Treasurer

Meeting Date: 4/9/2024 / Packet Page #: 215

[CityOfGlendora.org](http://CityOfGlendora.org)

# Mid-Year Review Process

The Mid-Year Review process includes review and analysis by all City Departments and is part of managing a dynamic City. Financial planning/forecasting is done with the best available information at the time, however, the economy, elections, shopping trends, and legislation can change our planning assumptions quickly.

The review resulted in common Mid-Year budget adjustment scenarios summarized below.

- Some revenue trends exceed or will not meet the budget.
- Revenues have been received but there was no budget (typically grant funding).
- Expenditure increases requested due to identified needs subsequent to budget adoption.
- Expenditure decreases due to changes in activity (often related to reduction in revenue).

# GENERAL FUND & MEASURE E SUMMARY

FUND	ESTIMATED BEGINNING BALANCE 07/01/2023	FY 2024 AMENDED BUDGET REVENUES	FY 2024 MID-YEAR ADJUSTMENT REVENUES	FY 2024 AMENDED BUDGET EXPENDITURES	FY 2024 MID-YEAR ADJUSTMENT EXPENDITURES	ESTIMATED ENDING BALANCE 06/30/2024
GENERAL FUND	17,622,380	41,545,236	(46,320)	40,745,710	282,255	18,093,331
MEASURE E	-	8,951,100	-	8,942,100	9,000	-
<b>TOTAL</b>	<b>17,622,380</b>	<b>50,496,336</b>	<b>(46,320)</b>	<b>49,687,810</b>	<b>291,255</b>	<b>18,093,331</b>

## Revenue Adjustments:

- Community Development: \$50,000 decrease in building permit and plan check fees.
- Police: \$15,000 increase for Cal OES funding for Dispatch training.

## Expenditure Adjustments:

- Police Department: \$104,130 increase for hiring needs, training requirements, and contract services.
- Public Works: \$132,450 increase for facilities and parks maintenance activities.
- Recreation & Humans Services: \$5,000 increase for personnel costs.

Overall, with the adjustments, the General Fund is balanced and the City meets the reserve policy requirements.



# GENERAL FUND MULTI-YEAR FINANCIAL FORECAST

## CITY OF GLENDORA GENERAL FUND MULTI-YEAR FINANCIAL FORECAST

		FY 2023 ACTUAL	FY 2023-24 AMENDED		FY 2023-24 MID-YEAR		FY 2024-25 ADOPTED		FY 2025-26 PROJECTED		FY 2026-27 PROJECTED		FY2027-28 PROJECTED		FY2028-29 PROJECTED	
1	BEGINNING BALANCE				\$ 17,622,380		\$ 18,093,331		\$ 18,517,006		\$ 18,517,006		\$ 18,517,006		\$ 18,517,006	
	REVENUE															
2	Property Taxes	\$ 16,396,478	\$ 16,760,300	2.2%	\$ 16,760,300	0.0%	\$ 17,302,900	3.2%	\$ 17,926,400	3.6%	\$ 18,875,800	5.3%	\$ 19,697,600	4.4%	\$ 19,739,600	0.2%
3	Sales Tax	11,338,329	11,514,000	1.5%	11,514,000	0.0%	11,820,000	2.7%	11,870,000	0.4%	11,920,000	0.4%	11,920,000	0.0%	11,920,000	0.0%
4	Other Taxes	3,645,228	3,602,000	-1.2%	3,602,000	0.0%	3,617,000	0.4%	3,607,000	-0.3%	3,632,000	0.7%	3,642,000	0.3%	3,662,000	0.5%
5	Licenses & Permits	1,438,478	1,207,475	-16.1%	1,182,475	-2.1%	1,212,475	2.5%	1,212,475	0.0%	1,212,475	0.0%	1,212,475	0.0%	1,212,475	0.0%
6	Fines & Forfeitures	266,404	222,000	-16.7%	222,000	0.0%	222,000	0.0%	222,000	0.0%	222,000	0.0%	222,000	0.0%	222,000	0.0%
7	Rents & Interest	2,081,559	1,492,275	-28.3%	1,489,625	-0.2%	1,530,750	2.8%	1,561,000	2.0%	1,583,710	1.5%	1,606,470	1.4%	1,634,700	1.8%
8	Plan, Bldg & Eng	1,598,319	1,507,710	-5.7%	1,482,710	-1.7%	1,507,710	1.7%	1,507,710	0.0%	1,507,710	0.0%	1,507,710	0.0%	1,507,710	0.0%
9	Admin, Rec & Library	1,026,902	964,120	-6.1%	955,450	-0.9%	979,700	2.5%	980,045	0.0%	981,110	0.1%	982,010	0.1%	982,038	0.0%
10	All Other	7,626,452	575,356	-92.5%	590,356	2.6%	370,725	-37.2%	367,755	-0.8%	368,755	0.3%	374,260	1.5%	370,265	-1.1%
11	Transfers In-Measure E	-	3,700,000	0.0%	3,700,000	0.0%	3,919,470	5.9%	3,818,700	-2.6%	4,125,000	8.0%	3,925,000	-4.8%	4,020,000	2.4%
	REVENUE TOTAL	\$ 45,418,148	\$ 41,545,236	-8.5%	\$ 41,498,916	-0.1%	\$ 42,482,730	2.4%	\$ 43,073,085	1.4%	\$ 44,428,560	3.1%	\$ 45,089,525	1.5%	\$ 45,270,788	0.4%
	EXPENDITURES															
12	Salaries	15,861,076	16,300,073	2.8%	16,360,635	0.4%	16,570,655	1.3%	17,505,129	5.6%	18,052,324	3.1%	18,537,643	2.7%	18,472,708	-0.4%
13	Retirement	2,264,606	2,169,735	-4.2%	2,170,343	0.0%	2,490,225	14.7%	2,778,797	11.6%	3,088,853	11.2%	3,367,467	9.0%	3,634,456	7.9%
14	Other Benefits	2,930,723	3,823,475	30.5%	3,824,471	0.0%	3,941,036	3.0%	3,993,289	1.3%	4,013,657	0.5%	4,027,134	0.3%	4,036,129	0.2%
15	Maint & Ops	7,512,769	9,135,153	21.6%	9,355,242	2.4%	9,031,710	-3.5%	9,057,019	0.3%	9,137,208	0.9%	9,287,229	1.6%	9,454,893	1.8%
16	Allocation - Internal Svc	3,733,601	4,551,396	21.9%	4,551,396	0.0%	5,116,154	12.4%	4,932,523	-3.6%	5,185,343	5.1%	5,048,689	-2.6%	4,760,950	-5.7%
17	Allocation - Insurance	2,178,440	1,748,088	-19.8%	1,748,088	0.0%	1,760,249	0.7%	1,771,458	0.6%	1,793,695	1.3%	1,804,990	0.6%	1,816,470	0.6%
18	Elections	2,517	8,000	217.9%	8,000	0.0%	130,500	1531.3%	8,000	-93.9%	130,500	1531.3%	8,000	-93.9%	130,500	1531.3%
19	Transfers Out-POB	3,004,899	2,942,335	100.0%	2,942,335	0.0%	2,948,175	0.2%	2,953,460	0.2%	2,950,335	-0.1%	2,953,377	0.1%	2,954,332	0.0%
20	Transfers Out-Other	7,165,252	67,455	-99.1%	67,455	0.0%	70,350	4.3%	73,410	4.3%	76,643	4.4%	54,996	-28.2%	10,350	-81.2%
	EXPENDITURE TOTAL	\$ 44,653,884	\$ 40,745,710	-8.8%	\$ 41,027,965	0.7%	\$ 42,059,055	2.5%	\$ 43,073,085	2.4%	\$ 44,428,560	3.1%	\$ 45,089,525	1.5%	\$ 45,270,788	0.4%
21	Net (Loss)	764,264	799,526		470,951		423,675		-		-		-		-	
22	ENDING BALANCE				\$ 18,093,331	48.3%	\$ 18,517,006	45.2%	\$ 18,517,006	44.2%	\$ 18,517,006	43.1%	\$ 18,517,006	41.9%	\$ 18,517,006	41.1%

# MEASURE E FUND MULTI-YEAR FINANCIAL FORECAST

## CITY OF GLENDORA

### MEASURE E MULTI-YEAR FINANCIAL FORECAST

		FY 2023 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 MID-YEAR	FY 2024-25 ADOPTED	FY 2025-26 PROJECTED	FY 2026-27 PROJECTED	FY2027-28 PROJECTED	FY2028-29 PROJECTED
1	BEGINNING BALANCE			-	-	-	-	-	-
REVENUE									
2	Transactions & Use Tax	\$ 8,768,781	\$ 8,900,000 1.5%	\$ 8,900,000 0.0%	\$ 9,020,000 1.3%	\$ 9,050,000 0.3%	\$ 9,100,000 0.6%	\$ 9,100,000 0.0%	\$ 9,100,000 0.0%
3	Interest	91,192	51,100 -44.0%	51,100 0.0%	51,600 1.0%	52,100 1.0%	52,600 1.0%	53,100 1.0%	53,700 1.1%
REVENUE TOTAL		\$ 8,859,972	\$ 8,951,100 1.0%	\$ 8,951,100 0.0%	\$ 9,071,600 1.3%	\$ 9,102,100 0.3%	\$ 9,152,600 0.6%	\$ 9,153,100 0.0%	\$ 9,153,700 0.0%
EXPENDITURES									
4	Salaries	568,301	1,747,445 207.5%	1,756,445 0.5%	1,841,039 4.8%	1,878,028 2.0%	1,940,115 3.3%	1,990,633 2.6%	2,036,197 2.3%
5	Retirement	108,986	287,771 164.0%	287,771 0.0%	327,988 14.0%	359,869 9.7%	402,626 11.9%	434,557 7.9%	468,906 7.9%
6	Other Benefits	126,183	421,086 233.7%	421,086 0.0%	432,093 2.6%	433,908 0.4%	435,979 0.5%	436,784 0.2%	437,444 0.2%
7	Maint & Ops	6,057	122,000 1914.0%	122,000 0.0%	253,000 107.4%	403,000 59.3%	403,000 0.0%	403,000 0.0%	403,000 0.0%
8	Transfers Out-GF	-	3,700,000 0.0%	3,700,000 0.0%	3,919,470 5.9%	3,818,700 -2.6%	4,125,000 8.0%	3,925,000 -4.8%	4,020,000 2.4%
9	Transfers Out-POB	247,040	381,195 54.3%	381,195 0.0%	376,085 -1.3%	370,955 -1.4%	371,865 0.2%	367,175 -1.3%	366,425 -0.2%
10	Transfers Out-CIP	1,200,000	1,020,802 -14.9%	1,020,802 0.0%	960,962 -5.9%	918,820 -4.4%	737,007 -19.8%	797,976 8.3%	710,863 -10.9%
11	Transfers Out-Pension Fund	-	612,481 0.0%	612,481 0.0%	576,577 -5.9%	551,292 -4.4%	442,204 -19.8%	478,785 8.3%	426,519 -10.9%
12	Transfers Out-OPEB 115 Trust	-	204,160 0.0%	204,160 0.0%	192,193 -5.9%	183,764 -4.4%	147,402 -19.8%	159,595 8.3%	142,173 -10.9%
13	Transfers Out-Internal Svc	-	204,160 0.0%	204,160 0.0%	192,193 -5.9%	183,764 -4.4%	147,402 -19.8%	159,595 8.3%	142,173 -10.9%
14	Capital Outlay/Projects	638,448	250,000 -61%	241,000 -3.6%	- -100.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
EXPENDITURE TOTAL		\$ 2,895,014	\$ 8,951,100 209.2%	\$ 8,951,100 0.0%	\$ 9,071,600 1.3%	\$ 9,102,100 0.3%	\$ 9,152,600 0.6%	\$ 9,153,100 0.0%	\$ 9,153,700 0.0%
15	Net (Loss)	-	-	-	-	-	-	-	-
16	ENDING BALANCE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



# OTHER FUNDS –SUMMARY

FUND	ESTIMATED BEGINNING BALANCE JULY 01,2023	FY 2024 AMENDED BUDGET REVENUES	FY 2024 MID-YEAR ADJUSTMENT REVENUES	FY 2024 AMENDED BUDGET EXPENDITURES	FY 2024 MID-YEAR ADJUSTMENT EXPENDITURES	ESTIMATED ENDING BALANCE JUNE 30, 2024
<b>SPECIAL REVENUE FUNDS</b>	<b>24,960,410</b>	19,087,234	129,380	30,418,383	285,991	<b>13,472,650</b>
<b>CAPITAL PROJECTS FUND</b>	<b>17,979,435</b>	1,653,965	-	16,203,079	490,900	<b>2,939,421</b>
<b>DEBT SERVICE FUNDS</b>	<b>52,600</b>	3,480,992	-	3,480,992	-	<b>52,600</b>
<b>ENTERPRISE FUNDS</b>	<b>41,716,300</b>	26,434,875	-	52,006,865	2,832,855	<b>13,311,455</b>
<b>INTERNAL SERVICES FUNDS</b>	<b>7,903,960</b>	10,284,705	-	11,628,283	2,492,580	<b>4,067,802</b>
<b>SUCCESOR AGENCY FUNDS</b>	-	2,663,918	-	2,245,423	-	<b>418,495</b>
<b>TOTAL OTHER FUNDS</b>	<b>92,612,705</b>	<b>63,605,689</b>	<b>129,380</b>	<b>115,983,025</b>	<b>6,102,326</b>	<b>34,262,423</b>

# OTHER FUNDS –SUMMARY

## Revenue Adjustments:

- Special Revenue Funds
  - Match Grant Awards- Police, CDBG, Friends Foundation.

## Expenditure Adjustments:

- Special Revenue Funds
  - Match Grant Awards- Police, CDBG, Friends Foundation, Public Works.
  - Increase in street repairs and maintenance and transportation program activities.
- Capital Projects Funds
  - CIP projects for Facilities, Parks, Streets - Citywide Pavement Inspection/Assessments, Louie Pompei Playground resurfacing, South Hills Bike Park Design, Big Dalton Restrooms, and Engineering office reconfiguration.
- Enterprise Funds
  - Operational increases for contract services for street repairs related to pipeline repairs.
  - CIP Projects increases for Water, Facilities, Streets – Pavement/Sidewalk conditions assessments, Geo-located inventory, and Little Dalton Wash guard rail installation.
- Internal Services Funds
  - Liability Insurance experienced challenges procuring affordable insurance programs in the insurance pool.
  - Vehicle Replacement Fund is the purchase of a new Vactor Truck in the amount of \$940,000.

# WATER FUND MULTI-YEAR FINANCIAL FORECAST

Item #8, Page 80

## CITY OF GLENDORA

### WATER FUNDS MULTI-YEAR BUDGET PROJECTION

FUND 531 - OPERATIONS		FY 2023 ACTUAL	FY 2023-24 AMENDED		FY 2023-24 MID-YEAR		FY 2024-25 ADOPTED		FY 2025-26 PROJECTED		FY 2026-27 PROJECTED		FY2027-28 PROJECTED		FY2028-29 PROJECTED	
BEGINNING BALANCE					\$ 12,530,040		\$ 8,042,877		\$ 12,345,186		\$ 11,711,477		\$ 12,386,147		\$ 12,597,737	
REVENUE																
1	Water Charges	18,980,414	21,145,500	11.4%	21,145,500	0.0%	27,705,500	31.0%	27,292,500	-1.5%	27,936,500	2.4%	29,978,500	7.3%	30,228,500	0.8%
2	Elevation	1,084,278	1,700,000	56.8%	1,700,000	0.0%	1,750,000	2.9%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%
3	Sales to Other Water Co	115,895	50,000	-56.9%	50,000	0.0%	50,000	0.0%	50,000	0.0%	50,000	0.0%	50,000	0.0%	50,000	0.0%
4	Misc Revenues/Interest	356,367	282,375	-20.8%	282,375	0.0%	284,100	0.6%	289,275	1.8%	292,100	1.0%	294,900	1.0%	297,950	1.0%
	REVENUE TOTAL	20,536,954	23,177,875	12.9%	23,177,875	0.0%	29,789,600	28.5%	29,381,775	-1.4%	30,028,600	2.2%	32,073,400	6.8%	32,326,450	0.8%
EXPENDITURES																
5	Production	3,337,383	7,875,510	136.0%	7,924,255	0.6%	7,630,197	-3.7%	7,665,294	0.5%	7,698,981	0.4%	7,722,828	0.3%	7,746,731	0.3%
6	Transmission/Distribution	1,906,020	2,911,479	52.8%	2,989,979	2.7%	1,998,038	-33.2%	2,024,078	1.3%	2,098,710	3.7%	2,146,599	2.3%	2,194,619	2.2%
7	Elevation (Pumping Expenses)	1,538,279	1,700,000	10.5%	1,700,000	0.0%	1,750,000	2.9%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%	1,750,000	0.0%
8	Water Customer Service	1,691,114	1,349,425	-20.2%	1,496,090	10.9%	1,318,324	-11.9%	1,318,785	0.0%	1,343,580	1.9%	1,360,058	1.2%	1,376,598	1.2%
9	Water Administration	1,830,505	2,346,066	28.2%	2,349,366	0.1%	2,544,337	8.3%	2,082,067	-18.2%	2,341,739	12.5%	2,296,173	-1.9%	2,578,673	12.3%
10	Support	2,890,178	3,526,618	22.0%	3,953,138	12.1%	4,142,377	4.8%	4,292,794	3.6%	4,427,777	3.1%	4,548,493	2.7%	4,659,036	2.4%
11	Water Conservation	808,005	1,656,989	105.1%	1,667,989	0.7%	1,124,424	-32.6%	1,053,614	-6.3%	1,079,920	2.5%	1,095,842	1.5%	1,111,805	1.5%
12	Debt Service	2,427,384	2,541,870	4.7%	2,541,870	0.0%	2,535,145	-0.3%	4,416,788	74.2%	4,409,217	-0.2%	4,408,487	0.0%	4,409,913	0.0%
13	Transfer Out - Capital Fund	5,550,000	3,000,000	-45.9%	3,000,000	0.0%	2,400,000	-20.0%	5,365,400	123.6%	4,155,000	-22.6%	6,500,000	56.4%	6,400,000	-1.5%
14	Transfer Out - Energy & Others	41,242	42,352	2.7%	42,352	0.0%	44,449	5.0%	46,664	5.0%	49,006	5.0%	33,330	-32.0%	1,000	-97.0%
	EXPENDITURE TOTAL	22,020,110	26,950,308	22.4%	27,665,038	2.7%	25,487,291	-7.9%	30,015,484	17.8%	29,353,930	-2.2%	31,861,810	8.5%	32,228,375	1.2%
	Operations Net (Loss)	(1,483,156)	(3,772,433)		(4,487,163)		4,302,309		(633,709)		674,670		211,590		98,075	
15	ENDING BALANCE				8,042,877	36.4%	12,345,186	60.2%	11,711,477	58.0%	12,386,147	59.7%	12,597,737	60.2%	12,695,812	59.3%
FUND 530 - CAPITAL PROJECTS		FY 2023 ACTUAL	FY 2023-24 AMENDED		FY 2023-24 MID-YEAR		FY 2024-25 ADOPTED		FY 2025-26 PROJECTED		FY 2026-27 PROJECTED		FY2027-28 PROJECTED		FY2028-29 PROJECTED	
BEGINNING BALANCE					\$ 29,186,260		\$ 5,268,578		\$ 14,831,426		\$ 12,937,300		\$ 9,575,449		\$ 8,056,220	
REVENUE																
16	Transfer In - Operating Fund	5,550,000	3,000,000	-45.9%	3,000,000	0.0%	2,400,000	-20.0%	5,365,400	123.6%	4,155,000	-22.6%	6,500,000	56.4%	6,400,000	-1.5%
17	Development Fees/Other	305,456	257,000	-15.9%	257,000	0.0%	259,600	1.0%	262,100	1.0%	264,700	1.0%	267,300	1.0%	270,000	1.0%
18	Infrastructure Revenue Bond	-	-	0.0%	-	0.0%	15,000,000	0%	-	-100.0%	-	0%	-	0%	-	0%
	REVENUE TOTAL	5,855,456	3,257,000	0.0%	3,257,000	0.0%	17,659,600	442.2%	5,627,500	-68.1%	4,419,700	-21.5%	6,767,300	53.1%	6,670,000	-1.4%
EXPENDITURES																
19	Capital Projects	6,358,992	25,056,557	294.0%	27,174,682	8.5%	8,096,752	-70.2%	7,521,626	-7.1%	7,781,551	3.5%	8,286,529	6.5%	9,041,527	9.1%
	EXPENDITURE TOTAL	6,358,992	25,056,557	294.0%	27,174,682	8.5%	8,096,752	-70.2%	7,521,626	-7.1%	7,781,551	3.5%	8,286,529	6.5%	9,041,527	9.1%
	Capital Projects Net (Loss)	(503,536)	(21,799,557)		(23,917,682)		9,562,848		(1,894,126)		(3,361,851)		(1,519,229)		(2,371,527)	
20	ENDING BALANCE				\$ 5,268,578		\$ 14,831,426		\$ 12,937,300		\$ 9,575,449		\$ 8,056,220		\$ 5,684,693	

# STAFFING CHANGES

- Mid-Year personnel recommendations to reclassify positions and salary ranges are strictly position changes and do not increase the number of FTE employees.
- Salary adjustments are proposed for the following positions for equity and parity in the organization:
  - Accounting Manager
  - Library Services Manager
  - Recreation Manager
  - Human Services Manager
  - Transportation Manager
  - Housing and Economic Development Manager
  - Deputy City Manager
  - Assistant City Manager
- AB 1484: Effective January 1, 2024, Public employers, are required to provide certain information to temporary employees upon hire.
  - It also provides that temporary employees of cities may be included in the same bargaining unit as permanent employees who perform similar work.

Personnel Staffing Reconciliation Mid-Year FY23-24			
Department	Position	Reason	FTE
Adopted FY2023-25 Two Year Budget Positions (Full time and Part time)			265.09
FY23-24 Position Changes (During the Fiscal Year)			
Full time positions -			
Administrative Services	Deputy City Manager (Administrative Services Director/City Treasurer)	Title Change	-
Finance	Finance Director/City Treasurer (Assistant Director-Finance)	Title Change	-
Finance	Assistant Director-Finance (Accounting Manager)	Title Change	-
Finance	Accounting Supervisor (Purchasing Coordinator)	Title Change	-
Net			-
Part time Positions -			
Net			-
Total Changes During FY 23-24			-
Amended FY 23-24 Budget Positions			265.09
Proposed Mid-Year FY23-24 position changes (listed only where title and pay changed)			
Full time Positions -			
Public Works	Parks and Landscape Contract Supervisor (Arborist)	Title Change	-
Recreation & Human Services	Human Services Supervisor (Human Services Coordinator)	Title Change	-
Recreation & Human Services	Recreation Manager (Recreation Superintendent)	Title Change	-
Recreation & Human Services	Human Services Manager (Human Services Superintendent)	Title Change	-
Net change in Full time positions			0.00
Part time Positions -			
Net change in Part time positions			0.00
Total Change in Authorized Positions			0.00
Mid-Year Amended FY 23-24 Budgeted Positions			265.09



# RECOMMENDATIONS

## That the City Council:

1. Adopt a Joint City Council Resolution entitled, “A RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY AND HOUSING AUTHORITY AMENDING THE FY 2023-24 FISCAL BUDGET PER THE MID-YEAR REVIEW RECOMMENDATIONS.”
2. Adopt a City Council Resolution APPROVING AN AMENDMENT TO THE AUTHORIZED POSITION CONTROL LISTING AND THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF GLENDORA.



# STAFF REPORT

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**TO:** Mayor and Council Members  
**FROM:** Recreation and Human Services  
**SUBJECT:** Update on Addressing Homelessness

**DATE:** April 9, 2024  
**DISTRICT(S):** City-Wide

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## RECOMMENDATION

That the City Council:

1. Receive an update on services provided and efforts undertaken to assist individuals experiencing homelessness in the City;
2. Accept the Grant Award from the San Gabriel Valley Council of Governments Housing Solutions Fund (SGVCOG HSF) in the amount of \$50,000; and
3. Approve an increase in estimated revenues and a supplemental appropriation of \$50,000 in the Measure H Fund for the SGVCOG HSF Grant Award.

## STRATEGIC FOCUS AREAS

- Goal 6: Implement Strategic Homelessness Solutions (ISHS)

## EXECUTIVE SUMMARY

This report serves as an update on the efforts taken and programs implemented by the City to address homelessness and provide services to community members currently experiencing homelessness or at risk of losing their housing. The efforts and programs implemented to date reflect the City's response to ongoing concerns related to the challenge of homelessness in Glendora, through a proactive and holistic approach that balances maintaining order in public areas while providing individuals experiencing homelessness access to needed services.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

On December 12, 2023, the City Council received a comprehensive update on the efforts undertaken to address homelessness in Glendora between 2017 and 2023.

On February 27, 2024, the City Council received a presentation on the results of a site feasibility analysis for potential affordable housing or transitional housing development opportunities at City owned property at 1762 Dale Road. Public comment was received about this property development and staff were directed to continue to review development scenarios.

## DISCUSSION

Since the December 2023 update on the efforts to address homelessness in Glendora, the staff has provided motel vouchers to select individuals to assist them in progressing toward their housing goals. Staff have also used motel vouchers as a form of crisis housing for unsheltered individuals during severe weather events. The table below shows motel vouchers provided since January 2024 and is inclusive of the City's Motel Voucher Program and funding from the SGVCOG Housing Solutions Fund grant.

2024 Motel Expenses		
Individuals Served	Room Nights	Amount
19	215	\$20,319.44
Average Cost Per Night:		\$94.51

Since the December 2023 Update Addressing Homelessness in Glendora staff assisted 13 individuals in obtaining interim housing in programs located throughout Los Angeles County. In that same period, 8 individuals obtained permanent housing, some through reunification with family members, others by identifying their own units and self-funding, and one through a housing choice voucher. Six individuals accepted substance use treatment/detox services. When traditional housing opportunities are unavailable staff rely on other creative solutions, including building relationships with the family members or friends of the individual experiencing homelessness. Some success stories including family reunification and other permanent housing are noted below:

- Staff helped a young musician who came to Southern California to pursue a music career but became stranded after a series of traumatic events. He was reconnected with his family who was relieved to have him return. Staff helped client buy a plane ticket and transported him to the airport. He confirmed that he made it safely home and was grateful for the support.
- A senior who had struggled with chronic health conditions and substance use issues had been experiencing homelessness in the City for many years. Through many interactions and rapport-building with Los Angeles Centers for Drug and Alcohol Abuse (L.A. CADA) staff, he became more willing to accept support with his health needs and accepted assistance following up with his medical provider and eventually obtaining substance use treatment. He reports to staff that he is doing well in treatment and continues to remain motivated to improve his health.
- Staff worked closely with a victim of domestic violence who had maintained employment and consistently worked with healthcare providers throughout their homelessness. They had received a housing voucher and were assisted in obtaining their own unit. Staff helped purchase furniture and move the client into their unit where they reported they were very happy to start over and continue their healing.
- A highly visible client who had experienced homelessness in many parts of Los Angeles County but had been engaged by L.A. CADA in Glendora had struggled with identifying housing and following up with past case workers. Staff built a strong rapport over a short period and earned enough trust to help him get to medical appointments. They worked closely with this client to identify a unit he could afford through his own income and helped him move into permanent housing, purchasing furniture and household necessities.
- Glendora Police Department's CIT and L.A. CADA staff engaged an unsheltered individual who was interested in returning to his family out of state. He was encouraged to reconnect with them and offered support making this transition. He confirmed he had purchased his own plane ticket so staff provided client with a motel voucher to help facilitate catching his flight and a CIT officer transported this individual to his motel. The individual later reported he had safely reunited with his family.

### *Community Engagement*

On February, 29, 2024, City Council members, Community Development and Human Services staff attended a symposium in Arcadia, "Challenges and Opportunities: An Honest Conversation on Homelessness". Panelists, including City of Glendora's Community Development staff, presented on a range of topics from outreach and case management, enforcement and settlement agreements, to shelters and affordable housing. Discussions were held between panelists and attendees comparing how effective particular strategies have been throughout the region to reduce homelessness. Participants



included elected officials, service providers, city and county staff, community stakeholders, and law enforcement.

### *Community Partnerships*

The City has found success in a collaborative, community-based, approach to addressing homelessness and continues to develop relationships with service providers, community stakeholders, and public and private resources. The seasonal Glendora Report, the City's Homelessness and Community Outreach website, and social media are some avenues for community members to learn how to contact homeless services staff to receive support. Through phone (626-852-5200) or email ([homelessness@CityOfGlendora.org](mailto:homelessness@CityOfGlendora.org)), Homeless Services staff receive referrals for assistance, concerns about encampments, and questions about how to volunteer and give back to the community.

Homeless Services staff attend ongoing monthly care coordination meetings held by Service Provider Area (SPA) 3 lead homeless service providers, Union Station Homeless Services and Sycamores Child & Family Services, to discuss updates to Coordinated Entry System (CES) resources and programs available to the adult, family, and youth populations. Staff coordinate with public, private, and non-profit partners including Citrus College, Glendora Unified School District, Glendora Ministerial Association, several Los Angeles County Departments (Health Services, Mental Health, Public Social Services), Foothill Family Services, Foothill Unity Center, LAHSA, Union Station, Veteran Administration, Volunteers of America, and the YWCA, among others.

Homeless Services staff, including contracted outreach workers from L.A. CADA, work closely with Glendora service provider, Shepherd's Pantry to connect households to food and clothing resources, case management and faith-based services.

### *Grant Funding*

Since the last update, the City has received a \$50,000 grant from the SGVCOG Housing Solutions Fund. This SGVCOG grant was established to provide service providers and cities with an additional resource to support clients experiencing homelessness or at-risk of homelessness in obtaining permanent housing or preventing the loss of existing housing. This funding is intended to supplement existing resources available through the broader homelessness system in Los Angeles County. To date, this funding has been used to provide crisis housing to bridge six individuals to permanent housing resources, to facilitate appointments with property management and help the household save their own financial resources for future housing costs. Eight unsheltered individuals were provided crisis motel vouchers during multiple severe weather events.

- One unsheltered individual who had maintained steady employment in Glendora received a housing choice voucher and, with staff's assistance, identified a unit. This grant was used to pay for her furniture and essential household items.
- One couple who had experienced chronic homelessness for 10 years identified a unit they could afford with their combined income but they had no means to save for a security deposit, so staff worked with the property owner and paid for the \$2500 deposit through this grant.
- Another individual was at-risk of losing their housing due to vehicle issues that limited their ability to work. The individual was struggling to pay multiple months of rent along with necessary vehicle repairs so staff worked with the property owner to allow the tenant to remain in their unit. This grant paid for part of the vehicle repair cost and 1 month of rental arrears while the tenant agreed to pay for the difference, stabilizing their housing.
- A single parent household was assisted with a motel voucher after confirming a date they would be moving into their new permanent housing. The household was also assisted with essential furniture and household items.

Housing Solutions Fund Expenses (December 2023-March 2024)		
Expense Category	Households Served	Amount
Move-in Assistance (Deposit/Rent)	1	\$2,500.00
Move-in Assistance (Furniture)	2	\$1,307.40
Rental Arrears	1	\$1,650.00
Motel Vouchers	14	\$15,470.64
Miscellaneous (Documentation, Vehicle repair)	3	\$626.31
Total Expenses:		\$21,554.35

### *Outreach and Engagement*

The City has continued to find success in its collaborative approach to community outreach, which is made possible through its partnerships between Human Services staff, the staff of the Glendora Police Department and their Community Impact Team (CIT) and contracted homeless service providers, L.A. CADA. The CIT consists of two full-time police officers and ten collateral officers who assist with CIT missions in addition to their regular assignments. The CIT provides a multi-faceted, holistic approach to addressing homelessness and other community concerns. The two full-time officers work hand in hand with L.A. CADA responding to requests for outreach and engagement. An important component to their success is building relationships with individuals experiencing homelessness and working together to creatively find solutions to overcome barriers to housing. Our law enforcement officers are also responsible for assisting individuals experiencing homelessness when they become victims of crimes, as well as enforcing City laws and codes. They have been instrumental in addressing concerns from the housed community while also providing services and support to the unhoused community.

L.A. CADA staff continue to respond to outreach requests throughout the City, helping individuals replace documentation, access healthcare and connect with employment and other benefits. They also assist with transportation to appointments, linkage to legal services, and reinforcing life skills. Once an individual obtains housing, staff assist in setting up a structure to improve their housing success, including guiding the individual on how to navigate local resources and providing all available community support opportunities to improve their chances of retaining this housing.

The table below shows the number of new encounters and total encounters Human Services staff and the L.A. CADA team have had with individuals experiencing homelessness or at risk of homelessness since January 2024.

2024 Outreach Encounters			
Human Services		L.A. CADA	
<i>New</i>	<i>Total</i>	<i>New</i>	<i>Total</i>
33	146	73	519

### *Addressing Quality of Life Concerns*

City staff undertake a proactive role to address the concerns expressed in relation to homelessness and its impact on quality of life. City departments have increased coordination to direct community concerns to the appropriate bodies. Some concerns expressed by residents include encampments near residential communities and public open spaces, trash accumulation, and reports of behavior creating a public disturbance. Since the last update, five cleanups of encampments in and around frequently used public spaces in the City have been undertaken. This work has resulted in the removal of several tons of trash, debris, and biohazard materials.

City efforts to address encampment areas, which include staff from the Homeless Division, Glendora Police Department, and the L.A. CADA outreach team, employ a balanced approach: one that addresses concerns while providing individuals experiencing homelessness access to needed services.

### **FISCAL IMPACT**

Staff recommends an increase to estimated revenues and a supplemental appropriation of \$50,000 for the San Gabriel Vally Council of Governments Housing Solutions Fund grant award.

### **ENVIRONMENTAL DETERMINATION**

There is no CEQA impacts associated with the recommendations in this report.

Prepared By	Debbie Lopez, Human Services Superintendent
Concurs With	Not Applicable
Reviewed By	John Aguirre, Recreation and Human Services Director
Certified to Availability of Funds	Kyle Johnson, Finance Director/City Treasurer
Approved By	Adam Raymond, City Manager
Legal Review	Danny Aleshire, City Attorney
CEQA Review	Not Applicable

### **ATTACHMENTS:**

- A. Homeless Update Presentation 4-9-2024
- B. Staff Report, December 12, 2023
- C. Glendora HSF First Amendment

# Update: Addressing Homelessness in Glendora

Recreation and Human Services Department

City Council Meeting  
April 9, 2024

Debbie Lopez, Human Services Superintendent

[CityOfGlendora.org](http://CityOfGlendora.org)

# Community Partnerships

- **Public and Private Organizations, Coordinated Entry System (CES)**
  - Citrus College, Glendora Unified School District, Glendora Ministerial Association, Los Angeles County Departments, Foothill Family Services, Foothill Unity Center, LAHSA, Shepherd's Pantry, Sycamores, Union Station Homeless Services, Veteran Administration, Volunteers of America, YWCA
- **Multiple Paths to Information and Resources:**
  - City website, social media and the Glendora Report
  - Homeless Services Hotline: (626) 852-5200
  - [Homelessness@CityOfGlendora.org](mailto:Homelessness@CityOfGlendora.org)

# SGVCOG: Housing Solutions Fund

- \$50,000 grant from the San Gabriel Valley Council of Governments
- For households experiencing homelessness or at imminent risk of losing housing
- One-time financial assistance with case management support
  - Security Deposit, First Month's Rent
  - Rental Arrears
  - Household essentials/furniture
  - Transportation leading to housing (ex. Airfare to reunite with family)



# SGVCOG: Housing Solutions Fund

Housing Solutions Fund Expenses (December 2023-March 2024)		
Expense Category	Households Served	Amount
Move-in Assistance (Deposit/Rent)	1	\$2,500.00
Move-in Assistance (Furniture)	2	\$1307.40
Rental Arrears	1	\$1,650.00
Motel Vouchers	14	\$15,470.64
Miscellaneous (Documentation, Vehicle repair)	2	\$626.31
Total Expenses:		\$21,554.35



# SGVCOG: Housing Solutions Fund

## — Successes:

- Furniture and household items were provided for an unsheltered individual who obtained an apartment with a housing voucher, ending their chronic homelessness
- A security deposit was provided for a chronically homelessness senior couple who identified an affordable unit but couldn't save enough money for their own deposit
- Rental arrears were provided to prevent an individual from losing their unit after they fell behind on rent. Funding was used to help with vehicle repairs to help them return to work as a driver
- A motel voucher was provided to a single mother who had obtained permanent housing but needed to save her own resources for move-in costs. The family is also being provided with essential household furniture

# Outreach and Engagement

- Collaborative Approach to Outreach Continues to be Successful
  - Human Services Superintendent
  - Human Services and Outreach Coordinator
  - L.A. CADA Street Outreach (Housing Navigator and Registered Alcohol & Drug Technician)
  - Glendora Police Department and their Community Impact Team

# Outreach and Engagement

- L.A. CADA Outreach Highlights
  - Since December 2023 Homeless Update
    - Interim housing placements: 13 individuals
    - Permanent housing obtained: 8 individuals
    - Substance use treatment/detox provided: 6 individuals

2024 Outreach Encounters			
Human Services		L.A. CADA	
<i>New</i>	<i>Total</i>	<i>New</i>	<i>Total</i>
33	146	73	519

# Outreach and Engagement

- Ongoing Response to Encampments
  - Inter-agency collaboration depending on location: LASD, CHP, CalTrans, LA County Public Works
  - Advanced notice of encampment clean-up posted
  - Multiple outreach attempts prior to clean-up, services offered
  - Clean-up conducted and encampment cleared
  - Outreach team follow-up to continue serving individuals who may relocate

# Motel Vouchers

- **Ongoing Crisis Housing Intervention to Meet Client Needs**
  - Severe weather events
  - Transition from unsheltered to transitional housing
  - Transition from unsheltered to permanent housing
  - Strategic intervention to link individuals to important health and income resources

2024 Motel Expenses		
Individuals Served	Room Nights	Amount
19	215	\$20,319.44
Average Cost Per Night:		\$94.51



# Outreach Successes

- Success Stories

- A young musician was reconnected with his family, after a series of traumatic events, by providing a plane ticket and transported to the airport to the airport. He confirmed that he made it safely home and was grateful for the support.
- An unsheltered senior obtained substance use and medical treatment and reports he is doing well in his current program
- An unsheltered survivor of domestic violence obtained their own apartment through a housing voucher and staff purchased her new furniture and helped her move-in
- A chronically unsheltered individual had almost given up on obtaining his own housing but L.A. CADA staff regained his trust and helped him identify a unit he could afford through his own income. Staff helped him move into his unit and purchased his furniture for his new home

# Recommendations

That the City Council:

- 1) Receive an update on services provided and efforts undertaken to assist individuals experiencing homelessness in the City;
- 2) Approve/accept Grant Award for the San Gabriel Valley Council of Governments Housing Solutions Fund in the amount of \$50,000;
- 2) Approve an increase in estimated revenues and a supplemental appropriation of \$50,000 in the Measure H Fund for the SGVCOG HSF Grant Award



# Questions?





# STAFF REPORT

**TO:** Mayor and Council Members  
**FROM:** Recreation and Human Services  
**SUBJECT:** Update on Addressing Homelessness

**DATE:** December 12, 2023  
**DISTRICT(S):** City-Wide

## RECOMMENDATION

That the City Council:

1. Receive an update on services provided and efforts undertaken to assist individuals experiencing homelessness in the City; and
2. Accept grant award from United Way of Greater Los Angeles for expanding access to assistance programs for unhoused people; and
3. Authorize the increase in appropriations and supplemental review in the amount of \$150,000.

## STRATEGIC FOCUS AREAS

- Goal 6: Implement Strategic Homelessness Solutions (ISHS)

## EXECUTIVE SUMMARY

This report serves as a comprehensive update on the efforts taken and programs implemented by the City to address homelessness and provide services to community members currently experiencing homelessness or at risk of losing their housing. The efforts and programs implemented to date reflect the City's response to ongoing concerns related to the challenge of homelessness in Glendora, through a proactive and holistic approach that balances maintaining order in public areas while providing individuals experiencing homelessness access to needed services.

In the City's 2019 Survey About Homelessness, when participants were asked "If the city government could change one thing to make Glendora a better place to live now and in the future, what change would you like to see?" the most common response (27.2%) was to address homeless issues and poverty. In the City's 2022 Community Opinion Survey, participants were asked this question again and the most common response (22.2%) remained the same – to address homeless issues/poverty. The City's response to homelessness and poverty has been informed, in part, by this community feedback and the results of the annual Los Angeles Homeless Services Authority (LAHSA) Point-In-Time count and the City Net homeless census results commissioned by the City.

Since the last update to the City Council, staff has continued to work diligently to implement a variety of initiatives to address the challenge of homelessness locally. Working in partnership with public agency and non-profit partners, this report provides the City Council with an update on the efforts undertaken to assist individuals experiencing homelessness since the start of the COVID-19 pandemic, the programs and services delivered through receipt of grants, efforts to address quality of life concerns, the results of the January 2023 Point-in-Time Count, and a separate homeless census completed in August 2023.

The City was successful in its application with United Way of Greater Los Angeles for funds related to one-time physical site and operation upgrades to expand and improve services for unhoused people accessing programs and services at senior centers. This grant will be used to upgrade the Historic La Fetra building kitchen, add new partitions for the computer lab so they can be easily disinfected, and new carpet.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

On December 12, 2017, the City Council approved acceptance of funds from the County of Los Angeles for a City Planning Grant to develop a City plan to prevent and reduce homelessness (Homeless Plan).

On June 12, 2018, The Homeless Plan was presented and adopted by the City Council.

On September 17, 2019, the City held a homelessness workshop that covered topics including the current legal environment, homeless encampments, housing, homeless resources, and community/staff involvement. The workshop identified several items that staff would report back on, including shopping carts, bulky items, environment design strategies, high fire-hazard severity zones, and housing.

On January 14, 2020, the City Council authorized the City Manager to negotiate and execute a Memorandum of Understanding with East San Gabriel Valley Cohort Cities (Azusa, Duarte, Covina, West Covina, and Glendora) for a 'Five-Cities' Measure H Funding Grant. This \$343,000 grant was to be implemented by a contracted partner, Union Station Homeless Services (Union Station), and provided a street outreach worker, shared among the Cohort Cities. The City Council also authorized the City Manager to negotiate and execute the Agreement for Professional Services with Union Station for a 'Three-Cities' Measure H Funding Grant for the Cohort Cities of Glendora, La Verne and San Dimas. This \$359,200 grant provided an outreach worker, housing navigator, and funding for rapid rehousing and motel vouchers, shared among the Cohort Cities.

On March 10, 2020, the City Council adopted Ordinance No. 2051 adding a new section to the Glendora Municipal Code regulating stolen or abandoned shopping carts and establishing an abatement and enforcement program.

On April 14, 2020, the City Council authorized the appropriation of \$150,000 from the Affordable Housing Fund to allow staff to execute agreements with local hotels, motels and similar businesses to house and provide services to individuals experiencing homelessness for the duration of the local emergency declared for COVID-19. The City Council also adopted Ordinance No. 2052 adding a new section to the Glendora Municipal Code to regulate and prohibit certain conduct and conditions to protect public health and safety including obstructing the free passage along such public ways.

On May 26, 2020, the City Council discussed housing options for individuals experiencing homelessness and directed a subcommittee of two councilmembers and City staff to return with recommendations by June 9, 2020.

On June 9, 2020, the City Council discussed the future development of housing for people experiencing homelessness in Glendora, authorized an additional budget adjustment of \$150,000 from the Affordable Housing Fund to extend agreements with the City's hotels and motels, and authorized a sub-committee of City Council members and City staff to work with local agencies to seek sub-regional housing options with local agencies, the County of Los Angeles, and LAHSA.

On September 8, 2020, the City Council authorized an additional budget adjustment of \$150,000 from the Affordable Housing Fund for temporary homeless housing in the City's hotels and motels, including amending agreements with local owners to provide these services.

On October 13, 2020, the City Council approved the 2020-2023 Strategic Plan which introduced a 6<sup>th</sup> goal: Implement Strategic Homelessness Solutions.

On March 9, 2021, the City Council received an update on the City's homelessness efforts and authorized the City Manager to extend agreements with local hotels and motels to house and provide services to individuals experiencing homelessness during and after the declared COVID-19 emergency. The City Council also discussed and provided direction on the identification of a location for an interim housing opportunity as part of a sub-regional housing effort considered alongside the Cities of San Dimas, La Verne, and Claremont.

On October 12, 2021, the City Council approved a Revised Expenditure Plan for American Rescue Plan Act funding which allocated \$1,000,000 of the total \$7,525,063 received by the City to be used for Homelessness/Housing.

On November 3, 2021, the City Manager and Assistant City Manager delivered a presentation to the Los Angeles County Blue Ribbon Commission on Homelessness (Commission). The Commission was established by the Los Angeles County Board of Supervisors to “conduct a comprehensive study of the LAHSA governance structure by reviewing existing reports and recommendations, identify and analyze the challenges inherent to the existing system, and to provide recommendations to change and improve its efficiency.”

On April 12, 2022, the City Council received an update on the City’s homelessness efforts and authorized an appropriation of \$500,000 from American Rescue Plan Act (ARPA) funds for a two-year contract with a one-year extension with the Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA) for homeless outreach services, substance use treatment, and housing navigation services.

On May 10, 2022, the City Council adopted Ordinance 2067 adding new sections to the Glendora Municipal Code to “Regulate homeless encampments on, near, or upon critical infrastructure, sensitive use property, or in areas of high fire risk. The City Council also adopted Resolution CC 2022-17 implementing said sections of the Glendora Municipal Code.

On April 11, 2023, the City Council adopted the 2023-2025 Strategic Plan that continued to include including addressing homelessness as goal 6) Implement Strategic Homelessness Solutions and added goal 7) Enhance Community Engagement and Presence. Goal 6 includes 4 objectives that include strengthening outreach and engagement activities, evaluation and expansion of collaboration in regional programs, pursuing available grant funding, and update the Homelessness Strategic Plan. Goal 7 includes objectives that correlate like building trusting relationships, expanding opportunities for residents and business to give back to the community, and addressing quality of life issues along the Arrow Highway corridor.

## DISCUSSION

### Los Angeles Homeless Services Authority (LAHSA) Point in Time Count and Census by City Net

*LAHSA’s Point In Time (PIT) Count is conducted each year by thousands of volunteers including City and County staff, homeless service providers, and community members. The PIT Count is intended to fulfill the mandate of the United States Department of Housing and Urban Development (HUD) to paint a picture of the progress, trends, and shifts in the fight to end homelessness.*

Last year’s PIT Count (2022) estimated 69,144 individuals experiencing homelessness throughout Los Angeles County, a 4.1% increase from the previous count. It was estimated that 84 individuals were experiencing homelessness in the City of Glendora at that time. This was a 41.8% decrease in the City’s homeless population.

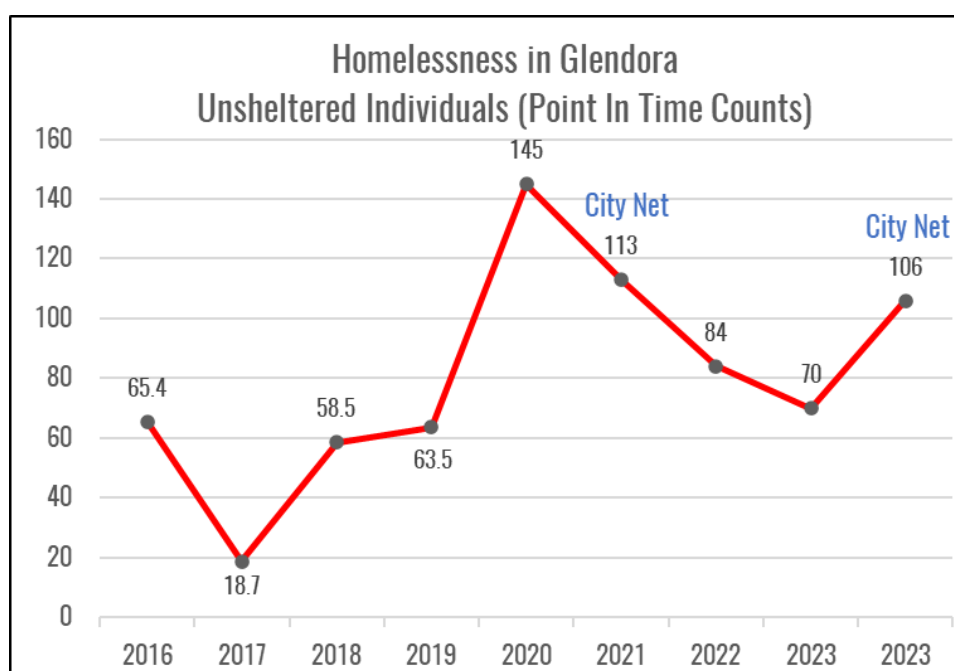
The 2023 PIT Count was held in the San Gabriel Valley on January 24 and 26 to update this data. LAHSA made improvements in their data gathering this year to improve quality assurance, including using a new digital app, simplifying volunteer training, and hiring a demographer and data scientist to optimize how the data was counted and analyzed. The results of the PIT Count were evaluated by a team comprised of researchers from the University of Southern California, LAHSA and HUD, and were made available in the summer of 2023.

The 2023 PIT Count found that there was an estimated 75,518 people experiencing homelessness in Los Angeles County, a 9% increase from 2022. Referencing The California Statewide Study of People Experiencing Homelessness (CASPEH) by the University of California, San Francisco Benioff Homeless and Housing Initiative (BHII), LAHSA reported that the rise in homelessness is a regional and national trend and highlighted other counties experiencing this rise; San Bernardino (+26%), Riverside (+12%), San Diego (+22%), Ventura (+9%). Despite this regional increase, however, the City of Glendora was found to

have an estimated 70 individuals experiencing homelessness, which is a 16.7% decrease since the 2022 PIT Count which found 84 individuals experiencing homelessness. During the 2023 count, 23 individuals were observed without any form of shelter during the count while an estimated 47 individuals were noted to have some form of shelter including vehicles, tents, or makeshift dwellings.

LAHSA reports that the homeless count is best interpreted as a snapshot of homelessness at the regional level. The count goes through extensive quality control to provide a statistically accurate countywide insight into homelessness and is most useful when applied to the broader Service Planning Area (SPA). It is generally not as reliable when used as a guide to provide city level insights into homelessness. To gain a better understanding of homelessness locally, the City contracted with City Net in August 2023, to conduct a more detailed census of individuals experiencing homelessness. City Net is a well-established nonprofit operator that provides an array of supportive services and housing opportunities, and they had previously conducted a homeless census for the City in 2021. This detailed census is a distinct but complementary project from the HUD-mandated, county-wide PIT Count undertaken by LAHSA.

The 2023 City Net census (Attachment B) was conducted over a two-day period, in the early morning of August 29 and late evening of August 31, and included a survey of all participants to better understand their needs and experiences. Questions touched on their history of homelessness, experience working with case management, interest in shelter, and reasons for staying in Glendora. Census staff were accompanied by the Glendora Police Department, L.A. CADA outreach staff, and the City's Human Services and Outreach Coordinator. The census found the total number of unsheltered individuals to be 106, which is a 51% increase from the January 2023 LAHSA PIT Count.



This number is not an exact representation of the week-to-week count, however, and is subject to change due to weather or encampment cleanups. One factor that may have impacted these results was a clean-up that occurred in one of the larger encampments on the border of Glendora and San Dimas on August 30, 2023. Due to the large cleanup effort this number is best used to note the trend in overall homelessness since the last count. In comparison, City Net's 2021 census found 113 unsheltered individuals in Glendora. The 2023 City Net report also noted that only 14 individuals were identified as having participated in *both* the 2021 and 2023 census. That is, only 6.4% of participants were identified as unsheltered and participated in both counts. Other key findings include:

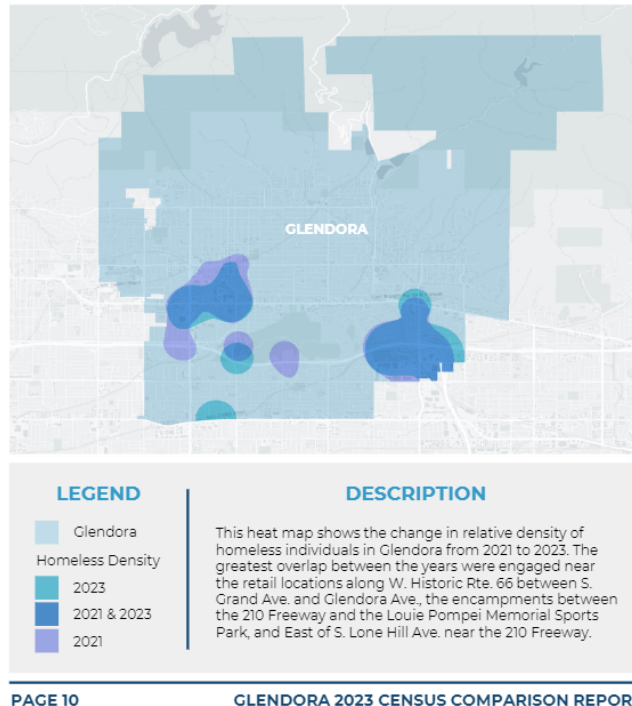
- Current Sleeping Situation:
  - 82.6% of respondents were observed unsheltered outdoors.
  - 16.3% were living in a vehicle.
- Demographics (Age, Gender, Race & Ethnicity):

- 68.5% were male.
- 70.6% were younger than 45 years old.
- 50% identified their race and ethnicity as White, 33.7% identified as Hispanic or Latino and 8.7% identified as Black or African American.
- Income:
  - 55.4% reported having no income,
  - Of those reporting income, 68.3% received less than \$1,000 per month.
- Community Ties:
  - 77.2% slept in Glendora.
  - 76.1% spent their days in Glendora.
  - 52.2% reported their last permanent residence was in Glendora or another San Gabriel Valley city.
  - 55.8% of participants noted that they stay in Glendora because they “grew up here” or had “family or friends” in Glendora.
- Disabilities:
  - When questioned about their health, 27.2% reported having a permanent disability or health condition.
  - 34.8% reported having a mental health concern.
  - 37.0% reported having a drug addiction, 3.3% reported an alcohol addiction, and 8.7% reported both.
  - 51.1% reported having no substance use concern.
- Services:
  - 70.7% of participants reported they were interested in case management support but the reason they weren’t currently connected with case management was because they did not know how to access this support (40.6%).
- Other
  - 32.6% of participants report that they had experienced domestic violence.

The image below provides a general view of where homelessness is concentrated in the City and allows a comparison of homeless population density between the 2021 to 2023 City Net Census.

## GEOGRAPHY

### 2021 & 2023 HEAT MAP



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GLENDDORA 2023 CENSUS COMPARISON REPORT

Participating in the LAHSA PIT Count and City Net Census has allowed staff to better understand the needs of the community related to homelessness and poverty. Homeless Services staff, Glendora Police, and L.A. CADA reference this data to determine how best to direct current resources.

### *Assistance During the COVID-19 Pandemic*

As reported to City Council in the Comprehensive Update on the Services to Individuals Experiencing Homelessness on April 12, 2022, during the COVID-19 pandemic the City negotiated room rental rates of up to \$85 per night to temporarily house individuals experiencing homelessness. The City utilized funding from the San Gabriel Valley Council of Governments (SGVCOG) and appropriations from the City's Affordable Housing Fund to house these individuals while City staff and contracted homeless services partners provided support with case management and referrals to other interim housing programs like the County's Project Roomkey. From 2020 to 2021 the City itself provided 6,701 nights of shelter in local motels for vulnerable individuals. The pandemic created significant strain on the economy, particularly in the hospitality industry, and this partnership between the City and local motel owners provided an opportunity to support these businesses. Please refer to Attachment C for additional detail.

### *Community Partnerships*

The City is working to increase public awareness of the homeless services available to increase the likelihood that those who are experiencing homelessness or a housing-related crisis can get the prompt support needed. The seasonal Glendora Report, the City's Homelessness and Community Outreach website, and social media are some avenues for community members to learn how to contact homeless services staff to receive support. Homeless Services staff receive referrals for assistance, concerns about encampments, and questions about how to volunteer and give back to the community by phone (626-852-5200) and/or email ([homelessness@CityOfGlendora.org](mailto:homelessness@CityOfGlendora.org)).

The City continues to strengthen partnerships with community service providers to enhance the delivery of services to community members in need. Homeless Services staff attend monthly care coordination



meetings held by Service Provider Area (SPA) 3 lead homeless service providers, Union Station and Sycamores Child & Family Services, to discuss updates to Coordinated Entry System (CES) resources and programs available to the adult, family, and youth populations. Staff coordinate with public, private, and non-profit partners including Citrus College, Glendora Unified School District, Glendora Ministerial Association, several Los Angeles County Departments (Health Services, Mental Health, Public Social Services), Foothill Family Services, Foothill Unity Center, LAHSA, Union Station, Veteran Administration, Volunteers of America, and the YWCA, among others.

Local partners like Shepherd's Pantry have been instrumental in providing community members basic needs and support. The L.A. CADA outreach team and Homeless Services staff have begun meeting monthly with Shepherd's Pantry staff to discuss updates on available community resources and how to best coordinate delivery of services to individuals experiencing homelessness. Staff will maintain and expand upon these relationships to facilitate access to services and resources for community members.

*San Gabriel Valley Council of Governments (SGVCOG), Measure H, and American Rescue Plan Act (ARPA) Grants*

As reported to City Council on April 12, 2022, the SGVCOG entered into a contract with the County of Los Angeles to administer Measure H funding in support of the County's Homeless Initiative (HI) strategies to combat homelessness in the San Gabriel Valley. This funding was from the State of California 2019 Budget Trailer bill.

The City received \$240,000 from the San Gabriel Valley Council of Governments (SGVCOG) for motel vouchers, encampment cleanup, and prevention and diversion programs. The City continues to work with the SGVCOG on identifying funding resources and opportunities to expand its current homeless services program. The City received two Measure H Grants – the Five Cities Grant and Three Cities Grants - which provided for homeless street outreach and housing navigation services shared among other San Gabriel Valley city grant recipients. Union Station was the contracted service provider for these two grants, from March 2020 to May 2022. The City has used all the funding and received reimbursements for related expenditures (refer to Attachment C for additional detail). It is important to note that the funding received enabled the City to have more direct control over the administration of the program, thereby focusing the assistance on individuals experiencing homelessness locally.

In October 2021, the City allocated \$1,000,000 of ARPA funds to be used for homelessness and housing. Half of this funding was appropriated to enter a two-year contract with L.A. CADA, a substance use treatment and homeless services provider. The balance of the ARPA funding is being used for general client assistance such as transportation costs to reunite with families, move-in assistance, fees related to replacing vital documents, and emergency motel vouchers. The L.A. CADA outreach contract began in May 2022 and allows for a one-year extension, including making minor non-substantive changes. L.A. CADA offers critical services across a wide continuum of care and treatment, including outpatient, intensive outpatient and residential programs. This full continuum of care is available for adults, ages 18 and over; services to adolescents (ages 12–17) in an outpatient setting are also provided. With more than 300 residential and recovery-bridge housing beds, L.A. CADA currently serves more than 9,000 adults, youth and children annually. Through its contract with L.A. CADA, the City has two dedicated staff, a housing navigator and a Registered Alcohol/Drug Technician, outreaching in the community five days per week, eight hours per day.

*Martin V. City of Boise*

In 2018, the United States 9th District Court case *Martin v. City of Boise* (9th Cir. 2018) 902 F.3d 1031 found that people cannot be penalized for sleeping on public property if they have no shelter or home to go to and explained that “as long as there is no option of sleeping indoors, the government cannot criminalize indigent, homeless people for sleeping outdoors, on public property, on the false premise they had a choice in the matter.” On April 14, 2020, the City Council approved an ordinance to regulate storage of bulky items in the

City's parks and other city property, and the Staff Report provided to the City Council noted the following:

*"City streets, sidewalks, passageways, parks, and other City property should be open, accessible, and available to residents and the public at large for their intended uses. Obstructing the same, bringing personal or bulky items on and into the same, and erection of tents or similar structures on or into the same interferes with the rights of other members of the public and can create a public health or safety hazard that adversely affects City streets, sidewalks, passageways, parks, and other City property."*

*The City has the lawful right, under the exercise of its Police Powers, to maintain public streets, sidewalks, passageways, parks, and other City property in a clean, sanitary, and accessible condition, to prevent harm to the health or safety of the public, and to promote the public health and safety by ensuring that the same remain readily accessible to all for their intended uses. The proposed amendment to the City's municipal code recommended by this staff report, along with appropriate enforcement of the same, will help keep City streets, sidewalks, passageways, parks, and other City property clean and safe for all users.*

*However, this exercise of the City's Police Powers must be consistent with law. In 2019, the United States Court of Appeals for the Ninth Circuit held in Martin v. Boise, 902 F.3d 1031, 1048 (9<sup>th</sup> Cir. 2019) that the United States Constitution "prohibits the imposition of criminal penalties for sitting, sleeping, or lying outside on public property for homeless individuals who cannot obtain shelter."*

*However, the Ninth Circuit also made clear that this ruling "does not cover individuals who do have access to adequate temporary shelter, whether because they have the means to pay for it or because it is realistically available to them for free, but who choose not to use it. Nor do we suggest that a jurisdiction with insufficient shelter can never criminalize the act of sleeping outside. Even where shelter is unavailable, an ordinance prohibiting sitting, lying, or sleeping outside at particular times or in particular locations might well be constitutionally permissible. So, too, might an ordinance barring the obstruction of public rights of way or the erection of certain structures." Id. At n. 8"*

This decision has impacted how the City addresses community concerns around camping and it informs how the City's homeless services team conducts street outreach and engagement.

### *Outreach and Engagement*

The City has utilized a collaborative approach to community outreach, relying on partnerships between Homeless Services staff, the staff of the Glendora Police Department and their Community Impact Team (CIT) and contracted homeless service providers. The CIT consists of two full-time police officers and ten collateral officers who assist with CIT missions in addition to their regular assignments. The CIT provides a multi-faceted, holistic approach to addressing homelessness and other community concerns. The two full-time officers work hand in hand with L.A. CADA responding to requests for outreach and engagement. An important component to their success is building relationships with individuals experiencing homelessness and working together to creatively find solutions to overcome barriers to housing. Our law enforcement officers are also responsible for assisting individuals experiencing homelessness when they become victims of crimes, as well as enforcing City laws and codes. They have been instrumental in addressing concerns from the housed community while also providing services and support to the unhoused community.

The City's Human Services team is led by Human Services Superintendent, Debbie Lopez, who is responsible for developing and implementing the homeless services programs in the City. She supervises the current outreach contract with L.A. CADA and monitors the data outcomes from outreach staff. Superintendent Lopez was also responsible for coordinating the City's Homeless Task Force, composed of Human Services staff, Glendora's CIT, L.A. CADA, a Department of Mental Health clinician, and LAHSA.

The group discusses recent police activity related to homelessness and the progress of service delivery to the City's most vulnerable and chronically homeless individuals. The Superintendent tracks program spending, identifies new funding opportunities and applies for relevant grants to expand current programs. The Human Services & Outreach Coordinator, Erik Deurmeier, was hired in July 2023 to support the implementation of the City's homeless service programs. He is assisting in expanding the network of community providers that could assist the City's unsheltered population and facilitating L.A. CADA staff's utilization of available CES resources.

Both staff respond to inquiries received through the Glendora Homeless Hotline, providing referral assistance and case management resources to the community. Both staff are active in the community and may support outreach efforts or attend community engagement events to build relationships with both the housed and unhoused community. The Human Services team provides a variety of other support services to meet basic needs and overcome housing barriers, including bus passes and meal and clothing gift certificates. To supplement outreach efforts and to better accommodate the outreach needs of a diverse population, in 2023 the City purchased an ADA accessible outreach van with wheelchair lift for \$66,620.

Law enforcement's response to homelessness is a complex undertaking that balances enforcement and outreach. Unfortunately, addressing homelessness is not linear. Rather, it is a winding road that can take days, weeks, and in some cases even months to reach a solution. The Police Department balances the complex needs of the individual experiencing homelessness with what is best for the specific individual and the community while abiding by law and policy. The United States Constitution, various federal and state laws, court decisions, and the municipal code are just a few of the various policies that must guide our efforts.

The most important aspect of any police response is public safety. First, and foremost, is the protection of our community. The safety and protection of all – unhoused individuals, residents, visitors, business owners, victims of crimes, suspects of crimes, and witnesses – is paramount. Public safety is the Department's top priority when it involves a potential criminal act. The Department will investigate alleged crimes and take the proper steps to enforce state and municipal violations. In the event an unhoused individual is arrested, the Department can and will assist the individual with supportive services to address their various needs, while enforcing applicable laws.

The Police Department also provides outreach services and can connect unhoused individuals with our community partners. The Department works in conjunction with the Human Services Division, L.A. CADA, and the Department of Mental Health (DMH) to provide the following:

- Shelter in the form of interim housing which can be linked to low-cost permanent housing.
- After obtaining permanent housing, assistance with basic needs such as furniture and ongoing services in the form of frequent follow-ups and linkage with DMH services as needed.
- Food, clothing, and assistance in obtaining legal documents.
- Relocation services to family and/or friends out of the area.
- Mental health services through DMH which are based on the persons need. These services can consist of immediate hospitalization, homeless outpatient field services, in custody mental health services, and residential care through DMH or the Los Angeles Department of Public Guardian's Office.
- Substance abuse program enrollment both outpatient and inpatient.

A primary duty of the Police Department's response to homelessness involves the investigation of crimes or other code violations. This enforcement function is balanced with what is best for the unhoused individual, residents, and or business owners in the community. In some situations, arrests are made and in others, an investigation is initiated while other avenues are explored such as the outreach options noted above. The Department will weigh all available options and an ultimate decision is made based on the specific situation. Oftentimes there is no violation of any law or code.

Frequently, investigations of the unsheltered involve trespassing on private property. In the event a business owner requests an individual be removed from private property, officers verify that the owner desires prosecution. The trespasser is warned and asked to leave the location. If the individual refuses to leave the location, they can be arrested. The individual's property is seized and stored as inmate property. If debris is left at the location, it is the responsibility of the property owner to have it removed.

The Glendora Municipal Code authorizes the Police Department to enforce multiple city codes including, but not limited to, anti-camping and abatement of bulky items on Glendora City property. If a person has refused resources including shelter, the Department can issue citations for these infractions only after meeting the provisions of *Martin v. City of Boise* (9th Cir. 2018) 902 F.3d 1031 as mentioned earlier in this Report. This can lead to collecting and storing property, which has its own set of regulations. Such regulations include making an inventory all property, identifying any items of intrinsic value, and storing bulk property, holding it for one to three months so it can be collected by the owner. Officers strongly attempt to obtain voluntary compliance with the City's anti-camping and abatement of items on City property before enforcing these codes.

Homeless encampments are handled based on location. If camps are located on state property or county property, we reach out to the California Highway Patrol or the Los Angeles County Sheriff's Department to clear the areas. These would be areas adjacent to the freeway including Park and Rides, as well as flood control channels or debris basins. Officers provide assistance and enforcement is based on state or county department protocols.

If an encampment is located on Glendora City property, the Police Department has developed a strategy to obtain compliance and provide outreach to assist individuals with their various needs. Officers offer those camping on City property the resources listed above and advise them of the municipal code violations multiple times prior to initiating a camp removal operation. The individuals contacted have their names recorded and officers document the area by taking pictures in addition to the use of body worn camera footage. The individuals are then given time to remove their belongings. After making efforts to obtain compliance and offering linkage to resources including shelter, an encampment cleanup operation is scheduled. During the cleanup operation, officers ensure that any items of intrinsic value are collected, inventoried and stored until the owner has an opportunity to retrieve the property. Items deemed to be debris or trash are removed and discarded by our contracted debris removal service.

In specific incidents, homeless individuals can be placed on a mental health evaluation hold. Our Police Department staff and the Department of Mental Health (DMH) clinicians, who partner with officers on a part-time basis, have the authority to author these holds and take custody of individuals when specific circumstances exist. Article 1, Section 5150, of the Welfare and Institutions Code defines the process and requires the individual must be a danger to themselves, a danger to others, or gravely disabled. Individuals exhibiting signs of mental illness often do not meet the criteria to be detained and placed on a hold. While these individuals are taken into custody, their detention is not an arrest, but the Police Department must still care for their property and belongings, similar to the processes outlined above in the case of an arrest or encampment removal.

Over the past two years, the Police Department has responded to 73,000 calls for service in the community. Of those calls, 14 percent (or 10,220) have been related to homelessness.

L.A. CADA staff respond to outreach requests throughout the City, helping individuals replace documentation, access healthcare and connect with employment and other benefits. They also assist with transportation to appointments, linkage to legal services, and reinforcing life skills. Once an individual obtains housing, staff assist in setting up a structure to improve their housing success, including guiding the individual on how to navigate local resources and providing all available community supports to improve their chances of retaining this housing. The diverse needs of unhoused individuals vary but an example of an average week of service delivery for L.A. CADA looks like this:

- 40 individuals engaged, 2 of which are first-time encounters and 38 are follow-ups.
- Services provided to these individuals include food/clothing pantry linkage, applying for benefits, multiple discussions about substance abuse and offering treatment services, linkage to mental health services, housing search and landlord engagement, and delivery of basic needs like food and hygiene supplies.
- Obtaining or replacing lost documentation is a key priority to help access insurance, benefits, employment, or housing.
- Notifying individuals of a scheduled encampment clean-up and coordinating transportation to shelter or shared housing for anyone who accepts

The City's partnerships with homeless service providers Union Station and L.A. CADA have been effective in supporting community members experiencing homelessness by connecting them to much needed interim and permanent housing resources and providing the case management support to navigate the unique housing barriers for each individual. During the height of the COVID-19 pandemic the City worked with Union Station staff to connect 42 individuals with interim housing through the County's Project RoomKey program. Five of these individuals were confirmed to have obtained permanent housing while all Project RoomKey participants received food, shelter, and medical support and had the opportunity to pursue permanent housing resources with their on-site case management.

After the declaration of the LA County COVID-19 public health emergency ended in March 2023, however, Project RoomKey sites across the County demobilized and the Homeless Services team had fewer interim housing opportunities to access. Interim housing programs in Pasadena and Pomona have historically been the primary shelter resources for the San Gabriel Valley, with the Pomona shelter prioritizing placement for individuals with strong ties to Pomona. Outreach staff from Union Station and L.A. CADA have noted that individuals may decline these options because they would have to leave their current resources, employment, or community to obtain them. The 'tiny homes' pallet shelter programs in other San Gabriel Valley cities also currently prioritize placement for individuals from those cities, creating another barrier for Glendora individuals experiencing homelessness to access regional shelter resources. Despite this, staff have attempted to maximize use of remaining resources and encourage clients to consider any housing resources for which they may be eligible. This often includes congregate shelter placement in other SPA's, shared housing funded by client's income, and housing intended to support individuals with medical or substance treatment needs. Notwithstanding these options, placements are difficult as the scale of need surpasses the resources available to provide assistance.

For various reasons, such as limited shelter availability, weather emergencies, to support vulnerable individuals during the COVID-19 pandemic, or the time-sensitive nature of a household's crisis, motel vouchers have been provided as a temporary solution. See the table below detailing how the City has provided motel vouchers to address these needs since 2020. Note that the City received \$263,748 from the federal government in reimbursement for qualified motel expenses during the COVID-19 pandemic.

<b>Motel Expenses By Year</b>		
<b>Year</b>	<b>Room Nights</b>	<b>Amount</b>
<b>2020</b>	<b>5,904</b>	<b>\$516,052.98</b>
<b>2021</b>	<b>797</b>	<b>\$66,859.10</b>
<b>2022</b>	<b>1,238</b>	<b>\$95,064.77</b>
<b>2023</b>	<b>386</b>	<b>\$32,530.66</b>
<b>2020-2023 Total Motel Cost:</b>		<b>\$710,507.51</b>
<b>Average Cost Per Night:</b>		<b>\$85.35</b>

In their first contract year (May 2022 to May 2023), L.A. CADA staff placed 23 individuals into interim housing. In that same period, seven individuals obtained permanent housing. Seven other individuals

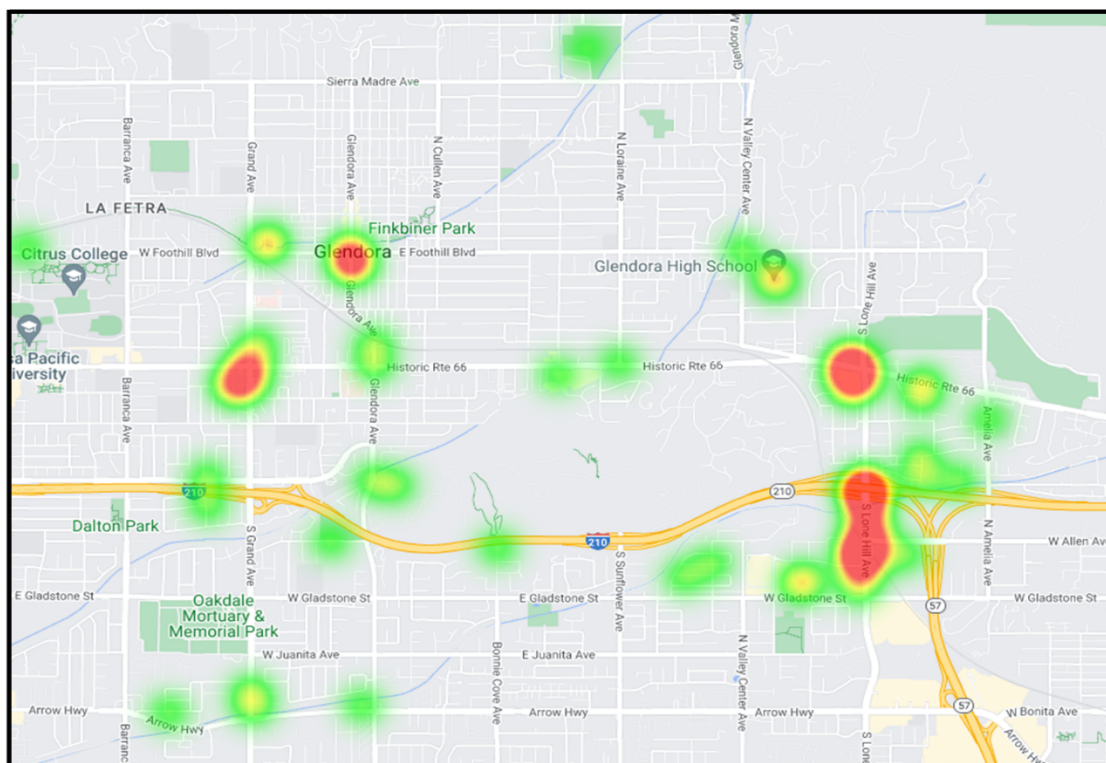
received substance use treatment/detox services and 43 received other health-related services. From June to October 2023, three individuals have been placed in interim housing, 11 individuals have obtained permanent housing, and one individual received a housing voucher to begin looking for their own apartment. Four individuals have accepted substance use treatment/detox services and 30 individuals have received other health-related services.

When traditional housing opportunities are unavailable staff rely on other creative solutions, including building relationships with the family members or friends of the individual experiencing homelessness. Through intentional relationship-building and a commitment to trauma-informed case management, L.A. CADA staff have been successful in obtaining permanent housing for 8 individuals through family reunification supporting their transportation to Idaho, New York, Tennessee, Missouri, Florida, and Central California. Some success stories including family reunification and other permanent housing:

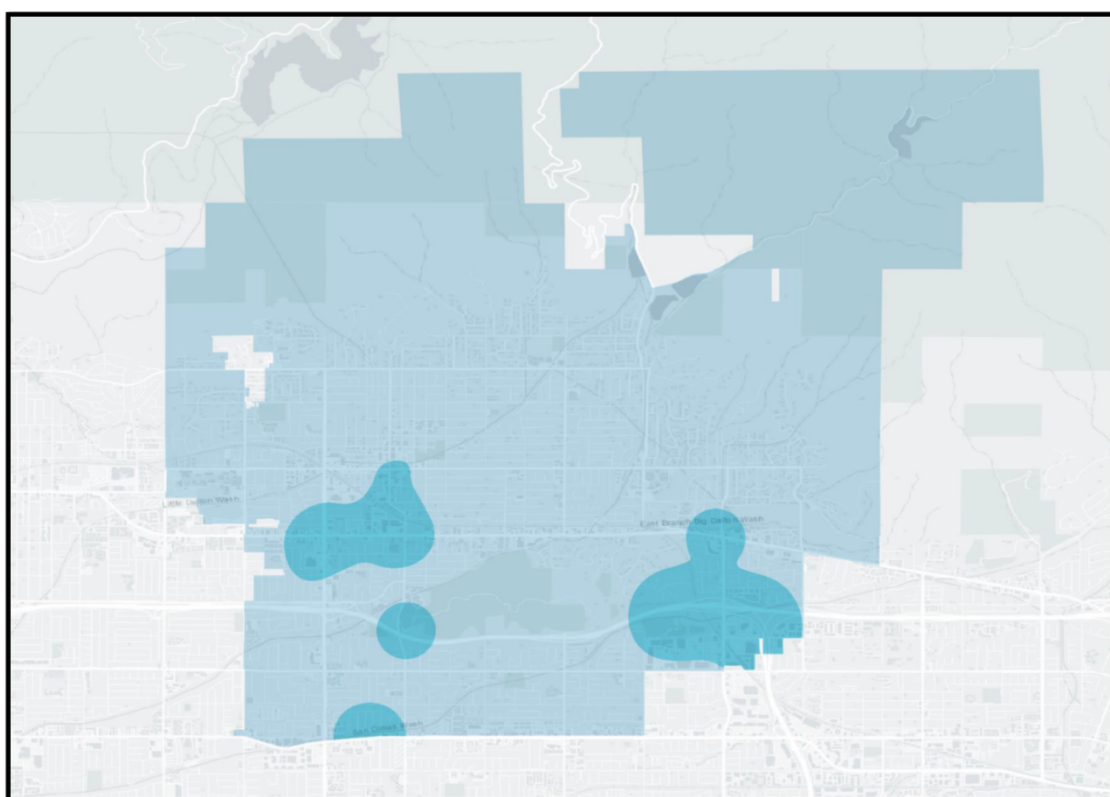
- Staff helped one senior reconnect with a child out of state who confirmed that they would welcome their parent into their home. Staff confirmed this would be a sustainable, long-term, solution and provided the individual with food and fuel for the drive home. Staff later confirmed the individual was happy living with their grandchildren and teaching them how fish.
- A couple who was sleeping in the Lone Hill Ave Park & Ride had come to California for an employment opportunity and were later stranded and unable to return home. Staff built a relationship with their family on the east coast and confirmed they would be able to live together. The City paid for their airfare and later confirmed that they are doing well living with their family.
- Another senior who had been chronically homeless was first encountered lying on the sidewalk in front of a business. Outreach staff established strong rapport over multiple interactions and were able to link this person to a shelter in Lancaster. After keeping in contact with the senior, staff confirmed that this shelter resource led to a permanent housing opportunity and the senior is now safe and comfortable in their own apartment.
- Glendora Police referred an individual directly from their jail to outreach staff, who helped get this individual into substance treatment. Upon completion of treatment staff helped reconnect the individual to their parent who was happy to welcome them to their home in Central California
- A chronically homeless individual with multiple health concerns who had a highly visible encampment in a Glendora business complex had been engaged by City staff for over four years and received outreach assistance from City staff, Union Station and L.A. outreach workers. Through this relationship-building the individual developed enough trust in staff to accept assistance pursuing a housing voucher. They received a voucher and staff were able to locate a unit in Glendora so they could stay close to their resources and family. Staff helped them move in, find furniture, and set up medical appointments so they could address their health concerns and adjust to living indoors.

### *Addressing Quality of Life Concerns*

City staff are undertaking a proactive role to address the concerns expressed in relation to homelessness and its impact on quality of life. City departments have increased coordination to direct community concerns to the appropriate bodies. Some concerns expressed by residents include encampments near residential communities and public open spaces, trash accumulation, and reports of behavior creating a public disturbance. Data collected from outreach staff, the homeless census, and police interactions show that homelessness in the City is primarily concentrated along major thoroughfares (210 Freeway, Rte 66, Glendora Ave, Grand Ave, Lone Hill Ave) including sections of South Hills adjacent to the 210 Freeway and CalTrans property north of Louie Pompeii Memorial Sports Park. The Glendora Police Department tracks calls related to homelessness and their geolocation data which provides another tool to assess how to direct services and respond to concerns in the City. The images below illustrate the overlap between where homelessness is concentrated in the City and calls related to homelessness. The first image shows police calls the week of the City Net Census and the second image shows the City Net Census data where homelessness is concentrated throughout the city.



Police Department Calls Related to Homelessness



2023 City Net Census Participant Concentration

City efforts, which include the Homeless Division, Glendora Police Department, and the L.A. CADA outreach team have employed a balanced approach that help address these concerns while providing individuals experiencing homelessness access to needed services. The City continues to utilize Ocean Blue Environmental Services Inc to address environmental health concerns related to encampments. Between May 2022 and October 2023, the City has undertaken 29 cleanups of encampments and frequently used public spaces throughout the City, the most recent of which was an October 24 cleanup of South Hills Park.



Data from this cleanup is still being processed and not included in the following. From May 2022 to September 2023 these cleanups have resulted in the removal of approximately 14,659 pounds of trash and debris, 2,449 pounds of biohazard material (including human waste, syringes and other materials in need of special sterilization processing) 7 propane tanks, and a fire extinguisher. The total cost of these activities equates to \$127,804.86.

### *Community Engagement*

On October 9, 2023, the City held a community meeting to discuss the City's purchase of property at 1762 Dale Road, a former assisted living facility. The City's Community Development Department delivered a presentation on how this property was acquired, reviewed the other affordable housing developments already in place in the City, and discussed how this property could potentially be used to address housing affordability at various income levels, including homelessness. It is important to note that no decisions have been made about prospective development on the property. City leadership solicited community feedback and encouraged ongoing dialogue about use of this property; the community meeting would be the first of multiple meetings to solicit feedback from the public.

City staff discussed the eligibility requirements for obtaining a unit in an affording housing development and provided examples of household income limits that qualify as "Low Income" or "Very Low Income":

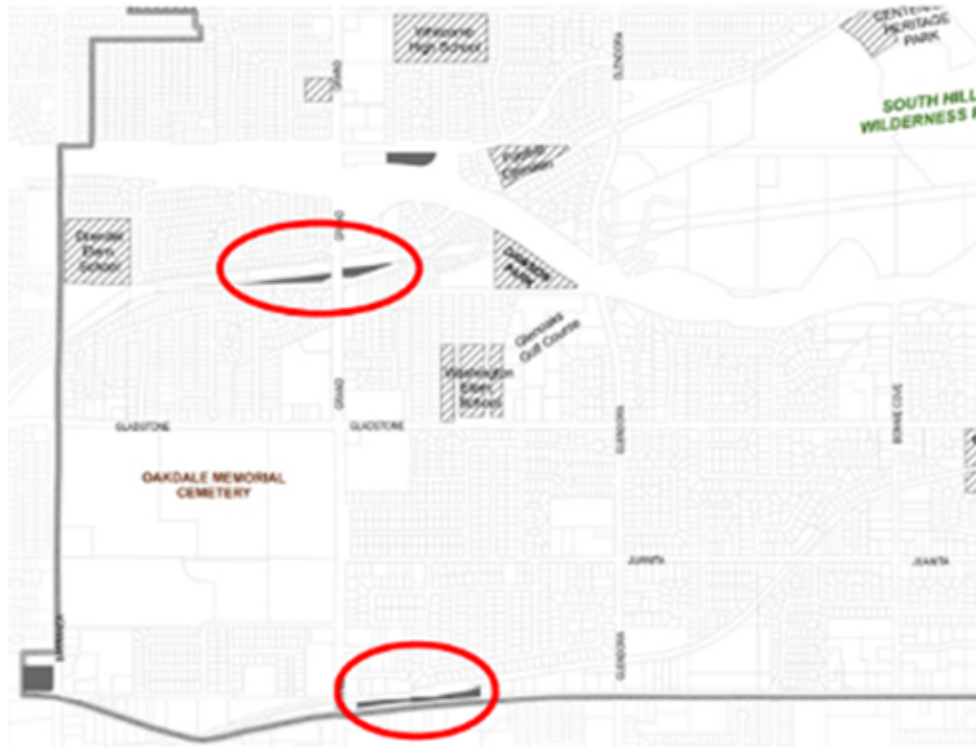
### **Los Angeles County Income Limits**

Household Size	1	2	3	4	5	6
Very Low	\$44,150	\$50,450	\$56,750	\$63,050	\$68,100	\$73,150
Low	\$70,650	\$80,750	\$90,850	\$100,900	\$109,000	\$117,050

- Example 1- A recent graduate living alone works as a staff accountant and earns an annual income of \$65,000
- Example 2- A single parent, a teacher, with one child, and the household income is \$78,000
- Example 3- A couple with 2 children, where one adult works as a cashier and the other adult is a dental assistant, and the household income is \$99,000
- Example 4- A couple with 3 children, where one adult works as a bank teller and the other adult as a forklift operator, and the household income is \$108,000

The City's 2021-2029 Housing Element notes that through its various land use policies, the City provides development potential for a range of housing opportunities. The Housing Element represents an awareness of the need within the City to assure that housing is provided for all economic segments of the community, for existing and future residents. The Element also satisfies the legal requirements that housing policy be a part of the General Plan. State Housing Element law requires that a local jurisdiction accommodate a share of the region's projected housing needs for the planning period. This share, called the Regional Housing Needs Allocation (RHNA), is important because state law mandates that jurisdictions provide sufficient land to accommodate a variety of housing opportunities for all economic segments of the community. Compliance with this requirement is measured by the jurisdiction's ability in providing adequate land to accommodate the RHNA. The City is required to zone for housing, including affordable housing, and this number is contingent upon the most recent HUD Point-In-Time Count, to reflect that the City is addressing the housing needs of its current unsheltered population.

The City received updates on homeless services on March 9, 2021, and April 12, 2022, which discussed a potential Sub-Regional Homeless Housing program. Glendora, San Dimas, La Verne, and Claremont staff met to assess their respective interest in participating in such a sub-regional approach to addressing housing needs. This program is currently on hold but through these discussions the City had identified properties that may potentially help meet the Housing Element requirements without zoning changes. Three sites in the City were previously identified where interim housing could be built without zoning changes. The three locations identified are adjacent to Grand Avenue and currently have existing structures on them. Two of the three zoned locations are just north of the Big Dalton Wash, on either side of Grand Avenue. The third



### Funding To Date

The tables below provide a look at the level of funding received and expenditure incurred related to the City of Glendora's efforts to address homelessness.

Measure H Funds	Amount Received
3-Cities Grant	\$71,860.00
5-Cities Grant	\$68,600.00
SGVCOG Grant	\$255,000.00
Subtotal:	\$395,460.00

City Funds	Amount Received
Affordable Housing Funds	\$450,000.00

American Rescue Plan Act	\$1,000,000.00
<b>Subtotal:</b>	<b>\$1,450,000.00</b>

<b>Total Funds Received:</b>	<b>\$1,845,460.00</b>
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<b>Total Staff Expenses-Homeless Programs</b>	
<b>2019-2023</b>	<b>Amount</b>
Human Services	\$341,043.00
Police Department	\$4,608,000.00
<b>Subtotal:</b>	<b>\$4,949,043.00</b>

<b>Total Program Expenses-Homeless Programs</b>	
<b>Year</b>	<b>Amount</b>
2019-20	\$29,755.00
2020-21	\$681,775.00
2021-22	\$355,537.25
2022-23	\$500,653.00
2023-24	\$282,152.00
<b>Total:</b>	<b>\$1,849,872.25</b>

### *New Grant Funding*

On November 28, 2023, the City was informed of its successful application for grant funding from the United Way of Greater Los Angeles. The City will receive \$150,000 towards one-time physical site and operational upgrades to expand and improve services for unhoused people accessing programs and services at senior centers. This grant will be used to upgrade the Historic La Fetra building kitchen, add new partitions for the computer lab so they can be easily disinfected, and new carpet.

### **FISCAL IMPACT**

The increase of estimated revenues and appropriation for the grant award result in a net-zero impact as staff will increase both revenue and expenditure budgets for the receipt and use of the grant award with Council approval.

### **ENVIRONMENTAL DETERMINATION**

There is no CEQA impact associated with the recommendations in this report.

Prepared By	Erik Deurmeier, Human Services & Outreach Coordinator
Concurs With	Debbie Lopez, Human Services Superintendent
Reviewed By	John Aguirre, Recreation and Human Services Director

Certified to Availability of Funds	Kyle Johnson, Finance Director/City Treasurer
Approved By	Adam Raymond, City Manager
Legal Review	William W. Wynder, City Attorney Danny Aleshire, Assistant City Attorney
CEQA Review	Mark Carnahan, City Planner Jeff Kugel, Community Development Director

**ATTACHMENTS:**

- A. Homeless Update Presentation
- B. City Net 2023 Homeless Census Report
- C. Staff Report, April 12, 2022
- D. Staff Report, March 09, 2021

**FIRST AMENDMENT  
TO  
MEMORANDUM OF AGREEMENT**

This First Amendment to Memorandum of Agreement ("First Amendment") is made and entered into as of February 1, 2024, by and between the San Gabriel Valley Council of Governments ("SGVCOG"), and the City of Glendora ("City"), with reference to the following:

A. The SGVCOG and the City entered into that certain Memorandum of Agreement dated as of December 8, 2023, which is incorporated herein by this reference (the "Original Agreement"); and

B. The SGVCOG and the City desire to amend the Original Agreement to modify, amend and supplement certain portions thereof.

**NOW, THEREFORE**, the parties hereby agree as follows:

**1. Defined Terms.** Except as otherwise defined herein, all capitalized terms used herein shall have the meanings set forth for such terms in the Original Agreement.

**2. Compensation.** The total not-to-exceed compensation set forth in Section II of the Original Agreement was the sum of Ten Thousand and 00/100 Dollars (\$10,000.00). Section II of the Original Agreement is hereby amended to provide for an increase of Forty Thousand and 00/100 Dollars (\$40,000.00) so that the total not-to-exceed compensation, as amended by this First Amendment shall not exceed Fifty Thousand and 00/100 Dollars (\$50,000.00) without the prior authorization of the SGVCOG. Exhibit "B" of the Original Agreement entitled "Compensation", is deleted in its entirety and replaced with Exhibit "B", attached hereto and incorporated herein by the reference.

**3. Integration.** This First Amendment and all attachments hereto (if any) integrate all of the terms and conditions mentioned herein, and supersede all negotiations with respect hereto. This First Amendment amends, as set forth herein, the Original Agreement and except as specifically amended hereby, the Original Agreement shall remain in full force and effect. To the extent that there is any conflict or inconsistency between the terms and provisions of this First Amendment and the terms and provisions of the Original Agreement, the terms and provisions of this First Amendment shall control.

**IN WITNESS** hereof, the parties enter into this First Amendment on the year and day first above written.

“CITY”

CITY OF GLENDORA

\*By: Adam Raymond

Printed Name: Adam Raymond

Title: City Manager

“SGVCOG”

SAN GABRIEL VALLEY COUNCIL OF  
GOVERNMENTS

By: Marisa Creter

Marisa Creter

Title: Executive Director

APPROVED AS TO FORM

Danny Aleshire  
Danny Aleshire, City Attorney

APPROVED AS TO FORM

David DeBerry  
David DeBerry, General Counsel

**EXHIBIT “B”**

**COMPENSATION**

[Behind this page.]



**EXHIBIT B**

**Table 1. Budget**

The City shall receive a maximum of \$50,000 for implementation of the HSF. Funding shall be disbursed on a reimbursement basis and in accordance with Table 1. Invoices must be submitted monthly.

Task	Not to Exceed (NTE) Amount
Task 1 – Client Services	\$50,000
Total	\$50,000

Reports must be submitted quarterly by the following dates:

- 45 days after MOA execution
- April 10, 2024

The final report is due by July 10, 2024.



# STAFF REPORT

**TO:** Mayor and Council Members **DATE:** April 9, 2024  
**FROM:** Information Technology **DISTRICT(S):** City-Wide  
**SUBJECT:** Authorize the Purchase of a New Mitel Telephone System through Business Telecommunications Systems for \$105,135 including a Three-Year Term for Professional Services Support Of \$4,227 Annually

## RECOMMENDATION

That the City Council:

1. Authorize the purchase of City-Wide Mitel telephone systems replacement in the amount of \$105,134.71; and
2. Authorize the City Manager or his designee to execute the three-year term Master Warranty and Support Agreement with Business Telecommunications Systems in the annual amount of \$4,226.68.

## STRATEGIC FOCUS AREAS

- Goal 5: Improve and Maintain the City's Infrastructure and Facilities (IMCIF)

## EXECUTIVE SUMMARY

As part of our ongoing efforts to modernize the organization, the City proposes the replacement of a new Mitel phone system through Business Telecommunication Systems (BTS). This system will enhance our telecommunications infrastructure and provide staff with advanced features and flexibility tailored to their specific communication needs.

## LEGISLATIVE HISTORY / PREVIOUS ACTIONS

One June 27, 2023, the City Council approved the Fiscal Year 2023-2025 Two-Year Budget including the Five-Year Capital Improvement Plan that included the purchase of a new enterprise phone system in the amount of \$140,000.

## DISCUSSION

The current phone system is almost 15 years old, and as the City of Glendora continues to modernize and provide better service to our residents and internal staff, technology must adapt to provide more costeffective integrated services. Advances in technology provide better phone service at a significantly lower cost than traditional phone service. This proposal includes a range of Mitel phone models tailored to various user needs and preferences, aiming to enhance efficiency across the City.

Each Mitel model incorporates features such as Wi-Fi connectivity, Bluetooth integration, and high-definition audio, ensuring seamless communication across various work environments. Of note is the Bluetooth integration which will allow users to connect with various devices including smartphones, tablets, laptops, and Bluetooth-enabled headsets. Users will also be able to make and receive calls on their Mitel phone system client using their mobile device as a remote handset. Mitel phone systems will also connect with Microsoft Teams and the City's Microsoft 365 suite, creating a unified communications platform where voice, video, messaging, and collaboration tools are integrated. This integration allows users to make and receive calls directly within the Teams interface, eliminating the need to switch

between different applications for communication purposes, regardless of their location or device. This allows employees to access communication and collaboration tools from any device, whether they are in the office, working remotely, or on the go.

The implementation of the new Mitel phone systems represents a strategic investment in enhancing communication infrastructure and operational efficiency within the City. The proposed models cater to diverse user needs, offering advanced features, flexibility, and user-friendly interfaces.

The yearly professional services agreement will cover the City's phones and infrastructure in the event of outages or if other technical issues should occur. BTS will also aid the technology team during the new installation to ensure the system is setup using best practices and integrated into our current suite of tools.

### **FISCAL IMPACT**

Pursuant to Glendora Municipal Code 2.40.050, BTS is a part of the Sourcewell Account, waiving formal competitive bidding requirements in recognition of existing California Multiple Award Schedules cooperative bid.

Sufficient funds are available within the adopted Fiscal Year 2023-2025 Two-Year Budget in the Information Technology Fund 553. Ongoing costs for Fiscal Years 2024-25, 2025-26, and 2026-27 for the Professional Services fees of \$4,226.88 will be budgeted for accordingly in Information Technology Fund.

### **ENVIRONMENTAL DETERMINATION**

No CEQA impact.

Prepared By	Katie Dang, Administrative Assistant
Concurs With	Not Applicable
Reviewed By	Sam Robbine, Information Technology Director
Certified to Availability of Funds	Kyle Johnson, Finance Director/City Treasurer
Approved By	Adam Raymond, City Manager
Legal Review	Danny Aleshire, City Attorney
CEQA Review	Not Applicable

### **ATTACHMENTS:**

- A. Agreement
- B. Proposal
- C. PowerPoint

## Master Warranty and Support Agreement

1. This Master Warranty and Support Agreement ("Agreement" / "Contract") is entered into between Business Telecommunication Systems, Inc. ("Seller" / "seller" / "BTS") and the City of Glendora ("City" / "customer") to be effective as of the date of the date set forth on the signature pages of the parties below, for the provision of certain equipment by Seller ("Mitel equipment" / "Equipment") and services related to same as set forth on Schedule 1A to this Agreement.

### 2. LIMITED WARRANTY

2.1 Limited Warranty. The Mitel equipment furnished hereunder is warranted to be free from any defects in materials and workmanship for a period of 1 year from date of delivery by Seller. Customer may purchase an extended Support Plan to cover software beyond the 1 year warranty per section 3 of this Contract.

2.2 Warranty Service. Seller shall, at its own expense and option, either repair or replace the defective Equipment during the warranty period, provided that Customer has notified Seller and, upon inspection by Seller, Seller has found the Equipment to be defective in its reasonable determination. Customer's sole and exclusive remedy hereunder shall be limited to repair or replacement specified herein.

2.3 Warranty Service Charges. Notwithstanding the provisions of Section 2.1, if Customer requires warranty services other than during Seller's normal business hours, on site service calls necessitated due to no remote access, service will be provided on a best efforts basis at Seller's then-current hourly rate. Warranty service for Equipment located outside of Seller's standard service area shall be provided at Seller's then-current time and travel charges.

2.4 Warranty Conditions. The foregoing warranties are contingent upon the proper use of the equipment in accordance with the instructions and specifications published by the manufacturer and/or seller and may not apply to any equipment that has been repaired or modified by persons other than the seller.

2.5 Warranty Disclaimer. The express warranties set forth in this Agreement are in lieu of all other warranties, express or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose. BTS does not warrant toll fraud and the cost incurred by toll fraud.

2.6 Title. Title to the Equipment shall remain with the seller and not pass to Customer until the date on which final payment is made.

2.7 Risk of Loss. Prior to the date of delivery, the risk of loss to the equipment shall be on the seller. The risk of loss shall pass to customer on the date of delivery or if common carrier is used at EXW.

2.8 Service. Service shall commence on the Date of Delivery or in the event Customer exercises its option to purchase an extended Support Plan, the date specified on the attached Support Plan purchase order and shall continue for an initial period shown on equipment schedule.

### 3. MITEL SUPPORT AGREEMENT PLANS

3.1 Agreement to Provide Maintenance Support Coverage. Upon expiration of the warranty as herein provided, Seller agrees, at Customer's option, to provide the following Maintenance Support Coverage Plans.

(a) **Premium:** Our Premium Software Support and Assurance Plan provides you with support 24/7 per section 4.1. Our Premium plan covers software up-dates listed on the schedule of equipment. All technical support calls to our customer support center are included in the Premium Plan. Plan also includes Hot Fixes and service packs. Professional Services to perform software up-dates will be provided at no charge. Premium plan excludes Mitel phones and Hardware.

(b) **Standard:** Our Standard Software Support and Assurance Plan provides you with support during normal business hours. Our Standard plan covers software up-dates listed on the schedule of equipment. Service will be available during normal business hours per section 4.1 of this Contract. All technical support calls to our customer support center are included in the Standard Plan. Plan also includes Hot Fixes and service packs. Professional Services to perform software up-dates will be provided at 50% of our standard rate. Standard plan excludes Mitel phones and Hardware.

(c) **Orange+:** Our Orange+ plan covers all technical support calls to our support center during our normal business hours 8am to 5pm Monday through Friday, except holidays per section 4.1 of this Contract. Emergency technical support calls are included and are available 24/7. Orange+ plan excludes software

up-dates, Mitel phones and Hardware.

(d) **Hardware:** If Customer purchased at time of original sale, Mitel extended hardware coverage. Hardware will be extended from 1 year to 5 years from date of delivery. Hardware plan term will be shown on schedule 1A of this Contract. Customer must have an active Support Plan per section 3 of this Contract to receive coverage under this Contract. Support times will be based on agreement plan.

**3.2 Payment of Charges.** Customer agrees to pay all customer approved and accepted maintenance support contracts and invoices billed by Seller. All charges for services, whether annually, quarterly or monthly will be invoiced in advance.

**3.3 Term of Agreement Plans.** Support plans in section 3 of this Agreement will be for a 1 year term per Schedule 1A or extended support plan agreement unless otherwise specified. Support plans are non-refundable and non-cancelable.

#### **4. GENERAL TERMS AND CONDITIONS**

The general terms and conditions contained in this Section shall apply to any Equipment sold and Services furnished to Customer pursuant to this Agreement.

**4.0 Exclusions.** Services of Seller do not include any of the following:

- (a) Electrical work external to the Equipment;
- (b) Unless specifically agreed to in writing, the maintenance of accessories, attachments or other devices;
- (c) Service as stated by supplying items not furnished by Seller;
- (d) Services for the relocation of the Equipment;
- (e) Service that is unsafe or impractical for Seller to render because of alterations in the Equipment or their connection by mechanical or electrical means to machines or devices not furnished by Seller;
- (f) Service on Equipment that Seller determines has been located in an unsafe or hazardous environment;
- (g) Service necessitated by elements external to the Equipment that are not within Seller's specifications including, but not limited to, lighting, humidity, temperature, power supply, or air conditioning;
- (h) Service necessitated by accident, neglect, alterations, or improper use or misuse of the Equipment not caused by Seller.
- (i) Service necessitated by repairs or service attempted by persons other than Seller's personnel.
- (j) Replacement or repair of internal or external cabling.
- (k) Testing or trouble-shooting of Customer's data network, local area network or wide area network.

**4.1 Time Services are Available.**

Services will be available seven (7) days a week, twenty-four (24) hours a day. Response time is defined as within two (2) hours of major system failures and within twenty-four (24) hours for minor system failures. Major system failures are defined as the inability to make or receive in or outgoing calls (that being 50% or more of the system is unable to process calls). Minor system failures are defined as other than major system failures. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Minor system failures corrected at other than normal business hours or service not covered by warranty will be charged at time and material rates.

**4.2 Scope of Coverage.** Seller agrees to provide services based on the specific performance standard needs of individual Equipment items as determined by Seller. Services shall be both preventative and remedial and shall include hardware and software adjustments and replacement parts when deemed necessary by Seller. Replacement parts shall be furnished on an exchange basis if a Diamond or Platinum Support Plan is in force and when installed by Seller and shall be new or equivalent to new in performance. Replaced parts shall become the property of Seller

**4.3 Acceptance.** Subject to the provisions of Section 1, satisfactory completion of Seller's standard test procedures on the Equipment installed by Seller and the execution of a report form verifying such test completion by representatives of Customer and Seller shall be sufficient to establish acceptance of the Equipment by Customer.

**4.4 Payment and Credit.**

**4.4.1** Unless otherwise agreed in writing, payment for Products or Services hereunder shall be made upon presentation of invoice. Payment for Products or Services for customers with pre-approved credit will be due within 10 days of invoice date.

**4.4.2** If in Seller's judgment the financial condition of Customer at any time does not justify the commencement or the continuation of Delivery on terms specified herein, Seller may, in addition to all the remedies it may have at law or in equity, make a written demand for full or partial payment in advance, suspend performance until the payment is made,

or cancel Customer's order.

4.4.3 If Customer fails to pay any charges when due and payable, Customer agrees that Seller shall have the right to invoice and Customer shall pay all costs, including reasonable attorney's fees expended in collecting overdue charges and a late payment charge of one and one-half percent (1-1/2%) per month, but not in excess of the lawful maximum on the unpaid balance.

4.4.4 Service Charge Changes. Seller may at any time change its charges for services.

4.4.5 Taxes. All of the prices provided for, by this Agreement, are exclusive of all federal, state, municipal, or other political subdivision excise, sales, use, property, occupational, or like taxes now in force or enacted in the future and are therefore subject to increase equal to any such taxes Seller may be required to collect or pay upon the sale or delivery of the Equipment or Services purchased hereunder, except taxes based on Seller's income.

4.4.6 Security Interest. Customer hereby grants Seller a security interest in the Equipment to secure full payment therefore. Customer agrees that upon Seller's request, it will execute and deliver to Seller a financing statement and other documents evidencing the security interest satisfactory for filing with the appropriate authorities.

4.4.7 Failure to Pay. Failure of Customer to pay any charges when due shall constitute cause for Seller to suspend or terminate Services under this Agreement.

4.5 Customer Training. Customer shall be entitled to training services for the Equipment provided pursuant to this Agreement. "Training Services" shall include, among other things, assistance in the training of Customer personnel.

4.6 Termination. Seller shall have the right to terminate this Agreement in the event the occurrence of any one of the following is not remedied within five (5) days following written receipt of notice thereof:

- (a) failure of Customer to make financial arrangements satisfactory to Seller for the purchase of the Equipment or Services;
- (b) Customer's failure or neglect to perform or observe any of its existing or future obligations under this Agreement, including, without limitation,
- (i) the timely payment of any sums due to Seller, or (ii) unauthorized personnel servicing or moving the Equipment;
- (c) Any assignment of Customer's business for the benefit of creditors;
- (d) The filing of a petition in bankruptcy by or against Customer;
- (e) The appointment of a receiver, trustee in bankruptcy, or similar officer to take charge of all or part of Customer's property; or
- (f) The adjudication of Customer as bankrupt.

4.7 Limitation of Remedies. Customer agrees that the sole remedies for the breach of any warranties contained in this Agreement and the sole remedies for Seller's liability of any kind with respect to the Equipment or Services provided pursuant to this Agreement shall be limited to the remedies provided in this Agreement. Customer further agrees that in no event shall Seller's liability to Customer for damages of any nature exceed the total charges paid or payable for either: (i) the total charges paid or payable for Services during one (1) year under this Agreement if the liability arises from Service; or (ii) the purchase price of the Equipment if the liability results therefrom.

4.8 Consequential Damages. **CUSTOMER AGREES THAT SELLER SHALL NOT BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES OR FOR THE LOSS OF PROFIT OR REVENUE ARISING OUT OF THE SUBJECT MATTER OF THIS AGREEMENT, EVEN IF SELLER SHALL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE.**

4.9 Other Products. Customer agrees that Seller shall have no responsibility for any equipment or other items or any services provided by any person other than Seller.

4.9.1 Third Party Voice and Data Service Agreement

The general terms and conditions contained in this section 4.9.1 through 4.9.3, shall apply to 3<sup>rd</sup> Party Voice and Data contracts signed with BTS as Master Agent.

4.9.2 Service Level Agreement- Technical Support calls to our customer support center are included and our available 8am to 5pm Monday through Friday per section 4.1 of this Contract. Emergency support calls are available 24/7. Site visits are available per request and are subject to our standard time and material rate. BTS will be your single point of contact for all service related issues, technical support, billing inquiries, and any renewal of this Contract.

4.9.3 New Service Implementation- As part of our services for all new voice and data contract installations signed with BTS as Master Agent, BTS will include a project coordinator to work as a liaison between 3<sup>rd</sup> party carrier and customer. BTS will provide consulting services to assist with facilities requirements for new services. Cabling or any other requirements for 3<sup>rd</sup> party services will be quoted at our professional services rate.

4.10 Notices. Unless otherwise provided in this Agreement, any notice required or committed by this Agreement to either party shall be deemed to be duly given if in writing or delivered personally or mailed by first-class, registered, or certified, postage pre-paid and addressed to the address of Customer or Seller as set forth below.

4.11 Assignment of Contract. Customer shall not assign this Agreement or its rights thereunder without the prior written consent of Seller. Any attempt to make such an assignment without Seller's consent shall be void.

4.12 Non-Waiver. Customer and Seller agree that no failure to exercise, and no delay in exercising any right, power or privilege under this Agreement on the part of either party shall operate as a waiver of any right, power, or privilege hereunder shall preclude further exercise thereof. Severability. If any part of this Agreement shall be adjudged invalid

by any court of competent jurisdiction, that judgment shall not affect or nullify the remainder of this Agreement and its effect shall be confined to the part immediately involved in the controversy adjudged.

4.13 Governing Law. The Agreement shall be deemed to have been made in, and shall be construed pursuant to, the laws of the State of California.

4.14 Entire Agreement. Customer acknowledges and agrees that this Agreement is the complete and exclusive statement of the mutual understandings of the parties and that this Agreement supersedes and cancels all previous written and oral agreement and communications relating to the subject matter of this Agreement.

4.15 Attorneys' Fees. If any legal action is necessary to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.

4.16 Effect of Purchase Order. In the event of any conflict between this Agreement and the terms and conditions of any purchase order or similar document pursuant to which Customer entered into this Agreement, the terms and conditions of this Agreement shall control.

4.17 CANCELLATION. IN THE EVENT CUSTOMER CANCELS ITS PURCHASE PRIOR TO SELLER COMMENCING THE PROCUREMENT OF EQUIPMENT LISTED ON SCHEDULE(S) OR DESIGN AND ENGINEERING OF EQUIPMENT LISTED ON SCHEDULE(S), CUSTOMER AND SELLER AGREE THAT BASED UPON THE CIRCUMSTANCES NOW EXISTING KNOWN AND UNKNOWN, IT WOULD BE IMPRACTICAL OR EXTREMELY DIFFICULT TO ESTABLISH SELLER'S DAMAGES BY REASON OF SUCH CANCELLATION. ACCORDINGLY, CUSTOMER AND SELLER AGREE THAT IT WOULD BE REASONABLE AT SUCH TIME TO AWARD SELLER LIQUIDATED DAMAGES EQUAL TO 20% OF THE PURCHASE PRICE.

4.18 Local Telephone Company Charges. Any and all charges billed to Customer by local and/or long distance telephone companies shall be the sole responsibility of Customer. Seller will not pay any charges billed to customer by local and/or long distance carrier without prior written consent.

4.19 Automatic Route Selection (ARS) – Seller will program Customer's ARS on the Telephone System only with authorized Routing Tables. Customer must sign and authorize Routing Tables. Seller will be responsible for database programming of ARS only. Every reasonable effort will be made to ensure accurate database entry and operation of ARS. Customer will be responsible for checking their telephone company bills for any discrepancies. Customer must notify Seller of any discrepancies within 60 days. If Customer finds that the ARS is not routing per the approved routing tables, Seller will re-program the phone systems ARS database at no cost to the Customer. If routing tables are incorrect, BTS will require revised routing tables to be approved and signed by Customer and additional programming charges will apply.

4.20 Maintenance of Site Conditions. Throughout the term of this Agreement, Customer shall maintain site conditions in compliance with specifications provided by Seller prior to installation of the Equipment.

4.21 TOLL FRAUD. While this device is designed to be reasonably secured against intrusions from fraudulent callers, it is by no means invulnerable to fraud. Therefore no express or implied warranty is made against such fraud including interconnection to the long distance network.

4.22 Seller's and Customer Employees. Business Telecommunication Systems, Inc. and Customer agree that either Business Telecommunication Systems, Inc. or Customer (and any of its affiliates or subsidiaries) shall not hire or attempt to hire as an employee, independent contractor, or otherwise either a current or terminated employee of Company during the term of this Agreement and for a period of one (1) year after termination of this Agreement without the prior written consent of an authorized representative of both Business Telecommunication Systems, Inc. and Customer.

4.23 Voice Over IP. Customer agrees to meet all network requirements for Voice Over IP (VoIP) and Quality of Service (QOS). Customer agrees to pay all costs incurred by BTS for network analysis for VoIP. BTS does not guarantee QOS over any network that does not maintain and guarantee QOS and have a service level agreement with service provider. Packet loss less than 1%, latency and jitter less than 100ms, prioritization of voice packets over the network.

4.24 Remote Access. Customer agrees to maintain Vonetco remote access to BTS personnel at all times for remote programming and administration of telecommunications equipment. Customer agrees to pay on-site service fee due to no remote access. Customer grants BTS authorization to view any data within the regular routine of the repair or system improvement. Customer also authorizes BTS to reasonably delete, change, and/or rewrite any necessary information to complete the system repair or improvement that is consistent with the standards and practices in the industry.

4.25 Customer database. In the event of loss of operating system software and/or customer database the following will apply: (a) *On BTS supplied servers:* BTS will restore operating system software. BTS will restore from customer backup, Customer database. In the event that there is not a working customer database backup, customer will be invoiced for all charges to rebuild customer's database. (b) *On Customer supplied servers:* BTS will provide support to customer to restore operating system software. BTS will provide support to restore from customer backup,




Customer database. In the event that there is not a working customer database backup, customer will be invoiced for all charges to rebuild customer database. **Customer is responsible to maintain a current backup of customer database.**

**Customer: City of Glendora**  
**By:**

**Seller: Business Telecommunication Systems, Inc.**  
**By:**

\_\_\_\_\_  
Signature

DocuSigned by:  
  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Adam Raymond  
Print Name

\_\_\_\_\_  
Kimberly Irey  
Print Name

\_\_\_\_\_  
City Manager  
Title

\_\_\_\_\_  
VP of Sales  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mar 21, 2024 | 5:19 PM PDT  
Date

To: City of Glendora  
150 S. Glendora Ave  
Glendora, CA 91741  
United States  
(626) 852-5201

Mitel MiVoice Business  
**EQUIPMENT ITEMIZATION**  
**SCHEDULE 1A**

**Business  
Telecommunication  
Systems, Inc.**

*Serving all your voice & data needs*

549 Bateman Circle - Corona, CA 92880  
(951) 272-3100 - Fax (951) 493-3033 - www.bts1981.com

BTS Contact: Kim Irey

Customer Contact: Sam Robbin

Quote #: AAAQ16854-03

Prices good until

11/30/2023

**Proposal to Migrate from a Mitel Connect to a Mivoice Business with (69) SIP Trunks, (290) Standard User Licenses and IP Phones, and (7) Analog Devices, on Customer Provided Virtual Server as follows:**

QTY	PART NUMBER	DESCRIPTION	Unit Your Price
<b>Mitel Hardware</b>			
1	D021.4410	MITEL TA7108 UNIVERSAL ATA (w/o AC Cord)	408.20
1	P021.4110	POWER CORD C13 10A 125V- NA PLUG	8.06
<b>Mitel Server Software</b>			
1	B021.4122	MiVoice BUSINESS VIRTUAL FOR ENTERPRISE	
1	B021.4161	MiCollab VIRTUAL APPLIANCE	
1	B021.4175	MiCClient LICENSE- FEDERATION ADV SERVER	
1	B021.4174	MiCClient LICENSE- PEERING ADV SERVER	
<b>Mitel Base Software</b>			
1	B021.4160	MiVoice BORDER GATEWAY VIRTUAL	
3	B021.4154	MiCb NPUM MAILBOX CALLDIR x1	
2	B021.4113	MiCOLLAB NPUM MIVBUS MAILBOX LICENSE x10	
7	B021.4132	MiVoice BUSINESS LICENSE- SINGLE LINE EXT	67.50
1		MITEL SWA 3 YEAR	29,538.64
<b>SIP Trunking</b>			
69	B021.4128	SIP TRUNKING CHANNEL PROXY	
9	B021.4131	MiVoice BUSINESS LICENSE- SIP TRUNK x1	
1	B021.4130	MiVoice BUSINESS LICENSE- SIP TRUNK x10	
1	B021.4146	MiVoice BUSINESS SIP TRUNKS x50	
<b>Station Licenses</b>			
289	B021.4256	UCCv4.0 STND USER FOR MiVoice BUS x1	
<b>Mitel IP Phones</b>			
6	G021.4129	MITEL 6940 WIFI IP PHONE	386.75
15	G021.4128	MITEL 6930 WIFI IP PHONE	292.50
21	G021.4127	MITEL 6920 WIFI IP PHONE	227.50
248	G021.4119	MITEL 6915 IP PHONE	143.00
<b>Professional Services</b>			
1		1 Year Partner Support per Master Warranty and Support Agreement	
1		Business Telecommunication Systems Professional Services to setup and Program Mitel MiVoice Business Phone System. Includes programming 250 IP Phones and 69 SIP trunks.	

Approved and Accepted By:

Date:

Printed Name:

12/01/23

Printed By: Kim

Page 1 Of 2  
1 of 3

Meeting Date: 4/9/2024 / Packet Page #: 270

QTY	PART NUMBER	DESCRIPTION	Unit	Your Price
			<b>MITEL PACKAGE DISCOUNT</b>	<b>\$ 136,020.74</b>
*Customer responsible for Installation of IP Phones at Each Location *Quote includes remote training on new phone system *Customer to provide server per BTS Specifications *Purchase of 6900 series phones required to migrate to MiVoice Business *Quote licensing must be approved by Mitel prior to sale.				
			<b>HARDWARE AND SOFTWARE</b>	<b>\$ 77,376.90</b>
			<b>BTS PARTNER SUPPORT</b>	<b>\$ 4,226.68</b>
			<b>PROFESSIONAL SERVICES</b>	<b>\$ 15,600.00</b>
				<b>97,203.58</b>

plus applicable tax

Customer Responsibility to Include, but not limited to:

- 1.) Must meet Mitel/BTS site requirements, including network, server, and desktop posted on [www.bts1981.com](http://www.bts1981.com)
- 2.) Customer responsible for deployment of phones unless otherwise noted.
- 3.) Customer may elect to contract BTS on time material to assist with network, server, desktop and site requirements at an hourly rate of \$195.00 per hour.
- 4.) Data cables need to be home ran from network switch to each desktop.
- 5.) If not purchased from BTS, customer to provide Server for Voice Mail as per BTS/Mitel requirements.
- 6.) BTS to load 1st desktop with Personal Call Manager Software and train customer on installation of remaining desktops.
- 7.) Troubleshooting of customers desktop on non Mitel related issues are billed at BTS standard labor rates.

**Desktop/Personal & Operator Call Manager Software are Windows-based applications**

You have received special pricing on your initial system post install pricing will differ.

Approved and Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

12/01/23 Printed By: Kim

Page 2 Of 2  
2 of 3

# Business Telecommunication Systems, Inc.

*Serving all of your voice and data needs since 1981*

## **TELECOMMUNICATION SYSTEM PURCHASE AGREEMENT**

The undersigned, whose address is set forth below (the "Customer") , and Business Telecommunication Systems Inc., of 549 West Bateman Circle, Corona, California 92880 (the "Seller"), in consideration of the promises made herein and intending to be legally bound, agree as follows:

Executed this day of  
Between Business Telecommunication Systems, Inc. and **City of Glendora**

System to be installed at: **150 S. Glendora Ave,  
Glendora, CA. 91741**

Estimated Cut Date:

<b><u>Purchase Schedule:</u></b>	Installed Price	<b>\$97,203.58</b>
	Tax (Material Only)	<b>\$7931.13</b>
<b><u>Payment Type:</u></b>	Total Installed Price	<b>\$ 105,134.71</b>

**50% Deposit Upon Signing: \$52,567.36**  
**40% Due Upon Delivery of Equipment: \$42,053.88**  
**10% Due Net 10 Days after Delivery of Equipment: \$10,513.47**

Note: Should Purchaser prefer a lease transaction, Purchaser shall enter into a binding agreement with a leasing company or other financial institution satisfactory to "Seller" providing for a lease of the System by "Purchaser" from Lessor. Seller will assist and cooperate with Purchaser in arranging for such lease and Purchaser shall deposit with Seller at the time of this order an amount equal to 15% of the total installed price, and upon acceptance of the system, Seller will be paid the total installed price specified above, less all deposits paid under the terms of this agreement and amounts due Seller by Purchaser through charges in the sales not incorporated in the lease. Seller shall not be required to commence in the installation of the Equipment until it has received a fully executed copy of a satisfactory lease agreement, including all lease terms and conditions.

### **1. PURCHASE OF TELECOMMUNICATION SYSTEM**

1.1 Agreement to Purchase. Customer agrees to purchase from Seller and Seller agrees to sell to Customer the telecommunications equipment listed on the purchase schedule attached hereto as attached Schedule(s) and incorporated herein by reference (the "Equipment" [the "Purchase Schedule"]).

1.2 Purchase Price. The purchase price for the Equipment shall be as set forth on the Purchase Schedule.

1.3 Site Preparation. Prior to the installation of the Equipment, Customer shall prepare the installation site in accordance with Seller's installation procedures as specified in Seller's Current Installation Manual. Such preparation shall include, but in no way be limited to, (i) providing suitable space for the equipment, backboard, A/C power and conduits, (ii) arranging for access to the site, (iii) providing necessary maintenance personnel as requested by Seller, and (iv) providing the consent of landlord.

1.4 Responsibility for Installation. Customer shall specify the location for the installation for the Equipment and Seller shall install the Equipment in accordance with manufacturer's instructions and perform inspection and diagnostic checks of the Equipment using the manufacturer's standard test procedure. It is the responsibility of the customer to provide parking access for service vehicles. Any parking fees are the responsibility of the customer. It is the responsibility of the customer to pay any and all installation charges to bring telephone lines to the backboard.

1.5 Warranty of Title. Seller warrants that it has good title to the Equipment and the right to sell it to Customer free of any proprietary rights of any other party or any other encumbrance whatsoever.

**THE "MASTER WARRANTY AND SUPPORT PLAN" ARE AN INTEGRAL PART OF THIS AGREEMENT**  
*The Master Warranty and Support documents have all information regarding Warranty and Support for equipment and services being purchased on this agreement.*

**Customer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# REPLACEMENT OF CITYWIDE TELEPHONE SYSTEM

Information Technology Department

City Council  
April 9, 2024

Katie Dang, Administrative Assistant

Meeting Date: 4/9/2024 / Packet Page #: 273

CityOfGlendora.org

# OVERVIEW

- Our current phone system is almost 15 years old and as part of our ongoing efforts to modernize the organization, the City proposes the replacement of a new Mitel phone system through Business Telecommunication Systems (BTS).
- This system will enhance our telecommunications infrastructure and provide our staff with advanced features and flexibility tailored to their specific communication needs.
- On June 27, 2023, the City Council approved the Fiscal Year 2023-2025 Two-Year Budget including the Five-Year Capital Improvement Plan that included the purchase of a new enterprise phone system in the amount of \$140,000.

# MITEL SPECIFICATIONS

- Each model incorporates features such as Wi-Fi connectivity, Bluetooth integration, and high-definition audio for seamless communication across various environments.
- Features Includes:
  - Bluetooth connection with various devices including smartphones, tablets, laptops, and Bluetooth-enabled headsets.
  - Make and receive calls on their Mitel phone system using their mobile device as a remote handset.
  - Connect with Microsoft Teams and the City's Microsoft 365 Suite, creating a unified communication platform where voice, video, messaging, and collaboration tools are integrated.
    - Users can make and receive calls directly within the Teams interface, eliminating the need to switch between different applications for communication purposes, regardless of their location.
- This allows employees to access communication and collaboration tools from any device, whether they are in the office, working remotely, or on the go.



# Agreement Summary

- Annual professional services agreement will cover the City's phones and infrastructure in the event of outages or if other technical issues should occur.
- BTS will also aid the technology team during the new install to ensure the system is setup using best practices and integrated into our current suite of tools.
- Sufficient funds are available within the adopted Fiscal Year 2023-2025 Two-Year Budget in the Information Technology Fund 553.

## That the City Council:

1. Authorize the purchase of City-Wide Mitel telephone systems replacement in the amount of \$105,134.71; and
2. Authorize the City Manager or his designee to execute the three-year term Master Warranty and Support Agreement with Business Telecommunications Systems in the annual amount of \$4,226.68.