CITY OF GLENDORA
CITY COUNCIL, SUCCESSOR AGENCY AND HOUSING AUTHORITY

AGENDA

Tuesday, May 27, 2025

7:00 PM BUSINESS SESSION
CITY HALL COUNCIL CHAMBER, 116 E. FOOTHILL BOULEVARD, GLENDORA

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.

MAYOR/CHAIR
David Fredendall, District 2

MAYOR PRO TEM/VICE-CHAIR
Michael Allawos, District 1

COUNCIL/COMMISSIONERS
Karen Davis, District 4
Shaunna Elias, District 3
Mendell Thompson, District 5

GUIDE TO PUBLIC MEETINGS

PARTICIPATING IN PUBLIC MEETING

MEETING MATERIALS

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.

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, 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 proclaiming June 9, 2025 as Louie Pompei Day**

PUBLIC HEARINGS

Public hearings shall conform to the protocol established to conduct of public meetings, proceedings, and business in the City of Glendora. Following presentation of the staff report, the applicant/appellant will be allowed ten (10) minutes in which to make a presentation. Following the presentation of the applicant/appellant public testimony share be called, each speaker is limited to three (3) minutes, speaking once. The Presiding Officer may permit a five (5) minute rebuttal/summation by a representative of applicant/appellant. The public hearing will then be closed, and no member of the public shall be allowed to speak further unless, upon motion, and the public hearing is reopened by the governing body. Any person desiring to provide testimony during a Public Hearing item shall make his/her presence known to the Presiding officer. Speakers are entitled to submit written or other graphic evidence. All such evidence presented shall be retained by the City Clerk as part of the Clerk's record.

PLEASE NOTE: If you challenge any of the proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at, or prior to, the public hearing.

3. A Public Hearing to Consider a Resolution to Levy and Collect Assessment from Glendora Village Business Improvement District for Fiscal Year 2025-26

Recommended Action for the City Council:

Conduct a Public Hearing for the proposed levy and collection of assessments from the Glendora Village Business Improvement District, and in the absence of majority protest; and

— 1. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING THE LEVY AND COLLECTION OF ASSESSMENTS FROM THE GLENDORA VILLAGE BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26" as permitted by the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.)

4. Public Hearing on the Reporting on City of Glendora Vacancies, and Recruitment and Retention Efforts

Recommended Action for the City Council:

— 1. Conduct a public hearing to receive input on the City's workforce vacancies, recruitment and retention efforts; and

— 2. Discuss and receive report, and provide direction, if necessary.

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. Affirm the minutes from the City Council, Successor Agency and Housing Authority May 13, 2025 meeting

Recommended Action for the City Council, Successor Agency and Housing Authority:

— 1. Affirm minutes as presented.

6. City of Glendora and Glendora Successor Agency Investment Report for April 2025

Recommended Action for the City Council and Successor Agency:

— 1. Receive and file the Monthly Investment Activity Report for April 2025.

7. Final Tract Map No. 84292 (Applicant - Owner: Glendora 39, LLC, A Delaware Limited Liability Company: Location - 723-731 East Route 66)

Recommended Action for the City Council:

— 1. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL APPROVING TRACT MAP NO. 84292 FOR A NEW SUBDIVISION CONSISTING OF 39 RESIDENTIAL CONDOMINIUM UNITS ON A SINGLE LOT, GLENDORA, CALIFORNIA";

— 2. Authorize the Mayor to execute the Indemnity and Subdivision Improvement Agreements; and

— 3. Authorize the City Engineer and City Clerk to sign Final Tract Map No. 84292.

8. Authorize the Purchase of Water Meters and Water Meter Parts

Recommended Action for the City Council:

— 1. Authorize the Purchase of Water Meters and Water Meter Parts from Thirkettle Corporation dba Aqua Metric Sales Company in an amount not to exceed $90,000.

UNFINISHED BUSINESS

9. Update of Scheduled Vacancies for the City Council Advisory Boards and Commissions Recruitment with Terms Ending June 30, 2025

Recommended Action for the City Council:

— 1. Provide direction to staff on the scheduled vacancies with Terms ending June 30, 2025.

NEW BUSINESS

10. Award an Agreement to J. De Sigio Construction, Inc. for the Oak Park Road Project in the amount not to exceed $314,804

Recommended Action for the City Council:

— 1. Adopt a Categorical Exemption from the California Environmental Quality Act Pursuant to Section 15269(b), Emergency Projects, of the California Code of Regulations;

— 2. Declare an emergency existed that posed an imminent danger and required immediate action to repair the waterline on Oak Park Road to prevent further damage to private property and disruption of a vital public service;

— 3. Award an Agreement to J. De Sigio Construction, Inc., for the Oak Park Road Project in the amount of $314,804; and

— 4. Authorize the City Manager or his designee to execute the Agreement with J. De Sigio Construction, Inc., including minimal and/or non-substantive changes.

11. AB 481 Annual Military Equipment Policy and Use Report

Recommended Action for the City Council:

— 1. Receive and file the report.

MEMBER/STAFF CLOSING COMMENTS

ADJOURNMENT

Date Posted: May 23, 2025

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**City Clerk**	**DISTRICT(S):**	**Not Applicable**
SUBJECT:	**A Proclamation proclaiming June 9, 2025 as Louie Pompei Day**		

RECOMMENDATION
Not Applicable

STRATEGIC FOCUS AREAS
Not Applicable

EXECUTIVE SUMMARY
Not Applicable

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
Not Applicable

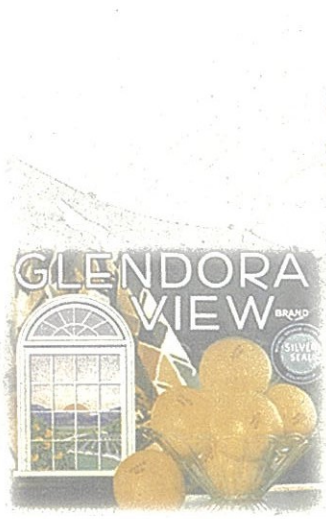
DISCUSSION
Not Applicable

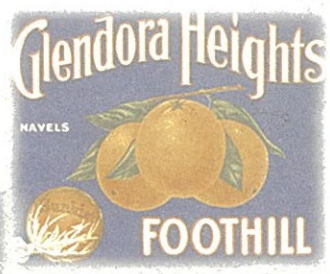
FISCAL IMPACT
Not Applicable

ENVIRONMENTAL DETERMINATION
Not Applicable

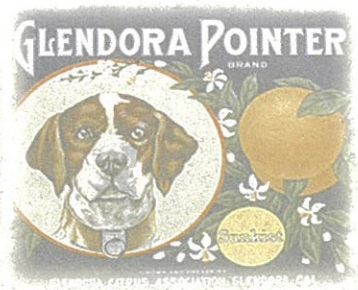
Attachments

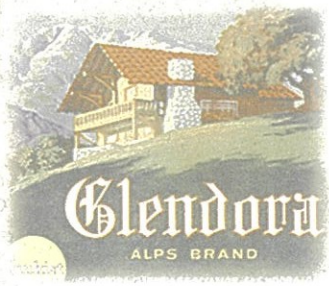
Proclamation - Pompei Day.pdf











Proclamation

The City of Glendora

State of California

WHEREAS, *Agent Louis A. Pompei served the City of Glendora Police Department with honor, integrity, and unwavering dedication, faithfully protecting the citizens of Glendora from October 12, 1987 through June 9, 1995; and*

WHEREAS, *on June 9, 1995, Agent Louis A. Pompei made the ultimate sacrifice in the line of duty, laying down his life while selflessly defending the community he swore to serve; and*

WHEREAS, *Agent Pompei's courage, commitment, and compassion exemplify the highest ideals of public service and represent the very best of our city's law enforcement community; and*

WHEREAS, *his legacy of bravery and devotion to duty continues to inspire his fellow officers, city officials, and all residents of the City of Glendora; and*

WHEREAS, *it is fitting and proper that we set aside one day each year to honor Agent Pompei's memory and ensure his sacrifice will never be forgotten.*

NOW, THEREFORE, *we, the City Council of the City of Glendora, do hereby proclaim June 9th of each year as*

"Louie Pompei Day"

in the City of Glendora. Let it be a day of remembrance, reflection, and gratitude as we honor Agent Louis A. Pompei's life, his heroism, and the lasting impact he made on our community.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Glendora to be affixed this 27th day of May 2025.*

CITY OF GLENDORA INCORPORATED 1911

City of Glendora

David Fredendall, Mayor

Michael Allawos, Mayor Pro Tem
Karen Davis, Council Member
Mendell Thompson, Council Member
Shaunna Elias, Council Member



STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**Community Development**	**DISTRICT(S):**	**3**

SUBJECT: A Public Hearing to Consider a Resolution to Levy and Collect Assessment from Glendora Village Business Improvement District for Fiscal Year 2025-26

RECOMMENDATION

That the City Council:

Conduct a Public Hearing for the proposed levy and collection of assessments from the Glendora Village Business Improvement District, and in the absence of a majority protest; and

1. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING THE LEVY AND COLLECTION OF ASSESSMENTS FROM THE GLENDORA VILLAGE BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26" as permitted by the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.)

STRATEGIC FOCUS AREAS

Goal 1: Implement Strategic Economic Development (ISED)

Goal 2: Maintain Financial Stability and Sustainability (MFSS)

EXECUTIVE SUMMARY

Each year assessments in the Business Improvement District (BID) must be renewed through a process that consists of several steps beginning with the preparation of an Annual Report. The Annual Report outlines the BID boundaries, assessment methodology, activities planned and a budget. Upon approval of the report, the City Council adopts a Resolution of Intent to Levy and Collect Assessments. Following this, two public Meeting are held to allow the Council to receive testimony from BID members and the public. The process concludes with a Public Hearing, during which any protest votes submitted by affected BID businesses are officially tabulated. If a majority protest is not received, the City Council may adopt a Resolution approving the Levy and Collection of Assessments for the upcoming year.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

The Glendora BID was established as provided by the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.).

DISCUSSION

The Glendora Village is known as a community gathering place that serves the community with numerous events throughout the year and offering a diverse array of shopping, dining, and service options. Glendora Village has also been recognized for fourteenth consecutive years as the Best Downtown in the San Gabriel Valley per the San Gabriel Valley Newsgroup's Readers' Choice Awards. These accomplishments are largely made possible by the assessments collected and the initiatives carried out by the Business Improvement District.

Each year, assessments in the Business Improvement District must be renewed through a process that consists of several steps. This begins with the preparation of an Annual Report which is comprised of information on the BID boundaries, assessment methodology, activities planned, and a budget. Once the Annual Report is approved, the City Council adopts a Resolution of Intent to Levy and Collect Assessments. Following this, two public hearings are held to ensure that affected BID businesses and members of the public are informed and have an opportunity to provide testimony. The first of two public hearings was held on May 13, 2025.

The second Public Hearing is the last step of the process, providing a final opportunity to receive public testimony regarding the proposed assessments. At the conclusion of the Public Hearing, the City Council will tabulate any written or verbal protests on the proposed assessments. If the assessments of those businesses submitting a protest to the proposed FY 2025-26 assessments are 50% or greater of the total proposed assessments, then the Resolution to Levy and Collect Assessments cannot be approved for the upcoming year. In the absence of a majority receipt of protest votes, City Council may adopt a Resolution approving the Levy and Collection of Assessments in FY 2025-26.

FISCAL IMPACT

The proposed FY 2025-26 operating budget is balanced with the use of undesignated fund balance in the amount of $34,750. The BID Fund Balance is projected to be approximately $142,516 at the end of FY 2024-25 and $107,766 at the end of FY 2025-26.

	Proposed FY 2025-26
Beginning Fund Balance	**142,516**
Revenues	120,800
Expenditures	155,550
Ending Fund Balance	107,766

ENVIRONMENTAL DETERMINATION

There is no CEQA impacts associated with the recommendations in this report.

Prepared By	Shantelle Coria, Management Aide
Concurs With	Not Applicable
Reviewed By	Jeff Kugel, Community Development 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. Public Notices
B. Resolution to Levy and Collect
C. PowerPoint

Attachments

A. Proof of Publication.pdf

B. Resolution to Levy and Collect.pdf

C. PowerPoint.pdf

San Gabriel Valley Examiner
709 E. Route 66 Ste. A
Glendora, CA 91740
626-852-3374

City of Glendora
Attn: City Clerk
116 E. Foothill Blvd.
Glendora, CA 91741

PROOF OF PUBLICATION
(201 5.5 C.C.P.)

STATE OF CALIFORNIA
County of Los Angeles

I am over the age of eighteen years, I am not a party to the above-entitled matter. I am the principal clerk of the Publisher of the San Gabriel Valley Examiner, an adjudicated newspaper of general circulation printed and published weekly in the City of Glendora, County of Los Angeles. The San Gabriel Valley Examiner has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of July 19, 1999, case Number KS 005341. The notice, of which the annexed is a true printed copy, has been published in each regular and entitled issue of said newspaper and not any supplement thereof on the following dates to wit:

April 3, 2025

I declare under penalty of perjury that the foregoing is true and correct.

Executed in the City of Glendora, Los Angeles County, California
On this **3rd** day of **April** 2025.

Signature

(PLEASE SEE PAGE 2 FOR AD COPY)
*Ad copy is not to scale

RESOLUTION CC 2025-06
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA ADOPTING DECLARING THE CITY COUNCIL'S INTENT TO LEVY AND COLLECT ASSESSMENTS FOR THE FISCAL YEAR 2025-2026 FOR THE GLENDORA VILLAGE BUSINESS IMPROVEMENT DISTRICT AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING CONCERNING THE LEVY OF THE ANNUAL ASSESSMENTS
(GD01)

RESOLUTION CC 2025-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA ADOPTING DECLARING THE CITY COUNCIL'S INTENT TO LEVY AND COLLECT ASSESSMENTS FOR THE FISCAL YEAR 2025-2026 FOR THE GLENDORA VILLAGE BUSINESS IMPROVEMENT DISTRICT AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING CONCERNING THE LEVY OF THE ANNUAL ASSESSMENTS

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the City Council has previously established the Glendora Village Business Improvement District ("District") as provided by the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.); and,

WHEREAS, the District Board and the City Council of the City of Glendora ("City") have determined that the Business Improvement District benefits the area within the District (the "Area" or "District Area") by generating revenue for businesses within the Area to improve the physical and financial health of the Glendora Village, which serves as a business, social and cultural center of the City of Glendora, and thereby enhances the City's community at large; and,

WHEREAS, the District Board has conducted significant outreach to member businesses to formulate a 2025-2026 work plan, budget and fee assessment schedule that would be fair, reasonable and in compliance with the Mission Statement of the Glendora Village Business Improvement District and the California Streets and Highway Code Section 36500 et. seq.; and,

WHEREAS, the continuation of the Glendora Village Business Improvement District and the concomitant levy of assessments will promote the economic revitalization of the downtown area of the City, create jobs, attract new businesses, and help prevent the erosion of the Downtown Village Area. In addition, the Glendora Village Business Improvement District enhances and promotes the City, culturally and commercially; and,

WHEREAS, the City Council desires to conduct a formal public hearing on the District Board's report, proposed budget and proposed assessments for the Fiscal Year 2025-2026.

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

SECTION 1. Pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.), the City Council declares its intention to continue the Glendora Village Business Improvement District and levy and collect assessments within the District for the purpose of marketing and promoting activities which will benefit the businesses located and operating within the District Area for the Fiscal Year 2025-2026.

SECTION 2. The territorial boundaries in the Area of the District are identified in the Area map attached hereto as Exhibit A and made a part hereof, which generally includes all businesses that abut Foothill Boulevard (north & south), east side of Vermont Avenue, south side of Bennett Avenue and the west side of Vista Bonita Avenue, and more specifically described as: beginning at the intersection of the centerline of Bennett Avenue (80 feet wide) and the centerline of Vermont Avenue (60 feet wide); then easterly along the centerline of said Bennett Avenue to the centerline of Vista Bonita Avenue (60 feet wide); thence southerly along the centerline of said Vista Bonita Avenue to the centerline of Foothill Boulevard (80 feet wide); thence westerly along the centerline of said Foothill boulevard to the centerline of Glendora Avenue; thence westerly 219.88 feet; thence southerly 119.90 feet, thence westerly to the centerline of said Vermont Avenue; thence northerly along the centerline of said Vermont Avenue ending at the centerline of said Bennett Avenue. The Area map identifying the proposed area is also on file in the office of the City Clerk. The Area of the District has not changed since the establishment of the District.

SECTION 3. The type or types of improvements and activities proposed to be funded by the levy of assessments on businesses in the Area include all "Improvements" and "Activities" permitted under Sections 36510 & 36513 of the Streets and Highway Code, specifically: (a) "Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to parking facilities, benches, trash receptacles, street lighting, decorations, parks, and fountains; and (b) "Activities" means, but is not limited to, promotion of public events which benefit businesses in the area and which take place on or in public places within the area, furnishing of music in any public place in the area, promotion of tourism within the area and activities which benefit businesses located and operating in the area. Except where funds are otherwise available, an assessment will be levied annually to pay for all improvements and activities within the Area.

SECTION 4. The City Council of the City of Glendora hereby approves the report approved by the District Board for the fiscal year 2025-2026. The proposed method and basis of levying the annual assessment for each business in the Area for the fiscal year 2025-2026 is set forth in Exhibit B attached hereto and made a part hereof. The formula consists of three elements in order to determine the total assessment a business would pay, based on the type of business, whether the business is retail/food service or other service, and the physical location of the business.

SECTION 5. The report approved by the District Board for the fiscal year 2025-2026 is on file in the City Clerk's office and contains a full and detailed description of the improvements and activities to be provided, the boundaries of the Area, and the proposed assessments to be levied upon the businesses within the Area for the fiscal year 2025-2026.

SECTION 6. Should the proposed annual assessment for the fiscal year 2025-2026 be approved, it is the intent that all businesses located within the District Area pay their annual assessment when they obtain, renew, or change their businesses license with the City of Glendora.

SECTION 7. The City Council shall not exempt a business recently established in the Area from the levy of the assessments as allowed in the Streets & Highways Code Section 36531.

SECTION 8. The City Council hereby sets a public meeting on May 13, 2025, at 7:00 p.m. at the City Council Chambers within City Hall located at 116 E. Foothill Boulevard, Glendora California, 91741. At that time the City Council shall allow public testimony regarding the 2025-2026 proposed work plan and proposed fiscal year 2025-2026 assessments of businesses within the Area.

SECTION 9. The City Council hereby sets a public hearing on May 27, 2025, at 7:00 p.m. at the City Council Chambers within City Hall located at 116 E. Foothill Boulevard, Glendora California, 91741. At the public hearing, the City Council shall hear and consider all protests against the establishment of the assessment or the furnishing of specified types of improvements or activities within the Area. A protest may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made. Every written protest shall be filed with the City Clerk at or before the time fixed for the public hearing. The City Council may waive any irregularity in the form or content of any written protest and at the public hearing may correct minor defects in the proceedings. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this section shall not be counted in determining a majority protest.

If written protests are received from the owners of businesses in the District Area which will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than that 50 percent, no further proceedings to levy the proposed assessment, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the City Council. If the majority protest is only against the furnishing of a specified type or types of improvement or activity within the area, those types of improvements or activities shall be eliminated.

At the conclusion of the public hearing to establish the assessment for the fiscal year 2025-2026, the City Council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements and activities to be funded with the revenues from the assessments.

However, proposed assessments may only be revised by reducing any or all of them.

SECTION 10. The City Clerk is hereby directed to mail a complete copy of this resolution of intention and a cover letter advising that the City Council has been requested to set the fiscal year 2025-2026 annual assessment as permitted under the California Streets and Highways Code by first-class mail to each business owner in the Area within seven days of the City Council's adoption of this Resolution of Intention. The cover letter shall further advise that a public meeting date has been set where the City Council shall allow public testimony regarding the proposed assessments of businesses within the Area. The cover letter shall further advise that a public hearing date has been set for the City Council to hear oral and written testimony from interested parties and at the end of that public hearing the City Council shall determine if there is sufficient protests equaling 50 percent or more of the assessments proposed to be levied.

SECTION 11. The City Clerk is hereby directed to give notice of said public meeting and public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City of Glendora not less than seven days before the public hearing. In addition, the City Clerk shall give joint notice of said public meeting and hearing as provided for under Government Code Section 54954.6 as follows: The joint notice of both the public meeting and the public hearing shall be accomplished by placing a display advertisement of at least one-eighth page in a newspaper of general circulation for three weeks pursuant Government Code Section 6063 and by a first-class mailing to those interested parties who have filed a written request with the local agency for mailed notice of public meetings or hearings on new or increased general taxes. The public hearing shall take place no earlier than seven days after the public meeting. The public hearing shall take place no earlier than 45 days after the first publication of the joint notice.

SECTION 12. Interested persons may contact Shantelle Coria, Management Aide, 116 E. Foothill Blvd., Glendora CA 91741, Telephone Number 626-852-5252, to receive additional information about the assessment. Protests against the proposed assessment shall be mailed or delivered to: City Clerk, City of Glendora, 116 E. Foothill Boulevard, Glendora, California, 91741.

SECTION 13. The Mayor shall sign this Resolution and the same shall take effect upon adoption of this Resolution and shall be enforced in accordance with the terms and conditions thereof.

SECTION 14. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Glendora this 25th day of March, 2025.

BY: DAVID FREDENDALL
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP
DANNY ALESHIRE
City Attorney

CERTIFICATION

I, 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 25th day of March, 2025, by the following vote:

AYES: MEMBERS: Elias, Davis, Thompson, Allawos, and Fredendall.
NOES: MEMBERS: None.
ABSENT: MEMBERS: None.
ABSTAIN: MEMBERS: None.

I further certify that said Resolution was published as required by law in the newspaper of general circulation in the City of Glendora, California on the 3rd day of April, 2025.

Dated: March 26, 2025

KATHLEEN R. SESSMAN
City Clerk/Communications Director

EXHIBIT A – BID AREA MAP

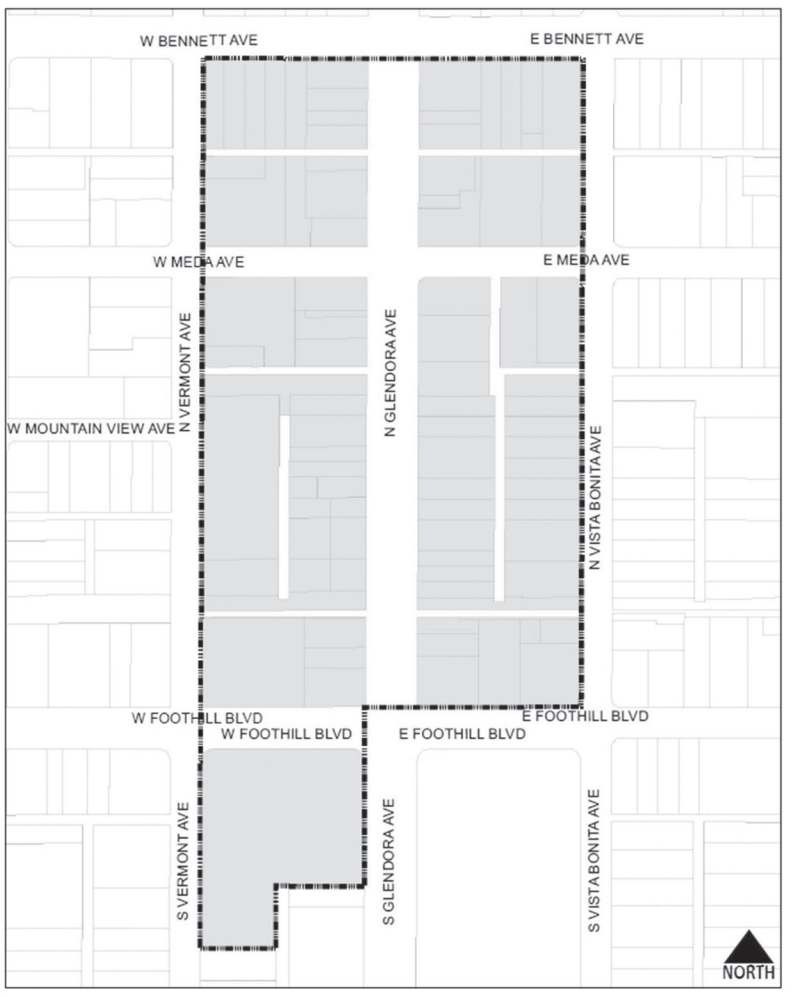


EXHIBIT B – FY 2024-2025 ASSESSMENT METHODOLOGY

Primary Businesses

1. Each "Primary Business" shall be assessed $200 per year. A "Primary Business" is the principal business at a particular address or location.

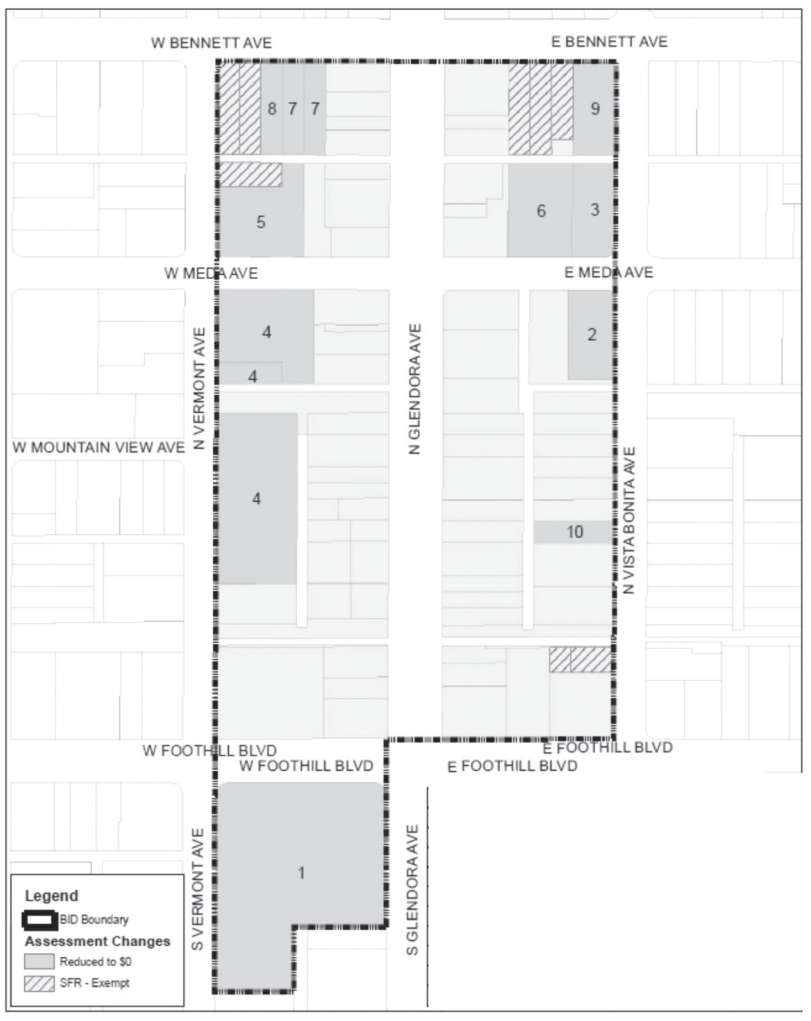
2. A "Primary Business" shall be subject to additional assessments based on the following factors:
   a. "Business Category"
      i. Retail and food services classified as a category 210 business pursuant to the City's business license regulations shall be assessed $200 per year.
      ii. All other business categories shall be assessed $100 per year.
   b. "Business Location"
      i. (Tier 1) Businesses with a first floor entrance or storefront, and located with an address on Glendora Avenue shall be assessed $200 per year.
      ii. (Tier 2)
         a. Businesses with a first floor entrance or storefront, and located with an address on Foothill Boulevard shall be assessed $100 per year.
         b. Businesses with a Glendora Avenue address, but without a direct entry or storefront fronting on Glendora Avenue (e.g. fronting on the Plaza) shall be assessed $100 per year.
      iii. (Tier 3) Businesses with a second floor location shall have their "Primary Business" assessment reduced by $100.
      iv. (Tier 4) Commercial property owners subject to the business license tax, and without a physical office location in the BID, shall not be assessed a Business Location component as part of their annual assessment.

Secondary Businesses

1. Each "Secondary Business" at a particular address or location shall be assessed $100 per year. A "Secondary Business" is a business that, operates at the same location, but is subordinate to a "Primary Business."

$0 Assessment Businesses

1. The following businesses shall pay $0 BID assessments
   a. Independent Contractors including individuals working under contract for a Primary or Secondary Business, who is required to have a business license. Examples include hair salon stylists and real estate agents.
   b. Businesses and apartment buildings identified in the attached map.



Publish in the San Gabriel Valley Examiner on April 3, 2025. #GD01

San Gabriel Valley Examiner
709 E. Route 66 Ste. A
Glendora, CA 91740
626-852-3374

City of Glendora
Attn: City Clerk
116 E. Foothill Blvd.
Glendora, CA 91741

PROOF OF PUBLICATION
(201 5.5 C.C.P.)

STATE OF CALIFORNIA
County of Los Angeles

I am over the age of eighteen years, I am not a party to the above-entitled matter. I am the principal clerk of the Publisher of the San Gabriel Valley Examiner, an adjudicated newspaper of general circulation printed and published weekly in the City of Glendora, County of Los Angeles. The San Gabriel Valley Examiner has been adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under the date of July 19, 1999, case Number KS 005341. The notice, of which the annexed is a true printed copy, has been published in each regular and entitled issue of said newspaper and not any supplement thereof on the following dates to wit:

April 10, 17 and 24, 2025

I declare under penalty of perjury that the foregoing is true and correct.

Executed in the City of Glendora, Los Angeles County, California
On this **24th** day of **April** 2025.

Signature

GLENDORA CITY COUNCIL
JOINT NOTICE
OF
PUBLIC MEETING AND PUBLIC HEARING

Notice is hereby given that the Glendora City Council has adopted a Resolution announcing intentions to levy and collect assessments for the 2025-26 Fiscal Year for the Glendora Village Business Improvement District as permitted by the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.)

A public meeting and public hearing shall be held to receive public testimony regarding the proposed assessments of businesses in the area. The public meeting and public hearing shall be held in the City Council Chamber at 116 East Foothill Boulevard, Glendora, California 91741.

Public Meeting Date:	May 13, 2025 at 7:00 p.m.
Public Hearing Date:	May 27, 2025 at 7:00 p.m.
Environmental:	This activity is not a "project" as defined by Section 21065 of the Public Resources Code or Sections 15060(c)(2), 15060(c)(3), and 15378 of the CEQA Guidelines.
Contact Person:	Shantelle Coria, Management Aide, (626) 852-5252.

If you challenge the nature of the proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the public entity conducting the hearing at, or prior to, the public hearing.

Kathleen R. Sessman
City Clerk/Communications Director, City of Glendora

Publish in the San Gabriel Valley Examiner on April 10, 17 and 24, 2025. #GD04

RESOLUTION CC 2025-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA ADOPTING THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE FISCAL YEAR 2025-2026 FOR THE GLENDORA VILLAGE BUSINESS IMPROVEMENT DISTRICT AS PERMITTED BY THE PARKING AND BUSINESS IMPROVEMENT AREA LAW OF 1989 (CALIFORNIA STREETS AND HIGHWAY CODE SECTIONS 36500 ET SEQ.)

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the City Council has previously established the Glendora Village Business Improvement District ("District") as provided by the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code §§ 36500 et seq.); and

WHEREAS, the Glendora Village Business Improvement District Board of Directors and the City Council of the City of Glendora ("City") have determined that the District benefits the area within the defined and previously established District (as shown on Exhibit "A" attached hereto, the "Area") by generating revenue for businesses within the Area to improve the physical and financial health of the Glendora Village, which serves as a business, social and cultural center of the City of Glendora, and thereby enhances the City's community at large; and

WHEREAS, following adoption, mailing and publication of a Resolution of Intent to Levy and Collect the Assessments, the City Council held a public meeting on May 13, 2025, to allow public testimony regarding the Fiscal Year 2025-2026 proposed work plan and proposed Fiscal Year 2025-2026 assessments of businesses within the Area; and

WHEREAS, the City Council held a duly noticed public hearing on May 27, 2025, and heard and considered all valid protests against the establishment of the assessment or the furnishing of specified types of improvements or activities within the Area; and

WHEREAS, the written protests received from the owners of businesses in the Area totaled less than 50 percent of the assessments.

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

SECTION 1. Pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code §§ 36500 et seq.), the City Council hereby declares its intention to continue, as presently constituted, the Glendora Village Business Improvement District and levy and collect assessments within the District for the purpose of marketing and promoting activities which will benefit the businesses located and operating within the Area of the District for the Fiscal Year 2025-2026.

SECTION 2. The territorial boundaries in the Area of the District are identified in the Area map attached hereto as Exhibit "A" and incorporated herein by this reference, which

generally includes all businesses that abut Foothill Boulevard (north & south), east side of Vermont Avenue, south side of Bennett Avenue and the west side of Vista Bonita Avenue, and more specifically described as: beginning at the intersection of the centerline of Bennett Avenue (80 feet wide) and the centerline of Vermont Avenue (60 feet wide); then easterly along the centerline of said Bennett Avenue to the centerline of Vista Bonita Avenue (60 feet wide); thence southerly along the centerline of said Vista Bonita Avenue to the centerline of Foothill Boulevard (80 feet wide); thence westerly along the centerline of said Foothill boulevard to the centerline of Glendora Avenue; thence westerly 219.88 feet; thence southerly 119.90 feet, thence westerly to the centerline of said Vermont Avenue; thence northerly along the centerline of said Vermont Avenue ending at the centerline of said Bennett Avenue. The Area map identifying the Area is also on file in the office of the City Clerk of the City.

SECTION 3. The type or types of improvements and activities proposed to be funded by the levy of assessments on businesses in the Area include all "Improvements" and "Activities" as the same are permitted under the Streets and Highway Code §§ 36510 & 36513; specifically: (a) "Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to parking facilities, benches, trash receptacles, street lighting, decorations, parks, and fountains; and (b) "Activities" means, but is not limited to, promotion of public events which benefit businesses in the area and which take place on or in public places within the area, furnishing of music in any public place in the area, promotion of tourism within the area and activities which benefit businesses located and operating in the area. Except where funds are otherwise available, an assessment will be levied annually to pay for all improvements and activities within the Area.

SECTION 4. The City Council of the City hereby approves and authorizes the levy and collection of the assessment. The method and basis of levying the annual assessment for each business in the Area for the fiscal year 2025-2026 is set forth in Exhibit "B," attached hereto and incorporated herein. The formula consists of several elements in order to determine the total assessment a business would pay, based on the type of business, whether the business is retail/food service or other service, and the physical location of the business.

SECTION 5. The report approved by the Glendora Village Business Improvement District Board of Directors for the fiscal year 2025-2026 is on file in the City Clerk's office and contains a full and detailed description of the planned improvements and activities, the boundaries of the Area, and the recommended assessments to be levied upon the businesses within the Area for the fiscal year 2025-2026.

SECTION 6. All businesses located within the boundaries of the Area (unless otherwise deemed exempt as shown on Exhibit "B" attached hereto) shall pay their annual assessment when they obtain, renew or change their businesses license with the City of Glendora

SECTION 7. The City Council shall not exempt a business recently established in the Area from the levy of the assessments as allowed in the Streets & Highways Code § 36531

SECTION 8. SECTION 8. The Mayor of the City shall sign this Resolution and the same shall take effect upon adoption of this Resolution and shall be enforced in accordance with the terms and conditions thereof.

SECTION 9. The City Clerk shall certify to the passage and adoption of this Resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Glendora this ____ day of _____, 2025.

BY: _____
DAVID FREDENDALL
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

_____
DANNY ALESHIRE
City Attorney

CERTIFICATION

I, 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 _____ 2025, by the following vote:

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

Dated:

_____
KATHLEEN R. SESSMAN
City Clerk/Communications Director

EXHIBIT A – BID BOUNDARY MA

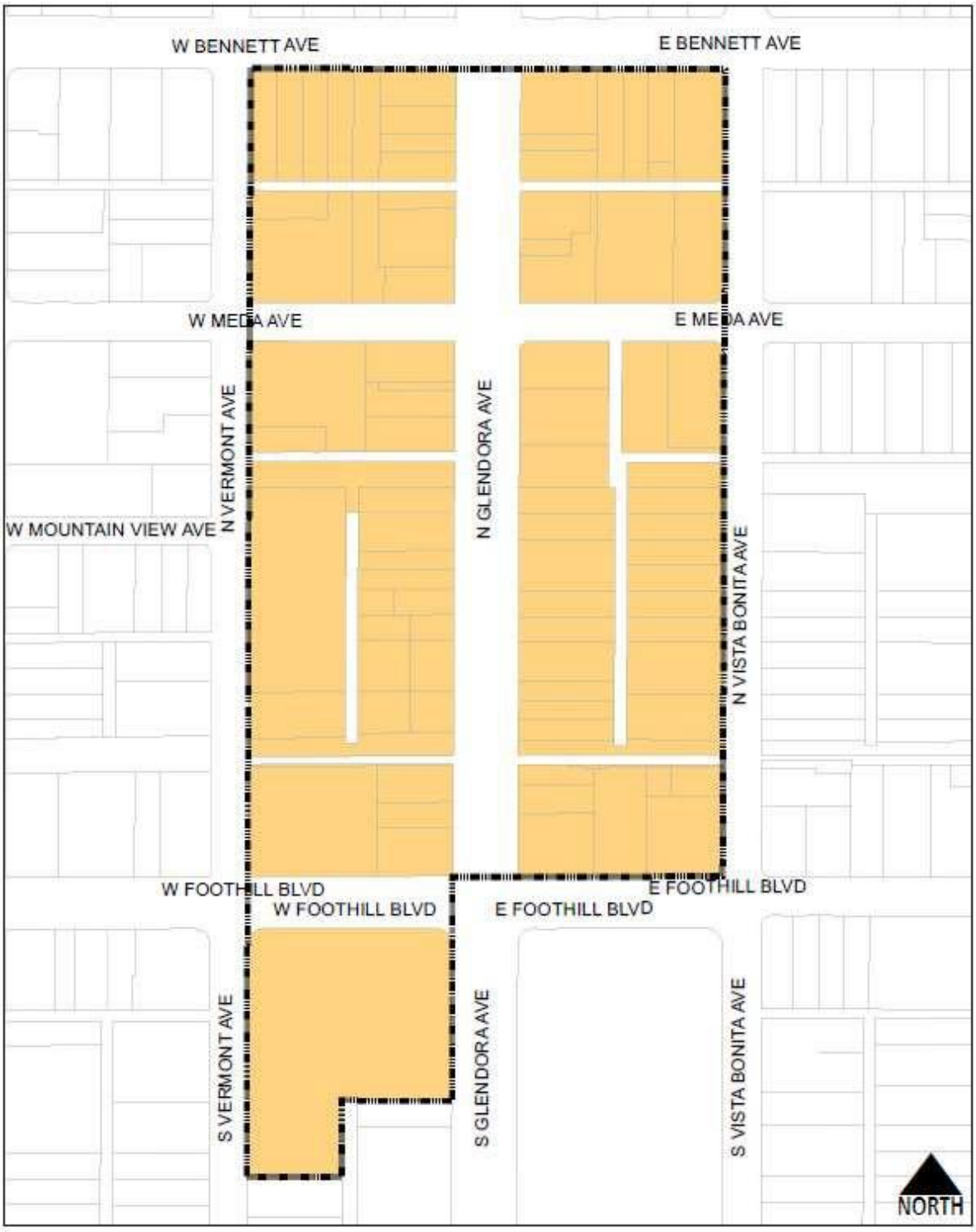


EXHIBIT B – ASSESSMENT METHODOLOGY

Primary Businesses

1. Each "Primary Business" shall be assessed $200 per year. A "Primary Business" is the principal business at a particular address or location.

2. A "Primary Business" shall be subject to additional assessments based on the following factors:
    a. "Business Category"
        i. Retail and food services classified as a category 210 business pursuant to the City's business license regulations shall be assessed $200 per year.
        ii. All other business categories shall be assessed $100 per year.
    b. "Business Location"
        i. (Tier 1) Businesses with a first floor entrance or storefront, and located with an address on Glendora Avenue shall be assessed $200 per year.
        ii. (Tier 2)
            1. Businesses with a first floor entrance or storefront, and located with an address on Foothill Boulevard shall be assessed $100 per year.
            2. Businesses with a Glendora Avenue address, but without a direct entry or storefront fronting on Glendora Avenue (e.g. fronting on the Plaza) shall be assessed $100 per year.
        iii. (Tier 3) Businesses with a second floor location shall have their "Primary Business" assessment reduced by $100.
        iv. (Tier 4) Commercial property owners subject to the business license tax, and without a physical office location in the BID, shall not be assessed a Business Location component as part of their annual assessment.

Secondary Businesses

1. Each "Secondary Business" at a particular address or location shall be assessed $100 per year. A "Secondary Business" is a business that, operates at the same location, but is subordinate to a "Primary Business."

$0 Assessment Businesses

1. The following businesses shall pay $0 BID assessments
    a. Independent Contractors including individuals working under contract for a Primary or Secondary Business, who is required to have a business license. Examples include hair salon stylists and real estate agents.
    b. Businesses and apartment buildings identified in the attached map.

Glendora Business Improvement District
$0 – Exempt Assessment Location Map



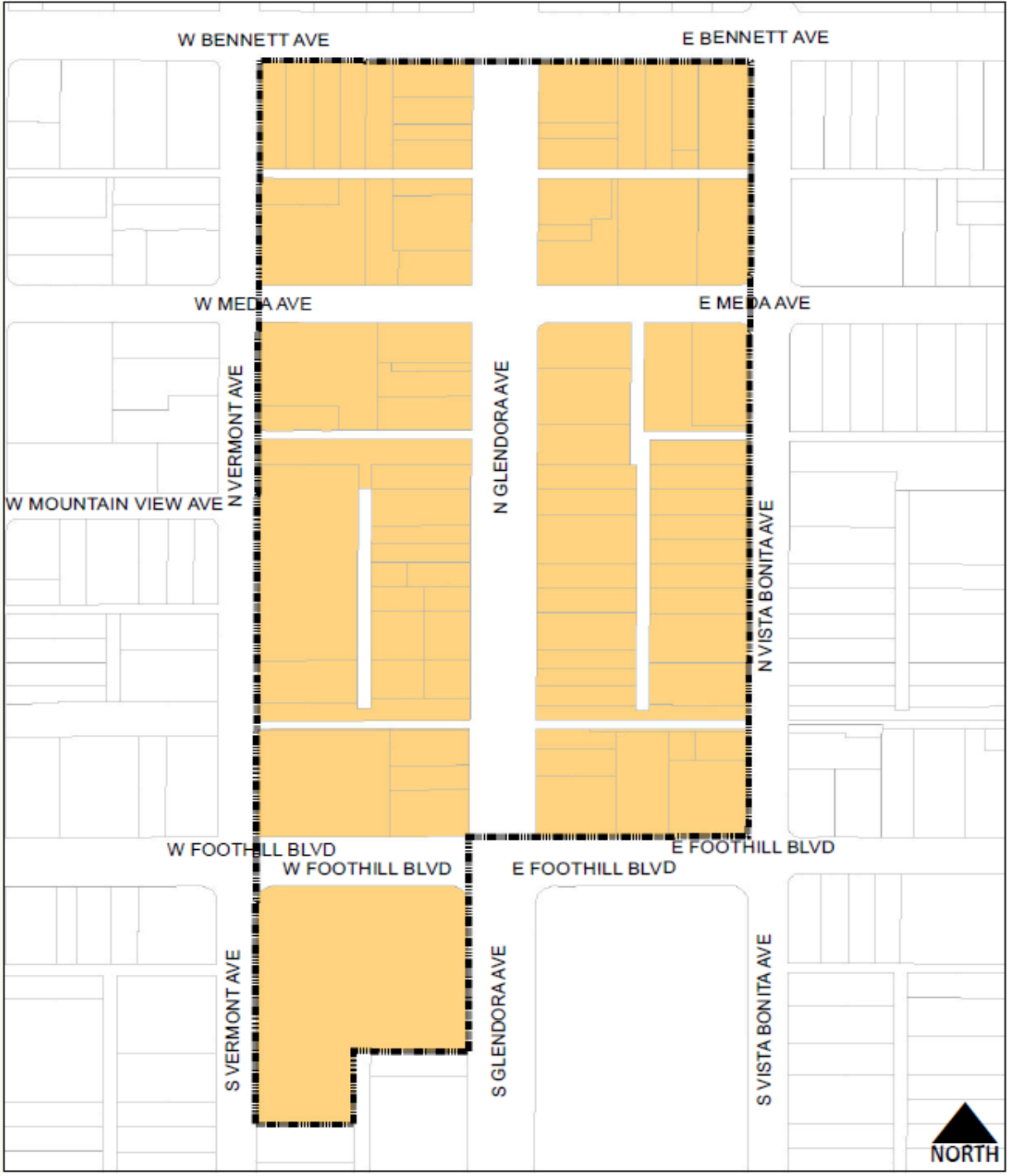
PUBLIC HEARING: CONSIDER RESOLUTION TO LEVY & COLLECT ASSESSMENTS FY 2025-2026

COMMUNITY DEVELOPMENT

CITY COUNCIL MEETING

MAY 27, 2025

SHANTELLE CORIA, MANAGEMENT AIDE



BID BOUNDARIES

IMPORTANT DATES

FEBRUARY 6	BID BOARD REVIEW FY26 BID BUDGET
MARCH 6	BID BOARD APPROVALS THE ANNUAL REPORT
MARCH 25	CITY COUNCIL ADOPTS RESOLUTION OF INTENT TO LEVY ASSESSMENTS
APRIL 1	RESOLUTION & ANNUAL REPORT MAILED TO AFFECTED BUSINESSES
MAY 13	CITY COUNCIL PUBLIC MEETING
MAY 27	**CITY COUNCIL PUBLIC HEARING - PROTEST VOTES TABULATED**

Glendora

RECOMMENDATIONS

Conduct Public Hearing for the proposed levy and collection of assessments from the Glendora Village Business Improvement District, and in the absence of a majority protest; and

1. Adopt a Resolution entitled, “A Resolution of the City Council of the City of Glendora, California, approving the Levy and Collection of Assessments from the Glendora Village Business Improvement District for Fiscal Year 2025-26 as permitted by the Parking and Business Improvement Area Law of 1989 (California Streets and Highway Code Section 36500 et seq.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**Human Resources**	**DISTRICT(S):**	**Not Applicable**
SUBJECT:	**Public Hearing on the Reporting on City of Glendora Vacancies, and Recruitment and Retention Efforts**		

RECOMMENDATION

That the City Council:

1. Conduct a public hearing to receive input on the City's workforce vacancies, recruitment and retention efforts; and
2. Discuss and receive report, and provide direction, if necessary.

STRATEGIC FOCUS AREAS

Not Applicable

EXECUTIVE SUMMARY

AB 2561 was introduced by the State Legislature to ensure that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations. The bill took effect on January 1, 2025, which added Government Code Section 3502.3 to the Meyers-Milias-Brown Act ("MMBA"), imposing new obligations on public agencies related to tracking and presenting information on job vacancies. As detailed further herein, the bill mandates that public agencies present the status of vacancies, recruitment, and retention efforts during a public hearing before the agency's governing body at least once per fiscal year.

AB 2561 requires public agencies, including the City, to hold at least one public hearing per fiscal year, prior to adoption of the City's next budget, to discuss vacancies and recruitment and retention efforts. This report discusses the City's legal obligations under the new law.

EXECUTIVE SUMMARY

AB 2561 was introduced by the State Legislature to ensure that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations. The bill took effect on January 1, 2025, which added Government Code Section 3502.3 to the Meyers-Milias-Brown Act ("MMBA"), imposing new obligations on public agencies related to tracking and presenting information on job vacancies. As detailed further herein, the bill mandates that public agencies present the status of vacancies, recruitment, and retention efforts during a public hearing before the agency's governing body at least once per fiscal year.

AB 2561 requires public agencies, including the City, to hold at least one public hearing per fiscal year, prior to adoption of the City's next budget, to discuss vacancies and recruitment and retention efforts. This report discusses the City's legal obligations under the new law.

BACKGROUND

In compliance with the new legal obligations, the City is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and

identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the City Council adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the City Council's adoption of the final budget for the City (Gov. Code § 3502.3(a)(2)).

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There are four bargaining units at the City (Gov. Code § 3502.3(b)).

3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following:
    a. The total number of vacancies;
    b. The number of applicants;
    c. The average time to fill positions; and
    d. Opportunities to improve compensation and working conditions for employees in the bargaining unit (Gov. Code § 3502.3(c)).

ANALYSIS

The Human Resources Division plays a central role in employee relations; recruitment and retention are a core responsibility, focusing on attracting, selecting, hiring, and training new hires. This involves strategic workforce planning, job analysis and classification, recruitment strategy and outreach, application screening, candidate testing, interview coordination and selection, backgrounds, onboarding, and orientation.

RECRUITMENT EFFORTS

Human Resources' primary objective in the recruitment process is to attract high quality candidates, reduce time-to-hire, broaden the applicant pool, and create structured pathways to full-time employment within public sector roles. Some of the programs implemented to enhance these efforts include:

1. Innovative interview platforms to streamline the hiring process and increase accessibility for qualified candidates:
    - Interview Stream: (On-Demand video interviews) which allows candidates to complete pre-recorded interviews at their convenience, expediting early screening stages;
    - In-Person Interviews: Widely used for initial stages of recruitment, due to department preference, or for roles requiring hands-on assessment; and
    - Zoom Interviews: Also widely used for initial stage interviews, facilitating remote candidate engagement, reducing scheduling conflicts, and convenience for candidates and raters.

2. Office Aide and internship program designed to serve as an entry system into full-time employment with the City. This initiative supports our talent pipeline and promotes diversity by exposing new populations to public service careers. Some of the key goals of the program include:
    - Introducing participants to careers in the public sector, especially those coming from a private sector background;
    - Provide mentorship, skill development, and hands-on experience; and
    - Evaluating candidates' fit and performance for potential transition into permanent roles across the organization.

3. Recruitment incentive program to attract qualified candidates for critical roles, particularly in public safety and hard to fill professional classifications:
    - Signing bonus for positions that may require highly technical knowledge or are difficult to fill; and
    - Referral incentives for current staff.

4. One-day hiring events for police officers. This process significantly reduces the "flyer-to-hire" process by 6-8 weeks, providing a more competitive turnaround that improves the City's ability to secure top talent quickly for police trainee, lateral police officer, and academy graduate police officer positions. These one day hiring events include:
    - Physical fitness qualification;
    - In-person interview; and
    - Background packet

5. Proactively utilizing eligibility list applicants who have qualified for higher classifications but are willing to accept vacancies at lower levels to join the City.

RETENTION EFFORTS

Employee retention continues to be a key focus and the City has implemented several initiatives to foster a positive work environment and boost employee morale. In support of this effort, we have celebrated a variety of themed appreciation weeks including Employee Appreciation Week, Public Works Week, Recreation Week, City Clerks Week, and Public Safety Week, each recognizing the hard work and dedication of staff in their respective departments. The City has quarterly Employee Engagement events and an annual Employee Service Awards where staff are recognized for their years of service. These efforts play a vital role in reinforcing the culture of appreciation and belonging, contributing positively to overall employee satisfaction and retention.

The City also offers diverse training programs in leadership, safety, and other areas of growth and development. Employees are encouraged to participate in civic groups and regional associations for their discipline such as finance, planning, city management or public works. Lastly, many positions provide for growth and promotion so that employees can continue their careers advancement without leaving the City, thus enhancing services to the community through more qualified and experienced staff.

Over the last several years, the City has also made significant investments in employees through salary and benefit enhancements, ensuring Glendora is competitive with surrounding cities.

CHALLENGES

As with all cities, Glendora also experiences struggles to retain employees and fill vacancies on a regular basis. Overall, staff has identified some of the reasons why employees are leaving the workforce - the efforts listed below are intended to address these findings:

Competition with the Private Sector **-** Wages and the quality of life vary depending on the industry. The private sector is able to offer higher wages, than the City is able to compete with. Although fringe benefits are generally competitive, candidates, especially those entering the workforce or living in high-cost areas, are focusing on take home salaries.

Age gaps in the Workforce – In General, many public sector employees are nearing retirement without a developed succession plans in place, creating the potential for leadership gaps and loss of institutional knowledge. In Glendora, 16% of City employees are eligible for retirement now and 18% within the next five years. As it relates to management positions (e.g. sworn, non-sworn and executive), 24% are eligible to retire now and 24% within the next five years. The City's 2025-2027 Strategic Plan focuses on continued employee development, retention and succession planning through the Staff and Technology goal. As such, the City continues to explore staffing models to determine the best approach moving forward when a vacancy occurs, and how best to identify future leaders in the organization.

Alternative Work Schedules – Maintaining service delivery generally requires staff to be onsite to provide face to face services to the public, which limits the opportunity to work from home. However, work-life-balance is an important factor for potential candidates. Flexibility in schedules has become an increasingly important benefit to employees and one of the most common questions asked by applicants.

Variable timelines – The recruitment process is often impacted by a range of procedural and logistical factors that contribute to extended timelines. These include mandatory posting periods to ensure transparency and equal opportunity, providing candidates sufficient time to adjust their schedules for interviews, accommodating internal departmental obligations, engaging in necessary correspondence with selected candidates, coordinating pre-employment requirements based on candidate availability, and allowing for a standard two-week notice period for candidates to transition from their current employment.

CURRENT VACANCIES

The table below provides a summary of vacancies for full time, represented, employees as of April 1, 2025.

VACANCY RATE

Bargaining Unit	**AUTHORIZED POSITIONS** *Based on 24-25 Mid-Year*	**FILLED**	**VACANCY RATE**

American Federation of State, County and Municipal Employees (AFSCME)	106	88	17%
Glendora Management Association	62	55	11%
Police Officers Association	45	38	16%
Police Management Association	12	12	0%
CITYWIDE - Represented	**225**	**193**	**14%**
Executive (Unrepresented)	11	11	0%
Part Time	33.39	32.78	2%
CITYWIDE – Total	**269.39**	**236.78**	**12%**

Attachment B shows a list of full-time authorized positions, as of April 1, 2025, with budgeted positions, filled positions, and notation of four overfilled, 13 underfilled, and two authorized over hired positions. The overfills are results of employee reclassifications to higher level based on their job duties and the underfills are positions budgeted at the highest classification of their job series to allow for career progression. As of May 22, 2025, there have been recruitment updates to the vacant positions as shown on Attachment C as the City's recruitment process is ongoing.

FISCAL IMPACT

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. Addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the City Council as necessary.

ENVIRONMENTAL DETERMINATION

Not Applicable.

Prepared By	Jaclyn Brown, Human Resources Analyst
Concurs With	Not Applicable
Reviewed By	Marie Ricci, Deputy City Manager
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. AB 2561
B. Citywide Position Detail
C. Vacancy Status Update
D. PowerPoint

Attachments

A. AB 2561.pdf

B. Citywide Position Detail.pdf

C. Vacancy Status Update.pdf

D. PowerPoint.pdf

AB-2561 Local public employees: vacant positions. (2023-2024)

SHARE THIS:

Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.

Authorized Position Reconciliation - BGU	As of 4/1/2025				
Department	**Job Class Desc**	**BGU**	**Authorized Positions**	**Bodies**	**Notes**
CITY CLERK	SENIOR OFFICE ASSISTANT	AFSCME	1.00		1 Vacancy
CITY CLERK	SR. DIGITAL MEDIA SPC	AFSCME	3.00	1	Underfilled at Specialist & Tech
CITY CLERK	DIGITAL MEDIA SPECIALIST	AFSCME	-	1	
CITY CLERK	DIGITAL MEDIA TECHNICIAN	AFSCME	-	1	
FINANCE	SR ACCOUNTANT	AFSCME	2.00	1	Underfilled at Accountant
FINANCE	ACCOUNTANT	AFSCME	-	1	
FINANCE	PAYROLL ACCOUNTANT	AFSCME	1.00	1	
FINANCE	SR ACCOUNTING TECH	AFSCME	2.00		Underfilled at Acct Tech
FINANCE	ACCOUNTING TECHNICIAN	AFSCME	2.00	4	
POLICE	POLICE TRAINEE	AFSCME	-	3	
POLICE	POLICE DISPATCHER II	AFSCME	3.00	4	1 Overfill of Dispatch 1
POLICE	POLICE DISPATCHER I	AFSCME	8.00	5	2 Vacancies
POLICE	COMM PRESERVTN OFFICER	AFSCME	2.00	2	
POLICE	SR. COMMUNITY SVCS OFFCER	AFSCME	1.00	2	
POLICE	COMMUNITY SERVICES OFCR	AFSCME	5.00	4	Overfilled at Sr CSO
POLICE	COURT LIAISON OFFICER	AFSCME	1.00	1	
POLICE	JAILER	AFSCME	5.00	3	2 vacancies
POLICE	POL RECORDS SPECIALIST	AFSCME	4.00	4	
POLICE	PROPERTY & EVIDENCE TECH	AFSCME	1.00	1	
COMMUNITY DEVELOPMENT	ASSISTANT PLANNER	AFSCME	2.00		1 Vacancy & 1 Underfill at Planning Technician
COMMUNITY DEVELOPMENT	PLANNING TECHNICIAN	AFSCME	-	1	
COMMUNITY DEVELOPMENT	PLANS EXAMINER	AFSCME	1.00		1 Vacancy
COMMUNITY DEVELOPMENT	SR BUILDING INSPECTOR	AFSCME	-		
COMMUNITY DEVELOPMENT	BUILDING INSPECTOR	AFSCME	2.00	1	1 Vacancy
COMMUNITY DEVELOPMENT	BUILDING TECHNICIAN	AFSCME	2.00	2	
COMMUNITY DEVELOPMENT	SR PERMIT TECHNICIAN	AFSCME	-		
COMMUNITY DEVELOPMENT	BUILDING/CONSTR INSP TRAINEE	AFSCME	-		
OPERATIONS	REGSTD ASSOC CIVIL ENGR	AFSCME	2.00		2 Vacancies
OPERATIONS	CIVIL ENGINEERING ASTNT II	AFSCME	1.00	1	
OPERATIONS	CIVIL ENGINEERING ASST	AFSCME	3.00		3 Vacancies
OPERATIONS	CONSTRUCTION INSPECTOR	AFSCME	2.00	2	
OPERATIONS	BUILDING/CONSTR INSP TRAINEE	AFSCME	-		
OPERATIONS	SENIOR MAINTENANCE WORKER	AFSCME	1.00		Underfilled at Maintenance Worker
OPERATIONS	MAINTENANCE LEAD WORKER	AFSCME	5.00	4	Underfilled at Maintenance Worker
OPERATIONS	MAINTENANCE WORKER	AFSCME	7.00	9	
OPERATIONS	MECHANIC	AFSCME	2.00		2 Vacancies
OPERATIONS	OFFICE ASSISTANT	AFSCME	1.00		1 Vacancy
WATER	WATER PROD LEAD OPERATOR	AFSCME	1.00	1	
WATER	WATER PROD OPERATOR II	AFSCME	5.00	2	3 Vacancies
WATER	WATER PROD OPERATOR I	AFSCME	-		
WATER	WATER UTIL LEADWORKER	AFSCME	3.00	3	
WATER	WATER UTIL WORKER II	AFSCME	12.00	7	Over budget
WATER	WATER UTIL WORKER I	AFSCME	-	4	
WATER	WATER UTIL WKR TRNEE	AFSCME	-	2	
WATER	SENIOR OFFICE ASSISTANT	AFSCME	1.00	1	
WATER	WATER CONSERVATION OFFICR	AFSCME	1.00	1	
LIBRARY	LIBRARIAN II	AFSCME	2.00	2	
LIBRARY	LIBRARIAN I	AFSCME	1.00	1	
LIBRARY	SENIOR LIBRARY TECHNICIAN	AFSCME	2.00	2	
LIBRARY	LIBRARY TECHNICIAN	AFSCME	2.00	1	Vacancy
RECREATION & HUMAN SVCS	HUMAN SVCS & OUTRCH COORD	AFSCME	1.00	1	
RECREATION & HUMAN SVCS	REC & HUMAN SVCS COORD	AFSCME	1.00		overfilled at Recreation Supervisor (GMA)
RECREATION & HUMAN SVCS	SENIOR OFFICE ASSISTANT	AFSCME	-		
RECREATION & HUMAN SVCS	OFFICE ASSISTANT	AFSCME	2.00	1	
	AUTHORIZED POSITIONS		106.00		
	FILLED POSITIONS			88	
	VACANCY RATE		17%		
CITY MANAGER	EXECUTIVE ASSISTANT	GMA	1.00	1	
CITY CLERK	DEP CITY CLERK/ RCRDS MGR	GMA	1.00	1	
CITY CLERK	CITY CLERK SPECIALIST	GMA	1.00	1	
FINANCE	ASSISTANT DIRECTOR FINANCE	GMA	1.00	1	
FINANCE	ACCOUNTING SUPERVISOR	GMA	1.00	1	
FINANCE	PAYROLL SUPERVISOR	GMA	1.00		1 Vacancy
FINANCE	OFFICE COORDINATOR	GMA	1.00	1	
HUMAN RESOURCES	ASSISTANT DIRECTOR HR	GMA	1.00	1	
HUMAN RESOURCES	SR HUMAN RESOURCES ANALYST	GMA	1.00		Underfilled at HR Analyst
HUMAN RESOURCES	HUMAN RESOURCES ANALYST	GMA	1.00	2	
HUMAN RESOURCES	HUMAN RESOURCES TECH	GMA	2.00	2	
INFORMATION SYSTEMS	INFO TECH PROJECT MANAGER	GMA	2.00	2	
INFORMATION SYSTEMS	ADMINISTRATIVE ASST	GMA	1.00	1	
POLICE	OFFICE COORDINATOR	GMA	1.00	1	
POLICE	BUSINESS SERVICES MANAGER	GMA	-	1	Overfill from Management Analyst
POLICE	MANAGEMENT ANALYST	GMA	1.00		
POLICE	POLICE DISPATCH SUPERVISOR	GMA	1.00	1	

(continued)

ATTACHMENT B

POLICE	SUPPORT SERVICES SUPERV	GMA	1.00	1	
POLICE	POLICE RECORDS SUPERVISOR	GMA	1.00	1	
COMMUNITY DEVELOPMENT	CITY PLANNER	GMA	1.00	1	
COMMUNITY DEVELOPMENT	HOUSING & ECON DEV MGR	GMA	1.00		1 Vacancy
COMMUNITY DEVELOPMENT	TRANSPORTATION MANAGER	GMA	1.00		1 Vacancy
COMMUNITY DEVELOPMENT	BLDG OFFICIAL	GMA	1.00	1	
COMMUNITY DEVELOPMENT	PRINCIPAL CIVIL ENGINEER	GMA	1.00	1	
COMMUNITY DEVELOPMENT	PRINCIPAL PLANNER	GMA	1.00	1	
COMMUNITY DEVELOPMENT	SENIOR PLANNER	GMA	1.00	1	
COMMUNITY DEVELOPMENT	MANAGEMENT ANALYST	GMA	3.00		3 Vacancies
COMMUNITY DEVELOPMENT	MANAGEMENT AIDE	GMA	1.00	1	
OPERATIONS	ASST PW DIRECTOR-OPS	GMA	1.00	1	
OPERATIONS	BUSINESS SERVICES MANAGER	GMA	1.00	1	
OPERATIONS	OFFICE COORDINATOR	GMA	1.00	1	
OPERATIONS	PRINCIPAL CIVIL ENGINEER	GMA	1.00	1	
OPERATIONS	EQUIPMENT MAINT. SUP'V.	GMA	1.00	1	
OPERATIONS	FACILITIES MAINT SUP	GMA	1.00	1	
OPERATIONS	PW MAINT. AND OPS SUPER.	GMA	2.00	1	1 Vacancy
OPERATIONS	PARKS & LANDSCAPE CONTRACT SUP	GMA	1.00	1	
OPERATIONS	MANAGEMENT ANALYST	GMA	1.00	1	
WATER	ASST PW DIRECTOR-WATER	GMA	1.00		Vacancy
WATER	ADMINISTRATIVE ASST	GMA	-	1	
WATER	OFFICE COORDINATOR	GMA	1.00		Underfilled at Admin Assistant
WATER	WATER DIVISION MANAGER	GMA	2.00	2	
WATER	WATER PROD SUPERVISOR	GMA	1.00	1	
WATER	WATER UTILITY SUPERVISOR	GMA	2.00	2	
WATER	SENIOR MANAGEMENT ANALYST	GMA	1.00	1	
WATER	MANAGEMENT ANALYST	GMA	1.00	1	
WATER	MANAGEMENT AIDE	GMA	1.00	1	
LIBRARY	LIBRARY SERVICE MANAGER	GMA	2.00	2	
LIBRARY	ADMINISTRATIVE ASST	GMA	1.00	1	
LIBRARY	SENIOR MANAGEMENT ANALYST	GMA	1.00	1	
RECREATION & HUMAN SVCS	OFFICE COORDINATOR	GMA	1.00		Underfilled by Admin Asst
RECREATION & HUMAN SVCS	ADMINISTRATIVE ASST	GMA	-	1	
RECREATION & HUMAN SVCS	HUMAN SERV MANAGER	GMA	1.00	1	
RECREATION & HUMAN SVCS	HUMAN SERVICES SUPERVISOR	GMA	1.00	2	
RECREATION & HUMAN SVCS	MANAGEMENT ANALYST	GMA	1.00	1	
RECREATION & HUMAN SVCS	RECREATION MANAGER	GMA	1.00	1	
RECREATION & HUMAN SVCS	RECREATION SUPERVISOR	GMA	2.00	2	
		AUTHORIZED POSITIONS	62.00		
		FILLED POSITIONS		55	
		VACANCY RATE	11%		
POLICE	POLICE CAPTAIN	PMA	2.00	2	
POLICE	POLICE LIEUTENANT	PMA	5.00	5	
POLICE	POLICE SERGEANT	PMA	5.00	5	
		AUTHORIZED POSITIONS	12.00		
		FILLED POSITIONS		12	
		VACANCY RATE	0%		
POLICE	POLICE CORPORAL	POA	6.00	7	Overhire
POLICE	POLICE OFFICER	POA	39.00	31	5 Vacancies & 3 underfilled at Trainee (AFSCME)
		AUTHORIZED POSITIONS	45.00		
		FILLED POSITIONS		38	
		VACANCY RATE	16%		

CITY MANAGER	CITY MANAGER	UNREPRESENTED	1.00	1	
CITY MANAGER	ASSISTANT CITY MANAGER	UNREPRESENTED	1.00	1	
CITY MANAGER	DEPUTY CITY MANAGER	UNREPRESENTED	1.00	1	
ADMINISTRATIVE SERVICES	FINANCE DIRECTOR-CITY TREASURER	UNREPRESENTED	1.00	1	
CITY CLERK	CITY CLERK /COMMUNICATIONS DIRECTOR	UNREPRESENTED	1.00	1	
COMMUNITY DEVELOPMENT	COMMUNITY DEVELOPMENT DIRECTOR	UNREPRESENTED	1.00	1	
INFORMATION SYSTEMS	INFO TECHNOLOGY DIRECTOR	UNREPRESENTED	1.00	1	
LIBRARY	LIBRARY DIRECTOR	UNREPRESENTED	1.00	1	
POLICE	POLICE CHIEF	UNREPRESENTED	1.00	1	
PUBLIC WORKS	PUBLIC WORKS DIRECTOR	UNREPRESENTED	1.00	1	
RECREATION & HUMAN SVCS	RECREATION & HUMAN SERVICES DIRECTOR	UNREPRESENTED	1.00	1	
		AUTHORIZED POSITIONS	11.00		
		FILLED POSITIONS		11	
		VACANCY RATE	0%		

This shows full time, represented, positions only. Part time are not included

TOTALS

	AFSCME	GMA	POA	PMA	EXEC	TOTAL
AUTHORIZED POSITIONS	106	62	45	12	11	**225**
FILLED POSITIONS	88	55	38	12	11	**193**
VACANCY RATE	17%	11%	16%	0%	0%	**14%**

VACANCY RATE

As of April 1, 2025

AFSCME VACANT POSITIONS	# of Vacancies	Update as of May 22, 2025
Assistant Planner	1	Underfilled at Planning Technician
Building Inspector	1	Currently utilizing 3rd party-pending recruitment
Civil Engineering Assistant	3	1 position pending counter position, 2 with 3rd party
Jailer	2	3 in backgrounds
Library Technician	1	Filled
Mechanic	2	1 Filled
Office Assistant	1	Current recruitment
Plans Examiner	1	Will be recruited as Asst Building Official
Police Dispatcher I	2	3 in backgrounds
Registered Associate Civil Engineer	2	Position being eliminated
Senior Office Assistant	1	Current recruitment
Water Production Operator	3	Request for recruitment received
TOTAL	**20**	

GMA VACANT POSITIONS	# of Vacancies	Update as of May 22, 2025
Payroll Supervisor	1	Pending underfill at a lower level position
Housing & Econ Development Manager	1	Filled
Transportation Manager	1	Position being eliminated, duties distributed
Management Analyst	3	2 Filled & Active Employment List
PW Maint & Ops Supervisor	1	Will be upgraded to a Capital Projects Manager
Asst PW Director - Water	1	Filled
TOTAL	**8**	

POA Vacant Positions	# of Vacancies	Update as of May 22, 2025
Police Officer	8	Employment list - 10 in backgrounds, 3 in Academy
TOTAL	**8**	

***Total vacancies will not match authorized positions vs filled positions due to overfills/underfills**

	NEW HIRES	PROMOTIONS	SEPARATIONS	
AFSCME	**11**	**6**	**23**	
			2	RETIREMENT
			11	ANOTHER AGENCY
			3	RELOCATED
			4	NEW CAREER PATH
			3	OTHER
GMA	**4**	**9**	**8**	
			1	RETIREMENT
			6	ANOTHER AGENCY
			1	RELOCATED
POA	**5**	**7**	**6**	
			2	RETIREMENT
			1	ANOTHER AGENCY
			3	NEW CAREER PATH
PMA	**0**	**3**	**1**	
			1	RETIREMENT
TOTALS	**20**	**25**	**38**	

AB 2561 – VACANCY REPORT

ADMINISTRATIVE SERVICES – HUMAN RESOURCES

MAY 27, 2025

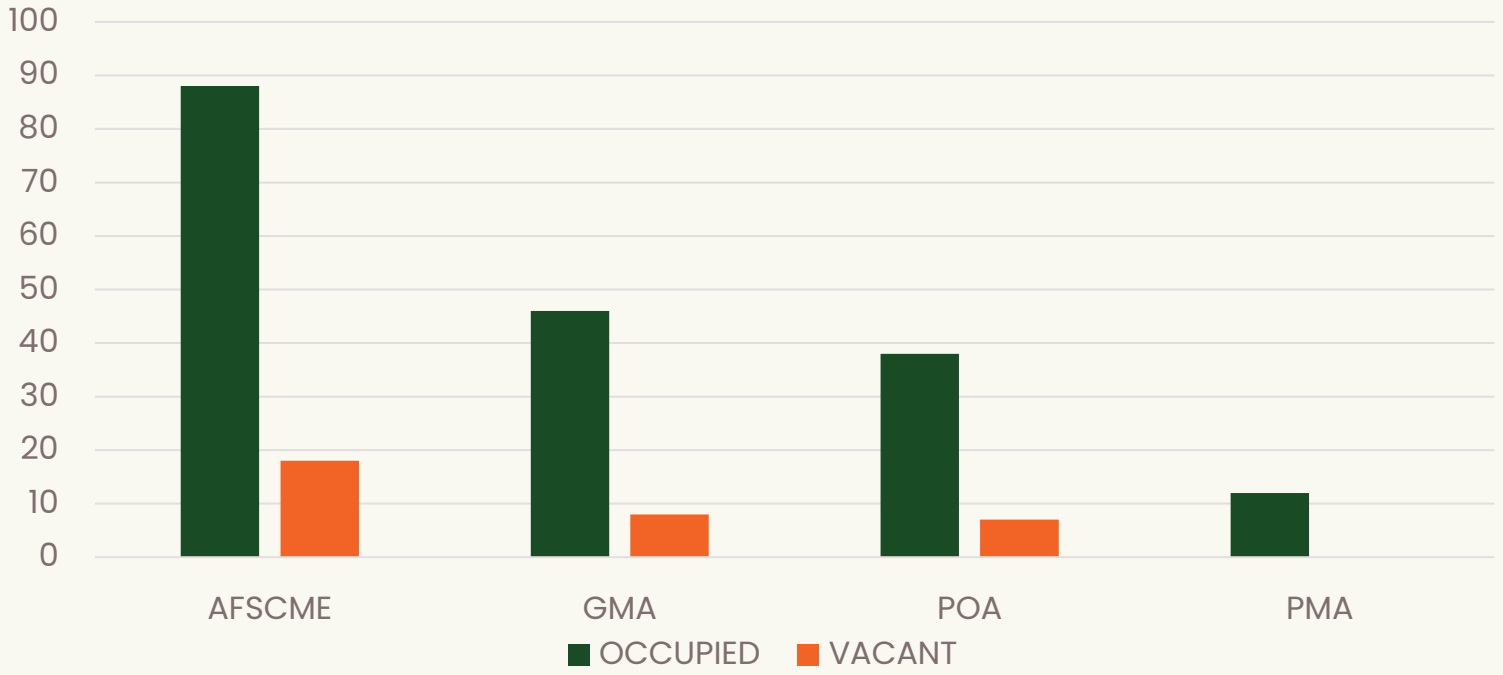
JACLYN BROWN, HUMAN RESOURCES ANALYST

Glendora

AB 2561

MANDATES PUBLIC AGENCIES IN CALIFORNIA TO ADDRESS JOB VACANCIES AND RECRUITMENT EFFORTS AT PUBLIC HEARINGS, AIMING TO IMPROVE LABOR RELATIONS AND SERVICE DELIVERY.

VACANCIES AT A GLANCE (APRIL 25, 2025)



AFSCME – 17%

GMA – 11%

POA – 16%

PMA – 0%

AFSCME
VACANCIES

AFSCME VACANT POSITIONS	# of Vacancies	Status update since April:
Assistant Planner	1	Underfilled at Planning Technician
Building Inspector	1	
Civil Engineering Assistant	3	Position being eliminated
Jailer	2	3 in backgrounds
Library Technician	1	Filled
Mechanic	2	1 Filled
Office Assistant	1	Current recruitment
Plans Examiner	1	Will be recruited as Asst Building Official
Police Dispatcher I	2	3 in backgrounds
Registered Associate Civil Engineer	2	Position being eliminated
Senior Office Assistant	1	Current recruitment
Water Production Operator	3	Requisition received

GMA
VACANCIES

GMA VACANT POSITIONS	# of Vacancies	Status update since April:
Payroll Supervisor	1	
Housing & Econ Development Manager	1	Filled
Transportation Manager	1	Position being eliminated
Management Analyst	3	2 Filled & Active Employment List
PW Maint & Ops Supervisor	1	
Asst PW Director - Water	1	Filled

POA
VACANCIES

POA VACANT POSITIONS	# of Vacancies	Status update since April:
Police Officer	8	Employment list - 10 in backgrounds, 3 in Academy

YEAR AT A GLANCE

	NEW HIRES	PROMOTIONS	SEPARATIONS	RETIREMENTS
AFSCME	11	6	23	2
GMA	4	9	8	1
POA	5	7	6	2
PMA	0	3	1	1

Data from April 2024 through April 2025

CHALLENGES

As with all cities, Glendora also experienced struggles to retain employees and fill vacancies on a regular basis.

Competition with Private Sector

Age Gaps in the Workforce

Remote Work

Variable Timelines



RECRUITMENT EFFORTS

Human Resources primary objective in the recruitment process is to attract high quality candidates, reduce time-to-hire, broaden the applicant pool, and create structured pathways to full-time employment within public sector roles.

Modernized Interview Platforms

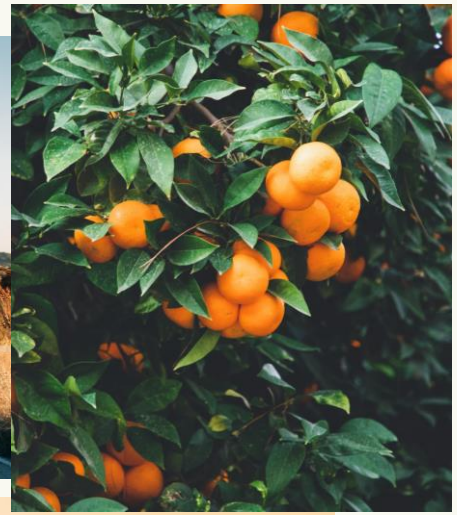
Grow Glendora

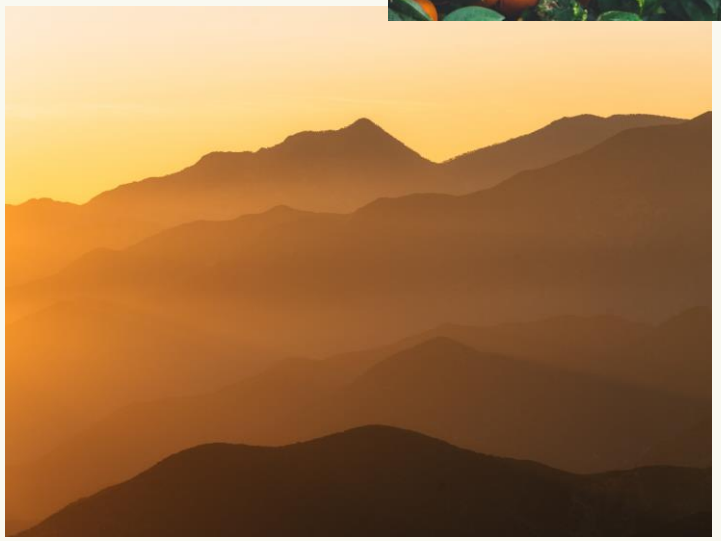
Recruitment & Referral Incentives

One-day hiring events for Police Officers

Eligibility List Utilization







RETENTION EFFORTS

Employee retention continues to be a key focus and the City has implemented several initiatives to foster a positive work environment and boost employee morale. In support of this effort, we have celebrated a variety of themed appreciation weeks including Employee Appreciation Week, Public Works Week, Recreation Week, City Clerks Week, and Public Safety Week, each recognizing the hard work and dedication of staff in their respective departments. These efforts play a vital role in reinforcing the culture of appreciation and belonging, contributing positively to overall employee satisfaction and retention.

Department Appreciation Weeks

Quarterly Employee Engagement

Employee Recognition and Support

Competitive Compensation and Benefits

QUESTIONS

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**City Clerk**	**DISTRICT(S):**	**Not Applicable**
SUBJECT:	**Affirm the minutes from the City Council, Successor Agency and Housing Authority May 13, 2025 meeting**		

RECOMMENDATION

That the City Council, Successor Agency and Housing Authority:

1. Affirm minutes as presented.

STRATEGIC FOCUS AREAS

Not Applicable

EXECUTIVE SUMMARY

This staff report requests affirmation of the minutes from previous meetings. The minutes have been prepared and reviewed in accordance with city procedures and transparency requirements. Affirming these minutes ensures the accuracy and integrity of the official record. Staff recommends approval to maintain proper documentation and compliance with meeting protocols.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Not Applicable

DISCUSSION

Pursuant to the City's standard practices and the Brown Act, meeting action minutes are reviewed and affirmed by the legislative body to ensure transparency and accuracy in government proceedings. The action minutes for the May 13, 2025 meeting were compiled based on staff notes and official recordings. No requests for revisions or amendments have been received to date.

By affirming minutes, legislative bodies acknowledge their accuracy and preserve them as an official record of the meeting. If any corrections or amendments are desired, they can be addressed before final affirmation.

FISCAL IMPACT

There is no fiscal impact associated with this action.

ENVIRONMENTAL DETERMINATION

There are no environmental impacts associated with this action.

Prepared By	Roxanne Breceda, Deputy City Clerk / Records Manager
Concurs With	Not Applicable
Reviewed By	Lorena Cordova, City Clerk Specialist
Certified to Availability of Funds	Not Applicable
Approved By	Not Applicable

Legal Review	Not Applicable
CEQA Review	Not Applicable

ATTACHMENTS:

A. May 13, 2025 Meeting minutes

Attachments

A. May 13, 2025 Regular Meeting Minutes.pdf

City of Glendora Minutes
Regular Meeting

Tuesday, May 13, 2025
City Hall Council Chamber
116 E. Foothill Boulevard
Virtually via Zoom ID# 9329247224

The City Council also serves as members of the Board of Directors of the Successor Agency of the former Community Redevelopment Agency, and Housing Authority, which are concurrently convening this evening.

CALL TO ORDER

The City Council, Successor Agency, and Housing Authority meeting was called to order at 7:00 PM.

ROLL CALL

Members Present: Karen Davis, Shaunna Elias, Mendell L. Thompson, Mayor Pro Tem/Vice-Chair Michael Allawos, Mayor/Chair David Fredendall

Members Absent: None

Staff Present: City Manager/Executive Director Adam Raymond, City/Agency Attorney Danny Aleshire, Assistant City Manager Moises Lopez, Chief of Police Mike Randazzo, Public Works Director William Wittkopf, Library Director Janet Stone, Assistant Public Works Director Valerie Velasquez-Santoya, Assistant Public Works Director Paul Zampiello, Police Lieutenant Matt Fenner, Officer Joshua Bruner, Captain Chris Stabio, Captain Shelly Gold, Business Services Manager Paul Fisher, Library Services Manager Cindy Romero, Office Coordinator Laura Chenelia, Management Aide Shantelle Coria, Management Aide Armando De Jesus, Media Specialist Craig Gill, Senior Media Specialist Greg Morton, and Deputy City Clerk/Records Manager Roxanne Breceda

PLEDGE OF ALLEGIANCE

The Invocation was given by Pastor Dr. Michael Cordich of First Baptist Church Glendora.

The Pledge of Allegiance was led by Eric Tomas.

REORDERING OF AND ADDITIONS TO THE AGENDA

Mayor Pro Tem Allawos, seconded by Council Member Thompson requested that agenda be reordered as follows, Special Items Agenda Item No. 2 and 3 be prior to Public Comments. Seeing no objections, agenda was reordered.

SPECIAL ITEMS

2. 2025 Water Awareness Poster Contest Recognitions

Management Aide De Jesus conducted recognitions.

3. Recognition of Youth Library Volunteers who are Graduating Seniors

Glendora Public Library Friends Foundation Executive Director Maggie Lara, Library Director Stone, Library Services Manager Romero conducted recognitions.

PUBLIC COMMENT

1. Public Comments received

   Comments were received from: Chief of Police Randazzo, Eric Tomas, John Saatistevan, and Bob Moore.

COMMISSIONER STATEMENTS/REPORTS

Council Member/Commissioner Davis announced the upcoming Peace Officer Memorial Day on May 15, 2025, and Culture Fest on May 17, 2025.

Council Member/Commissioner Thompson also announced Peace Officer Memorial Day and Culture Fest; and extended well wishes to the high school baseball and softball teams competing in the CIF playoffs.

Council Member/Commissioner Elias commented on the Glendora Station Area Vision Plan, announced two upcoming virtual open houses, and encouraged the community to visit glendorastationplan.com for more information.

Mayor Pro Tem/Vice-Chair Allawos announced the 2025 Cuisine on the Foothills event scheduled for May 14, 2025.

Mayor/Chair Fredendall announced the State of the City address on May 8, 2025, the Glendora 5K Memorial Run on May 26, 2025, and Memorial Day observances at Oakdale Mortuary and Fairmount Cemetery. He requested to adjourn the meeting in memory of National Police Week.

DIRECTOR/STAFF LIAISON AND ATTORNEY STATEMENTS

There were no statements or reports given.

SPECIAL ITEMS

4. A Proclamation proclaiming May 11 – 17, 2025 as Police Officer Memorial Week

A Proclamation was accepted by Police Lieutenant Fenner and Officer Bruner.

5. A Proclamation proclaiming May 19 – 24, 2025 as National Public Works Week

A Proclamation was accepted by Office Coordinator Chenelia.

6. Police Department Quarterly Update

An update was given by Police Lieutenant Fenner.

PUBLIC HEARING

7. Conduct a Public Meeting to Receive Testimony Regarding the Proposal to Levy and Collection of Assessments for the Fiscal Year 2025-2026 for the Glendora Village Business Improvement District

Item title was read into the record and the Public Hearing was declared opened. There was no one wishing to provide testimony. Public Hearing was declared closed.

A motion was made by Council Member Davis, seconded by Council Member Thompson, that the City Council 1. Receive testimony. Motion carried 5 – 0 as follows: AYES: Davis, Elias, Thompson, Allawos, Fredendall; NOES: None; ABSENT: None; ABSTAIN: None.

CONSENT CALENDAR

A motion was made by Mayor Pro Tem/Vice-Chair Allawos, seconded by Council Member/Commissioner Thompson, to approve Consent Calendar Items #8 - #15 as presented, affirming the actions appropriate to each item. Motion carried 5 – 0 as follows: AYES: Davis, Elias, Thompson, Allawos, Fredendall; NOES: None; ABSENT: None; ABSTAIN: None.

8. Affirm minutes from the City Council, Successor Agency and Housing Authority April 22, 2025 meetings

The City Council, Successor Agency and Housing Authority affirmed the minutes as presented.

9. Review and Affirm Disbursements for April 2025 in the Amount of $3,997,019.96

The City Council, Successor Agency reviewed and affirmed disbursements for April 2025 in the amount of $3,997,019.96.

10. Accept the Notice of Completion for Pedestrian Enhancement at Elementary Schools, HSIP Cycle 9, Plan No. 1318

The City Council 1. Accepted the completion of Pedestrian Enhancement at Elementary Schools, HSIP Cycle 9, Plan No. 1318 by FS Contractors, Inc.; 2. Approved the final contract amount of $478,603.11; 3. Authorized the Mayor or his designee to sign and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; 4. Authorized the release of the Payment Bond in the amount of $453,800, six months after recordation of the Notice of Completion, if no claims have been received; and 5. Authorized the release of the Performance Bond one-year following recordation of the Notice of Completion if the improvements remain free from defects in materials and workmanship.

11. Accept the Notice of Completion for Grand and Bennett Avenue Traffic Signal Modification, Left Turn Phasing, Plan No. 1351

The City Council 1. Accepted the completion of Grand and Bennett Avenue Traffic Signal Modification, Left Turn Phasing Project, Plan No. 1351, by California Professional Engineering, Inc.; 2. Approved the final contract amount of $302,296.75; 3. Authorized the Mayor or his designee to sign & file the Notice of Completion with the County of Los Angeles Registrar-Recorder; 4. Authorized the City Manager to release the project retention in the amount of $15,114.83 to California Professional Engineering, Inc., 35 days following recordation of the Notice of Completion, if no claims have been received; 5. Authorized the release of the Payment Bond in the amount of $278,439, six months after recordation of the Notice of Completion, if no claims have been received; and 6. Authorized the release of the Performance Bond one-year following recordation of the Notice of Completion if the improvements remain free from defects in materials and workmanship.

12. Authorize an Expenditure in an amount not to exceed $85,000 with Vulcan Materials Company for the purchase of Cold Mix and Construction Aggregates for Fiscal Year 2024-25

The City Council authorized an expenditure in an amount not to exceed $85,000 with Vulcan Materials Company for the Purchase of Cold Mix and Construction Aggregates.

13. Award the Contract to JB Bostick, LLC. of Anaheim for Glendora Bus Yard Improvements (Phase 1), Plan No. 1398 in the amount of $128,350

The City Council 1. Adopted a Categorical Exemption from the California Environmental Quality Act pursuant to Title 14, Section 15301(c) of the California Code of Regulations; 2. Approved the Plans and Specifications, including Addenda Numbers 1, 2 and 3, for Glendora Bus Yard Improvements; 3. Awarded the Capital Improvement Projects Contract Services to JB Bostick, LLC. of Anaheim, California for the Glendora Bus Yard Improvements (Phase 1), Plan No. 1398 in the amount of $128,350; 4. Authorized the Public Works Director to execute any necessary change orders in an amount not to exceed 10% of the original contract amount; and 5. Authorized the City Manager or his designee to execute the agreement including minimal and/or non-substantive changes.

14. Approve Amendment No. 2 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 for a total not to exceed amount of $350,000

The City Council 1. Approved Amendment No. 2 to the Professional Services Agreement with LSL CPAS increasing the contract amount by $250,000 for a total not to exceed amount of $350,000; and 2. Authorized the City Manager to execute the agreement.

15. Approve Amendment No. 3 to the Agreement for Purchase and Sales of Real Property and Joint Escrow Instructions related to the sale of surplus property (Location: Southern terminus of Woodland Land, extending easterly to San Jose Drive and southernly to Big Dalton Wash; APN's: 8655-007-900, 8655-007-901, 8655-007-902 and 8655-021-900)

The City Council 1. Approved Amendment No. 3 to the Purchase and Sale Agreement and Joint Escrow Instructions related to the sale of surplus property APN's: 8655-007-900, 8655-007-901, 8655-007-902 and 8655-021-900.

NEW BUSINESS

16. Resolutions Relating to the Levy of Fiscal Year 2025/26 Assessment in Connection with Landscape Maintenance District Number 1

Following discussion, a motion was made by Council Member Thompson, seconded by Council Member Davis, that the City Council 1. Adopt City Council **Resolution CC 2025-08** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA INITIATING PROCEEDINGS FOR THE ANNUAL ASSESSMENT LEVY WITH RESPECT TO THE ZONES WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 1 FOR FISCAL YEAR 2025-26 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA;" 2. Adopt City Council **Resolution CC 2025-09** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA APPROVING THE PRELIMINARY ENGINEER'S REPORT FILED WITH RESPECT TO THE FISCAL YEAR 2025-26 LEVY OF THE ASSESSMENT IN CONNECTION WITH CITY OF GLENDORA LANDSCAPE MAINTENANCE DISTRICT NO. 1;" and 3. Adopt City Council **Resolution CC 2025-10** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA STATING ITS INTENTION TO LEVY THE

ASSESSMENT ZONES FOR FISCAL YEAR 2025- 26 IN CONNECTION WITH CITY OF GLENDORA LANDSCAPE MAINTENANCE DISTRICT NO. 1 AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING. Motion carried 5 – 0 as follows: AYES: Davis, Elias, Thompson, Allawos, Fredendall; NOES: None; ABSENT: None; ABSTAIN: None.

17. Resolutions Relating to the Levy of Fiscal Year 2025/26 Assessment in Connection with Streetlight Maintenance District Number 1

Following discussion, a motion was made by Council Member Thompson, seconded by Mayor Pro Tem Allawos, that the City Council 1. Adopt City Council **Resolution CC 2025-11** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA INITIATING PROCEEDINGS FOR THE ANNUAL ASSESSMENT LEVY WITH RESPECT TO THE STREETLIGHT MAINTENANCE DISTRICT NO. 1 FOR THE FISCAL YEAR 2025-26 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE STREETS AND HIGHWAYS CODE OF THE STATE OF CALIFORNIA;" 2. Adopt City Council **Resolution CC 2025-12** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA APPROVING THE PRELIMINARY ENGINEER'S REPORT FILED WITH RESPECT TO THE FISCAL YEAR 2025-26 LEVY OF THE ASSESSMENT IN CONNECTION WITH CITY OF GLENDORA STREETLIGHT MAINTENANCE DISTRICT NO. 1:" and 3. Adopt City Council **Resolution CC 2025-13** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA STATING ITS INTENTION TO LEVY THE ASSESSMENT FOR FISCAL YEAR 2025-26 IN CONNECTION WITH CITY OF GLENDORA STREETLIGHT MAINTENANCE DISTRICT NO. 1 AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING." Motion carried 5 – 0 as follows: AYES: Davis, Elias, Thompson, Allawos, Fredendall; NOES: None; ABSENT: None; ABSTAIN: None.

COMMISSION/STAFF CLOSING COMMENTS
There were no statements or reports given.

ADJOURNMENT
Meeting adjourned at 8:26 PM in memory of National Police Week.

Roxanne Breceda, CMC
Deputy City Clerk/Records Manager

Kathleen R. Sessman, MMC
City Clerk/Communications Director

Minutes were affirmed on _____.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**Finance**	**DISTRICT(S):**	**Citywide**

SUBJECT: **City of Glendora and Glendora Successor Agency Investment Report for April 2025**

RECOMMENDATION

That the City Council and Glendora Successor Agency:

1. Receive and file the Monthly Investment Activity Report for April 2025.

STRATEGIC FOCUS AREAS

Goal 2: Maintain Financial Stability and Sustainability (MFSS)

EXECUTIVE SUMMARY

The City's book value of cash and investments for April 2025 totaled $117,281,806. This is an increase of $1,882,272 (1.63%) compared to the previous month. This increase is primarily due to property tax revenues totaling $3,072,191.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Pursuant to Section 19 of the City's FY 2024-25 Investment Policy, a monthly investment report must be provided to the City Council to provide a clear picture of the status of the current portfolio.

DISCUSSION

As prescribed in the Investment Policy for FY 2025, the attached investment report provides a listing of individual securities held at the end of the reporting period by authorized investment category, the average life and final maturity of all investments listed, coupon rate, discount or earnings rate, Par Value, Market Value and Book Value of each investment in the portfolio, including funds managed for the City by third parties.

In the month of April, there were seven investment purchases (consisting of Medium-Term Corporate Notes, Federal Agency Securities, United States Treasury Notes, and Certificates of Deposit) totaling $3,490,000. There were eight securities that matured at $5,470,000, resulting in neither a gain nor loss.

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

ENVIRONMENTAL DETERMINATION

Not applicable.

Prepared By	Kylie Petrovick, Accountant
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	Not Applicable
CEQA Review	Not Applicable

ATTACHMENTS:

A. April 2025 Investment Report

Attachments

A. April 2025 Investment Report.pdf

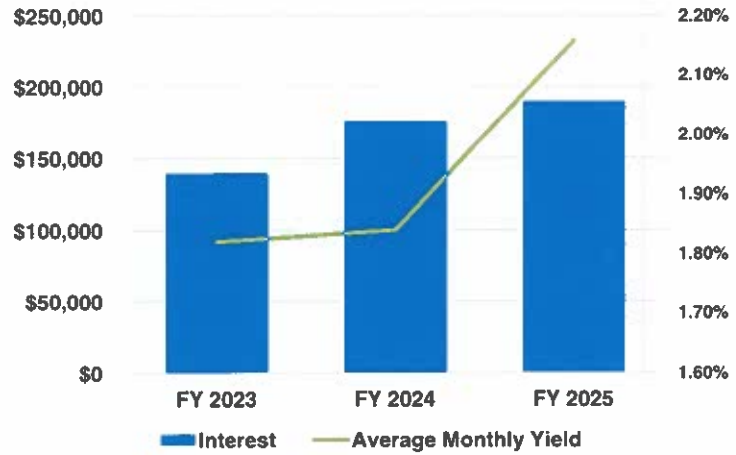
CITY OF GLENDORA
INVESTMENT REPORT SUMMARY
April 30, 2025

Pursuant to California Government Code Section 53600 et seq. and Section 16 of the City of Glendora's Investment Policy, a monthly investment report must be provided to the City Council providing a clear picture of the status of the current investment portfolio. Included in the report are several specific items relating to portfolio holdings including, but not limited to, investment type, par value, market value, book value, coupon rate and yield to maturity.

The report is in conformity with the City's Investment Policy and California Government Code 53601. Per the policy, the report reflects pooled cash from all city funds. It does not reflect any restrictions associated with how each individual fund can be utilized. This information is provided through other financial reports that include the budget, Annual Comprehensive Financial Report and other financial reports available through the website.

The objective of the City investments is to provide safety of principal and liquidity, while then providing a return on investments. (Section 4 of the policy). All brokered transactions are held by a third-party custodian designated by the Treasurer. (Section 14 of the policy). There is currently one custodial account, which is UBS.

Below is a comparison of the average monthly yield and interest received from prior years for the same month, along with a visual graph:



April	FY 2023	FY 2024	FY 2025
Interest	$139,558	$176,006	$189,298
Average Monthly Yield	1.82%	1.84%	2.16%

I hereby certify that the investments are in compliance with the investment policy adopted by the City Council. The investment portfolio provides sufficient funds to meet the budgeted expenditures over the next six months.

Approved By:

Kyle Johnson, Finance Director

Branch office
251 South Lake Avenue
10th Floor
Pasadena, CA 911013003

Financial Advisor
GIORDANO CRAWFORD
WEALTH MANAGEMENT
626-405-4753

UBS Client Review

As of April 30, 2025

Report Prepared for: City of Glendora

*** excluded from performance exhibits**

Account Number	Account Name	Type
SX XX180	City of Glendora	Business Service Account
@SX XXX279*	CITY OF GL	Non UBS Investment LAIF
@SX XXX283*	CITY OF GL	Non UBS Investment Bank of America

What's inside

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Asset Allocation Review

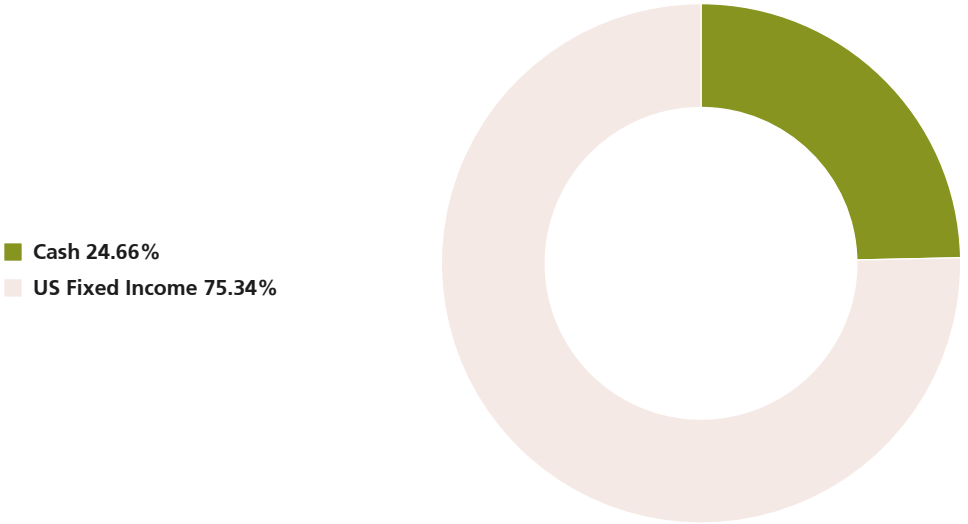
as of April 30, 2025

Summary of Asset Allocation

	Market value ($)	% of Portfolio
Cash	**29,277,322.25**	**24.66**
Cash	**29,277,322.25**	**24.66**
US	29,277,322.25	24.66
Fixed Income	**89,455,569.67**	**75.34**
US	**89,455,569.67**	**75.34**
US Fixed Income	13,196,234.37	11.11
Government	52,636,606.05	44.33
Corporate IG Credit	23,622,729.26	19.90
Equity	**0.00**	**0.00**
Commodities	**0.00**	**0.00**
Non-Traditional	**0.00**	**0.00**
Other	**0.00**	**0.00**
Total Portfolio	**$118,732,891.92**	**100%**

Balanced mutual funds and Insurance & Annuity products are allocated in the 'Other' category

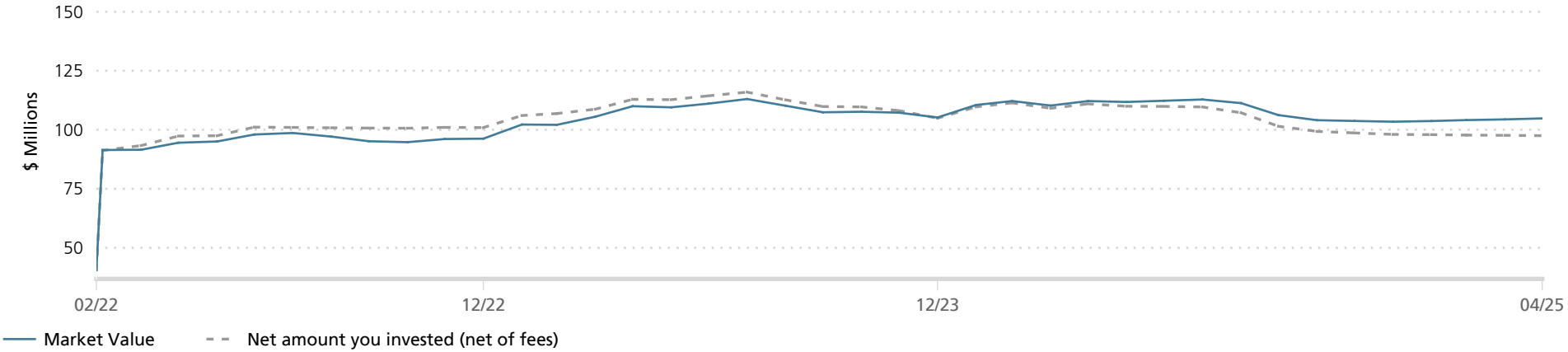
Total Value: $118,732,891.92



Assets held at other financial institutions are included in this report. We have not verified, and are not responsible for, the accuracy or completeness of this information.
Accrued interest, if any, has been included in the total market value.

Sources of Portfolio Value

as of April 30, 2025



	MTD 03/31/2025 to 04/30/2025	QTD 03/31/2025 to 04/30/2025	YTD 12/31/2024 to 04/30/2025	ITD 02/23/2022 to 04/30/2025
Opening value	**104,398,100.72**	**104,398,100.72**	**103,422,623.88**	**40,589,214.16**
Net deposits/withdrawals	-132,671.29	-132,671.29	-528,212.38	56,919,991.19
Div./interest income	189,297.84	189,297.84	657,186.71	5,919,928.12
Change in accr. interest	-16,311.98	-16,311.98	43,075.80	327,281.16
Change in value	379,287.04	379,287.04	1,223,028.31	1,061,287.68
Closing value	**104,817,702.32**	**104,817,702.32**	**104,817,702.32**	**104,817,702.32**
Net Time-weighted ROR	0.53	0.53	1.86	1.96

Performance returns are annualized after 1 year. Net deposits and withdrawals include program and account fees.

Benchmarks - Annualized time-weighted returns

US Treasury Bill - 3 Mos	0.35	0.35	1.40	4.19
BofA Corp/Gov 1-5Y	0.89	0.89	2.91	2.45
BBG Agg Bond	0.39	0.39	3.18	0.03

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.

Bond Summary

as of April 30, 2025

Bond Overview

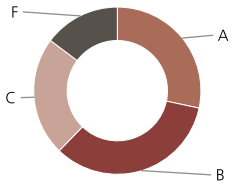
Total quantity	90,369,000
Total market value	$89,061,021.01
Total accrued interest	$394,548.66
Total market value plus accrued interest	$89,455,569.67
Total estimated annual bond interest	$1,791,286.25
Average coupon	2.00%
Average current yield	2.01%
Average yield to maturity	4.23%
Average yield to worst	4.20%
Average modified duration	1.45
Average effective maturity	1.67

Investment Type Allocation

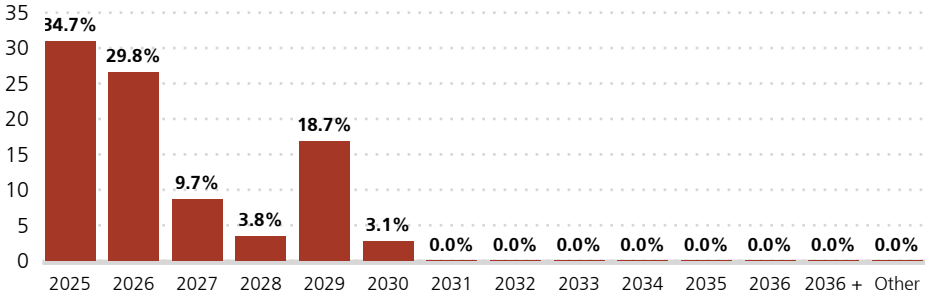
Investment type	Taxable ($)	Tax-exempt / deferred ($)	Total ($)	% of bond port.
Certificates of deposit	13,196,234.37	0.00	13,196,234.37	14.75
U.S. corporates	23,622,729.26	0.00	23,622,729.26	26.41
U.S. federal agencies	47,078,363.86	0.00	47,078,363.86	52.63
U.S. treasuries	5,558,242.19	0.00	5,558,242.19	6.21
Total	**$89,455,569.68**	**$0.00**	**$89,455,569.68**	**100%**

Credit Quality of Bond Holdings

Effective credit rating		Issues	Value on 04/30/2025 ($)	% of port.
A	Aaa/AAA/AAA	15	25,355,763.61	28.36
B	Aa/AA/AA	21	30,311,993.27	33.91
C	A/A/A	16	20,591,578.42	22.96
D	Baa/BBB/BBB	0	0.00	0.00
E	Non-investment grade	0	0.00	0.00
F	Certificate of deposit	55	13,196,234.37	14.77
G	Not rated	0	0.00	0.00
Total		**107**	**$89,455,569.67**	**100%**



Bond Maturity Schedule



Effective maturity schedule

Cash, mutual funds and some preferred securities are not included.

Includes all fixed income securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities. Accrued interest, if any, has been included in the total market value.

UBS

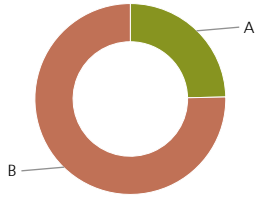
Portfolio Holdings

as of April 30, 2025

Summary of Portfolio Holdings

	Cost basis ($)	Value on 04/30/2025 ($)	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of portfolio
A Cash	**29,277,322**	**29,277,322**	**0**	**0.00%**	**448,319**	**1.53%**	**24.66%**
Cash	**29,277,322**	**29,277,322**	**0**	**0.00%**	**448,319**	**1.53%**	**24.66%**
US	29,277,322	29,277,322	0	0.00%	448,319	1.53%	24.66%
B Fixed Income	**88,004,484***	**89,455,570**	**-581,751***	**-0.66%***	**1,791,286**	**2.00%**	**75.34%**
US	**88,004,484***	**89,455,570**	**-581,751***	**-0.66%***	**1,791,286**	**2.00%**	**75.34%**
US Fixed Income	13,306,831	13,196,234	-110,597	-0.83%	331,467	2.51%	11.11%
Government	50,964,663*	52,636,606	-360,894*	-0.71%*	914,010	1.74%	44.33%
Corporate IG Credit	23,732,990	23,622,729	-110,260	-0.46%	545,809	2.31%	19.90%
C Equity	**0**	**0**	**0**	**0.00%**	**NA**	**NA**	**0.00%**
D Commodities	**0**	**0**	**0**	**0.00%**	**NA**	**NA**	**0.00%**
E Non-Traditional	**0**	**0**	**0**	**0.00%**	**NA**	**NA**	**0.00%**
F Other	**0**	**0**	**0**	**0.00%**	**NA**	**NA**	**0.00%**
Total Portfolio	**$117,281,806***	**$118,732,892**	**-$581,751***	**-0.50%***	**$2,239,605**	**1.89%**	**100%**

Balanced mutual funds and Insurance & Annuity products are allocated in the 'Other' category



* Total Cost Basis and/or Unrealized G/L values marked with an asterisk (*) are incomplete due to missing cost basis information.
Accrued interest, if any, has been included in the total market value.

UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Details of Portfolio Holdings

	Cost basis ($)	Market value ($)	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of asset class	% of portfolio
Total Portfolio	**$117,281,806***	**$118,732,892**	**-$581,751***	**-0.50%***	**$2,239,605**	**1.89%**	**100%**	**100%**

Cash	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Cash	% of portfolio
Cash											
US											
Outside ASSET[1] [Outside Account @SX XXX279]		1.00	1.00	7,296,346.57	7,296,346.57	0.00	0.00%	NA	NA	24.92%	6.15%
Outside ASSET[1] [Outside Account @SX XXX283]		1.00	1.00	6,618,843.03	6,618,843.03	0.00	0.00%	NA	NA	22.61%	5.57%
UBS INSURED SWEEP PROGRAM	4,188,630.19	1.00	1.00	4,188,630.19	4,188,630.19	0.00	0.00%	8,377.26	0.20%	14.31%	3.53%
UBS SELECT TREASURY INSTITUTIONAL FUND	10,524,923.75	1.00	1.00	10,524,923.75	10,524,923.75	0.00	0.00%	439,941.81	4.18%	35.95%	8.86%
USD CASH	648,578.71	1.00	1.00	648,578.71	648,578.71	0.00	0.00%	NA	NA	2.22%	0.55%
Total US				**$29,277,322**	**$29,277,322**	**$0**	**0.00%**	**$448,319**	**1.53%**	**100%**	**24.66%**
Total Cash				**$29,277,322**	**$29,277,322**	**$0**	**0.00%**	**$448,319**	**1.53%**	**100%**	**24.66%**
Total Cash				**$29,277,322**	**$29,277,322**	**$0**	**0.00%**	**$448,319**	**1.53%**	**100%**	**24.66%**

[1]Assets held at other financial institutions are included in this report. We have not verified, and are not responsible for, the accuracy or completeness of this information.

* Total Cost Basis and/or Unrealized G/L values marked with an asterisk (*) are incomplete due to missing cost basis information.

Accrued interest, if any, has been included in the total market value.

UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
AFFINITY PLUS MN US RT 05.0500% MAT 03/20/26 LICU SHARE CERTIFICATE	245,000.00	100.00	100.86	245,000.00	247,455.77	0.00	2,455.77	1.00%	12,372.50	5.00%	0.28%	0.21%
ALLY BK UT US RT 03.5500% MAT 06/30/26 FIXED RATE CD	245,000.00	100.00	99.40	245,000.00	246,415.73	0.00	1,415.73	0.58%	8,697.50	3.53%	0.28%	0.21%
AMER EXPRESS NATL UT US RT 03.6000% MAT 09/25/29 FIXED RATE CD	245,000.00	98.05	97.76	240,222.50	240,384.37	0.00	161.87	0.07%	8,820.00	3.67%	0.27%	0.20%
AMER NATL BK OMA NE US RT 04.2500% MAT 03/21/28 FIXED RATE CD	245,000.00	100.00	99.85	245,000.00	244,889.25	0.00	-110.75	-0.05%	10,412.50	4.25%	0.27%	0.21%
AMERICAN COMM BK GA US RT 00.4000% MAT 09/22/25 FIXED RATE CD	245,000.00	100.00	98.50	245,000.00	241,348.93	0.00	-3,651.07	-1.49%	980.00	0.41%	0.27%	0.20%
ARBOR FINL CREDIT MI US RT 05.0000% MAT 04/03/28 FIXED RATE CD	245,000.00	100.00	100.63	245,000.00	247,449.66	0.00	2,449.66	1.00%	12,250.00	4.95%	0.28%	0.21%
BANK3 TENNESSEE TN US RT 00.4000% MAT 08/28/25 FIXED RATE CD	245,000.00	100.00	98.74	245,000.00	241,928.17	0.00	-3,071.83	-1.25%	980.00	0.41%	0.27%	0.20%
BANKUNITED NA FLOR FL US RT 00.9500% MAT 03/31/26 FIXED RATE CD	245,000.00	100.00	97.21	245,000.00	238,164.50	0.00	-6,835.50	-2.79%	2,327.50	0.98%	0.27%	0.20%
BK HAPOALIM BM NY US RT 00.5000% MAT 12/15/25 FIXED RATE CD	245,000.00	100.00	97.78	245,000.00	240,008.54	0.00	-4,991.46	-2.04%	1,225.00	0.51%	0.27%	0.20%
BMO HARRIS BK NA IL US RT 00.8000% MAT 03/18/26 FIXED RATE CD	245,000.00	100.00	97.17	245,000.00	238,304.75	0.00	-6,695.25	-2.73%	1,960.00	0.82%	0.27%	0.20%
CAPITAL ONE BK USA VA US RT 01.1500% MAT 11/24/26 FIXED RATE CD	245,000.00	100.00	95.60	245,000.00	235,419.66	0.00	-9,580.34	-3.91%	2,817.50	1.20%	0.26%	0.20%
CAPITAL ONE NA VA US RT 01.1500% MAT 11/24/26 FIXED RATE CD	245,000.00	100.00	95.60	245,000.00	235,419.66	0.00	-9,580.34	-3.91%	2,817.50	1.20%	0.26%	0.20%

[1]Assets held at other financial institutions are included in this report. We have not verified, and are not responsible for, the accuracy or completeness of this information.

* Total Cost Basis and/or Unrealized G/L values marked with an asterisk (*) are incomplete due to missing cost basis information.

Accrued interest, if any, has been included in the total market value.

UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
CFG COMMUNITY BANK MD US RT 03.8000% MAT 03/11/26 FIXED RATE CD	245,000.00	100.00	99.81	245,000.00	246,511.78	0.00	1,511.78	0.62%	9,310.00	3.78%	0.28%	0.21%
CHAMBERS BANK AK US RT 00.3500% MAT 09/22/25 FIXED RATE CD	108,000.00	100.00	98.48	108,000.00	106,396.63	0.00	-1,603.37	-1.48%	378.00	0.36%	0.12%	0.09%
CIBC BANK ILLINOIS IL US RT 05.0000% MAT 03/24/26 FIXED RATE CD	245,000.00	100.00	100.77	245,000.00	248,135.63	0.00	3,135.63	1.28%	12,250.00	4.94%	0.28%	0.21%
COMMUNITY BK TN US RT 00.4000% MAT 08/26/25 FIXED RATE CD	245,000.00	100.00	98.76	245,000.00	241,982.54	0.00	-3,017.46	-1.23%	980.00	0.40%	0.27%	0.20%
CY-FAIR FED CREDIT TX US RT 05.3000% MAT 07/14/28 FIXED RATE CD	245,000.00	100.00	100.20	245,000.00	246,064.11	0.00	1,064.11	0.43%	12,985.00	5.28%	0.28%	0.21%
DISCOVER BANK DE US RT 03.2000% MAT 05/24/27 FIXED RATE CD	245,000.00	100.00	98.22	245,000.00	244,018.62	0.00	-981.38	-0.40%	7,840.00	3.21%	0.27%	0.21%
DIVERSIFIED MEMBER MI US RT 04.3000% MAT 04/28/28 LICU SHARE CERTIFICATE	245,000.00	100.00	100.00	245,000.00	245,000.00	0.00	0.00	0.00%	10,535.00	4.30%	0.27%	0.21%
EAGLEMARK SVGS BK NV US RT 02.0000% MAT 03/02/27 FIXED RATE CD	245,000.00	100.17	96.29	245,417.44	236,702.55	-685.67	-8,714.89	-3.55%	4,900.00	2.07%	0.26%	0.20%
EATON CMNTY BK MI US RT 05.1000% MAT 03/08/29 FIXED RATE CD	245,000.00	99.90	100.08	244,755.00	245,946.67	0.00	1,191.67	0.49%	12,495.00	5.08%	0.27%	0.21%
ENCORE BANK AR US RT 00.8000% MAT 05/15/25 FIXED RATE CD	245,000.00	100.00	99.86	245,000.00	244,730.20	0.00	-269.80	-0.11%	1,960.00	0.80%	0.27%	0.21%
ENERBANK UT US RT 00.6500% MAT 06/19/25 FIXED RATE CD	245,000.00	100.00	99.53	245,000.00	243,884.24	0.00	-1,115.76	-0.46%	1,592.50	0.65%	0.27%	0.21%
ESSENTIAL FED CRED LA US RT 04.7000% MAT 06/15/27 LICU SHARE CERTIFICATE	245,000.00	100.00	101.22	245,000.00	248,459.77	0.00	3,459.77	1.41%	11,515.00	4.63%	0.28%	0.21%

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Accrued interest, if any, has been included in the total market value.

UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
FIRST CAROLINA BK NC US RT 00.6000% MAT 06/26/25 FIXED RATE CD	245,000.00	100.00	99.46	245,000.00	243,683.31	0.00	-1,316.69	-0.54%	1,470.00	0.60%	0.27%	0.21%
FIRST GTY BK HAMMO LA US RT 04.3500% MAT 11/06/28 FIXED RATE CD	219,000.00	100.00	100.00	219,000.00	223,565.31	0.00	4,565.31	2.08%	9,526.50	4.26%	0.25%	0.19%
GOLDMAN SACHS BANK NY US RT 04.0000% MAT 03/20/28 FIXED RATE CD	245,000.00	100.00	99.70	245,000.00	245,424.42	0.00	424.42	0.17%	9,800.00	3.99%	0.27%	0.21%
GREAT STHN BK MO US RT 04.5000% MAT 10/20/25 FIXED RATE CD	245,000.00	100.00	100.02	245,000.00	245,341.25	0.00	341.25	0.14%	11,025.00	4.49%	0.27%	0.21%
GREENSTATE CREDIT IA US RT 00.9500% MAT 04/16/26 FIXED RATE CD	245,000.00	100.00	97.08	245,000.00	238,030.92	0.00	-6,969.08	-2.84%	2,327.50	0.98%	0.27%	0.20%
HOME LN INVT BK RI US RT 00.4000% MAT 08/29/25 FIXED RATE CD	245,000.00	100.00	98.74	245,000.00	242,000.66	0.00	-2,999.34	-1.22%	980.00	0.40%	0.27%	0.20%
JPMORGAN CHASE BK OH US RT 00.7000% MAT 09/30/25 FIXED RATE CD	245,000.00	100.00	98.52	245,000.00	241,519.86	0.00	-3,480.14	-1.42%	1,715.00	0.71%	0.27%	0.20%
LAFAYETTE FED CRED MD US RT 03.2500% MAT 06/15/27 LICU SHARE CERTIFICATE	245,000.00	100.00	98.27	245,000.00	241,096.08	0.00	-3,903.92	-1.59%	7,962.50	3.30%	0.27%	0.20%
LIVE OAK BKG CO NC US RT 00.8000% MAT 08/13/26 FIXED RATE CD	245,000.00	100.00	95.92	245,000.00	235,159.73	0.00	-9,840.27	-4.02%	1,960.00	0.83%	0.26%	0.20%
MEDALLION BK UT US RT 00.5500% MAT 07/30/25 FIXED RATE CD	245,000.00	100.00	99.07	245,000.00	242,721.50	0.00	-2,278.50	-0.93%	1,347.50	0.56%	0.27%	0.20%
METRO CREDIT UNION MA US RT 01.7000% MAT 02/18/27 LICU SHARE CERTIFICATE	245,000.00	100.00	95.85	245,000.00	235,153.62	0.00	-9,846.38	-4.02%	4,165.00	1.77%	0.26%	0.20%

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UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
MORGAN STANLEY BK UT US RT 04.2500% MAT 02/02/26 FIXED RATE CD	245,000.00	100.00	100.12	245,000.00	247,770.98	0.00	2,770.98	1.13%	10,412.50	4.20%	0.28%	0.21%
MORTON CMNTY BK IL US RT 00.6000% MAT 06/19/25 FIXED RATE CD	245,000.00	100.00	99.53	245,000.00	243,880.55	0.00	-1,119.45	-0.46%	1,470.00	0.60%	0.27%	0.21%
NEW ORLEANS FIREME LA US RT 05.0000% MAT 07/17/28 FIXED RATE CD	245,000.00	100.00	102.67	245,000.00	251,985.15	0.00	6,985.15	2.85%	12,250.00	4.86%	0.28%	0.21%
NEW YORK CMNTY BK NY US RT 00.7000% MAT 07/01/26 FIXED RATE CD	245,000.00	100.00	96.19	245,000.00	236,238.93	0.00	-8,761.07	-3.58%	1,715.00	0.73%	0.26%	0.20%
PENTAGON FED CREDI VA US RT 01.7000% MAT 02/18/27 CREDIT UNION SHARE CERT	245,000.00	100.00	95.86	245,000.00	234,991.48	0.00	-10,008.52	-4.09%	4,165.00	1.77%	0.26%	0.20%
SALLIE MAE BANK UT US RT 04.0500% MAT 11/21/29 FIXED RATE CD	245,000.00	99.80	99.58	244,510.00	248,308.34	0.00	3,798.34	1.55%	9,922.50	4.00%	0.28%	0.21%
SAVOY BK NY US RT 00.8000% MAT 05/13/25 FIXED RATE CD	245,000.00	100.00	99.88	245,000.00	244,787.49	0.00	-212.51	-0.09%	1,960.00	0.80%	0.27%	0.21%
STATE BANK OF INDI NY US RT 00.9000% MAT 03/25/26 FIXED RATE CD	245,000.00	100.00	97.19	245,000.00	238,340.33	0.00	-6,659.67	-2.72%	2,205.00	0.93%	0.27%	0.20%
STATE BK IL US RT 04.1000% MAT 11/26/29 FIXED RATE CD	245,000.00	100.00	99.78	245,000.00	248,726.68	0.00	3,726.68	1.52%	10,045.00	4.04%	0.28%	0.21%
STOCKMAN BK MT US RT 00.6000% MAT 06/10/25 FIXED RATE CD	245,000.00	100.00	99.63	245,000.00	244,668.71	0.00	-331.29	-0.14%	1,470.00	0.60%	0.27%	0.21%
TECHNOLOGY CREDIT CA US RT 05.0000% MAT 03/23/26 CREDIT UNION SHARE CERT	245,000.00	100.00	100.84	245,000.00	248,021.49	0.00	3,021.49	1.23%	12,250.00	4.94%	0.28%	0.21%

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UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
TEXAS EXCHANGE BK TX US RT 00.6000% MAT 10/23/25 FIXED RATE CD	245,000.00	100.00	98.20	245,000.00	240,627.99	0.00	-4,372.01	-1.78%	1,470.00	0.61%	0.27%	0.20%
TOYOTA FINL SVG BK NV US RT 00.9000% MAT 04/22/26 FIXED RATE CD	245,000.00	100.00	96.98	245,000.00	237,639.53	0.00	-7,360.47	-3.00%	2,205.00	0.93%	0.27%	0.20%
TRUXTON TR CO NASH TN US RT 04.1000% MAT 02/27/30 FIXED RATE CD	245,000.00	99.98	98.85	244,938.75	242,239.99	0.00	-2,698.76	-1.10%	10,045.00	4.15%	0.27%	0.20%
UBS BANK UT US RT 00.8500% MAT 06/16/26 FIXED RATE CD	245,000.00	100.00	96.47	245,000.00	236,433.83	0.00	-8,566.17	-3.50%	2,082.50	0.88%	0.26%	0.20%
USALLIANCE FED CRE NY US RT 00.5000% MAT 09/29/25 FIXED RATE CD	245,000.00	100.00	98.46	245,000.00	241,344.20	0.00	-3,655.80	-1.49%	1,225.00	0.51%	0.27%	0.20%
USF FED CREDIT UNI FL US RT 03.9000% MAT 05/01/28 LICU SHARE CERTIFICATE	245,000.00	100.00	99.44	245,000.00	243,615.75	0.00	-1,384.25	-0.56%	9,555.00	3.92%	0.27%	0.21%
VALLEYSTAR CR UN M VA US RT 05.0000% MAT 03/20/26 LICU SHARE CERTIFICATE	245,000.00	100.00	100.82	245,000.00	247,344.62	0.00	2,344.62	0.96%	12,250.00	4.95%	0.28%	0.21%
WELLS FARGO BK NA SD US RT 04.1000% MAT 02/06/29 FIXED RATE CD	245,000.00	100.00	99.87	244,987.75	245,329.74	0.00	341.99	0.14%	10,045.00	4.09%	0.27%	0.21%
WORKERS CREDIT UNI MA US RT 04.1000% MAT 11/22/27 LICU SHARE CERTIFICATE	245,000.00	100.00	100.00	245,000.00	245,220.16	0.00	220.16	0.09%	10,045.00	4.10%	0.27%	0.21%
Total US Fixed Income				**$13,306,831**	**$13,196,234**	**-$685.67**	**-$110,597**	**-0.83%**	**$331,467**	**2.51%**	**14.75%**	**11.11%**
Government												
FEDERAL HOME LN BANK NTS 04.175 % DUE 031229 DTD 031225 FC 09122025	1,000,000.00	100.00	100.40	1,000,005.09	1,009,556.67	-0.17	9,551.58	0.96%	41,750.00	4.14%	1.13%	0.85%

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UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
FFCB BOND 00.600 % DUE 061625 DTD 061621 FC 12162021	2,000,000.00	100.00	99.51	2,000,000.00	1,994,706.67	0.00	-5,293.33	-0.26%	12,000.00	0.60%	2.23%	1.68%
FFCB BOND 00.600 % DUE 112425 DTD 112420 FC 05242021	2,000,000.00	100.00	98.03	2,000,000.00	1,965,740.00	0.00	-34,260.00	-1.71%	12,000.00	0.61%	2.20%	1.66%
FFCB BOND 00.610 % DUE 052325 DTD 082321 FC 11232021	2,000,000.00	100.00	99.77	2,000,000.00	2,000,700.56	0.00	700.56	0.04%	12,200.00	0.61%	2.24%	1.69%
FFCB BOND 00.660 % DUE 091525 DTD 091521 FC 03152022	2,000,000.00	100.00	98.64	2,000,000.00	1,974,410.00	0.00	-25,590.00	-1.28%	13,200.00	0.67%	2.21%	1.66%
FFCB BOND 00.680 % DUE 051925 DTD 051921 FC 11192021	2,000,000.00	100.00	99.81	2,000,000.00	2,002,362.22	0.00	2,362.22	0.12%	13,600.00	0.68%	2.24%	1.69%
FFCB BOND 01.840 % DUE 012627 DTD 012622 FC 07262022	2,000,000.00	100.00	96.73	2,000,000.00	1,944,228.89	0.00	-55,771.11	-2.79%	36,800.00	1.89%	2.17%	1.64%
FFCB BOND 04.000 % DUE 040130 DTD 040125 FC 10012025	1,000,000.00	-	100.88	-	1,012,062.22	0.00	-	-	40,000.00	3.95%	1.13%	0.85%
FFCB BOND 04.620 % DUE 100129 DTD 100124 FC 04012025	1,500,000.00	99.92	99.91	1,498,850.25	1,504,202.50	0.00	5,352.25	0.36%	69,300.00	4.61%	1.68%	1.27%
FFCB NTS 00.940 % DUE 092826 DTD 092821 FC 03282022	2,000,000.00	100.00	95.99	2,000,000.00	1,921,371.11	0.00	-78,628.89	-3.93%	18,800.00	0.98%	2.15%	1.62%
FHLB BOND 00.625 % DUE 063025 DTD 063021 FC 12302021	2,000,000.00	100.00	99.38	2,000,000.00	1,991,786.67	0.00	-8,213.33	-0.41%	12,500.00	0.63%	2.23%	1.68%
FHLB BOND 01.050 % DUE 081326 DTD 081321 FC 02132022	1,000,000.00	96.84	96.47	968,385.25	966,965.83	0.00	-1,419.42	-0.15%	10,500.00	1.09%	1.08%	0.81%
FHLB BOND 01.780 % DUE 021027 DTD 021022 FC 08102022	2,000,000.00	100.00	96.53	2,000,000.00	1,938,491.11	0.00	-61,508.89	-3.08%	35,600.00	1.84%	2.17%	1.63%

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UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
FHLB BOND 02.010 % DUE 022527 DTD 022522 FC 08252022	3,215,000.00	95.65	96.92	3,075,098.40	3,127,710.07	0.00	52,611.67	1.71%	64,621.50	2.07%	3.50%	2.63%
FHLB BOND STEP-UP 1.0000% DUE 063026 DTD 063021 FC 12302021	2,000,000.00	100.00	97.97	2,000,000.00	1,966,146.67	0.00	-33,853.33	-1.69%	20,000.00	1.02%	2.20%	1.66%
FHLB NTS 1.0500% DUE 033026 DTD 033021 FC 09302021	2,000,000.00	100.00	97.36	2,000,000.00	1,948,910.00	0.00	-51,090.00	-2.55%	21,000.00	1.08%	2.18%	1.64%
FHLB NTS 1.1500% DUE 082626 DTD 082621 FC 02262022	2,000,000.00	100.00	96.59	2,000,000.00	1,935,908.89	0.00	-64,091.11	-3.20%	23,000.00	1.19%	2.16%	1.63%
FHLB NTS 1.5000% DUE 063026 DTD 063021 FC 12302021	2,000,000.00	100.00	97.48	2,000,000.00	1,959,500.00	0.00	-40,500.00	-2.02%	30,000.00	1.53%	2.19%	1.65%
FHLB NTS 04.625 % DUE 101529 DTD 101524 FC 04152025	1,000,000.00	99.76	100.00	997,555.25	1,001,917.08	0.00	4,361.83	0.44%	46,250.00	4.62%	1.12%	0.84%
FHLMC MED TERM NTS 00.500 % DUE 072325 DTD 072320 FC 01232021	1,000,000.00	99.85	99.13	998,500.00	992,687.22	0.00	-5,812.78	-0.58%	5,000.00	0.50%	1.11%	0.84%
FHLMC MED TERM NTS 00.730 % DUE 052825 DTD 052820 FC 11282020	2,000,000.00	100.00	99.73	2,000,000.00	2,000,764.44	0.00	764.44	0.04%	14,600.00	0.73%	2.24%	1.69%
FNMA NTS 00.500 % DUE 081425 DTD 081420 FC 02142021	1,000,000.00	100.00	98.92	999,950.00	990,285.56	0.00	-9,664.44	-0.97%	5,000.00	0.50%	1.11%	0.83%
FNMA NTS 00.540 % DUE 102725 DTD 102720 FC 04272021	2,000,000.00	100.00	98.25	2,000,000.00	1,965,030.00	0.00	-34,970.00	-1.75%	10,800.00	0.55%	2.20%	1.66%
FNMA NTS 00.560 % DUE 111725 DTD 111720 FC 05172021	2,000,000.00	100.00	98.05	2,000,000.00	1,965,991.11	0.00	-34,008.89	-1.70%	11,200.00	0.57%	2.20%	1.66%
FNMA NTS 04.125 % DUE 082825 DTD 083022 FC 02282023	988,000.00	99.59	99.88	983,948.13	993,577.26	0.00	9,629.13	0.98%	40,755.00	4.10%	1.11%	0.84%

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UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
FNMA NTS 04.300 % DUE 030430 DTD 031225 FC 09042025	1,000,000.00	100.00	100.44	1,000,005.12	1,010,153.33	-0.13	10,148.21	1.01%	43,000.00	4.26%	1.13%	0.85%
FNMA NTS 05.050 % DUE 062629 DTD 062824 FC 12262024	1,000,000.00	-	100.34	-	1,020,774.44	0.00	-	-	50,500.00	4.95%	1.14%	0.86%
INTL FIN CORP NTS 00.500 % DUE 051526 DTD 052821 FC 11152021	2,000,000.00	100.00	98.39	2,000,000.00	1,972,423.33	0.00	-27,576.67	-1.38%	10,000.00	0.51%	2.20%	1.66%
US TSY NOTE 01.125 % DUE 10/31/26 DTD 10/31/21 FC 04/30/22	1,000,000.00	98.21	96.23	982,052.13	962,270.00	0.00	-19,782.13	-2.01%	11,250.00	1.17%	1.08%	0.81%
US TSY NOTE 03.875 % DUE 11/30/29 DTD 11/30/22 FC 05/31/23	1,500,000.00	99.38	100.58	1,490,677.13	1,532,842.29	0.00	42,165.16	2.83%	58,125.00	3.79%	1.71%	1.29%
US TSY NOTE 03.875 % DUE 12/31/29 DTD 12/31/22 FC 06/30/23	1,017,000.00	97.76	100.57	994,218.09	1,035,819.89	0.00	41,601.80	4.18%	39,408.75	3.80%	1.16%	0.87%
US TSY NOTE 04.000 % DUE 10/31/29 DTD 10/31/22 FC 04/30/23	1,000,000.00	99.16	101.10	991,647.22	1,010,980.00	0.00	19,332.78	1.95%	40,000.00	3.96%	1.13%	0.85%
US TSY NOTE 04.125 % DUE 10/31/29 DTD 10/31/24 FC 04/30/25	1,000,000.00	98.38	101.63	983,770.88	1,016,330.00	0.00	32,559.12	3.31%	41,250.00	4.06%	1.14%	0.86%
Total Government				**$50,964,663***	**$52,636,606**	**-$0.30**	**-$360,894***	**-0.71%***	**$914,010**	**1.74%**	**58.84%**	**44.33%**
Corporate IG Credit												
ACCENTURE CAPITAL INC 04.050% 100429 DTD100424 FC040425 CALL@MW+10BP	1,000,000.00	97.76	99.27	977,635.25	995,575.00	0.00	17,939.75	1.84%	40,500.00	4.07%	1.11%	0.84%
AMAZON COM INC NTS B/E 00.800% 060325 DTD060320 CALL@MW+10BP	1,000,000.00	100.01	99.65	1,000,089.77	999,726.67	-4,732.95	-363.10	-0.04%	8,000.00	0.80%	1.12%	0.84%

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Accrued interest, if any, has been included in the total market value.

UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Corporate IG Credit												
AMEREN ILL CO NTS B/E 03.800% 051528 DTD052218 FC111518 CALL@MW+15BP	1,500,000.00	99.67	99.32	1,494,995.25	1,515,910.00	0.00	20,914.75	1.40%	57,000.00	3.76%	1.69%	1.28%
CATERPILLAR FINL SERVICE 01.450% 051525 DTD051520 FC111520 CALL@MW+20BP	2,026,000.00	100.03	99.88	2,026,630.03	2,037,013.00	-69,815.47	10,382.97	0.51%	29,377.00	1.44%	2.28%	1.72%
CHARLES SCHWAB CORP B/E 03.250% 052229 DTD052219 FC112219	470,000.00	94.17	95.68	442,604.25	456,400.03	0.00	13,795.78	3.12%	15,275.00	3.35%	0.51%	0.38%
CHARLES SCHWAB CORP NTS 00.900% 031126 DTD121120 FC031121 CALL@MW+10BP	2,000,000.00	99.49	97.07	1,989,860.00	1,943,910.00	0.00	-45,950.00	-2.31%	18,000.00	0.93%	2.17%	1.64%
COMCAST CORP NEW B/E 03.375% 081525 DTD052715 FC081515 CALL@MW+20BP	1,000,000.00	100.76	99.62	1,007,570.03	1,003,221.25	-111,572.06	-4,348.78	-0.43%	33,750.00	3.36%	1.12%	0.84%
E I DU PONT DE NEMOURS 01.700% 071525 DTD051520 FC011521 CALL@MW+25BP	2,141,000.00	100.16	99.36	2,144,342.34	2,137,891.98	-62,452.33	-6,450.36	-0.30%	36,397.00	1.70%	2.39%	1.80%
JOHN DEERE CPTL CORP 00.700% 011526 DTD010721 FC071521 MED TERM NTS	2,000,000.00	100.03	97.59	2,000,563.26	1,955,843.33	-3,338.94	-44,719.93	-2.24%	14,000.00	0.72%	2.19%	1.65%
JPMORGAN CHASE & CO 00.800% 022626 DTD022621 FC082621 MED TERM NTS	1,200,000.00	100.00	96.31	1,200,000.00	1,157,462.67	0.00	-42,537.33	-3.54%	9,600.00	0.83%	1.29%	0.97%
JPMORGAN CHASE & CO NTS 05.012% 012330 DTD012324 FC072324 CALL@MW+20BP	500,000.00	99.92	101.50	499,615.25	514,272.28	0.00	14,657.03	2.93%	25,060.00	4.87%	0.57%	0.43%

[1]Assets held at other financial institutions are included in this report. We have not verified, and are not responsible for, the accuracy or completeness of this information.

* Total Cost Basis and/or Unrealized G/L values marked with an asterisk (*) are incomplete due to missing cost basis information.

Accrued interest, if any, has been included in the total market value.

UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 04/30/2025 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 04/30/2025	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Corporate IG Credit												
MORGAN STANLEY FIN LLC 01.050% 082726 DTD082721 FC022722 MED TERM NTS	2,000,000.00	100.00	95.69	2,000,000.00	1,917,475.00	0.00	-82,525.00	-4.13%	21,000.00	1.10%	2.14%	1.61%
ONCOR ELEC DELIVERY CO 04.650% 110129 DTD111324 FC050125 CALL@MW+10BP	500,000.00	100.12	100.74	500,606.96	514,500.42	-18.63	13,893.46	2.78%	23,250.00	4.52%	0.58%	0.43%
PACIFICORP B/E 03.500% 061529 DTD030119 FC061519 CALL@MW+15BP	1,000,000.00	97.14	96.08	971,415.25	973,935.00	0.00	2,519.75	0.26%	35,000.00	3.59%	1.09%	0.82%
ST STREET BK & TR CO NTS 04.782% 112329 DTD112524 FC052325 B/E	1,000,000.00	99.84	101.53	998,380.50	1,035,849.17	0.00	37,468.67	3.75%	47,820.00	4.62%	1.16%	0.87%
TOYOTA MOTOR CREDIT CORP 04.450% 062929 DTD063022 FC122922 CALL@MW+20BP	500,000.00	99.82	100.19	499,085.25	508,418.47	0.00	9,333.22	1.87%	22,250.00	4.38%	0.57%	0.43%
UNITED HEALTH GROUP INC 01.150% 051526 DTD051921 FC111521 CALL@MW+07.50BP	2,000,000.00	100.05	96.83	2,001,015.42	1,947,121.67	-3,747.27	-53,893.75	-2.69%	23,000.00	1.18%	2.18%	1.64%
UNITED HEALTH GROUP INC 04.000% 051529 DTD052022 FC111522 CALL@MW+20BP	1,000,000.00	98.46	98.73	984,595.25	1,005,673.33	0.00	21,078.08	2.14%	40,000.00	3.98%	1.12%	0.85%
US BANCORP NTS B/E 04.653% 020129 DTD020123 FC080123	1,000,000.00	99.40	100.25	993,985.50	1,002,530.00	0.00	8,544.50	0.86%	46,530.00	4.64%	1.12%	0.84%
Total Corporate IG Credit				**$23,732,990**	**$23,622,729**	**-$255,677.65**	**-$110,260**	**-0.46%**	**$545,809**	**2.31%**	**26.41%**	**19.90%**
Total US				**$88,004,484***	**$89,455,570**	**-$256,363.62**	**-$581,751***	**-0.66%***	**$1,791,286**	**2.00%**	**100%**	**75.34%**
Total Fixed Income				**$88,004,484***	**$89,455,570**	**-$256,363.62**	**-$581,751***	**-0.66%***	**$1,791,286**	**2.00%**	**100%**	**75.34%**

[1]Assets held at other financial institutions are included in this report. We have not verified, and are not responsible for, the accuracy or completeness of this information.

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Accrued interest, if any, has been included in the total market value.

UBS

Portfolio Holdings

as of April 30, 2025 *(continued)*

	Cost basis ($)	Market value ($)	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of asset class	% of portfolio
Total Portfolio	**$117,281,806***	**$118,732,892**	**-$581,751***	**-0.50%***	**$2,239,605**	**1.89%**	**100%**	**100%**

Total accrued interest (included in market values): $394,548.66

(1)Assets held at other financial institutions are included in this report. We have not verified, and are not responsible for, the accuracy or completeness of this information.

* Total Cost Basis and/or Unrealized G/L values marked with an asterisk (*) are incomplete due to missing cost basis information.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025

Summary of Bond Holdings

Maturity Year	Issues	Quantity	Est. annual income ($)	Current yield (%)	Yield to maturity (%)	Yield to worst (%)	Modified duration	Adjusted cost basis ($)	Unrealized gain/loss ($)	Mkt. value ($)	% of bond portfolio maturing
2025	33	31,183,000	302,607.00	0.98%	4.33%	4.33%	0.24	31,189,030.3	-266,108.37	31,006,749.38	34.72%
2026	30	27,365,000	330,110.00	1.24%	4.23%	4.23%	1.06	27,306,876.06	-718,376.16	26,656,116.35	29.85%
2027	10	8,930,000	187,614.00	2.17%	3.85%	3.85%	1.77	8,790,515.84	-129,284.04	8,696,072.36	9.73%
2028	9	3,434,000	144,314.00	4.21%	4.25%	4.15%	2.33	3,428,995.25	892.96	3,463,903.65	3.85%
2029	21	16,712,000	708,536.25	4.24%	4.25%	4.16%	3.54	15,544,507.37	1,151,006.85	16,854,000.11	18.75%
2030	4	2,745,000	118,105.00	4.27%	4.15%	4.08%	3.24	1,744,559.12	1,018,405.83	2,778,727.82	3.10%
2031	0	0			N/A	N/A	N/A				
2032	0	0			N/A	N/A	N/A				
2033	0	0			N/A	N/A	N/A				
2034	0	0			N/A	N/A	N/A				
2035	0	0			N/A	N/A	N/A				
2036	0	0			N/A	N/A	N/A				
2037	0	0			N/A	N/A	N/A				
2038	0	0			N/A	N/A	N/A				
2039	0	0			N/A	N/A	N/A				
2040	0	0			N/A	N/A	N/A				
2041	0	0			N/A	N/A	N/A				
2042	0	0			N/A	N/A	N/A				
2043	0	0			N/A	N/A	N/A				
2044	0	0			N/A	N/A	N/A				
2045	0	0			N/A	N/A	N/A				
2046	0	0			N/A	N/A	N/A				
2047	0	0			N/A	N/A	N/A				
2048	0	0			N/A	N/A	N/A				
2049	0	0			N/A	N/A	N/A				
2050	0	0			N/A	N/A	N/A				
2050 +	0	0			N/A	N/A	N/A				
Other	0	0			N/A	N/A	N/A				
Total	**107**	**90,369,000**	**$1,791,286.25**	**2.01%**	**4.23%**	**4.20%**	**1.45**	**$88,004,483.94**	**$1,056,537.07**	**$89,455,569.67**	

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

Details of Bond Holdings

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Total Bond Portfolio		**90,369,000**	**2.00%**	**01/01/2027**	**N/A**	**$1,791,286.25** **2.01%**	**4.23%** **4.20%**	**1.45**	**$88,004,483.94** **$1,056,537.07**	**N/A**	**$89,061,021.01** **$394,548.66** **$89,455,569.67**	**100%**

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2025												
SAVOY BK NY US RT 00.8000% MAT 05/13/25 FIXED RATE CD /NY	CD	245,000	0.80%	05/13/2025		1,960.00 0.80%	4.29% 4.29%	0.04	245,000.00 -303.80	99.876	244,696.20 91.29	0.27%
CATERPILLAR FINL SERVICE 01.450% 051525 DTD051520 FC111520 CALL@MW+20BP	A2/A+/A NR/NR/NR	2,026,000	1.45%	05/15/2025		29,377.00 1.45%	4.33% 4.33%	0.04	2,026,630.03 -3,081.49	99.879	2,023,548.54 13,464.46	2.27%
ENCORE BANK AR US RT 00.8000% MAT 05/15/25 FIXED RATE CD /AR	CD	245,000	0.80%	05/15/2025		1,960.00 0.80%	4.28% 4.28%	0.04	245,000.00 -350.35	99.857	244,649.65 80.55	0.27%
FFCB BOND 00.680 % DUE 051925 DTD 051921 FC 11192021	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.68%	05/19/2025		13,600.00 0.68%	4.20% 4.20%	0.05	2,000,000.00 -3,720.00	99.814	1,996,280.00 6,082.22	2.24%
FFCB BOND 00.610 % DUE 052325 DTD 082321 FC 11232021	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.61%	05/23/2025		12,200.00 0.61%	4.22% 4.22%	0.06	2,000,000.00 -4,620.00	99.769	1,995,380.00 5,320.56	2.24%
FHLMC MED TERM NTS 00.730 % DUE 052825 DTD 052820 FC 11282020	Aaa/AA+/NR NR/NR/NR	2,000,000	0.73%	05/28/2025		14,600.00 0.73%	4.20% 4.20%	0.08	2,000,000.00 -5,400.00	99.730	1,994,600.00 6,164.44	2.24%
AMAZON COM INC NTS B/E 00.800% 060325 DTD060320 CALL@MW+10BP	A1/AA-/AA NR/NR/NR	1,000,000	0.80%	06/03/2025	05/03/2025 100.00	8,000.00 0.80%	4.66% 4.66%	0.09	1,000,089.77 -3,629.77	99.646	996,460.00 3,266.67	1.12%
STOCKMAN BK MT US RT 00.6000% MAT 06/10/25 FIXED RATE CD /MT	CD	245,000	0.60%	06/10/2025		1,470.00 0.60%	3.87% 3.87%	0.11	245,000.00 -899.15	99.633	244,100.85 567.86	0.27%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2025												
FFCB BOND 00.600 % DUE 061625 DTD 061621 FC 12162021	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.60%	06/16/2025		12,000.00 0.60%	4.43% 4.43%	0.13	2,000,000.00 -9,760.00	99.512	1,990,240.00 4,466.67	2.23%
ENERBANK UT US RT 00.6500% MAT 06/19/25 FIXED RATE CD /UT	CD	245,000	0.65%	06/19/2025		1,592.50 0.65%	4.13% 4.13%	0.14	245,000.00 -1,163.75	99.525	243,836.25 47.99	0.27%
MORTON CMNTY BK IL US RT 00.6000% MAT 06/19/25 FIXED RATE CD /IL	CD	245,000	0.60%	06/19/2025		1,470.00 0.60%	4.08% 4.08%	0.14	245,000.00 -1,163.75	99.525	243,836.25 44.30	0.27%
FIRST CAROLINA BK NC US RT 00.6000% MAT 06/26/25 FIXED RATE CD /NC	CD	245,000	0.60%	06/26/2025		1,470.00 0.60%	4.10% 4.10%	0.16	245,000.00 -1,332.80	99.456	243,667.20 16.11	0.27%
FHLB BOND 00.625 % DUE 063025 DTD 063021 FC 12302021	Aaa/NR/AA+ NR/NR/NR	2,000,000	0.63%	06/30/2025		12,500.00 0.63%	4.36% 4.36%	0.17	2,000,000.00 -12,380.00	99.381	1,987,620.00 4,166.67	2.23%
E I DU PONT DE NEMOURS 01.700% 071525 DTD051520 FC011521 CALL@MW+25BP	A3/A/A- NR/NR/NR	2,141,000	1.70%	07/15/2025	06/15/2025 100.00	36,397.00 1.71%	4.78% 4.78%	0.21	2,144,342.34 -17,066.15	99.359	2,127,276.19 10,615.79	2.39%
FHLMC MED TERM NTS 00.500 % DUE 072325 DTD 072320 FC 01232021	Aaa/AA+/NR NR/NR/NR	1,000,000	0.50%	07/23/2025		5,000.00 0.50%	4.29% 4.29%	0.23	998,500.00 -7,160.00	99.134	991,340.00 1,347.22	1.11%
MEDALLION BK UT US RT 00.5500% MAT 07/30/25 FIXED RATE CD /UT	CD	245,000	0.55%	07/30/2025		1,347.50 0.56%	4.31% 4.31%	0.25	245,000.00 -2,278.50	99.070	242,721.50 0.00	0.27%
FNMA NTS 00.500 % DUE 081425 DTD 081420 FC 02142021	Aaa/AA+/AA+ NR/NR/NR	1,000,000	0.50%	08/14/2025	05/14/2025 100.00	5,000.00 0.51%	4.27% 4.27%	0.29	999,950.00 -10,720.00	98.923	989,230.00 1,055.56	1.11%
COMCAST CORP NEW B/E 03.375% 081525 DTD052715 FC081515 CALL@MW+20BP	A3/A-/A- NR/NR/NR	1,000,000	3.38%	08/15/2025	05/15/2025 100.00	33,750.00 3.39%	4.67% 4.67%	0.29	1,007,570.03 -11,380.03	99.619	996,190.00 7,031.25	1.12%
COMMUNITY BK TN US RT 00.4000% MAT 08/26/25 FIXED RATE CD /TN	CD	245,000	0.40%	08/26/2025		980.00 0.41%	4.26% 4.26%	0.32	245,000.00 -3,028.20	98.764	241,971.80 10.74	0.27%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2025												
BANK3 TENNESSEE TN US RT 00.4000% MAT 08/28/25 FIXED RATE CD /TN	CD	245,000	0.40%	08/28/2025		980.00 0.41%	4.25% 4.25%	0.33	245,000.00 -3,077.20	98.744	241,922.80 5.37	0.27%
FNMA NTS 04.125 % DUE 082825 DTD 083022 FC 02282023	Aaa/AA+/AA+ NR/NR/NR	988,000	4.13%	08/28/2025	05/28/2025 100.00	40,755.00 4.13%	4.47% 4.47%	0.32	983,948.13 2,836.63	99.877	986,784.76 6,792.50	1.11%
HOME LN INVT BK RI US RT 00.4000% MAT 08/29/25 FIXED RATE CD /RI	CD	245,000	0.40%	08/29/2025		980.00 0.41%	4.22% 4.22%	0.33	245,000.00 -3,077.20	98.744	241,922.80 77.86	0.27%
FFCB BOND 00.660 % DUE 091525 DTD 091521 FC 03152022	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.66%	09/15/2025		13,200.00 0.67%	4.35% 4.35%	0.37	2,000,000.00 -27,240.00	98.638	1,972,760.00 1,650.00	2.22%
AMERICAN COMM BK GA US RT 00.4000% MAT 09/22/25 FIXED RATE CD /GA	CD	245,000	0.40%	09/22/2025	06/22/2025 100.00	980.00 0.41%	4.21% 4.21%	0.40	245,000.00 -3,672.55	98.501	241,327.45 21.48	0.27%
CHAMBERS BANK AK US RT 00.3500% MAT 09/22/25 FIXED RATE CD /AK	CD	108,000	0.35%	09/22/2025		378.00 0.36%	4.24% 4.24%	0.39	108,000.00 -1,643.76	98.478	106,356.24 40.39	0.12%
USALLIANCE FED CRE NY US RT 00.5000% MAT 09/29/25 FIXED RATE CD /NY	CD	245,000	0.50%	09/29/2025	06/29/2025 100.00	1,225.00 0.51%	4.24% 4.24%	0.41	245,000.00 -3,763.20	98.464	241,236.80 107.40	0.27%
JPMORGAN CHASE BK OH US RT 00.7000% MAT 09/30/25 FIXED RATE CD /OH	CD	245,000	0.70%	09/30/2025		1,715.00 0.71%	4.29% 4.29%	0.41	245,000.00 -3,621.10	98.522	241,378.90 140.96	0.27%
GREAT STHN BK MO US RT 04.5000% MAT 10/20/25 FIXED RATE CD /MO	CD	245,000	4.50%	10/20/2025	05/20/2025 100.00	11,025.00 4.50%	4.47% 4.20%	0.05	245,000.00 39.20	100.016	245,039.20 302.05	0.28%
TEXAS EXCHANGE BK TX US RT 00.6000% MAT 10/23/25 FIXED RATE CD /TX	CD	245,000	0.60%	10/23/2025	05/23/2025 100.00	1,470.00 0.61%	4.37% 4.37%	0.48	245,000.00 -4,400.20	98.204	240,599.80 28.19	0.27%
FNMA NTS 00.540 % DUE 102725 DTD 102720 FC 04272021	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.54%	10/27/2025		10,800.00 0.55%	4.18% 4.18%	0.48	2,000,000.00 -35,060.00	98.247	1,964,940.00 90.00	2.21%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2025												
FNMA NTS 00.560 % DUE 111725 DTD 111720 FC 05172021	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.56%	11/17/2025		11,200.00 0.57%	4.21% 4.21%	0.53	2,000,000.00 -39,080.00	98.046	1,960,920.00 5,071.11	2.20%
FFCB BOND 00.600 % DUE 112425 DTD 112420 FC 05242021	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.60%	11/24/2025		12,000.00 0.61%	4.16% 4.16%	0.55	2,000,000.00 -39,460.00	98.027	1,960,540.00 5,200.00	2.20%
BK HAPOALIM BM NY US RT 00.5000% MAT 12/15/25 FIXED RATE CD /NY	CD	245,000	0.50%	12/15/2025		1,225.00 0.51%	4.12% 4.12%	0.62	245,000.00 -5,451.25	97.775	239,548.75 459.79	0.27%
Total 2025		**31,183,000**	**0.97%**	**07/31/2025**		**$302,607.00 0.98%**	**4.33% 4.33%**	**0.24**	**$31,189,030.30 $-266,108.37**		**$30,922,921.93 $83,827.45**	**34.72%**

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2026												
JOHN DEERE CPTL CORP 00.700% 011526 DTD010721 FC071521 MED TERM NTS	A1/A+/A NR/NR/NR	2,000,000	0.70%	01/15/2026		14,000.00 0.72%	4.19% 4.19%	0.69	2,000,563.26 -48,803.26	97.588	1,951,760.00 4,083.33	2.19%
MORGAN STANLEY BK UT US RT 04.2500% MAT 02/02/26 FIXED RATE CD /UT	CD	245,000	4.25%	02/02/2026		10,412.50 4.24%	4.08% 4.08%	0.74	245,000.00 289.10	100.118	245,289.10 2,481.88	0.28%
JPMORGAN CHASE & CO 00.800% 022626 DTD022621 FC082621 MED TERM NTS	A1/AA-/A NR/NR/NR	1,200,000	0.80%	02/26/2026		9,600.00 0.83%	5.44% 5.44%	0.80	1,200,000.00 -44,244.00	96.313	1,155,756.00 1,706.67	1.30%
CFG COMMUNITY BANK MD US RT 03.8000% MAT 03/11/26 FIXED RATE CD /MD	CD	245,000	3.80%	03/11/2026	05/11/2025 100.00	9,310.00 3.81%	4.02% 4.02%	0.84	245,000.00 -477.75	99.805	244,522.25 1,989.53	0.27%
CHARLES SCHWAB CORP NTS 00.900% 031126 DTD121120 FC031121 CALL@MW+10BP	A2/A/A- NR/NR/NR	2,000,000	0.90%	03/11/2026	02/11/2026 100.00	18,000.00 0.93%	4.39% 4.39%	0.84	1,989,860.00 -48,400.00	97.073	1,941,460.00 2,450.00	2.18%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2026												
BMO HARRIS BK NA IL US RT 00.8000% MAT 03/18/26 FIXED RATE CD /IL	CD	245,000	0.80%	03/18/2026	06/18/2025 100.00	1,960.00 0.82%	4.08% 4.08%	0.87	245,000.00 -6,926.15	97.173	238,073.85 230.90	0.27%
AFFINITY PLUS MN US RT 05.0500% MAT 03/20/26 LICU SHARE CERTIFICATE /MN	CD	245,000	5.05%	03/20/2026		12,372.50 5.01%	4.06% 4.06%	0.87	245,000.00 2,116.80	100.864	247,116.80 338.97	0.28%
VALLEYSTAR CR UN M VA US RT 05.0000% MAT 03/20/26 LICU SHARE CERTIFICATE /VA	CD	245,000	5.00%	03/20/2026		12,250.00 4.96%	4.06% 4.06%	0.87	245,000.00 2,009.00	100.820	247,009.00 335.62	0.28%
TECHNOLOGY CREDIT CA US RT 05.0000% MAT 03/23/26 CREDIT UNION SHARE CERT /CA	CD	245,000	5.00%	03/23/2026		12,250.00 4.96%	4.05% 4.05%	0.87	245,000.00 2,048.20	100.836	247,048.20 973.29	0.28%
CIBC BANK ILLINOIS IL US RT 05.0000% MAT 03/24/26 FIXED RATE CD /IL	CD	245,000	5.00%	03/24/2026		12,250.00 4.96%	4.11% 4.11%	0.87	245,000.00 1,893.85	100.773	246,893.85 1,241.78	0.28%
STATE BANK OF INDI NY US RT 00.9000% MAT 03/25/26 FIXED RATE CD /NY	CD	245,000	0.90%	03/25/2026		2,205.00 0.93%	4.10% 4.10%	0.88	245,000.00 -6,877.15	97.193	238,122.85 217.48	0.27%
FHLB NTS 1.0500% DUE 033026 DTD 033021 FC 09302021	Aaa/NR/AA+ NR/NR/NR	2,000,000	1.05%	03/30/2026		21,000.00 1.08%	N/A N/A	N/A	2,000,000.00 -52,840.00	97.358	1,947,160.00 1,750.00	2.19%
BANKUNITED NA FLOR FL US RT 00.9500% MAT 03/31/26 FIXED RATE CD /FL	CD	245,000	0.95%	03/31/2026	04/30/2025 100.00	2,327.50 0.98%	N/A N/A	N/A	245,000.00 -6,835.50	97.210	238,164.50 0.00	0.27%
GREENSTATE CREDIT IA US RT 00.9500% MAT 04/16/26 FIXED RATE CD /IA	CD	245,000	0.95%	04/16/2026		2,327.50 0.98%	4.05% 4.05%	0.95	245,000.00 -7,154.00	97.080	237,846.00 184.92	0.27%
TOYOTA FINL SVG BK NV US RT 00.9000% MAT 04/22/26 FIXED RATE CD /NV	CD	245,000	0.90%	04/22/2026		2,205.00 0.93%	4.08% 4.08%	0.96	245,000.00 -7,408.80	96.976	237,591.20 48.33	0.27%
INTL FIN CORP NTS 00.500 % DUE 051526 DTD 052821 FC 11152021	Aaa/NR/AAA NR/NR/NR	2,000,000	0.50%	05/15/2026	05/15/2025 100.00	10,000.00 0.51%	N/A N/A	N/A	2,000,000.00 -32,160.00	98.392	1,967,840.00 4,583.33	2.21%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2026												
UNITED HEALTH GROUP INC 01.150% 051526 DTD051921 FC111521 CALL@MW+07.50BP	A2/A/A+ NR/NR/NR	2,000,000	1.15%	05/15/2026	04/15/2026 100.00	23,000.00 1.19%	4.29% 4.29%	1.01	2,001,015.42 -64,435.42	96.829	1,936,580.00 10,541.67	2.17%
UBS BANK UT US RT 00.8500% MAT 06/16/26 FIXED RATE CD /UT	CD	245,000	0.85%	06/16/2026	06/16/2025 100.00	2,082.50 0.88%	4.05% 4.05%	1.12	245,000.00 -8,646.05	96.471	236,353.95 79.88	0.27%
ALLY BK UT US RT 03.5500% MAT 06/30/26 FIXED RATE CD /UT	CD	245,000	3.55%	06/30/2026	04/30/2025 100.00	8,697.50 3.57%	4.07% 4.07%	1.12	245,000.00 -1,467.55	99.401	243,532.45 2,883.28	0.27%
FHLB BOND STEP-UP 1.0000% DUE 063026 DTD 063021 FC 12302021	Aaa/NR/AA+ NR/NR/NR	2,000,000	1.00%	06/30/2026	06/30/2025 100.00	20,000.00 1.02%	N/A N/A	N/A	2,000,000.00 -40,520.00	97.974	1,959,480.00 6,666.67	2.20%
FHLB NTS 1.5000% DUE 063026 DTD 063021 FC 12302021	Aaa/NR/AA+ NR/NR/NR	2,000,000	1.50%	06/30/2026		30,000.00 1.54%	N/A N/A	N/A	2,000,000.00 -50,500.00	97.475	1,949,500.00 10,000.00	2.19%
NEW YORK CMNTY BK NY US RT 00.7000% MAT 07/01/26 FIXED RATE CD /NY	CD	245,000	0.70%	07/01/2026		1,715.00 0.73%	4.06% 4.06%	1.14	245,000.00 -9,329.60	96.192	235,670.40 568.53	0.26%
FHLB BOND 01.050 % DUE 081326 DTD 081321 FC 02132022	Aaa/NR/AA+ NR/NR/NR	1,000,000	1.05%	08/13/2026	05/13/2025 100.00	10,500.00 1.09%	3.89% 3.89%	1.25	968,385.25 -3,665.25	96.472	964,720.00 2,245.83	1.08%
LIVE OAK BKG CO NC US RT 00.8000% MAT 08/13/26 FIXED RATE CD /NC	CD	245,000	0.80%	08/13/2026		1,960.00 0.83%	4.06% 4.06%	1.28	245,000.00 -9,996.00	95.920	235,004.00 155.73	0.26%
FHLB NTS 1.1500% DUE 082626 DTD 082621 FC 02262022	Aaa/NR/AA+ NR/NR/NR	2,000,000	1.15%	08/26/2026		23,000.00 1.19%	N/A N/A	N/A	2,000,000.00 -68,180.00	96.591	1,931,820.00 4,088.89	2.17%
MORGAN STANLEY FIN LLC 01.050% 082726 DTD082721 FC022722 MED TERM NTS	A1/A+/A- NR/NR/NR	2,000,000	1.05%	08/27/2026	08/27/2025 100.00	21,000.00 1.10%	4.43% 4.43%	1.29	2,000,000.00 -86,200.00	95.690	1,913,800.00 3,675.00	2.15%
FFCB NTS 00.940 % DUE 092826 DTD 092821 FC 03282022	Aaa/AA+/AA+ NR/NR/NR	2,000,000	0.94%	09/28/2026		18,800.00 0.98%	3.89% 3.89%	1.38	2,000,000.00 -80,300.00	95.985	1,919,700.00 1,671.11	2.16%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2026												
US TSY NOTE 01.125 % DUE 10/31/26 DTD 10/31/21 FC 04/30/22	NR/AA+/NR NR/NR/NR	1,000,000	1.13%	10/31/2026		11,250.00 1.17%	3.73% 3.73%	1.46	982,052.13 -19,782.13	96.227	962,270.00 0.00	1.08%
CAPITAL ONE BK USA VA US RT 01.1500% MAT 11/24/26 FIXED RATE CD /VA	CD	245,000	1.15%	11/24/2026		2,817.50 1.20%	4.07% 4.07%	1.52	245,000.00 -10,792.25	95.595	234,207.75 1,211.91	0.26%
CAPITAL ONE NA VA US RT 01.1500% MAT 11/24/26 FIXED RATE CD /VA	CD	245,000	1.15%	11/24/2026		2,817.50 1.20%	4.07% 4.07%	1.52	245,000.00 -10,792.25	95.595	234,207.75 1,211.91	0.26%
Total 2026		**27,365,000**	**1.21%**	**06/05/2026**		**$330,110.00 1.24%**	**4.23% 4.23%**	**1.06**	**$27,306,876.06 $-718,376.16**		**$26,588,499.90 $67,616.45**	**29.85%**

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2027												
FFCB BOND 01.840 % DUE 012627 DTD 012622 FC 07262022	Aaa/AA+/AA+ NR/NR/NR	2,000,000	1.84%	01/26/2027		36,800.00 1.90%	3.80% 3.80%	1.68	2,000,000.00 -65,380.00	96.731	1,934,620.00 9,608.89	2.17%
FHLB BOND 01.780 % DUE 021027 DTD 021022 FC 08102022	Aaa/NR/AA+ NR/NR/NR	2,000,000	1.78%	02/10/2027	05/10/2025 100.00	35,600.00 1.84%	3.82% 3.82%	1.72	2,000,000.00 -69,420.00	96.529	1,930,580.00 7,911.11	2.17%
METRO CREDIT UNION MA US RT 01.7000% MAT 02/18/27 LICU SHARE CERTIFICATE /MA	CD	245,000	1.70%	02/18/2027		4,165.00 1.77%	4.09% 4.09%	1.77	245,000.00 -10,177.30	95.846	234,822.70 330.92	0.26%
PENTAGON FED CREDI VA US RT 01.7000% MAT 02/18/27 CREDIT UNION SHARE CERT /VA	CD	245,000	1.70%	02/18/2027		4,165.00 1.77%	4.08% 4.08%	1.77	245,000.00 -10,145.45	95.859	234,854.55 136.93	0.26%
FHLB BOND 02.010 % DUE 022527 DTD 022522 FC 08252022	Aaa/NR/AA+ NR/NR/NR	3,215,000	2.01%	02/25/2027	05/25/2025 100.00	64,621.50 2.07%	3.78% 3.78%	1.76	3,075,098.40 40,943.90	96.922	3,116,042.30 11,667.77	3.50%
EAGLEMARK SVGS BK NV US RT 02.0000% MAT 03/02/27 FIXED RATE CD /NV	CD	245,000	2.00%	03/02/2027		4,900.00 2.08%	4.11% 4.11%	1.77	245,417.44 -9,506.94	96.290	235,910.50 792.05	0.26%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2027												
DISCOVER BANK DE US RT 03.2000% MAT 05/24/27 FIXED RATE CD /DE	CD	245,000	3.20%	05/24/2027		7,840.00 3.26%	4.10% 4.10%	1.95	245,000.00 -4,353.65	98.223	240,646.35 3,372.27	0.27%
ESSENTIAL FED CRED LA US RT 04.7000% MAT 06/15/27 LICU SHARE CERTIFICATE /LA	CD	245,000	4.70%	06/15/2027		11,515.00 4.64%	4.10% 4.10%	2.02	245,000.00 2,986.55	101.219	247,986.55 473.22	0.28%
LAFAYETTE FED CRED MD US RT 03.2500% MAT 06/15/27 LICU SHARE CERTIFICATE /MD	CD	245,000	3.25%	06/15/2027		7,962.50 3.31%	4.10% 4.10%	2.05	245,000.00 -4,231.15	98.273	240,768.85 327.23	0.27%
WORKERS CREDIT UNI MA US RT 04.1000% MAT 11/22/27 LICU SHARE CERTIFICATE /MA	CD	245,000	4.10%	11/22/2027		10,045.00 4.10%	4.10% 4.10%	2.43	245,000.00 0.00	100.000	245,000.00 220.16	0.28%
Total 2027		**8,930,000**	**2.11%**	**03/03/2027**		**$187,614.00** **2.17%**	**3.85%** **3.85%**	**1.77**	**$8,790,515.84** **$-129,284.04**		**$8,661,231.80** **$34,840.56**	**9.73%**

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2028												
GOLDMAN SACHS BANK NY US RT 04.0000% MAT 03/20/28 FIXED RATE CD /NY	CD	245,000	4.00%	03/20/2028		9,800.00 4.01%	4.11% 4.11%	2.69	245,000.00 -730.10	99.702	244,269.90 1,154.52	0.27%
AMER NATL BK OMA NE US RT 04.2500% MAT 03/21/28 FIXED RATE CD /NE	CD	245,000	4.25%	03/21/2028	03/21/2026 100.00	10,412.50 4.26%	4.31% 4.31%	2.71	245,000.00 -367.50	99.850	244,632.50 256.75	0.27%
ARBOR FINL CREDIT MI US RT 05.0000% MAT 04/03/28 FIXED RATE CD /MI	CD	245,000	5.00%	04/03/2028	04/03/2026 100.00	12,250.00 4.97%	4.77% 4.30%	0.90	245,000.00 1,543.50	100.630	246,543.50 906.16	0.28%
DIVERSIFIED MEMBER MI US RT 04.3000% MAT 04/28/28 LICU SHARE CERTIFICATE /MI	CD	245,000	4.30%	04/28/2028	10/30/2025 100.00	10,535.00 4.30%	4.30% 4.30%	2.80	245,000.00 0.00	100.000	245,000.00 0.00	0.28%
USF FED CREDIT UNI FL US RT 03.9000% MAT 05/01/28 LICU SHARE CERTIFICATE /FL	CD	245,000	3.90%	05/01/2028		9,555.00 3.92%	4.10% 4.10%	2.82	245,000.00 -1,384.25	99.435	243,615.75 0.00	0.27%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2028												
AMEREN ILL CO NTS B/E 03.800% 051528 DTD052218 FC111518 CALL@MW+15BP	A1/WD/A NR/NR/NR	1,500,000	3.80%	05/15/2028	02/15/2028 100.00	57,000.00 3.83%	4.04% 4.04%	2.79	1,494,995.25 -5,210.25	99.319	1,489,785.00 26,125.00	1.67%
CY-FAIR FED CREDIT TX US RT 05.3000% MAT 07/14/28 FIXED RATE CD /TX	CD	245,000	5.30%	07/14/2028	07/14/2025 100.00	12,985.00 5.29%	5.23% 4.31%	0.20	245,000.00 494.90	100.202	245,494.90 569.21	0.28%
NEW ORLEANS FIREME LA US RT 05.0000% MAT 07/17/28 FIXED RATE CD /LA	CD	245,000	5.00%	07/17/2028		12,250.00 4.87%	4.11% 4.11%	2.96	245,000.00 6,548.85	102.673	251,548.85 436.30	0.28%
FIRST GTY BK HAMMO LA US RT 04.3500% MAT 11/06/28 FIXED RATE CD /LA	CD	219,000	4.35%	11/06/2028	11/06/2025 100.00	9,526.50 4.35%	4.35% 4.35%	0.50	219,000.00 -2.19	99.999	218,997.81 4,567.50	0.25%
Total 2028		**3,434,000**	**4.21%**	**05/22/2028**		**$144,314.00 4.21%**	**4.25% 4.15%**	**2.33**	**$3,428,995.25 $892.96**		**$3,429,888.21 $34,015.44**	**3.85%**

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2029												
US BANCORP NTS B/E 04.653% 020129 DTD020123 FC080123	A3/A/A NR/NR/NR	1,000,000	4.65%	02/01/2029	02/01/2028 100.00	46,530.00 4.64%	N/A N/A	N/A	993,985.50 8,544.50	100.253	1,002,530.00 0.00	1.13%
WELLS FARGO BK NA SD US RT 04.1000% MAT 02/06/29 FIXED RATE CD /SD	CD	245,000	4.10%	02/06/2029		10,045.00 4.11%	4.14% 4.14%	3.48	244,987.75 -318.50	99.865	244,669.25 660.49	0.27%
EATON CMNTY BK MI US RT 05.1000% MAT 03/08/29 FIXED RATE CD /MI	CD	245,000	5.10%	03/08/2029	05/08/2025 100.00	12,495.00 5.10%	5.08% 1.49%	0.02	244,755.00 438.55	100.079	245,193.55 753.12	0.28%
FEDERAL HOME LN BANK NTS 04.175 % DUE 031229 DTD 031225 FC 09122025	Aaa/NR/AA+ NR/NR/NR	1,000,000	4.18%	03/12/2029	03/12/2027 100.00	41,750.00 4.16%	4.06% 3.95%	1.77	1,000,005.09 3,984.91	100.399	1,003,990.00 5,566.67	1.13%
UNITED HEALTH GROUP INC 04.000% 051529 DTD052022 FC111522 CALL@MW+20BP	A2/A/A+ NR/NR/NR	1,000,000	4.00%	05/15/2029	03/15/2029 100.00	40,000.00 4.05%	4.34% 4.34%	3.62	984,595.25 2,744.75	98.734	987,340.00 18,333.33	1.11%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2029												
CHARLES SCHWAB CORP B/E 03.250% 052229 DTD052219 FC112219	A2/A/A- NR/NR/NR	470,000	3.25%	05/22/2029	02/22/2029 100.00	15,275.00 3.40%	4.42% 4.42%	3.69	442,604.25 7,091.75	95.680	449,696.00 6,704.03	0.50%
PACIFICORP B/E 03.500% 061529 DTD030119 FC061519 CALL@MW+15BP	A2/NR/A NR/NR/NR	1,000,000	3.50%	06/15/2029	03/15/2029 100.00	35,000.00 3.64%	4.55% 4.55%	3.73	971,415.25 -10,605.25	96.081	960,810.00 13,125.00	1.08%
FNMA NTS 05.050 % DUE 062629 DTD 062824 FC 12262024	Aaa/AA+/AA+ NR/NR/NR	1,000,000	5.05%	06/26/2029	12/26/2025 100.00	50,500.00 5.03%	4.96% 4.51%	0.63	0.00 1,003,380.00	100.338	1,003,380.00 17,394.44	1.13%
TOYOTA MOTOR CREDIT CORP 04.450% 062929 DTD063022 FC122922 CALL@MW+20BP	A1/A+/A+ NR/NR/NR	500,000	4.45%	06/29/2029		22,250.00 4.44%	4.40% 4.40%	3.71	499,085.25 1,854.75	100.188	500,940.00 7,478.47	0.56%
AMER EXPRESS NATL UT US RT 03.6000% MAT 09/25/29 FIXED RATE CD /UT	CD	245,000	3.60%	09/25/2029		8,820.00 3.68%	4.16% 4.16%	4.01	240,222.50 -708.05	97.761	239,514.45 869.92	0.27%
FFCB BOND 04.620 % DUE 100129 DTD 100124 FC 04012025	Aaa/AA+/AA+ NR/NR/NR	1,500,000	4.62%	10/01/2029		69,300.00 4.62%	4.64% 4.64%	3.94	1,498,850.25 -230.25	99.908	1,498,620.00 5,582.50	1.68%
ACCENTURE CAPITAL INC 04.050% 100429 DTD100424 FC040425 CALL@MW+10BP	Aa3/A+/AA- NR/NR/NR	1,000,000	4.05%	10/04/2029	09/04/2029 100.00	40,500.00 4.08%	4.23% 4.23%	4.00	977,635.25 15,014.75	99.265	992,650.00 2,925.00	1.11%
FHLB NTS 04.625 % DUE 101529 DTD 101524 FC 04152025	Aaa/NR/AA+ NR/NR/NR	1,000,000	4.63%	10/15/2029		46,250.00 4.63%	4.62% 4.62%	3.98	997,555.25 2,434.75	99.999	999,990.00 1,927.08	1.12%
US TSY NOTE 04.000 % DUE 10/31/29 DTD 10/31/22 FC 04/30/23	Aaa/AA+/AA+ NR/NR/NR	1,000,000	4.00%	10/31/2029		40,000.00 3.96%	3.73% 3.73%	4.09	991,647.22 19,332.78	101.098	1,010,980.00 0.00	1.14%
US TSY NOTE 04.125 % DUE 10/31/29 DTD 10/31/24 FC 04/30/25	Aaa/AA+/AA+ NR/NR/NR	1,000,000	4.13%	10/31/2029		41,250.00 4.06%	3.73% 3.73%	4.08	983,770.88 32,559.12	101.633	1,016,330.00 0.00	1.14%
ONCOR ELEC DELIVERY CO 04.650% 110129 DTD111324 FC050125 CALL@MW+10BP	A2/A/A+ NR/NR/NR	500,000	4.65%	11/01/2029	10/01/2029 100.00	23,250.00 4.62%	4.47% 4.46%	3.95	500,606.96 3,108.04	100.743	503,715.00 10,785.42	0.57%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

UBS

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2029												
SALLIE MAE BANK UT US RT 04.0500% MAT 11/21/29 FIXED RATE CD /UT	CD	245,000	4.05%	11/21/2029		9,922.50 4.07%	4.15% 4.15%	4.05	244,510.00 -551.25	99.575	243,958.75 4,349.59	0.27%
ST STREET BK & TR CO NTS 04.782% 112329 DTD112524 FC052325 B/E	Aa2/AA/AA- NR/NR/NR	1,000,000	4.78%	11/23/2029		47,820.00 4.71%	4.41% 4.41%	3.99	998,380.50 16,879.50	101.526	1,015,260.00 20,589.17	1.14%
STATE BK IL US RT 04.1000% MAT 11/26/29 FIXED RATE CD /IL	CD	245,000	4.10%	11/26/2029		10,045.00 4.11%	4.15% 4.15%	4.06	245,000.00 -539.00	99.780	244,461.00 4,265.68	0.27%
US TSY NOTE 03.875 % DUE 11/30/29 DTD 11/30/22 FC 05/31/23	Aaa/AA+/NR NR/NR/NR	1,500,000	3.88%	11/30/2029		58,125.00 3.85%	3.74% 3.74%	4.10	1,490,677.13 18,052.87	100.582	1,508,730.00 24,112.29	1.69%
US TSY NOTE 03.875 % DUE 12/31/29 DTD 12/31/22 FC 06/30/23	Aaa/AA+/AA+ NR/NR/NR	1,017,000	3.88%	12/31/2029		39,408.75 3.85%	3.74% 3.74%	4.19	994,218.09 28,538.13	100.566	1,022,756.22 13,063.67	1.15%
Total 2029		**16,712,000**	**4.24%**	**08/24/2029**		**$708,536.25 4.24%**	**4.25% 4.16%**	**3.54**	**$15,544,507.37 $1,151,006.85**		**$16,695,514.22 $158,485.89**	**18.75%**

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2030												
JPMORGAN CHASE & CO NTS 05.012% 012330 DTD012324 FC072324 CALL@MW+20BP	A1/AA-/A NR/NR/NR	500,000	5.01%	01/23/2030	01/23/2029 100.00	25,060.00 4.94%	4.65% 4.57%	3.33	499,615.25 7,904.75	101.504	507,520.00 6,752.28	0.57%
TRUXTON TR CO NASH TN US RT 04.1000% MAT 02/27/30 FIXED RATE CD /TN	CD	245,000	4.10%	02/27/2030	02/28/2026 100.00	10,045.00 4.15%	4.36% 4.36%	4.37	244,938.75 -2,753.80	98.851	242,184.95 55.04	0.27%
FNMA NTS 04.300 % DUE 030430 DTD 031225 FC 09042025	Aaa/NR/AA+ NR/NR/NR	1,000,000	4.30%	03/04/2030	03/04/2027 100.00	43,000.00 4.28%	4.20% 4.05%	1.75	1,000,005.12 4,414.88	100.442	1,004,420.00 5,733.33	1.13%
FFCB BOND 04.000 % DUE 040130 DTD 040125 FC 10012025	Aaa/AA+/AA+ NR/NR/NR	1,000,000	4.00%	04/01/2030		40,000.00 3.96%	3.80% 3.80%	4.42	0.00 1,008,840.00	100.884	1,008,840.00 3,222.22	1.13%

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

Bond Holdings

as of April 30, 2025 *(continued)*

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Maturing 2030												
Total 2030		**2,745,000**	**4.30%**	**03/07/2030**		**$118,105.00** **4.27%**	**4.15%** **4.08%**	**3.24**	**$1,744,559.12** **$1,018,405.83**		**$2,762,964.95** **$15,762.87**	**3.10%**

	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	Est. annual income ($)/ Curr. yield (%)	YTM (%)/ YTW (%)	Modified duration	Adjusted cost basis ($)/ Unreal. g/l ($)	Market price ($)	Mkt. value ($)/ Accr. interest ($)	% of bond port.
Total Bond Portfolio		**90,369,000**	**2.00%**	**01/01/2027**	**N/A**	**$1,791,286.25** **2.01%**	**4.23%** **4.20%**	**1.45**	**$88,004,483.94** **$1,056,537.07**	**N/A**	**$89,061,021.01** **$394,548.66** **$89,455,569.67**	**100%**

Includes all fixed-rate securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities.
Accrued interest, if any, has been included in the total market value.

Disclosures Applicable to Accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS account statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports. You should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

In our attempt to provide you with the highest quality information available, we have compiled this report using data obtained from recognized statistical sources and authorities in the financial industry. While we believe this information to be reliable, we cannot make any representations regarding its accuracy or completeness. Please keep this guide as your Advisory Review.

Please keep in mind that most investment objectives are long term. Although it is important to evaluate your portfolio's performance over multiple time periods, we believe the greatest emphasis should be placed on the longer period returns.

Please review the report content carefully and contact your Financial Advisor with any questions.

Client Accounts: This report may include all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding these objectives or wish to change them, please contact your Financial Advisor to update your account records.

Performance: This report presents account activity and performance depending on which inception type you've chosen. The two options are: (1) All Assets (Since Performance Start): This presents performance for all assets since the earliest possible date; (2) Advisory Assets (Advisory Strategy Start) for individual advisory accounts: This presents Advisory level performance since the Latest Strategy Start date; If an account that has never been managed is included in the consolidated report, the total performance of that unmanaged account will be included since inception.

Time-weighted Returns for accounts / SWP/AAP sleeves (Monthly periods): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cash flow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized. This applies to all performance for all assets before 09/30/2010, Advisory assets before 12/31/2010 and SWP sleeves before 04/30/2018.

Time-weighted Returns for accounts / SWP/AAP sleeves (Daily periods): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value plus the net value of cash flows that occurred during the day, if it was positive. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized. For reports generated prior to 01/26/2018, the performance calculations used the account's end of day value on the performance inception (listed in the report under the column "ITD") and all cash flows were posted at end of day. As a result of the change, the overall rate of return (TWR) and beginning market value displayed can vary from prior generated reports. This applies to all performance for all assets on or after 09/30/2010, Advisory assets on or after 12/31/2010, SWP/AAP sleeves on or after 04/30/2018 as well as all Asset Class and Security level returns.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure of returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance. It should also be noted that where gross returns are compared to an index, the index performance also does not reflect any transaction costs, which would lower the performance results. Market index data maybe subject to review and revision.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. Although most portfolios use indices as benchmarks, portfolios are actively managed and generally are not restricted to investing only in securities in the index. As a result, your

Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

portfolio holdings and performance may vary substantially from the index. Each index reflects an unmanaged universe of securities without any deduction for advisory fees or other expenses that would reduce actual returns, as well as the reinvestment of all income and dividends. An actual investment in the securities included in the index would require an investor to incur transaction costs, which would lower the performance results. Indices are not actively managed and investors cannot invest directly in the indices. Market index data maybe subject to review and revision. The benchmark index is selected from among the indices for which UBSFS has licensing agreements with the index provider. UBSFS does not have licensing agreements for all available indices. The benchmarks may vary from those used by the Money Manager or those listed in the prospectus. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Blended Index - For Advisory accounts, Blended Index is designed to reflect the asset categories in which your account is invested. For Brokerage accounts, you have the option to select any benchmark from the list.

For certain products, the blended index represents the investment style corresponding to your client target allocation. If you change your client target allocation, your blended index will change in step with your change to your client target allocation.

Blended Index 2 - 8 - are optional indices selected by you which may consist of a blend of indexes. For advisory accounts, these indices are for informational purposes only. Depending on the selection, the benchmark selected may not be an appropriate basis for comparison of your portfolio based on its holdings.

For alternative investments and strategies that are highly customized, such as Concentrated Equity Solutions (CES), benchmarks are broad market indices included for general reference and are not intended to show comparative market performance or potential portfolios with risk or return profiles similar to your account. Benchmark indices are shown for illustrative purposes only.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result, only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement. When shown on Client summary and/or Portfolio review report, program fees (including wrap fees) may not be included in net deposits/withdrawals. PACE Program fees paid from sources other than your PACE account are treated as a contribution. A PACE Program Fee rebate that is not reinvested is treated as a withdrawal.

Deposits: When shown on a report, this information represents the net value of all cash and securities contributions added to your accounts from the first day to the last day of the period. On Client Summary Report and/or Portfolio Review Report, this may exclude the Opening balance. For security contributions, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Withdrawals: When shown on a report, this information represents the net value of all cash and securities withdrawals subtracted from your accounts from the first day to the last day of the period. On Client summary and/or portfolio review report Withdrawals may not include program fees (including wrap fees). For security withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not include income on securities that have been lent out & does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

Change in Accrued Interest: When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

Change in Value: Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest. Change in Value may include programs fees (including wrap fees) and other fees.

Fees: Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report.

Performance Start Date Changes: The Performance Start Date for accounts marked with a '^' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest available inception date.
The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

Closed Account Performance: Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

Important information on options-based strategies: Options involve risk and are not suitable for everyone. Prior to buying or selling an option investors must read a copy of the Characteristics & Risks of Standardized Options, also known as the options disclosure document (ODD). It explains the characteristics and risks of exchange traded options. The options risk disclosure document can be accessed at the following web address: www.optionsclearing.com/about/publications/character-risks.

Concentrated Equity Solutions (CES) managers are not involved in the selection of the underlying stock positions. The Manager will advise only on the options selection in order to pursue the strategy in connection with the underlying stock position(s) deposited in the account. It is important to keep this in mind when evaluating the manager's performance since the account's performance will include the performance of the underlying equity position that is not being managed. CES use options to seek to achieve your investment objectives regarding your concentration stock position. Options strategies change the potential return profile of your stock. In certain scenarios, such as call writing, the call position will limit your ability to participate in any potential increase in the underlying equity position upon which the call was written. Therefore, in some market conditions, particularly during periods of significant appreciation of the underlying equity position(s), the CES account will decrease the performance that would have been achieved had the stock been held long without implementing the CES strategy.

Portfolio: For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Percentage: Portfolio (in the "% Portfolio / Total" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Tax lots: This report displays security tax lots as either one line item (i.e., lumped tax lots) or as separate tax lot level information. If you choose to display security tax lots as one line item, the total cost equals the total value of all tax lots. The unit cost is an average of the total cost divided by the total number of shares. If the shares were purchased in different lots, the unit price listed does not represent the actual cost paid for each lot. The unrealized gain/loss value is calculated by combining the total value of all tax lots plus or minus the total market value of the security.

If you choose to display tax lot level information as separate line items on the Portfolio Holdings report, the tax lot information may include information from sources other than UBS FS. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS FS. As a result this information may not be accurate and is provided for informational purposes only. Clients should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise. See your monthly statement for additional information.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS account statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS. More information is available upon request.

Margin: The quantity value may indicate that all or part of this position is held on margin or held in the short account. When an account holds a debit balance, this debit balance is incorporated into the account's total market value and deducted from the total value. When calculating the percent of portfolio on each security, the percentage will be impacted by the total market value of the account. Therefore, if the account's market value is reduced by a debit value of a holding the percent of portfolio will be greater and if the account's market value is increased by a holding then the percent of portfolio will be less.

Asset Allocation: Your allocation analysis is based on your current portfolio. The Asset Allocation portion of this report shows the mix of various investment classes in your account. An asset allocation that shows a significantly higher percentage of equity investments may be more appropriate for an investor with a more aggressive investment strategy and higher tolerance for risk. Similarly, the asset allocation of a more conservative investor may show a higher percentage of fixed income investments.

Separately Managed Accounts and Pooled Investment Vehicles (such as mutual funds, closed end funds and exchanged traded funds): The asset classification displayed is based on firm's proprietary methodology for classifying assets. Please note that the asset classification assigned to rolled up strategies may include individual investments that provide exposure to other asset classes. For example, an International Developed Markets strategy may include exposure to Emerging Markets, and a US Large Cap strategy may include exposure to Mid Cap and Small Cap, etc.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a daily basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

All pooled investment vehicles (such as mutual funds, closed end mutual funds, and exchange traded funds) incorporate internal management and operation expenses, which are reflected in the performance returns. Please see relevant fund prospectus for more information. Please note, performance for mutual funds is inclusive of multiple share classes.

Ineligible Assets: We require that you hold and purchase only eligible managed assets in your advisory accounts. Please contact your Financial Advisor for a list of the eligible assets in your program. These reports may provide performance information for eligible and ineligible assets in a fee-based program. Since ineligible assets

are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your advisory assets. As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs. For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. Neither UBS nor your Financial Advisor will act as your investment adviser with respect to Ineligible Assets.

Variable Annuity Asset Allocation: If the option to unbundle a variable annuity is selected and if a variable annuity's holdings data is available, variable annuities will be classified by the asset class, subclass, and style breakdown for their underlying holdings. Where a variable annuity contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the variable annuity to those sectors measured as a percentage of the total variable annuity's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a weekly basis to UBS FS based on data supplied by the variable annuity which may not be current. Portfolio holdings of variable annuities change on a regular (often daily) basis. Accordingly, any analysis that includes variable annuities may not accurately reflect the current composition of these variable annuities. If a variable annuity's underlying holding data is not available, it will remain classified as an annuity. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Morningstar. If an Equity Style is unclassified, it is due to non-availability of data required by Morningstar to assign it a particular style.

Equity Capitalization: Market Capitalization is determined by Morningstar. Equity securities are classified as Large Cap, Mid Cap or Small Cap by Morningstar. Unclassified securities are those for which no capitalization is available on Morningstar.

Equity Sectors: The Equity sector analysis may include a variety of accounts, each with different investment and risk parameters. As a result, the overweighting or underweighting in a particular sector or asset class should not be viewed as an isolated factor in making investment/liquidation decisions; but should be assessed on an account by account basis to determine the overall impact on the account's portfolio.

Classified Equity: Classified equities are defined as those equities for which the firm can confirm the specific industry and sector of the underlying equity instrument.

Estimated Annual Income: The Estimated Annual Income is the dividend/interest rate paid by the investment solely as of the date of this report, annualized yearly per share and multiplied by the quantity of shares held in the selected account(s). For Expected Cash Flow and Portfolio Holdings reports prior to June 23, 2023, savings products & sweep funds do not display such calculations and instead, values are displayed as N/A. For all other reports, Estimated Annual Income for savings products & sweep funds is not calculated or factored into aggregate calculations and will be displayed as 0.

Current Yield: Current yield calculations display the current yield of the investment solely as of the date of this report, is defined as the estimated annual income divided by the total market value. For Portfolio Holdings report generated prior to June 23, 2023, savings products & sweep funds do not include such information and instead, values are displayed as N/A. For all other reports, Current Yield for savings products & sweep funds is not calculated or factored into aggregate calculations and will be displayed as 0.

YTM (at Market): Yield to Maturity (at Market) is the expected return of an interest-bearing security from the report date, assuming that it is held to maturity with all coupon payments paid. For displays at the tax lot level, the Yield to Maturity is calculated based on the cost basis of that specific tax lot. For position level displays (consisting of multiple tax lots), Yield to Maturity is derived by using the weighted average cost basis of all the underlying tax lots.

YTW (at Market): Yield to Worst (at Market) is the expected return of an interest-bearing security from the report date, assuming that it is held to the next call date or until maturity (if no next call date) with all coupon payments paid. For displays at the tax lot level, the Yield to Worst is calculated based on the cost basis of that specific tax lot. For position level displays (consisting of multiple tax lots), Yield to Worst is derived by using the weighted average cost basis of all the underlying tax lots.

Bond Rating: These ratings are obtained from independent industry sources and are not verified by UBS FS. Securities without rating information are left blank. Rating agencies may discontinue ratings on high yield securities.

NR: When NR is displayed under bond rating column, no ratings are currently available from that rating agency.

High Yield: This report may designate a security as a high yield fixed income security even though one or more rating agencies rate the security as an investment grade security. Further, this report may incorporate a rating that is no longer current with the rating agency. For more information about the rating for any high yield fixed income security, or to consider whether to hold or sell a high yield fixed income security, please contact your financial advisor or representative and do not make any investment decision based on this report.

Credit/Event Risk: Investments are subject to event risk and changes in credit quality of the issuer. Issuers can experience economic situations that may have adverse effects on the market value of their securities.

Interest Rate Risk: Bonds are subject to market value fluctuations as interest rates rise and fall. If sold prior to maturity, the price received for an issue may be less than the original purchase price.

Reinvestment Risk: Since most corporate issues pay interest semiannually, the coupon payments over the life of the bond can have a major impact on the bond's total return.

Call Provisions: When evaluating the purchase of a corporate bond, one should be aware of any features that may allow the issuer to call the security. This is particularly important when considering an issue that is trading at a premium to its call price, since the return may be negatively impacted if the issue is redeemed. Should an issue be called, investors may be faced with an earlier than anticipated reinvestment decision, and may be unable to reinvest their principal at equally favorable rates.

Effective Maturity: Effective maturity is the expected redemption due to pre-refunding, puts, or maturity and does not reflect any sinking fund activity, optional or extraordinary calls. Securities without a maturity date are left blank and typically include Preferred Securities, Mutual Funds and Fixed Income UITs.

Yields: Yield to Maturity and Yield to Worst are calculated to the worst call.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Bond Averages: All averages are weighted averages calculated based on market value of the holding, not

Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

including accrued interest.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Bond sensitivity analysis: This analysis uses Modified Duration which approximates the percentage price change of a security for a given change in yield. The higher the modified duration of a security, the higher its risk. For callable securities, modified duration does not address the impact of changing interest rates on a bond's expected cash flow as a result of a call or prepayment.

Amortization and Accretion: Prior to March 2008, amortization was calculated using the straight line method for tax exempt securities and was not calculated for taxable securities. Post March 2008, amortization is calculated using the constant yield method. Prior to October 2008, accretion due to original issue discount was not calculated. Post October 2008, accretion due to original issue discount is calculated using the constant yield method. Prior to January 2015, accretion due to market discount was calculated using the straight line method. Post January 2015, accretion due to market discount is calculated using the constant yield method. We assume the securities are held to par and premiums are calculated to call date. Amortization and accretion values may be incorrect due to adjustments related to cost basis. You may hold additional fixed income securities that may not appear on this report. Please refer to your account statements for information regarding all of your holdings.

Gain/Loss: The gain/loss information may include calculations based upon non-UBS FS cost basis information. The firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS FS. In addition, for Schedule K-1 reported investments, such as alternative investment funds, please refer to your annual K-1 and 1099 tax forms. If this report contains positions with unavailable cost basis, the gain/(loss) for these positions are excluded in the calculation for the Gain/(Loss). As a result these figures may not be accurate and are provided for informational purposes only. Clients should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise. Rely only on year-end tax forms when preparing your tax return. See your monthly statement for additional information.

Accounts Included in this Report: The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page or listed at the top of each page. If the account is a donor advised fund account, the assets in those accounts are owned by the Sponsoring Charitable Organization, and not the donor. You and your financial advisor have procured the appropriate authorization to view the assets in the donor advised fund account. If an account number begins with "@" this denotes assets or liabilities held at other financial institutions. Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

Account name(s) displayed in this report and labels used for groupings of accounts can be customizable "nicknames" chosen by you to assist you with your recordkeeping or may have been included by your financial advisor for reference purposes only. The names used have no legal effect, are not intended to reflect any strategy, product, recommendation, investment objective or risk profile associated with your accounts or any group of accounts, and are not a promise or guarantee that wealth, or any financial results, can or will be achieved. All investments involve the risk of loss, including the risk of loss of the entire investment.

For more information about account or group names, or to make changes, contact your Financial Advisor.

Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:
1) Have there been any changes to your financial situation or investment objectives?
2) Would you like to implement or modify any restrictions regarding the management of your account?
If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

Performance History prior to the account's inception at UBS Financial Services, Inc. may have been included in this report and is based on data provided by third party sources. UBS Financial Services Inc. has not independently verified this information nor does UBS Financial Services Inc. guarantee the accuracy or validity of the information.

Important information about brokerage and advisory services. As a firm providing wealth management services to clients, UBS Financial Services Inc. offers investment advisory services in its capacity as an SEC-registered investment adviser and brokerage services in its capacity as an SEC-registered broker-dealer. Investment advisory services and brokerage services are separate and distinct, differ in material ways and are governed by different laws and separate arrangements. It is important that clients understand the ways in which we conduct business, that they carefully read the agreements and disclosures that we provide to them about the products or services we offer. For more information, please review client relationship summary provided at **ubs.com/relationshipsummary**.

Disclosures Applicable to Accounts at UBS Financial Services Inc. *(continued)*

UBS Financial Services account protection
The Firm is a member of the Securities Investor Protection Corporation (SIPC), which protects securities customers of its members up to $500,000 (including $250,000 for claims for cash). Explanatory brochure available upon request or at www.sipc.org. The SIPC asset protection limits apply to all accounts that you hold in a particular capacity.

The Firm, together with certain affiliates, has also purchased supplemental insurance. The maximum amount payable to all eligible clients, collectively under this protection is $500 million as of December 10, 2019. Subject to the policy conditions and limitations, cash at the Firm is further protected for up to $1.9 million in the aggregate for all your accounts held in a particular capacity. A full copy of the policy wording is available upon request.

Neither the SIPC protection nor the supplemental protection apply to:

- Certain financial assets controlled by (and included in your account value) but held away from UBS Financial Services. For example certain (i) insurance products, including variable annuities, and (ii) shares of mutual funds registered in the name of the account holder on the books of the issuer or transfer agent);
- Investment contracts or investment interests (e.g., limited partnerships and private placements) that are not registered under the Securities Act of 1933;
- Commodities contracts (e.g., foreign exchange and precious metal contracts), including futures contracts and commodity option contracts;
- Securities on loan to UBS Financial Services; and
- Deposit accounts (except certificates of deposit) at UBS Bank USA, UBS AG U.S. branches and banks in the FDIC Insured Deposit Program.

The SIPC protection and the supplemental protection do not apply to these assets even if they otherwise appear on your statements. The SIPC protection and the supplemental protection do not protect against changes in the market value of your investments (whether as a result of market movement, issuer bankruptcy or otherwise).

Non-UBS Assets and Liabilities: This report is not intended to provide you with consolidated information or reporting regarding your holdings at other firms. However, at your request, this report may include information regarding assets that you hold at other financial institutions so that you may review your asset allocation and/or investment strategy in the context of your overall holdings. You should review and maintain the original documents for these assets, such as the statements for individual accounts held away from UBS. Those documents may contain notices, disclosures and other information important to you, and may also serve as a reference should questions arise regarding the accuracy of that information as presented in this report.

The information presented for accounts held at other financial institutions has been provided to UBS at your direction through your agreement with an Outside Asset Data Aggregation Service. These accounts have been added to this report at your request and are automatically updated to reflect the most recent data received from the custodian. Information may have also been provided based on documents and valuation you provided to your Financial Advisor. These accounts have been added to this report at your request and may not reflect the current valuation.

If an account number begins with "@" this denotes assets or liabilities held at other financial institutions.

Information about these assets, including valuation, account type and cost basis, is based on the information you provided to us, or provided to us by third party data aggregators or custodians at your direction. We have not verified, and are not responsible for, the accuracy or completeness of this information.

If the information you or your custodians provided to us is not current, inclusion of these assets will impact the accuracy of the current asset allocation and other analysis presented. We do not provide purchase, sale or hold recommendations or advice with respect to your assets at other firms and do not assume responsibility for activity you conduct at other financial institutions.

UBS's SIPC coverage applies to assets held at UBS. If you maintain assets at other firms that may be SIPC members, you should contact their financial representative or the other entity or refer to the other entitys statement regarding SIPC membership. Your UBS Financial Services Inc. account statements are the only official record of your UBS holdings and account and are not replaced, amended or superseded by any of the information presented in this report.

Assets that you hold at other financial institutions are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

The value of assets held at other financial institutions is based on the "Last Refresh Date" displayed. Up to date valuation and information can be obtained directly from the custodian of your assets. The account statements you receive from your third party custodian regarding the assets you hold with them are the official record of your holdings and accounts and are not impacted or superseded by the information in this report.

Account balances and security pricing will always display in U.S. Dollars even if assets in your Outside Accounts are denominated in other currencies. UBS will convert any values received in the Outside Account Information to U.S. Dollars using foreign exchange rates from UBS as of the previous business.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**Community Development**	**DISTRICT(S):**	**4**

SUBJECT: **Final Tract Map No. 84292 (Applicant - Owner: Glendora 39, LLC, A Delaware Limited Liability Company: Location - 723-731 East Route 66)**

RECOMMENDATION

That the City Council:

1. Adopt a City Council Resolution entitled, “A RESOLUTION OF THE CITY COUNCIL APPROVING TRACT MAP NO. 84292 FOR A NEW SUBDIVISION CONSISTING OF 39 RESIDENTIAL CONDOMINIUM UNITS ON A SINGLE LOT, GLENDORA, CALIFORNIA”;
2. Authorize the Mayor to execute the Indemnity and Subdivision Improvement Agreements; and
3. Authorize the City Engineer and City Clerk to sign Final Tract Map No. 84292.

STRATEGIC FOCUS AREAS

Not Applicable

EXECUTIVE SUMMARY

The project applicant/owner is requesting approval of Final Tract Map No. 84292 for a new subdivision consisting of 39 residential condominium units on a single lot.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

On September 24, 2024, the City Council approved Vesting Tentative Tract Map No. 84292, located at 723-731 East Route 66, for the subdivision of 1.85 acres of land consisting of 30 residential condominium units (Attachment G). The City Council’s adopted resolution CC 2024-44 has been included for reference as an attachment to this report (Attachment C).

DISCUSSION

Pursuant to Sections 66458 and 66474.1 of the California Subdivision Map Act (Act), the approval of a final map is a ministerial action and cannot be denied if the final map is in substantial conformance with the conditionally approved tentative map and conforms to the requirements established by the Act and local ordinance. The City Council is the decision-making body for final maps, and if the map conforms to all requirements, must approve the map at the meeting at which it received the map, or at its next regular meeting.

The City's Contract Surveyor has certified the map for mathematical accuracy, survey analysis, title information, and Subdivision Map Act compliance. As required prior to approval of the Final Map by the City Council, the subdivider is in substantial compliance with the tentative map and all required Conditions of Approval (Attachments F and C). All off-site plans have been submitted to the City Engineer for approval. The developer has deposited all the fees and submitted required bonds and insurance. Developer has also executed the required Indemnity and Subdivision Agreements (Attachments D and E).

Staff recommends the City Council receive the final map and adopt the resolution recommending City Council approval of Tract Map No. 84292 (Attachments A and B) and authorize the Mayor to sign the Indemnity and Subdivision Improvement Agreements (Attachments D and E). City Council also authorizes City Engineer or their consultant City Engineer/Surveyor and City Clerk to sign Final Tract Map No. 84292 before filing with the County Recorder.

FISCAL IMPACT

No fiscal impact associated with this action.

ENVIRONMENTAL DETERMINATION

A Mitigated Negative Declaration and Mitigation Monitoring Program were adopted by the City Council on September 24, 2024, for the tentative map and associated project for 39 residential condominium units on a single lot (Attachment G). Final maps are ministerial projects and exempt from the requirements of the CEQA as stated in Section 15268 of the CEQA Guidelines.

Prepared By	Algis Marciuska, Principal Engineer for Land Development
Concurs With	Not Applicable
Reviewed By	Jeff Kugel, Community Development 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. Resolution Approving Final Tract Map No. 84292
B. Final Tract Map No. 84292
C. Resolution CC 2021-47 with Conditions of Approval
D. Indemnity Agreement – Tract No. 84292
E. Subdivision Improvement Agreement – Tract No. 84292
F. Vesting Tentative Tract Map No. 84292 (TTM)
G. City Council Report approving TTM Sept. 24, 2024
H. Tr. 84292 Subdivision Agreement Exhibits C and D (Bonds)

Attachments

A. Resolution Approving Final Tract Map No.pdf
B. Tr 84292 Final Map.pdf
C. Resolution CC 2024-44 [Signed].pdf
D. Indemnity Agreement - Tract 84292.pdf
E. Subdivision Agreement - Tract 84292.pdf
F. Vesting TTM 84292.pdf
G. City Council Report Approving Vesting TTM No.pdf
H. Tr 84292 Sub Agreement Ex C and D Bonds.pdf

RESOLUTION CC 2025-____

A RESOLUTION OF THE CITY COUNCIL APPROVING FINAL TRACT MAP NO. 84292 FOR A SUBDIVISION LOCATED AT 723-731 EAST ROUTE 66, GLENDORA, CALIFORNIA

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the Vesting Tentative Map for Tract No. 84292 has heretofore been submitted to the City Council of the City of Glendora; and

WHEREAS, said Vesting Tentative Tract Map was approved by the City Council for the City of Glendora on September 24, 2024, with conditions imposed thereon; and

WHEREAS, the Subdivider has knowledge of and agrees to all of the conditions imposed upon said Tentative Map and has taken the necessary steps to comply with such conditions or to provide for the performance of such conditions; and

WHEREAS, the Subdivider has executed that certain Subdivision Improvements Agreement for subdivision of Tract Map No. 84292 and has paid all the fees and provided all the security devices required to guarantee the performance of the terms and provisions of such agreement; and

WHEREAS, the Subdivider has executed that certain Indemnity Agreement for subdivision of Tract Map No. 84292; and

WHEREAS, the Consultant City Engineer/Surveyor has reviewed said tentative map and said final map and recommends the approval of the Final Map for Tract No. 84292.

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

SECTION 1. The City Council of the City of Glendora hereby approves the Final Map for Tract Map No. 84292 and directs that the City Engineer and City Clerk execute the same on behalf of the City of Glendora when all of the signatures that are required to be placed on such final map have been so signed.

SECTION 2. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force in accordance with its terms and provisions.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

PASSED, APPROVED and **ADOPTED** by the City Council of the City of Glendora this _____ day of _____, 2025.

BY:_____
DAVID FREDENDALL
Mayor

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

_____
DANNY ALESHIRE
City Attorney

CERTIFICATION

I, 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 _____, 2025, by the following vote:

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

Dated:

_____
KATHLEEN R. SESSMAN
City Clerk/Communications Director

1 LOT
1.845 ACRES

TRACT NO. 84292

IN THE CITY OF GLENDORA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BEING A SUBDIVISION OF PARCEL 1 AS SHOWN ON A RECORD OF SURVEY FILED IN BOOK 80 PAGE 88 OF RECORD OF SURVEYS, TOGETHER WITH A PORTION OF LOT 29 OF JAMES F. WASHBURN'S SUBDIVISION PER MAP RECORDED IN BOOK 42 PAGE 68 OF MISCELLANEOUS RECORDS, BOTH IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

FOR CONDOMINIUM PURPOSES

DANE P. MCDOUGALL
L.S. 9297

C&V CONSULTING, INC.

DATE OF SURVEY:
MAY 2023

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

WE HEREBY DEDICATE TO THE CITY OF GLENDORA AN EASEMENT FOR EMERGENCY VEHICLE INGRESS AND EGRESS AND AN EASEMENT FOR PUBLIC UTILITY AND INCIDENTAL PURPOSES, AS SHOWN ON SAID MAP.

GLENDORA 39, LLC, A DELAWARE LIMITED LIABILITY COMPANY, OWNER

BY: BWB HOUSING VENTURE, LLC, A DELAWARE LIMITED LIABILITY COMPANY
ITS SOLE MEMBER

BY: BW HOUSING GROUP, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY
ITS MANAGER

BY: BRANDYWINE RESIDENTIAL A CALIFORNIA CORPORATION,
ITS MANAGER

BY: _____

BRETT WHITEHEAD
PRESIDENT

BENEFICIARY

BANNER BANK, A WASHINGTON STATE CHARTERED COMMERCIAL BANK, BENEFICIARY UNDER A DEED OF TRUST RECORDED DECEMBER 20, 2024 AS INSTRUMENT NO. 20240909508 OF OFFICIAL RECORDS.

BY: _____ BY: _____
NAME: Adam Young NAME: _____
TITLE: VP TITLE: _____

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF Orange } SS

ON May 2, 2025, BEFORE ME, Sandra L. Zundell,
A NOTARY PUBLIC, PERSONALLY APPEARED Brett Whitehead,
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE Sandra L Zundell
NAME Sandra L Zundell

MY PRINCIPAL PLACE OF BUSINESS IS IN Orange COUNTY
MY COMMISSION NO. 2439298
MY COMMISSION EXPIRES March 26, 2027

NOTARY ACKNOWLEDGMENT

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF Orange } SS

ON May 2, 2025, BEFORE ME, Sandra L. Zundell,
A NOTARY PUBLIC, PERSONALLY APPEARED Adam Young,
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND:

SIGNATURE Sandra L Zundell
NAME Sandra L Zundell

MY PRINCIPAL PLACE OF BUSINESS IS IN Orange COUNTY
MY COMMISSION NO. 2439298
MY COMMISSION EXPIRES March 26, 2027

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A TRUE AND COMPLETE FIELD SURVEY PERFORMED BY ME OR UNDER MY DIRECTION IN MAY 2023, IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCES AT THE REQUEST OF BRANDYWINE RESIDENTIAL IN MAY 2023. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP; THAT ALL THE MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

5/2/25
DANE P. MCDOUGALL DATE
L.S. 9297

PROFESSIONAL LAND SURVEYOR
DANE P. MCDOUGALL
L.S. 9297
STATE OF CALIFORNIA

CITY ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF SUBDIVISION ORDINANCES OF THE CITY APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT HAVE BEEN COMPLIED WITH AND I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT WITH RESPECT TO CITY RECORDS.

5/8/25
DAVID B. RAGLAND DATE
ON BEHALF OF THE CITY ENGINEER
L.S. 5173

PROFESSIONAL LAND SURVEYOR
DAVID B. RAGLAND
No. 5173
STATE OF CALIFORNIA

SPECIAL ASSESSMENT'S CERTIFICATE

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF GLENDORA TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

_____
CITY CLERK, CITY OF GLENDORA DATE

CITY CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF GLENDORA BY RESOLUTION NO. _____ ADOPTED ON THE _____ DAY OF _____ 20_____, APPROVED THE ATTACHED MAP AND DID ACCEPT ON BEHALF OF THE CITY OF GLENDORA THE EASEMENT FOR EMERGENCY VEHICLE INGRESS AND EGRESS, AND THE EASEMENT FOR PUBLIC UTILITY AND INCIDENTAL PURPOSES AS SHOWN ON SAID MAP.

_____
CITY CLERK, CITY OF GLENDORA DATE

COUNTY TAX CERTIFICATES

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF $_____ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF TRACT NO. 84292 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ _____
DEPUTY DATE

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ _____
DEPUTY DATE

SOILS REPORT NOTE

PURSUANT TO SECTION 66490 OF THE SUBDIVISION MAP ACT, A SOILS REPORT COVERING THE AREA WITHIN THE SUBDIVISION WAS PREPARED BY ALTA CALIFORNIA GEOTECHNICAL INC. DATED JUNE 22, 2023, PROJECT NO. 1-0486, A COPY OF THE SOILS REPORT IS ON FILE WITH THE CITY.

CONDOMINIUM NOTE

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR 39 UNITS, WHEREBY THE OWNERS OF THE UNITS OF AIR SPACE WILL HOLD AN UNDIVIDED INTEREST IN THE COMMON AREAS OF LOT 1 WHICH WILL, IN TURN, PROVIDE THE NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNITS.

SIGNATURE OMISSION

THE SIGNATURE OF THE PARTY NAMED HEREINAFTER AS OWNER OF THE INTEREST SET FORTH, MAY BE OMITTED UNDER PROVISIONS OF SECTION 66436(a)(3)(A)(i-viii) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY:

MABELLE H. CHARKBERLAIN, ET AL., HOLDERS OF AN EASEMENT FOR PIPE LINE AND INCIDENTAL PURPOSES PER DOCUMENT RECORDED DECEMBER 12, 1945 AS BOOK 22617, PAGE 22 OF OFFICIAL RECORDS. THE EXACT LOCATION OF SAID EASEMENT IS INDETERMINATE FROM RECORD INFORMATION.

SCALE: 1" = 50'

TRACT NO. 84292

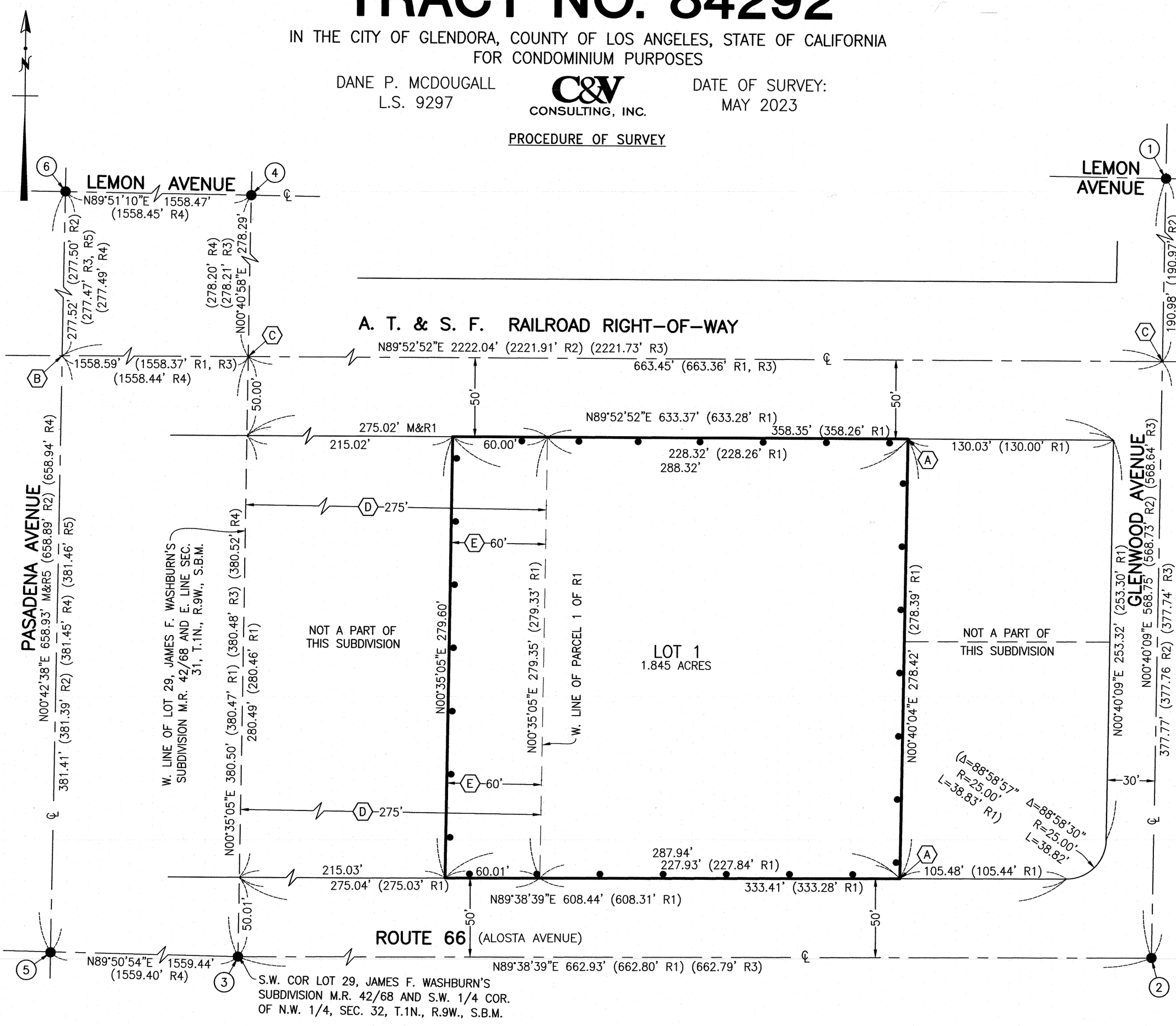
IN THE CITY OF GLENDORA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
FOR CONDOMINIUM PURPOSES

DANE P. MCDOUGALL
L.S. 9297

C&V CONSULTING, INC.

DATE OF SURVEY:
MAY 2023

PROCEDURE OF SURVEY



MONUMENT NOTES

(1) FOUND SPIKE PER R2, NO WASHER, DOWN 0.2'. ACCEPTED AS THE CENTERLINE INTERSECTION OF GLENWOOD AVENUE AND LEMON AVENUE.

(2) FOUND GEAR SPIKE AND WASHER STAMPED "LS 3173", FLUSH, PER R2. ACCEPTED AS THE CENTERLINE INTERSECTION OF ROUTE 66 AND GLENWOOD AVENUE.

(3) FOUND SPIKE AND WASHER, ILLEGIBLE, DOWN 0.4' PER R1 AND R3. ACCEPTED AS THE INTERSECTION OF THE CENTERLINE OF ROUTE 66 AND THE SOUTHWESTERLY CORNER OF LOT 29 OF THE JAMES F. WASHBURN'S SUBDIVISION, M.R. 42/68.

(4) FOUND GEAR SPIKE AND WASHER STAMPED "RCE 27886" PER P.W.F.B. 1633-652-653. ACCEPTED AS AN ANGLE POINT IN LEMON AVENUE AND A POINT ON THE EASTERLY LINE OF SECTION 31, TOWNSHIP 1 NORTH, RANGE 9 WEST, S.B.M., PER R3.

(5) FOUND GEAR SPIKE AND WASHER STAMPED "RCE 27886", FLUSH, PER R2 AND P.W.F.B. 1533-1208-1209. ACCEPTED AS THE CENTERLINE INTERSECTION OF ROUTE 66 AND PASADENA AVENUE.

(6) FOUND MAG SPIKE WITH WASHER, ILLEGIBLE, FLUSH, IN LIEU OF GEAR SPIKE AND WASHER STAMPED "RCE 27886" PER R2 AND P.W.F.B. 1633-650-651. ACCEPTED AS THE CENTERLINE INTERSECTION OF LEMON AVENUE AND PASADENA AVENUE.

(A) LEAD, TACK, AND TAG "LS 9297" TO BE SET ON TOP OF CURB.

(B) NAIL AND TAG "LS 9297" TO BE SET ON TOP OF WALL.

● INDICATES MONUMENT FOUND AS NOTED.

○ INDICATES MONUMENT TO BE SET AS NOTED, SEE SHEET 3.

ESTABLISHMENT NOTES

(A) SEARCHED, FOUND NOTHING. ESTABLISHED BY PROPORTIONATE MEASUREMENT PER R1.

(B) SEARCHED, FOUND NOTHING. ESTABLISHED BY PROPORTIONATE MEASUREMENT PER R2.

(C) SEARCHED, FOUND NOTHING. ESTABLISHED BY PROPORTIONATE MEASUREMENT PER R3.

(D) ESTABLISHED THE WEST LINE OF PARCEL 1 OF R1 275.00 FEET EASTERLY OF AND PARALLEL WITH THE WEST LINE OF LOT 29, JAMES F. WASHBURN'S SUBDIVISION M.R. 42/68, PER R1.

(E) ESTABLISHED 60.00 FEET WESTERLY OF AND PARALLEL WITH THE WEST LINE OF PARCEL 1 OF R1 AS ESTABLISHED PER (D).

DATUM STATEMENT

ALL COORDINATES SHOWN HEREON ARE GRID VALUES BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, CCS83, ZONE 5, (2017.50 EPOCH), IN ACCORDANCE WITH THE CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 8801-8819. ALL DISTANCES SHOWN HEREON ARE GROUND VALUES IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED. A COMBINATION SCALE FACTOR OF 0.99994832 WAS USED FOR THIS PROJECT AT NORTHING 1869547.536, EASTING 6605927.963 AT AN ORTHOMETRIC ELEVATION OF 783.37' (NAVD88), HAVING A MAPPING ANGLE BETWEEN GRID AND GEODETIC NORTH OF 0°05'00.12". TO OBTAIN GRID DISTANCES, MULTIPLY GROUND DISTANCES BY THE COMBINATION SCALE FACTOR.

BASIS OF BEARINGS

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING NORTH 86°22'09" EAST BETWEEN CALIFORNIA SPATIAL REFERENCE CENTER, CSRC, CONTINUOUSLY OPERATING REFERENCE STATIONS, CORS, "AZU1" AND "LORS". SEE SHEET 3 FOR GPS TIE.

LEGEND

●——● INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.

MAP REFERENCES

R1 – RECORD OF SURVEY R.S.B. 80/88

R2 – RECORD OF SURVEY R.S.B. 281/54-75

R3 – TRACT NO. 21543, M.B. 587/38-39

R4 – TRACT NO. 69951, M.B. 1367/36-38

R5 – TRACT NO. 71945, M.B. 1367/59-61

( ) – INDICATES RECORD OR CALCULATED DIMENSION PER NOTED REFERENCE.

M&R – INDICATES MEASURED AND RECORD DIMENSION PER NOTED REFERENCE.

SCALE: 1" = 30'

TRACT NO. 84292

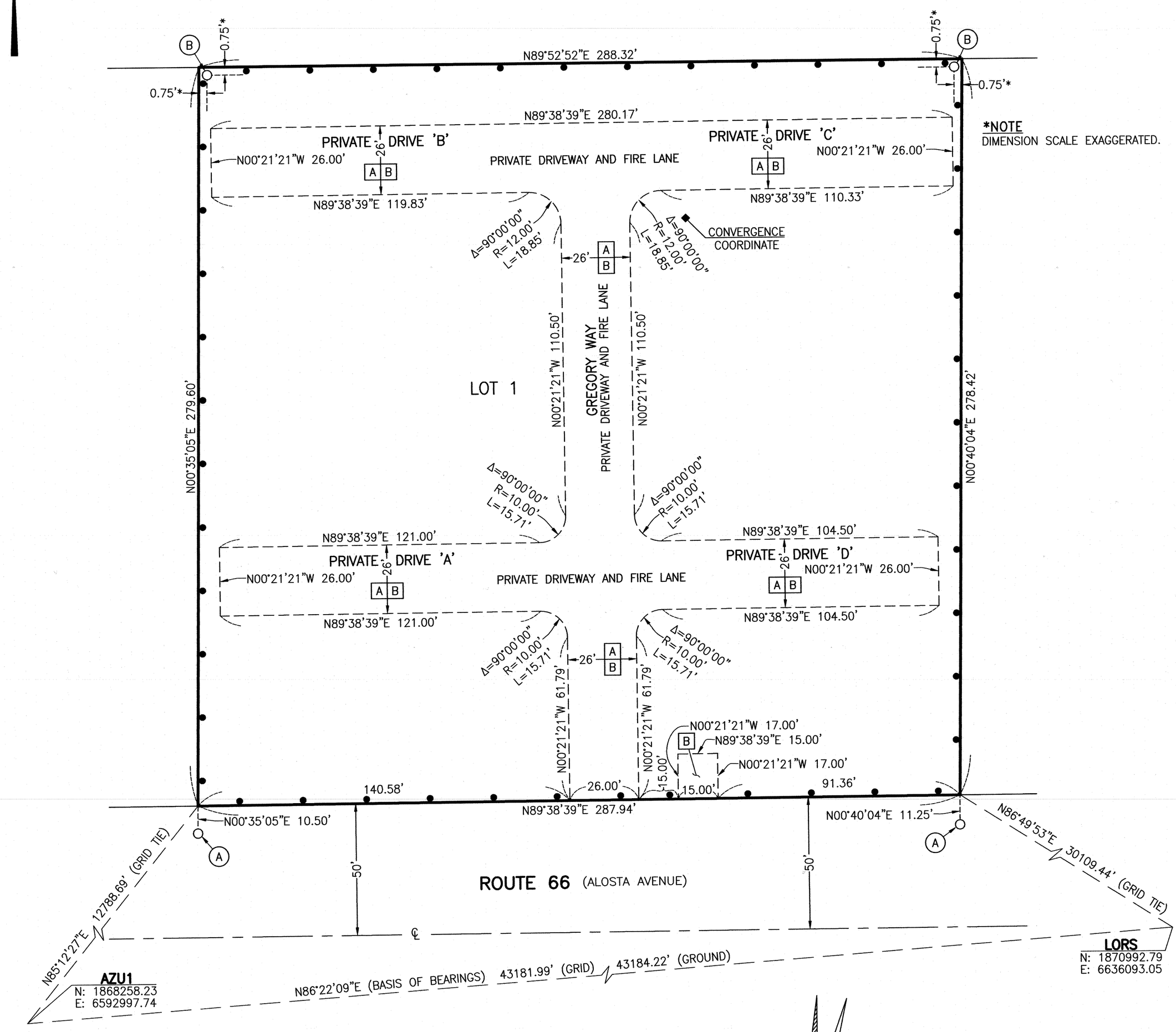
IN THE CITY OF GLENDORA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
FOR CONDOMINIUM PURPOSES

DANE P. MCDOUGALL
L.S. 9297

C&V CONSULTING, INC.

DATE OF SURVEY:
MAY 2023

EASEMENT DETAIL



EASEMENT NOTES

[A] INDICATES AN EASEMENT FOR EMERGENCY VEHICLE INGRESS AND EGRESS DEDICATED HEREON TO THE CITY OF GLENDORA.

[B] INDICATES AN EASEMENT FOR PUBLIC UTILITY AND INCIDENTAL PURPOSES DEDICATED HEREON TO THE CITY OF GLENDORA.

LEGEND

INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP.

Docusign Envelope ID: 9ECD4E7B-4B6E-4FED-9BEF-1929880279CD

RESOLUTION CC 2024-44

A RESOLUTION OF THE CITY COUNCIL APPROVING VESTING TENTATIVE TRACT MAP NO. 84292 FOR SUBDIVISION OF LAND TO CREATE 39 RESIDENTIAL CONDOMINIUM UNITS AND DEVELOPMENT PLAN REVIEW FOR THE CONSTRUCTION OF THE TOWNHOMES ON CERTAIN PROPERTY LOCATED AT 723-731 EAST ROUTE 66, GLENDORA, CALIFORNIA (FILE NO. PLN23-0027; APPLICANT: BRANDYWINE HOMES; PROPERTY OWNER: SVPP PROPERTIES LLC)

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the California Subdivision Map Act (codified at California Government Code, Title 7, Division 2, commencing with §66410) establishes the legal framework regarding the division of land; and

WHEREAS, Glendora Municipal Code (GMC) §21.02.040 establishes procedures for the review of development applications proposed through a Development Plan Review (DPR) application; and

WHEREAS, the properties at 723-731 East Route 66, Glendora, California, are located in an established neighborhood of commercial and residential type uses; and

WHEREAS, GMC §21.02.040 provides that the purpose of a DPR is to establish procedures "*whereby development plans can be reviewed to ensure orderly development, aesthetic design, safe and harmonious placement and to:*

1. *Prevent or minimize adverse impacts on property in the vicinity;*
2. *Implement the general plan and applicable specific plans;*
3. *Protect the public health, safety and welfare;*
4. *Site structures and other improvements in a manner that is in harmony with the terrain and existing developments in the vicinity;*
5. *Encourage and promote energy-efficient design.";* and

WHEREAS, GMC §21.02.040(G) provides that the reviewing body (in this case, the City Council) may impose such conditions as it deems necessary to ensure that the project will meet the development standards of the zone and the purpose and intent of the DPR; and

WHEREAS, on September 28, 2023, Brandywine Homes (Applicant) filed an application for a Vesting Tentative Tract Map (VTTM) (No. 84292), Specific Plan/Zone Change, and DPR for 39 three-story, residential condominium townhomes on certain property located at 723-731 East Route 66, Glendora, California (Project File No. PLN23-0027); and

WHEREAS, the City of Glendora (City), as lead agency, is responsible for preparing environmental documentation in accordance with the California Environmental Quality Act (CEQA) to determine if approval of the discretionary actions requested and subsequent development would have a significant impact on the environment; and

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WHEREAS, the environmental review for the project's DPR, VTTM, and Specific Plan/Zone Change, were processed in accordance with the requirements of the CEQA and the Initial Study and Mitigated Negative Declaration (IS/MND) was available for public review from July 19, 2024 to August 19, 2024; and

WHEREAS, a public hearing was held by the Planning Commission of the City of Glendora, on September 3, 2024, after due notice was given as required by law, at which time oral and documentary evidence was introduced along with the written recommendation of the Planning Division staff of the City; and

WHEREAS, on September 3, 2024, the Planning Commission recommended approval of the TTM and DPR (Project File No. PLN23-0027) to the City Council; and

WHEREAS, a public hearing was held by the City Council of the City of Glendora, on September 24, 2024, after due notice was given as required by law, at which time oral and documentary evidence was introduced along with the written recommendation of the Planning Commission of the City of Glendora.

WHEREAS, on September 24, 2024, the City Council, based on the evidence in the record, adopted an Initial Study/Mitigated Negative Declaration (IS/MND) its Mitigation Monitoring and Reporting Plan (MMRP) (that is included as an Appendix to the Final IS/MND) and findings that the proposed project will not have a significant effect on the environment and that potential impacts of the development project shall be reduced to a less than significant level with the implementation of mitigation measures identified in the IS/MND pursuant to CEQA.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENDORA AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated by reference.

SECTION 2. The City Council hereby makes Findings with Facts, which are hereby incorporated in full as follows:

FINDINGS FOR TENTATIVE TRACT MAP

1. **The proposed map is consistent with applicable general and specific plans as specified in §65451 of the California Government Code.**

FACT: Pursuant to §66473.5 of the California Government Code, the proposed VTTM together with the provisions for its design and improvements are consistent with the City's General Plan Land Use Element Designation of the Route 66 Corridor Specific Plan. The proposed VTTM is for a 39-unit, residential condominium townhome development that will provide housing ownership opportunities for the community. The proposed residential is consistent with the allowed uses for the Route 66 Corridor Specific Plan. Finally, the project location is in general proximity to City employment areas, active and passive recreational opportunities, a variety of commercial areas, and multi-modal transportation routes.

2. **The design or improvement of the proposed subdivision is consistent with applicable general and specific plans.**

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FACT: The proposed development of residential homes is consistent with the General Plan and complies with the applicable goals, objectives and policies of the City's General Plan Elements. The residential development provides a diverse housing choice for future residents (Land Use Element Goal LU-7: A diverse range of housing choices; LU-10: Quality Infill Development; LU-18: Compatibility of Adjacent Uses; & LU-21: Preservation of Neighborhood Character). The subject site is located within a neighborhood with access to commercial areas and multiple transportation options (Housing Element Goal 3: Range of Housing Opportunities). The development project will use the latest energy conservation features to conserve natural resources and lower energy costs. The development project includes mitigation measures to ensure that noise and vibration will not exceed normally accepted levels (Noise Element Goal N-3: Coordinated Land Use Planning and Noise Mitigation). The development project complies with the General Plan Land Use Designation and zoning ordinance standards, with permitted deviations. The development project complies with the standards within the Route 66 Specific Plan General Plan Land Use Designation.

3. The site is physically suitable for the type of development and can accommodate the development standards of this title or as is otherwise required.

FACT: The site is designed and will be graded to be physically suitable for the 39-unit residential condominium townhome development. The project site has frontage on Route 66 which provides access and connections to existing public utilities. A private driveway provides adequate vehicular (including Los Angeles County Fire Department equipment access) access throughout the site. The Los Angeles County Fire Department has reviewed and accepted the site layout.

4. The site is physically suitable for the proposed density of development.

FACT: The proposed site is 1.85 acres in size and designed and will be graded to be physically suitable for the 39-unit, residential condominium townhome development. The project density of 21.1 units per acre is less than the allowed maximum (30 dwelling units per acre).

5. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially injure fish or wildlife or their habitat.

FACT: The subject site is located within an established urban neighborhood and the 39-unit residential condominium subdivision is considered an infill project. There are no fish or wildlife, or related habitats present on the property, and none would be affected by the project. A previous environmental review was conducted pursuant to CEQA and concluded that the project along Route 66 will have no significant environmental impact. The design of the subdivision and proposed improvements will not cause environmental damage.

6. The design of the subdivision or type of improvements is not likely to cause serious public health, safety, or welfare problems.

FACT: The design of the subdivision and the proposed improvements will not result in public health, safety, or welfare problems. The subdivision includes private and common open space

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for recreational opportunities for residents. The subdivision design complies with Los Angeles County Fire Department emergency vehicle access requirements.

7. The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.

FACT: The subdivision will not conflict with any existing public easements and new easements will be recorded as necessary for public utilities, drainage, and other issues.

FINDINGS OF FACT FOR DEVELOPMENT PLAN REVIEW

1. The use is authorized by Development Plan Review pursuant to this title.

FACT: Pursuant to GMC §21.02.040(B), the construction of multiple-family projects—apartments, condominiums, and cooperatives—is permitted with the approval of a Development Plan Review application.; and as 39 units are proposed, Planning Commission review is required.

2. The use is consistent with the general plan and other applicable plans.

FACT: With the projects Specific Plan Amendment/Rezone, the proposed development of residential homes is consistent with the General Plan and complies with the applicable goals, objectives, and policies. The residential development provides a diverse housing choice for future residents (Land Use Element Goal LU-7: A diverse range of housing choices; LU-10: Quality Infill Development; LU-18: Compatibility of Adjacent Uses; & LU-21: Preservation of Neighborhood Character). The subject site is located within a neighborhood with access to commercial areas and multiple transportation options (Housing Element Goal 3: Range of Housing Opportunities). The development project will use the latest energy conservation features to conserve natural resources and lower energy costs. The development project includes mitigation measures to ensure that noise and vibration will not exceed normally accepted levels (Noise Element Goal N-3: Coordinated Land Use Planning and Noise Mitigation). The development project complies with the General Plan Land Use Designation and zoning ordinance standards, with permitted deviations. Finally, subject to the approval of the zone change to *Central Route 66 Residential*, residential use will be an allowed use.

3. The site can accommodate the development standards of this title or as is otherwise required.

FACT: The proposed project is located on two existing lots located at 723-731 E. Route 66 totaling approximately 1.85 gross acres in size. The project includes a request to change the zoning designation from *Route 66 Service Commercial* (*RT66-RSC*) to *Central Route 66 Residential* (*RT66-CRR*) which is "*intended to contribute to the mix of housing choices offered to Glendora residents and provide consistency with the Glendora general plan housing element, through the provision of higher density multifamily residential development."* The proposed 39-unit residential townhomes meet all required development standards required of the *RT66-CRR* zone as site specific development standards are established in conjunction with the project.

4. The site is adequately served by streets, utilities, and other services, facilities and improvements.

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FACT: The subject property has street frontage on Route 66. The site is served by services and utilities provided by Athens Waste Disposal, Los Angeles County Sanitation District, City of Glendora Water Division, Glendora Police Department, Los Angeles County Fire Department, Southern California Edison, Los Angeles County Flood Control District, and all other public and private services that accommodate the operation of an attached residential condominium development.

5. The use will not adversely affect the character and integrity of the area, the utility and value of properties in the area, and the health, safety and welfare of the public.

FACT: The proposed project will result in the construction of 39 townhouse condominiums in an established urban neighborhood (commercial and residential uses). Therefore, the proposed residential condominium project is compatible with the neighborhood. The development of the lot will not adversely affect the character and integrity of the area or the health, safety, and welfare of the public. The project will not cause any serious health, safety, or welfare problems in that its design and related construction will be performed per the requirements of all applicable codes, including zoning and building.

SECTION 3. The City Council is concurrently adopting a Mitigated Negative Declaration and associated MMRP for this project pursuant to CEQA.

SECTION 4. The City Council hereby approves VTTM and DPR (File No. PLN23-0027) for the subdivision and development of a 39-unit residential condominium project as described by the report and depicted on project plans attached to the City Council Agenda Report for PLN23-0027, and after determining that the project meets the requirements of GMC §21.02.040 and the California Subdivision Map Act, subject to the following Conditions of Approval:

CONDITIONS OF APPROVAL

1. The Applicant shall sign and submit to the Planning Division a statement indicating agreement and acceptance of the adopted Conditions of Approval prior to the issuance of grading and building permits.

2. The applicant shall comply with all mitigation measures as indicated in the IS/MND Mitigation Monitoring Program prepared for the project pursuant to CEQA requirements.

3. The subject property shall be developed in substantial conformance with project plans attached to the City Council Agenda Report for PLN23-0027, as modified by these Conditions of Approval.

4. The City shall have the right of entry to inspect the premises to verify compliance with the Conditions of Approval and the GMC.

5. The City shall retain the right and the jurisdiction to review the VTTM and DPR (No. PLN23-0027) in the event the use conducted herein is modified, changed in scope, or the owner or operator seeks to expand, alter, reconfigure, or change the use. This reservation of the right of review is in addition to, and not in lieu of, the right of the City to review and revoke the VTTM and DPR (Project File No. PLN23-0027) or to modify the permit for any violation of the Conditions imposed.

Docusign Envelope ID: 9ECD4E7B-4B6E-4FED-9BEF-1929880279CD

6. The Applicant agrees as a condition of issuance of this entitlement to indemnify, protect, defend, and hold harmless, the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents, from and against any and all liabilities, claims, actions, causes or action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively, "Claims") arising out of or in any way relating to the issuance of this entitlement, any actions taken by the City related to this entitlement or the environmental review conducted under CEQA or Public Resources Code §21000 et seq., for this entitlement and related actions.

Planning Division

7. The Applicant shall maintain consistency with the approved architectural plans including colors and materials submitted to the Planning Division. Modification(s) of the approved building elevations, including but not limited to, changes of finished material(s) or alterations to building articulation are not permitted without prior written approval from the Community Development Director. Requests shall be made in writing and include:

    a. A written and illustrative description of the proposed revision; and

    b. The reason and justification for the request.

    In approving a revision, the Director shall find that the requested modification is minor and substantially conforms with the approved architectural plans.

8. The delivery of materials and equipment and the outdoor use of equipment, hammers, and power tools shall be limited to the hours between 7:00 a.m. and 6:00 p.m., Monday through Friday, with no work allowed on Saturdays, Sundays, or Federal holidays with the exception of interior work. Outdoor yard work is permitted as long as it does not involve heavy equipment or noise-producing equipment.

9. A final wall and fence plan shall be submitted to the Planning Division for review and approval prior to the issuance of building permits. Approved walls and fences shall be installed prior to final occupancy.

10. Walls and fences shall be installed prior to final occupancy consistent with the preliminary fence and wall plan.

11. The Applicant shall prepare Covenants, Conditions, and Restrictions (CC&Rs) for the development including articles establishing a condominium association. A copy of the draft CC&Rs shall be submitted to the Planning Division and City Attorney for review and approval prior to Final Map approval. The Applicant will be responsible for payment to cover all City staff and City Attorney time required to review said CC&Rs. A recorded copy of the approved CC&Rs shall be submitted to the Planning Division prior to final occupancy as well as final payment to cover any City costs for review. CC&Rs shall include the following requirements:

    a. The condominium association shall maintain all common areas including private driveways, sidewalks, lighting, landscaping, irrigation, recreation equipment, fixtures, and other improvements.

    b. The condominium association shall maintain all landscaped areas, including front yard landscaping with the exception of enclosed private patio yard areas.

Docusign Envelope ID: 9ECD4E7B-4B6E-4FED-9BEF-1929880279CD

c. The condominium association shall provide all water needed for irrigation of the common landscaped areas and for any landscaping and trees in the public right-of-way fronting the project.

d. The condominium association shall maintain landscaping and irrigation in the public right-of-way.

e. The CC&Rs shall clearly identify building and site maintenance responsibilities.

f. The CC&Rs shall specify that the parking and/or storage of recreational vehicles, boats, trailers (recreational or business-related) equipment, and similar such vehicles, is prohibited everywhere onsite.

g. The CC&Rs shall require that residents use the provided garages and private driveway assigned to their unit to park their vehicles and not for long-term storage.

h. The CC&Rs shall include a time limit for guest and commercial parking space use.

12. The Applicant is responsible for submitting forms and fees associated with the formal assignment of addresses for each residential unit and commercial building. The process is initiated with the Public Works and Community Development Departments and is concluded by the City Clerk's Office.

13. The project is subject to compliance with the City's Community Art Program (CAP) - Ordinance 2083 and Resolution CC 2024-04. As per the requirements outlined in GMC §21.03.150, applicable projects are required to install approved artwork in conjunction with their project (encouraged) or pay an in-lieu contribution equal to a minimum percentage of the total building permit valuation (BPV). Specifically, this project must adhere to the following guidelines adopted into the City's Master Fee Schedule: New residential developments consisting of 11 or more units/houses and new mixed-use with residential as the primary component - An artwork installation approved by the city or an in-lieu contribution equal to 0.25% of the BPV is required. To ensure compliance with the CAP, the applicant must submit a CAP application and coordinate with the City's Planning Division. Approval of CAP application is required prior to building permit issuance.

14. All mechanical equipment, including air conditioning units, for the units along Route 66, shall be located within patio enclosures or be screened from street view with landscape and physical screening barriers.

15. Construction plans submitted for building plan check shall demonstrate that all exterior doors leading to mechanical equipment rooms in buildings 1 and 2, shall be architecturally enhanced due to visibility from the street.

16. All plans submitted for building, grading and landscape plan checks shall show consistency in building and unit numbering.

Landscaping

17. A Water Efficient Landscaping Application and MWELO compliance shall be completed and submitted to both the Planning Division (for landscape) and the Water Division (for irrigation) for review and approval prior to the issuance of building permits. The plan shall be prepared by a licensed landscape architect and shall demonstrate compliance with the Water Efficient

Docusign Envelope ID: 9ECD4E7B-4B6E-4FED-9BEF-1929880279CD

Landscape Ordinance (Assembly Bill 1881). Approved landscaping and irrigation shall be installed prior to final occupancy. (GMC §21.03.060)

18. Information regarding existing trees to be removed (location, tree type, size, general health) and the trees proposed as replacements and/or the payment of an in-lieu fee to cover the cost of trees to be removed. Tree in-lieu fees (if required) shall be assessed by the City Public Works Department and paid by the Applicant prior to the issuance of building permits. Replacement trees shall be based on the City of Glendora Urban Forestry Manual and information shall be presented as part of the final landscape design plans.

19. All pedestrian paths, crosswalks, and project entrances shall utilize decorative paving and should be shown on the landscape plan submitted to the Planning Division.

20. All light fixtures, including freestanding and building-mounted, shall be decorative and complementary to the architectural style of the buildings and shall be subject to approval by the Planning Division.

21. All common area landscaping shall be installed by the developer and maintained by the condominium association.

Air Quality

22. The best available control measures to minimize fugitive dust emissions shall be utilized, including but not limited to watering soils as necessary to minimize dust generation. (SCAQMD Rule No. 403)

Land Development Division

Final Tract Map/Site Development:

23. A final tract map is required, and it shall be prepared and submitted for review after the Tentative Map is approved. The final map will be reviewed for technical accuracy by the City's contract Land Surveyor. The developer is responsible for all such costs. A title report/subdivision report less than 6 months old is required at the time of submittal. Include copies of all underlying documents/easements of record referenced in the title report. Show all easements on the property on the grading plan. Label, dimension and identify.

24. An Indemnity Agreement and a Subdivision Improvement Agreement must be signed by the developer prior to final map approval. The agreements must be reviewed by the Land Development Division, and the final documents must be approved by the City Council. The developer will submit the final map to the City's contract Land Surveyor for technical review. The Developer is responsible for all fees associated with this review. Bonds will be required with the agreements for all improvements and conditions of approval that will be completed after the filing of the final map with the County Recorder.

25. During the plan check phase, submit a Composite Utility Plan showing the proposed water, sewer, drainage, electrical, telecom/internet, cable TV, and natural gas (if any) lines and facilities for the project. Include all proposed utilities and all existing utilities on-site and

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adjacent to the site. The plan will be reviewed and approved by the Land Development Division and the Engineering Division.

26. Emergency vehicle access, driveway widths and radii will be reviewed and approved by L.A. County Fire Department for accessibility.

Stormwater

27. This project is required to comply with Federal, State, and City Stormwater regulations including National Pollutant Discharge Elimination System Requirements and Municipal Separate Storm Sewer System (MS4) Permit requirements. Projects subject to the MS4 are to implement post-construction low impact development (LID) storm water runoff water quality control measures as a way to reduce downstream runoff. Follow Section 21.03.090 of Glendora Municipal Code to determine Applicability and Performance Criteria. An LID Report and plans for the construction of LID improvements is required for the project, and it shall be submitted at time of first plan check submittal. Follow LA County LID Standards Manual for design and format of LID Report. The soils engineer of record must review and approve the infiltration system.

28. This project is required to comply with the State Construction NPDES permit. This requires a Storm Water Pollution Prevention Plan (SWPPP) for implementation during the construction phase of the project. The SWPPP must be prepared by a Qualified SWPPP Developer (QSD) and must be submitted to Public Works for review and approval. The approved SWPPP must be implemented by a Qualified SWPPP Practitioner (QSP) during construction. Detailed plans for erosion control must be included.

Grading and Drainage:

29. Grading and drainage plans and required supporting documents (such as geotechnical, drainage/hydrology/LID reports/plans) must comply with any recommendations of the geotechnical engineer of record and will be submitted and reviewed according to the City's Grading Plan to the Public Works Department. A permit from the City of Glendora Public Works Department and a grading bond will be required prior to the start of construction. Show all existing and proposed easements on the improvement plans. Label, dimension and identify easement holders.

30. All structural BMPs for the project must be shown in detail on the grading plans. The grading plan will need to be reviewed/approved by the soils engineer. A minimum ½" per hour percolation rate must be verified by the soils engineer for the project via a percolation test and included in next submittal for any areas where storm water is proposed to be infiltrated.

31. GMC §20.28.010 requires underground utilities in new developments. All proposed utility connections and services shall be installed underground. Coordinate with utility agencies as necessary.

32. A final geotechnical report is required with the initial plan check submittal, and it must address over-excavation and recompaction requirements. While the City does require reports be prepared following the L.A. County GMED manual, we have not adopted their building code. First submittal of Grading Plan should be signed and stamped by the geotechnical engineer

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stating that the Grading Plan is in conformance to the geotechnical/soil engineer recommendations. After final grading plan approval, the grading plan Mylar will also be wet signed and stamped by the geotechnical engineer. As necessary, provide an update letter if the soils report is greater than one year old. The geotechnical report for this project may be peer reviewed by the city's contract geotechnical engineer and/or geologist. The developer is responsible for all costs. A $1,500 deposit is required to cover review of the geotechnical report.

33. A Final Drainage Study Report is required, and it must follow the City's Hydrology & Hydraulics report format and discuss the offsite stormwater run-on flows (if any) from properties surrounding the site. The report should analyze both off site storm water run-on and on-site storm water flow. The report must be coordinated with the project LID Report.

34. Storm Drain Plans with profiles and details of proposed drains, inlets, and facilities may be required. For connection to a L.A. County storm drain, reports and plans required by the County must be submitted to the City and Los Angeles County for plan check and permitting.

35. When grading plans are submitted for first plan check, a fee is required based on the cubic yards of earth moved. A plan check fee will be collected at the time of first submittal based on the quantity on the submittal. Include over excavation and re-compaction quantity in calculation of the cut and fill quantities. At the time of issuing grading permit, final plan check fees will be adjusted accordingly with additional fees paid or refunded determined by final yardage. Grading Bond will be required.

Water/Fire Service:

36. Water is served by the City. Frontage fees may apply to this project. The Developer may be required to replace or upgrade all the existing water lines fronting the Project and upsize existing water lines as necessary to meet requirements stipulated in the water model performed for the proposed development. Water improvement plans shall be prepared in accordance with City guidelines. Contact the Water Division at (626) 914-8249 to determine water service requirements.

37. The owner/applicant may be required to provide water rights to serve the project. Currently water rights fees are approximately $14,000 per acre foot of water. When the final number of units and amount of landscaping is decided, contact the Water Division at (626) 914-8249 to begin the process of determining the water rights fee and to request a water will serve letter.

38. Exact service locations to be determined when final site plan is approved during the plan check phase, but they shall not be located in drainage features or where water could pond. Easements may be required to access the water meters and other water devices.

39. Backflow prevention shall be provided per City Standard Detail 2.30 for structural fire protection (i.e., sprinklers) and landscape irrigation systems. Plans shall be submitted to the Public Works Department and applicable plan check fees.

40. Installation of public and/or private water mains is required to serve the proposed development. A separate plan submittal will be required for any new or upgraded water mains, fire hydrants or fire water lines which will serve the site. That plan is a separate submittal to the Engineering Division as well as the L.A. County Fire Department for review and approval. The plan will be

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prepared using the City of Glendora title block and must show the connection in the public right of way and must have a signature block for the L.A. County Fire Department. Plan review fee of 5% of the engineer's estimate is due at time of first submittal. For L.A. County Fire Department requirements, please contact Fire Staff at (626) 963-5564.

41. If water easements or any other easements are required and not shown on the final tract map, follow the Engineering guidelines for preparing legal descriptions and plats. The City uses an outside land surveying firm to perform the review of any documents stamped by a land surveyor which the developer is required to pay. The developer will be required to deposit $1,000 for the initial review of the document. Any unused funds are returned or if additional fees are required, an additional deposit will be requested.

42. Fire flow tests will be required. Please contact the Public Works desk at (626) 914-8246 test should you choose to move forward by scheduling the test.

Sanitary Sewer:

43. The City owns the sewer collection system, but it is operated and maintained for the City as part of the County's Consolidated Sewer Maintenance District (CMSD). The plan check process for any sewer improvement plans will go through both the City and Los Angeles County Public Works following County guidelines and requirements.

44. The treatment system for the City's sewer is owned and operated by the Los Angeles County Sanitation District No. 22. The developer's Civil Engineer will need to contact the District to obtain a treatment will serve letter as well as pay the appropriate fees. For further information, contact District Staff at (562) 908-4288, extension 2717.

45. On-site sewer will be the City's public sewer. Off-site sewer may require new or upgraded facilities. All public sewers require a sewer improvement plan and profile. The plan check process will go through both the City and Los Angeles County Public Works. The developer will be responsible for Plan Check fees for the City and the County. City's plan review fee is 5% of the engineer's estimate and is due at time of first submittal. Sewer acreage and frontage charges may be applicable.

Street Improvements:

46. Street improvement plans are required. Street improvements for this project will include removal of unused driveway approaches, constructing new concrete sidewalk along the project street frontage of Route 66, constructing new ADA compliant driveway approaches to serve the project site, constructing median modifications, and rehabilitating the pavement on the north half of Route 66 from the west side to the east side of the project site. Damaged or non-standard improvements and facilities must be reconstructed per City Standards. The applicant's Civil Engineer may download the City's Street standards at:
http://www.ci.glendora.ca.us/departments-services/public-works/standard-designs-and-specifications

47. Protect existing streetlight and underground facilities along the project frontage on Route 66. A street light study/review of existing/proposed streetlights and proposed SCE standard streetlights is required to determine the exact number and locations of streetlights for this project. The study shall be submitted with the street improvement plan first check. All new

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streetlights shall be shown on the street improvement plans for this project. Study, review, and proposed design of streetlights shall be coordinated with SCE and the Engineering and Land Development Divisions.

48. Any and all street improvements, utility, and trench work require a permit from the City. All City Standards are available online on the Public Works Dept. website.

49. Construction temporary traffic control plans for Route 66 and signing and striping plans for the public streets must be prepared and submitted to the Public Works Department for review/approval.

Public Works – Landscaping/Irrigation Plan:

50. Landscape/Irrigation Plan will be processed through both the Planning Division (for landscape) and the Water Division (for irrigation). All the irrigation and landscape plans shall be Water Efficient.

Waste Management:

51. All construction, demolition, and renovation projects within the city with a total valuation cost for the new or remodeled construction as determined by the City Building Official which are, or projected to be, greater than or equal to one hundred thousand dollars shall submit a Waste Management Plan to the Public Works Department for review and approval prior to issuance of any permits in compliance with the City's Construction and Demolition Ordinance No. 1811. The approved Waste Management Plan shall be implemented upon start of demolition, grading, and construction and maintained throughout the project until issuance of a certificate of occupancy. The City may review and amend the plan as needed. Guidelines are available from the recycling coordinator (GMC §6.09).

Public Works – Miscellaneous:

52. Applicant will be required to apply for formal address assignment after approval of the Tentative Tract Map and entitlement of the project.

Los Angeles County Fire Department - Final Map Requirements

53. The approval of this permit shall be contingent on approval by the Los Angeles County Fire Department (LACDF). Any changes resulting from the requirements of the LACDF shall be submitted to the Planning Division for review and approval prior to the commencement of construction.

54. Access as noted on the Tentative and the Exhibit Maps shall comply with Title 21 (County of Los Angeles Subdivision Code) and Section 503 of the Title 32 (County of Los Angeles Fire Code), which requires an all-weather access surface to be clear to sky.

55. The Private Driveways proposed as private streets for access throughout the development shall be labeled as "Private Driveway" on the Final Map. The portion of the private driveway intended for fire apparatus access shall be identified as "Fire Lane" on the Final Map. All widths and dimensions shall be clearly delineated with a reciprocal access agreement required

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for all private driveways. Compliance required prior to Final Map clearance.

56. The Final Map shall be submitted to our office for review and approval prior recordation.

57. Fire hydrant improvement plans shall be submitted for review and approval prior to the Final Map clearance.

Los Angeles County Fire Department – Water System

58. All fire hydrants shall measure 6”x 4"x 2-1/2" brass or bronze, conforming to current AWWA standard C503 or approved equal, and shall be installed in accordance with the County of Los Angeles Fire Code.

59. The required fire flow for the public fire hydrants for this project is 2500 gpm at 20 psi residual pressure for 2 hours. Two public fire hydrant(s) flowing simultaneously may be used to achieve the required fire flow. Fire Code 507.3 & Appendix B105.1

60. Install three new public fire hydrants as indicated on the Site Plan.

Term

61. The approved use and/or construction work shall commence within 24 months after the effective date of the approval, or such other period specified as a condition of approval and shall be carried on diligently to completion. If the use or construction work is not started within the required time and carried on diligently to completion, the permit shall become void; however, the Director may extend the time limit in the case of unavoidable delay. The Applicant must submit a written request to the reviewing body or Director for a time extension at least thirty days before the original time limit expires. Consideration of a time extension does not require a public hearing even if a hearing was required for the original permit. (GMC §21.02.010 E.)

Enforcement

62. The property owner shall pay the costs of any code enforcement activities, including attorney’s fees, resulting from the violation of any conditions of approval or any provision of the GMC. (GMC §1.18)

63. Any violation of the Zoning Ordinance or any entitlement granted is considered a misdemeanor punishable by a fine not to exceed one thousand dollars ($1,000.00) and/or by imprisonment in the County jail for a period not to exceed six (6) months. Each day or portion of a day during which any violation of the Zoning Ordinance occurs or continues constitutes a separate offense and shall be punishable as provided. (GMC §21.01.030 H.)

SECTION 5. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption of this Resolution, and the same shall thereupon take effect on September 24, 2024 subject to a 15 calendar-day appeal and be enforced in accordance with the terms and Conditions thereof.

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PASSED, APPROVED and **ADOPTED** by the City Council of the City of Glendora on this 24th day of September, 2024.

BY: DocuSigned by: Mendell Thompson 68A1C182A8B5415...
MENDELL L. THOMPSON
Mayor
Oct 11, 2024 | 12:08 PM PDT

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

DocuSigned by: Danny Aleshire 0D5924B7E6ED4A5...
DANNY ALESHIRE
City Attorney
Oct 10, 2024 | 2:19 PM PDT

CERTIFICATION

I, 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 24th day of September, 2024, by the following vote:

AYES:	MEMBERS:	Allawos, Boyer, Davis, Thompson, and Fredendall.
NOES:	MEMBERS:	None.
ABSENT:	MEMBERS:	None.
ABSTAIN:	MEMBERS:	None.

Dated: October 10, 2024

Signed by: Roxanne Breeda for kS 67C74B10362F486...
KATHLEEN R. SESSMAN
City Clerk/Communications Director
Oct 15, 2024 | 2:33 PM PDT

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INDEMNITY AGREEMENT

THIS INDEMNITY AGREEMENT (this "**Agreement**") is made and entered into as of this _____ day of _____, 2025, between the CITY OF GLENDORA, a California municipal corporation, ("**City**"), and GLENDORA 39, LLC, a Delaware limited liability company ("**Subdivider**"). City and Subdivider are sometimes referred to herein individually as a "**Party**" and jointly as the "**Parties**."

RECITALS

A. Subdivider is the owner of certain real property generally located at 723-731 East Route 66 in the City of Glendora ("**Property**").

B. The City previously approved Vesting Tentative Tract Map No. 84292 ("**VTTM**") for the Property pursuant to the Subdivision Map Act ("**Map Act**").

C. Pursuant to the Map Act and the Glendora Municipal Code ("**GMC**"), Subdivider has applied to the City for a final map for the Property based on Vesting Tentative Tract Map No. 84292.

D. Pursuant to Government Code Section 66474.9(b), the City is requiring, as a condition to the approval of the Subdivider's VTTM final map application, that Subdivider defend (with legal counsel reasonably acceptable to City), indemnify and hold harmless City and any agency or instrumentality thereof, its elected and appointed boards, commissions, officials, officers, employees and agents (collectively, "**Indemnitees**") from and against any and all claims, actions or proceedings to attack, set aside, void or annul an approval of City, any advisory agency, appeal board or City Council concerning the subdivision known as Tract No. 84292, which claims, actions or proceedings are brought within the time period provided for in Government Code Section 66499.37.

E. In addition, Subdivider has voluntarily agreed to provide similar indemnification for any and all claims, actions or proceedings arising out of or in any way relating to the environmental review conducted under the California Environmental Quality Act (Public Resources Code Section 21000, et seq., hereinafter "**CEQA**") in conjunction with an approval granted by City, its boards, commissions or employees concerning the subdivision known as Tract No. 84292, which claims, actions or proceedings are brought within the time periods provided for in Public Resources Code Section 21167.

NOW, THEREFORE, in consideration of City granting approval of the final map for Tract No. 84292 (the "**Final Map**") and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Section I. **RECITALS.** The Recitals set forth above are acknowledged as true and correct by the Parties.

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Section II. INDEMNITY.

A. Subdivider shall defend (with legal counsel reasonably acceptable to City), indemnify and hold harmless, the Indemnitees from and against any and all claims, actions or proceedings to attack, set aside, void or annul an approval of City, any advisory agency, appeal board of the City Council concerning the VTTM or Final Map, which claims, actions or proceedings are brought within the time period provided for in Government Code Section 66499.37.

B. In addition, Subdivider shall defend (with legal counsel reasonably acceptable to City), indemnify and hold harmless, the Indemnitees from and against any and all claims, actions or proceedings arising out of or in any way relating to the environmental review conducted under CEQA in conjunction with any approval granted by City, its boards, commissions or employees concerning the VTTM or Final Map which claims, actions or proceedings are brought within the time periods provided for in Public Resources Code Section 21167.

C. To the extent that the obligation in preceding Paragraphs A or B may be unenforceable because it violates any law or public policy, then Subdivider will contribute the maximum portion that it is permitted to pay in satisfaction of all claims, actions or proceedings incurred by the Indemnitees which are within the scope of this Agreement.

D. City agrees that the indemnity provided in this Agreement is limited to claims, actions or proceedings brought by third parties and is not intended to cover any claim, action or proceedings brought by Subdivider.

Section III. SUCCESSORS AND ASSIGNS. The representations, warranties, indemnities, covenants and agreements provided herein shall become effective upon execution of this Agreement and shall be binding upon Subdivider's successors and assigns.

Section IV. REIMBURSEMENT OF EXPENSES. In the event the Indemnitees sustain any expenses which are reimbursable pursuant to this Agreement, Subdivider agrees to reimburse the Indemnitees for such expenses within a reasonable time, but in no event, exceeding sixty (60) days after receiving written notice from said Indemnitees of having incurred such expenses.

Section V. NOTICE OF CLAIM AGAINST INDEMNITEES. City shall give Subdivider prompt written notice of any claim, action or proceeding regarding the subject matter of this Agreement, and shall cooperate fully in the defense of the claim, action or proceeding. If City fails to promptly notify Subdivider of any claim, action or proceeding against the Indemnitees, or if City fails to cooperate fully in the defense, Subdivider shall not thereafter be responsible to defend, indemnify or hold harmless the City.

Section VI. PARTICIPATION BY CITY. Nothing contained in this Agreement prohibits City from participating in the defense of any claim, action or proceeding.

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Section VII. SETTLEMENT. Subdivider shall not be required to pay or perform any settlement unless the settlement is approved in writing by Subdivider. If City refuses to consent to any lawful settlement or compromise acceptable to Subdivider, Subdivider shall not thereafter be responsible to defend, indemnify or hold harmless City.

Section VIII. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of California and, to the extent that federal law may preempt the applicability of state laws, federal law.

Section IX. AMENDMENTS. This Agreement may not be changed or amended orally but only by an instrument in writing signed by the Party against whom enforcement by the change or amendment is sought.

Section X. SEVERABILITY. Should any non-material provision of this Agreement be held invalid or illegal, such invalidity or illegality shall not invalidate the whole of this Agreement but, rather, the Agreement shall be construed as if it did not contain the invalid or illegal part, and the rights and obligations of the Parties shall be construed and enforced accordingly. The obligations in this Agreement shall not be deemed terminated, modified or limited by any other agreement between City and Subdivider.

Section XI. ATTORNEYS' FEES. If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing Party in such litigation shall be entitled to an award of reasonable attorney's fees, in addition to any other relief to which it may be entitled.

Section XII. NOTICES. All notices, demands, invoices, and written communications shall be in writing and delivered to the following addresses or such other addresses as the Parties may designate by written notice:

To City: City Clerk
City of Glendora
116 E. Foothill Boulevard
Glendora, California 91741

With copy to: ALESHIRE & WYNDER, LLP
3701 Wilshire Boulevard, Suite 725
Los Angeles, California 90010
Danny Aleshire, City Attorney

To Subdivider: Brett Whitehead, President
GLENDORA 39, LLC
c/o BRANDYWINE RESIDENTIAL
2355 Main Street, Suite 220
Irvine, California 92614

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With copy to: BORSTEIN ENTERPRISES
11766 Wilshire Boulevard, Suite 820
Los Angeles, California 90025
Attn: Loren Borstein

Any notice which either Party may desire to give to the other Party must be in writing and may be given (i) by personal delivery (including reputable overnight courier (such as Federal Express, UPS or DHL) which will be deemed received the following day, or (ii) by mailing the same by registered or certified mail, return receipt requested which will be deemed delivered three (3) days after depositing same in the mail, addressed to the party to whom the notice is directed as set forth above or such other address and to such other persons as the parties may hereafter designate in writing.

Section XIII. HEADINGS. The section headings contained in this Agreement are for convenience and identification only and shall not be deemed to limit or define the contents of the sections to which they relate.

Section XIV. NO PRESUMPTION. The Parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the Parties and their attorneys, and this Agreement reflects their mutual agreement regarding the same. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any Party to be the drafter of this Agreement, and therefore no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

Section XV. NO THIRD PARTY BENEFICIARIES. This Agreement is intended to benefit only the Parties hereto and their respective successors and assigns. Neither City nor Subdivider intend to create any third party beneficiary rights in this Agreement in any contractor, subcontractor, member of the general public, or other person or entity.

Section XVI. CONSENT TO JURISDICTION AND VENUE. This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any legal action or proceeding brought to interpret or enforce this Agreement, or which in any way arises out of the Parties' activities undertaken pursuant to this Agreement, shall be filed and prosecuted in the appropriate California State Court in the County of Los Angeles, California. Each Party waives the benefit of any provision of state or federal law providing for a change of venue to any other court or jurisdiction including, without limitation, a change of venue based on the fact that a governmental entity is a party to the action or proceeding, or that a federal right or question is involved or alleged to be involved in the action or proceeding.

Section XVII. ASSISTANCE OF COUNSEL. Each Party to this Agreement warrants to each other Party as that it has had the assistance of counsel in the negotiation of this Agreement, and all related documents.

Section XVIII. QUALIFICATION AND AUTHORITY. Each individual executing this Agreement on behalf of Subdivider represents, warrants and covenants to the City that (a) such person is duly authorized to execute and deliver this Agreement on behalf of Subdivider in

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accordance with authority granted under the organizational documents of such entity, and (b) Subdivider is bound under the terms of this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, the Parties hereto have caused this Indemnity Agreement to be executed the day and year first above written.

CITY:

CITY OF GLENDORA

By: _____
David Fredendall, Mayor

SUBDIVIDER:

GLENDORA 39, LLC
a Delaware limited liability company;
BWB HOUSING VENTURE, LLC, a Delaware limited liability company, its
By: sole member;
BW HOUSING GROUP, LLC, a California limited liability company, its
By: sole member;
BRANDYWINE RESIDENTIAL, a
By: California Corporation, its manager.

ATTEST

By: _____
Kathleen Sessman, MMC, City Clerk

By: Signed by: BRETT WHITEHEAD E7A3F411052A4AC...
Brett Whitehead, President
May 9, 2025 | 1:12 PM PDT

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

By: _____
Danny Aleshire, City Attorney

RECORDING REQUESTED BY:
WHEN RECORDED RETURN TO:

CITY OF GLENDORA
116 E. Foothill Blvd.
Glendora, CA 91741
ATTN: CITY CLERK

Exempt from recording fee, per Government Code § 6103
APN: 8641-014-005, 8641-014-006, 8641-014-039

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SUBDIVISION IMPROVEMENT AGREEMENT FOR

TRACT NO. 84292

between

THE CITY OF GLENDORA,
a municipal corporation,

and

GLENDORA 39, LLC
a Delaware limited liability company

SUBDIVISION IMPROVEMENT AGREEMENT

Tract No. 84292

This Subdivision Improvement Agreement for Tract No. 84292 ("**Agreement**") is entered into as of this __ day of _____, 2025 ("**Effective Date**"), by and between the City of Glendora, a municipal corporation ("**City**") and Glendora 39, LLC, a Delaware limited liability company ("**Developer**"). City and Developer are sometimes referred to herein individually as a "**Party**" and jointly as the "**Parties**."

RECITALS

A. Developer warrants and represents to the City that Developer is the sole owner of the real property located at 723 – 731 East Route 66, Glendora , CA which is the subject of Vesting Tentative Tract Map 84292 ("**Tract No. 84292**" or "**Property**"), legally described as follows:

> TRACT NO. 84292, IN THE CITY OF GLENDORA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, A PROPOSED SUBDIVISION OF PARCEL 1 AS SHOWN ON A RECORD OF SURVEY FILED IN BOOK 80 PAGE 88 OF RECORD OF SURVEYS, TOGETHER WITH A PORTION OF LOT 29 OF JAMES F. WASHBURN'S SUBDIVISION PER MAP RECORDED IN BOOK 42 PAGE 68 OF MISCELLANEOUS RECORDS, BOTH IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

B. Developer has proposed a project consisting of the construction of 39 residential condominium units on one lot with a proposed private driveway and fire lane as required by (i) the Conditions of Approval issued by the City ("**Conditions**") for Vesting Tentative Tract Map No. 84292 and Development Plan Review (Project No. PLN23-0012) as set forth in Resolution CC 2024-44, and (ii) the Project's adopted CEQA Initial Study/Mitigated Negative Declaration and related Mitigation Monitoring Program for the Project.

C. Developer seeks approval of the Final Map for Tract No. 84292 ("**Final Map**") although Developer has not yet completed construction of the on-site and off-site improvements and other obligations required by the Conditions and the Mitigation Monitoring Plan for the site comprising Tract No. 84292 ("**Project**"). The Conditions and the Mitigation Monitoring Plan are collectively referred to as "**Approvals**".

D. Developer agrees that, at the time Developer obtains City approval of the Final Map, there Approvals required for the Project that will not be complete which Developer acknowledges and agrees that Developer remains responsible to complete pursuant to the Approvals despite the City's approval of the Final Map. The incomplete physical improvements are collectively referred to herein as the "**Improvements.**" The Improvements are listed on Exhibit A and more particularly described in the conditions cross-referenced therein. The individual Improvements identified on Exhibit A are each referred to herein as a "**Component**".

E. Developer desires to post security in an amount sufficient to guarantee that the Improvements will be completed pursuant to the Subdivision Map Act. The Parties are entering into this Agreement to ensure that that Developer completes construction of each Component of the Improvements, while allowing Developer to receive approval for the Final Map.

COVENANTS

Based upon the foregoing Recitals, which are incorporated herein by reference, and in consideration of City's approval of the Final Map for the Property, the Developer agrees to timely perform all of its obligations as set forth herein.

Section 1. **Effectiveness; Purpose.** This Agreement shall not be effective unless and until executed by the Parties execute and it is recorded in the Recorder's Office of the County of Los Angeles ("**County Records**") and the City receives and approves all of the required Security Instruments (as defined below). Thereafter, following execution of this Agreement, Developer shall cause the Improvements to be designed, engineered, permitted and constructed. As of the date of recordation of this Agreement, Developer represents and warrants to the City that there are no monetary liens or deeds of trusts ("**Liens**") of record against the Property. If any Liens exist, the Liens must be subordinated to this Agreement.

Section 2. **Public Improvements.** Performance of this Agreement and conveyance of the Improvements and the warranty bonds to the City shall constitute Developer's substantial compliance with the Approvals, satisfying Developer's obligation to construct the Improvements.

Section 3. **Preparation and Approval of Plans and Specifications**. Prior to the Effective Date, Developer has caused plans and specifications (collectively, "**Plans**") to be prepared for the Improvements and the city engineer or other person or entity authorized by the City Council to act as City Engineer ("**City Engineer**") has approved the Plans for the Improvements and has confirmed that the Plans are consistent with the Conditions. Developer shall obtain at its cost all the licenses and permits (collectively, "**Permits**") required by the City or any other governmental agency required for the construction of the Improvements in accordance with the Plans and shall provide copies of approved Plans and documentation of all permits and approvals by any outside agencies to the City Engineer.

Section 4. **Intent of Plans for the Improvements**.

(a) The intent of the Plans is to prescribe the complete Improvements which Developer shall perform or cause to be performed in a manner acceptable to the City Engineer (or his/her designee) and in full compliance with all codes and the terms of this Agreement. Developer shall complete functional and operable Improvements, even though the Plans may not specifically call out all items of work required for the contractor to complete its tasks, incidental appurtenances, materials, and the like. If any omissions are made or information necessary to carry out the full intent and meaning of the Plans, Developer or its contractor shall immediately notify its design engineer who will contact the City Engineer, for furnishing of detailed instructions and approval. In the event of any doubt or question arising regarding the true meaning of any of the Plans, reference shall be made to the City Engineer whose decision thereon shall be final.

(b) All authorized alterations affecting the requirements and information given on the Plans shall be in writing and approved by the City Engineer. The Plans shall be supplemented by such working or shop drawings as are necessary to adequately control the work. Any proposed changes to the Plans shall also be approved by the associated regulatory agency, if required by the City Engineer or other law or regulation, prior to construction per said change. Failure to obtain written approval of said change may result in the demolition and reconstruction of said improvement. Costs of such activities shall be solely borne by Developer.

Section 5. **Defective Work on the Improvements**. Developer shall cause its contractor to repair, reconstruct, replace, or otherwise make acceptable any portion(s) of the Improvements which are found by the City Engineer to be defective as to materials or workmanship within one year following City's acceptance of that Improvement.

Section 6. **No Warranty by City on the Improvements.** The Plans for the Improvements have been prepared by or on behalf of Developer, or its consultants or contractors, and City makes no representation or warranty, express or implied, to Developer or to any other person regarding the adequacy of the Plans or related documents.

Section 7. **Duty of Developer to Construct.** Developer shall construct, or cause the Improvements to be constructed, at Developer's sole cost and expense, in accordance with the Plans. Developer shall perform all of its obligations hereunder and shall conduct all operations with respect to the construction of the Improvements in a good, workmanlike and commercially reasonable manner, with the standard of diligence and care normally employed by duly qualified persons utilizing commercially reasonable efforts in the performance of comparable work and in accordance with generally accepted practices appropriate to the activities undertaken. Developer shall convey title to the completed Improvements to the City promptly upon acceptance of such Improvements by the City, which acceptance shall not be unreasonably withheld or delayed. The estimated construction cost for the Improvements is **One Million One Hundred Nine Thousand Fifty-Three Dollars ($1,109,953).**

Section 8. **Construction Requirements.**

(a) **Prevailing Wages**. Developer shall be responsible for causing all contractors and subcontractors performing any work on the Improvements to comply with all applicable federal and state labor standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor. With respect to any work subject to the requirement to pay prevailing wages, Developer shall require, and the specifications and contract documents shall require, all contractors, subcontractors, vendors, equipment operators and owner operators, as applicable, to the extent such individuals or entities are engaged to perform work on the Improvements, to pay at least general prevailing wage rates to all workers employed in the execution of the contract, to post a copy of the general prevailing wage rates at the job-site in a conspicuous place available to all employees and applicants for employment, and to otherwise comply with applicable provisions of the California Labor Code, Government Code, and the Public Contracts Code relating to general prevailing wage rates as required by the Plans. Developer expressly agrees to indemnify, defend, and hold the City, its elected officials, employees and agents (with attorneys selected by the City)

free and harmless from any claims, penalties, or liabilities arising out of any failure or alleged failure to comply with prevailing wage laws.

(b) Contractor Insurance. Developer shall require each contractor and subcontractor, to the extent such individual or entity is engaged to perform work on the Improvements, to provide proof of insurance coverage satisfying the requirements of Section 15 below throughout the term of the construction of the Improvements. Rather than requiring its contractors to provide such insurance, Developer may elect to provide the same for the benefit of its contractors. Similarly, each contractor may elect to provide the same for the benefit of its subcontractors.

(c) Contractor Compliance. Developer shall comply, and shall cause each contractor, subcontractor, vendor, or equipment operator, to the extent such individual or entity is engaged to perform work on the Improvements, to comply with such other requirements relating to the construction of the Improvements as City may impose by written notification delivered to Developer, to the extent legally required as a result of changes in applicable federal, state or City laws, rules or procedures.

(d) Certified Payroll. With respect to any Improvements which require the payment of prevailing wages, Developer shall require, and the specifications and bid and contract documents shall require, all contractors, subcontractors, vendors, equipment operators and owner operators, in each such case to the extent such individuals or entities are engaged to perform work on the Improvements subject to prevailing wage requirements, to submit certified weekly payroll records to City Engineer promptly upon request and to furnish electronic certified payroll records to the Labor Commissioner.

(e) Licensed Contractors. Developer shall cause all of the Improvements to be constructed by contractors and subcontractors with valid California Contractors' licenses for the type of work being performed. Developer shall provide proof to the City Engineer, at such intervals and in such form as the City Engineer may require, that the foregoing requirements have been satisfied as to the Improvements.

Section 9. Cost of Construction.

(a) Developer Responsible for All Costs of Construction of the Improvements. Developer shall be responsible for payment of all costs incurred for construction and installation of the Improvements.

(b) Payment to City for Cost of Related Inspection and Engineering Services for the Improvements. Developer shall compensate City for all of City's costs reasonably incurred in having its authorized representative make the usual and customary inspections of the Improvements. In addition, Developer shall compensate City for all design, plan check, and evaluation of any proposed or agreed-upon changes in the work. The procedures for deposit and payment of such fees shall be as established by the City Council. In no event shall Developer be entitled to additional inspections or a final inspection and acceptance of any of the Improvements until all City fees and charges have been fully paid, including without limitation, charges for applicable penalties and additional required inspections.

Section 10. Modifications to the Estimated Cost.

(a) The cost of construction of any Component shall not exceed the amounts shown in Exhibit B by more than five percent (5%) without Developer delivering written notice to the City Engineer. If during the course of construction of the Improvements, Developer is presented with a change order or set of change orders that would increase the construction cost of any Component secured by a bond by more than fifteen percent (15%), Developer must receive the approval of City Engineer before approving the change order(s) and the City Engineer may request a corresponding increase in the amount of the bonds for such Component. In no instance shall the total construction costs for any one Component or all of the Components collectively, including any change orders, exceed the estimated construction costs shown for any one Component or all of the Components, respectively, in Exhibit B ("**Estimated Costs**") plus fifteen percent (15%) without the City Engineer's approval. Hence, prior to approving any change order which would increase the construction cost of any one or all of the Components by more than fifteen percent (15%) over the total amount listed on Exhibit B, Developer shall request that the City Engineer approve of this change.

(b) The City Engineer may demand, and Developer will comply with, an increase in the bond coverage to reflect the increased costs for constructing any of the Components to ensure adequate bonds are in place. To the extent such estimated costs exceed the Estimated Costs included on Exhibit B for such Component of the Improvements, the bonds applicable to such Component shall be increased by the difference.

Section 11. Inspection; Completion of Construction; Final Acceptance.

(a) The City Engineer shall have responsibility for inspecting the construction of the Improvements to ensure that the construction is accomplished in accordance with the Plans approved by the City Engineer. City personnel shall have access to the construction site / Property at all reasonable times for the purpose of accomplishing such an inspection.

(b) After Developer's contractor has completed a Component of the Improvements, Developer shall request a final inspection of such work. If items are found by the inspector or the civil engineer to be incomplete or not in compliance with this Agreement or any of the requirements contained or referenced herein, City will inform Developer of such items. After the contractor has completed these items, the procedure shall then be the same as specified above for the contractor's initial request for final inspection.

(c) No inspection or acceptance pertaining to specific parts of a Component shall be construed as final acceptance of any part until the overall final acceptance of a Component is made by the City. Final acceptance shall not constitute a waiver by City of defective work subsequently discovered.

(d) Upon completion of the Improvements and final acceptance by the City, Developer shall promptly file with the Glendora City Clerk a Notice of Completion.

(e) Each Component may be completed by Developer at different times and the City agrees that it shall inspect and accept each Component (and release the bonds for each

such Component) individually upon completion thereof by Developer, without a requirement for completion of all of the Components.

Section 12. Continuous Work on the Improvements. After commencement of construction on one of the Improvements, Developer shall cause such work to be diligently pursued to completion and shall not abandon the work for a consecutive period or more than sixty (60) days, events of Force Majeure excepted.

(a) Force Majeure. Notwithstanding the provisions of this Section above, Developer's time for commencement and completion of the Improvements shall be extended for the period of any enforced delay due to circumstances beyond the control and without the fault of Developer ("**Force Majeure**"), including, to the extent applicable, adverse weather conditions, flood, earthquakes, strikes, lockouts, acts of God, enemy action, civil commotion, fire or other casualty, failure or inability to secure materials or labor by reason of priority or similar regulations or order of any governmental or regulatory body, and similar causes. With respect to any claim for Force Majeure, such claim shall be deemed timely made if written notice of a Force Majeure event is given to the other Party: (i) with respect to Force Majeure claimed as a result of a physical condition, within five (5) days of the commencement of the grounds for the claim to a right to extend its time for performance hereunder, (ii) with respect to all other Force Majeure claimed, within six (6) months of the commencement of the grounds for the claim to a right to extend its time for performance hereunder, or (iii) within such other time period as may be accepted by the other Party in its sole discretion. The City Manager shall evaluate and approve or deny all claims to Force Majeure made by Developer and the decision of the City Manager shall be final.

Section 13. Maintenance of Facilities Prior to Acceptance; Warranties. Developer shall maintain the Improvements in good and safe condition until their acceptance by City. Prior to the acceptance of each Component, which shall not be unreasonably withheld or delayed by the City following completion of such Component, Developer shall be responsible for maintaining the Improvements comprising such Component in proper operating condition and shall perform such maintenance as the City Engineer reasonably determines to be necessary. As of the date of acceptance of each Component of the Improvements, Developer shall assign to City all of Developer's rights in any warranties, guarantees, maintenance obligations or other evidence of contingent obligations of third persons with respect to such Component.

Section 14. Security.

(a) Required Security for Construction.

(i) Prior to execution of this Agreement, Developer shall furnish to City the following bonds or letters of credit ("**Security Instruments**") in the amounts and under the terms set forth below. The amount of the Security Instruments shall be based on the City Engineer's approval of Developer's approximation of the actual cost to construct the Improvements assuming that the Improvements require the payment of prevailing wages. The estimated costs for construction of the Improvements are listed on Exhibit B ("**Estimated Costs**"). If City determines, in its sole and absolute discretion, that the Estimated Costs have changed, Developer shall adjust the Security Instruments in the amount requested by City. Developer's

compliance with this provision (Section 14) shall in no way limit or modify Developer's indemnification obligations provided in this Agreement.

(A) As to each Component or group of Components, Developer shall provide a Security Instrument securing Developer's faithful performance of such Component(s) of the Improvements ("**Performance Bond**"), in the total amount of the Estimated Costs. The Performance Bond(s) shall be in the form attached hereto as Exhibit D.

(B) As to each Component or group of Components, Developer shall provide a Security Instrument guaranteeing the payment to contractors, subcontractors, and other persons furnishing labor, materials, and/or equipment ("**Payments Bond**") with respect to such Component(s) in a total amount equal to one hundred percent (100%) of the Estimated Costs described on Exhibit B. The Payment Bond(s) shall be in the form attached as Exhibit E.

This Agreement shall not be effective for any purpose until Security Instruments for construction are supplied to and approved by City in accordance herewith.

(ii) Required Security Instruments for Maintenance and Warranty of the Improvements. Prior to the City Council's acceptance of a Component of the Improvements and recordation of a Notice of Completion, Developer shall deliver a Security Instrument warranting the work accepted for a period of one (1) year following said acceptance ("**Warranty Bond**"), in the amount not less than one hundred (100%) of the Estimated Costs for all of the Components, or, as to any Component, the amount equal to of the Estimated Costs for such Component listed on Exhibit B, or the amount that is one hundred (100%) of the actual construction costs for the Improvements.

(b) Form of Security Instruments. All Security Instruments shall be in the amounts required under Section 14(a), shall meet the following minimum requirements and otherwise shall be in a form provided by City or otherwise approved by the City Attorney:

(i) Bonds. All bonds must be issued and executed by an insurance company authorized to transact surety business in the State of California. Any insurance company acting as surety shall have a minimum rating of A or better according to the most recent Best Rating Guide or the Key Rating Guide and only if they are of a financial category Class VII or better. Developer and its surety stipulate and agree that no change, extension of time, alteration, or addition to the terms of this Agreement, the Improvements or any Component thereof, or the plans and specifications for the Improvements shall in any way affect its obligation on the Security Instruments.

(ii) General Requirements for all Security Instruments.

(A) Payments under any Security Instruments shall be required to be made (and, with respect to bonds, litigation shall be required to be instituted and maintained) in the County of Los Angeles, State of California (and the Security Instrument shall so provide).

(B) Each Security Instrument shall have a minimum term of one (1) year after the deadline for Developer's completing the Improvements as evidenced by

the Notice of Completion.

(C) Each Security Instrument shall provide that changes may be made to the Improvements or any Component pursuant to the terms of this Agreement without notice to any issuer or surety and without affecting the obligations under such Security Instrument.

(c) Developer's Liability. While no action of Developer shall be required for City to realize on its security under any Security Instrument, Developer agrees to cooperate with City to facilitate City's realization under any Security Instrument, and to take no action to prevent City from such realization of any Security Instrument. Notwithstanding the giving of any Security Instrument or the subsequent expiration of any Security Instrument or any failure by any surety or financial institution to perform its obligations with respect thereto, Developer shall be liable for performance under this Agreement and for payment of the reasonable cost of the labor and materials for the improvements required to be constructed or installed hereby and shall, within ten (10) days after receipt of a written demand, deliver to City such substitute security as City shall require satisfying the requirements in this Section 14.

(d) Release of Security Instruments.

(i) City shall release, or partially release as applicable, the Performance Bond and Payment Bond in accordance with the requirements of Government Code Section 66499.7 or within any earlier time period required hereby when all of the following have occurred as to any Component of the Improvements:

(A) Developer has made written request for release and provided evidence of satisfaction of all other requirements in this Section 14(d);

(B) the Improvements associated with such Component have been accepted by the City Engineer or the City Council, which acceptance shall not be unreasonably withheld or delayed; provided that roadway, utility and park Improvements shall be deemed accepted by the City upon (1) inspection by the City Engineer and approval by the City Council which shall not be unreasonably withheld or delayed and (2) either (x) commencement of operation of such Improvements by the City, any water district or other special district or (y) use of such Improvements by the public.

(C) Developer has delivered the Warranty Bond with respect to such Component; and

(D) subject to the following sentences after passage of the time within which lien claims are required to be made pursuant to applicable laws, if lien claims have been timely filed with respect to such Component, City shall hold the Payment Bond until such claims have been resolved, Developer has provided a statutory bond, or otherwise as required by applicable law.

City shall release the Warranty Bond upon Developer's written request upon the expiration of the warranty period provided no claims are outstanding at that time regarding defective work.

Section 15. **Insurance Requirements.** Without limiting or diminishing Developer's obligation to indemnify or hold City harmless, Developer shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement. The required proof of insurance must be provided to and approved by the City prior to the commencement of construction of the Improvements.

(a) Commercial General Liability. Developer shall maintain a policy of commercial general liability insurance to protect said Developer, its contractors and subcontractors and the City and its officers, agents and employees ("**City Parties**") against loss from liability imposed by law, for damages on account of bodily injury, including death resulting therefrom suffered or alleged to have been suffered by any person or persons, other than employees, resulting directly or indirectly from the performance or execution of this contract or any subcontract thereunder, and also to protect Developer and contractor and the City and its parties against loss from liability imposed by law, for damage to any property, caused directly or indirectly by the performance and execution of this contract or of any subcontract related to the construction or maintenance of the Improvements. Said general liability insurance shall be maintained by Developer in full force and effect during the entire period of performance under this contract in the amount of not less than Two Million Dollars ($2,000,000) per occurrence and no less than Four Million Dollars ($4,000,000) general aggregate. The City of Glendora and its officers, agents and employees shall be named as **"Additional Insureds"** on Developer's general liability insurance policies. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits.

(b) Vehicle Liability. Developer shall maintain liability insurance for all owned, non-owned, leased or hired vehicles in an amount not less than One Million Dollars ($1,000,000) per occurrence, combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or be no less than two times the occurrence limit. This policy shall name by endorsement the City, its officers, employees, agents and representatives as additional insureds.

(c) Worker's Compensation Insurance. Developer shall maintain a policy of workers' compensation insurance on a state approved policy form providing statutory benefits as required under the laws of the State of California for all labor employed by him or by any contractor or subcontractor under him who may come within the protection of such workers' compensation insurance laws. At the time of execution of the contract agreement, Developer must provide the City with proof of Developer's and/or contractor's and/or subcontractor's workers' compensation insurance with employer's liability limits in an amount not less than One Million Dollars ($1,000,000).

(d) Builder's Risk. Developer shall procure and shall maintain in force "all risks" builder's risk insurance including vandalism and malicious mischief, covering improvements in place and all material and equipment at the job site furnished under contract, but excluding contractor's, subcontractor's, and construction manager's tools and equipment and property owned by contractor's or subcontractor's employees, with limits in accordance with subsection (a) above.

All of the above policies of insurance shall be primary insurance and not contributing with any other insurance available to the City under any third party liability. The general liability policy shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Developer shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with these requirements to the City Engineer.

Developer must require all contractors and subcontractors to maintain the same policies of insurance that Developer is required to maintain pursuant to this Agreement. Developer shall not allow any contractors or subcontractor to commence work on this contract until all similar insurance and bonds required of the subcontractor have been obtained.

Section 16. **Representations, Warranties, and Covenants of Developer**. Developer makes the following representations, warranties and covenants for the benefit of City as of the date hereof:

(a) Organization. Developer represents and warrants that Developer is a California limited partnership duly organized and validly existing under the laws of the State of California, is in good standing under the laws of the State, and has the power and authority to own its properties and assets and to carry on its business as now being conducted and as now contemplated.

(b) Authority. Developer represents and warrants that Developer has the power and authority to enter into this Agreement and that once this Agreement has been executed and delivered to City that this Agreement has been duly and validly executed and delivered on behalf of Developer.

(c) Binding Obligation. Developer represents and warrants that this Agreement is a valid and binding obligation of Developer and is enforceable against Developer in accordance with its terms, subject to bankruptcy, insolvency, reorganization or other similar laws affecting the enforcement of creditors' rights in general and by general equity principles.

(d) Completion of Improvements. Developer covenants that it will use commercially reasonable efforts to cause the Improvements to be completed in accordance with this Agreement.

(e) Compliance with Laws. Developer covenants that, while the Improvements are owned by Developer or required pursuant to this Agreement to be maintained by Developer, it will not commit, suffer or permit any of its agents, employees or contractors to commit any act to be done in, upon or to the Improvements in violation in any material respect of any law, ordinance, rule, regulation or order of any governmental authority or any covenant, condition or restriction now or hereafter affecting the Property or the Improvements.

Section 17. **Indemnification.** Developer agrees to protect, indemnify, defend and hold City and its officers, employees and agents, and each of them, harmless from and against any and all claims, losses, expenses, suits, actions, decrees, judgments, awards, attorneys' fees and court costs which City or its officers, employees and agents may suffer or which may be sought against or recovered or obtained from City, or its respective officers, employees or agents as a result of, by reason of, arising out of or in consequence of (a) the construction or installation of the Improvements; (b) the untruth or inaccuracy of any representation or warranty made by Developer in this Agreement or in any certifications delivered by Developer hereunder; (c) Developer's failure to perform the construction of the Improvements or to convey the Improvements to the City in accordance with the requirements of this Agreement; or (d) any act or omission of Developer or any of its contractors or subcontractors or their respective officers, employees or agents, in connection with the Improvements. If Developer fails to do so, City shall have the right, but not the obligation, to defend the same and charge all of the direct and incidental costs of such defense, including any attorneys' fees or court costs, to and recover the same from Developer. Such indemnity shall not extend to any loss resulting from the City's breach of this Agreement or from the City's negligence or willful misconduct. The indemnity in this section shall not supersede or replace any other indemnity obligation by Developer to City.

Section 18. **Developer as a Private Developer.** In performing under this Agreement, it is mutually understood that Developer is acting as a private developer and not as an agent of City. City shall have no responsibility for payment to any contractor, subcontractor or supplier of Developer. Accordingly, this Agreement does not constitute a debt or liability of City. City shall not be obligated to advance or otherwise expend any of its own funds or pay any costs incurred in connection with the Project. Moreover, no official, employee or agent of City shall be personally liable to Developer, or any successor in interest, in the event of any default or breach by City or for any amount which may become due to Developer or its successors or on any obligations under the terms of this Agreement.

Section 19. **Right-of-Way.**

(a) Should any right-of-way be necessary for the construction and maintenance of the Improvements across the Property owned by Developer, or its successors or assigns, Developer shall dedicate such right-of-way to the City, or its designee, at no cost to the City on a form reasonably acceptable to City. If for purposes of construction of any of the Improvements, an interest in, including without limitation, a right-of-way or easement, is required across real property not owned by Developer ("**Required ROW**"), Developer's only responsibility to bond for and construct such Components of the Improvements shall be as set forth in this Section. Developer shall use commercially reasonable efforts to acquire the Required ROW from the then-current owners at a reasonable cost. If Developer is unable to acquire all or any portion of the Required ROW, Developer shall notify the City in writing ("**ROW Notice**") that it is unable to acquire such property or entry rights. As to any Required ROW, the City shall have a six (6) month period from its receipt of the ROW Notice in which to determine, in its sole discretion, whether to acquire the Required ROW through exercise of its powers of eminent domain. Evidence of its determination to exercise such powers shall be in the form of a resolution of necessity adopted by the City Council ("**Resolution of Necessity**").

(b) Nothing in this Agreement shall impose any requirement upon the City to acquire the Required ROW; however, if the City Council fails to approve a Resolution of Necessity to acquire the Required ROW within six (6) months of receipt of the ROW Notice, then in accordance with the provisions of Government Code Section 66462.5(b), the obligation of Developer to construct Improvements otherwise required to be constructed by this Agreement thereon shall be waived, and City shall promptly release the Security Instruments to the extent securing Improvements otherwise required to be performed upon the Required ROW. If the City does consider and adopt a Resolution of Necessity and diligently pursues acquisition of any Required ROW, Developer shall be required to fund all costs incurred by the City in connection with the acquisition of the Required ROW and, if the Required ROW is obtained, Developer will fulfill its obligation to construct the Improvements upon the Required ROW and the Security Instruments with respect to such Components of the Improvements to be constructed thereon shall remain in effect for a period of three years from the date of the Resolution of Necessity in the amount of the Estimated Cost to complete such Improvements upon the Required ROW.

(c) If at the expiration of the three (3) year period (a) the City has not acquired the Required ROW and the City is not then involved in litigation to acquire the Required ROW or (b) the City has determined not to pursue or has ceased to diligently pursue the action authorized by the Resolution of Necessity, then in accordance with the provisions of Government Code Section 66462.5, the obligation of Developer to construct Improvements otherwise required to be constructed by this Agreement thereon shall be waived, and City shall promptly release the Security Instruments to the extent securing Components of the Improvements otherwise required to be performed upon such Required ROW.

Section 20. **Final Map Approval; Conditions**. Nothing herein shall relieve Developer from complying with all other Conditions, Mitigation Measures, or other requirements for the Project.

Section 21. **Time for Construction of the Improvements.**

(a) Commencement and Completion Dates for the Improvements. Developer shall (i) commence with construction and installation of the Improvement not less than thirty (30) months following City's approval of the Tentative Tract Map ("**Commencement Date**"); and (ii) complete or cause to be completed all of the Improvements two (2) years after the Commencement Date, subject to (i) extensions of time for Force Majeure delay, (ii) extensions to the extent required to address the City's phasing requirements as described in Section 21(b) below, and (iii) to such additional extensions of time as may be granted upon mutual agreement of the City Engineer and Developer, in writing.

(b) Phasing Requirements for the Improvements. City reserves the right to control and regulate the phasing of completion of specific portions of the Improvements as required to comply with applicable City ordinances, regulations, and rules relating to the timely provision of public services and facilities.

Section 22. **Default.**

(a) Remedies Not Exclusive. In any case where this Agreement provides

a specific remedy to City for a default by Developer hereunder, such remedy shall be in addition to, and not exclusive of, City's right to pursue any other administrative, legal, or equitable remedy to which it may by entitled.

(b) Default. No Party shall be in default hereunder unless it shall fail to perform any work required to be performed under this Agreement within the time period required hereby and such failure shall continue for a period of twenty (20) days after receipt of written notice of default from the other Party; provided, however, that if a longer period is reasonably required to perform the act for which a default is claimed, the non-defaulting Party shall refrain from taking any legal or equitable action so long as the defaulting Party begins to cure such default within the twenty (20) day period and diligently and continuously pursues such cure to completion.

(c) City Right to Perform Work. In addition to whatever other rights or remedies it may have for Developer's default hereunder, in the event Developer shall fail to timely perform any work required to be performed under this Agreement and such failure shall continue for the period of time specified in Section 22(b), City shall have the right to enter into the Property and perform any of the uncompleted work by force account or contract or both and thereupon recover from Developer or any Security Instrument, or both, the full reasonable cost and expense thereby incurred by City.

(d) Attorney's Fees and Costs. In the event that Developer fails to perform any obligation under this Agreement, Developer agrees to pay all reasonable costs and expenses incurred by City in securing performance of such obligations, including reasonable costs of suit and reasonable attorney's fees. In the event of any dispute arising out of Developer's performance of its obligations under this Agreement or under any of the Security Instruments referenced herein, the prevailing Party in such action, in addition to any other relief which may be granted, shall be entitled to recover its reasonable attorney's fees and costs. Such attorney's fees and cost shall include fees and costs on any appeal, and in addition a Party entitled to attorney's fees and costs shall be entitled to all other reasonable costs incurred in investigating such action, taking depositions and discovery, retaining expert witnesses, and all other necessary and related reasonable costs with respect to the litigation. All such fees and costs shall be deemed to have accrued on commencement of the action and shall be enforceable whether or not the action is prosecuted to judgment.

Section 23. RESERVED

Section 24. General Provisions.

(a) Relationship Between the Parties. The Parties hereby mutually agree that this Agreement shall not operate to create the relationship of partnership, joint venture, or agency between City and Developer.

(b) Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

(c) Cooperation; Further Acts. The Parties shall fully cooperate with

one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate, or convenient to attain the purposes of this Agreement.

(d) Construction; References; Captions. It being agreed the Parties or their agents have participated in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days, or period for performance shall be deemed calendar days and not work days. All references to Developer include all personnel, employees, agents, successors, assigns and subcontractors of Developer, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

(e) Notices. All notices, demands, invoices, and written communications shall be in writing and delivered to the following addresses or such other addresses as the Parties may designate by written notice:

City:	City of Glendora 116 E. Foothill Blvd. Glendora, California 91741 Adam Raymond, City Manager
with a copy to:	ALESHIRE & WYNDER, LLP 3701 Wilshire Boulevard, Suite 725 Los Angeles, California 90010 Danny Aleshire, City Attorney
Developer:	GLENDORA 39, LLC c/o BRANDYWINE RESIDENTIAL 2355 Main Street, Suite 220 Irvine, California 92614 Attn: Brett Whitehead, President
with a copy to:	BORSTEIN ENTERPRISES 11766 Wilshire Boulevard, Suite 820 Los Angeles, California 90025 Attention: Loren Borstein

Any notice which either Party may desire to give to the other Party must be in writing and may be given (i) by personal delivery, including reputable overnight courier (such as Federal Express, UPS or DHL), which will be deemed received the following day, or (ii) by mailing the same by registered or certified mail, return receipt requested which will be deemed delivered three (3) days after depositing same in the mail, addressed to the Party to whom the notice is directed as set forth above or such other address and to such other persons as the Parties may hereafter designate in writing.

(f) Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

(g) Waiver. City's failure to insist upon strict compliance with any provision of this Agreement or to exercise any right or privilege provided herein, or City's waiver of any breach of this Agreement, shall not relieve Developer of any of its obligations under this Agreement, whether of the same or similar type. The foregoing shall be true whether City's actions are intentional or unintentional. Developer agrees to waive, as a defense, counterclaim or set off, any and all defects, irregularities or deficiencies in the authorization or execution of this Agreement, as well as the laws, rules, regulations, ordinances or resolutions of City with regards to the authorization or execution of this Agreement.

(h) Binding Effect. Each and all of the covenants and conditions shall be binding on and shall inure to the benefit of the Parties, and their successors, heirs, personal representatives, or assigns. This Section shall not be construed as an authorization for any Party to assign any right or obligation.

(i) No Third Party Beneficiaries. This Agreement is intended to benefit only the Parties hereto and their respective successors and assigns. Neither City nor Developer intend to create any third party beneficiary rights in this Agreement in any contractor, subcontractor, member of the general public, or other person or entity.

(j) Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

(k) Consent to Jurisdiction and Venue. This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any legal action or proceeding brought to interpret or enforce this Agreement, or which in any way arises out of the Parties' activities undertaken pursuant to this Agreement, shall be filed and prosecuted in the appropriate California State Court in the County of Los Angeles, California. Each Party waives the benefit of any provision of state or federal law providing for a change of venue to any other court or jurisdiction including, without limitation, a change of venue based on the fact that a governmental entity is a party to the action or proceeding, or that a federal right or question is involved or alleged to be involved in the action or proceeding.

(l) Attorneys' Fees and Costs. If any arbitration, lawsuit, or other legal action or proceeding is brought by one Party against the other Party in connection with this Agreement or the Property, the prevailing Party, whether by final judgment or arbitration award, shall be entitled to and recover from the other Party all costs and expenses incurred by the prevailing Party, including actual attorneys' fees. This section shall survive the termination or expiration of this Agreement.

(m) Counterparts. This Agreement may be executed in counterpart originals, which taken together, shall constitute one and the same instrument.

(n) Successors and Assigns; Assignment. This Agreement shall run with the land and shall be binding upon successors and assigns of Developer owning all or any portion of the Property; provided that this Agreement shall in no event be binding upon individual members of the home-buying public owning homes within the Project. Developer shall have the right, subject to the written consent of the City, which shall not be unreasonably withheld or delayed, to assign this Agreement in connection with its sale of all or a portion of the Project to such entity, provided that (a) it shall not be reasonable for the City to withhold its consent if, among other things, the proposed assignment is to a homebuilder with the financial capacity and experience to obtain the bonds and construct the Improvements required by this Agreement and which is proposing home construction of similar quality to that proposed by Developer, and (b) the assignee assumes all obligations under this Agreement and any other agreement between City and Developer by executing a document reasonably satisfactory to City.

(o) Liability of Developer. No partner, employee or agent of Developer shall be personally liable to City or any successor in interest, in the event of any default or breach by Developer or for any amount which may become due to City or its successors or on any obligations under the terms of this Agreement.

(p) Non-discrimination. No consultant, contractor or subcontractor involved with constructing any of the Improvements shall discriminate against any employee or prospective employee with respect to such work in hiring, promotion, seniority, or any other terms and conditions of employment on the grounds of race, creed, color, national origin, ancestry, religion, sex, or marital status.

(q) Qualification and Authority. Each individual executing this Agreement on behalf of Developer represents, warrants and covenants to the City that (a) such person is duly authorized to execute and deliver this Agreement on behalf of Developer in accordance with authority granted under the organizational documents of such entity, and (b) Developer is bound under the terms of this Agreement.

(r) Exhibits. Exhibits A, B, C and D attached hereto are incorporated herein by reference.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this Subdivision Improvement Agreement of the date set forth above.

CITY:

CITY OF GLENDORA

By: _____
David Fredendall, Mayor

ATTEST

By: _____
Kathleen Sessman, MMC, City Clerk

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

By: _____
Danny Aleshire, City Attorney

DEVELOPER:

GLENDORA 39, LLC
a Delaware limited liability company;

By: BWB HOUSING VENTURE, LLC, a Delaware limited liability company, its sole member;

By: BW HOUSING GROUP, LLC, a California limited liability company, its sole member;

By BRANDYWINE RESIDENTIAL, a California corporation, its manager.

By: _____
Brett Whitehead, President

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On _____, 2024 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER

_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED
☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____

_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))

_____

_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

On May 8, 2025 before me, Sandra L. Zundell, Notary Public
(insert name and title of the officer)

personally appeared Brett Whitehead,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SANDRA L. ZUNDELL
Notary Public - California
Orange County
Commission # 2439298
My Comm. Expires Mar 26, 2027

Signature Sandra L Zundell (Seal)

EXHIBIT A
IMPROVEMENTS

Description	Components
Grading and Drainage Improvements	Grading and Drainage Improvements
Street Improvements (Route 66)	Concrete curbs, gutters, driveways, and sidewalks. Asphalt Paving and Base. Parkway improvements.
Sewer Improvements	Mainline sewer, lateral house connections, maintenance holes
Water Improvements	Water mains, fire hydrants, valves and fittings, meter and backflow device
Utility Improvements	Southern California Edison (SCE) electric facilities and line installation, Frontier telecom line installation, and Charter cable tv line installation

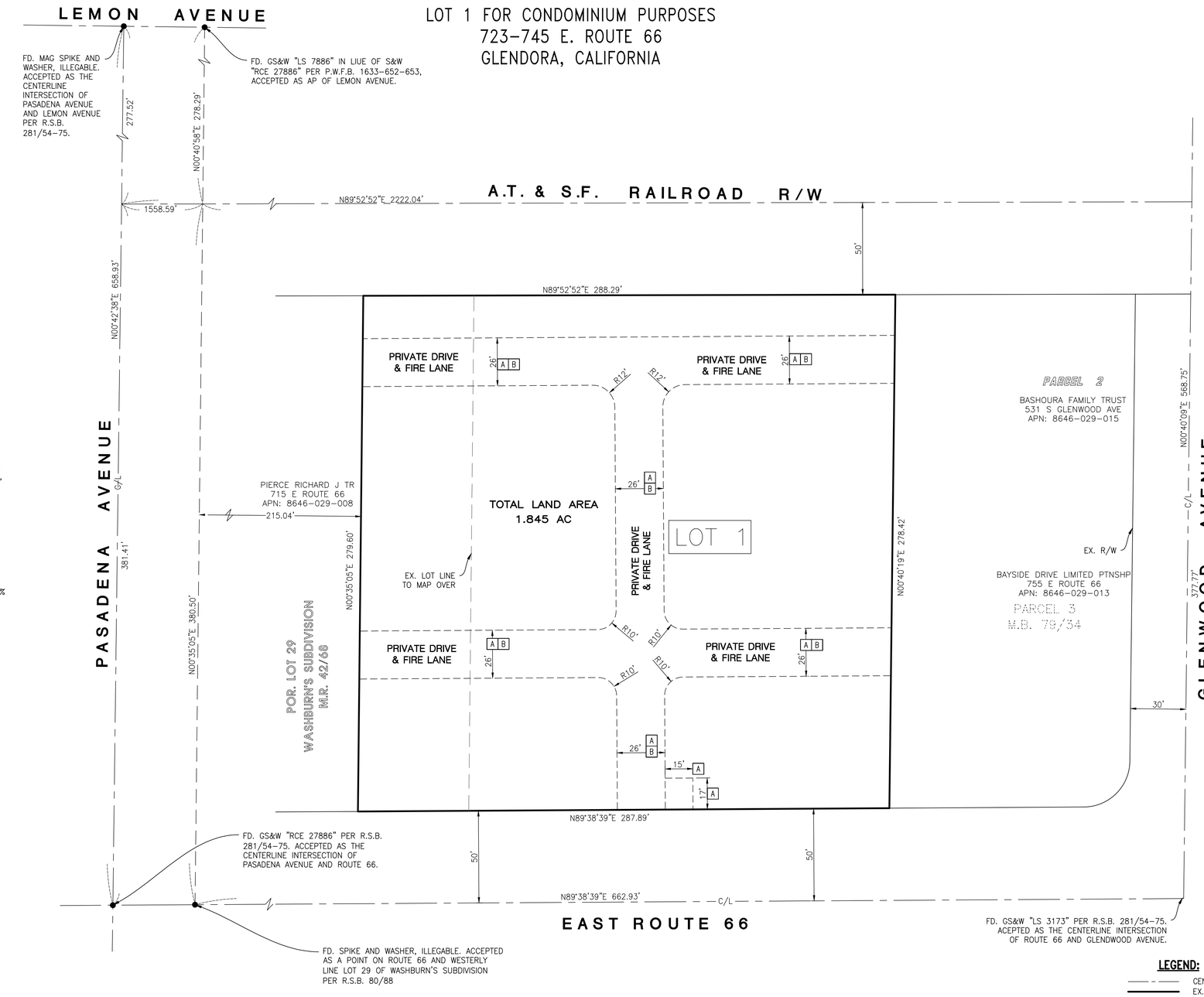
EXHIBIT B

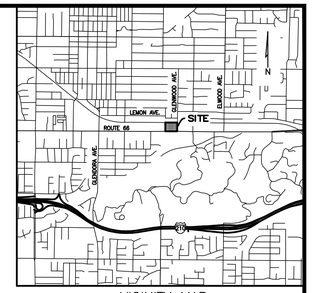
ESTIMATED IMPROVEMENT CONSTRUCTION COSTS

Improvement Type	Estimated Improvement Cost
Grading and Drainage Improvements	$304,700
Street Improvements	$110,000
Sewer Improvements	$313,500
Water Improvements	$225,030
Utility Improvements	$156,723
Total:	**$1,109,953**

VTTM NO. 84292

LOT 1 FOR CONDOMINIUM PURPOSES
723-745 E. ROUTE 66
GLENDORA, CALIFORNIA





VICINITY MAP
1"=200'

TITLE INFORMATION:

THE FOLLOWING TITLE INFORMATION WAS DERIVED FROM A PRELIMINARY REPORT ISSUED BY FIRST AMERICAN TITLE COMPANY, ORDER NO.: OSA-6933916 DATED AUGUST 1, 2023 AT 7:30 A.M.

(#) DENOTES PLOTTED ITEM.

4 AN EASEMENT FOR PIPE LINE AND INCIDENTAL PURPOSES, RECORDED DECEMBER 12, 1945 AS BOOK 22617, PAGE 22 OF OFFICIAL RECORDS. IN FAVOR OF: MABELLE H. CHARKBERLAIN, ET AL.
(THE LOCATION OF SAID EASEMENT IS INDETERMINATE FROM RECORD)

VESTED OWNER:

SVPP PROPERTIES, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

LEGAL DESCRIPTION:

REAL PROPERTY IN THE CITY OF GLENDORA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL 1: (APN: 8646-029-009)
THE EASTERLY 60 FEET OF THE WESTERLY 275 FEET OF LOT 29 OF JAMES F. WASHBURN'S SUBDIVISION OF THE NORTHWEST QUARTER OF SECTION 32, TOWNSHIP 1 NORTH, RANGE 9 WEST, SAN BERNARDINO MERIDIAN, IN THE CITY OF GLENDORA, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 42 PAGE 68 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THEREFROM ANY PORTION INCLUDED WITHIN THE BOUNDARY LINES OF A STREET.

PARCEL 2: (APN: 8646-029-014)
PARCEL 1, IN THE CITY OF GLENDORA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS SHOWN ON A RECORD OF SURVEY FILED IN BOOK 80 PAGE 88 OF RECORD OF SURVEYS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

DATUM STATEMENT

ALL COORDINATES SHOWN HEREON ARE GRID VALUES BASED ON THE CALIFORNIA COORDINATE SYSTEM OF 1983, CCS83, ZONE 5, (2017.50 EPOCH), IN ACCORDANCE WITH THE CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 8801-8819. ALL DISTANCES SHOWN HEREON ARE GROUND VALUES IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED. A COMBINATION SCALE FACTOR OF 0.99994832 WAS USED FOR THIS PROJECT AT NORTHING 1869547.536, EASTING 6605927.963. TO OBTAIN GRID DISTANCES, MULTIPLY GROUND DISTANCES BY THE COMBINATION SCALE FACTOR.

STA	NORTHING	EASTING
AZU1:	1868258.225	6592997.736
LORS:	1870992.789	6636093.050

BASIS OF BEARINGS

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING NORTH 86°22'09.2" EAST BETWEEN CALIFORNIA SPATIAL REFERENCE CENTER, CSRC, CONTINUOUSLY OPERATING REFERENCE STATIONS, CORS, "AZU1" AND "LORS".

BENCHMARK STATEMENT:

COUNTY OF LOS ANGELES BENCHMARK NO. NG3462
ELEV: 770.810 (NAVD88)
DESCRIBED AS: L&BN IN S CB 1FT E/O BCR @ SE COR ALOSTA AVE & LE MAR PARK DR (LEVELED 2013).

FLOOD NOTE:

THE SUBJECT PROPERTY FALLS WITHIN "ZONE X – AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN" PER FEMA MAP NO. 06037C1440F, A PRINTED PANEL, EFFECTIVE SEPTEMBER 26, 2008.

PROPOSED EASEMENTS:

A INDICATES A NON-EXCLUSIVE EASEMENT FOR PUBLIC UTILITY AND INCIDENTAL PURPOSE DEDICATED TO THE CITY OF GLENDORA.

B PROPOSED EASEMENT FOR EMERGENCY VEHICLE ACCESS TO THE CITY OF GLENDORA.

OWNER

SVPP PROPERTIES
610 NORTH SANTA ANITA AVENUE
ARCADIA, CA 91006

DEVELOPER/SUBDIVIDER

BRANDYWINE HOMES
2355 MAIN STREET, SUITE 220
IRVINE, CA 92614
(949) 392-2078
CHRIS COURTNEY

CIVIL ENGINEER:

C&V CONSULTING, INC.
9830 IRVINE CENTER DRIVE
IRVINE, CA 92618
(949) 916-3800
DANE MCDOUGALL, P.E., PRINCIPAL

ARCHITECT:

KTGY ARCHITECTURE
17911 VON KARMAN, SUITE #200
IRVINE, CA 92614
(949) 851-2133
BRYAN, SEVY

UTILITY PURVEYORS & SERVICES:

WATER
CITY OF GLENDORA WATER DIVISION
(626) 852-4838

SEWER
LOS ANGELES COUNTY SANITATION DISTRICT
(562) 699-7411

ELECTRICITY
SOUTHERN CALIFORNIA EDISON
(800) 655-4555

GAS
SOUTHERN CALIFORNIA GAS COMPANY
(800) 427-2000

PHONE/INTERNET
SPECTRUM
(877) 687-8922

LAND USE SUMMARY:

1 LOT FOR CONDOMINIUM PURPOSES,
39 RESIDENTIAL UNITS

GROSS AND NET AREA: 1.85 ACRES
TOTAL PROPOSED LOTS: 1 (NUMBERED)
APN: 8646-029-014
TOTAL PROPOSED DWELLINGS: 39 RESIDENTIAL CONDOMINIUMS
OCCUPANCY: R-2
CONSTRUCTION TYPE: VB
PARKING SPACES REQUIRED: 98
PARKING SPACES PROVIDED: 98

SHEET INDEX

1 VESTING TENTATIVE TRACT MAP
2 EXISTING SITE CONDITIONS
3 PRELIMINARY GRADING PLAN
4 PRELIMINARY UTILITY PLAN
5 PRELIMINARY FIRE ACCESS & HYDRANT LOCATION PLAN

LEGEND:

CENTERLINE
EX. BOUNDARY
PROP. BOUNDARY
EASEMENT
EX. LOT LINE
EX. LOT LINE TO MAP OVER

SCALE: 1" = 30'
0 15 30 60

BUILDING OVERHANG NOTE:

ALL BUILDING LINES SHOWN HEREON ARE REFLECTIVE OF THE BUILDING ROOF LINES AND OVERHANGS AS OBSERVED FROM AERIAL PHOTOGRAMMETRY AND MAY NOT REPRESENT A BUILDING LOCATION AT GROUND LEVEL.

ENGINEER'S STATEMENT:

THIS VESTING TENTATIVE MAP WAS PREPARED BY ME, OR UNDER MY DIRECTION ON DECEMBER 8, 2023.

DANE P . MCDOUGALL, R.C.E. 80705

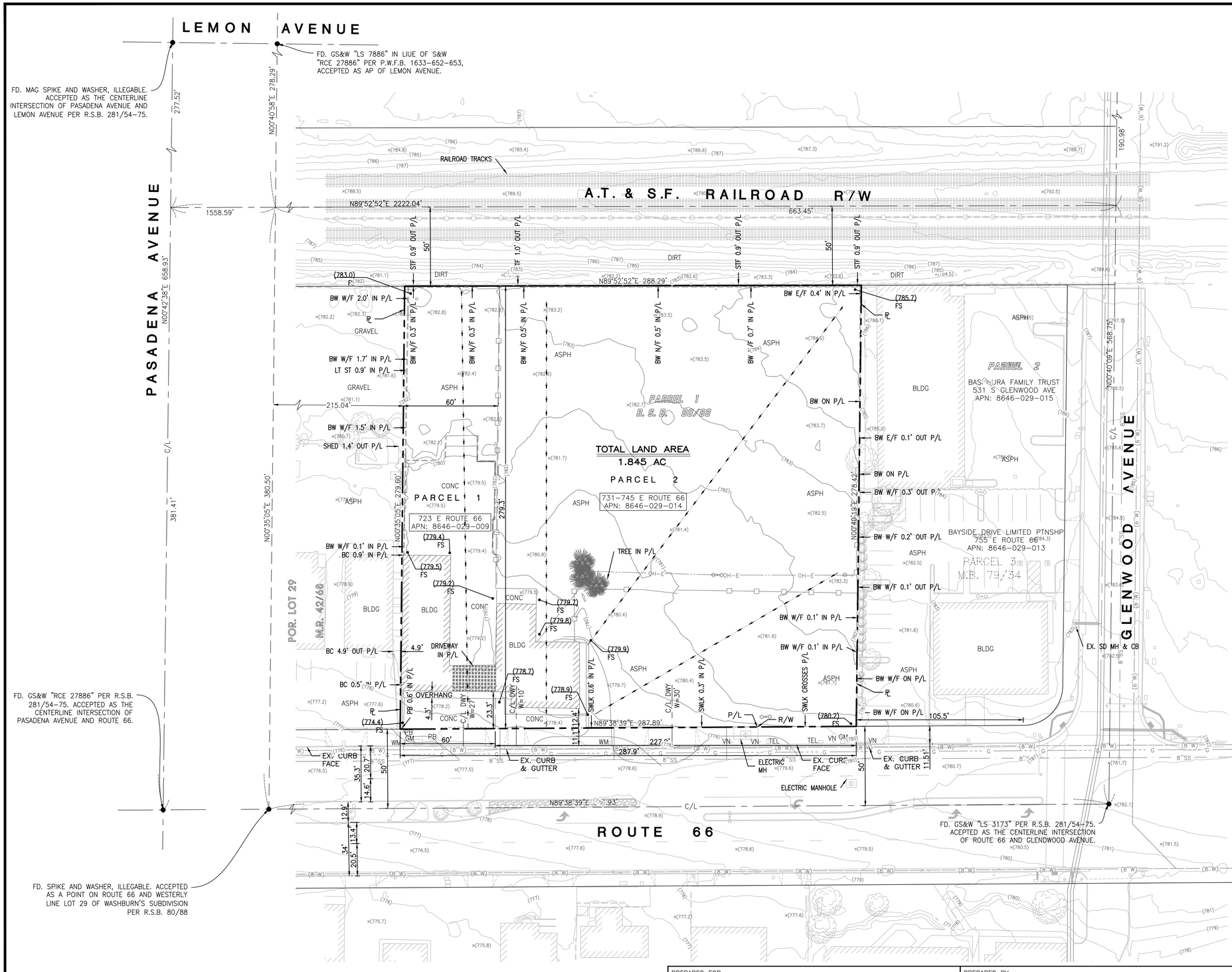
SURVEYOR'S STATEMENT:

THE SURVEY ON WHICH THIS VESTING TENTATIVE MAP IS BASED WAS DONE BY ME, OR UNDER MY DIRECTION. FIELDWORK WAS COMPLETED ON [SURVEY DATE].

DANE P. MCDOUGALL, L.S. 9297

PREPARED FOR:	PREPARED BY:	PROJECT NO.
BRANDYWINE HOMES 2355 MAIN STREET, SUITE 220 IRVINE, CA 92614 (949) 296-2400	C&V CONSULTING, INC. CIVIL ENGINEERING LAND PLANNING & SURVEYING 9830 IRVINE CENTER DRIVE IRVINE, CALIFORNIA 92618 (949) 916-3800 INFO@CVC-INC.NET WWW.CVC-INC.NET REGISTERED PROFESSIONAL ENGINEER DANE P. MCDOUGALL C 80705 CIVIL STATE OF CALIFORNIA	BWHX-047
	CITY OF GLENDORA COMMUNITY DEVELOPMENT DEPARTMENT	SHEET 1 OF 5
	VTTM NO. 84292 VESTING TENTATIVE TRACT MAP 723-745 E. ROUTE 66 GLENDORA	PLAN SET: PSD2 DATE: 1/12/24

P:\BWHX-047\DWG\SHEETS\VTM\VTM-01-TS.DWG
BY: MICHAEL REYES



LEGEND:

AC	ASPHALT CONCRETE
AP	ANGLE POINT
ASPH	ASPHALT PAVEMENT
BC	BUILDING CORNER
BEG	BEGIN
BO	BLOW-OFF VALVE
BLDG	BUILDING
BW	BLOCK WALL
CB	CATCH BASIN
CF	CURB FACE
C/L	CENTERLINE
C&G	CURB & GUTTER
CLF	CHAIN LINK FENCE
CMF	CORRUGATED METAL FENCE
CONC	CONCRETE PAVEMENT
DI	DRAIN INLET
DW	DOMESTIC WATER
DWY	DRIVEWAY
EX.	EXISTING
FDC	FIRE DEPARTMENT CONNECTION
FF	FINISH FLOOR
FG	FINISH GRADE
FH	FIRE HYDRANT
FL	FLOW LINE
FS	FINISH SURFACE
FW	FIRE WATER
G	GAS
GB	GRADE BREAK
GFF	GARAGE FINISH FLOOR
GM	GAS METER
HP	HIGH POINT
Hr	HEIGHT RETAINING
INV	INVERT
JS	JUNCTION STRUCTURE
LP	LOW POINT
LS	LANDSCAPING
LT ST	LIGHT STANDARD
M	METER
MH	MANHOLE
OH	OVERHANG
PED	PEDASTAL
PIV	POST INDICATOR VALVE
PKWY	PARKWAY
PB	PULL BOX
P/L	PROPERTY LINE
℄	PROPERTY LINE
PROP.	PROPOSED
RET	RETAINING
RR	RAILROAD
R/W	RIGHT-OF-WAY
SD	STORM DRAIN
SFH	SINGLE-FAMILY HOME
SS	SANITARY SEWER
STF	STEEL FENCE
STLT	STREET LIGHT
SWLK	SIDEWALK
TE	TRASH ENCLOSURE
TEL	TELECOMMUNICATIONS
TEMP	TEMPORARY
TF	TRANSFORMER
UGCV	UNDERGROUND CHECK VALVE
UNK	UNKNOWN
W	WIDTH
WF	WOOD FENCE
WL	WALL
WM	WATER METER
V	VALVE
VN	VENT
IN P/L	INSIDE OF PROPERTY LINE
OUT P/L	OUTSIDE OF PROPERTY LINE
IN ROW	INSIDE OF ROW (OFF SITE)
OUT ROW	OUTSIDE OF ROW (ON SITE)
N/F	NORTH FACE
S/F	SOUTH FACE
E/F	EAST FACE
W/F	WEST FACE

SYMBOLS:

- BO BLOW-OFF VALVE
- DI DRAIN INLET
- FH FIRE HYDRANT
- LIGHT STANDARD
- STORM DRAIN MANHOLE
- Ⓔ ELECTRIC MANHOLE
- Ⓢ SANITARY SEWER MANHOLE
- SIGN POST
- GM GAS METER
- WM WATER METER
- V UTILITY VALVE
- UTILITY/POWER POLE
- BLOCK/RETAINING SCREEN WALL
- BLOCK/RETAINING LOW WALL
- PLANTER/DECORATIVE WALL
- OH-E OVERHEAD WIRE
- EDGE OF ASPHALT PAVEMENT
- WOOD/WROUGHT IRON FENCE
- X CHAIN LINK FENCE
- DIRECTION OF FLOW
- 93 MINOR CONTOUR (1' INTERVAL)
- 100 MAJOR CONTOUR (5' INTERVAL)
- ×91.5 SPOT ELEVATION
- TREE
- BUILDING HATCH
- DRIVEWAY
- RAILROAD TRACKS
- ℄ PROPERTY LINE
- R/W RIGHT OF WAY
- (xxx.x) xx SPOT ELEVATION
- BUILDING
- Ⓔ ELECTRICAL MANHOLE
- STREETLIGHT
- METER/PULLBOX
- PROJECT SITE BOUNDARY LINE (P/L & R/W)
- SEWER MANHOLE
- STORMDRAIN JUNCTION STRUCTURE
- ADA PARKING STALL
- ADA UNIT
- ADA PATH OF TRAVEL

BUILDING OVERHANG NOTE:
ALL BUILDING LINES SHOWN HEREON ARE REFLECTIVE OF THE BUILDING ROOF LINES AND OVERHANGS AS OBSERVED FROM AERIAL PHOTOGRAMMETRY AND MAY NOT REPRESENT A BUILDING LOCATION AT GROUND LEVEL.

1" = 30'
0 15 30 60

PREPARED FOR:

BRANDYWINE HOMES
2355 MAIN STREET, SUITE 220
IRVINE, CA 92614
(949) 296-2400

PREPARED BY:

C&V CONSULTING, INC.
CIVIL ENGINEERING
LAND PLANNING & SURVEYING
9830 IRVINE CENTER DRIVE
IRVINE, CALIFORNIA 92618
(949) 916-3800
INFO@CVC-INC.NET
WWW.CVC-INC.NET

REGISTERED PROFESSIONAL ENGINEER
DANIEL P. MCDOUGALL
C 80705
CIVIL
STATE OF CALIFORNIA

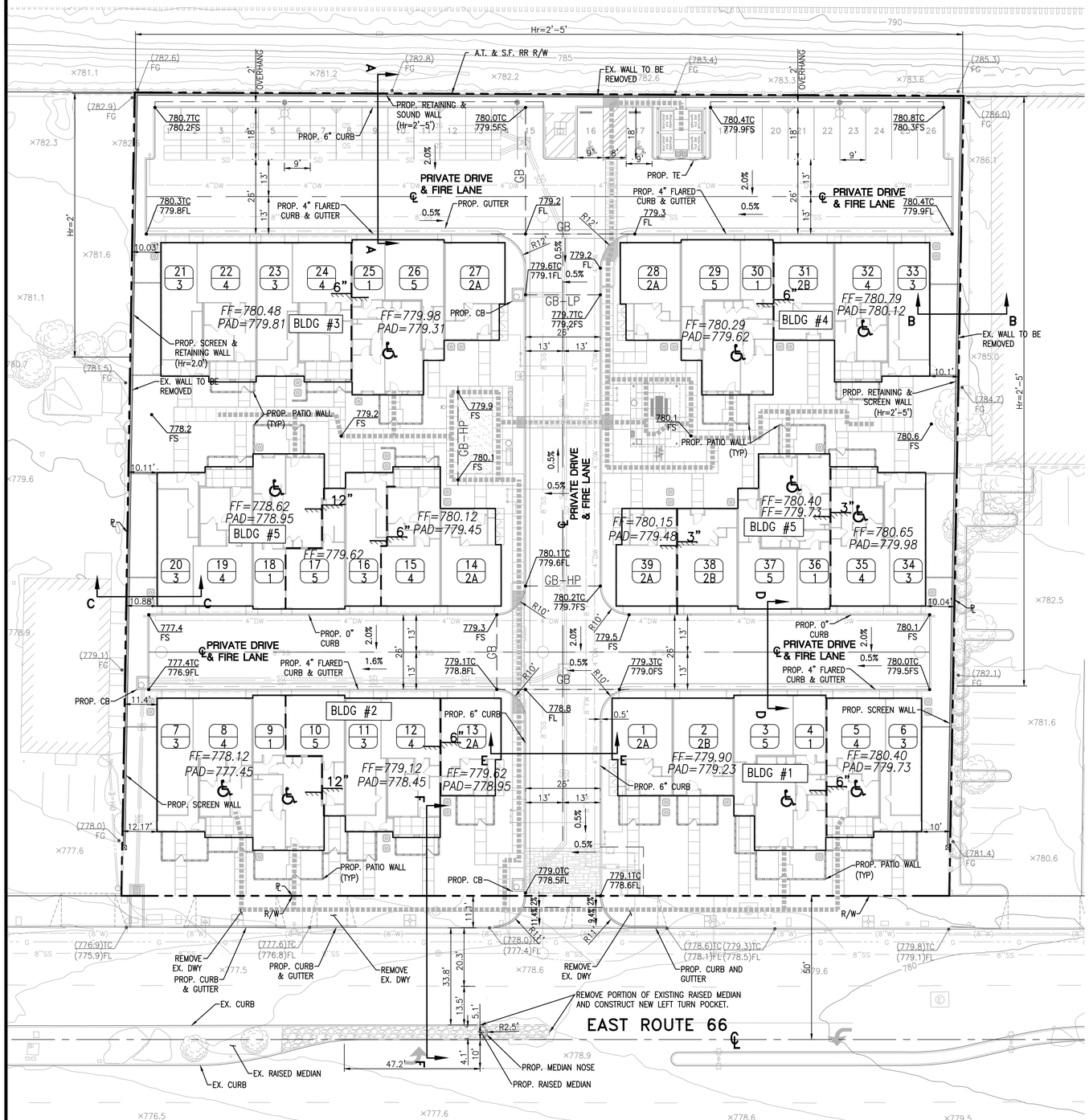
CITY OF GLENDORA
COMMUNITY DEVELOPMENT DEPARTMENT

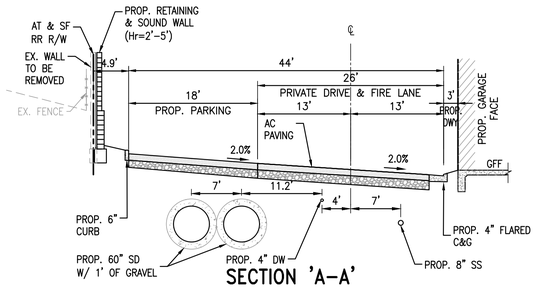
PROJECT NO. BWHX-047

VTTM NO. 84292
EXISTING SITE PLAN
723-745 E. ROUTE 66
GLENDORA

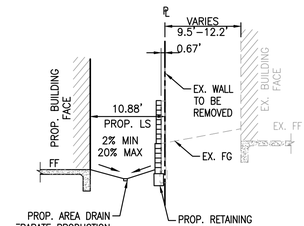
SHEET 2 OF 5

PLAN SET: PSD2
DATE: 1/19/24
P:\DWG-CAT\CAD\SHEETS\VTM\VTM-02-2 SITE CONDITIONS.DWG
BY: MICHAEL REYES

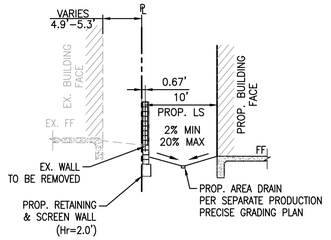




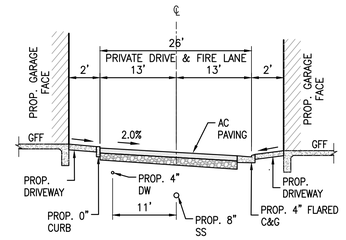
SECTION 'A-A'
NORTHERN PROPERTY LINE
N.T.S.



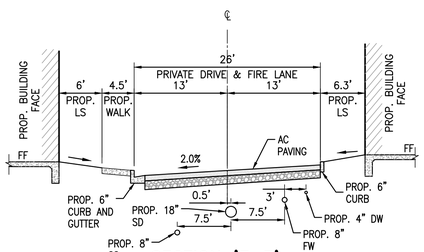
SECTION 'B-B'
EASTERN PROPERTY LINE
N.T.S.



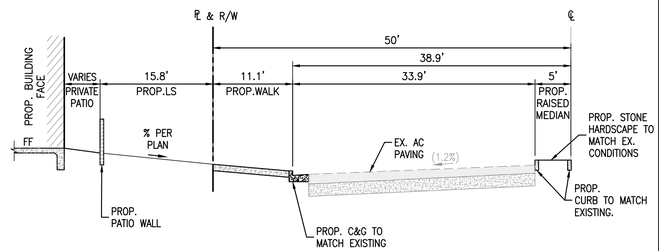
SECTION 'C-C'
WESTERN PROPERTY LINE
N.T.S.



SECTION 'D-D'
PRIVATE DRIVE
N.T.S.



SECTION 'E-E'
PRIVATE DRIVE
N.T.S.



SECTION 'F-F'
EAST ROUTE 66
N.T.S.

1" = 20'

0 10 20 40

PREPARED FOR:

BRANDYWINE HOMES
2355 MAIN STREET, SUITE 220
IRVINE, CA 92614
(949) 296-2400

PREPARED BY:

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CITY OF GLENDORA
COMMUNITY DEVELOPMENT DEPARTMENT

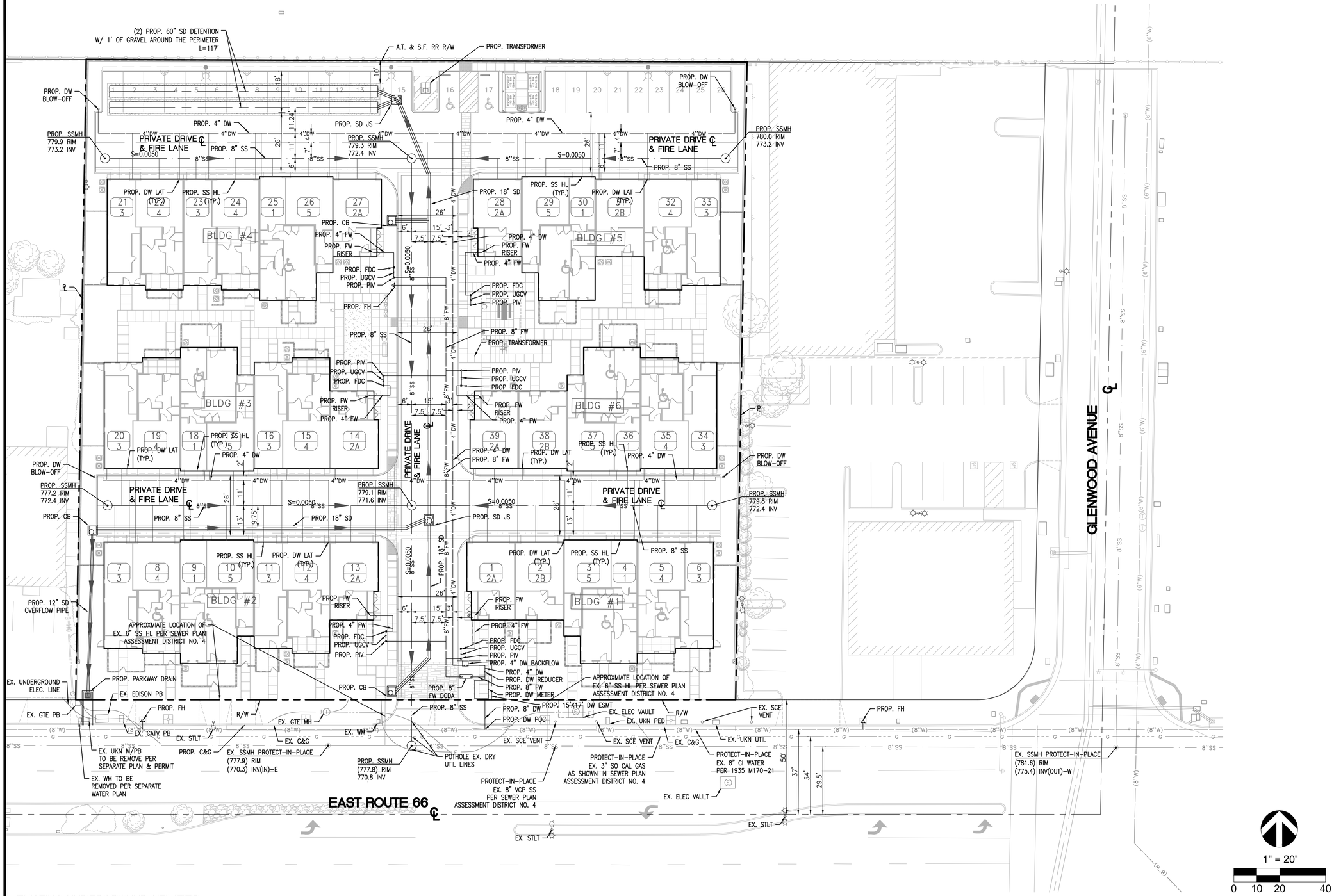
VTTM NO. 84292
PRELIMINARY GRADING PLAN
723-745 E. ROUTE 66
GLENDORA

PROJECT NO. BWHX-047

SHEET 3 OF 5

PLAN SET: PDSD
DATE: 1/17/24

P:\DJBWHX-047\CIVIL\SHEETS\VTTM\VTTM-03-GRADING
BY: MICHAEL PATES



EXISTING UNDERGROUND UTILITIES:

THE EXISTENCE AND LOCATION OF ANY UNDERGROUND UTILITY PIPES OR CONDUITS SHOWN ON THESE PLANS ARE OBTAINED BY A SEARCH OF THE AVAILABLE RECORDS. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF NOT RECORD OR NOT SHOWN ON THESE DRAWINGS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNERS OF THE UTILITIES CONCERNED BEFORE STARTING WORK. CONTRACTOR FURTHER ASSUMES ALL LIABILITY AND RESPONSIBILITY FOR THE UNDERGROUND UTILITY PIPES OR CONDUITS SHOWN OR NOT SHOWN ON THESE DRAWINGS.

CONTRACTOR TO IDENTIFY ALL EXISTING UTILITY CONNECTIONS AND LATERALS TO BUILDINGS AND REMOVE THEM BACK TO THE PROPERTY LINE. COORDINATE WITH UTILITY PROVIDERS. CONTRACTOR SHALL MARK THE LOCATIONS OF ALL EXISTING UTILITY STUBS ON THE CURB. ON SEWER STUBS, INDICATE THE DEPTH FROM TOP OF CURB. EXISTING PERIMETER CURBS AND SIDEWALKS ARE TO BE PROTECTED IN PLACE.

PREPARED FOR:

BRANDYWINE HOMES
2355 MAIN STREET, SUITE 220
IRVINE, CA 92614
(949) 296-2400

PREPARED BY:

C&V CONSULTING, INC.
CIVIL ENGINEERING
LAND PLANNING & SURVEYING
9830 IRVINE CENTER DRIVE
IRVINE, CALIFORNIA 92618
(949) 916-3800
INFO@CVC-INC.NET
WWW.CVC-INC.NET

REGISTERED PROFESSIONAL ENGINEER
DANE P. McDOUGALL
C 80705
CIVIL
STATE OF CALIFORNIA

CITY OF GLENDORA
COMMUNITY DEVELOPMENT DEPARTMENT

PROJECT NO. BWHX-047

VTTM NO. 84292
PRELIMINARY UTILITY PLAN
723-745 E. ROUTE 66
GLENDORA

SHEET 4 OF 5

PLAN SET: PSD2
DATE: 1/12/24
P:\PW\BWHX-047\DWG\SHEETS\VTTM-04-CIVIL.DWG
BY: MICHAEL REYES

PROJECT GENERAL NOTES:

1. ALL FIRE ACCESS LANES MEET LACoFD MINIMUM REQUIREMENTS 19' & 45' RADII.
2. THIS PROJECT DOES NOT HAVE ANY FUEL MODIFICATION OR WILD LAND EXPOSURES AND IS NOT IN A VERY HIGH FIRE HAZARD ZONE.
3. THIS PROJECT IS DESIGNED IN CONFORMANCE WITH THE CBC, 2022 EDITION.
4. ALL FIRE ACCESS ROADS SHALL BE ALL WEATHER, MEET THE CRITERIA OF AN ALL WEATHER DRIVING SURFACE AND COMPLY WITH LACoFD GUIDELINE FOR FIRE APPARATUS ROADS.
5. THE BUILDING HEIGHTS ARE APPROXIMATELY 39'-9" FEET MAX.
6. ALL BUILDINGS ON THE SITE WILL BE SPRINKLERED PER FULL NFPA-13.
7. APPROVEED BUILDING ADDRESS NUMBERS, BUILDING NUMBERS OR APPROVED BUILDING IDENTIFICATION SHALL BE PROVIDED AND MAINTAINED SO AS TO BE PLAINLY VISIBLE AND LEGIBLE FROM THE STREET FRONTING THE PROPERTY. THE NUMBERS SHALL CONTRAST WITH THEIR BACKGROUND, BE ARABIC NUMBERS OR ALPHABET LETTERS, AND BE A MINIMUM OF 4 INCHES HIGH AND A MINIMUM STROKE WIDTH OF 0.5 INCH. FIRE CODE 505.1
8. A KEY BOX SHALL BE PROVIDED AT THE MAIN ENTRANCE, IN ACCORDANCE WITH FIRE CODE 902.4, AND AS SET FORTH IN FIRE DEPARTMENT REGULATION 5.
9. THE REQUIRED FIRE FLOW FOR THE FIRE HYDRANTS AT THIS LOCATION IS ____ GALLONS PER MINUTE, AT __ PSI RESIDUAL PRESSURE, FOR A DURATION OF __ HOURS OVER AND ABOVE MAXIMUM DAILY DOMESTIC DEMAND. FIRE CODE 507.3 AND APPENDIX B105.1 APPENDIX B.
10. ALL FIRE HYDRANTS SHALL MEASURE 6"X4"X2-1/12", BRASS OR BRONZE, CONFORMING TO AMERICAN WATER WORKS ASSOCIATION STANDARD C503, OR APPROVED EQUAL; AND SHALL BE INSTALLED IN COMPLIANCE WITH FIRE DEPARTMENT REGULATION 8. FIRE CODE 903.2.1
11. ALL ON-SITE FIRE HYDRANTS SHALL BE INSTALLED, TESTED AND APPROVED PRIOR TO BUILDING OCCUPANCY. FIRE CODE 1001.4
12. THE INSPECTION, HYDROSTATIC TEST AND FLUSHING OF THE UNDERGROUND FIRE PROTECTION PIPING SHALL BE WITNESSED BY AN AUTHORIZED FIRE DEPARTMENT REPRESENTATIVE AND NO UNDERGROUND PIPING OR THRUST BLOCKS SHALL BE COVERED WITH EARTH OR HIDDEN FROM VIEW UNTIL THE FIRE DEPARTMENT REPRESENTATIVE HAS BEEN NOTIFIED AND GIVEN NOT LESS THAN 48 HOURS IN WHICH TO INSPECT SUCH INSTALLATIONS. FIRE CODE 1001.4

FIRE ACCESS PLAN NOTES:

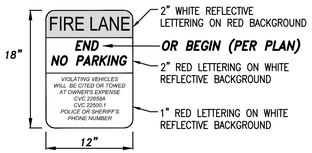
1. FIRE DEPARTMENT VEHICULAR ACCESS ROADS MUST BE INSTALLED AND MAINTAINED IN A SERVICEABLE MANNER PRIOR TO AND DURING THE TIME OF CONSTRUCTION. FIRE CODE 501.4.
2. PROVIDE APPROVED SIGNS OR OTHER APPROVED NOTICES OR MARKINGS THAT INCLUDE THE WORDS "NO PARKING – FIRE LANE". SIGNS SHALL HAVE A MINIMUM DIMENSION OF 12 INCHES WIDE BY 18 INCHES HIGH AND HAVE RED LETTERS ON A WHITE REFLECTIVE BACKGROUND. SIGNS SHALL BE PROVIDED FOR FIRE APPARATUS ACCESS ROADS, TO CLEARLY INDICATE THE ENTRANCE TO SUCH ROAD, OR PROHIBIT THE OBSTRUCTION THEREOF AND AT INTERVALS, AS REQUIRED BY THE FIRE INSPECTOR.
3. WHEN SECURITY GATES ARE PROVIDED, MAINTAIN A MINIMUM ACCESS WIDTH OF 26 FEET. THE SECURITY GATE SHALL BE PROVIDED WITH AN APPROVED MEANS OF EMERGENCY OPERATION, AND SHALL BE MAINTAINED OPERATIONAL AT ALL TIMES AND REPLACED OR REPAIRED WHEN DEFECTIVE. ELECTRIC GATE OPERATORS, WHERE PROVIDED, SHALL BE LISTED IN ACCORDANCE WITH UL 325. GATES INTENDED FOR AUTOMATIC OPERATION SHALL BE DESIGNED, CONSTRUCTED AND INSTALLED TO COMPLY WITH THE REQUIREMENTS OF ASTM F220. GATES SHALL BE SWINGING OR SLIDING TYPE. CONSTRUCTION OF GATES SHALL BE OF MATERIALS THAT ALLOW MANUAL OPERATION BY ONE PERSON. FIRE CODE 503.6. (NO ENTRY GATE PROPOSED ON THIS PROJECT.)
4. ALL FIRE HYDRANTS SHALL MEASURE 6"X4"X2-1/12", BRASS OR BRONZE, CONFORMING TO AMERICAN WATER WORKS ASSOCIATION STANDARD C503, OR APPROVED EQUAL; AND SHALL BE INSTALLED IN COMPLIANCE WITH THE COUNTY OF LOS ANGELES FIRE DEPARTMENT REGULATION 8. FIRE CODE 903.2.1.
5. PROVIDE AN AUTOMATIC FIRE SPRINKLER SYSTEM AS SET FORTH BY BUILDING CODE 903 AND FIRE CODE 903. PLANS SHALL BE SUBMITTED TO THE SPRINKLER PLAN CHECK UNIT FOR REVIEW AND APPROVAL PRIOR TO INSTALLATION. TYPE OF FIRE SPRINKLER SYSTEM: 903.3.1.3.
6. DUMPSTERS AND CONTAINERS WITH AN INDIVIDUAL CAPACITY OF 1.5 CUBIC YARDS OR MORE SHALL NOT BE STORED IN BUILDINGS OR PLACED WITHIN 5 FEET OF COMBUSTIBLE WALLS, OPENINGS OR COMBUSTIBLE ROOF EAVES, UNLESS AREAS CONTAINING DUMPSTERS OR CONTAINERS ARE PROTECTED BY AN APPROVED AUTOMATIC FIRE SPRINKLER SYSTEM. FIRE CODE 304.3.3.
7. FIRE APPARATUS ACCESS ROADS SHALL BE IDENTIFIED WITH APPROVED SIGNS. TEMPORARY SIGNS SHALL BE INSTALLED AT EACH STREET INTERSECTION WHEN CONSTRUCTION OF NEW ROADWAYS ALLOWS PASSAGE BY VEHICLES. SIGNS SHALL BE OF AN APPROVED SIZE, WEATHER RESISTANT AND BE MAINTAINED UNTIL REPLACED BY PERMANENT SIGNS. FIRE CODE 505.2.

CONSTRUCTION NOTES:

1. INSTALL "FIRE LANE" SIGN PER DETAIL 1 HEREON.
2. FIRE LANE IDENTIFICATION-RED CURBS PER DETAIL 2 HEREON.
3. INSTALL "FIRE LANE" SIGN BEGIN OR END PER DETAIL 3 HEREON.
4. PROPOSED FIRE HYDRANT LOCATION

LEGEND

- EXISTING STREET LIGHT
- PROPOSED FIRE HYDRANT
- EXISTING FIRE HYDRANT
- PROPOSED SIGN
- HOSE PULL
- PROPERTY LINE
- FIRE TRUCK
- FIRE LANE
- XX — UNIT NUMBER
- XXXX — PLAN TYPE
- FH FIRE HYDRANT
- PROP. PROPOSED
- EX. EXISTING
- ℄ PROPERTY LINE
- R/W RIGHT OF WAY



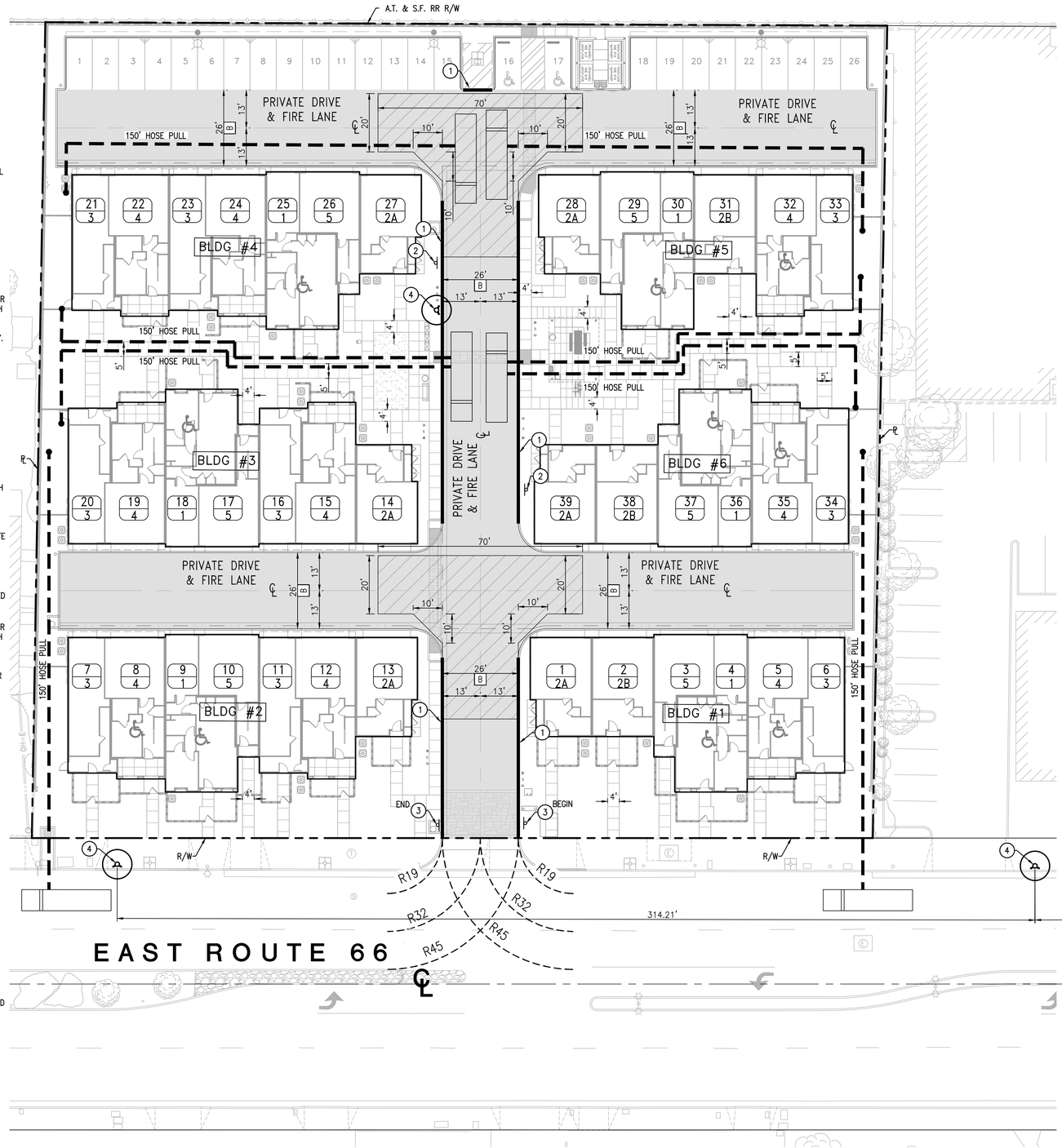
ALL SIGN AND LETTERING DIMENSIONS ARE MINIMUMS.

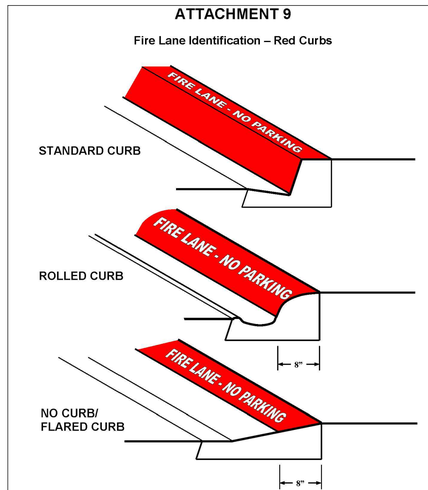
SIGNS SHALL BE SECURELY MOUNTED FACING THE DIRECTION OF TRAVEL AND CLEARLY VISIBLE TO ONCOMING TRAFFIC ENTERING THE DESIGNATED AREA. SIGNS SHALL BE MADE OF DURABLE MATERIAL.

③ **BEGIN & END NO PARKING SIGN**

PROPOSED EASEMENTS:

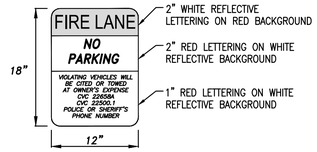
B PROPOSED EASEMENT FOR EMERGENCY VEHICLE ACCESS TO THE CITY OF GLENDORA.





1. CURBS SHALL BE PAINTED RED
2. "FIRE LANE – NO PARKING" SHALL BE PAINTED ON TOP OF CURB IN 3' WHITE LETTERING AT A SPACING OF 30' ON CENTER OR PORTION THEREOF.

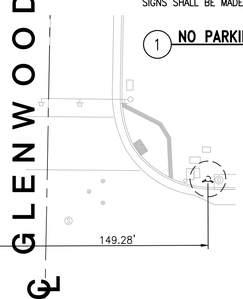
② **RED CURB PAVEMENT MARKING**
NOT TO SCALE



ALL SIGN AND LETTERING DIMENSIONS ARE MINIMUMS.

SIGNS SHALL BE SECURELY MOUNTED FACING THE DIRECTION OF TRAVEL AND CLEARLY VISIBLE TO ONCOMING TRAFFIC ENTERING THE DESIGNATED AREA. SIGNS SHALL BE MADE OF DURABLE MATERIAL.

① **NO PARKING SIGN**



1" = 20'
0 10 20 40

BUILDING CODE INFORMATION:

BUILDING CODE OCCUPANCY TYPE: R-2

BUILDING CODE CONSTRUCTION TYPE: VB (FULLY SPRINKLERED)

NOTE:

ALL FIRE ACCESS AREAS TO HAVE 5' CLEAR LOW GROUNDCOVER PLANTING.

PREPARED FOR:	PREPARED BY:	
BRANDYWINE HOMES 2355 MAIN STREET, SUITE 220 IRVINE, CA 92614 (949) 296-2400	C&V CONSULTING, INC. CIVIL ENGINEERING LAND PLANNING & SURVEYING 9830 IRVINE CENTER DRIVE IRVINE, CALIFORNIA 92618 (949) 916-3800 INFO@CVC-INC.NET WWW.CVC-INC.NET REGISTERED PROFESSIONAL ENGINEER DANIEL P. MCDOUGALL C 80705 CIVIL STATE OF CALIFORNIA	CITY OF GLENDORA COMMUNITY DEVELOPMENT DEPARTMENT VTTM NO. 84292 PRELIMINARY FIRE ACCESS & HYDRANT LOCATION PLAN 723-745 E. ROUTE 66 GLENDORA

PROJECT NO. BWHX-047

SHEET 5 OF 5

PLAN SET: PSD2

DATE: 1/12/24

BY: MICHAEL REYES

F:\PLANNING\CAD\PROJECTS\BWHX\PRELIM-FIRE-ACCESS.DWG

STAFF REPORT

TO: Mayor and Council Members **DATE:** SEPTEMBER 24, 2024

FROM: Community Development **DISTRICT(S):** 4

SUBJECT: ***First Reading and Introduction of an Ordinance to the*** **Specific Plan Amendment and Zone Change from Route 66 Service Commercial Zone to Central Route 66 Residential Zone; Vesting Tentative Tract Map and Development Plan Review for 39 Townhomes at 723-731 East Route 66, Glendora, California (Project File No. PLN23-0027; Applicant: Brandywine Homes; Property Owner: SVPP Properties LLC.)**

RECOMMENDATION

That the City Council:

Open and conduct the Public Hearing, accept evidence and testimony presented and, in the absence of substantial evidence to the contrary, consider the following actions related to project file number PLN23-0027:

1. Find and determine that the Ordinance and Resolution are consistent with the Initial Study/Mitigated Negative Declaration prepared for the Project in compliance with the California Environmental Quality Act (CEQA);
2. ~~Adopt~~ ***Introduction for first reading*** an ordinance entitled: "An Ordinance of the City Council of the City of Glendora, California, approving a zone change from Route 66 Service Commercial (RT66-RSC) to Central Route 66 Residential (RT66-CRR) on the property located at 723-731 East Route 66 (File No. PLN23-0027)"; and
3. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY APPROVING VESTING TENTATIVE TRACT MAP NO. 84292 FOR SUBDIVISION OF LAND TO CREATE 39 RESIDENTIAL CONDOMINIUM UNITS AND DEVELOPMENT PLAN REVIEW FOR THE CONSTRUCTION OF THE TOWNHOMES ON CERTAIN PROPERTY LOCATED AT 723-731 EAST ROUTE 66, GLENDORA, CALIFORNIA (PROJECT FILE NO. PLN23-0027; APPLICANT: BRANDYWINE HOMES; PROPERTY OWNER: SVPP PROPERTIES LLC)."

STRATEGIC FOCUS AREAS

- Not Applicable

EXECUTIVE SUMMARY

The applicant is requesting approval of a Specific Plan and Zone Change from *RT66-RSC* to *RT66-CRR*, condominium subdivision (Vesting Tentative Tract No. 84292) and a Development Plan Review application for a proposed 39-unit, three-story townhome residential development located at 723-731 E. Route 66.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

On May 23, 2023, the applicant submitted a Concept Review application and plans (File No. PLN23-0012) for a preliminary project concept of the subject site. The preliminary plans included subdivision of the land into 39 residential condominiums and the construction of associated townhomes and rezoning the site to allow residential uses.

On July 5, 2023, the City provided the applicant with a letter that included an extensive list of items

(comments, suggestions, code considerations) for the applicant to review and consider with the next evolution of the development's plans and formal submittals.

On September 28, 2023, the proposed project application (File No. PLN23-0027) was submitted for the 39-unit residential condominium development that includes a Specific Plan Amendment/Zone Change, Vesting Tentative Tract Map and Development Plan Review. This project was reviewed by staff and modified by the applicant over several months.

On August 22, 2024, a Notice of Public Hearing for the proposed project was published in the *San Gabriel Valley Tribune* and all property owners within 300 feet of the subject property were mailed a notice.

Letters of support were received on August 22, 2024, from a Glendora resident, and on September 3, 2024, from the *Building Industry Association of Southern California,* which were provided to the Planning Commission.

On September 3, 2024, the Planning Commission held a public hearing and recommended approval of the proposed project and associated application to the City Council.

On September 12, 2024, a Notice of Public Hearing (Attachment E) for the proposed project was published in the *San Gabriel Valley Examiner* and all property owners within 300 feet of the subject property were mailed a notice.

DISCUSSION

Project Location

The subject property is located at 723-731 East Route 66. The site is located on the north side of Route 66 west of Glenwood Avenue. The site consists of two lots that were previously developed for vehicle repair and sales uses, which have been vacant for several years.

General Plan and Zoning Designation

The subject property has a General Plan Land Use Designation of *Route 66 Corridor Specific Plan* and an existing zoning designation of *RT66-RSC.*

Application/Project Request:

The project involves approval of the following discretionary permits:

1. Specific Plan Amendment/Zone Change to rezone the Project Site from *RT66-RSC* to *RT66-CRR*.
2. Development Plan Review to construct 39-unit three-story, townhomes with attached garages and associated surface parking and landscaping on.
3. Vesting Tentative Tract Map No. 84292 to consolidate two existing parcels into one lot for a 39-unit residential condominium project.

Summary of Recommendation:

Staff recommends the approval of the project as it is consistent with applicable development standards for the *RT66-CRR* zone and the City's General Plan.

FISCAL IMPACT

There is no fiscal impact for this project, as the applicant has paid all fees associated with the proposed review. Beyond the City's review, if the residential homes were approved it would provide one time revenue to the City in the form of building and development impact fees. In the long term, the development of the property would also provide increased property taxes.

ENVIRONMENTAL DETERMINATION

With assistance from Sagecrest Planning & Environmental (City of Glendora – Lead Agency), an Initial Study on the project was completed in accordance with California Environmental Quality Act (CEQA). The

Draft Initial Study concluded that the project will not have a significant effect on the environment with inclusion of mitigation measures, and a Draft Mitigated Negative Declaration (Draft IS/MND) has been prepared.

After due notice was given as required by law, the Draft IS/MND was available for public review on July 19, 2024 and concluded on August 19, 2024. The Notice of Intent and Draft IS/MND are included with this report as Attachments E and F. The City received one written correspondence comment regarding the Draft IS/MND. The comment letter received is included as Attachment G and the City's written response to the submitted comments are included as Attachment H. Written correspondence was later received from the Gabrieleno Band of Mission Indians - Kizh Nation, which resulted in updating the mitigation measures for the project. The attached MND includes the revised language.

The required CEQA mitigation measures were agreed upon by the applicant and will be imposed on the proposed project. A more detailed description of the project's CEQA is included with the Project Analysis Memo (Attachment C) and project CEQA related documents are included as Attachments F through H.

Prepared By	Natalie Tobon Espinoza, Senior Planner Mark Carnahan, City Planner
Concurs With	Brian Faber, Planning Commission Chair
Reviewed By	Jeff Kugel, Community Development 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	Jeff Kugel, Community Development Director

ATTACHMENTS:

A. Draft Ordinance – Zone Change
B. Draft Resolution – Vesting Tentative Tract Map & Development Plan Review
C. Project Analysis Memo
D. Project Plans
E. CEQA Notice of Intent
F. CEQA IS/MND/Appendices A-N/Mitigation Monitoring Program
G. CEQA IS/MND – Comment Letter
H. CEQA IS/MND – Response to Comment
I. Public Testimony Received
J. Presentation

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF APPROVING A ZONE CHANGE FROM ROUTE 66 SERVICE COMMERCIAL (RT66-RSC) TO CENTRAL ROUTE 66 RESIDENTIAL (RT66-CRR) AND COMPLIANCE WITH CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) ON CERTAIN PROPERTY LOCATED AT 723-731 EAST ROUTE 66, GLENDORA, CALIFORNIA (FILENUMBER: PLN23-0027)

THE CITY COUNCIL
City of Glendora, California

THE CITY COUNCIL OF THE CITY OF GLENDORA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, Brandywine Homes filed an application requesting approval to amendment the Glendora Zoning Map as well as the Route 66 Corridor Specific Plan pursuant to the *Central Route 66 Residential* (*RT66-CRR*) zone; Development Plan Review to allow construction of 39 three-story residential townhomes; Vesting Tentative Tract Map to consolidate two parcels and subdivide the 1.85-acre site to create a condominium development with 39 residential units on certain property located at 723-731 East Route 66, Glendora, California (Project No. PLN23-0027); and

WHEREAS, Pursuant to Glendora Municipal Code §21.10.320 (F): "*The* Central Route 66 *district is intended to contribute to the mix of housing choices offered to Glendora residents and provide consistency with the Glendora general plan housing element, through the provision of higher density multifamily residential development.;" and*

WHEREAS, the environmental review for the project's Specific Plan and Zone Change, DPR, and Vesting Tentative Tract Map was processed in accordance with the requirements of the California Environmental Quality Act (CEQA) and the Initial Study and Mitigated Negative Declaration (IS/MND) was available for public review from July 19, 2024, through August 19, 2024.

WHEREAS, a public hearing was held by the Planning Commission of the City of Glendora (Planning Commission) on September 3, 2024, after due notice was given as required by law, at which time oral and documentary evidence was introduced along with the written analysis of the Planning Division of the City of Glendora, and the Planning Commission recommended approval of Project No. PLN23-0027 to the City Council of the City of Glendora (City Council); and

WHEREAS, the City Council held a public hearing on XXXXX XX, 2024, after due notice was given as required by law, at which time oral and documentary evidence was introduced along with the recommendation of the Planning Commission.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

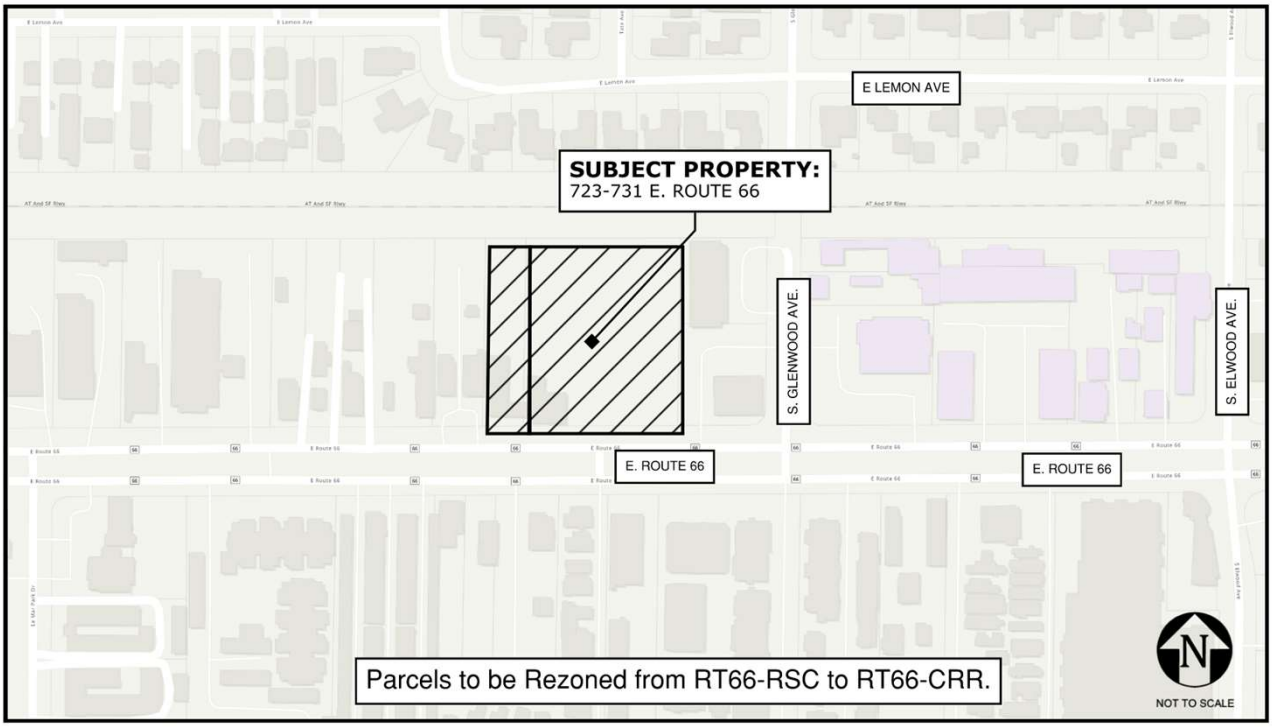
SECTION 1. The above recitals are true and correct and are incorporated by reference.

SECTION 2. The City Council based on the evidence in the record inclusive of the staff report, and written/oral testimony, hereby approves a zone change designation from *Route 66 Service Commercial (RT66-RSC)* to *Route 66-Residential (RT66-CRR)* change on certain properties at 723-731 East Route 66, Glendora, California (File No. PLN 23-0027) and shown on Exhibit A:

EXHIBIT A
Zone Change (PLN23-0027)

Assessor Parcel No.	Address	Current Zoning	New Zoning
8646-029-009	723 E. Route 66	*RT66-RSC*	*RT-CRR*
8646-029-014	731 W. Route 66	*RT66-RSC*	*RT-CRR*

Zone Change – Location Map



SECTION 3. Findings. The City Council finds that public necessity, general welfare, good planning practices, public interest, and convenience warrant approval of the General Plan Amendment.

a. General Plan. The City Council finds that the project is consistent with the General Plan goals and policies, any operative plan, or adopted policy.
b. Zoning. The project does not affect the implementation of the General Plan with respect to surrounding properties. The proposed project is consistent with the purpose of the zoning ordinance to promote and protect the public's health, safety, peace, comfort, convenience and general welfare.

c. CEQA. The potential impacts of the proposed project have been assessed as required by CEQA as noted above, and have been determined not to be detrimental to the public health, safety, or welfare, and will not have a significant impact on the environment.

As such, approval of these items would be in the best interest of the City.

SECTION 4. Consistent with the requirements of CEQA, the potential environmental impacts of this Zone Change were assessed in the mitigated negative declaration recommended for adoption by the Planning Commission on September 3, 2024. More specifically, the Planning Commission recommended to the City Council adoption of a mitigated negative declaration and mitigation monitoring and reporting program for this Project, all of which is approved concurrently herewith.

SECTION 5. Severability Clause: 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 hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

SECTION 6. Repealer Clause: 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.

SECTION 7. Effective Date: 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 (California Governmentt Code § 40806). This Ordinance shall be effective on the thirtieth (30th) day after its adoption by the City Council.

PASSED, APPROVED and **ADOPTED** by the City Council of the City of Glendora on this ___ day of _____, 2024.

BY: _____
MENDELL L. THOMPSON
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

_____
DANNY ALSHIRE,
City Attorney

CERTIFICATION

I, do hereby certify that the foregoing Ordinance was introduced for first reading on the _____ day of _____, 2024. Thereafter, said Ordinance was duly approved and adopted at a regular meeting of the City Council on the _____ day of _____, 2024, by the following roll call vote:

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

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 _____.

Dated:

_____
KATHLEEN R. SESSMAN
City Clerk/Communications Director

RESOLUTION NO. CC 2024-___

A RESOLUTION OF THE CITY COUNCIL APPROVING VESTING TENTATIVE TRACT MAP NO. 84292 FOR SUBDIVISION OF LAND TO CREATE 39 RESIDENTIAL CONDOMINIUM UNITS AND DEVELOPMENT PLAN REVIEW FOR THE CONSTRUCTION OF THE TOWNHOMES ON CERTAIN PROPERTY LOCATED AT 723-731 EAST ROUTE 66, GLENDORA, CALIFORNIA (FILE NO. PLN23-0027; APPLICANT: BRANDYWINE HOMES; PROPERTY OWNER: SVPP PROPERTIES LLC)

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the California Subdivision Map Act (codified at California Government Code, Title 7, Division 2, commencing with §66410) establishes the legal framework regarding the division of land; and

WHEREAS, Glendora Municipal Code (GMC) §21.02.040 establishes procedures for the review of development applications proposed through a Development Plan Review (DPR) application; and

WHEREAS, the properties at 723-731 East Route 66, Glendora, California, are located in an established neighborhood of commercial and residential type uses; and

WHEREAS, GMC §21.02.040 provides that the purpose of a DPR is to establish procedures "*whereby development plans can be reviewed to ensure orderly development, aesthetic design, safe and harmonious placement and to:*

1. *Prevent or minimize adverse impacts on property in the vicinity;*
2. *Implement the general plan and applicable specific plans;*
3. *Protect the public health, safety and welfare;*
4. *Site structures and other improvements in a manner that is in harmony with the terrain and existing developments in the vicinity;*
5. *Encourage and promote energy-efficient design.";* and

WHEREAS, GMC §21.02.040(G) provides that the reviewing body (in this case, the City Council) may impose such conditions as it deems necessary to ensure that the project will meet the development standards of the zone and the purpose and intent of the DPR; and

WHEREAS, on September 28, 2023, Brandywine Homes (Applicant) filed an application for a Vesting Tentative Tract Map (VTTM) (No. 84292), Specific Plan/Zone Change, and DPR for 39 three-story, residential condominium townhomes on certain property located at 723-731 East Route 66, Glendora, California (Project File No. PLN23-0027); and

WHEREAS, the City of Glendora (City), as lead agency, is responsible for preparing environmental documentation in accordance with the California Environmental Quality Act (CEQA) to determine if approval of the discretionary actions requested and subsequent development would have a significant impact on the environment; and

WHEREAS, the environmental review for the project's DPR, VTTM, and Specific Plan/Zone Change, were processed in accordance with the requirements of the CEQA and the Initial Study and Mitigated Negative Declaration (IS/MND) was available for public review from July 19, 2024 to August 19, 2024; and

WHEREAS, a public hearing was held by the Planning Commission of the City of Glendora, on September 3, 2024, after due notice was given as required by law, at which time oral and documentary evidence was introduced along with the written recommendation of the Planning Division staff of the City; and

WHEREAS, on September 3, 2024, the Planning Commission recommended approval of the TTM and DPR (Project File No. PLN23-0027) to the City Council; and

WHEREAS, a public hearing was held by the City Council of the City of Glendora, on _____, 2024, after due notice was given as required by law, at which time oral and documentary evidence was introduced along with the written recommendation of the Planning Commission of the City of Glendora.

WHEREAS, on _____, 2024, the City Council, based on the evidence in the record, adopted an Initial Study/Mitigated Negative Declaration (IS/MND) its Mitigation Monitoring and Reporting Plan (MMRP) (that is included as an Appendix to the Final IS/MND) and findings that the proposed project will not have a significant effect on the environment and that potential impacts of the development project shall be reduced to a less than significant level with the implementation of mitigation measures identified in the IS/MND pursuant to CEQA.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GLENDORA AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated by reference.

SECTION 2. The City Council hereby makes Findings with Facts, which are hereby incorporated in full as follows:

FINDINGS FOR TENTATIVE TRACT MAP

1. **The proposed map is consistent with applicable general and specific plans as specified in §65451 of the California Government Code.**

FACT: Pursuant to §66473.5 of the California Government Code, the proposed VTTM together with the provisions for its design and improvements are consistent with the City's General Plan Land Use Element Designation of the Route 66 Corridor Specific Plan. The proposed VTTM is for a 39-unit, residential condominium townhome development that will provide housing ownership opportunities for the community. The proposed residential is consistent with the allowed uses for the Route 66 Corridor Specific Plan. Finally, the project location is in general proximity to City employment areas, active and passive recreational opportunities, a variety of commercial areas, and multi-modal transportation routes.

2. **The design or improvement of the proposed subdivision is consistent with applicable general and specific plans.**

FACT: The proposed development of residential homes is consistent with the General Plan and complies with the applicable goals, objectives and policies of the City's General Plan Elements. The residential development provides a diverse housing choice for future residents (Land Use Element Goal LU-7: A diverse range of housing choices; LU-10: Quality Infill Development; LU-18: Compatibility of Adjacent Uses; & LU-21: Preservation of Neighborhood Character). The subject site is located within a neighborhood with access to commercial areas and multiple transportation options (Housing Element Goal 3: Range of Housing Opportunities). The development project will use the latest energy conservation features to conserve natural resources and lower energy costs. The development project includes mitigation measures to ensure that noise and vibration will not exceed normally accepted levels (Noise Element Goal N-3: Coordinated Land Use Planning and Noise Mitigation). The development project complies with the General Plan Land Use Designation and zoning ordinance standards, with permitted deviations. The development project complies with the standards within the Route 66 Specific Plan General Plan Land Use Designation.

3. **The site is physically suitable for the type of development and can accommodate the development standards of this title or as is otherwise required.**

FACT: The site is designed and will be graded to be physically suitable for the 39-unit residential condominium townhome development. The project site has frontage on Route 66 which provides access and connections to existing public utilities. A private driveway provides adequate vehicular (including Los Angeles County Fire Department equipment access) access throughout the site. The Los Angeles County Fire Department has reviewed and accepted the site layout.

4. **The site is physically suitable for the proposed density of development.**

FACT: The proposed site is 1.85 acres in size and designed and will be graded to be physically suitable for the 39-unit, residential condominium townhome development. The project density of 21.1 units per acre is less than the allowed maximum (30 dwelling units per acre).

5. **The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially injure fish or wildlife or their habitat**.

FACT: The subject site is located within an established urban neighborhood and the 39-unit residential condominium subdivision is considered an infill project. There are no fish or wildlife, or related habitats present on the property, and none would be affected by the project. A previous environmental review was conducted pursuant to CEQA and concluded that the project along Route 66 will have no significant environmental impact. The design of the subdivision and proposed improvements will not cause environmental damage.

6. **The design of the subdivision or type of improvements is not likely to cause serious public health, safety, or welfare problems.**

FACT: The design of the subdivision and the proposed improvements will not result in public health, safety, or welfare problems. The subdivision includes private and common open space

for recreational opportunities for residents. The subdivision design complies with Los Angeles County Fire Department emergency vehicle access requirements.

7. **The design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of, property within the proposed subdivision.**

FACT: The subdivision will not conflict with any existing public easements and new easements will be recorded as necessary for public utilities, drainage, and other issues.

FINDINGS OF FACT FOR DEVELOPMENT PLAN REVIEW

1. The use is authorized by Development Plan Review pursuant to this title.

FACT: Pursuant to GMC §21.02.040(B), the construction of multiple-family projects—apartments, condominiums, and cooperatives—is permitted with the approval of a Development Plan Review application.; and as 39 units are proposed, Planning Commission review is required.

2. The use is consistent with the general plan and other applicable plans.

FACT: With the projects Specific Plan Amendment/Rezone, the proposed development of residential homes is consistent with the General Plan and complies with the applicable goals, objectives, and policies. The residential development provides a diverse housing choice for future residents (Land Use Element Goal LU-7: A diverse range of housing choices; LU-10: Quality Infill Development; LU-18: Compatibility of Adjacent Uses; & LU-21: Preservation of Neighborhood Character). The subject site is located within a neighborhood with access to commercial areas and multiple transportation options (Housing Element Goal 3: Range of Housing Opportunities). The development project will use the latest energy conservation features to conserve natural resources and lower energy costs. The development project includes mitigation measures to ensure that noise and vibration will not exceed normally accepted levels (Noise Element Goal N-3: Coordinated Land Use Planning and Noise Mitigation). The development project complies with the General Plan Land Use Designation and zoning ordinance standards, with permitted deviations. Finally, subject to the approval of the zone change to *Central Route 66 Residential*, residential use will be an allowed use.

3. The site can accommodate the development standards of this title or as is otherwise required.

FACT: The proposed project is located on two existing lots located at 723-731 E. Route 66 totaling approximately 1.85 gross acres in size. The project includes a request to change the zoning designation from *Route 66 Service Commercial* (*RT66-RSC*) to *Central Route 66 Residential* (*RT66-CRR*) which is "*intended to contribute to the mix of housing choices offered to Glendora residents and provide consistency with the Glendora general plan housing element, through the provision of higher density multifamily residential development."* The proposed 39-unit residential townhomes meet all required development standards required of the *RT66-CRR* zone as site specific development standards are established in conjunction with the project.

4. The site is adequately served by streets, utilities, and other services, facilities and improvements.

FACT: The subject property has street frontage on Route 66. The site is served by services and utilities provided by Athens Waste Disposal, Los Angeles County Sanitation District, City of Glendora Water Division, Glendora Police Department, Los Angeles County Fire Department, Southern California Edison, Los Angeles County Flood Control District, and all other public and private services that accommodate the operation of an attached residential condominium development.

5. The use will not adversely affect the character and integrity of the area, the utility and value of properties in the area, and the health, safety and welfare of the public.

FACT: The proposed project will result in the construction of 39 townhouse condominiums in an established urban neighborhood (commercial and residential uses). Therefore, the proposed residential condominium project is compatible with the neighborhood. The development of the lot will not adversely affect the character and integrity of the area or the health, safety, and welfare of the public. The project will not cause any serious health, safety, or welfare problems in that its design and related construction will be performed per the requirements of all applicable codes, including zoning and building.

SECTION 3. The City Council is concurrently adopting a Mitigated Negative Declaration and associated MMRP for this project pursuant to CEQA.

SECTION 4. The City Council hereby approves VTTM and DPR (File No. PLN23-0027) for the subdivision and development of a 39-unit residential condominium project as described by the report and depicted on project plans attached to the City Council Agenda Report for PLN23-0027, and after determining that the project meets the requirements of GMC §21.02.040 and the California Subdivision Map Act, subject to the following Conditions of Approval:

CONDITIONS OF APPROVAL

1. The Applicant shall sign and submit to the Planning Division a statement indicating agreement and acceptance of the adopted Conditions of Approval prior to the issuance of grading and building permits.

2. The applicant shall comply with all mitigation measures as indicated in the IS/MND Mitigation Monitoring Program prepared for the project pursuant to CEQA requirements.

3. The subject property shall be developed in substantial conformance with project plans attached to the City Council Agenda Report for PLN23-0027, as modified by these Conditions of Approval.

4. The City shall have the right of entry to inspect the premises to verify compliance with the Conditions of Approval and the GMC.

5. The City shall retain the right and the jurisdiction to review the VTTM and DPR (No. PLN23-0027) in the event the use conducted herein is modified, changed in scope, or the owner or operator seeks to expand, alter, reconfigure, or change the use. This reservation of the right of review is in addition to, and not in lieu of, the right of the City to review and revoke the VTTM and DPR (Project File No. PLN23-0027) or to modify the permit for any violation of the

Conditions imposed.

6. The Applicant agrees as a condition of issuance of this entitlement to indemnify, protect, defend, and hold harmless, the City, and any agency or instrumentality thereof, and its elected and appointed officials, officers, employees and agents, from and against any and all liabilities, claims, actions, causes or action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorney's fees and disbursements (collectively, "Claims") arising out of or in any way relating to the issuance of this entitlement, any actions taken by the City related to this entitlement or the environmental review conducted under CEQA or Public Resources Code §21000 et seq., for this entitlement and related actions.

Planning Division

7. The Applicant shall maintain consistency with the approved architectural plans including colors and materials submitted to the Planning Division. Modification(s) of the approved building elevations, including but not limited to, changes of finished material(s) or alterations to building articulation are not permitted without prior written approval from the Community Development Director. Requests shall be made in writing and include:

    a. A written and illustrative description of the proposed revision; and

    b. The reason and justification for the request.

    In approving a revision, the Director shall find that the requested modification is minor and substantially conforms with the approved architectural plans.

8. The delivery of materials and equipment and the outdoor use of equipment, hammers, and power tools shall be limited to the hours between 7:00 a.m. and 6:00 p.m., Monday through Friday, with no work allowed on Saturdays, Sundays, or Federal holidays with the exception of interior work. Outdoor yard work is permitted as long as it does not involve heavy equipment or noise-producing equipment.

9. A final wall and fence plan shall be submitted to the Planning Division for review and approval prior to the issuance of building permits. Approved walls and fences shall be installed prior to final occupancy.

10. Walls and fences shall be installed prior to final occupancy consistent with the preliminary fence and wall plan.

11. The Applicant shall prepare Covenants, Conditions, and Restrictions (CC&Rs) for the development including articles establishing a condominium association. A copy of the draft CC&Rs shall be submitted to the Planning Division and City Attorney for review and approval prior to Final Map approval. The Applicant will be responsible for payment to cover all City staff and City Attorney time required to review said CC&Rs. A recorded copy of the approved CC&Rs shall be submitted to the Planning Division prior to final occupancy as well as final payment to cover any City costs for review. CC&Rs shall include the following requirements:

    a. The condominium association shall maintain all common areas including private driveways, sidewalks, lighting, landscaping, irrigation, recreation equipment, fixtures, and other improvements.

b. The condominium association shall maintain all landscaped areas, including front yard landscaping with the exception of enclosed private patio yard areas.

c. The condominium association shall provide all water needed for irrigation of the common landscaped areas and for any landscaping and trees in the public right-of-way fronting the project.

d. The condominium association shall maintain landscaping and irrigation in the public right-of-way.

e. The CC&Rs shall clearly identify building and site maintenance responsibilities.

f. The CC&Rs shall specify that the parking and/or storage of recreational vehicles, boats, trailers (recreational or business-related) equipment, and similar such vehicles, is prohibited everywhere onsite.

g. The CC&Rs shall require that residents use the provided garages and private driveway assigned to their unit to park their vehicles and not for long-term storage.

h. The CC&Rs shall include a time limit for guest and commercial parking space use.

12. The Applicant is responsible for submitting forms and fees associated with the formal assignment of addresses for each residential unit and commercial building. The process is initiated with the Public Works and Community Development Departments and is concluded by the City Clerk's Office.

13. The project is subject to compliance with the City's Community Art Program (CAP) - Ordinance 2083 and Resolution CC 2024-04. As per the requirements outlined in GMC §21.03.150, applicable projects are required to install approved artwork in conjunction with their project (encouraged) or pay an in-lieu contribution equal to a minimum percentage of the total building permit valuation (BPV). Specifically, this project must adhere to the following guidelines adopted into the City's Master Fee Schedule: New residential developments consisting of 11 or more units/houses and new mixed-use with residential as the primary component - An artwork installation approved by the city or an in-lieu contribution equal to 0.25% of the BPV is required. To ensure compliance with the CAP, the applicant must submit a CAP application and coordinate with the City's Planning Division. Approval of CAP application is required prior to building permit issuance.

14. All mechanical equipment, including air conditioning units, for the units along Route 66, shall be located within patio enclosures or be screened from street view with landscape and physical screening barriers.

15. Construction plans submitted for building plan check shall demonstrate that all exterior doors leading to mechanical equipment rooms in buildings 1 and 2, shall be architecturally enhanced due to visibility from the street.

16. All plans submitted for building, grading and landscape plan checks shall show consistency in building and unit numbering.

Landscaping

17. A Water Efficient Landscaping Application and MWELO compliance shall be completed and submitted to both the Planning Division (for landscape) and the Water Division (for irrigation) for review and approval prior to the issuance of building permits. The plan shall be prepared by a licensed landscape architect and shall demonstrate compliance with the Water Efficient Landscape Ordinance (Assembly Bill 1881). Approved landscaping and irrigation shall be installed prior to final occupancy. (GMC §21.03.060)

18. Information regarding existing trees to be removed (location, tree type, size, general health) and the trees proposed as replacements and/or the payment of an in-lieu fee to cover the cost of trees to be removed. Tree in-lieu fees (if required) shall be assessed by the City Public Works Department and paid by the Applicant prior to the issuance of building permits. Replacement trees shall be based on the City of Glendora Urban Forestry Manual and information shall be presented as part of the final landscape design plans.

19. All pedestrian paths, crosswalks, and project entrances shall utilize decorative paving and should be shown on the landscape plan submitted to the Planning Division.

20. All light fixtures, including freestanding and building-mounted, shall be decorative and complementary to the architectural style of the buildings and shall be subject to approval by the Planning Division.

21. All common area landscaping shall be installed by the developer and maintained by the condominium association.

Air Quality

22. The best available control measures to minimize fugitive dust emissions shall be utilized, including but not limited to watering soils as necessary to minimize dust generation. (SCAQMD Rule No. 403)

Land Development Division

Final Tract Map/Site Development:

23. A final tract map is required, and it shall be prepared and submitted for review after the Tentative Map is approved. The final map will be reviewed for technical accuracy by the City's contract Land Surveyor. The developer is responsible for all such costs. A title report/subdivision report less than 6 months old is required at the time of submittal. Include copies of all underlying documents/easements of record referenced in the title report. Show all easements on the property on the grading plan. Label, dimension and identify.

24. An Indemnity Agreement and a Subdivision Improvement Agreement must be signed by the developer prior to final map approval. The agreements must be reviewed by the Land Development Division, and the final documents must be approved by the City Council. The developer will submit the final map to the City's contract Land Surveyor for technical review. The Developer is responsible for all fees associated with this review. Bonds will be required with the agreements for all improvements and conditions of approval that will be completed after the filing of the final map with the County Recorder.

25. During the plan check phase, submit a Composite Utility Plan showing the proposed water, sewer, drainage, electrical, telecom/internet, cable TV, and natural gas (if any) lines and facilities for the project. Include all proposed utilities and all existing utilities on-site and adjacent to the site. The plan will be reviewed and approved by the Land Development Division and the Engineering Division.

26. Emergency vehicle access, driveway widths and radii will be reviewed and approved by L.A. County Fire Department for accessibility.

Stormwater

27. This project is required to comply with Federal, State, and City Stormwater regulations including National Pollutant Discharge Elimination System Requirements and Municipal Separate Storm Sewer System (MS4) Permit requirements. Projects subject to the MS4 are to implement post-construction low impact development (LID) storm water runoff water quality control measures as a way to reduce downstream runoff. Follow Section 21.03.090 of Glendora Municipal Code to determine Applicability and Performance Criteria. An LID Report and plans for the construction of LID improvements is required for the project, and it shall be submitted at time of first plan check submittal. Follow LA County LID Standards Manual for design and format of LID Report. The soils engineer of record must review and approve the infiltration system.

28. This project is required to comply with the State Construction NPDES permit. This requires a Storm Water Pollution Prevention Plan (SWPPP) for implementation during the construction phase of the project. The SWPPP must be prepared by a Qualified SWPPP Developer (QSD) and must be submitted to Public Works for review and approval. The approved SWPPP must be implemented by a Qualified SWPPP Practitioner (QSP) during construction. Detailed plans for erosion control must be included.

Grading and Drainage:

29. Grading and drainage plans and required supporting documents (such as geotechnical, drainage/hydrology/LID reports/plans) must comply with any recommendations of the geotechnical engineer of record and will be submitted and reviewed according to the City's Grading Plan to the Public Works Department. A permit from the City of Glendora Public Works Department and a grading bond will be required prior to the start of construction. Show all existing and proposed easements on the improvement plans. Label, dimension and identify easement holders.

30. All structural BMPs for the project must be shown in detail on the grading plans. The grading plan will need to be reviewed/approved by the soils engineer. A minimum ½" per hour percolation rate must be verified by the soils engineer for the project via a percolation test and included in next submittal for any areas where storm water is proposed to be infiltrated.

31. GMC §20.28.010 requires underground utilities in new developments. All proposed utility connections and services shall be installed underground. Coordinate with utility agencies as necessary.

32. A final geotechnical report is required with the initial plan check submittal, and it must address over-excavation and recompaction requirements. While the City does require reports be prepared following the L.A. County GMED manual, we have not adopted their building code. First submittal of Grading Plan should be signed and stamped by the geotechnical engineer stating that the Grading Plan is in conformance to the geotechnical/soil engineer recommendations. After final grading plan approval, the grading plan Mylar will also be wet signed and stamped by the geotechnical engineer. As necessary, provide an update letter if the soils report is greater than one year old. The geotechnical report for this project may be peer reviewed by the city's contract geotechnical engineer and/or geologist. The developer is responsible for all costs. A $1,500 deposit is required to cover review of the geotechnical report.

33. A Final Drainage Study Report is required, and it must follow the City's Hydrology & Hydraulics report format and discuss the offsite stormwater run-on flows (if any) from properties surrounding the site. The report should analyze both off site storm water run-on and on-site storm water flow. The report must be coordinated with the project LID Report.

34. Storm Drain Plans with profiles and details of proposed drains, inlets, and facilities may be required. For connection to a L.A. County storm drain, reports and plans required by the County must be submitted to the City and Los Angeles County for plan check and permitting.

35. When grading plans are submitted for first plan check, a fee is required based on the cubic yards of earth moved. A plan check fee will be collected at the time of first submittal based on the quantity on the submittal. Include over excavation and re-compaction quantity in calculation of the cut and fill quantities. At the time of issuing grading permit, final plan check fees will be adjusted accordingly with additional fees paid or refunded determined by final yardage. Grading Bond will be required.

Water/Fire Service:

36. Water is served by the City. Frontage fees may apply to this project. The Developer may be required to replace or upgrade all the existing water lines fronting the Project and upsize existing water lines as necessary to meet requirements stipulated in the water model performed for the proposed development. Water improvement plans shall be prepared in accordance with City guidelines. Contact the Water Division at (626) 914-8249 to determine water service requirements.

37. The owner/applicant may be required to provide water rights to serve the project. Currently water rights fees are approximately $14,000 per acre foot of water. When the final number of units and amount of landscaping is decided, contact the Water Division at (626) 914-8249 to begin the process of determining the water rights fee and to request a water will serve letter.

38. Exact service locations to be determined when final site plan is approved during the plan check phase, but they shall not be located in drainage features or where water could pond. Easements may be required to access the water meters and other water devices.

39. Backflow prevention shall be provided per City Standard Detail 2.30 for structural fire protection (i.e., sprinklers) and landscape irrigation systems. Plans shall be submitted to the Public Works Department and applicable plan check fees.

40. Installation of public and/or private water mains is required to serve the proposed development. A separate plan submittal will be required for any new or upgraded water mains, fire hydrants or fire water lines which will serve the site. That plan is a separate submittal to the Engineering Division as well as the L.A. County Fire Department for review and approval. The plan will be prepared using the City of Glendora title block and must show the connection in the public right of way and must have a signature block for the L.A. County Fire Department. Plan review fee of 5% of the engineer's estimate is due at time of first submittal. For L.A. County Fire Department requirements, please contact Fire Staff at (626) 963-5564.

41. If water easements or any other easements are required and not shown on the final tract map, follow the Engineering guidelines for preparing legal descriptions and plats. The City uses an outside land surveying firm to perform the review of any documents stamped by a land surveyor which the developer is required to pay. The developer will be required to deposit $1,000 for the initial review of the document. Any unused funds are returned or if additional fees are required, an additional deposit will be requested.

42. Fire flow tests will be required. Please contact the Public Works desk at (626) 914-8246 test should you choose to move forward by scheduling the test.

Sanitary Sewer:

43. The City owns the sewer collection system, but it is operated and maintained for the City as part of the County's Consolidated Sewer Maintenance District (CMSD). The plan check process for any sewer improvement plans will go through both the City and Los Angeles County Public Works following County guidelines and requirements.

44. The treatment system for the City's sewer is owned and operated by the Los Angeles County Sanitation District No. 22. The developer's Civil Engineer will need to contact the District to obtain a treatment will serve letter as well as pay the appropriate fees. For further information, contact District Staff at (562) 908-4288, extension 2717.

45. On-site sewer will be the City's public sewer. Off-site sewer may require new or upgraded facilities. All public sewers require a sewer improvement plan and profile. The plan check process will go through both the City and Los Angeles County Public Works. The developer will be responsible for Plan Check fees for the City and the County. City's plan review fee is 5% of the engineer's estimate and is due at time of first submittal. Sewer acreage and frontage charges may be applicable.

Street Improvements:

46. Street improvement plans are required. Street improvements for this project will include removal of unused driveway approaches, constructing new concrete sidewalk along the project street frontage of Route 66, constructing new ADA compliant driveway approaches to serve the project site, constructing median modifications, and rehabilitating the pavement on the north half of Route 66 from the west side to the east side of the project site. Damaged or non-standard improvements and facilities must be reconstructed per City Standards. The applicant's Civil Engineer may download the City's Street standards at:
http://www.ci.glendora.ca.us/departments-services/public-works/standard-designs-and-specifications

47. Protect existing streetlight and underground facilities along the project frontage on Route 66. A street light study/review of existing/proposed streetlights and proposed SCE standard streetlights is required to determine the exact number and locations of streetlights for this project. The study shall be submitted with the street improvement plan first check. All new streetlights shall be shown on the street improvement plans for this project. Study, review, and proposed design of streetlights shall be coordinated with SCE and the Engineering and Land Development Divisions.

48. Any and all street improvements, utility, and trench work require a permit from the City. All City Standards are available online on the Public Works Dept. website.

49. Construction temporary traffic control plans for Route 66 and signing and striping plans for the public streets must be prepared and submitted to the Public Works Department for review/approval.

Public Works – Landscaping/Irrigation Plan:

50. Landscape/Irrigation Plan will be processed through both the Planning Division (for landscape) and the Water Division (for irrigation). All the irrigation and landscape plans shall be Water Efficient.

Waste Management:

51. All construction, demolition, and renovation projects within the city with a total valuation cost for the new or remodeled construction as determined by the City Building Official which are, or projected to be, greater than or equal to one hundred thousand dollars shall submit a Waste Management Plan to the Public Works Department for review and approval prior to issuance of any permits in compliance with the City's Construction and Demolition Ordinance No. 1811. The approved Waste Management Plan shall be implemented upon start of demolition, grading, and construction and maintained throughout the project until issuance of a certificate of occupancy. The City may review and amend the plan as needed. Guidelines are available from the recycling coordinator (GMC §6.09).

Public Works – Miscellaneous:

52. Applicant will be required to apply for formal address assignment after approval of the Tentative Tract Map and entitlement of the project.

Los Angeles County Fire Department - Final Map Requirements

53. The approval of this permit shall be contingent on approval by the Los Angeles County Fire Department (LACDF). Any changes resulting from the requirements of the LACDF shall be submitted to the Planning Division for review and approval prior to the commencement of construction.

54. Access as noted on the Tentative and the Exhibit Maps shall comply with Title 21 (County of Los Angeles Subdivision Code) and Section 503 of the Title 32 (County of Los Angeles Fire Code), which requires an all-weather access surface to be clear to sky.

55. The Private Driveways proposed as private streets for access throughout the development shall be labeled as "Private Driveway" on the Final Map. The portion of the private driveway intended for fire apparatus access shall be identified as "Fire Lane" on the Final Map. All widths and dimensions shall be clearly delineated with a reciprocal access agreement required for all private driveways. Compliance required prior to Final Map clearance.

56. The Final Map shall be submitted to our office for review and approval prior recordation.

57. Fire hydrant improvement plans shall be submitted for review and approval prior to the Final Map clearance.

Los Angeles County Fire Department – Water System

58. All fire hydrants shall measure 6"x 4"x 2-1/2" brass or bronze, conforming to current AWWA standard C503 or approved equal, and shall be installed in accordance with the County of Los Angeles Fire Code.

59. The required fire flow for the public fire hydrants for this project is 2500 gpm at 20 psi residual pressure for 2 hours. Two public fire hydrant(s) flowing simultaneously may be used to achieve the required fire flow. Fire Code 507.3 & Appendix B105.1

60. Install three new public fire hydrants as indicated on the Site Plan.

Term

61. The approved use and/or construction work shall commence within 24 months after the effective date of the approval, or such other period specified as a condition of approval and shall be carried on diligently to completion. If the use or construction work is not started within the required time and carried on diligently to completion, the permit shall become void; however, the Director may extend the time limit in the case of unavoidable delay. The Applicant must submit a written request to the reviewing body or Director for a time extension at least thirty days before the original time limit expires. Consideration of a time extension does not require a public hearing even if a hearing was required for the original permit. (GMC §21.02.010 E.)

Enforcement

62. The property owner shall pay the costs of any code enforcement activities, including attorney's fees, resulting from the violation of any conditions of approval or any provision of the GMC. (GMC §1.18)

63. Any violation of the Zoning Ordinance or any entitlement granted is considered a misdemeanor punishable by a fine not to exceed one thousand dollars ($1,000.00) and/or by imprisonment in the County jail for a period not to exceed six (6) months. Each day or portion of a day during which any violation of the Zoning Ordinance occurs or continues constitutes a separate offense and shall be punishable as provided. (GMC §21.01.030 H.)

SECTION 5. The Mayor shall sign this Resolution and the City Clerk shall attest and certify to the passage and adoption of this Resolution, and the same shall thereupon take effect on

_____ __, 2024 subject to a 15 calendar-day appeal and be enforced in accordance with the terms and Conditions thereof.

PASSED, APPROVED and **ADOPTED** by the City Council of the City of Glendora on this ____ day of_____, 2024.

BY: _____
MENDELL THOMPSON
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

_____
DANNY ALESHIRE
City Attorney

CERTIFICATION

I, 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 _____, 2024, by the following vote:

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

I further certify that said Resolution was published as required by law in a newspaper of general circulation in the City of Glendora, California on the _____ day of _____, 2024.

Dated:

_____
KATHLEEN R. SESSMAN
City Clerk/Communications Director

PROJECT NO. PLN23-0027—PROJECT ANALYSIS MEMORANDUM

PROJECT SUMMARY:

Applications: Various entitlements are needed in order to accomplish the proposed development; the following approvals are required:

- *Specific Plan/Zone Change* from *Route 66 Service Commercial* (*RT66-RSC*) to *Central Route 66 Residential* (*RT66-CRR*).
- *Vesting Tentative Tract Map* (No. 84292) to subdivide two (2) existing lots totaling approximately 1.85 acres into 39 residential townhome condominiums.
- *Development Plan Review* for project plans.
- *Environmental determination* for the project (CEQA Initial Study/Mitigated Negative Declaration).

Date of Application: September 28, 2023

Applicant: Brandywine Homes LLC
16580 Aston
Irvine, CA 92606

Property Owner: SVPP Properties LLC
610 N. Santa Anita Ave.
Arcadia, CA 91006

Property Address: 723-731 E. Route 66
Glendora, CA 91740

L.A. County Accessor Parcel/Identification Nos.: 8646-029-009 & 8646-029-014

Description of Property: The subject property is located at 723-731 E. Route 66. The site is located on the north side of Route 66 west of Glenwood Avenue. The site consists of two lots that were previously developed vehicle repair and sales.

General Plan Designation: The project site has a General Plan (Community Plan 2025) land use designation of *Route 66 Corridor Specific Plan.* The General Plan indicates that *"Specific plans grant the City authority to consider and create detailed and precise plans prepared by landowners, developers, and public agencies. It allows the flexibility to create specific zoning for a particular area such as a downtown or an area with environmental constraints, and results in unique and imaginative designs. The specific plan establishes a land use pattern, circulation system, open space and other features, as necessary, to ensure the area is also well integrated into the community."*

The City's General Plan has several goals and policies that should be considered with the proposal. Staff found the following excerpts from the General Plan Housing and Land Use Elements to be relevant:

- Goal LU-5: *Expanded residential development opportunities.*
- Policy LU-5.2: *Provide for expanded infill residential opportunities in appropriately designated areas in the City.*
- Goal LU-7: *A diverse range of housing choices.*
- Policy LU-7.1: *Provide opportunities for the development of housing at a variety of affordability levels and densities that respond to the various needs of future residents.*
- Goal LU-10: *Quality infill development.*
- Policy LU-10.1: *Ensure the design and development of infill projects compliments existing development in terms of scale, character, and pedestrian quality.*
- Goal LU-18: *Compatibility of adjacent land uses.*

The City's current Housing Element, includes the following:

- GOAL 3: *Provide suitable sites for housing development which can accommodate a range of housing by type, size, location, price, and tenure to accommodate the City's share of the regional housing need.*
- Policy 3.1: *Implement land use policies that allow for a range of residential densities and products, including low-density single-family uses, moderate-density townhomes, and higher-density apartments, condominiums, and units in mixed-use development.*
- *Policy 3.2: Encourage development of residential uses in strategic proximity to employment, recreational facilities, schools, neighborhood commercial areas, and transportation routes.*
- *Policy 3.5 Ensure that residential development sites have appropriate and adequate services and facilities, including water, wastewater, and neighborhood infrastructure.*
- *Policy 3.6 Support the assembly of small vacant or underutilized parcels to enhance the feasibility of infill development.*

Zoning: The project site is located within the *RT66-RSC* zone. The *Route 66 Corridor Specific Plan* defines the *RT66-RSC* zone as "*The Route 66 service commercial is intended to provide for a variety of smaller-scale commercial, office and light industrial uses. Flexible commercial and low-intensity industrial development allowing for office/assembly and warehousing under one roof is encouraged. The district is envisioned as a primary node for locally-serving businesses and commercial activity. The Route 66 commercial district is envisioned to contribute to a positive*

visual image along Route 66 through the establishment of streetscape elements, landscaped buffers and quality site design."

Surrounding Uses: The site is surrounded by freight and future light rail to the north, existing multi-family residential to the south, and commercial and service uses to the west and east. *Table A* below further describes the land uses for the surrounding properties:

Table A -	***Project Surroundings***		
	Existing Uses	**General Plan**	**Zoning**
North	Freight and Light Rail	*Railroad*	*R-4*
South	Multi-Family Residential	*Route 66 Corridor Specific Plan*	*RT66-CRR*
East	Commercial/Service	*Route 66 Corridor Specific Plan*	*RT66-RSC*
West	Commercial/Service	*Route 66 Corridor Specific Plan*	*RT66-RSC*

PROJECT ANALYSIS:

Proposed Specific Plan/Zone Change

The existing site is located within the *RT66-RSC* zone. As previously stated, this zone is intended for small-scale commercial and office uses. Residential uses are not allowed within this zone. To allow the proposed residential use and development, rezoning of the property is required.

The applicant is requesting a zone change to *RT66-CRR*. The *RT66-CRR* is "*intended to contribute to the mix of housing choices offered to Glendora residents and provide consistency with the Glendora general plan housing element, through the provision of multifamily residential development. Locally-serving retail at corner locations and other residential-compatible commercial uses that cater to nearby residents are encouraged within this zoning subdistrict. New residential development in this zoning subdistrict is envisioned to establish a positive visual image along the Route 66 Corridor and encourage pedestrian connections to adjacent trailways, transit stops, commercial uses, and public sidewalks.*"

Additionally, the adjacent properties located to the south of the project site are multi-family residential uses and are zoned *RT66-CRR*. Therefore, the project site will be rezoned to be consistent with the adjacent properties.

The draft ordinance to rezone the project site is included as Attachment A.

Proposed Subdivision

The existing site is 1.85 acres and would be subdivided for residential condominium purposes (*Vesting Tentative Tract Map No. 84292*) to create a 39-unit residential townhouse development. The proposed development establishes exclusive private areas and common areas and defines

ownerships that can be acquired and sold by future homeowners. The proposed plans are included in Attachment D.

Typically, the City has processed subdivision applications of four or more lots as a Tentative Tract Map (TTM). In this case, the applicant requested a Vesting Tentative Tract Map (VTTM). A TTM and VTTM are same with the exception that a development processed with a VTTM the approval has a vested right to continue with development in substantial compliance with the ordinances, development standards, and code requirements at the time of approval whether or not the ordinances, development standards and code requirements have changed.

Required findings for approval of the VTTM are contained within the California Subdivision Map Act and are outlined within the attached draft resolution (Attachment B).

Development Plan Review (DPR)

The applicant has requested a DPR related to the project's development plans. Pursuant to GMC §21.02.040 (B), *"Projects requiring development plan review (the reviewing body is in parenthesis):…*

(2) Multiple-family projects-Apartments, condominiums and cooperatives (commission);

a. 1-10 dwelling units, 1-10 units, allow by-right (Applicants apply directly for building permits);

b. 11-25 dwelling units (director);

c. More than 25 dwelling units (commission);."

Pursuant to the GMC, the purpose of the DPR is to, "*provide procedures whereby development plans can be reviewed to ensure orderly development, aesthetic design, safe and harmonious placement and to: 1. Prevent or minimize adverse impacts on property in the vicinity; 2. Implement the general plan and applicable specific plans; 3. Protect the public health, safety and welfare; 4. Site structures and other improvements in a manner that is in harmony with the terrain and existing developments in the vicinity; 5. Encourage and promote energy-efficient design."*

The proposed residential project is comprised of 39 attached, three-story, residential condominium townhomes with one to two-car garages on 1.85 acres of land. The proposed site is designed and graded to be physically suitable for the 39-unit, residential condominium townhome development. The project density of 21.1 units is less than the allowed maximum (30 dwelling units per acre). Therefore, the proposed project will conform to the City's current residential density for the proposed *RT66-CRR* zone in the Route 66 Corridor Specific Plan.

The proposed residential development is composed of six rowhouse buildings (6 to 7 units each). There will be six different floor plan types ranging from 743 to 1,942 square-foot units, a total of 98 garage parking spaces—including 16 outdoor parking spaces—and 16,600 square feet of private and common open space.

Table B below illustrates that the project complies with the maximum height and related development standards for development within the *RT66-CRR* zone, as follows:

Table B	*RT66-CRR* Zone: Design Standards	
	Required	Proposed
Dwelling Units (du/ac)	30 du/ac	21.1 du/ac
Setbacks Required		
Front (Building)	15 feet	15 feet
Side (each)	10 feet	10 feet
Rear	10 feet for first 2 stories above ground level. Thereafter, 5 feet for each additional story.	49 feet
Minimum Required Street Frontage	100 feet	287.26 feet
Maximum Height Limit	45 feet/3 stories, whichever is less	39.9 feet

The architecture for the homes has been designed in the Spanish Colonial Revival style and the elevations are articulated and detailed with exterior elements that include off white stucco with tan and brown-hued stucco trim, dark red shutters, accented rafter tails, trellis covers over windows, arched entrances with contrasting color trim surrounding the doorways, wrought iron accents and railings, and concrete S-tile roofing materials.

Required findings for approval of a DPR are contained within GMC §21.02.040 (F) and are outlined within the attached draft resolution (Attachment B).

Circulation, Parking, Transportation, Pedestrians

The proposed site plan for the residential development includes a 26-foot-wide private driveway located at the south property line and extends to the guest parking spaces at the rear of the lot. The driveway traverses the entire development where they access all the units' garages and the guest parking at the rear of the property. The entrance will not be gated.

Based on a review of the submitted plans the residential project requires a total of 98 parking spaces. The applicant will be providing 98 total parking spaces (82 garage spaces and 16 open guest spaces). This proposed parking satisfies the Glendora Municipal Code (GMC) requirements as follows:

Residential dwellings:
6 units (1 bedroom) x 2 sp/unit = 12 spaces
15 units (2 bedroom) x 2 sp/unit = 30 spaces
18 units (3 bedroom) x 2.2 sp/unit = 39.6 (rounded up to 40) spaces
Guest Parking: 39 units x 0.4 sp/unit= 15.6 (rounded up to 16) spaces
Total Parking Required = 98 spaces

Pedestrian access

The GMC includes a statement regarding circulation: "*The circulation system shall be designed to provide separate vehicular and pedestrian circulation systems*". The proposed project includes

three pedestrian access pathways to Route 66. Additionally, there are 13 units located along the south property line that have walkways that directly connect to Route 66.

Impacts on Public Facilities and Utilities

Plans for utilities that serve the proposed project would include provision of electricity (Southern California Edison), telecommunications facilities (Frontier Communications), cable service (Charter Communications), and solid waste (Athens Services). All new utility infrastructure for electricity, telecommunications, and cable service would be installed underground or placed in enclosed spaces (e.g., utility closets). The project would connect to the City's existing water and sanitary sewer system. Connections to existing electricity, natural gas and telecommunications infrastructure would occur as follows: For electricity, service to the commercial project would be provided via an underground connection from the existing overhead lines. This work would occur in conjunction with other onsite construction activities. For natural gas, an underground connection would be made to an existing gas main located in the adjacent street. For telecommunications, an underground extension of cable television and internet services would be provided via an underground connection to an existing line. The proposed project would be required to comply with the California Building Energy Efficiency Standards and California Green Building Standards Code (CALGreen).

Landscaping

GMC §21.03.020(D)(5) states that: *All land not covered by structures, walkways, driveways and parking shall be landscaped and irrigated with an automatic irrigation system installed in accordance with the Uniform Plumbing Code. The plant material shall be of drought tolerant species and permanently maintained. Berms, walls and/or hedges shall be used in the required setbacks to separate parking facilities from abutting streets*. The final landscaping plan must demonstrate compliance with the California State Model Water Efficiency Ordinance (MWELO). In order to ensure compliance with these landscaping requirements, staff has included a condition of approval requiring that a landscape review application for the final landscape plan and MWELO compliance be submitted for review and approval by City staff prior to the issuance of building permits.

A conceptual landscape plan is included with the project plans (Attachment D) and indicates the planting of approximately seven species of trees and 24 species of shrubs, ground cover, and vines.

Bond Number: 800192153

EXHIBIT C

PERFORMANCE BOND

FAITHFUL PERFORMANCE BOND

PROJECT: TRACT NO. 84292, 723-731 E. ROUTE 66, GLENDORA, CA 91740

WHEREAS, the Principal, **GLENDORA 39, LLC**, a Delaware limited liability company ("**Principal**") is required under the terms of that certain Subdivision Improvement Agreement dated _____, 2025 ("**Agreement**") with the City of Glendora ("**City**") to furnish a bond for the faithful performance of the Agreement; and

NOW, THEREFORE, we the undersigned Principal and Surety, are held and firmly bound unto the City in the sum of **One Million One Hundred Nine Thousand Nine Hundred Fifty-three Dollars ($1,109,953),** this amount being not less than one hundred percent (100%) of the total contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the City in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bound Principal, or its heirs, executors, administrators, successors, or assigns, shall in all things stand and abide by, well and truly keep and perform all undertakings, terms, covenants, conditions, and agreements in the said Agreement and any alteration thereof, made as therein provided, all within the time and in the manner designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

FURTHER, the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Agreement or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Agreement or of the work to be performed thereunder.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 30th day of April, 2025.

GLENDORA 39, LLC **PRINCIPAL**

See Attached Signature Sheet

BY: _____

(PRINCIPAL SEAL)

Atlantic Specialty Insurance Company **SURETY**

Address of Surety: 605 Highway 169 North, Suite 800
Plymouth, MN 55441
CITY STATE ZIP
781-332-7000
TELEPHONE

BY: _____

(SURETY SEAL)

SIGNATURE SHEET

Glendora 39, LLC, a Delaware limited liability company
By: BWB Housing Venture, LLC, a Delaware limited liability company
By: BW Housing Group, LLC
By: Brandywine Residential, a California corporation
Its manager

By _____
Brett Whitehead, President

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

On May 1, 2025 before me, Sandra L. Zundell, Notary Public
(insert name and title of the officer)

personally appeared Brett Whitehead,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SANDRA L. ZUNDELL
Notary Public - California
Orange County
Commission # 2439298
My Comm. Expires Mar 26, 2027

Signature _____ **(Seal)**

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of Kentucky
County of Jefferson)

On 4/30/2025 before me, Theresa Hintzman, Notary Public
(insert name and title of the officer)

personally appeared Brook T. Smith,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Kentucky that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Theresa Hintzman
NOTARY PUBLIC
STATE AT LARGE, KENTUCKY
ID #KYNP80463
MY COMMISSION EXPIRES OCT. 26, 2027

Signature Theresa Hintzman (Seal)

intact INSURANCE

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Audria R. Ward, Barbara J. Benton, Brett Rosenhaus, Brian S. Turner, Brook T. Smith, Charles J. Nielson, David R. Hoover, Davor Mimica, Deborah S. Neichter, Denise Donelson, Devin J. Phillips, Donald P. Bramlage, Edward T. Ward, F. Danny Gann, James H. Martin, James T. Smith, Jarrett Merlucci, Jason D. Cromwell, Jessica Pamela Reno, Joseph P. Nielson, Justin Vokus, Keith Nicholson, Kevin R. Wojtowicz, Laura D. Mosholder, Michelle D. Liwosz, Patricia Schmaltz, Raymond M. Hundley, Shawn Alan Burton, Tracey C. Brown, William O. Walker**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

By _____
Sarah A. Kolar, Vice President and General Counsel

STATE OF MINNESOTA
HENNEPIN COUNTY

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.

THE SEAL OF THE STATE OF MINNESOTA
ALISON D. NASH-TROUT
NOTARY PUBLIC - MINNESOTA
My Commission Expires
January 31, 2030

_____
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 30th day of April, 2025

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

This Power of Attorney expires
January 31, 2030

_____
Kara L.B. Barrow, Secretary

Please direct bond verifications to surety@intactinsurance.com

Bond Number: 800192153

EXHIBIT D

PAYMENT BOND

LABOR AND MATERIAL BOND
(PAYMENT BOND)

PROJECT: TRACT NO. 84292, 723-731 E. ROUTE 66, GLENDORA, CA 91740

WHEREAS, the Principal, **GLENDORA 39, LLC**, a California limited liability company ("**Principal**") is required under the terms of that certain Subdivision Improvement Agreement dated _____, 2025 ("**Agreement**") with the City of Glendora ("**City**") to furnish a bond in conjunction with the Agreement, to secure the payment of claims of laborers, mechanics, material people, and other persons as provided by law; and

NOW, THEREFORE, the Principal and the undersigned as corporate surety, are held and firmly bound unto the City and all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of the agreement and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code in the sum of **One Million One Hundred Nine Thousand Nine Hundred Fifty-three Dollars ($1,109,953)**, this amount being not less than one hundred percent (100%) of the total contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the City in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if Principal or its heirs, executors, administrators, successors, assigns fails to pay: (1) for any work, materials, services, provisions, provender, or other supplies, or for the use of implements of machinery, used in, upon, for, or about the performance of the work to be done, or for any work or labor thereon of any kind; (2) for work performed by any of the persons named in Civil Code Section 9100; (3) for any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract; and/or (4) for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the contractor and/or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the Surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the City or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with the enforcement of this bond, each shall be liable for the reasonable attorney's fees incurred, with or without suit, in addition to the above sum.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Agreement or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change,

extension of time, alteration, or modification of the Agreement or of the work to be performed thereunder.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 30th day of April, 2025.

GLENDORA 39, LLC **PRINCIPAL**

See Attached Signature Sheet.

BY: _____
(PRINCIPAL SEAL)

Atlantic Specialty Insurance Company **SURETY**

Address of Surety: 605 Highway 169 North, Suite 800
Plymouth, MN 55441
CITY STATE ZIP
781-332-7000
TELEPHONE

BY: _____
(SURETY SEAL)

SIGNATURE SHEET

Glendora 39, LLC, a Delaware limited liability company
By: BWB Housing Venture, LLC, a Delaware limited liability company
By: BW Housing Group, LLC
By: Brandywine Residential, a California corporation
Its manager

By 
Brett Whitehead, President

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Orange)

On May 1, 2025 before me, Sandra L. Zundell, Notary Public
(insert name and title of the officer)

personally appeared Brett Whitehead,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SANDRA L. ZUNDELL
Notary Public - California
Orange County
Commission # 2439298
My Comm. Expires Mar 26, 2027

Signature _____ **(Seal)**

ACKNOWLEDGMENT

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State of Kentucky
County of Jefferson)

On 4/30/2025 before me, Theresa Hintzman, Notary Public
(insert name and title of the officer)

personally appeared Brook T. Smith,
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I certify under PENALTY OF PERJURY under the laws of the State of Kentucky that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Theresa Hintzman
NOTARY PUBLIC
STATE AT LARGE, KENTUCKY
ID #KYNP60463
MY COMMISSION EXPIRES OCT. 26, 2027

Signature Theresa Hintzman (Seal)

intact INSURANCE

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Audria R. Ward, Barbara J. Benton, Brett Rosenhaus, Brian S. Turner, Brook T. Smith, Charles J. Nielson, David R. Hoover, Davor Mimica, Deborah S. Neichter, Denise Donelson, Devin J. Phillips, Donald P. Bramlage, Edward T. Ward, F. Danny Gann, James H. Martin, James T. Smith, Jarrett Merlucci, Jason D. Cromwell, Jessica Pamela Reno, Joseph P. Nielson, Justin Vokus, Keith Nicholson, Kevin R. Wojtowicz, Laura D. Mosholder, Michelle D. Liwosz, Patricia Schmaltz, Raymond M. Hundley, Shawn Alan Burton, Tracey C. Brown, William O. Walker**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

By _____
Sarah A. Kolar, Vice President and General Counsel

STATE OF MINNESOTA
HENNEPIN COUNTY

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.

ALISON D. NASH-TROUT
NOTARY PUBLIC - MINNESOTA
My Commission Expires
January 31, 2030

_____
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 30th day of April, 2025

ATLANTIC SPECIALTY INSURANCE COMPANY CORPORATE SEAL 1986 NEW YORK

_____
Kara L.B. Barrow, Secretary

This Power of Attorney expires
January 31, 2030

Please direct bond verifications to surety@intactinsurance.com

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**Public Works**	**DISTRICT(S):**	**Not Applicable**

SUBJECT: Authorize the Purchase of Water Meters and Water Meter Parts

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RECOMMENDATION

That the City Council:

1. Authorize the Purchase of Water Meters and Water Meter Parts from Thirkettle Corporation dba Aqua Metric Sales Company in an amount not to exceed $90,000.

STRATEGIC FOCUS AREAS

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

EXECUTIVE SUMMARY

The City of Glendora, in partnership with the Glendora Unified School District (GUSD), is moving forward with the procurement of water meters to support effective water use monitoring in shared-use turf areas on school campuses. These include high-use recreational fields and general green spaces.

To support accurate water usage tracking and to ensure compliance with state water conservation mandates, the City is seeking to invest in updated water metering technology. These new meters will enhance the City's ability to collect reliable data for planning and reporting purposes in accordance with California's evolving regulatory requirements.

Staff is requesting City Council approve a purchase order in the amount of $90,000 with Aqua Metric Sales Company for the procurement of replacement water meters and related parts.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

The City of Glendora has established procurement guidelines within its Municipal Code to streamline the acquisition of materials that are specific to the operational needs of its water utility. Specifically, Section 2.40.070(f) of the Municipal Code allows for informal purchasing procedures for materials deemed peculiar to the needs of the water utility. This provision enables the City to proceed with purchases outside of the formal bidding process, regardless of the procurement amount, provided the acquisition is approved by the City Council. This approach has been previously utilized by the City to ensure a timely and efficient response to the operational demands of its water system. The current request for a purchase order not to exceed $90,000 with Aqua Metric Sales Company is consistent with these established procedures and reflects the City's continued efforts to maintain regulatory compliance, operational readiness, and responsible stewardship of public resources.

DISCUSSION

The City of Glendora, in partnership with the Glendora Unified School District (GUSD), is moving forward with the procurement of water meters to support effective water use monitoring in shared-use turf areas on school campuses. These include high-use recreational fields and general green spaces. The importance of this task extends well beyond operational maintenance, it is a strategic move that aligns with long-term sustainability goals, fiscal responsibility, and regulatory preparedness.

The shared maintenance agreement between the City of Glendora and GUSD enhances community services by ensuring that school fields and recreational spaces remain green, safe, and usable year-round. By taking on responsibility for both upkeep and water costs, the City fosters greater efficiency in service delivery while also strengthening its partnership with the local education system.

However, this collaboration comes with increased responsibility to manage natural resources wisely, particularly water, one of California's most limited and valuable resources. Water meters serve as a vital tool in this effort, enabling the City to track real-time consumption data, identify areas of high use, reduce waste, and adjust watering practices accordingly.

Moreover, California's regulatory environment around water conservation is becoming increasingly rigorous. Starting January 1, 2025, the State mandated that all urban retail water suppliers (including the City of Glendora) calculate an Urban Water Use Objective every year, tailored to factors like local weather patterns and population changes. Beginning January 1, 2027, cities must demonstrate compliance with those objectives or risk enforcement actions, which could include financial penalties or other corrective measures.

The water meters being procured through this request are a direct investment in the City's ability to:

- Comply with state conservation regulations.
- Maintain accurate records of water use.
- Support sustainability initiatives.
- Maintain high-quality recreational spaces for public use.

This purchase not only satisfies an immediate operational need but also builds long-term capacity for the City to meet its legal obligations and uphold its commitment to environmental stewardship.

Staff recommends that the City Council authorize a purchase order not to exceed amount of $90,000 with Aqua Metric Sale Company to procure the necessary water meters. This proactive step ensures the City is equipped to manage its water use responsibly, stay ahead of regulatory deadlines, and preserve critical recreational infrastructure for the benefit of Glendora residents.

FISCAL IMPACT

Sufficient funding is available in the FY 2024-25 Adopted Midcycle Budget in the Water Operations Fund 501, Customer Service Division.

ENVIRONMENTAL DETERMINATION

This activity is not a "project" as defined by Section 21065 of the Public Resources Code or Sections 15060(c)(2), 15060(c)(3), and 15378 of the CEQA Guidelines.

Prepared By	Ivy Gonzalez, Management Analyst
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
	Moises Lopez, Assistant City Manager
Legal Review	Danny Aleshire, City Attorney
	Judy Baladi, Assistant City Attorney
CEQA Review	Not Applicable

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**City Clerk**	**DISTRICT(S):**	**Citywide**

SUBJECT: **Update of Scheduled Vacancies for the City Council Advisory Boards and Commissions Recruitment with Terms Ending June 30, 2025**

RECOMMENDATION

That the City Council:

1. Provide direction to staff on the scheduled vacancies with Terms ending June 30, 2025.

STRATEGIC FOCUS AREAS

Not Applicable

EXECUTIVE SUMMARY

The City Clerk's Office conducted a recruitment process for City Council Advisory Boards and Commissions with terms expiring on June 30, 2025. In accordance with California Government Code § 54974, a Notice of Scheduled Vacancy was posted and published (Attachment A), establishing an initial application deadline of April 24, 2025.

By the close of the initial recruitment period, six (6) qualified applicants had submitted applications for City Council consideration.

With a total of ten vacancies to be filled, the recruitment was extended, and a Notice of Extended Application Deadline (Attachment B) was posted on April 24, 2025, establishing a new deadline of May 8, 2025. During the extended period, 22 additional qualified applications were received, bringing the total to 28 qualified applicants by the extended deadline.

Two additional qualified applications were submitted after the extended deadline, bringing the total number of qualified applications to 30 for the ten available seats. These are included for Council review (Attachment C). Of the 30 applicants, six are incumbents.

Staff is seeking direction from the City Council on how to proceed with conducting interviews.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Administrative Policy No. 1.14 encourages public participation in civic affairs through individual services on Boards, Commissions or Committees, one or more of whose members are appointed by the Mayor and/or by the City Council.

In December 2018, the City Council adopted Ordinance No. 2036, which updated and consolidated various sections of the Glendora Municipal Code (GMC) to bring consistency to the policies and procedures governing the City's Boards and Commissions, including the recruitment process used to fill vacancies.

In compliance with the Maddy Act (California Government Code §54970), the City annually posts an Appointment List (Attachment D) by December 31st. This list includes all currently appointed members of City Boards, Commissions, and Committees, along with the dates of their terms of office as of the time of posting.

The City of Glendora has five Boards and Commissions that act in an advisory capacity to assist the City Council and City staff in managing City affairs. The following advisory bodies are composed of community members who volunteer their time and expertise: Business Improvement District, Board of Library Trustees, Community Services Commission, Planning Commission, and Water Commission.

Per GMC §2.04.060, members serve at will and at the pleasure of the City Council, receive no compensation, and may serve on only one commission at a time. While no formal qualifications are required for most Boards, Commissions, or Committees, relevant experience in the subject area is considered desirable.

Additionally, no individual may serve more than two consecutive full terms on any single Board or Commission without taking a mandatory two-year break in service on that specific body (GMC §2.18.080).

DISCUSSION

The City Clerk's Office conducted its annual review of City Council appointed Boards and Commissions, and notes that the following terms will expire on June 30, 2025:

Advisory Boards and Commissions	Office No.	Total Vacancies
Board of Library Trustees	1, 4 & 5	3
Community Services Commission	1 & 2	2
Planning Commission	4 & 5	2
Water Commission	3, 4 & 5	3
		10

In accordance with California Government Code § 54974, Notices of Scheduled Vacancies were posted (Attachments A & B) on the City's website, social media platforms, and public bulletin boards. Additionally, notices were published in the San Gabriel Valley Examiner on the following dates: April 3, 2025, April 10, 2025, April 17, 2025, and May 1, 2025.

By the close of the initial recruitment period, six (6) qualified applications were received for City Council consideration. During the extended recruitment period, 22 additional qualified applications were submitted, bringing the total to 28 qualified applicants by the extended deadline.

Two additional qualified application was submitted after the extended deadline, resulting in a total of 30 qualified applicants for Council consideration. Copies of all submitted applications are included as Attachment D.

Attachment E lists the current membership of each Advisory Board and Commission, along with the applications received.

Advisory Boards and Commissions	Applicants + Incumbents	Combined Total	Office No.	Total Vacancies
Board of Library Trustees	11 + 1 Incumbent	12	1, 4 & 5	3
Community Services Commission	7 + 2 Incumbents	9	1 & 2	2
Planning Commission	3 + 1 Incumbent	4	4 & 5	2
Water Commission	3 + 2 Incumbents	5	3, 4 & 5	3
	24 + 6 Incumbents	**30**		**10**

Staff recommends that the City Council proceed with interviews and provide direction on how to conduct the interview process. Applicants have been informed that interviews are tentatively scheduled to be held in person at a Special Meeting. Attachment F provides a recruitment timeline.

Business Improvement District (BID) Advisory Board Recommendations

In addition to the scheduled vacancies noted above, the Glendora Chamber of Commerce - pursuant to the established BID procedures (Attachment D) - coordinates the recruitment of BID Advisory Board members. Appointees are selected by the BID membership and presented to the City Council for ratification at a regularly scheduled meeting in May. For 2025, the BID membership has recommended Callan Banos (Ramon's Tacos y Tapas) – Office No.1, Term 7/1/2025 - 6/30/2029 and Crystal Manke (Cindy Jane Boutique) - Office No.4, Term 7/1/2025 – 6/30/2029 for appointment to the Business Improvement District (BID) Advisory Board. Staff is requesting that the City Council consider these recommendations and approve the appointments as part of this update.

Next Steps for City Council Consideration

Option 1:
Reappoint incumbents and conduct interviews to fill the following remaining vacancies:

- Two (2) vacancies on the Board of Library Trustees
- One (1) vacancy on the Planning Commission
- One (1) vacancy on the Water Commission

Estimated Interview Time: Approximately 2 hours for 17 applicants.

Option 2:
Interview only new applicants, while including incumbents in the balloting process for final appointments.

Estimated Interview Time: Approximately 3 hours for 24 applicants.

Option 3:
Include incumbents in the interview process and conduct interviews concurrently with new applicants.

Estimated Interview Time: Approximately 3-4 hours for 30 applicants.

Option 4:
Provide direction that is different or combines several options noted above.

*Times noted above estimate 5-10 minute interviews and time for City Council voting and deliberation.

FISCAL IMPACT
There are no fiscal impacts associated with the recommendations in this report.

ENVIRONMENTAL DETERMINATION
There are no CEQA impacts associated with the recommendations in this report.

Prepared By	Roxanne Breceda, Deputy City Clerk / Records Manager
Concurs With	Not Applicable
Reviewed By	Adam Raymond, City Manager
Certified to Availability of Funds	Not Applicable
Approved By	Adam Raymond, City Manager
Legal Review	Not Applicable
CEQA Review	Not Applicable

ATTACHMENTS:

A. 2025 Annual Scheduled Vacancies Notice
B. Notice of Scheduled Vacancies – Extended
C. Applications
D. Maddy Act Local Appointment List
E. List of Current Membership and Applicants
F. Recruitment Timeline
G. PowerPoint

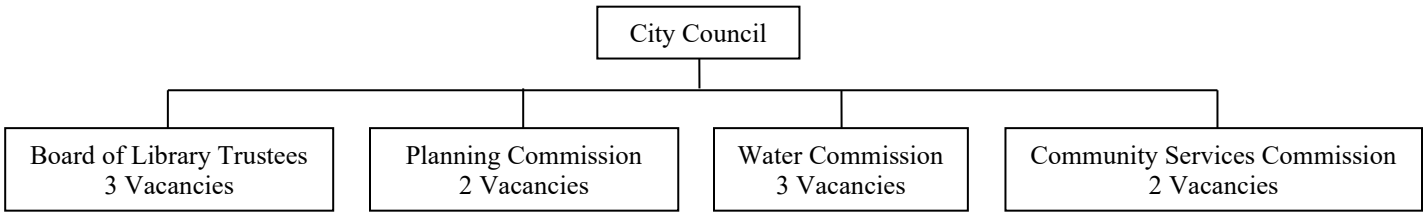
Attachments

A. 2025 Annual Scheduled Vacancies Notice.pdf
B. Notice of Scheduled Vacancies - Extended.pdf
C. Applications.pdf
D. 2025 Maddy Act Local Appointment List.pdf
E. List of Current Membership and Applicants.pdf
F. Recruitment Timeline.pdf
G. PowerPoint.pdf

NOTICE OF VACANCY

City Council appointed Advisory Boards, Commissions and Committees

NOTICE IS HEREBY GIVEN that the City of Glendora invites interested persons of the City of Glendora to submit applications to serve on the following City Advisory Boards and Commissions for vacancies effective June 30, 2025. The deadline to submit an application for consideration is **no later than 12:00 p.m. on Thursday, April 24, 2025**:



Board of Library Trustees: *3 Vacancies:* Office Nos. 1, 4, and 5 (3-year term). This Board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. Members of the Library Board of Trustees must be registered to vote and reside within the incorporated City limits during their entire term of service (GMC, 2.32). This Board meets on the third Monday of each month at 7:00 p.m.

Community Services Commission: *2 Vacancies:* Offices Nos. 1 and 2 (4-year term). This Commission serves in an advisory capacity to the City Council and Director of Recreation and Human Services in all matters pertaining to the park maintenance, park development, recreation programs, human services, and community beautification. Members of the Community Services Commission must be registered to vote and reside within the incorporated City limits during their entire term of service (GMC, 2.16). This Commission meets the third Thursday of each month at 7:00 p.m.

Planning Commission: *2 Vacancies:* Offices Nos. 4 and 5 (4-year term). This Commission serves in an advisory capacity to the City Council on land-use policy-planning matters which guide the future development of the City. Members of the planning commission must be registered to vote and reside within the incorporated City limits during their entire term of service and no person of the planning commission shall hold any other remunerative office or position with the City (GMC, 2.12). This Commission meets the first Tuesday of each month at 7:00 p.m.

Water Commission: *3 Vacancies:* Offices Nos. 3, 4, and 5 (4-year term). This Commission shall act in an advisory capacity to the City Council on policy matters relating to the operation of the City's water system, excluding daily operations and shall advise and recommend to the City Council policies and programs related to the City's water. Members must be registered to vote, reside within the incorporated City limits during their entire term of service, and be customers of the City's water division of the Public Works Department (GMC 2.18.020). This Commission meets on a quarterly basis the fourth Thursday of each January, April, July, and October at 6:00 p.m.

Applicants must be 18 years or older, register to vote and must maintain residency within the incorporated areas of the City of Glendora during their term of office. Applications are available via the City's website at www.cityofglendora.gov or at City Hall in the City Clerk's Office, 116 E. Foothill Boulevard, Glendora, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except holidays. Please call the City Clerk's Office at (626) 914-8210 for more information.

Interviews are tentatively scheduled to take place on Tuesday, May 27, 2025. Qualified applicants will receive specific details following the recruitment deadline.

Kathleen R. Sessman, MMC
City Clerk/Communications Director

Published San Gabriel Valley Examiner: April 3, 2025, April 10, 2025, April 17, 2025

NOTICE OF EXTENDED APPLICATION DEADLINE
NOTICE OF VACANCY

The application deadline for the Scheduled Vacancies of the following **City Council appointed Advisory Boards, Commissions and Committees** with expired terms ending **June 30, 2025** has been extended.

Board of Library Trustees: *3 Vacancies:* Office Nos. 1, 4, and 5. This Board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library. The Board consists of **five members**, each serving a **three-year term.**

Community Services Commission: *2 Vacancies:* Offices Nos. 1 and 2. This Commission serves in an advisory capacity to the City Council and Director of Recreation and Human Services in all matters pertaining to the park maintenance, park development, recreation programs, human services, and community beautification. The Commission consists of **five members**, each serving a **four-year term**.

Planning Commission: *2 Vacancies:* Offices Nos. 4 and 5. This Commission serves in an advisory capacity to the City Council on land-use policy-planning matters which guide the future development of the City. The Commission consists of **five members**, each serving a **four-year term**.

Water Commission: *3 Vacancies:* Offices Nos. 3, 4, and 5. This Commission shall act in an advisory capacity to the City Council on policy matters relating to the operation of the City's water system, excluding daily operations and shall advise and recommend to the City Council policies and programs related to the City's water. Must be customers of the City's water division of the Public Works Department (GMC 2.18.020). The Commission consists of **five members**, each serving a **four-year term.**

ELIGIBILITY REQUIREMENTS

Applicants must:

- Be registered to vote in the City of Glendora
- Reside within the incorporated city limits for the entire term of service (GMC, 2.32)
- *Planning Commission:* No person of the planning commission shall hold any other remunerative office or position with the City (GMC, 2.12).
- *Water Commission:* Must be customers of the City's water division of the Public Works Department (GMC 2.18.020).

HOW TO APPLY

Applications and additional information are available:

- Online at www.cityofglendora.gov
- In person at **City Hall – City Clerk's Office**
  116 E. Foothill Boulevard, Glendora, CA
  Monday – Friday, 8:00 a.m. to 5:00 p.m. (except holidays)

APPLICATION DEADLINE

Completed applications must be submitted to the **City Clerk's Office** no later than **12:00 p.m. on Thursday, May 8, 2025.**

INTERVIEWS

It is anticipated that interviews will be scheduled tentatively at a Special Meeting and conducted in person.

For more information, contact the City Clerk's Office at (626) 914-8210.

Kathleen R. Sessman, MMC
City Clerk/Communications Director

Published: May 1, 2025

Board of Library Trustees

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements ... ☒ Yes ☐ No Active Until: 2027 (Active for 2 years)

RECEIVED
JAN 17 2025
CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY - 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Community Services Commission
   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____
2. Name: LONG LISA FERN (Middle)
   Residential Address: [redacted] Glendora
   Phone Number: [redacted] (Required) Email: [redacted]
   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)
   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 60 years

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: (retired) Glendora USD (34 years)
4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☒ Yes ☐ No Parks and Rec. high school/college
   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____
5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:
   Mountain View Republican Club - Vice President
6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position: I have spent the last 50 years exploring the parks and trails of Glendora. I spent my childhood ~~right~~ riding my horse through South Hills and competing in local horse shows at the horse arena on Glendora Mountain Road. I have enjoyed the numerous city sponsored events over the years. I understand the importance of parks, trails, and preserved natural spaces. I also appreciate the importance of city sponsored events that serve to bring the community together. Lastly, I served on the leadership team at Sutherland Elementary for several years, as well as represented my colleagues as their union representative to the Glendora Teachers Union. My heart and soul lies in the city of Glendora. Thank you for your consideration of my appointment!

Appling for: Community Services Commission **Applicant Name:** LISA LONG

7. Please state the reasons you are interested in filling this vacancy: I am interested in giving back to the city that has given so much to me! One of my first jobs was with the Glendora Parks and Recreation Department. I want to support the stewardship of our natural spaces, as well as the continuation of our exceptional community engagement. Glendora is a special place. I would love to be a part of the continuation of this tradition.

8. Please briefly express your views regarding current and future development in Glendora: I believe all current and future development in Glendora should be considered against the costs/benefits that might result from such. There should always be complete transparency and time for adequate input from all impacted residents.

9. References

1. DAN LEECH Name Phone No.: [redacted]
2. Judy Nelson Name Phone No.:
3. ANNETTE NEMETH Name Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions. [redacted] Initials

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member. [redacted] Initials

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office. [redacted] Initials

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits. [redacted] Initials

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, the [redacted] information furnished.

[redacted] 1-17-25
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues:

☒ ✓ Residency Verified (Incorporated Area)
☒ ✓ Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 4/22/2027 (Active for 2 years)

RECEIVED
APR 23 2025
CITY CLERKS OFFICE
CITY OF GLENDORA
CLERK'S DATE STAMP

Appt'd On: To: (Ex: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY - 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Glendora Public Library Board of Trustees

   Are you currently a City of Glendora Commissioner? ☐ Yes ☐ No If yes, Commission Name: _____

2. Name: Johnson (Last) Carrie (First) Ann (Middle)

   Residential Address: [redacted] Glendora CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? _____

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Adjunct Professor University of La Verne Teacher, Mountain View School Dist 30 years

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☒ Yes ☐ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   - Glendora Public Library Board of Trustees 2022-2025 President 2024-2025
   - Scouting America Scouter
   - American Library Association Member
   - California Teachers Association Member

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

I have served 3 years as a Library Board Trustee and am the current President. During the course of my term, I have built many positive relationships and promoted the services of the library in the community. The combination of my 30 years as a Literacy Specialist and deep belief in the power of the public library makes me an excellent advocate for our library and staff.

Glendora Public Library

Appling for: Board of Trustees **Applicant Name:** Carrie Ann Johnson

7. Please state the reasons you are interested in filling this vacancy:

I would like to continue to use my professional background, experience and deep belief in libraries to advocate for our library and staff.

8. Please briefly express your views regarding current and future development in Glendora:

I would like to continue to advocate for an improved or newly constructed library building and services tailored to our community needs

9. References

1. Erica Landman (Name) Phone No.: [redacted]
2. Janet Stone (Name) Phone No.:
3. Cindy Romero (Name) Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] April 23 2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/5 Residency Verified (Incorporated Area)
☒ 5/5 Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: ____

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements ☒ Yes ☐ No Active Until: 1/2/2027 (Active for 2 years)

RECEIVED
JAN 03 2025
CITY CLERK'S OFFICE
CITY OF GLENDORA
CLERK'S DATE STAMP

Appt'd On: Term: (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
Completed, signed application — Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustees
   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name:
2. Name: Mason (Last) Marsha (First) Jean (Middle)
   Residential Address: [redacted] Glendora CA 91741
   Phone Number: [redacted] (Required) Email: [redacted] (Required)
   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)
   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 1989

Required if applying for BID:
Business Name: Occupation:
Business Address:
Phone Number: (Required) Email: (Required)

3. Occupation and Place of Employment: Retired
4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No
   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department:
5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:
   Glendora Woman's Club - President
   Friends of the Library - Board
   Glendora Community Coordinating Council - President
   Glendora After Stroke Center - Board
   Glendora Historical Society
   Glendora Annual All Class Reunion - chairperson
   DAR - member
   American legion - member
6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:
   I am President of the Glendora Woman's Club, who founded the library and handed it over to the City of Glendora in 1911. A Woman's Club member nearly always sat on the Library Board with a protective and earnest "Interest" in the welfare of the Glendora Library. I believe as President of the Woman's club and a member of the Historical Society, looking to preserve Glendora's history, I would be a good choice to be on the Library Board of Trustees.

Appling for: Board of Library Trustees **Applicant Name:** Tyesha Mason

7. Please state the reasons you are interested in filling this vacancy:

My main reason for wanting to be on the Board of Trustees of the Library is because I am the President of the Woman's Club that founded the library and I feel a strong duty and connection to the Glendora Library. Another reason is my background as a lawyer has given me strong ties to library law (law library) use. I've spent much time accessing library

8. Please briefly express your views regarding current and future development in Glendora:

current development in Glendora is moving forward actively under the old City Council. The Library is following current and future procedures and changes regarding Internet access to library use and building a future information highway. The Glendora Historical Society has much to offer the library and partners well together with Glendora Trustees [illegible] entity

9. References

1. Steven Flowers Name Phone No.: [redacted]
2. Erika Landrum Name Phone No.:
3. Gary Boyer Name Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

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Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] December 16, 2024
Applicant's Signature Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☑ SC Residency Verified (Incorporated Area)
☒ RB Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

Resume for Marsha Mason

Summary

I was the owner of a non-profit legal service and mediation corporation I founded in 1992. I handled a wide variety of issues, including, but not limited to, landlord and tenant responsibilities and liabilities, contracts, marital issues of dissolution and custody, personal injury, merchant and consumer, real property, eviction and management, wills and trusts, living wills, social security trust account manager, civil liability and criminal defense, premises liability, and credit repair specialist.
I retired in 2004.
I went back to community college in 2009 to earn three more degrees.

Education and Experience

2009-2010 Mt. San Antonio Community College, Certificate and AS degree in Counseling.
May 2011 completion of counseling internship.
1991, Juris Doctorate from Western State University, College of Law: American Juris Prudence Award in Contracts; Dictum Law Review Newspaper Award for best article of 1990, "Meeting Sandra Day O'Connor" for staff writer; Thomas Jefferson Graduating Class Award.
1989, Bachelor of Science in Law, Minors in Psychology and Mediation, Delta Theta Phi Law Fraternity.
1987, AS degree in Liberal Arts and Sciences, Orange Coast Community College.

Pepperdine University Moot Court Judge 1994-1998.
Executive Director of The Mediation Center–1992-1995.
Owner and Founder of The Mediation Center For Justice–1994 through 2005.
Teacher of Legal Secretarial Skills, Western Vocational College, 1999.
Mediation Certification and Teacher for Mediation Certification, 1992-1999.

Professional Associations and Distinctions

President of the Glendora Woman's Club – 2023
Recording Secretary for Glendora Woman's Club, 2019-2022
Staff writer for the San Gabriel Examiner
Publicity Chair for the San Gabriel Valley Federation of Woman's Clubs
Glendora Coordinating Community Council member representative
President, Women's Investment Club
President and Vice President of The VV Networking Group
Board of Directors, Red Cross
United Way Board of Directors
Human Resource Group Member
Employment Advisory Counsel Parliamentarian
Community Services Counsel Member
Business and Professional Women Legal Chair
Community Legal Services, Equity Chairperson, Board of Directors
Soroptimist International member
Chairperson of the Legal Advocacy Fund
American Association of University Women
Press Enterprise, Inland Counties Woman of Distinction "Humanitarian" Award, 1998.
1998, Legal Columnist and staff writer for the Senior News, Member of the Year.

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA
BOARDS AND COMMISSIONS

Requirements ☒ Yes ☐ No Active Until: 3/19/2027 (Active for 2 years)

RECEIVED
MAR 20 2025
CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC, WC)
Office #: Term:
☐ Full ☐ Unexpired (MD/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustees

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Villeneuve, Anna Maglona
   (Last) (First) (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 25 years

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Professor of English, Citrus College

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No _____

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   In addition to my teaching responsibilities at Citrus College, I contribute to Student Learning Outcome and Program review which requires collaboration with all members of my program. I am also a member of several committees such as the Student Equity and Achievement Program. I evaluate fellow colleagues and occasionally sit on student conduct hearings. I also facilitate a small group ministry discussion once a month. This responsibility includes ⊞

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   I consume words. My background as an English teacher keeps me engaged in current writing, especially in the genre of young adult literature to keep current on teaching Children's literature. I collaborate with faculty in the Citrus College Library, submitting requests for texts that will add to the breadth of our current library collection.
   In the past, I have invited librarians from the Glendora branch to discuss current trends in the field of children's literature with my students.
   I am also a published writer and participate in conversations about publishing and the importance of library collections.

Appling for: Board of Library Truste **Applicant Name:** An Villeneuve

7. Please state the reasons you are interested in filling this vacancy:

First, I am nearing retirement. After twenty-five years of teaching, I am interested in new challenges, and this position piques my interest. I think I have a lot to bring to the position and that it will invigorate my professional life.
I am also very aware of national trends that threaten library collections. I am deeply

8. Please briefly express your views regarding current and future development in Glendora:

Communities, like people, need healthy growth to thrive. I would like to see Glendora meet the changing needs of the community. I would like to see Glendora reject divisiveness and recognize the common desires we share, many of which are reflected by the library's mission.

9. References

1. Greg Schulz — Name — Phone No.: [redacted]
2. Sarah Bosler — Name — Phone No.:
3. Annie Warner — Name — Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] 3/19/2025
Applicant's Signature Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ RB Residency Verified (Incorporated Area)
☒ RB Registered to Vote Verified
☐ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: MAY 6 2027 (Active for 2 years)

RECEIVED
MAY 07 2025
CITY CLERKS OFFICE
CITY OF GLENDORA
CLERK'S DATE STAMP

Appt'd On: To: (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY - 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustee
   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name:
2. Name: Ferguson (Last) Adrienne (First) Mesa (Middle)
   Residential Address: [redacted] Glendora CA 91741
   Phone Number: [redacted] Email: [redacted] (Required)
   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)
   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 30 yrs

Required if applying for BID:
Business Name: Occupation:
Business Address:
Phone Number: (Required) Email: (Required)

3. Occupation and Place of Employment: Middle School Teacher, Pomona Catholic
4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No
   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department:
5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:
   None at the moment. However, I was very active on school committees and boards when my children were in school. My husband and I also assisted in the Glendora Education Foundation fundraisers.
6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:
   My background is in education, so I understand the importance of giving children opportunities to read and access to reading materials. I have also spent many years serving the Glendora schools as a volunteer: Cullen PTO, GHS Snow Choir Board, GHS Cross Country parent volunteer.
   I was also the principal of an elementary school, so I know the importance of listening to all ideas and always working towards what is best for the community that is being served.
   I also love to read!

Appling for: Board of Library Trustee **Applicant Name:** Adrienne Ferguson

7. Please state the reasons you are interested in filling this vacancy:

I want to be a bigger part of my community. We have lived in Glendora for over 30 years and I feel participating on the Board would allow me to give back

8. Please briefly express your views regarding current and future development in Glendora:

Glendora is growing very quickly, which can be good and bad. I miss the quiet of the Glendora of 30 years ago, but am excited to see the new Glendora in progress. We will need to keep our eye on what the citizens need in the years to come.

9. References

1. Dr. Eric Robitoy (Name) Phone No.: [redacted]
2. Mrs Christie Slanina (Name) Phone No.: [redacted]
3. Mrs. Carmela Lovano (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] May 7 2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ RBS 5/7 Residency Verified (Incorporated Area)
☒ RBS 5/7 Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: ____

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: APRIL 29, 2027 (Active for 2 years)

RECEIVED

APR 30 2025

CLERK'S DATE STAMP

CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd to: To: (Ex.: 8/'24,'8/'27)

Office: Term: (M/D/YY - 6/30/YY)

☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)
Completed, signed application — Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustees

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Garza-Maloney, Esther
   (Last) (First) (Middle)

   Residential Address: [redacted] Glendora, Ca 91740

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 9 yrs

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Registered Nurse, Alchemy RX Aesthetics

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   GFWC La Verne/San Dimas Women's Club
   San Dimas Chamber member

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   I was a secondary & college teacher for 18 years. I was the Childcare Director for 6 years where I created from the ground up an academic focused preschool and childcare programs for the YMCA in Washington. I hold teaching credentials in Washington & California. I have a Masters in Educational Foundations.

Appling for: Board of Library Trustees **Applicant Name:** Esther Garza-Maloney

7. Please state the reasons you are interested in filling this vacancy:
I am passionate about education, I actively use the library and I am a strong advocate for public libraries.

8. Please briefly express your views regarding current and future development in Glendora:
Goals would be to explore how to increase usage of the library and use it as a conduit to build a stronger sense of community.

9. References

1. Jennifer Garza — Phone No.: [redacted]
   Name
2. Maria Salazar — Phone No.:
   Name
3. Elena Basire — Phone No.:
   Name

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] 4/29/25
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ BH 4/30 Residency Verified (Incorporated Area)
☒ BH 4/30 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☐ Yes ☐ No Active Until: APRIL 29, 2027

RECEIVED
APR 30 2025
CLERK'S DATE STAMP
CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: To:
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustees

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Hall (Last) Deborah (First) Jean (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 32 years

   Required if applying for BID:
   Business Name: _____
   Business Address: _____ Occupation: _____
   Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Teacher, Glendora USD

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

I am an educator with 31 years of experience. I rely on and value what a community library offers to its residents, especially the students in our local schools both public and private. A library creates opportunity for all patrons. I have built my approach to teaching on the importance of literacy regardless of the grades or subjects I have taught and currently teach. I have taught grades K-8 in a variety of subjects. I currently teach English and Ancient Civilizations to 6th graders at Goddard Middle School. During my tenure as a teacher, I have written grants and received funding to the amount of about $10,000. Looking for avenues of funding is imperative to keeping a library open and relevant to its users.

Appling for: Board of Library Trustees **Applicant Name:** Deborah Jean Hall

7. Please state the reasons you are interested in filling this vacancy:
A community's library is its central hub. Everyone is welcome there. Those seeking entertainment, education, or personal improvement only have to walk through the doors to find what they need. I would like to help support the library by increasing its exposure to the community of Glendora.

8. Please briefly express your views regarding current and future development in Glendora:
My vision for Glendora is to always put community first. There can be balance between moving forward and keeping true to the foundations of the community. Creating a space for people to gather, meet, and share ideas results in a community where more people become more familiar with their neighbors. This one aspect is a building block of a community.

9. References

1. Mitzi Farricker (Name) Phone No.: [redacted]
2. Bill Zernickow (Name) Phone No.: [redacted]
3. Daniela Kent (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted] Initials

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] April 28, 2025

Applicant's Signature Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 4/30 Residency Verified (Incorporated Area)
☒ 4/30 Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID ☐ Current with payment of Charges/Assessment.
☐ BL Verified:

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 5/6/2027 (Active for 2 years)

RECEIVED
MAY 06 2025
CLERK'S DATE STAMP
CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC,WC)
Office #: Term: ☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
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Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustees

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Malcolm (Last) Lisa (First) Robinson (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 3 years

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Lynk PR

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   I am a current Speakers Bureau member for Heal the Bay, where I support educational and environmental outreach initiatives. I previously served on the Board of Directors for the Glendora Kiwaniannes, assisting with fundraising and community service projects. Additionally, I served as PTA Vice President at an LA County elementary school, overseeing parent engagement programs and coordinating school-wide fundraising efforts.

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   My leadership experience in civic, educational, and nonprofit organizations has prepared me to serve effectively on the Board of Library Trustees. I have a proven record of supporting community initiatives through fundraising, public outreach, and collaborative leadership. My work with Heal the Bay, the Glendora Kiwaniannes, and the PTA demonstrates my commitment to public service. I am dedicated to advancing literacy, access to information, and community engagement through the library's programs and resources.

Appling for: Board of Library Trustees **Applicant Name:** Lisa R. Malcolm

7. Please state the reasons you are interested in filling this vacancy:

I value public institutions that promote education, literacy, and civic engagement. The Glendora Public Library embodies these principles. I' m eager to contribute my leadership experience to support and expand its impact. Serving on the Board offers a meaningful opportunity to give back and help strengthen our community' s access to resources.

8. Please briefly express your views regarding current and future development in Glendora:

Glendora' s development should preserve its historic character while meeting the needs of a growing community. I support planning that promotes sustainability, local economic vitality, and public amenities. Future projects should prioritize accessibility and responsible resource use to ensure Glendora remains a vibrant, welcoming city for future generations.

9. References

1. Dr. Thomas Malcolm (Name) Phone No.: [redacted]
2. Craig Robinson Esq. (Name) Phone No.: [redacted]
3. Christine Strollo (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

[redacted]

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] 5/6/2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/6/25 Residency Verified (Incorporated Area)
☒ 5/6/25 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID ☐ Current with payment of Charges/Assessment.
☐ BL Verified:

Notes: _____

PHONE: 818.625.7506
EMAIL: LISA@LYNKPR.COM
LINKEDIN.COM/IN/LISA-MALCOLM-73602868

LISA MALCOLM

Dynamic, community-focused professional with extensive experience in public relations, strategic leadership, community engagement, and educational program development. Proven ability to foster meaningful community partnerships, lead impactful programs, and manage high-profile public initiatives. Passionate advocate for education, arts, and environmental stewardship, committed to enhancing the cultural and educational offerings of the Glendora community.

PROFESSIONAL EXPERIENCE

FOUNDER AND CEO
LYNK PR, LOS ANGELES, CA | 2020 - PRESENT
LEAD STRATEGIC PUBLIC RELATIONS CAMPAIGNS CONNECTING GLOBAL TALENT TO PROMINENT MEDIA PLATFORMS.

COORDINATE HIGH-PROFILE EVENTS AND MANAGE EXTENSIVE MEDIA RELATIONS ACHIEVING BROAD CLIENT VISIBILITY.

OWNER/PUBLICIST
LRM PUBLICITY, SOUTHERN CALIFORNIA | 2014 - 2020
MANAGED COMPREHENSIVE MEDIA CAMPAIGNS, EVENT EXECUTION, AND CLIENT COMMUNICATIONS STRATEGY.

DIRECTOR OF MARKETING AND BUSINESS DEVELOPMENT
WESTERN BEAUTY INSTITUTE | 2014 - 2016
DIRECTED MARKETING, COMMUNITY OUTREACH, AND EDUCATIONAL PROGRAMMING, ENSURING REGULATORY COMPLIANCE.

DIRECTOR OF DEVELOPMENT & COMMUNITY RELATIONS
SAN FERNANDO BEAUTY ACADEMY | 2013 - 2014
OVERSAW MULTI-CAMPUS OPERATIONS, COMMUNITY RELATIONS, STAFF TRAINING, AND EDUCATIONAL PROGRAM MANAGEMENT.

PUBLIC RELATIONS LIAISON & INSTRUCTOR
MARINELLO SCHOOLS OF BEAUTY | 2010 - 2012
CREATED AND IMPLEMENTED SUCCESSFUL COMMUNITY OUTREACH INITIATIVES, SIGNIFICANTLY ENHANCING STUDENT ENGAGEMENT.

COMMUNITY LEADERSHIP

CERTIFIED SPEAKER, HEAL THE BAY (2017 - PRESENT)

BOARD MEMBER, GLENDORA KIWANIANNES (2000 - 2002)

CHARTER COMMITTEE BOARD, HESBY OAKS LEADERSHIP CHARTER (2012 - 2013)

VICE PRESIDENT & PROGRAM DIRECTOR, NATIONAL PTA, EMELITA STREET SCHOOL (2009 - 2012)

REFLECTIONS ARTS PROGRAM CHAIR, LANAI ROAD ELEMENTARY PTA (2010 - 2011)

AWARDS

CREATOR TV PUBLICIST OF THE YEAR

PR FIRM OF THE YEAR, CREATOR TV (AWARDED TO LYNK PR)

EDUCATION & CERTIFICATIONS

BACHELOR'S IN COMMUNICATIONS, ASHFORD UNIVERSITY

PARALEGAL CERTIFICATE WITH DISTINCTION, UCLA EXTENSION

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☑ Yes ☐ No Active Until: 4.28.2027 (Active for 2 years)

RECEIVED
APR 29 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC,WC)
Office #: Term: (M/D/YY - 6/30/YY)
☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

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Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustees

   Are you currently a City of Glendora Commissioner? ☐ Yes ☑ No If yes, Commission Name: _____

2. Name: Merrick, Teri Rae
   (Last) (First) (Middle)

   Residential Address: [redacted] Glendora CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☑ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☑ Yes ☐ No If so for how long? 39 years

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Semi-retired; certificated substitute at GUSD and NCCSC; classified substitute at GUSD

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☑ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☑ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Glendora United Methodist: member and appointed lay leader
   Glendora Coordinating Council: member
   Glendora Together: member and discussion forum organizer
   American Academy of Religion: member

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   During my career as a college professor, I served as chair of the Philosophy Department which required reviewing and approving curriculum, textbooks and course readings. I worked with university librarians and bookstore staff to ensure students and faculty had access to books and articles that facilitated their education and teaching. I have and continue to write and review articles for publication. Since retirement, I have been a short and long-term substitute at GHS, which required reviewing and referencing textbooks and supplementary readings. Finally, I am a grandmother of a GHS student and two elementary age boys who live in Northern California. So, in addition to accessing Glendora Library resources for myself and my sons when they were young, I am familiar with online resources, e.g. Libby, that can be used for reading zoom sessions.

Appling for: Board of Library Trustees **Applicant Name:** Teri Merrick

7. Please state the reasons you are interested in filling this vacancy:

I am a lifelong beneficiary of Glendora Library (I remember when it was housed in the now City Hall). Now that I'm retired, I have time to do my part to ensure others receive these benefits as well. The library seems to be flourishing and staff have expressed plans to build on what it is already working. I am excited about helping them to pursue these projects. I want to help create and maintain spaces where all ages read, think, and learn together.

8. Please briefly express your views regarding current and future development in Glendora:

I am very pleased with the city planning and development in the Village and elsewhere that has created more spaces and opportunities for families and people of all ages to hang out. I am also pleased by the increased diversity that adds life and vibrancy to our community. My hope for future is to encourage and support ideas and projects that build on these current developments.

9. References

1. Kay Higuera Smith, PhD in Biblical and Religious Studies (Name) Phone No.: [redacted]
2. Lindsey Sinnott, MSLIS, MATS, Interim Chair of University Libraries (Name) Phone No.: [redacted]
3. Cathy Wilson, UMC Associate Director of Clergy & Lay Credentialing (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

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Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted] Initials

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] 4/29/2025

Applicant's Signature Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ PB 4/30 Residency Verified (Incorporated Area)
☒ PB 4/29 Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: ____

TERI MERRICK

1110 Hicrest Rd Glendora CA 91741 · 626-905-4212
terimerrick58@gmail.com

EXPERIENCE

AUG 2023 - CURRENT

CALIFORNIA CERTIFICATED SUBSTITUTE TEACHER, GLENDORA UNIFIED SCHOOL DISTRICT, NORTH COUNTY COASTAL SUBSTITUTE CONSORTIUM

Responsibilities and activities included but are not limited to the following: substitute instructor for High School level mathematics, history and economic courses; special education aide.

AUG 2011- JULY 2023

PROFESSOR OF PHILOSOPHY, AZUSA PACIFIC UNIVERSITY (APU)

Responsibilities and activities included but are not limited to the following: director of APU Practical and Professional Ethics Program; faculty advisor for APU student philosophy club; guest lecturer at Glendora High School (GHS) AVID class and GHS student philosophy club; plan and host national academic conferences; advisor and mentor to undergraduate research award winners; developed and taught courses in Critical Thinking & Civil Discourse, Latinx Philosophy, Philosophy of Mathematics, and Race, Sex, & Science; plan and host community outreach programs on immigration and celebrating diversity.

AUG 2008 – MAY 2016

DEPARTMENT CHAIR, AZUSA PACIFIC UNIVERSITY

Responsibilities and activities included but are not limited to the following: conduct program review; develop, assess, and revise program outcomes; conduct nationwide faculty searches; supervise, mentor and evaluate department staff, full-time and adjunct faculty; design and maintain department webpage; co-design online course; create and monitor department budget; create and sustain mutually supportive relationships between department and students, parents, community leaders, and other stakeholders.

AUG 2008 – JULY 2011

ASSOCIATE PROFESSOR, AZUSA PACIFIC UNIVERSITY

Responsibilities and activities included but are not limited to the following: course & program assessment, revision, and implementation; creating and sustaining collaborative research and writing teams and projects; researching and initiating co-curricular partnerships and conferences; research and submit faculty and student research grants.

AUG 2005 – JULY 2008

ASSISTANT PROFESSOR, AZUSA PACIFIC UNIVERSITY

Responsibilities and activities included but are not limited to the following: conduct research on developments in field for teaching and publications; participate in national and international academic conferences and workshops; develop syllabi, order materials, present lectures, lead discussions and assign and evaluate student coursework; student advising and mentorship; plan and host interdisciplinary and community engaged conference on C.S. Lewis.

EDUCATION

JUNE 2004
PH.D: PHILOSOPHY, UNIVERSITY OF CALIFORNIA, IRVINE
Coursework and dissertation in history and philosophy of science and mathematics

JUNE 1998
MA: PHILOSOPHY, UNIVERSITY OF CALIFORNIA, IRVINE

MAY 1995
BA: PHILOSOPHY, CALIFORNIA STATE UNIVERSITY, FULLERTON

SKILLS

- Demonstrated, quantified ability to ensure students, staff, and colleagues are equipped and empowered to thrive
- Well-practiced (personally and professionally) teaching, mentoring, and working alongside all-age learners.
- Organized, innovative and hospitable program planner
- Collaborative decision-maker
- Successful researcher, teacher, author, and community leader

ACTIVITIES

In addition to the work experience and degrees listed above, I have completed 40+ college units in Child Development and experience as a Head Start, day care, and preschool instructor. I have also volunteer experience as a life coach and academic and career mentor for non-profit organizations. The references listed below can speak to my ability to excel at meeting the duties, knowledge & skill expectations for this position, as well as my ability to achieve a master's level degree or understanding of library science.

REFERENCES

Rev. Karen K. Davis
Pastor, First Christian Church
Office: (626) 335-224
Mayor, City of Glendora
Email: kdavis@cityofglendora.org

Lindsey Sinnott, MSLIS, MATS
Associate Professor of Theological Bibliography and Research, Stamps Theological Library
Phone: (626) 815-2192
Email: lsinnott@apu.edu

Kathryn Higuera Smith, PhD
Professor, Department of Biblical and Religious Studies
Program Director, Religious Studies Minor
Phone: (626) 815-6000, Ext. 5629
Email: kathrynsmith@apu.edu

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA
BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 4/23/2027 (Active for 2 years)

RECEIVED

APR 24 2025

CLERK'S DATE STAMP

CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC,WC)
Office #: Term: (M/D/YY - 6/30/YY)
☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Board of Library Trustee

   Are you currently a City of Glendora Commissioner? ◉ Yes ○ No If yes, Commission Name: _____

2. Name: Rosales (Last) Nick (First) J (Middle)

   Residential Address: [redacted] Glendora Ca

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ○ Yes ◉ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ◉ Yes ○ No If so for how long? 5 months

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Regent Property Mgmt

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ○ Yes ◉ No

   Do you have any relatives currently working for the City of Glendora? ○ Yes ◉ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Citrus Vallley Realtor Licensed, Knights of Columbus Manresa,
   Handicap access commission Azusa Ca
   Chamber of Commerce Azusa Ca. Regional Center Pomona Volunteer

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   A wealth of knowledge from small business owner to non profit organizations volunteering

Appling for: Board of Library Trustees **Applicant Name:** Nick Rosales

7. Please state the reasons you are interested in filling this vacancy:

To improve the quality experience of a community libary

8. Please briefly express your views regarding current and future development in Glendora:

The city of Glendora has grown substantially, I like to expand more access of a modern library

9. References

1. Andrea Cruz — Phone No. [redacted]
2. Erica Landerman — Phone No. [redacted]
3. Lois Shade — Phone No. [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, th[redacted] information furnished.

[redacted] 4/24/25

Applicant's Signature Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☑ Yes ☐ No Issues: N/A

☒ 5/6/25 Residency Verified (Incorporated Area)
☒ 5/7/25 Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID ☐ Current with payment of Charges/Assessment.
☐ BL Verified:

Notes:

Ethics Training (Government Code §53235 et seq.)

Following California State Law, all appointments, past, present, and future, will be required to complete the AB1234 Ethics Training. AB1234 requires two hours of ethics training within 60 Days upon assuming office and every two years thereafter. The State has an online ethics-training program which may be completed from any computer with internet access. The training may be completed all at once, or in smaller increments, as the program keeps track of your time every time you sign on.

Public Records Act (Government Code sections 6250-6276.48.)

This application qualifies as a public record and all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record.

Non-Compliance with Requirements

City of Glendora board, commission or committee members not in compliance with the required state law disclosure and regulatory requirements, which can include a current AB1234 Ethics Training certificate, conflict of interest disclosure statements and attendance of a city-held Brown Act training, will be suspended from participating in meetings until compliance is reestablished.

APPLICATION FOR APPOINTMENT TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: | Yes | X | No | Active Until: 5/6/2027 (Active for 2 years)

RECEIVED

MAY 07 2025

CLERK'S DATE STAMP

CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: (Ex., PC, WC)

Office #: | Full | Unexpired | Term: (MM/DD/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)

Completed, signed application

Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: BOARD OF LIBRARY TRUSTEES

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: SULLIVAN (Last) JAMES (First) M (Middle)

   Residential Address: [redacted] GLENDORA CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No

   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

Do you currently reside within the incorporated City Limits? ☒ Yes ☐ No If so for how long? 37 3.

Required if applying for BID:

Business Name: _____ Occupation: _____ 4.

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

Occupation and Place of Employment: RETIRED ELECTRICAL ENGINEER

Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No

If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

GLENDORA YOUTH SOCCER COACH
GLENDORA AMERICAN LEAGUE LITTLE LEAGUE COACH
KNIGHTS OF COLUMBUS
ST. DOROTHY'S HOMELESS SHELTER BOARD

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

I LIKE TO STAY INVOLVED IN THE COMMUNITY AND MAKE A POSITIVE DIFFERENCE, MY PERSONAL EXPERIENCE, AND THAT OF MY CHILDREN MADE ME REALIZE WHAT A VITAL PART OF THE COMMUNITY THE LIBRARY IS.

Appling for: JAMES **Applicant Name:** SULLIVAN

7. Please state the reasons you are interested in filling this vacancy:

I HAVE THE TIME AND SEE A NEED.

8. Please briefly express your views regarding current and future development in Glendora:

I LIKE THE WAY GLENDORA IS AND WANT TO KEEP IT ON A SIMILAR PATH

9. References

1. JOE MELVIN Name Phone No.: [redacted]
2. GAETANO MODICA Name Phone No.: [redacted]
3. GLENDA SULLIVAN Name Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions. Initials [redacted]

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member. Initials [redacted]

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office. Initials [redacted]

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits. Initials [redacted]

Business

Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived [redacted]ed.

[redacted] 5/7/2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: [X] Yes [ ] No Issues: N/A

5/7 Residency Verified (Incorporated Area)
5/7 Registered to Vote Verified
[ ] Water Division Customer (WC Applicants Only)

Notes:

BID Applicants Only

[ ] Active/Current Business Owner in BID [ ] Current with payment of Charges/Assessment.

[ ] BL Verified:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 5/7/2025 (Active for 2 years)

RECEIVED
MAY 08 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex. PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY - 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
Completed, signed application | Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: BOARD OF LIBRARY TRUSTEES
   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____
2. Name: Walls-Sandell, Carol Ann
   (Last) (First) (Middle)
   Residential Address: [redacted] Glendora 91741
   Phone Number: [redacted] (Required) Email: [redacted] (Required)
   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)
   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 10 years

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Broker with Christie's International Real Estate Southern Ca
4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☒ Yes ☐ No Ad-Hoc Advisory Committee regarding Revenues 2018
   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____
5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   National Association of Realtors, California Association of Realtors, Pasadena-Foothill Association of Realtors, Chicago Association of Realtors

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   I have been a committed member of the Glendora community since late December 2014 after moving from Chicago. My husband's family has lived in Glendora since 1964 and we now own the house he grew up in. Our daughter attended Glendora schools (Cullen, Goddard, St. Lucy's). As a business owner, resident of Glendora, avid reader and member of several book clubs over the years (one now) I believe the library is a vital part of our community. Being part of the library board allow me to contribute time to and support something I believe in.

Appling for: Library Board **Applicant Name:** Carol Ann Walls-Sandell

7. Please state the reasons you are interested in filling this vacancy:

Libraries are crucial for communities. Open to all, they are meeting places, study hubs, places to access reading material and computers, etc. We all benefit from our local library. I have time, energy and an open mind and believe I could be an asset to assist with what needs to be done.

8. Please briefly express your views regarding current and future development in Glendora:

9. References

1. Laurie Biernacki (Name) Phone No.: [redacted]
2. Laura Ustach (Name) Phone No.: [redacted]
3. Greg Sandell (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

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Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in [redacted] application qualifies as a public record and that all information cuments attached hereto will be treated as a public record and I, rmation furnished.

May 7, 2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/7/25 Residency Verified (Incorporated Area)
☒ 5/7/25 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

Community Services Commission

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☑ Yes ☐ No Active Until: 4/23/2027 (Active for 2 years)

RECEIVED
APR 24 2025
CITY CLERK'S OFFICE
CITY OF GLENDORA
CLERK'S DATE STAMP

Appt'd On: Exp. (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Community Services Commission

   Are you currently a City of Glendora Commissioner? ☑ Yes ☐ No If yes, Commission Name: Community Services Commission

2. Name: Lewis-Porchia, Britanny R. (First) (Middle)

   Residential Address: [redacted] Glendora, CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☑ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☑ Yes ☐ No If so for how long? 15 years

   Required if applying for BID:
   Business Name: n/a Occupation:
   Business Address:
   Phone Number: (Required) Email: (Required)

3. Occupation and Place of Employment: Education/UCLA

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? Community Services Commissioner 2021 - Present ☑ Yes ☐ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☑ No
   If Yes, please list name(s), relationship and department: n/a

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Please see attachment

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   Please see attachment

Appling for: Community Services Commission **Applicant Name:** Lewis-Porchia, Britanny R.

7. Please state the reasons you are interested in filling this vacancy:

Please see attachment

8. Please briefly express your views regarding current and future development in Glendora:

Please see attachment

9. References

1. Mallory Buril (Name) Phone No.: [redacted]
2. Brigid Adkins (Name) Phone No.: [redacted]
3. Jeanne Murset (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself, and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] April 24, 2025

Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/29 Residency Verified (Incorporated Area)
☒ 5/29 Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: ____

CANDIDATE APPLICATION 2025
CITY OF GLENDORA CITY COUNCIL APPOINTED BOARDS AND COMMISSIONS

Candidate: Britanny Lewis-Porchia
Position/Application: Community Service Commission
Britanny.LewisPorchia@gmail.com
(626) 818-9275

List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

- City of Glendora Community Service Commission, Commissioner
- UCLA Admissions Reader, Holistic Review, Cadre of Experts
- Brit's Cookies, CEO
- GUSD Volunteer
- School Site Council Member, Goddard MS, Cullen Elementary
- UCLA Administrative Management Group (AMG), Member
- The Village Nation, Chief Operating Officer (COO)
- Glendora Youth Recreation, Assistant Basketball Coach & Team Mom

Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

I am a suitable candidate for this position because as a long time 15+ year Glendora resident and parent of 4, I am highly involved in our community. I have more than 20 yrs. of personal and professional experience in logistics mapping, event planning, and project management. Leadership and collaboration are important to me. Thinking inclusively and compassionately about our community and world is what I enjoy, so I can contribute a unique perspective. I am also a very comfortable and confident public speaker.

I enjoy bridging connections. My network of friends, associates and colleagues is widespread, yet I maintain close, positive, personal and professional relationships with each of them. Because of this network, I consider myself an operator connecting needs and wants to those that have.

I also pride myself on responsiveness punctuality, especially as it relates to my correspondences and time sensitive matters. I find one of my strongest skills is motivating others as well as identifying their strengths.

I bring to the table my vast experience and willingness to lend a helping hand. I'm a hard worker and bring a passion for encouraging others, comradery, inclusivity and joy. I am a loyal resident and I've enjoyed participating in just about everything (age appropriate) that has been hosted in Glendora. Winning the "most spirited" award in high school is something I remain very proud of and continue to live by.

Please state the reasons you are interested in filling this vacancy:

I am currently serving in this role and would truly like to continue this work. I have learned so much in this first term and I now have a deeper understanding of how I can act to support and represent the community we serve. I also consider myself a life-long student who loves to learn. I have the vast experience to be a key contributor in this effort. As a homeowner and resident of more than 15 years, and a parent to three GUSD students who enjoy playing sports locally, I am vested in the success of the Community Service Commission.

Glendora is a beautiful city filled with natural treasures. Our family enjoys taking adventurous bike rides, walking and running here too. We love to explore the richness of the local culture and are ever amazed by the bountiful and locally grown citrus trees and the free-roaming peacocks. I bring this appreciation for our city to the table. I have a history of dedicated service and care very much about park maintenance & development, recreation programs, human services, and community beautification. I am willing and able to continue to serve in this role, to learn and I hope very much you will consider me for this wonderful opportunity.

Please briefly express your views regarding current and future development in Glendora:

My views regarding the current and future development in Glendora are open. I am interested in learning more about the historical perspective on this topic. What I can say is that I enjoy the tight-knit, family-centered neighborhood that inspired our purchase. We purposely bought in this neighborhood for its safety and great school district. Since moving here, Glendora has made wonderful improvements while also preserving the historically recognized local landmarks.

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA
BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 4/23/2027 (Active for 2 years)

RECEIVED
APR 24 2025
CLERK'S DATE STAMP
CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: Term: (Ex.: PC,WC)
Office #: ☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Community Services Commission

   Are you currently a City of Glendora Commissioner? ☒ Yes ☐ No If yes, Commission Name: Community Services Commission

2. Name: Kouyoumdjian, Eddie Ephrem
   (Last) (First) (Middle)

   Residential Address: 616 E Northridge Avenue, Glendora, CA 91741

   Phone Number: 310-570-9402 (Required) Email: eddie.kouyoumdjian@gmail.com (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 18 years

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Director of Event Technology, Anaheim Convention Center

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☒ Yes ☐ No Community Services Commission, 2021 to 2025

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:
   - Pasadena Tournament of Roses, Member - Parade Operations
   - Glendora Nazarene Community Church - Board Member
   - Glendora Trials Council - Liaison

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:
   Having served as a Community Services Commissioner for the last four year makes me an ideal candidate for an appointment to a second term on the board. This gives me valuable insight as to the operations of the Commission and I will be able to continue the work to the mission of the city. In addition, having served as Executive Director/Park Manager of Exposition Park as a Governor's appointee I have experience in running a small municipality where I addressed park infrastructure improvements, upgraded and standardized the irrigation system, improved to code public walkway safety and the park's lighting structures; upgraded traffic management and public safety officer's equipment and improved facilities operations. Also, I implemented aggressive beautification projects, tree replacement and maintenance strategies to be able to provide the community a safe, enjoyable and beautiful park to enjoy and spend time with family and friends.

Appling for: Community Services Commission **Applicant Name:** Eddie Kouyoumdjian

7. Please state the reasons you are interested in filling this vacancy:

As a current Community Services Commission member, it would be an honor to continue to serve on the commission for a second term. It has been a privilege to serve the City of Glendora in this capacity. Being a resident of Glendora for 18 years, my fondness and love for our city grows year over year, I would like to continue to be involved with the city of Glendora and to contribute to its mission, maintain its integrity and assist in the betterment of our

8. Please briefly express your views regarding current and future development in Glendora:

I believe in maintaining what has made Glendora so great, its integrity. I appreciate the great work council has made in preserving Glendora's characteristics yet consciencely improving infrastructure and maintaining state regulations and requirements in keeping current and looking after a safe and secure city. In looking for future development, we should take these standards set practices that betters Glendora and brings forth a strong revenue stream.

9. References

1. Judy Nelson (Name) Phone No.: 626-224-0228
2. Michael Allawos (Name) Phone No.: 626-824-4546
3. Dr. Mark Dedericks (Name) Phone No.: 626-430-0267

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

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Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself, and any supporting documents attached hereto will be treated as a public record and I, th[redacted] of the information furnished.

4-24-25
Date

Required

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 4/25/ Residency Verified (Incorporated Area)
☒ 4/25/ Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☑ Yes ☐ No Active Until: 2027 (Active for 2 years)

RECEIVED
JAN 17 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: Term: (Ex.: PC,WC)
Office #: (M/D/YY – 6/30/YY)
☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Community Ser. Commission

Are you currently a City of Glendora Commissioner? ☐ Yes ☐ No If yes, Commission Name:

2. Name: Jack / Evanilla Jacle (Middle)

Residential Address: [redacted]

Phone Number: [redacted] (Required) Email: [redacted]

Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
(If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 35 YRS

Required if applying for BID:
Business Name: Occupation:
Business Address:
Phone Number: (Required) Email: (Required)

3. Occupation and Place of Employment: RETIRED

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☑ Yes ☐ No 2000 - Historical C / Beauty Comm

Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
If Yes, please list name(s), relationship and department:

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held: AZUZA BEAUTIFUL LC / Glendora Trails AMERICAN LEGION - Department Cal - WAMC / Helmets For Heros committee / 18th District 2ED VICE / chaplain post 755 - Chaplain and First Vice

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:
35 years lived in Glendora. RETIRED, Have the Time to attend meetings and community events I have served on Historical and Beautification committee Till 2010 and 2022. I meet people well, I listen and Love my Community of Glendora

Appling for: Community Service Comm **Applicant Name:** Jack Evanilla

7. Please state the reasons you are interested in filling this vacancy:
Want also be on this comission for 26 years - just love the community. But work and time didn't allow it.
Fill vacancy - Love of my community, make it a better place

8. Please briefly express your views regarding current and future development in Glendora:
I like what I see. Village upgrads, newrestaurnts, Roads getting fix. Better trash pick up - New Families moving in. High School Sports improving. School board improving - cleaner upgraded parks - like it all.

9. References

1. Gary Clifford — Phone No.: 626. 705. 6919
Name

2. Shaunna Elias — Phone No.: 818. 974-5491
Name

3. Jeff Kugel — Phone No.: 626-914 8228
Name

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

[redacted]

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, th[redacted]rivacy of the information furnished.

[redacted] — 8 JAN 2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature — Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: _____

☒ JC Residency Verified (Incorporated Area)
☒ JC Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: MAY 4, 2025 (Active for 2 years)

RECEIVED

MAY 05 2025

CLERK'S DATE STAMP

Appt'd On: To: (Ex: PC,WC)

Office #: Term:

☐ Full ☐ Unexpired (M/D/YY - 6/30/YY)

CITY CLERKS OFFICE
CITY OF GLENDORA

Submittal Requirements (Completed Application must contain the following)

☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

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Information Sheet

1. Board, Commission or Committee being applied for: Community Service

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Frank, Lisa N
   (Last) (First) (Middle)

   Residential Address: [redacted] Glendora CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? _____

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Kars-R-Us.com

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Rotary Club: Board Member
   Glendora Coordinating Council: Board Member
   Claremont Meals on Wheels: Board Member
   Global Opportunities for Women: Council Member

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   Being on the board of multiple charities has provided a good background for collaborating with other unpaid members for the benefit of our community.

Appling for: Community Service Commission **Applicant Name:** Lisa Frank

7. Please state the reasons you are interested in filling this vacancy:
My family has lived in Glendora since 2012. We are actively involved in many of the community events Glendora has and I'd like to be part of the planning and development of future services.

8. Please briefly express your views regarding current and future development in Glendora:
Glendora has wonderful small-town events that even bring people from outside our city limits. My favorites include the Gingerbread House Making, the summer palooza for the kids and dirt camp. I would like to see Dirt Camp expanded and be able accept more children.

9. References

1. Michael Irwin (Name) Phone No.: 626 290 9554
2. Andrew Baxter (Name) Phone No.: 415 800 3319
3. Gary Boyer (Name) Phone No.: 626 484 0409

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions. LF Initials

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member. LF Initials

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office. LF Initials

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits. LF Initials

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

Lisa Frank
Applicant's Signature

5/2/25
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature

Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/5/25 Residency Verified (Incorporated Area)
☒ 12/5/25 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: APRIL 29, 2027 (Active for 2 years)

RECEIVED
APR 30 2025
CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: Term: (Ex: PC/WC)
Office #: ☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
Completed, signed application — Three (3) references with contact information

Instructions (Please Type or Print Clearly)

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Information Sheet

1. Board, Commission or Committee being applied for: Community Services

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Frymer (Last) Douglas (First) A (Middle)

   Residential Address: [redacted] Glendora CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☐ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 22 yrs

   Required if applying for BID:
   Business Name: _____ Occupation: _____
   Business Address: _____
   Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Attorney, Self-employed, 1822-A E. Rte 66 No. 277, Glendora 91740

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? Trails Committee, VP then Pres. approx 2004-2008 ☒ Yes ☐ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   State Bar of California
   State Bar of Nevada
   State Bar of Utah
   State Bar of Pennsylvania

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   22 year resident with two sons that have gone through all Glendora Schools, have played on every park and field, I've coached soccer and been on GYS board (with Steve Salle). Certified US Soccer National "D" license soccer coach. 6 year Glendora HS band dad/truck driver, Level 3 chaperone (multiple background checks and live scans) and Band Board VP, tournaments, travel and logistics, prior City Trails Committee -- a subset of Community Services at that time, Past Chair of SEMA's Wheel & Tire Council, and Young Executives Committee, VP of La Quinta Palms HOA, and as a corporate and real estate attorney I've sat on more boards, conducted and attended more board meetings, panel discussion and

Appling for: Community Services **Applicant Name:** Doug Frymer

7. Please state the reasons you are interested in filling this vacancy:
Community services benefits the youth, beautifies the community and is a high priority quality of life/neighborhood/community issue. An adjunct to schools and education. Major reason for people moving to, loving, and staying in Glendora.

8. Please briefly express your views regarding current and future development in Glendora:
all school sites and vacant land put to good use; no dilapidated structures or unsafe sites, townhomes, apartments, flex space, parks in their place provided there is infrastructure to handle it.

9. References

1. Joe Cina (Name) Phone No.: [redacted]
2. Linda Berglien (Name) Phone No.: [redacted]
3. Erick Quintanilla (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board

[redacted]

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, there[redacted]e information furnished.

[redacted] Applicant's Signature

4/30/25 Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☐ Yes ☐ No Issues _____

☒ 4-9-25 Residency Verified (Incorporated Area)
☒ 4-24-25 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

DOUGLAS A. FRYMER
LAW OFFICE OF DOUGLAS A. FRYMER
1822-A East Route 66, No. 277
Glendora, California 91740
(626) 622-4542 ipsedixit@roadrunner.com

EXPERIENCE

Law Office of Douglas A. Frymer
2000-Present
Licensed in California 1991
Licensed in Nevada 2001
Licensed in Utah 2021
Licensed in Pennsylvania 2023
Business, Real Estate, Corporate, Intellectual Property, Entertainment, Law & Litigation.

Real Estate Broker
Licensed in California, 1996 to Present

Star Shield Armor
General Counsel, 2005-2010
All corporate, litigation, intellectual property protection and labor matters.

Consolidated International Automotive, Inc.
General Counsel; National Sales Manager 1994-2000
All corporate matters and litigation, including contracts, intellectual property protection, environmental compliance (EPA, OSHA, AQMD) and labor matters. Manage worldwide sales representatives. Design, draft, budget and negotiate all advertisements, events, materials, catalogs, price lists, trade shows, and web site. Research and aid in development of products.

Frymer & Burega, a Professional Corporation
Los Angeles, California. 1991-1994
Corporate litigation, contracts, real estate, collections, consumer protection

Superior Court, Long Beach
Long Beach, California. 1989
Law & Motion Department, Intern, research and draft proposed rulings.

Family Fitness Center (24 Hour Fitness)
Beverly Hills, California. 1987-1988
General Manager/Bookkeeper. Manage staff; sales of memberships, accounts receivable; bank reconciliations, projections, entry bookkeeping; fitness training.

EDUCATION

Whittier College School of Law
Los Angeles, California. J.D. 1991

American University, Washington College of Law
Washington, D.C., 1988-1989

University of California
Los Angeles, California. Political Science. B.A. 1988

BOARDS & ASSOCIATIONS

Specialty Equipment Marketing Association (SEMA)
Emerging Trends & Technology Network, current
Wheel & Tire Council (WTC): Select Committee, Past Chair
Young Executives Network (YEN) Member 1994-2008, Past Chair

Glendora Chamber of Commerce, 2011-present

La Quinta Palms Homeowner's Association
Director and Vice President 2007-2020

Glendora High School Tartan Band & Pageantry
Board Member, VP Tournaments, VP Travel & Logistics, Parliamentarian, 2019-present

City of Glendora
Trails Committee: Past Chair, Vice-chair. Members are appointed by the City Council, and route, manage and maintain Glendora's hiking, biking and equestrian trails.

Soccer
US Soccer National "D" License Holder; Xplosion Coach, Board Member; ProAlliance Coach
Recreational Youth Soccer Referee Certification and Referee
2016: Referee Scheduler, Head Coach Boys 11-12, Boys 9
2015: Division Director, Boys 7, Head Coach Boys 10, Boys 8
2014: Head Coach, Boys 7
2013: Co-head Coach, Boys 6

AWARDS

2011 Chamber of Commerce New Member of the Year
2009 Glendora Community Service Award
2006 SEMA Wheel & Tire Council 3 Consecutive Term Recognition
2005 SEMA Wheel Industry Council Chair Recognition
2000 Specialty Equipment Market Association (SEMA) Young Executive of the Year

PUBLICATIONS

Wheel & Tire Installation Guidelines
Choosing Wheels & Tires
Live Seminar: Employee Rights of Privacy
On-Line Seminar: Slow-pay or No-pay, Contracts and Practices for Better Collections
Muggers in the Information Age: Identity Theft
Protecting Your Credit Information
Copyright Basics
Public Speaking 101

OTHER COURSES / CERTIFICATIONS

Kajukenbo Green Belt
DriveTech 1: Road Course Pomona, CA
DriveTech 2: Mesa Marin Speedway, Bakersfield, California

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: MAY 1, 2027 (Active for 2 years)

RECEIVED

MAY 02 2025

CLERK'S DATE STAMP

CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC,WC)
Office #: Term:
☐ Full ☒ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
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Information Sheet

1. Board, Commission or Committee being applied for: Community Services Commissioner

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: HERMANN (Last) LINDA (First) DIANNE (Middle)

   Residential Address: [redacted] GLENDORA CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 51 years

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Retired

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☒ Yes ☐ No COMMUNITY SERVICES COMMISSIONER 2010-2016 BEAUTIFICATION COMMITTEE

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   No active memberships at this time.

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   I owned and operated a successful business in Glendora for 31 years. During that time I was involved in many city groups including but not limited to Community Services Commission for two terms - chair for one term. Past member of Chamber of Commerce served on Executive Committee as well as President. Past member of Glendora Coordinating Council serving two year term as President. Just completed 8 years as an Auxiliary Police Officer with GPD. I feel I have an understanding of this community due not only to my involvement in mentioned groups but as an interested involved citizen of Glendora for many years.

Appling for: COMMUNITY SERVICES **Applicant Name:** LINDA HERMANN

7. Please state the reasons you are interested in filling this vacancy:
I have lived in Glendora since 1974. I have been involved on boards and commissions and have a deep understanding of this community. My experience with the city will be an asset to serving on this commission.

8. Please briefly express your views regarding current and future development in Glendora:
I favor legal and thoughtful development that is in the best interest of the citizens and the city.

9. References

1. Jerry Gervais (Name) Phone No.: [redacted]
2. Stan Holland (Name) Phone No.:
3. Judy Gilham (Name) Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, [redacted] ivacy of the information furnished.

[redacted] 5/2/2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/2/25 Residency Verified (Incorporated Area)
☒ 5/2/25 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID ☐ Current with payment of Charges/Assessment.
☐ BL Verified:

Notes: _____

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☑ Yes ☐ No Active Until: 4 28 2027 (Active for 2 years)

RECEIVED
APR 29 2025
CITY CLERKS OFFICE
CITY OF GLENDORA
CLERK'S DATE STAMP

Appt'd On: Yr: (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
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Information Sheet

1. Board, Commission or Committee being applied for: Community Services Commission

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Mercado, Ashley, Veronica
   (Last) (First) (Middle)

   Residential Address: [redacted] Glendora, CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 3.5 years

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Director of Special Project, Day One

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   N/A

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   I hold a Bachelors degre in Urban Studies and Planning from California State University, Northridge, and bring over a decade of experience in public sector and nonprofit work focused on community engagement, urban planning, and public health. I spent eight years in LAUSD's Facilities Services Division, leading community engagement for school facilities and infrastructure projects. Currently, I manage special projects at Day One, a public health nonprofit, engaging communities across the San Gabriel Valley on climate resilience and planning efforts. These experiences have provided me with a strong foundation in inclusive outreach, project planning, and the role of public spaces play in community well-being.

Appling for: Community Services Commission **Applicant Name:** Ashley V Mercado

7. Please state the reasons you are interested in filling this vacancy:
As a proud Glendorian, I am deeply committed to the city I have chosen to raise my family in. I am passionate about supporting efforts that benefit families, youth, and seniors, and I see this as a meaningful way to support Glendora's continued growth.

8. Please briefly express your views regarding current and future development in Glendora:
I appreciate the City's efforts in making Glendora such a welcoming place. The thoughtful approach to development is something I admire. I am especially passionate about ensuring our parks and green spaces are preserved and revitalized to meet the needs of our residents, helping keep our city vibrant and healthy.

9. References

1. Marlene Gomez, Director of Child Development, GUSD (Name) Phone No.: [redacted]
2. Christy Zamani, Executive Director, Day One (Name) Phone No.:
3. Henrik Minassians,Professor,CSUN (Name) Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, the [redacted] f the information furnished.

April 29, 2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ PB 4/29 Residency Verified (Incorporated Area)
☒ PB 4/29 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 5/10/2027 (Active for 2 years)

RECEIVED
MAY 07 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC,WC)
Office #: Term: (M/D/YY - 6/30/YY)
☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Community Services
   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____
2. Name: Offen Diana Elvira
   (First) (Middle)
   Residential Address: [redacted] Glendora CA 91740
   Phone Number: [redacted] (Required) Email: [redacted]
   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)
   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? _____

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Retired
4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No
   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____
5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:
   VFW, Women Veteran Alliance
   (Previously Toastmasters – District Governor for L.A.)
6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:
   Community activist until I moved to Glendora in 2011... Glendora is a beautiful city and I would like it to maintain the small town feeling. I have organized neighborhood watches, served as on the Citizens advisory council for the police chief's district in Washington D.C. Co-chair of the referendum in Azusa which resulted in Rosedale.

Appling for: Community Svcs **Applicant Name:** Diana Offen

7. Please state the reasons you are interested in filling this vacancy:
Would like to be engaged in the plans for a city that is diverse with an aging population. Would like to see more programs to encourage a wider population participation.

8. Please briefly express your views regarding current and future development in Glendora:
More mixed use development. Encourage businesses to renovate aging structures, entice population to walk in their neighborhood and buy local.

9. References
1. Bernard Bartol Name Phone No.: [redacted]
2. Cristina Madrid Name Phone No.:
3. Michelle Canty Name Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, [redacted] f the information furnished.

5/7/2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ DB 5/7 Residency Verified (Incorporated Area)
☒ DB 5/7 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 5/7/2027 (Active for 2 years)

RECEIVED
MAY 08 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: To (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Communit Services Commission

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Stowell (Last) Amelia (First) Elaine Nielson (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 27 years

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: IT Support Technician, Glendora Unified School District

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Glendora Youth Soccer, executive board member and webmaster; Cullen Elementary School PTA, Yearbook Editor; Glendora Girl Scouts, troop co-leader; Glendora High School Girl's Basketball Booster Program, Secretary & Photographer; Church of Jesus Christ of Latter-day Saints, Youth Leader

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   My long-term volunteer work within Glendora – spanning the school district, youth soccer, Girl Scouts and local religious congregation – speaks to my commitment to our community. I am a service-oriented person who strongly believes in community activism. My work experience is varied and equips me with the tools to effectively advise on city services. As a former professional writer, editor and public relations specialist, I have strong communication skills. I was editor of a nonprofit organization for years and have experience coordinating events, collaborating with board members and engaging with the public. As part of my current job role as an IT Support Technician at Glendora Unified School District, I help run the new STEAM lab at Cullen Elementary School. I have firsthand understanding of the

Appling for: Community Services Commission **Applicant Name:** Amelia Stowell

7. Please state the reasons you are interested in filling this vacancy:

As a 27 year resident, I have a deep appreciation for the community that helped shape me. I grew up in Glendora and one of the reasons I moved my family to Glendora over 12 years ago is because of the incredible offerings of our Community Services department. I have fond memories hiking in Colby Trail, learning to ride my bike at Finkbiner, playing soccer at Louis

8. Please briefly express your views regarding current and future development in Glendora:

I would like to see increased city engagement around the upcoming Metro Line stations. Clean, safe public spaces at the transportation stops will be important investments. Glendora's Bike Park is another important development I hope to guide on the commission, especially as national funding may be in jeopardy. Sustainable growth is important to me as

9. References

1. Wendi Ferronato, Cullen Elementary Principal — Phone No.: [redacted]
   Name
2. Annie Warner, Glendora Recreation Superintendent — Phone No.:
   Name
3. Jenna LaCour, Glendora Youth Soccer Board President — Phone No.:
   Name

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] 5/6/2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/5/18 Residency Verified (Incorporated Area)
☒ 5/5/18 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

Planning Commission

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Waiver Used: ☐ 4/23/2027 (Active for 2 years)

RECEIVED
APR 24 2025
CITY CLERKS OFFICE
CITY OF GLENDORA
CLERK'S DATE STAMP

Appt'd On: (Ex.: PC, WC)
Office #: Term: (MM/DD/YY – 6/30/YY)
☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)
Completed, signed application — Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Planning Commision

   Are you currently a City of Glendora Commissioner? ☒ Yes ☐ No If yes, Commission Name: Planning

2. Name: Faber (Last) Brian (First) Lee (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 14 years

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Pomona College

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? Planning Commission, Current ☒ Yes ☐ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   Current member of Planning Commission, Worked with Cities and Planning commissions in my previous job as a Home Builder and now at Pomona College.

Appling for: Planning Commisioner **Applicant Name:** Brian Faber

7. Please state the reasons you are interested in filling this vacancy:

Continue to be a part of the commission I am currently serving on. I believe I have done a good job and can continue to be a positive impact.

8. Please briefly express your views regarding current and future development in Glendora:

I believe the City should continue what it is currently doing. I think the City of Glendora is a great place and should stay that way.

9. References

1. Ryan Press (Name) Phone No. [redacted]
2. Michael Bell (Name) Phone No.
3. Michael Denny (Name) Phone No.

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]
Initials

* Not Required for Business Improvement District Advisory Board

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furni[redacted] any supporting documents attached hereto will be treated as a public record and I, there[redacted] o privacy of the information furnished.

[redacted]

4/24/25
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ RBS/ Residency Verified (Incorporated Area)
☒ RBS/ Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified

☐ Current with payment of Charges/Assessment

Notes

APPLICATION FOR APPOINTMENT TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements M ☒ Yes ☐ No Active Until: 3/16/2025 (Active for 2 years)

RECEIVED

MAR 16 2023

CLERK'S DATE STAMP

CITY CLERKS OFFICE
CITY OF GLENDORA

Appt'd On: For: (Ex.: PC,WC)

Office #: Term: (M/D/YY – 6/30/YY)

☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)

☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Planning Commission

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Jarvie, Wendy
   (Last) (First) (Middle)

   Residential Address: [redacted] Glendora, CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? _____

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Designer, Moreto Mathison & Associates Architects (MMA)

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Member of Glendora Unified School District Community Committee on Ethnic Studies.

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   While earning my education I remained local, going to Citrus College and transferring to Cal Poly Pomona where I earned a Bachelor's of Architecture. My career in architecture has spanned 20 years with a variety of specialties including retail, corporate, higher education, research/development, and government buildings. My experience with building approval processes covers 15 years of nationwide projects. Locally, I have managed projects that received approval of the California Division of State Archtiect (DSA). In my role as a project manager and designer I have developed projects from schematic design/programming phase all the way through construction administration and commissioning.

Applying for: Planning Commission Applicant Name: We[redacted] Jarvie

7. Please state the reasons you are interested in filling this vacancy:

Having grown up in Glendora, and raising a child here, I have an interest in our community maintaining its appeal as a family-friendly place to live. Serving on this commission would be a great way for me to give back to the community that helped me acheive so much of the success I have enjoyed.

8. Please briefly express your views regarding current and future development in Glendora:

Where multi-family and/or low-income housing development occurs there should be resources already in place for accessibility to food stores & public transportation within short walking distance. Glendora lacks mixed use development. Commercial growth should not neglect small business. New housing development should be sensitive to existing neighborhoods.

9. References

1. Judy Nelson (Name) Phone No.: [redacted]
2. Bob Kuhn (Name) Phone No.:
3. James Moreto (Name) Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, [redacted] information furnished.

[redacted] 3/16/2023
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ ☐ No Issues: None

☒ ☒ ☐ Residency Verified (Incorporated Area) ☒ Registered to Vote Verified ☐ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID ☐ BL Verified: ☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☑ Yes ☐ No Active Until: 4/27/2027 (Active for 2 years)

RECEIVED
APR 28 2025
CITY CLERKS OFFICE
CITY OF GLENDORA

CLERK'S DATE STAMP

Appt'd On: Bd. (Ex. PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Planning Commission

   Are you currently a City of Glendora Commissioner? ☐ Yes ☑ No If yes, Commission Name: _____

2. Name: Djajich, Michael Todd
   (Last) (First) (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☑ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☑ Yes ☐ No If so for how long? 4 yrs

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Architect: Haynes + Oakley Architects, Pasadena, CA

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☑ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☑ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Glendora Historical Society, AIA, LEED, DBIA

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   As an architect with 20 years of experience across residential, commercial, sports, hospitality, and hospital projects, joining the Glendora City Planning Commission offers the unique opportunity to shape the future of our community. Living in the historic district and being an active member of the Glendora Historical Society, I have a deep appreciation for preserving our city's rich century-long heritage. My professional background equips me to help guide development that balances modern innovation with the charm and historical integrity of Glendora. By serving on this commission, I can directly influence policies and projects that enhance our city's livability, sustainability, and aesthetic appeal, ensuring a legacy that reflects my commitment to our community's future.

Appling for: Planning Commission **Applicant Name:** Djajich, Michael Todd

7. Please state the reasons you are interested in filling this vacancy:

I am eager to fill the vacancy on the Glendora City Planning Commission because it aligns with my commitment to fostering a thriving community for my family and future generations. My wife and I are raising our 9-year-old son to be civically minded, and serving on the commission allows me to model active community involvement while shaping policies that

8. Please briefly express your views regarding current and future development in Glendora:

Living in the historic district and being an active member of the Glendora Historical Society, I have a deep appreciation for preserving our city's rich century-long heritage. My professional background as an architect equips me to guide development that balances modern innovation with the charm and historical integrity of Glendora.

9. References

1. Sonia Garcia Djajich (Name) Phone No.: [redacted]
2. Martin Ortega (Name) Phone No.: [redacted]
3. Tom Clark (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, [redacted] rights to privacy of the information furnished.

[redacted] nature 04/28/2025 Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ PB Alex Residency Verified (Incorporated Area)
☒ PB 4/28 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: MAY 4, 2027 (Active for 2 years)

RECEIVED
MAY 05 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: To: (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
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Information Sheet

1. Board, Commission or Committee being applied for: Planning Commission

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Jimenez (Last) Luis (First) Miguel (Middle)

   Residential Address: [redacted] Glendora, CA 91740

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 7 years

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Deputy Sheriff for the Los Angeles County Sheriff's Department

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Professional Organization Membership: Association for Los Angeles Deputy Sheriff's, Los Angeles Sheriff's Professional Association

   Position of Responsibility: Deputy (Gang investigator, Patrol Deputy, Academy Instructor)

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   I moved into the City of Glendora in 2003 when my parents bought their first home here in this community. I quickly appreciated and enjoyed everything Glendora had to offer (schools, businesses, public safety and a strong sense of community). I learned the value of working with the community to accomplish goals while in patrol. A large part of working with the community is to listen to their needs and address them, which I plan to do in this position. Although different in some respects, I have experience in planning and coordinating with others in order to accomplish goals. Attached to this application I will include a resume going into further detail regarding my personal and professional experience.

Appling for: Planning Commission **Applicant Name:** Luis Miguel Jimenez

7. Please state the reasons you are interested in filling this vacancy:

I would like the opportunity to assist my community to further develop and grow our city in order to remain a premier city in Los Angeles County. While simultaneously striving to retain our small town nature that many of us know and love.

8. Please briefly express your views regarding current and future development in Glendora:

The current developments I have seen in Glendora have further enhanced our community's ability to remain competitive in the areas of housing, recreation and business. I would like future developments to continue this trend and would greatly appreciate the opportunity to help navigate and participate in the decision making process.

9. References

1. Gary Clifford — Phone No.: [redacted]
   Name
2. Carlos Lopez — Phone No.:
   Name
3. Jose Martinez — Phone No.:
   Name

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10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

[redacted]

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, th[redacted] information furnished.

[redacted] 05-05-2025
Date

Required for Water Commission Applicants Only:

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

Applicant's Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/5 Residency Verified (Incorporated Area)
☒ 5/5 Registered to Vote Verified
☐ ____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID ☐ Current with payment of Charges/Assessment.
☐ BL Verified:

Notes:

JIMENEZ LUIS, DEPUTY SHERIFF B-1

Cell (626) 224-0950

SUMMARY OF QUALIFICATIONS

10 YEARS CONSISTING OF EFFECTIVE LEADERSHIP, PROBLEM-SOLVING AND POLICE WORK

PRIOR ASSIGNMENTS

INSTRUCTOR — **NOVEMBER 2024- PRESENT**
ADVANCED OFFICER TRAINING — *CUSTODY TRAINING AND STANDARDS BUREAU*

I facilitate and assist on a number of classes and courses. I have attended and completed the Academy Instructor Certification Course (Level One). The courses I have instructed include: First Aid/CPR, Ethics, Report Writing, Crime Scene and Evidence Preservation, Sexual Assault/Abuse and Harassment for Custody, Managing Stress and Anger, Drug Recognition, Effective Communication and Suicide Prevention.

COURT DEPUTY — **SEPTEMBER 2024- NOVEMBER 2024**
COURT SERVICES — *COURT SERVICES*

While at Court Transportation Services, I transported inmates from the various county jail facilities and court. During this time I familiarized myself with department policies regarding inmate transportation procedures and gained insight into the day-to-day functions of the court system.

PATROL DEPUTY — **2019-2024**
East Patrol Division — *Temple Sheriff Station*

As a patrol deputy at Temple Sheriff Station, my duties are to enforce the law fairly and within constitutional authority, answer calls for service during field operations, to be proactive in order to prevent crime, to enhance public trust through accountability, to maintain peace and order, and to work in partnership with the communities we serve to ensure the highest possible quality of life

CUSTODY INVESTIGATIVE DEPUTY — **2017-2019**
Custody Investigative Services — *Operation Safe Jails*

As a custody investigative deputy, my duties included the monitoring of narcotic and gang activity within the court and custody facilities of Los Angeles County. Tasks included the development and leading of High Value Target (HVT) operations involving the transportation of Mexican Mafia members to and from court hearings and creating operation plans pertaining to the Mexican Mafia take down in 2018. This operation was collaborated with U.S Marshalls and F.B.I agencies. Our team participated in multiple search warrant operations throughout Los Angeles County assisting various units and outside agencies such as Homicide, O.S.S, F.B.I, local police departments. I translated numerous Spanish conversations from inmate phone calls pertaining to criminal activity that led to the interception of narcotics from entering custody facilities.

CUSTODY DEPUTY — **2015 – 2017**
Custody Division — *Men's Central Jail*

While working as a deputy in custody my functions involved guarding, transporting, and maintaining the security and safety of sentenced and pre-sentenced inmates by enforcing detention policies and procedures.

EDUCATION

BACHELOR OF ARTS DEGREE- SOCIOLOGY- SUMMA CUM LAUDE **2013**
CALIFORNIA STATE POLYTECHNIC UNIVERSITY *POMONA, CA*

ASSOCIATE OF SCIENCE DEGREE – CRIMINAL JUSTICE- WITH HONORS **2011**
CITRUS COMMUNITY COLLEGE *GLENDORA, CA*

ASSOCIATE OF ARTS DEGREE – SOCIOLOGY- WITH HONORS **2011**
CITRUS COMMUNITY COLLEGE *GLENDORA, CA*

TRAINING & CERTIFICATES

- ADVANCED POST CERTIFICATE
- INTERMEDIATE POST CERTIFICATE
- BASIC POST CERTIFICATE
- GANG INVESTIGATOR CERTIFICATION- JULY 2018
- PALANTIR TRAINING CERTIFICATION- JULY 2018
- CALGANGS TRAINING CERTIFICATION- AUGUST 2017
- BREATH ALCOHOL DEVICE TESTING CERTIFICATION- FEBRUARY 2022
- BASIC TRAFFIC TRAINING CERTIFICATION- JUNE 2021

Water Commission

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 4/22/2027 (Active for 2 years)

RECEIVED
APR 23 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: Term: (Ex.: PC, WC)
Office #: (M/D/YY - 6/30/YY)
☐ Full ☐ Unexpired

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Water Commission

   Are you currently a City of Glendora Commissioner? ■ Yes ☐ No If yes, Commission Name: Water

2. Name: Cici Jr., Pat Anthony
   (Last) (First) (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ■ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ■ Yes ☐ No If so for how long? 7 years

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Regional Sales Manager, Greenbridge (Ohio)

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? Water, current term ■ Yes ☐ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ■ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   I have been a commissioner on the Water Commission for the past several years and have gained considerable insight into the hard and important work our water department performs to ensure the quality and supply of water to our city's residents and businesses.

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   Bring a Water Commission commissioner these past few years, I have gained valuable insight and information on the work of the water department, the important capital improvement projects in progress and being planned, and was involved in the review and recommendation to the City Council on the city's proposal for new water rate tiers and increases to help fund the integrity and quality of our water supply system.

Appling for: Water Commission **Applicant Name:** Pat Cici

7. Please state the reasons you are interested in filling this vacancy:

I would like to continue with another term on the Water Commission to see through the various projects, rate increase programs, and other various functions of the water department with which I have been involved for the past few years, to be of service to our wonderful city.

8. Please briefly express your views regarding current and future development in Glendora:

I have not been involved in other commissions other than the Water Commission, but I firmly believe in and trust the future path of our water department and their ability to ensure and improve upon the continued supply of water to our city.

9. References

1. Charles Soodjinda (Name) Phone No.: [redacted]
2. Dan Shafer (Glendora resident) (Name) Phone No.: [redacted]
3. Bob Dixon (Glendora resident) (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself, and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] ure 4-22-25

Date

Required for Water Commission Applicants Only:

12. I, [redacted] a customer of the City of Glendora's Water Division.

Applicant's Signature 4-22-25

Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ PB 5/1 Residency Verified (Incorporated Area)
☒ PB 5/1 Registered to Vote Verified
☒ PB 5/1 Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 4/22/2027 ✓
(Active for 2 years)

RECEIVED
APR 23 2025
CLERK'S DATE STAMP
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: Term: (Ex.: PC, WC)
Office #: ☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
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Information Sheet

1. Board, Commission or Committee being applied for: Water Commission
   Are you currently a City of Glendora Commissioner? ☒ Yes ☐ No If yes, Commission Name: Water Commission
2. Name: Thomas (Last) David (First) Alan (Middle)
   Residential Address: [redacted], Glendora, CA 91741
   Phone Number: [redacted] (Required) Email: thomadav@gmail.com (Required)
   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)
   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? _____

Required if applying for BID:
Business Name: _____ Occupation: _____
Business Address: _____
Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Retired
4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☒ Yes ☐ No Water Commissioner 7/1/21 – 6/30/25
   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____
5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:
   I now have significant background on the state's challenges of of Glendora water supply given my first term of service

Applying for: Water Commission **Applicant Name:** David Alan Thomas

7. Please state the reasons you are interested in filling this vacancy:

Water supply is essential to the survival and health of our community. My background in science and engineering has been an asset at times in our commission work

8. Please briefly express your views regarding current and future development in Glendora:

The character and population density of Glendora is changing with statewide efforts to increase the supply of affordable housing, the opening of our schools to students in neighboring cities, and the imminent arrival of the Gold Line. This will affect all aspects of our Glendora infrastructure

9. References

1. Richard Hansen — Phone No.: [redacted]
2. Michael Holmes — Phone No.: [redacted]
3. Pat Cici — Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

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Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

[redacted]

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished [redacted] rting documents attached hereto will be treated as a public record and I, therefore [redacted] f the information furnished.

[redacted] — Applicant's Signature

23 April 2025 — Date

Required for Water Commission Applicants Only

12. I, the unde[redacted]f the City of Glendora's Water Division.

[redacted] — Applicant's Signature

23 April 2025 — Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

- ☒ PBSI Residency Verified (Incorporated Area)
- ☒ PBSI Registered to Vote Verified
- ☒ PBSI Water Division Customer (WC Applicants Only)

BID Applicants Only

- ☐ Active/Current Business Owner in BID
- ☐ BL Verified:
- ☐ Current with payment of Charges/Assessment.

Notes:

DocuSign Envelope ID: 73122FAD-9BC1-4279-8B[redacted]D02BFDFE44

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA
BOARDS AND COMMISSIONS

Requirements ☐ Yes ☐ No Active Until: MAR 07 2025 (Active for 2 years)

RECEIVED
MAR 28 2023
CITY CLERK'S OFFICE
CITY OF GLENDORA

Appt'd On: Term: (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (MM/DD/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

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Information Sheet

1. Board, Commission or Committee being applied for: WATER COMMISSION

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: CHAN, LOK SZE JENNY
   (Last) (First) (Middle)

   Residential Address: [redacted] GLENDORA, CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 1 YR 10 MOS

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: FINANCE MANAGER, H2O.AI

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   Glendora Education Foundation - Food for Thought 2023 - Committee Member
   Alhambra USD - Northrup Elementary - Dual Immersion Advisory Committee - Member
   CalCPA - Candidate Memeber

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   10+years of experience in financial planning and risk analysis makes me the ideal candidate to provide financially responsible recommendations on one of our most vulunable resources.

DocuSign Envelope ID: 73122FAD-9BC1-4279-8B[redacted]'D02BFDFE44

Appling for: WATER COMMISSION **Applicant Name:** LO[redacted]E JENNY CHAN

7. Please state the reasons you are interested in filling this vacancy:
Years of drought, extreme weather events in recent months and the disappearing Lake Mead have led me to pay more attention to water conservation and sustainability.

8. Please briefly express your views regarding current and future development in Glendora:
Pride of the Foothills, we were drawn to the small suburban city with quiet streets and accessibility to outdoor spaces. Many people feel the same and are making the move; as the city is growing, we need to balance future developments and existing features of the city which catch people's eyes in the first place.

9. References

1. KAREN DAVIS (Name) Phone No.: [redacted]
2. MALLORY BURIL (Name) Phone No.: [redacted]
3. MONICA GARCIA (Name) Phone No.: [redacted]

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis and may be removed if a member does not attend three regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

[redacted]

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

[redacted] 3/28/2023

Signature Date

Required for Water Commission Applicants Only:

12. I [redacted] a customer of the City of Glendora's Water Division.

3/28/2023

Signature Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ ☐ No Issues: None

☒ LL Residency Verified (Incorporated Area)
☒ LL Registered to Vote Verified
☒ LL Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☐ Yes ☐ No Active Until: MAY 4, 2027 (Active for 2 years)

RECEIVED
MAY 05 2025
CITY CLERK'S OFFICE
CITY OF GLENDORA
CLERK'S DATE STAMP

Appt'd On: (Ex.: PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY – 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)
All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Water Commission

   Are you currently a City of Glendora Commissioner? ■ Yes ☐ No If yes, Commission Name: _____

2. Name: Nakano, Justin, I
   (Last) (First) (Middle)

   Residential Address: [redacted]

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ■ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ■ Yes ☐ No If so for how long? 25

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Water Resources Technical Manager, Chino Basin Watrmaster

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? Water Commission 2016-2023 ■ Yes ☐ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ■ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   None

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   My 20 years in water resources gives me extensive knowledge and experience on water realted issues that our city faces, which include source reliabilty and conservation measures. My previous seven years serving on the water comission helps not only to give me background to water challenges we face in Glendora, but also continuity on long term projects such as infrastructure replacement.

Appling for: Water Commission **Applicant Name:** Justin Nakano

7. Please state the reasons you are interested in filling this vacancy:
I wish to continue to serve my community and share my expertise.

8. Please briefly express your views regarding current and future development in Glendora:
I believe when we look at the future of Glendora and develop, we must take a wholistic approach, not only looking at bringing in development for property tax revenue but also the impacts it will have on water and other utlity demands. There are other opportunites for resouce sharing that can be done on a regional level that could benefit our city as well.

9. References
1. Edgar Tellez Foster (Name) Phone No. [redacted]
2. Bob Kuhn (Name) Phone No.
3. James Nakano (Name) Phone No.

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

[redacted]

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, th[redacted]e information furnished.

[redacted] 5/5/25
Date

Required for Water Commission Applicants Only:

12. I, t[redacted]er of the City of Glendora's Water Division.

[redacted] 5/5/25
Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ 5/5 Residency Verified (Incorporated Area)
☒ 5/5 Registered to Vote Verified
☐ _____ Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes: _____

APPLICATION FOR APPOINTMENT
TO CITY OF GLENDORA BOARDS AND COMMISSIONS

Requirements Met: ☒ Yes ☐ No Active Until: 5.9.2027 (Active for 2 years)

RECEIVED
MAY 09 2025
CITY CLERKS OFFICE
CITY OF GLENDORA

CLERK'S DATE STAMP

Appt'd On: To: (Ex. PC,WC)
Office #: Term:
☐ Full ☐ Unexpired (M/D/YY 6/30/YY)

Submittal Requirements (Completed Application must contain the following)
☐ Completed, signed application ☐ Three (3) references with contact information

Instructions (Please Type or Print Clearly)

All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form. It is important that you answer all questions on your application fully and accurately. If additional space is needed to answer questions, attach additional sheets. In addition, a separate application must be submitted for each advisory body to which you seek appointment. **Applications received after the deadline will be kept on file for future vacancies.**

Information Sheet

1. Board, Commission or Committee being applied for: Water

   Are you currently a City of Glendora Commissioner? ☐ Yes ☒ No If yes, Commission Name: _____

2. Name: Baron (Last) Michael (First) G (Middle)

   Residential Address: [redacted] Glendora, CA 91741

   Phone Number: [redacted] (Required) Email: [redacted] (Required)

   Are you a registered voter within the City of Glendora? ☒ Yes ☐ No
   (If you have questions about your registration status, please contact the Los Angeles Registrar of Voters at (800) 815-2666)

   Do you currently reside within the incorporated City limits? ☒ Yes ☐ No If so for how long? 31 yrs

Required if applying for BID:

Business Name: _____ Occupation: _____

Business Address: _____

Phone Number: _____ (Required) Email: _____ (Required)

3. Occupation and Place of Employment: Property Management use my home as office

4. Have you ever been a member of any City Board or Commission, or employed by the City of Glendora? If Yes, in what capacity? When? ☐ Yes ☒ No

   Do you have any relatives currently working for the City of Glendora? ☐ Yes ☒ No
   If Yes, please list name(s), relationship and department: _____

5. List Community/Professional Organizations in which you hold active membership(s). In addition, please list any positions of responsibility held:

   I was awarded the Allegrant Award in 2019 by the California Landscape Contractors Assn for my long term efforts in water conservation training and implementations. During my professional career I held positions with the Irrigation Assn as well as the CLCA, both industry organizations.

6. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

   My corporate career, 1980-2018, was with Rain Bird, Walla Walla sprinkler company + Toro Irrigation. From 1995-2018 my focus was on water conservation in the Landscape + Turf Irrigation Industry. I worked with the Metropolitan Water District and many local water agencies on programs to incentivize water conservation, or as I liked to say, "improving irrigation efficiency". I've maintained my overall interest in water issues since exiting the corporate world.

Appling for: Water Commission **Applicant Name:** Michael Bacon

7. Please state the reasons you are interested in filling this vacancy:
Long term Glendora resident who wants to give back to the city using knowledge + skills I have developed over the years.

8. Please briefly express your views regarding current and future development in Glendora:
I believe in open discussion that includes important facts about whatever development is being considered, including impact on city provided resources. I don't believe in No growth, but I also don't believe in unlimited growth. I believe in SMART growth.

9. References

1. Judy Nelson — Phone No.: [redacted]
2. Bob Kuhn — Phone No.:
3. Jennifer True — Phone No.:

*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

Conflict of Interest Disclosure - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

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Attendance (GMC §2.18.100) - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill my duties as a member.

Mandatory Ethics Training (Government Code §53234) - In compliance with state law, if appointed I agree to complete an approved AB1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

Affidavit of Residency - I declare, under penalty of perjury, that I am a resident within the incorporated City of Glendora city limits.

* Not Required for Business Improvement District Advisory Board.

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, [redacted] privacy of the information furnished.

[redacted] — 5/9/25 Date

Required for Water Commission Applicants Only:

12. [redacted] tomer of the City of Glendora's Water Division.

[redacted] — 5/9/25 Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

FOR INTERNAL USE ONLY

Verification Completed: ☒ Yes ☐ No Issues: N/A

☒ BGS Residency Verified (Incorporated Area)
☒ BGS Registered to Vote Verified
☒ BGS Water Division Customer (WC Applicants Only)

BID Applicants Only
☐ Active/Current Business Owner in BID
☐ BL Verified:
☐ Current with payment of Charges/Assessment.

Notes:

CITY OF GLENDORA
Local Appointments List
Notice of Board, Commission and Committee Appointments
Pursuant to Government Code Section 54972

2025

The City of Glendora encourages residents to apply for positions on City Commissions, Committees and Boards that will have vacancies in the year 2025. Each member of a city commission shall serve at the pleasure of the City Council. Residents interested in openings must file an application which may be obtained at the City Clerk's Office or on the City's website, www.cityofglendora.org. City Council appointed boards and commissions are regulated by Glendora Municipal Code (GMC) Section 2.18.

In compliance with the requirements of the Maddy Act, Government Code 54970, the following appointment list is posted on an annual basis by December 31st. It shows all currently appointed members of City Boards, Commissions, and Committees appointed by the City Council and the dates of their terms of office as of the time of this posting. Appointments listed below in **blue** expire on June 30, 2025.

Names on this list are subject to change as term expirations and resignations occur during the year. For a current list, go to www.cityofglendora.org.

BOARD OF LIBRARY TRUSTEES

Term Length: 3-year term, Term Limit: Two full consecutive terms

Meets 3rd Monday of month
Council Chamber, 116 E. Foothill Boulevard, Glendora - 7:00 p.m. Members receive no compensation.
The Board of Library Trustees of the city shall consist of five members. Members must be registered to vote and reside within the incorporated city limits during their entire term of service (GMC, 2.32). This Board provides strategic leadership and serves as the creative catalyst for developing and implementing the mission, values and vision of the Glendora Public Library.

Disclosure and Regulatory Requirements: Members are required to file a Statement of Economic Interests (Form 700) upon appointment to office, and annually thereafter (Conflict-of-interest code), complete AB1234 Ethics Training and Brown Act Training within one year of appointment and every two years thereafter and are required to attend meetings on a regular basis. (Ordinance 2036)

Members	Date of Appointment	Office Number	Present Term	Term (Unexpired/1st/2nd)
Carrie Johnson	**7/2022**	**Office No. 1**	**7/1/2022-6/30/2025**	**1st**
Marianne Cintron	7/2024	Office No. 2	7/1/2024-6/30/2027	1st
Erica Landmann	7/2021	Office No. 3	7/1/2024-6/30/2027	2nd
Brianna Chew	**7/2019**	**Office No. 4**	**7/1/2022-6/30/2025**	**2nd**
Tomoko Toland	**7/2019**	**Office No. 5**	**7/1/2022-6/30/2025**	**2nd**

Staff Liaison: Janet Stone, Library Director

BUSINESS IMPROVEMENT DISTRICT (BID) ADVISORY BOARD

Term Length: 4-year term, Term Limit: Two full consecutive terms
Recruitment of BID Advisory Board members are coordinated by the Glendora Chamber of Commerce. The BID Advisory Board will make appointments and present these to the City Council for ratification at a City Council regularly scheduled meeting in May.

Meets 1st Thursday of month
Glendora Public Library, Bidwell Forum, 140 S. Glendora Avenue, Glendora - 8:30 a.m. Members receive no compensation.
The BID Advisory Board shall consist of five members. Members must be registered to vote, and operate bona fide businesses located within the District that are subject to charges and assessments imposed by Section 5.40 of the Glendora Municipal Code during their entire term of service. Members must be current with the payment of charges and assessments imposed.

Disclosure and Regulatory Requirements: Members are required to complete AB1234 Ethics Training and Brown Act Training within one year of appointment and every two years thereafter and are required to attend meetings on a regular basis. (Ordinance 2036)

Members and Village Business	Date of Appointment	Office Number	Present Term	Term (Unexpired/1st/2nd)
Dalel Snider, Glendora Florist	**9/2021**	**Office No. 1**	**7/1/2021-6/30/2025**	**1st**
Veonica Salazar*, Mercantile Collective & BeSpoke Hat Bar	6/2024	Office No. 2	7/1/2023-6/30/2027	Unexpired
Matthew Davis, Bistro Studios, Inc.	10/2022	Office No. 3	7/1/2023-6/30/2027	1st
Matthew Klingler, Village Fitness	**5/2020**	**Office No. 4**	**7/1/2021-6/30/2025**	**1st**
Cathy Jarvis, Cathy's Wishing Well	9/2021	Office No. 5	7/1/2023-6/30/2027	1st

Staff Liaison: Joe Cina, President and CEO of Chamber of Commerce
Don Nolan resigned 1/2024 (Office 2; Term 7/1/23-6/30/27)*

COMMUNITY SERVICES COMMISSION

Term Length: 4-year term, Term Limit: Two full consecutive terms

Meets 3rd Thursday of January, March, May, July, September, and November
Council Chamber, 116 E. Foothill Boulevard, Glendora - 6:00 p.m. Members receive no compensation.
The Community Services Commission of the city shall consist of five members. Members must be registered to vote, reside within the incorporated city limits during their entire term of service. This Commission serves in an advisory capacity to the City Council and Recreation and Human Services Director in all matters pertaining to the park maintenance, park development, recreation programs, human services, and community beautification.

Disclosure and Regulatory Requirements: Members are required to file a Statement of Economic Interests (Form 700) upon appointment to office, and annually thereafter (Conflict-of-interest code), complete AB1234 Ethics Training and Brown Act Training within one year of appointment and every two years thereafter, and are required to attend meetings on a regular basis. (Ordinance 2036)

Members	Date of Appointment	Office Number	Present Term	Term (Unexpired/1st/2nd)
Britanny Lewis-Porchia	**7/2021**	**Office No. 1**	**7/1/2021-6/30/2025**	**1st**
Eddie Kouyoumdjian	**7/2021**	**Office No. 2**	**7/1/2021-6/30/2025**	**1st**
Mallory Buril	7/2019	Office No. 3	7/1/2023-6/30/2027	2nd
Stephen Salle	7/2023	Office No. 4	7/1/2023-6/30/2027	1st
David Gerber	7/2019	Office No. 5	7/1/2023-6/30/2027	2nd

Staff Liaison: John Aguirre, Recreation and Human Services Director

PLANNING COMMISSION

Term Length: 4-year term, Term Limit: Two full consecutive terms

Meets 1st Tuesday of the month
Council Chamber, 116 E. Foothill Boulevard, Glendora - 7:00 p.m. Members receive no compensation.
The Planning Commission of the city shall consist of five members. Members must be registered to vote and reside within the incorporated city limits during their entire term of service and no person of the Planning Commission shall hold any other remunerative office or position with the city. This Commission serves in an advisory capacity to the City Council on land-use policy planning matters which guide the future development of the City.

Disclosure and Regulatory Requirements: Members are required to file a Statement of Economic Interests (Form 700) upon appointment to office, and annually thereafter (Gov Code 87200), complete AB1234 Ethics Training and Brown Act Training within one year of appointment and every two years thereafter, and are required to attend meetings on a regular basis. (Ordinance 2036)

Members	Date of Appointment	Office Number	Present Term	Term (Unexpired/1st/2nd)
Timothy Cremins	7/2023	Office No. 1	7/1/2023-6/30/2027	1st
Mark Davis	7/2019	Office No. 2	7/1/2023-6/30/2027	2nd
Paulette Koss	7/2019	Office No. 3	7/1/2023-6/30/2027	2nd
Brian Faber**	**10/2022**	**Office No. 4**	**7/1/2021-6/30/2025**	**Unexpired**
Kurt Norwood*	**5/2017**	**Office No. 5**	**7/1/2021-6/30/2025**	**2nd**

Staff Liaison: Jeff Kugel, Community Development Director

Joseph Battaglia resigned 2/7/2017 (Office 5; Term 7/1/16-6/30/21)*; Brian Ursettie resigned 9/2022 (Office No. 4; Term: 7/1/21-6/30/25)**

WATER COMMISSION

Term Length: 4-year term, Term Limit: Two full consecutive terms

Meets Quarterly, 4th Thursday of January, April, July and October
Council Chamber, 116 E. Foothill Boulevard, Glendora - 6:00 p.m. Members receive no compensation.
The Water Commission of the City shall consist of five members. Members must be registered to vote, reside within the incorporated city limits during their entire term of service, and be customers of the City's water division of the Public Works Department. This Commission shall act in an advisory capacity to the City Council on policies and programs related to water rates, conservation efforts and financial matters.

Disclosure and Regulatory Requirements: Members are required to file a Statement of Economic Interests (Form 700) upon appointment to office, and annually thereafter (Gov Code 87200), complete AB1234 Ethics Training and Brown Act Training within one year of appointment and every two years thereafter, and are required to attend meetings on a regular basis. (Ordinance 2036)

Members	Date of Appointment	Office Number	Present Term	Term (Unexpired/1st/2nd)
Richard Hansen	7/2019	Office No. 1	7/1/2023-6/30/2027	2nd
Greg Lammers	7/2023	Office No. 2	7/1/2023-6/30/2027	1st
Michael Holmes *	**10/2022**	**Office No. 3**	**7/1/2021-6/30/2025**	**Unexpired**
Pat Cici**	**10/2022**	**Office No. 4**	**7/1/2021-6/30/2025**	**Unexpired**
David Thomas***	**11/2022**	**Office No. 5**	**7/1/2021-6/30/2025**	**Unexpired**

Staff Liaison: William Wittkopf, Public Works Director

Ryan Shaw resigned 7/2022 (Office No. 3; Term 7/1/21-6/30/25)*; John Fields resigned 7/2022 (Office No. 4; Term: 7/1/21-6/30/25)**; Benjamin Armel Resigned 10/2022 (Office No. 5; Term: 7/1/21-6/30/25)***

I, Kathleen R. Sessman, City Clerk/Communications Director of the City of Glendora, do hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing *Commissions Local Appointments List* was prepared pursuant to provisions of Government Code Section 54972 and posted in a bulletin board at designated "official" posting location; and on the City's website on Thursday, November 19, 2024.

Dated this 19th day of November, 2024.

Kathleen R. Sessman, MMC
City Clerk/Communications Director

City of Glendora

2025 Upcoming Vacancies on Advisory Boards and Commissions Recruitment

Updated as of May 20, 2025

Advisory Boards and Commissions	Applicants + Incumbents	Combined Total	Office No.	Total Vacancies
Board of Library Trustees	11 + 1 Incumbent	12	1, 4 & 5	3
Community Services Commission	7 + 2 Incumbents	9	1 & 2	2
Planning Commission	3 + 1 Incumbent	4	4 & 5	2
Water Commission	3 + 2 Incumbents	5	3, 4 & 5	3
	24 + 6 Incumbents	**30**		**10**

City of Glendora

2025 Upcoming Vacancies on Advisory Boards and Commissions Recruitment

Updated as of May 20, 2025

Board of Library Trustees						3-Yr Term
Members	**Office**	**Present Term**	**Term**	**Status**	**Received**	**Verified**
Johnson, Carrie	1	7/1/22 - 6/30/25	1st	Trustee (Requesting Reappointment)	4/23/25	5/6/25
Bogle, Tricia	2	7/1/24 - 6/30/27	Other[1]	Trustee	-	-
Landmann, Erica	3	7/1/24 - 6/30/27	1st	Trustee	-	-
Chew, Brianna	4	7/1/22 - 6/30/25	2nd	Trustee	Termed-Out	
Toland, Tomoko	5	7/1/22 - 6/30/25	2nd	Trustee	Termed-Out	
Applicants				**Status**	**Received**	**Verified**
Long, Lisa	-	-	-	On File	5/19/25	5/19/25
Mason, Marsha	-	-	-	On File	4/24/25	1/6/25
Villeneuve, Anna	-	-	-	On File	4/24/25	4/8/25
Trammel, Madison	-	-	-	On File	No Confirmation	
Ferguson, Adrienne				New Applicant	5/7/25	5/8/25
Garza-Maloney, Esther	-	-	-	New Applicant	4/30/25	4/30/25
Hall, Deborah	-	-	-	New Applicant	4/30/25	4/30/25
Malcom, Lisa	-	-	-	New Applicant	5/6/25	5/6/25
Merrick, Teri	-	-	-	New Applicant	4/29/25	4/29/25
Rosales, Nick	-	-	-	New Applicant	4/24/25	5/7/25
Sullivan, James	-	-	-	New Applicant	5/7/25	5/7/25
Walls-Sandell, Carol	-	-	-	New Applicant	5/8/25	5/8/25

Applications Received	**11 + 1 Incumbent**
Total Combined	**12**
Total Vacancies (Offices 1,4 & 5)	**3**

[1] Individual was appointed to an unexpired term. Unexpired terms are not applied to the two consecutive term maximum per Board/Commission.

City of Glendora

2025 Upcoming Vacancies on Advisory Boards and Commissions Recruitment

Updated as of May 20, 2025

Community Services Commission						4-Yr Term
Members	**Office**	**Present Term**	**Term**	**Status**	**Received**	**Verified**
Lewis-Porchia, Britanny	1	7/1/21 - 6/30/25	1st	Commissioner (Requesting Reappointment)	4/24/25	5/2/25
Kouyoumdjian, Eddie	2	7/1/21 - 6/30/25	1st	Commissioner (Requesting Reappointment)	4/24/25	5/2/25
Kotowski, Michael	3	7/1/23 - 6/30/27	Other[1]	Commissioner	-	-
Salle, Stephen	4	7/1/23 - 6/30/27	1st	Chair	-	-
Gerber, David	5	7/1/23 - 6/30/27	2nd	Vice-Chair	-	-
Applicants				**Status**	**Received**	**Verified**
Evanilla, Jack	-	-	-	On File	4/24/25	5/7/25
Meyer, Andrew	-	-	-	On File	No Confirmation	
Sachchetto, Michael	-	-	-	On File	No Confirmation	
Frank, Lisa	-	-	-	New Applicant	5/5/25	5/5/25
Freymer, Douglas	-	-	-	New Applicant	4/30/25	4/30/25
Hermann, Linda	-	-	-	New Applicant	5/2/25	5/2/25
Mercado, Ashley	-	-	-	New Applicant	4/29/25	4/29/25
Offen, Diana	-	-	-	New Applicant	5/7/25	5/7/25
Stowell, Amelia	-	-	-	New Applicant	5/8/25	5/8/25

Applications Received	**7 + 2 Incumbents**
Total Combined	**9**
Total Vacancies (Offices 1& 2)	**2**

[1] Individual was appointed to an unexpired term. Unexpired terms are not applied to the two consecutive term maximum per Board/Commission.

City of Glendora

2025 Upcoming Vacancies on Advisory Boards and Commissions Recruitment

Updated as of May 20, 2025

Planning Commission						4-Yr Term
Members	**Office**	**Present Term**	**Term**	**Status**	**Received**	**Verified**
Cremins, Timothy	1	7/1/23 - 6/30/27	1st	Commissioner	-	-
Davis, Mark	2	7/1/23 - 6/30/27	2nd	Commissioner	-	-
Koss, Paulette	3	7/1/23 - 6/30/27	2nd	Commissioner	-	-
Faber, Brian	4	7/1/21 - 6/30/25	Other[1]	Commissioner (Requesting Reappointment)	4/24/25	5/1/25
Norwood, Kurt	5	7/1/21 - 6/30/25	2nd	Commissioner	Termed-Out	
Applicants				**Status**	**Received**	**Verified**
Jarvie, Wendy	-	-	-	On File	4/24/25	5/1/25
Lammers, Gregory	-	-	-	On File	No Confirmation	
Djajich, Michael	-	-	-	New Applicant	4/28/25	4/28/25
Jimenez, Luis Miguel	-	-	-	New Applicant	5/5/25	5/6/25

Applications Received	**3 + 1 Incumbent**
Total Combined	**4**
Total Vacancies (Offices 4 & 5)	**2**

[1] Individual was appointed to an unexpired term. Unexpired terms are not applied to the two consecutive term maximum per Board/Commission.

City of Glendora

2025 Upcoming Vacancies on Advisory Boards and Commissions Recruitment

Updated as of May 20, 2025

Water Commission						4-Yr Term
Members	**Office**	**Present Term**	**Term**	**Status**	**Received**	**Verified**
Hansen, Richard	1	7/1/23 - 6/30/27	2nd	Commissioner	-	-
Lammers, Greg	2	7/1/23 - 6/30/27	1st	Commissioner	-	-
Vacant	3	7/1/21 - 6/30/25	-	-	-	-
Cici Jr., Pat	4	7/1/21 - 6/30/25	Other[1]	Commissioner (Requesting Reappointment)	4/23/25	5/2/25
Thomas, David	5	7/1/21 - 6/30/25	Other[1]	Commissioner (Requesting Reappointment)	4/23/25	5/1/25
Applicants				**Status**	**Received**	**Verified**
Chan, Lok Sze Jenny	-	-	-	On File	5/2/25	5/5/25
Nakano, Justin	-	-	-	New Applicant	5/2/25	5/6/25
Baron, Michael	-	-	-	New Applicant	5/9/25	5/12/25*

Applications Received	**3 + 2 Incumbents**
Total Combined	**5**
Total Vacancies (Offices 3, 4 & 5)	**3**

[1] Individual was appointed to an unexpired term. Unexpired terms are not applied to the two consecutive term maximum per Board/Commission.

* Application received after extended deadline.

Boards and Commission Recruitment 2025 Timeline



Upcoming Vacancies

Notice of Vacancies Published → Notice Posted → Application Deadline → Interviews → Appointment to be done → Notification to Applicant → Training/Oath of Office

☐	March 20, 2025	**Notice of Scheduled Vacancies:** notice was emailed to Examiner for publication.
☐	April 3, 2025	**Notice Published** - Sent for publication April 3, 2025; April 10, 2025; April 17, 2025
☐	April 24, 2025	**Application Deadline**: Deadline for submittal of application at noon.
☐	May 8, 2025	**Application Extended Deadline**: Deadline for submittal of application at noon.
☐	May 27, 2025 CC Mtg	**Interviews**: Hold interviews at Council meeting. Possible Special Meeting on a scheduled date. Special Meeting, if extending deadline.
☐	Date to be Determined	**Interviews:** Hold interviews at a Special Meeting on a. Special Meeting, if extending deadline.
☐	Date to be Determined in June	**Meeting 101**: Set up training with City Clerk's office to conduct onboarding/training.
☐	Deadline to be Determined in June	**Brown Act/Ethic's Training**: Training to be completed through NetFile, conduct Oath of Office in July before the start of each of their meetings.
☐	July 2025	**Oath of Office:** Being conducted in July before the start of their meeting.

UPDATE OF SCHEDULED VACANCIES FOR THE CITY COUNCIL ADVISORY BOARDS AND COMMISSIONS RECRUITMENT WITH TERMS ENDING ON JUNE 30, 2025

CITY CLERK'S OFFICE

CITY COUNCIL

MAY 27, 2025

ROXANNE BRECEDA, DEPUTY CITY CLERK/RECORDS MANAGER

EXECUTIVE SUMMARY

- The City Clerk's Office conducted a recruitment process for the ten (10) City Council Advisory Boards and Commissions seats with terms expiring on June 30, 2025.

Advisory Boards and Commissions	Office No.	Total Vacancies
Board of Library Trustees	1, 4 & 5	3
Community Services Commission	1 & 2	2
Planning Commission	4 & 5	2
Water Commission	3, 4 & 5	3
		10

- Two Notices of Scheduled Vacancy were posted and published, with an initial application deadline of April 24, 2025, followed by an extended deadline of May 8, 2025.

Glendora

QUALIFIED APPLICANTS

- A total of 30 qualified applications were received for the ten (10) available seats.

Advisory Boards and Commissions	Applicants + Incumbents	Combined Total
Board of Library Trustees	11 + 1 Incumbent	12
Community Services Commission	7 + 2 Incumbents	9
Planning Commission	3 + 1 Incumbent	4
Water Commission	3 + 2 Incumbents	5
	24 + 6 Incumbents	**30**

- BID membership has recommended:
  Callan Banos (Ramon's Tacos y Tapas) – Office No. 1, Term 7/1/2025 – 6/30/2029
  Crystal Manke (Cindy Jane Boutique) – Office No. 4, Term 7/1/2025 – 6/30/2029

Glendora

NEXT STEPS

Option 1: Reappoint incumbents and conduct interviews to fill the following remaining vacancies:

- Two (2) vacancies on the Board of Library Trustees
- One (1) vacancy on the Planning Commission
- One (1) vacancy on the Water Commission

Estimated Interview Time: Approximately 2 hours for 17 applicants

Option 2: Interview only new applicants, while including incumbents in the balloting process for final appointments.

Estimated Interview Time: Approximately 3 hours for 24 applicants.

Option 3: Include incumbents in the interview process and conduct interviews concurrently with new applicants.

Estimated Interview Time: Approximately 3-4 hours for 30 applicants.

Option 4: Provide direction that is different or combines several options noted above.

*Times noted above estimate 5-10 minute interviews and time for City Council voting and deliberation.

Glendora

STAFF REPORT

TO: Mayor and Council Members **DATE:** May 27, 2025

FROM: Public Works **DISTRICT(S):** 5

SUBJECT: **Award an Agreement to J. De Sigio Construction, Inc. for the Oak Park Road Project in the amount not to exceed $314,804**

RECOMMENDATION

That the City Council:

1. Adopt a Categorical Exemption from the California Environmental Quality Act Pursuant to Section 15269 (b), Emergency Projects, of the California Code of Regulations;
2. Declare an emergency existed that posed an imminent danger and required immediate action to repair the waterline on Oak Park Road to prevent further damage to private property and disruption of a vital public service;
3. Award an Agreement to J. De Sigio Construction, Inc., for the Oak Park Road Project in the amount of $314,804; and
4. Authorize the City Manager or his designee to execute the Agreement with J. De Sigio Construction, Inc., including minimal and/or non-substantive changes.

STRATEGIC FOCUS AREAS

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

EXECUTIVE SUMMARY

The City of Glendora remains dedicated to providing safe, dependable, and efficient water service to all parts of our community including homes, businesses, schools, medical facilities, and public spaces. To uphold this standard, the City actively maintains its water infrastructure and responds quickly when urgent issues arise. A recent example of this commitment was the emergency replacement of a failing water main at the intersection of Amelia Avenue and Oak Park Road. Due to multiple water line breaks in the area, swift action was necessary to prevent further damage and service interruptions. The project, carried out by the City's emergency contractor between November 2024 and February 2025, involved the installation of approximately 750 linear feet of new 8-inch water main and related components. The total cost for this work was $314,804. By completing this project promptly, the City helped protect public safety, minimize disruptions, and ensure the ongoing reliability of water service for the neighborhood and surrounding areas.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

Over the last ten years, the Water Division has strategically partnered with emergency response contractors to manage significant or complex water main failures that could overwhelm internal city resources. This approach has enabled the City to respond quickly to critical events, minimizing water loss, reducing damage to both public and private property, and preserving service continuity. In the case of Amelia Avenue and Oak Park Road, City records show a troubling increase in leak incidents over the past 18 months, with more than five main line breaks along a short 450-foot section of 6-inch pipe. The most recent leaks were especially problematic, causing damage that extended onto private property and required the removal of walls and sections of driveways to access the failing infrastructure. Given the frequency and severity of these breaks, City staff determined that replacement was urgently necessary and authorized the use of the City's emergency contractor, J. De Sigio Construction, Inc. (JDC), to expedite the project.

DISCUSSION

The City of Glendora's Water Division plays a vital role in delivering clean and reliable water to a broad customer base that includes homes, businesses, medical facilities, industrial users, schools, and public parks. This responsibility requires not only a commitment to daily operations but also a focus on long-term system health. To that end, the City implements a dual approach: responding quickly to emergencies while also conducting ongoing preventative maintenance. These strategies help prevent service interruptions, protect public health, and manage costs over time.

A recent and pressing example of this need occurred on a 450-foot stretch of water main located at Amelia Avenue and Oak Park Road. Over the past 18 months, this short section of 6-inch pipeline experienced more than five main breaks, an unusually high number in such a limited distance. This pattern signaled a systemic failure in the aging pipe, and more recent breaks proved especially disruptive. Due to the pipe's location, crews were forced to remove parts of private driveways and walls to access and repair the main, resulting in property damage, and additional restoration costs for the City.



The recurring failures presented three major concerns. First, continued leaks threatened nearby private properties, leading to physical damage, and raising concerns about the City's responsibility. Second, every leak created safety risks for residents and staff ranging from slippery surfaces to work site safety concerns for City staff. Third, the need to repeatedly dispatch repair crews pulled critical resources away from other planned maintenance delaying progress elsewhere in the city's water system.

Recognizing the urgent nature of the problem, the Water Division used its on-call contractor to complete a full main replacement. This approach allowed the City to accelerate the repair timeline to avoid further property damage and service interruptions. Work began the week of November 18, 2024, and was completed by the week of February 3, 2025. The project replaced the aging 6-inch line with approximately 750 linear feet of new 8-inch water main, including the installation of 12 new water services, 2 fire hydrants, 8 isolation valves, and other critical components such as an air vacuum release valve, blowoff, insertion valve, and full trench restoration. The total cost of the project was $314,804.

By proactively addressing this failing section of pipe, the City has significantly reduced the risk of future service disruptions, mitigated potential property and safety hazards, and restored reliability to an essential part of the water distribution network. This project serves as a strong example of Glendora's ongoing commitment to public safety, infrastructure investment, and responsible stewardship of community resources.

FISCAL IMPACT

Sufficient appropriations are available in the FY2024-25 Adopted Midcycle Budget in the Water Capital Projects Fund, 502, project number 6025101. Project number 6025101 provided for a $6 million of water improvements in the FY2024-25. Adopted Budget and a new project number will be generated to specifically track this project after council approval.

ENVIRONMENTAL DETERMINATION

Attached is the Notice of Categorical Exemptions for Council for review and adoption.

Prepared By	Ivy Gonzalez, Management Analyst
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	Jeff Kugel, Community Development Director

ATTACHMENTS:

A. Agreement
B. Notice of CEQA Categorical Exemption
C. Presentation

Attachments

A. Agreement.pdf

B. Notice of CEQA Categorical Exemption.pdf

C. Presentation.pdf

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AGREEMENT FOR PUBLIC WORKS SERVICES

By and Between

CITY OF GLENDORA

and

J. DE SIGIO CONSTRUCTION, INC.

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AGREEMENT FOR PUBLIC WORKS SERVICES BETWEEN THE CITY OF GLENDORA AND J. DE SIGIO CONSTRUCTION, INC.

THIS AGREEMENT FOR PUBLIC WORKS SERVICES (herein "Agreement") is made and entered into this ____ day of _____, 2025 by and between the City of Glendora, a California municipal corporation ("City") and J. De Sigio Construction, Inc., a California corporation ("Contractor"). City and Contractor may sometimes be referred to herein, individually as a "Party" or collectively, as the "Parties."

RECITALS

A. Public Contract Code section 1102 defines "emergency" as "a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services."

B. Due to certain conditions - including an aging mainline, numerous leaks, damage to private property, and a deteriorating water main located at the intersection of Oak Park Road and east of Amelia Avenue an emergency occurred which necessitated urgent and complex repairs to a water main line due to the potential for damages to surrounding private properties, along with other safety concerns that threatened the public health and safety.

C. Pursuant to Glendora Municipal Code ("GMC") Section 2.40.050 and state law, the Glendora Public Works Director determined that an emergency situation existed, justifying the emergency procurement provisions set forth in the GMC, and authorized the work set forth in the Proposal Documents (as defined below).

D. The Parties desire to ratify and formalize the selection and work performed by Contractor as defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

ARTICLE 1. WORK OF CONTRACTOR

1.1 Scope of Work.

Contractor shall perform all of the work, furnish all labor, materials, equipment, tools, utility services, and transportation, and comply with all of the specification and requirements set forth in the Proposal Documents for the Project (as each such terms are defined below), In compliance with all terms and conditions of this Agreement, and as described in the "Scope of Work" attached hereto as Exhibit "A" and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder. As a material inducement to the City entering into this Agreement, Contractor represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the work required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Contractor shall at all times faithfully, competently and to the best

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of its ability, experience and talent, perform all services described herein. Contractor covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase "highest professional standards" shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

1.2 Bid Documents.

The Scope of Work shall include the terms and provisions set forth in the proposal for the project entitled Oak Park Road Project (the "Project"), including any documents or exhibits referenced therein (collectively, "Proposal Documents"), all of which are incorporated herein by this reference. In the event of any inconsistency between the terms of the Proposal Documents and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Contractor shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

1.4 Compliance with California Labor Law.

(a) Public Work. The Parties acknowledge that the work to be performed under this Agreement is a "public work" as defined in Labor Code Section 1720 and that this Agreement is therefore subject to the requirements of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works contracts and the rules and regulations established by the Department of Industrial Relations ("DIR") implementing such statutes. The work performed under this Agreement is subject to compliance monitoring and enforcement by the DIR. Contractor shall post job site notices, as prescribed by state law and DIR regulations. Pursuant to Labor Code Section 1771.1, Contractor and all subcontractors must be registered with, and pay an annual fee to, the DIR prior to and during the performance of any work under this Agreement. Contractor shall notify the City in writing immediately, and in no case more than twenty-four (24) hours, after receiving any information that Contractor's or any of its subcontractors' DIR registration status has been suspended, revoked, expired, or otherwise changed.

(b) Prevailing Wages. Contractor shall pay prevailing wages to the extent required by Labor Code Section 1771. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages are on file at City Hall and will be made available to any interested party on request. By initiating any work under this Agreement, Contractor acknowledges receipt of a copy of the DIR determination of the prevailing rate of per diem wages, and Contractor shall post a copy of the same at each job site where work is performed under this Agreement.

(c) Penalty for Failure to Pay Prevailing Wages. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to the City, forfeit two hundred dollars ($200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined

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by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Contractor or by any subcontractor.

(d) Payroll Records. Contractor shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Contractor and each subcontractor to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform the City of the location of the records.

(e) Apprentices. Contractor shall comply with and be bound by the provisions of Labor Code Sections 1777.5, 1777.6, and 1777.7 and California Code of Regulations Title 8, Section 200 *et seq.* concerning the employment of apprentices on public works projects. Contractor shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Contractor shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within sixty (60) days after concluding work pursuant to this Agreement, Contractor and each of its subcontractors shall submit to the City a verified statement of the journeyman and apprentice hours performed under this Agreement.

(f) Eight-Hour Work Day. Contractor acknowledges that eight (8) hours labor constitutes a legal day's work. Contractor shall comply with and be bound by Labor Code Sections 1810 and 1811. As required under Labor Code Section 1812, Contractor and each of its subcontractors shall keep an accurate record showing the name of and actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the work performed under the terms of this Agreement.

(g) Penalties for Excess Hours. Contractor shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to the City, forfeit twenty-five dollars ($25) for each worker employed in the performance of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Contractor in excess of eight (8) hours per day, and forty (40) hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half (1½) times the basic rate of pay.

(h) Workers' Compensation. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees if it has employees. In accordance with the provisions of California Labor Code Section 1861, Contractor certifies as follows:

> "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

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Contractor's Authorized Initials Initial JDS

Julian De Sigio
President

(i) Contractor's Responsibility for Subcontractors. For every subcontractor who will perform work under this Agreement, Contractor shall be responsible for such subcontractor's compliance with Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code, and shall make such compliance a requirement in any contract with any subcontractor for work under this Agreement. Contractor shall be required to take all actions necessary to enforce such contractual provisions and ensure subcontractor's compliance, including without limitation, conducting a review of the certified payroll records of the subcontractor on a periodic basis or upon becoming aware of the failure of the subcontractor to pay his or her workers the specified prevailing rate of wages. Contractor shall diligently take corrective action to halt or rectify any such failure by any subcontractor.

1.5 Licenses, Permits, Fees and Assessments.

Contractor shall obtain at its sole cost and expense such licenses, permits, registrations, and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.6 Familiarity with Work.

(a) By executing this Agreement, Contractor warrants that Contractor (i) has thoroughly investigated and considered the scope of work to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Contractor warrants that Contractor has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder.

(b) Pursuant to Public Contract Code Section 7104, Contractor shall promptly, and before the following conditions are disturbed, notify the City, in writing, of any: (i) material Contractor believes may be hazardous waste as defined in Section 25117 of the Health & Safety Code required to be removed to a Class I, II, or III disposal site in accordance with existing law; (ii) subsurface, unknown or latent conditions at the Project site, materially different from those indicated by information about the Project site made available to bidders prior to the deadline for submitting bids on the Project; or (iii) unknown physical conditions at the Project site of any unusual nature, different from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement, and will materially affect the performance of the services hereunder.

(c) City shall promptly investigate the conditions, and if it finds that the conditions do materially differ, or do involve hazardous waste, and cause a decrease or increase

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in Contractor's cost of, or the time required for, the performance of any part of the work, the City shall issue a Change Order per Section 1.10 of this Agreement.

(d) In the event that a dispute arises between City and Contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in Contractor's cost of, or time required for, performance of any part of the work, Contractor shall not be excused from any scheduled completion date set, but shall proceed with all work to be performed under this Agreement. Contractor shall retain any and all rights provided either by contract or by law, which pertain to the resolution of disputes and protests between the Parties.

(e) City will compensate Contractor to the extent required by Government Code Section 4215 by issuing a Change Order per Section 1.10 of this Agreement.

1.7 Protection and Care of Work and Materials.

The Contractor shall adopt reasonable methods, including providing and maintaining storage facilities, during the life of this Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as caused by City's own negligence. Stored materials shall be reasonably accessible for inspection. Contractor shall not, without City's consent, assign, sell, mortgage, hypothecate, or remove equipment or materials which have been installed or delivered and which may be necessary for the completion of the work.

1.8 Warranty.

Contractor warrants all work under this Agreement (which for purposes of this Section shall be deemed to include unauthorized work which has not been removed or corrected and any non-conforming construction or materials incorporated into the work) to be of good quality and free from any defective or faulty material and workmanship. Contractor agrees that for a period of one year (or the period of time specified elsewhere in this Agreement,, or the Bid Documents, or in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the work, whichever is later) after the date of final acceptance by the City for the Project, Contractor shall within ten (10) days after being notified in writing by the City of any defect in the work or non-conformance of the work to the requirements under this Agreement, commence and prosecute with due diligence all work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act as soon as requested by the City in response to any emergency condition or situation. In addition, Contractor shall, at its sole cost and expense, repair, remove and replace any portions of the work (or work of other subcontractors) damaged by its defective work or which becomes damaged in the course of repairing or replacing defective work. For any work so corrected, Contractor's obligation hereunder to correct defective work shall be reinstated for an additional one year period, commencing with the date of acceptance of such corrected work. Contractor shall perform such tests as the City may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of this Agreement. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstitution of equipment and materials necessary to gain access, shall be the sole responsibility of the Contractor. All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the work, whether express or implied, are deemed to be obtained by

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Contractor for the benefit of the City, regardless of whether or not such warranties and guarantees have been transferred or assigned to the City by separate agreement and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the City. In the event that Contractor fails to perform its obligations under this Section, or under any other warranty or guaranty under this Agreement or the Bid Documents, to the reasonable satisfaction of the City, the City shall have the right to correct and replace any defective or non-conforming work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the City for any expenses incurred hereunder upon demand.

1.9 Inspection by City.

In connection with the performance of this Agreement, the City shall have the authority to enter the worksite at any time for the purpose of identifying the existence of conditions, either actual or threatened, that may present a danger or hazard to any and all employees. The Contractor agrees that the City, in its sole authority and discretion, may order the immediate abatement of any and all conditions that may present an actual or threatened danger or hazard to any and all employees at the worksite Contractor acknowledges the provisions of Section 6400 of the Labor Code, which requires that employers shall furnish employment and a place of employment that is safe and healthful for all employees working therein. In the event the City identifies the existence of any condition that presents an actual or threatened danger or hazard to any or all employees at the worksite, the City is hereby authorized to order the immediate abatement of that actual or threatened condition pursuant to this Section.

The City may also, at its sole authority and discretion, issue an immediate stop work order to the Contractor to ensure that no employee working at the worksite is exposed to a dangerous or hazardous condition. Any stop work order issued by the City to the Contractor in accordance with the provisions of this section shall not give rise to any claim or cause of action for delay damages by the Contractor or the Contractor's agents or subcontractors against the City.

1.10 Additional Work and Change Orders.

(a) 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 Work or make changes to the work by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written change order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor ("Change Order"). All Change Orders must be signed by the Contractor and Contract Officer prior to commencing the extra work thereunder.

(b) Any increase in compensation of up to ten percent (10%) of the Contract Sum or $25,000, whichever is less; or any increase in the time to perform of up to one hundred eighty (180) days may be approved by the Contract Officer, provided that such increase does not materially affect the work in a manner or materially and detrimentally affect the interest of the City. Any greater increases, taken either separately or cumulatively, must be approved by the City Council.

(c) Any adjustment in the Contract Sum for a Change Order must be in accordance with the rates set forth in the Schedule of Compensation in Exhibit "C". If the rates in

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the Schedule of Compensation do not cover the type of work in the Change Order, the cost of such work shall not exceed an amount agreed upon in writing and signed by Contractor and Contract Officer. If the cost of the Change Order cannot be agreed upon, the City will pay for actual work of the Change Order that is completed to the satisfaction of the City, as follows:

(i) Labor: The cost of labor shall be the actual cost for wages of workers and subcontractors performing the work for the Change Order at the time such work is done. The use of labor classifications that would increase the cost of such work shall not be permitted.

(ii) Materials and Equipment: The cost of materials and equipment shall be at cost to Contractor or the lowest current price for which such materials and equipment are reasonably available at the time the work is done, whichever is lower.

(iii) Daily Reporting: If the cost of the extra work cannot be agreed upon, the Contractor must provide a daily report that includes all invoices for labor, materials and equipment costs for the work under the Change Order. The daily report must include: list of names of workers, classifications, and hours worked; description and list of quantities of materials used; type of equipment, size, identification number, and hours of operation, including loading and transportation, if applicable; description of other City authorized services and expenditures in such detail as the City may require. Failure to submit a daily report by the close of the next working day may, at the City's sole and absolute discretion, waive the Contractor's rights to payment for the work performed for that day.

(d) It is expressly understood by Contractor that the provisions of this Section 1.10 shall not apply to services specifically set forth in the Scope of Work. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Work may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other contractors.

(e) 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.

1.11 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.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Contractor the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed $314,804 (Three Hundred Fourteen Thousand Eight Hundred Four Dollars) (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.10.

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2.2 Method of Compensation.

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services less the contract retention; (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

2.3 Reimbursable Expenses.

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Contract Officer in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all Project meetings reasonably deemed necessary by the City. Coordination of the performance of the work with City is a critical component of the services. If Contractor is required to attend additional meetings to facilitate such coordination, Contractor shall not be entitled to any additional compensation for attending said meetings.

2.4 Invoices.

Each month Contractor 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 Finance Director and/or the Contract Officer. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of the Agreement. The invoice shall contain all information specified in Exhibit "C", include a copy of Contractor's certified payroll and proof that the certified payroll has been submitted to the DIR, 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. Contractor shall also submit a list of the prevailing wage rates for all employees and subcontractors providing services under this Agreement, as applicable, with Contractor's first invoice. Contractor shall not invoice City for any duplicate services performed by more than one person.

City shall, as soon as practicable, independently review each invoice submitted by the Contractor 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 Contractor which are disputed by City, or as provided in Section 7.3, City will cause Contractor to be paid within thirty (30) days of receipt of Contractor's correct and undisputed invoice; however, Contractor 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 that City does not cause Contractor to be paid within thirty (30) days of receipt of an undisputed and properly submitted invoice, Contractor shall be entitled to the payment of interest to the extent allowed under Public Contract Code Section 20104.50. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Contractor, not later than seven (7) days after receipt by the City, for correction and resubmission. Returned invoices shall be accompanied by a document setting forth in writing the reasons why the payment request was

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rejected. Review and payment by the City of any invoice provided by the Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in the work performed by Contractor.

2.6 Retention.

City will deduct a five percent (5%) retention from all progress payments. In accordance with Public Contract Code Section 22300, which is hereby incorporated into this Agreement, City shall permit the substitution of securities for any moneys withheld by City to ensure performance under this Agreement. The retention held by the City shall be released within sixty (60) days after the date of completion of the work and the Project, as required by Government Code Section 7107. In the event of a dispute between City and Contractor, City may withhold from the final payment an amount not to exceed one hundred fifty percent (150%) of the disputed amount.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

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

3.2 Schedule of Performance.

Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed ("NTP") by the Contract Officer 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 Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) 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 Contractor, 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 Contractor 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 Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of the Agreement pursuant to this Section.

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3.4 Inspection and Final Acceptance.

City may inspect and accept or reject any of Contractor's work under this Agreement, either during performance or when completed. City shall reject or finally accept Contractor's work within forty-five (45) days after submitted to City. City shall accept work by a timely written acceptance, otherwise work shall be deemed to have been rejected. If City finds that Contractor's work does not meet the requirements and standards set forth in this Agreement, Contractor shall remedy any defects in the work at Contractor's sole expense, following notice by the City. City's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as to amount to fraud. Acceptance of any work by City shall not constitute a waiver of any of the provisions of this Agreement including, but not limited to, Articles 1 and 5, pertaining to warranty and indemnification and insurance, respectively.

3.5 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 six (6) months from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Contractor.

The following principals of Contractor ("Principals") are hereby designated as being the principals and representatives of Contractor authorized to act on its behalf with respect to the work specified herein and make all decisions in connection therewith:

Julian De Sigio, President

D. Scott Walker, Vice President

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing Principals were a substantial inducement for City to enter into this Agreement. Therefore, the Principals shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. All personnel of Contractor, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the Principals may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of City. Additionally, Contractor shall make every reasonable effort to maintain the stability and continuity of Contractor's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Contractor shall notify City of any changes in Contractor's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

4.2 Status of Contractor.

Contractor shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise

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expressly conferred in writing by City. Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Contractor, nor any of Contractor's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Contractor expressly waives any claim Contractor may have to any such rights.

4.3 Contract Officer.

The Contract Officer shall be the Public Works Director, or such person as may be designated by the City Manager. It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.4 Independent Contractor.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in, or authority over, the selection, discharge, supervision or control of Contractor's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Contractor shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Contractor 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. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. All subcontractors shall obtain, at its or Contractor's expense, such licenses, permits, registrations and approvals (including from the City) as may be required by law for the performance of any services or work under this Agreement. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

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ARTICLE 5. INSURANCE, INDEMNIFICATION AND BONDS

5.1 Insurance Coverages.

Without limiting Contractor's indemnification obligations to the City (as set forth below), and prior to commencement of any services under this Agreement, Contractor 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. Contractor 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 $2,000,000 per occurrence, $4,000,000 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. [The Product and Completed Operations coverage under the policy shall extend a minimum of three (3) years after completion of the Project. Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent contractors. If the insured is using subcontractors, the policy must include work performed "by or on behalf" of the insured. The policy shall contain no language that would invalidate or remove the insurer's duty to defend or indemnify for claims or suits expressly excluded from coverage. The policy shall specifically provide for a duty to defend on the part of the insurer.][CITY'S RISK MANAGER TO CONFIRM WHETHER TO INCLUDE THESE TERMS]

(b) Automobile Liability Insurance. Contractor 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 Contractor arising out of or in connection with the 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. Contractor 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 Contractor 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. Contractor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

(e) Builder's Risk Insurance. Contractor shall maintain Builder's Risk (Course of Construction) insurance utilizing an "All Risk" (Special Perils) coverage form, with limits equal to the completed value of the Project and no coinsurance penalty provisions or provisional limit provisions. The policy must include: (1) coverage for any ensuing loss from faulty workmanship, nonconforming work, omission or deficiency in design or specifications; (2) coverage against machinery accidents and operational testing; (3) coverage for removal of debris, and insuring the buildings, structures, machinery, equipment, materials, facilities, fixtures and all other properties constituting a part of the Project; (4) ordinance or law coverage for contingent rebuilding, demolition, and increased costs of construction; (5) transit coverage (unless insured by the supplier or receiving contractor), with sub-limits sufficient to insure the full replacement value of any key

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equipment item; (6) ocean marine cargo coverage insuring any Project materials or supplies, if applicable; and (7) coverage with sub-limits sufficient to insure the full replacement value of any property or equipment stored either on or off the Project site or any staging area.

(f) Pollution Liability Insurance. Contractor shall maintain Environmental Impairment Liability insurance, written on a Contractor's Pollution Liability form or other form acceptable to City providing coverage for liability arising out of sudden, accidental, and gradual pollution and remediation. The policy limit shall be no less than $1,000,000 per claim and in the aggregate. All activities contemplated in this Agreement shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for the hauling of waste from the Project site to the final disposal location, including non-owned disposal sites.

(g) Subcontractors. Contractor 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.

(h) 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. Contractor 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. Contractor 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 Contractor, its agents, representatives, employees or subcontractors.

(c) Primary/noncontributing. Coverage provided by Contractor 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 Contractor or City will withhold amounts sufficient to pay premium from Contractor 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

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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 Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subcontractors.

(g) Enforcement of Contract Provisions (non-estoppel). Contractor acknowledges and agrees that any actual or alleged failure on the part of the City to inform Contractor 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 Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. 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. Contractor 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 Contractor'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. Contractor 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 Contractor, provide the same minimum insurance coverage and endorsements required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all

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responsibility for ensuring that such coverage is provided in conformity with the requirements of this Section. Contractor agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the Project will be submitted to City for review.

(n) City's Right to Revise Specifications. The City reserves the right at any time during the term of this Contract to change the amounts and types of insurance required by giving the Contractor ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Contractor, the City and Contractor may renegotiate Contractor'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. Contractor shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional Insurance. Contractor 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, Contractor 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, injuries or death of any person (including workers and the public), 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 provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Contractor is legally liable ("indemnitors"), or arising from Contractor's or indemnitors' reckless or willful misconduct, or arising from Contractor's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Contractor will defend any action or actions filed in connection with any of said claims or liabilities (with legal counsel approved by City) and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Contractor will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities; and Contractor agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Contractor hereunder, Contractor agrees to pay to the City, its

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officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

In addition, Contractor agrees to indemnify, defend and hold harmless the Indemnified Parties from, any and all claims and liabilities for any infringement of patent rights, copyrights or trademark on any person or persons in consequence of the use by the Indemnified Parties of articles to be supplied by Contractor under this Agreement, and of which the Contractor is not the patentee or assignee or has not the lawful right to sell the same.

Contractor shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Contractor shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Contractor in the performance of professional services and work hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Contractor and shall survive termination of this Agreement.

Contractor's obligations under this Section shall apply regardless of whether or not such claims or liabilities were caused in part or contributed to by the City or any Indemnified Parties. In instances where City or its Indemnified Parties is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of the City.

5.4 Notification of Third-Party Claims.

City shall timely notify Contractor of the receipt of any third-party claim relating to the work under this Agreement. City shall be entitled to recover from Contractor its reasonable costs incurred in providing such notification.

5.5 Performance and Labor Bonds.

Concurrently with execution of this Agreement, Contractor shall deliver to the City, the following:

(a) A performance bond in the amount of the Contract Sum of this Agreement, in the form provided by the City Clerk, which secures the faithful performance of this Agreement ("Performance Bond").

(b) A labor and materials bond in the amount of the Contract Sum of this Agreement, in the form provided by the City Clerk, which secures the payment of all persons furnishing labor and/or materials in connection with the work under this Agreement ("Payment Bond").

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Both the Performance Bond and Payment Bond required under this Section 5.5 shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his/her power of attorney. The bonds shall be unconditional and remain in force during the entire term of this Agreement.

5.6 Sufficiency of Insurer or Surety.

Insurance and bonds required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best's Rating Guide, The Key Rating Guide or in the Federal Register, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City ("Risk Manager") due to unique circumstances. In addition, the insurance carrier must be currently authorized by the Insurance Commissioner to transact business of insurance or be on the List of Approved Surplus Line Insurers issued by the State of California. If this Agreement continues for more than 3 years duration, or in the event the Risk Manager determines that the work or services to be performed under this Agreement creates an increased or decreased risk of loss to the City, the Contractor agrees that the minimum limits of the insurance policies and the bonds required by Section 5.5 may be changed accordingly upon receipt of written notice from the Risk Manager.

5.7 Substitution of Securities.

Pursuant to Public Contract Code Section 22300, substitution of eligible equivalent securities for any funds withheld to ensure performance under this Agreement may be permitted at the request and sole expense of the Contractor. Alternatively, the Contractor may, pursuant to an escrow agreement in a form prescribed by Public Contract Code Section 22300, request payment of retentions funds earned directly to the escrow agent at the sole expense of the Contractor.

5.8 Release of Securities.

City shall release the Performance and Payment Bonds when the following have occurred:

(a) Contractor has made a written request for release and provided evidence of satisfaction of all other requirements under Article 5 of this Agreement;

(b) the work for the Project has been finally accepted by the City; and

(c) after passage of the time within which lien claims are required to be made pursuant to applicable laws; if lien claims have been timely filed, City shall hold the Payment Bond until such claims have been resolved, Contractor has provided statutory bond, or otherwise as required by applicable law.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies, certified and accurate copies of payroll records in compliance with all applicable laws, or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as

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shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. 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. Such records shall be maintained for a period of 3 years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Contractor's business, custody of the books and records may be given to City, and access shall be provided by Contractor's successor in interest. Notwithstanding the above, the Contractor shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Contractor is providing design services, the cost of the Project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the Project being designed.

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials") prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the City's sole risk and without liability to Contractor, and Contractor's guarantee and warranties shall not extend to such use, reuse or assignment. Contractor may retain copies of such documents for its own use. Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom. Moreover, Contractor 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.

6.4 Confidentiality and Release of Information.

(a) information gained or work product produced by Contractor in performance of this Agreement shall be considered confidential, unless such information is in the

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public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer.

(b) Contractor, its officers, employees, agents or subcontractors, 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 Contractor gives City notice of such court order or subpoena.

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

(d) Contractor shall promptly notify City should Contractor, its officers, employees, agents or subcontractors 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 there under. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

ARTICLE 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, or any other appropriate court in such county, and Contractor covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. 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.

(a) Default; Cure. In the event that Contractor is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, the City may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant, in the sole and absolute discretion of the Project Manager. During the period of time that Contractor is in default, the City shall hold all invoices and shall proceed with payment on such invoices only when the default is cured to the satisfaction of the City. In the alternative, the City may, in its sole discretion, elect to pay some or

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all of the outstanding invoices during the period of default. If Contractor does not cure the default, the City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the City to give notice of the Contractor's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

(b) Dispute Resolution. This Agreement is subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the California Public Contract Code regarding the resolution of public works claims of less than $375,000. Additionally, Section 9204 of the California Public Contract Code prescribes a process for negotiation and mediation to resolve disputes on construction claims. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the Contractor, for the response to such claims by the City, for a mandatory meet and confer conference upon the request of the Contractor, for mandatory non-binding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This Agreement hereby incorporates the provisions of Article 1.5 as though fully set forth herein and the intent of this Section is to implement Sections 20104 *et seq*. and Section 9204 of the California Public Contract Code with respect to any such claims by Contractor. This Section shall be construed to be consistent with said statutes.

For purposes of these procedures, the term "claim(s)" means a separate demand by the Contractor, after the City has denied Contractor's timely and duly made request for payment for extra work and/or a time extension, for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of the Contractor pursuant to this Agreement and payment of which is not otherwise expressly provided for or the Contractor is not otherwise entitled to, or (C) an amount the payment of which is disputed by the City.

7.3 Retention of Funds.

Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect City as elsewhere provided herein.

7.4 Waiver.

Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver.

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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.

7.5 Rights and Remedies are Cumulative.

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.

7.6 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, Contractor shall file a claim pursuant to Government Code Sections 905 *et seq*. and 910 et *seq*., in order to pursue a legal action under this Agreement.

7.7 Liquidated Damages.

Since the determination of actual damages for any delay in performance of this Agreement would be extremely difficult or impractical to determine in the event of a breach of this Agreement, the Contractor and its sureties shall be liable for and shall pay to the City the sum of $3,600 (Three Thousand Six Hundred Dollars) as liquidated damages for each working day of delay in the performance of any of the services required hereunder, as specified in the Schedule of Performance (Exhibit "D"). The City may withhold from any monies payable on account of services performed by the Contractor any accrued liquidated damages. Pursuant to Government Code Section 4215, Contractor shall not be assessed liquidated damages for delay in completion of the Project when such delay was caused by the failure of the public agency or owner of the utility to provide for removal or relocation of utility facilities.

7.8 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 Contractor, except that where termination is due to the fault of the Contractor, the period of notice may be such shorter time as may be determined by the Contract Officer. Upon receipt of any notice of termination, Contractor shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Contractor has initiated termination, the Contractor 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, except as provided in Section 7.3. In the event the Contractor has initiated termination, the Contractor shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. 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.

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7.9 Termination for Default of Contractor.

If termination is due to the failure of the Contractor 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 Contractor 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 Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.10 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 may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a Party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

7.11 Unfair Business Practices Claims.

In entering into this Agreement, Contractor offers and agrees to assign to the City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. § 15) or under the Cartwright Act (Chapter 2, (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services or materials related to this Agreement. This assignment shall be made and become effective at the time the City renders final payment to the Contractor without further acknowledgment by the Parties.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

No officer or employee of the City shall be personally liable to the Contractor, 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 Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest.

Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Contractor's performance of services under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Contract Officer. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

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No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to this Agreement which effects his / her financial interest or the financial interest of any corporation, partnership or association in which he/her is, directly or indirectly, interested, in violation of any State statute or regulation. The Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

8.3 Covenant Against Discrimination.

Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, 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. Contractor shall take affirmative action to insure 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.

8.4 Unauthorized Aliens.

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C. § 1101 *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Contractor hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

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 Contractor, to the person 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. All correspondence relating to this Agreement shall be serialized consecutively.

9.2 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.

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9.3 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. Each of the Parties intend to be bound by the signatures on any telecopied, .pdf or other electronically delivered document, and are aware that the other Party will rely on the telecopied, .pdf or other electronically delivered signatures, and hereby waive any defenses to the enforcement of the terms of this Agreement based on the form of signature.

9.4 Integration; Amendment.

This Agreement including the attachments hereto (and the documents incorporated herein) is the entire, complete and exclusive expression of the understanding of the Parties. 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. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Contractor and by the City Council. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either Party, this Agreement shall forthwith be amended to make such insertion or correction/

9.5 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in 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 phrases, sentences, clauses, paragraphs, or sections 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.

9.6 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. Contractor 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. Contractor 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

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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. Contractor 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.

Contractor's Authorized Initials Initial JDS

Julian De Sigio
President

9.7 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 APPEAR ON THE FOLLOWING PAGE]

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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

Adam Raymond
City Manager

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

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

CERTIFY AVAILABILITY OF FUNDS:

DocuSigned by:
Kyle Johnson
CACE701662584A4...
Kyle Johnson
Finance Director/City Treasurer

ATTEST:

Kathleen R. Sessman
City Clerk/Communications Director

CONTRACTOR:
J. DE SIGIO CONSTRUCTION, INC., a California corporation

Signed by:
Julian De Sigio
DA11CECB328D4C5...
Name: Julian De Sigio
Title: President
Email: jdesigio3@jdsigio.com
May 9, 2025 | 12:45 PM PDT

Signed by:
Scott Walker
6940D87665D64FA...
Name: Scott Walker
Title: Vice President
Email: swalker@jdesigio.com
May 9, 2025 | 10:11 AM PDT

Address: 5055 Bleeker St., Baldwin Park, CA 91706

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EXHIBIT "A"

SCOPE OF WORK

I. Contractor shall perform all of the work and comply with all of the specifications and requirements in the terms and provisions included in the Proposal Documents for the Project entitled "Oak Park Road "Project", including any documents or exhibits referenced therein.

II. Brief description of the work to be performed:

The scope of work entails replacement of a water mainline, restabling water services, fire hydrant installation, removing existing asphalt concrete pavement and constructing new asphalt pavement, excavating and haul away of dirt, grinding asphalt, and relocating utility lines. The work site is located at the intersection of Oak Park Road and Amelia Avenue, (2100 block of Oak Park Road) in the City of Glendora.

In addition to the requirements of Section 6.2, during performance of the work, Contractor will keep the City apprised of the status of performance by delivering the following status reports:

A. Such reports and updates as required by the Contract Officer.

III. All work is subject to review and acceptance by the City, and must be revised by the Contractor without additional charge to the City until found satisfactory and accepted by City.

IV. Contractor shall provide safe and continuous passage for pedestrian and vehicular traffic in accordance with the Work Area Traffic Control Handbook (WATCH), latest edition ; and shall observe and perform all traffic control safe protocols while working in the public right of way and upon any City facilities.

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EXHIBIT "B"

SPECIAL REQUIREMENTS

(Superseding Contract Boilerplate)

Section 5.1(e) (Builder's Risk Insurance) set forth in the Agreement shall be deleted.

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EXHIBIT "C"

SCHEDULE OF COMPENSATION

I. Contractor shall perform all work at the rates on proposal submitted as part of Contractor's Proposal Documents, and listed below:

J. DE SIGIO CONSTRUCTION, INC.
5055 Bleecker Street
Baldwin Park, CA 91706-1707
Phone: 626-480-8900 Fax: 626-480-0550

INVOICE NO.
2452-1

Date: **March 13, 2025**
Name: **City of Glendora - Public Works Department** Phone No: **626-852-5220**
Address: **116 E. Foothill Blvd.** Fax No:
Glendora, CA 91741

Attn: **Mr. Jason Forsberg**
Job/Contract No:
P.O. No:
Project Name: **Oak Park Road Water Emergency Project**
Project Location: **Oak Park Road East of Amelia Avenue**

ITEM	QTY	U/M	DESCRIPTION	UNIT PRICE	EXTENSION
1	9	ea.	1" Water Service per SDS 2.25, 2.40	2,000.00	18,000.00
2	3	ea.	2" Water Service per SDS 2.29	6,500.00	19,500.00
3	750	Lf	8" C909 Class 235 Pipe installed with Restraint Joints	170.00	127,500.00
4	1	ea.	Tie-in 8x8x8 Tee and two 8" Gate Valves @ Crescent Glen & Oak Park	8,000.00	8,000.00
5	1	ea.	Tie-In Existing 8" Valve @ Amelia & Oak Park	4,700.00	4,700.00
6	2	ea.	Fire Hydrant Installation Including 6" Vcalce per SDS 2.09	13,650.00	27,300.00
7	1	ea.	Trench Restoration Per SDS 1.09 Including Soils Compaction Test Every 50'	39,000.00	39,000.00
8	1	ea.	2" Blowoff	4,400.00	4,400.00
9	1	ea.	1" Air Vac Per SDS 2.11	6,800.00	6,800.00
10	1	ea.	Hydrostatic Testing Per SDS 2.03	5,600.00	5,600.00
11	1	ea.	Chlorination Per SDS 2.01, 2.03, 2.21, 2.33, & 2.35	9,500.00	9,500.00
12	1	ea.	Potholing Existing Utilities and Tie-In Locations	8,100.00	8,100.00
					-
C.O. #1	1.0	LS	8" Insert-a-valve	18,510.00	18,510.00
C.O. #2	1.0	LS	Jack Hammer Rock	1,944.25	1,944.25
C.O. #3	1.0	LS	Main Leak Repair	1,674.00	1,674.00
C.O. #4	1.0	LS	R&R 6' x 8' Concrete Panel	4,290.00	4,290.00
C.O. #5	1.0	LS	R&R Small Retaining Wall	3,380.51	3,380.51
C.O. #6	1.0	LS	R&R Asphalt Curb	6,604.74	6,604.74
					-

SUBTOTAL: $ 314,803.50
RETENTION: _____
INVOICE TOTAL: $ 314,803.50

Digitally signed by Eric Pivaroff
Date: 2025.03.13 09:54:18 -07'00'

For J. De Sigio Construction, Inc. Date

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II. A retention of five percent (5%) shall be held from each payment as a contract retention to be paid as part of the final payment upon satisfactory completion of services.

III. Within the budgeted amounts for each item on the Bid Documents, and with the approval of the Contract Officer, funds may be shifted from one item's subbudget to another so long as the Contract Sum is not exceeded per Section 2.1.

IV. The City will compensate Contractor for the services performed upon submission of a valid invoice. Each invoice is to include:

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the services.

V. The total compensation for the services shall not exceed the Contract Sum, as provided in Section 2.1 of this Agreement.

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EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Contractor shall perform all work timely in accordance with the following schedule:

	Description	Days to Perform	Deadline Date
A.	**All Work**	30 Working Days	30 Days following the issuance of the Notice to Proceed from the City

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

A. City's Contract Officer will identify the same concurrently with the issuance of the Notice to Proceed.

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

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PERFORMANCE BOND

WHEREAS, the CITY OF GLENDORA, ("City"), has awarded to _____, as Contractor ("Principal"), a Contract for the work entitled and described as follows:_____;

WHEREAS, the Contractor is required under the terms of said Contract to furnish a bond for the faithful performance of the Contract;

NOW, THEREFORE, we the undersigned Contractor and Surety, are held and firmly bound unto the City in the sum of _____ ($_____), this amount being not less than one hundred percent (100%) of the total Contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the City in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bound Contractor, or its heirs, executors, administrators, successors, or assigns, shall in all things stand and abide by, well and truly keep and perform all undertakings, terms, covenants, conditions, and agreements in the said Contract and any alteration thereof, made as therein provided, all within the time and in the manner designated and in all respects according to their true intent and meaning, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

FURTHER, the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

Executed on _____ 20___.

PRINCIPAL

(Seal if Corporation) By_____

Title_____

(Attach Acknowledgment of Authorized Representative of Principal)

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

Any claims under this bond may be addressed to:

_____ (name and address of Surety)

_____

_____

_____ (name and address of Surety's agent for service of process in California, if different from above)

_____

_____

_____ (telephone number of Surety's agent in California)

(Attach Acknowledgment)

_____
SURETY

By_____
(Attorney-in-Fact)

APPROVED:

_____
(Attorney for CITY)

NOTICE:
No substitution or revision to this bond form will be accepted. Sureties must be authorized to do business in and have an agent for service of process in California. Certified copy of Power of Attorney must be attached.

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

PAYMENT BOND
(Labor and Material Bond)

WHEREAS, the CITY OF GLENDORA, ("City"), has awarded to _____, as Contractor ("Principal"), a Contract for the work entitled and described as follows:_____;

WHEREAS, said Contractor is required to furnish a bond in conjunction with said Contract, to secure the payment of claims of laborers, mechanics, material men, and other persons as provided by law;

NOW, THEREFORE, we the undersigned Contractor and Surety, are held and firmly bound unto the City in the sum of _____ ($_____), this amount being not less than one hundred percent (100%) of the total Contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney's fee to the City in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Contractor, its heirs, executors, administrators, successors, assigns, or subcontractor fails to pay: (1) for any work, materials, services, provisions, provender, or other supplies, or for the use of implements of machinery, used in, upon, for, or about the performance of the work to be done, or for any work or labor thereon of any kind; (2) for work performed by any of the persons named in Civil Code Section 9100; (3) for any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract; and/or (4) for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and/or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the Surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the City or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with the enforcement of this bond, each shall be liable for the reasonable attorney's fees incurred, with or without suit, in addition to the above sum.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

Executed on _____, 20____.

PRINCIPAL

(Seal if Corporation) By_____

Title_____

(Attach Acknowledgment of Authorized Representative of Principal)

Any claims under this bond may be addressed to:

_____ (name and address of Surety)

_____

_____

_____ (name and address of Surety's agent for service of process in California, if different from above)

_____

_____

_____ (telephone number of Surety's agent in California)

(Attach Acknowledgment)

_____
SURETY

By_____
(Attorney-in-Fact)

APPROVED:

_____
(Attorney for CITY)

NOTICE:
No substitution or revision to this bond form will be accepted. Sureties must be authorized to do business in and have an agent for service of process in California. Certified copy of Power of Attorney must be attached.

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

WORKERS COMPENSATION INSURANCE CERTIFICATE

Description of Contract: **City of Glendora**
Project: _____

Type of Insurance: Workers' Compensation and
Employers' Liability Insurance

THIS IS TO CERTIFY that the following policy has been issued by the below-stated company in conformance with the requirements of Article 5 of the Contract and is in force at this time, and is in a form approved by the Insurance Commissioner.

The Company will give at least 30 days' written notice to the City and Engineer/Architect prior to any cancellation of said policy.

POLICY NUMBER	EXPIRATION DATE	LIMITS OF LIABILITY
		Workers' Compensation: Statutory Limits Under the Laws of the State of California Employers' Liability: $_____ Each Accident $_____ Disease - Policy Limit $_____ Disease - Each Employee

Named Insured (Contractor)	Insurance Company
Street Number	Street Number
City and State	City and State
	By_____ (Company Representative)

(SEE NOTICE ON NEXT PAGE)

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

Insurance Company Agent for Service
of Process in California:

_____
Name

_____
Agency

_____
Street Number

_____
City and State

_____
Telephone Number

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policy listed herein.

This is to certify that the policy has been issued to the named insured for the policy period indicated, notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions of such policy.

NOTICE:

No substitution or revision to the above certificate form will be accepted. If the insurance called for is provided by more than one insurance company, a separate certificate in the exact above form shall be provided for each insurance company.

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

ADDITIONAL INSURED ENDORSEMENT
COMPREHENSIVE GENERAL LIABILITY

_____

Name and address of named insured ("Named Insured")

_____

Name and address of Insurance Company ("Company")

_____

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereof. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at: City Manager, City of Glendora, 116 E. Foothill Blvd., Glendora, California 91741-3380.

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

□ Contractual Liability	□ Explosion Hazard
□ Owners/Landlords/Tenants	□ Collapse Hazard
□ Manufacturers/Contractors	□ Underground Property Damage
□ Products/Completed Operations	□ Pollution Liability
□ Broad Form Property Damage	□ Liquor Liability
□ Extended Bodily Injury	□ _____
□ Broad Form Comprehensive General Liability Endorsement	□ _____
	□ _____

12. A □ deductible or □ self-insured retention *(check one)* of $_____ applies to all coverage(s) except: _____ *(if none, so state)*. The deductible is applicable □ per claim or □ per occurrence *(check one)*.

13. This is an □ occurrence or □ claims made policy *(check one)*.

14. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

(signatures on following page)

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

I, _____ *(print name)*, hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20_____

_____
Signature of Authorized Representative

(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

ADDITIONAL INSURED ENDORSEMENT
AUTOMOBILE LIABILITY

_____

Name and address of named insured ("Named Insured")

_____

Name and address of Insurance Company ("Company")

_____

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

City Manager
City of Glendora
116 E. Foothill Blvd.
Glendora, California 91741-3380

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

□ Any Automobiles
□ All Owned Automobiles
□ Non-owned Automobiles
□ Hired Automobiles
□ Scheduled Automobiles
□ Garage Coverage
□ Truckers Coverage
□ Motor Carrier Act
□ Bus Regulatory Reform Act
□ Public Livery Coverage
□ _____
□ _____

12. A □ deductible or □ self-insured retention *(check one)* of $_____ applies to all coverage(s) except: _____*(if none, so state).* The deductible is applicable □ per claim or □ per occurrence *(check one)*.

13. This is an □ occurrence or □ claims made policy *(check one)*.

14. This endorsement is effective on _____at 12:01 a.m. and forms a part of Policy Number _____.

(signatures on following page)

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

I, _____ *(print name)*, hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20___

_____
Signature of Authorized Representative

(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

ADDITIONAL INSURED ENDORSEMENT
EXCESS LIABILITY

_____

Name and address of named insured ("Named Insured")

_____

Name and address of Insurance Company ("Company")

_____

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought, except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

City Manager
City of Glendora
116 E. Foothill Blvd.
Glendora, California 91741-3380

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES	POLICY PERIOD FROM/TO	LIMITS OF LIABILITY

□ Following Form
□ Umbrella Liability
□ _____

11. Applicable underlying coverages:

INSURANCE COMPANY	POLICY NO.	AMOUNT

12. The following inclusions, exclusions, extensions or specific provisions relate to the above coverages:_____

13. A □ deductible or □ self-insured retention *(check one)* of $_____ applies to all coverage(s) except: _____ *(if none, so state)*. The deductible is applicable □ per claim or □ per occurrence *(check one)*.

14. This is an □ occurrence or □ claims made policy *(check one)*.

15. This endorsement is effective on _____at 12:01 a.m. and forms a part of Policy Number _____.

Docusign Envelope ID: BEB86287-6BD5-4E06-95D4-112941AB3706

(signatures on following page)

I, _____ *(print name)*, hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20____

_____
Signature of Authorized Representative

(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

CITY OF GLENDORA

116 East Foothill Boulevard, Glendora, California 91741

CALIFORNIA ENVIRONMENTAL QUALITY ACT
NOTICE OF EXEMPTION

Project Title: Consideration to Declare a statutory exemption for the Water Main Break and Replacement on Oak Park Road Project.

Project Locations: Oak Park Road and Amelia Avenue

Project Sponsor: City of Glendora Public Works Department

Mailing Address: 116 E Foothill Blvd., Glendora, CA 91741

Project Description: Replace and relocate 8" water main line to maintain public and safety health.

The City Council recommends the following exempt status / findings:

- ☐ Ministerial (Sec. 15073)
- ☐ Declared Emergency (Sec. 15071(a))
- ☐ Emergency Project (Sec. 15071(b) and (c))
- ☐ Categorical Exemption
  Type: Class 1 Existing Facilities

- ☒ Statutory Exemption. Code Number: 15269(b) Emergency Projects

Reasons why project is exempt: The project involves repair and replacement of an emergency water main line, asphalt repaving in existing infrastructure areas due to water main break.

_____ Date: _____
Jeff Kugel, Director of Community Development Department

The above recommended exempt status and findings were adopted by the following body:

_____City Council_____ on _____

_____ Date: _____
William Wittkopf, Public Works Director (626) 914-8246

OAK PARK ROAD EMERGENCY WATERMAIN REPAIR

PUBLIC WORKS, WATER DIVISION

CITY COUNCIL MEETING

MAY 27, 2025

WILLIAM WITTKOPF, DIRECTOR OF PUBLIC WORKS

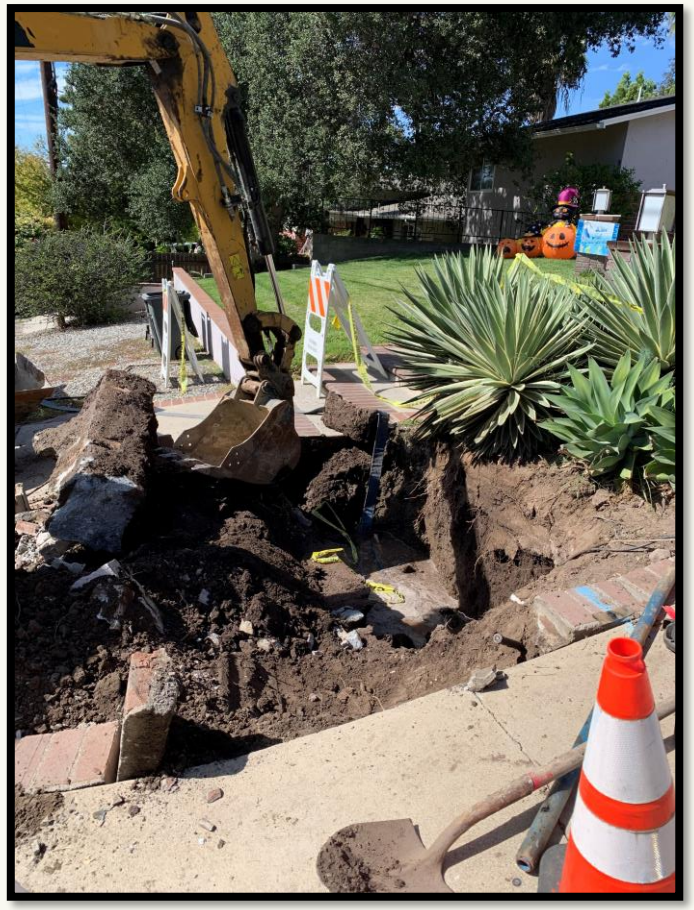
LOCATION OF EMERGENCY REPAIR WORK ON OAK PARK ROAD & AMELIA AVENUE



Emergency Repair Work

- Relocation and installation of 750 linear feet of 8” water main line
- Installation of two new fire hydrants
- Replacement of eight isolation valves
- Replacement of twelve water services

BACKGROUND





- Frequent history of mainline breaks
- Private property damage
- Landscape/retaining wall/driveway issues

OAK PARK ROAD & AMELIA AVENUE REPLACEMENT



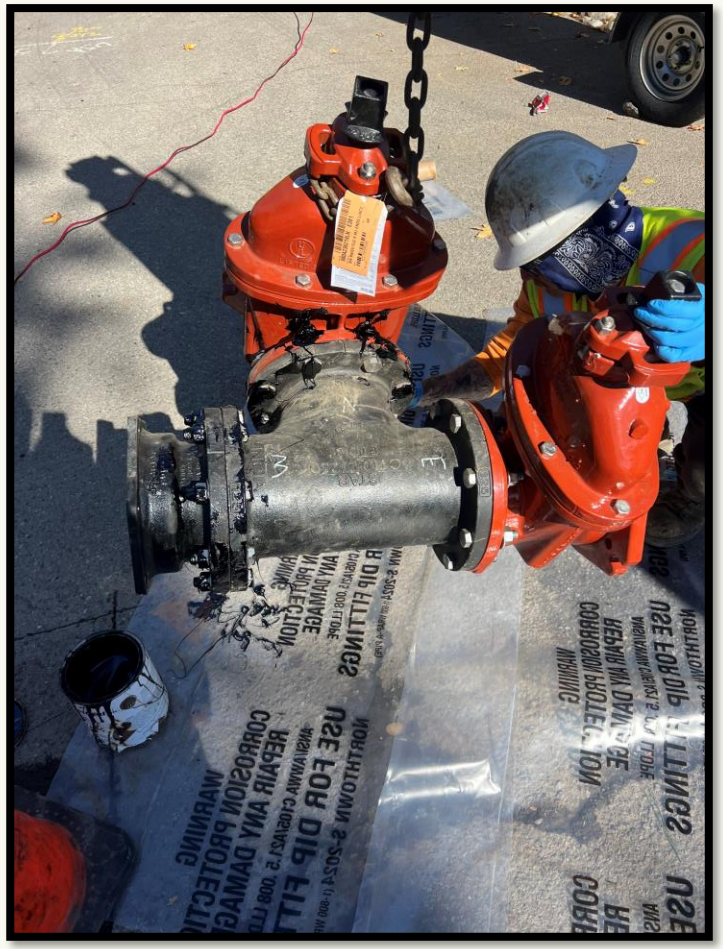
- Work commenced in November 2024.
- Critical components included trench restoration, air release valve, blowoff flushing valve, and insertion valve.
- Removal of failing main



OAK PARK ROAD & AMELIA AVENUE REPLACEMENT



- Replaced the failing 6” water main with 8”
- Work was completed in February 2025.



RECOMMENDATIONS

That the City Council:

1. ADOPT A CATEGORICAL EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO SECTION 15269 (B), EMERGENCY PROJECTS, OF THE CALIFORNIA CODE OF REGULATIONS;
2. DECLARE AN EMERGENCY EXISTED THAT POSED AN IMMINENT DANGER AND REQUIRED IMMEDIATE ACTION TO REPAIR THE WATERLINE ON OAK PARK ROAD TO PREVENT FURTHER DAMAGE TO PRIVATE PROPERTY AND DISRUPTION OF A VITAL PUBLIC SERVICE;
3. AWARD AN AGREEMENT TO J. DE SIGIO CONSTRUCTION, INC., FOR THE OAK PARK ROAD PROJECT IN THE AMOUNT OF $314,804; AND
4. AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE AGREEMENT WITH J. DE SIGIO CONSTRUCTION, INC., INCLUDING MINIMAL AND/OR NON-SUBSTANTIVE CHANGES.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**May 27, 2025**
FROM:	**Police Department**	**DISTRICT(S):**	**Citywide**

SUBJECT: AB 481 Annual Military Equipment Policy and Use Report

---

RECOMMENDATION

That the City Council:

1. Receive and file the report.

STRATEGIC FOCUS AREAS

Not Applicable

EXECUTIVE SUMMARY

Pursuant to Assembly Bill 481 and Government Code §7072, the Glendora Police Department is required to provide the City Council an annual update as to the military equipment purchased and/or used for the preceding calendar year. In addition, any upcoming purchases of military equipment must be made public, along with the funding source for those purchases. The law requires the Military Equipment Use Policy and annual use report be publicly posted on the law enforcement agency website and a public meeting be held within 30 days to allow for public comment relating to the purchase, use, maintenance cost, and complaints generated as a result of the use of military equipment.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

On September 30, 2021, Governor Newsom signed Assembly Bill 481 into law. Effective January 1, 2022, all California law enforcement agencies were required to, on a yearly basis, make publicly available, information about what types of military equipment was possessed by that respective law enforcement agency. On May 11, 2022, the Glendora City Council enacted Urgency Ordinance 2068, which adopted the Glendora Police Military Equipment Policy and Inventory List, which complied with the requirements of Assembly Bill 481.

DISCUSSION

With the passage of Assembly Bill 481 on September 30, 2021, the purchase, use and funding of certain military equipment was made accessible to the public so that meaningful public input could be sought relative to the purchase, use and funding of that equipment. The Glendora Police Department's Military Equipment Policy, as adopted by Urgency Ordinance No. 2068, complies with Assembly Bill 481 and the provisions of Government Code §7070 as follows:

- The military equipment identified in the Policy is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- The proposed Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- If the Police Department purchases military equipment pursuant to the Policy, the equipment is reasonably cost effective compared to any available alternative that can achieve the same objective of officer and civilian safety.
- Military Equipment obtained prior to the introduction of the law met the policy that was in effect at the time. If prior uses do not comply with the accompanying Military Equipment Use Policy, corrective action will be taken to remedy nonconforming use and ensure future compliance.

In accordance with the requirements of Assembly Bill 481, and Government Code §7072, the following legislative requirements must be made publicly available:

- How the military equipment was used and the purpose for its use.
- A summary of complaints received as a result of the use of military equipment possessed by the law enforcement agency.
- The results of any internal audits relating to military equipment, including any information about violations of the military equipment use policy and actions taken in response.
- The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrades, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
- The quantity of each type of military equipment possessed.
- Any intention to acquire additional military equipment in the upcoming calendar year and the type of equipment sought.

All of the Military Equipment used in the prior year was used by specially equipped and trained members of the Glendora Police Department and was used during 28 different police trainings. In addition, military equipment described in Glendora Police Department Policy 706 was used on nineteen (19) occasions during calendar year 2024 to bring high risk incidents to a successful and peaceful resolution.

There are three different avenues for community members to submit complaints related to the use of military equipment:

- Via email at cityofglendora.gov
- In writing to: Military Equipment Use Coordinator, 150 S. Glendora Avenue, Glendora, CA 91741
- By telephone: 626-914-8250

There were no complaints submitted for calendar year 2024.

An internal audit was conducted in accordance with established policy and no violations of policy were found to have occurred.

The total annual costs for acquisition, maintenance and other ongoing costs of the Department's existing military equipment are listed in the attached Military Equipment Policy. The funding source for the military equipment is obtained from the General Fund and from Citizen's Options for Public Safety (COPS) funds.

The quantity of each piece of military equipment possessed by the Glendora Police Department is described in the attached Military Equipment Policy.

It is anticipated that additional ammunition for specified rifles, designated as military equipment, as well as chemical agents and light/sound diversionary devices, will be purchased during the 2025 calendar year. The purchase of ammunition is an ongoing cost associated with training.

The Military Equipment Policy is publicly available on the website. The associated documents in support of the agenda items were publicly posted to comply with the Brown Act, in anticipation of the Council meeting on May 27, 2025.

FISCAL IMPACT

The fiscal impact of acquiring and maintaining the military equipment possessed by the Glendora Police Department is already included in the annual operating budget. The cost of maintenance and acquisition of replacement equipment amounts to approximately $20,000 per year.

ENVIRONMENTAL DETERMINATION

This activity is not a "project" as defined by Section 21065 of the Public Resources Code or Sections 15060(c)(2), 15060(c)(3), and 15378 of the CEQA Guidelines.

Prepared By	Christopher M. Stabio, Police Captain
Concurs With	Not Applicable
Reviewed By	Michael Randazzo, Chief of Police
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. Military Equipment Policy 706
B. Government Code §7072
C. Urgency Ordinance No. 2068
D. PowerPoint Presentation

Attachments

A. Military Equipment Policy.pdf

B. Government Code 7072.pdf

C. Urgency Ordinance No.pdf

D. PowerPoint Presentation.pdf

Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- Area denial electroshock devices, microwave weapons, water cannons, long-range acoustic devices (LRADs), acoustic hailing devices, and sound cannons.
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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706.2 POLICY

It is the policy of the Glendora Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Captain or authorized designee will act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

(a) To act as a liaison to the City Council for matters related to the requirements of this policy.

(b) To identify department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the City Council.

(c) To conduct an inventory of all military equipment annually.

(d) To collaborate with allied agencies that may use military equipment within the jurisdiction of Glendora Police Department (Government Code § 7071).

(e) To prepare, schedule, and coordinate an annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.

(f) To prepare an annual Military Equipment Report for submission to the Chief of Police and City Council and to ensure the report is made available on the department website (Government Code § 7072).

(g) To establish a procedure for a community member to submit complaints, concerns or questions about the use of military equipment, and the Department's response to those concerns(See Section 706.6).

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

706.4.1 RECON SCOUT

Unmanned machine operating on the ground utilized to enhance the safety of the community and officers.

A. Description, quantity, capabilities, and purchase cost:

1. Description: Unmanned machine is operated on the ground and is designed to provide audio and visual information while searching an area, typically inside a building, before entry is made by officers.
2. Quantity: One (1)
3. Capabilities: This machine operates on two wheels and is controlled remotely by an operator who receives a live audio/video feed from the robot.

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4. Cost: The Recon Scout was purchased in 2014 for $14,100

B. Purpose: The Recon Scout is used to provide tactical operators information about the structure, layout, and potential hazards of an area that has yet to be searched for subjects or suspects.

C. Authorized Use: The Recon Scout may be used by operators during a tactical situation if it is determined that the use of this equipment might increase the safety to law enforcement personnel, any subjects or suspects encountered, or the community.

D. Expected Lifespan: Approximately 10-15 years, depending on the availability of replacement parts and/or maintenance.

E. Fiscal Impact: Annual maintenance and battery replacement cost is approximately $200.

F. Training: All Recon Scout operators will undergo training, provided by the S.W.A.T. team, and must demonstrate proficiency prior to using this equipment.

G. Legal and Procedural Rules: The Recon Scout will only be deployed for official law enforcement purposes. Any deployment will comply with applicable State and Federal laws.

706.4.2 40 MM SINGLE LAUNCHER

Department members utilize 40 MM launchers as a less lethal tool to launch impact rounds or chemical munitions as necessary and appropriate.

A. Description, quantity, capabilities, and purchase cost:

1. Description: 40 MM launchers are used by department members as a less lethal tool to launch direct impact munitions as well as chemical munitions. The 40 MM single launcher weighs approximately 3.5 lbs., and has a 14" barrel.

2. Quantity: One (1)

3. Capabilities: The Defense Technology 40 MM single launcher is designed to launch direct fired less lethal impact munitions, and/or chemical munitions.

4. Cost: The Defense Technology single launcher was purchased circa 2003 at a cost of approximately $1500.

B. Purpose: The Defense Technology 40 MM single launcher is used to launch less lethal impact munitions as a force option. It is also designed to launch chemical munitions as a force option.

C. Authorized Use: Only members who have completed an approved training are permitted to deploy this equipment.

D. Expected Life Span: 25 years.

E. Fiscal Impact: Annual maintenance is estimated to be less than $50.

F. Training: All members who deploy the 40 MM single launcher shall complete a two-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

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G. Legal and Procedural Rules: The 40 MM single launcher will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws.

706.4.3 40 MM MULTI LAUNCHER

Department personnel utilize 40 MM launchers as a less lethal tool to launch impact rounds and/or chemical munitions.

A. Description, quantity, capabilities, and purchase cost:

1. Description: 40 MM launchers are used by department members as a less lethal tool to launch direct impact munitions as well as chemical munitions. The 40 MM multi launcher's model number is PGL65-40.

2. Quantity: One (1)

3. Capabilities: The 40 MM multi launcher is a pump-action magazine drum launcher with a six-shot capacity with a rifled barrel.

4. Cost: The Penn Arms 40 MM multi launcher was purchased circa 2008 at a cost of approximately $3500.

B. Purpose: The Penn Arms 40 MM multi launcher is used to launch less lethal impact munitions as a force option. It is also designed to launch chemical munitions as a force option.

C. Authorized Use: Only members who have completed an approved training are permitted to deploy this equipment.

D. Expected Life Span: 25 years.

E. Fiscal Impact: Annual maintenance is estimated to be less than $50.

F. Training: All members who deploy the 40 MM multi launcher shall complete a two-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

G. Legal and Procedural Rules: The 40 MM multi launcher will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws.

706.4.4 40 MM MUNITIONS

A. Descriptions, quantities, capabilities, purchase costs, and purposes:

1. Description: Defense Technology 40 MM eXact iMpact Sponge Round.

2. Quantity: 12

3. Capabilities: The 40 MM eXact iMpact round is intended to be a direct fired munition fired with a minimum safe range of five feet and a maximum effective range of 131 feet, with a velocity of 345 feet per second.

4. Cost: $31.20 each

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5. Purpose: The Defense Technology eXact iMpact round is intended to be used as an extended range impact weapon.
6. Description: 40 MM CS (Chlorobenzylidenemalononitrile) Ferret round
7. Quantity: 5
8. Capabilities: The 40 MM ferret round is intended to allow for the deployment of powder CS within an effective range of 54 yards. This is a non-burning round, suitable for indoor use. It is designed to penetrate barriers such as windows, hollow core doors, wallboards, and thin plywood. Upon impacting the barrier, the nose cone ruptures and delivers 2.3 grams of CS.
9. Cost: $33.35 each
10. Purpose: The 40 MM CS Ferret is intended to dislodge barricaded individuals. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.
11. Description: 40 MM Spede-Heat Short Range CS (Cholorbenzylidenemalononitrile)
12. Quantity: 5
13. Capabilities: The 40 MM short range, Spede-Heat is intended to allow for the deployment of CS in an outdoor environment by the use of a 40 MM single or 40 MM multi-launcher. It delivers 25.2 grams of CS and has fire producing capability.
14. Cost: $31.45 each
15. Purpose: The 40 MM Spede-Heat Short Range CS round is primarily used as a crowd control management tool by law enforcement and corrections and allows for the rapid deployment of chemical agents using a 40 MM launcher.

B. Authorized Use: Only members who have completed an approved training are permitted to deploy these munitions.

C. Expected Life Span: Until used, though not longer than five years from the date of manufacture.

D. Fiscal Impact: None

E. Training: All members who use 40 MM munitions shall complete a two-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

F. Legal and Procedural Rules: 40 MM munitions will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Policy 300 and applicable laws.

706.4.5 CHEMICAL AGENT CANISTERS

A. Descriptions, quantities, capabilities, purchase costs, and purposes:

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1. Description: Defense Technology Spede-Heat Pyrotechnic Canister CS (Chlorobenzylidenemalononitrile)
2. Quantity: 9
3. Capabilities: The Spede-Heat canister is a continuous discharge pyrotechnic chemical agent grenade that contains 81.2 grams of CS and has a discharge time between 20-40 seconds.
4. Cost: $41.20 each
5. Purpose: The Spede-Heat canister is designed primarily for crowd control purposes and, when not used with a shielding device, such as a "Burn Safe," it is intended for outdoor use.
6. Description: Defense Technology Pocket Tactical CS (Chlorobenzylidenemalononitrile) Cannister
7. Quantity: 2
8. Capabilities: The Pocket Tactical canister is a continuous discharge pyrotechnic chemical agent grenade that contains 25.2 grams of CS and has a discharge time between 20-40 seconds.
9. Cost: $33.50 each
10. Purpose: The Pocket Tactical canister is designed for use by a tactical team for distraction, concealment, rescue, or signaling. The Pocket Tactical can be used in conjunction with smoke canisters to "piggyback" chemical agent into a predominately smoke environment. Unless used in conjunction with a shielding agent, such as a "Burn Safe" the Pocket Tactical is designed for outdoor use.

B. Authorized Use: Only members who have completed an approved training are permitted to deploy this equipment.

C. Expected Life Span: Until used, though not longer than five years from the date of manufacture.

D. Fiscal Impact: None

E. All members who use chemical agent canisters shall complete a two-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

F. Legal and Procedural Rules: Chemical agent canisters will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws.

706.4.6 DISTRACTION DEVICES

Descriptions, quantities, capabilities, purchase costs, purposes, and expected life spans:

A. Defense Technology Low Roll Distraction Device - Re-loadable Body and Charge:

1. Description: A distraction device is used to distract a dangerous suspect during high-risk situations, including, but not limited to hostage rescues, search warrant

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service or other high-risk activities where the risk can be mitigated by the use of a distraction device. The distraction device is composed of a re-loadable body and a charge. The body can be used a maximum of 25 times, the charge is a single-use item.

2. Quantity: 10
3. Capabilities: The Defense Technology Low Roll Distraction Device is a multi-use, re-loadable, non-bursting, non-fragmenting device that provides a brilliant light and loud sound.
4. Cost: $100 each
5. Purpose: The Defense Technology Low Roll distraction Device is used to distract a dangerous suspect during high-risk situations, including but not limited to, hostage rescues, the service of a high-risk search warrant or other high-risk activities where it is necessary to distract/disorient an individual.
6. Expected Life Span: The re-loadable body can be used 25 times before it is discarded. Lifespan depends on frequency of use.

B. Defense Technology Low Roll Distraction Device 12 Gram Reload:

1. Description: Defense Technology Low Roll Distraction Device 12 Gram Reload. the reload for this device is designed to be inserted into the distraction device body and is a single-use item.
2. Quantity: 11
3. Capabilities: The Defense Technology Low Roll Distraction Device 12 Gram Reload is designed to be used in conjunction with the Low Roll Distraction Device Body and will produce a brilliant light and loud sound and is used to distract, or momentarily disorient potentially dangerous suspects.
4. Cost: $44.85 each
5. Purpose: The Defense Technology Low Roll Distraction Device 12 Gram Reload is used to distract a dangerous suspect during high-risk situations, including but not limited to, hostage rescues, the service of a high-risk search warrant or other high-risk activities where it is necessary to distract/disorient an individual.
6. Expected Life Span: This is a single use item.

C. Authorized Use: Only members who have completed an approved training are permitted to deploy this equipment.

D. Fiscal Impact: None

E. Training: All members who use these distraction devices shall complete a 2-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

F. Legal and Procedural Rules: These distraction devices will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws.

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706.4.7 RIFLES

A. Description, Quantity. Capabilities, and Purchase Cost:

1. Description: Colt M4 .223 caliber carbine, capable of automatic and semi-automatic fire, or semi-automatic only. Firearm that is fired from the shoulder, having a long spiral grooved barrel to make projectiles spin, thereby being more accurate over a greater distance.
2. Quantity: 49
3. Capabilities: To provide precision fire to a threat at greater accuracy and greater distances than that of a handgun.
4. Cost: $750
5. Description: Speer Gold Dot LE .223 caliber 55 grain soft tip ammunition. Ammunition specifically designed to be used with the Colt M4 .223 caliber rifle.
6. Quantity: 15,000 rounds
7. Cost: $309for 500 rounds

B. Purpose: The purpose of the Colt M4 carbine is to provide accurate shot placement against a threat over a long distance. It is also for use against individuals who are wearing ballistic body armor.

C. Authorized Use: Only members who have completed an approved training are permitted to deploy this equipment.

D. Expected Life Span: 10-15 years, depending on severity of use.

E. Fiscal Impact: Annual maintenance cost is estimated at $50 per rifle.

F. Training: All members who deploy the Colt M4 carbine will attend and pass a POST Certified Training Course, taught by a POST Certified Rifle Instructor. The training includes a written and a practical application test. In addition, members who operate the rifle must qualify annually.

G. Legal and Procedural Rules: The Colt M4 .223 caliber carbine shall only be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws. The deployment of the rifle shall also be in compliance with Glendora Police Department Policy 416.6.

706.4.8 MOBILE COMMAND POST VEHICLE

A. Description, quantity, capabilities, and purchase cost:

1. Description: Freightliner Chassis (custom built) vehicle.
2. Quantity: One (1)
3. Capabilities: The Mobile Command Post can be utilized for Foothills Special Enforcement Team (F.S.E.T.) operations and other critical incidents, preplanned large events, DUI checkpoints, natural disasters, and community events.

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4. Purchase cost: Approximately $150,000, funded by a California Office of Traffic Safety (O.T.S.) Grant.

B. Purpose: To be used based on the specific circumstances of a given F.S.E.T. operation, critical incident, large event, DUI checkpoint, natural disaster, or community event that is taking place.

C. Authorized Use: The Mobile Command Post shall be used by members trained in its use.

D. Expected Lifespan: Twenty-year lifespan on chassis and vehicle structure. Upgrades as needed to ensure updated and properly maintained IT systems.

E. Fiscal Impact: Annual maintenance is approximately $5,000

F. Training: The driver/operator shall receive training in the safe handling of the vehicle. A Class C California Driver License is required to drive the vehicle. Driver/operators will also receive training in the proper set-up and break down of the Mobile Command Post when deployed for events and operations.

G. Legal and Procedural Rules: The Mobile Command Post vehicle shall only be used for official law enforcement purposes. The driver/operator shall be in compliance with Glendora Police Department Policy 704.

706.4.9 ARMORED RESCUE VEHICLE

A. Description, quantity, capabilities, and purchase cost:

1. Description: IAG Sentinel ARV, built on a 2022 Ford F550 chassis

2. Quantity: One (1)

3. Capabilities: Armor rated up to.50 caliber rounds. Entire cabin and undercarriage is blast resistant. Off-road, heavy-duty adaptive suspension ensuring excellent handling both on and off road. Additional ground clearance: critical in disaster relief scenarios, or rugged environments where other vehicles cannot pass.

4. Cost; $340,000. Obtained through COPS funds (Citizens Options for Public Safety). COPS was created in 1996 via California State Legislation AB3229. These funds are distributed through the California Supplemental Law Enforcement Services Fund (SLESF). SLESF funds are grant funds and the enabling legislation mandates each municipality will receive funds annually to be spent on "front-line law enforcement services."

B. Purpose: The Sentinel is a four-door, four-wheel drive armored rescue vehicle that is purpose built for critical incidents and rescue scenarios.

C. Authorized Use: The use of armored vehicles is based on the specific circumstances of a given critical incident. Armored vehicles shall only be used by members trained in its use.

D. Expected Lifespan: Twenty-five (25) years

E. Fiscal Impact: Annual maintenance is estimated between $500 - $5000.

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F. Training: THe driver/operator shall receive training in the safe handling of the vehicle. A Class C California Driver License is required to drive the vehicle.

G. Legal and Procedural Rules: The IAG Sentinel ARV shall only be used for official law enforcement purposes. The driver/operator shall be in compliance with Glendora Police Department Policy 704.

706.4.10 SMALL UNARMED AIRCRAFT SYSTEMS (SUAS)

DJI Mavic Enterprise 3T

A. Description, quantity, capabilities, and purchase cost:

1. Description: DJI Mavic Enterprise 3T, small unmanned aerial system
2. Quantity: One (1)
3. Capabilities: Compact and portable; 45-min Max Flight Time; 56x Hybrid Zoom; 640x512 px Thermal Camera; DJI O3 Enterprise Transmission; Centimeter-level Positioning with RTK
4. Cost: $6500

B. Purpose: To enhance the Department's Mission of protecting lives and property. The sUAS can support first responders in any hazardous incident which would benefit from an aerial perspective. These uses could include search and rescue, barricaded suspects and high-risk tactical operations, disaster response, and video photographic documentation of crime scenes.

C. Authorized Use: Department personnel may operate the sUAS if they are a certified Remote Pilot. The authorized use of sUAS is governed in the Glendora Police Department Police Manual Section 606.

D. Expected Lifespan: 5 years

E. Fiscal Impact: Annual maintenance is estimated at approximately $800

F. Training: Only those members who have completed Remote Pilot Certification from the Federal Aviation Administration (part 107) are authorized to operate the Department's sUAS.

G. Legal and Procedural Rules: The DJI Mavic Enterprise 3T shall only be used for official law enforcement purposes. The pilot/operator shall be in compliance with Glendora Police Department Policy 606.

DJI Matrice 30T

A. Description, quantity, capabilities, and purchase cost:

1. Description: DJI Matrice 30T, small unmanned aerial system
2. Quantity: One (1)
3. Capabilities: Compact and portable; 41-min Max Flight Time; 48 MP; 5x-16x Optical Zoom; 200x Max Hybrid Zoom; 640x512 px Thermal Camera; Laser Range Finder 3M - 1200M; Centimeter-level Positioning with RTK; Added Optional High Volume Loudspeaker; Added Optional External Light Source.

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4. Cost: $13,990

B. Purpose: To enhance the Department's Mission of protecting lives and property. The sUAS can support first responders in any hazardous incident which would benefit from an aerial perspective. These uses could include search and rescue, barricaded suspects and high-risk tactical operations, disaster response, and video photographic documentation of crime scenes.

C. Authorized Use: Department personnel may operrate the sUAS if they are a certified Remote Pilot. The authorized use of sUAS is governed in the Glendora Police Department Police Manual Section 606.

D. Expected Lifespan: 5 years

E. Fiscal Impact: Annual maintenance is estimated at approximatley $1500

F. Training: Only those members who have completed Remote Pilot Certification from the Federal Aviation Administration (Part 107) are authorized to operate the Department's sUAS.

G. Legal and Procedural Rules: The DJI Matrice 30T shall only be used for official law enforcement purposes. The pilot/operator shall be in compliance with Glendora Police Department Policy 606.

DJI Avata II

A. Description, quantity, capabilities, and purchase cost:

1. Description: DJI Avata II, small unmanned aerial system

2. Quantity: One (1)

3. Capabilities: Compact and portable; 25-min Max Flight Time; 1 MPS; Binocular Fish Eye Visual Positioning System, added external light source.

4. Cost: $1,500

B. Purpose: To enhance the Department's Mission of protecting lives and property. The sUAS can support first responders in any hazardous incident which would benefit from an aerial perspective. This sUAS is designed to operate inside of buildings for the purpose of locating individuals who are avoiding discovery by law enforcement.

C. Authorized Use: Department personnel may operate the sUAS if they are a certified Remote Pilot operating in the national airspace. The authorized use of sUAS is governed in the Glendora Police Department Police Manual Section 606.

D. Expected Lifespan: 5 years

E. Fiscal Impact: Annual maintenance is estimated at approximately $100

F. Training: Only those members who have completed Remote Pilot Certification from the Federal Aviation Administration (Part 107) are authorized to operate the Department's sUAS in the national airspace.

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G. Legal and Procedural Rules: The DJI Avata II shall only be used for official law enforcement purposes. The pilot/operator shall be in compliance with Glendora Police Department Policy 606.

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the City Council by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the City Council and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the City Council prior to engaging in any of the following (Government Code § 7071):

(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

706.6 COMPLIANCE

Department members are bound to adhere to this policy, in addition to state and local laws and ordinances when employing the use of military equipment at any time. Violations of the law or this policy may result in criminal or administrative investigations and/or actions.

Members of the public may register complaints or submit questions or concerns about the use of each type of military equipment in this policy by any of the following means:

1. Via email through the City of Glendora website (cityofglendora.gov) . Under DEPARTMENTS, select "Contact Glendora Police."
2. Via telephone to: (626) 914-8250
3. Via mail to: Glendora Police Department, Attn: Military Equipment Use Coordinator, 150 S Glendora Ave, Glendora, CA 91741

The Glendora Police Department is committed to responding to complaints, concerns, and questions received through any of the above methods in a timely manner.

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706.7 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any member of this Department shall be approved for use and in accordance with this policy. Military equipment used by other jurisdictions that are providing mutual aid to this Department or operating in conjunction in a law enforcement capacity with this Department, shall comply with their respective military equipment use policies in rendering mutual aid or in conducting their law enforcement activities.

706.8 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

706.9 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

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Section 7072 - Annual military equipment report

(a) A law enforcement agency that receives approval for a military equipment use policy pursuant to Section 7071 shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use. The law enforcement agency shall also make each annual military equipment report required by this section publicly available on its internet website for as long as the military equipment is available for use. The annual military equipment report shall, at a minimum, include the following information for the immediately preceding calendar year for each type of military equipment:

(1) A summary of how the military equipment was used and the purpose of its use.

(2) A summary of any complaints or concerns received concerning the military equipment.

(3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.

(4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.

(5) The quantity possessed for each type of military equipment.

(6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

(b) Within 30 days of submitting and publicly releasing an annual military equipment report pursuant to this section, the law enforcement agency shall hold at least one well-publicized and conveniently located community engagement meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the law enforcement agency's funding, acquisition, or use of military equipment.
Ca. Gov. Code § 7072

Added by Stats 2021 ch 406 (AB 481),s 2, eff. 1/1/2022.

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URGENCY ORDINANCE NO. 2068

AN URGENCY ORDINANCE ADOPTING A MILITARY EQUIPMENT USE POLICY CONSISTENT WITH THE REQUIREMENTS OF ASSEMBLY BILL NO. 481

THE CITY COUNCIL
City of Glendora, California

WHEREAS, On September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill No. 481 ("AB 481"), relating to the use of military equipment by law enforcement agencies and which requires law enforcement agencies to adopt a military equipment use policy ("Policy") prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by the law; and

WHEREAS, AB 481, codified at Government Code §§ 7070 through 7075, requires law enforcement agencies to obtain approval of the applicable governing body, by an ordinance adopting a "military equipment" use policy, at a regular meeting held pursuant to open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment. The term "military equipment" is defined in Government Code § 7070; and

WHEREAS, AB 481 requires adoption of the Policy by City Council before the law enforcement agency can take action to request military equipment as defined by the statute; seek funds (such as grants or in-kind donations) for acquiring military equipment; actually acquire military equipment, either permanently or temporarily by owning, borrowing, or leasing; collaborate with other law enforcement agencies to deploy or use military equipment in the agency's territorial jurisdiction; use new or existing military equipment in a manner not previously subject to AB 481 scope; solicit or respond to a proposal for, or enter into an agreement with, any person or entity to seek funds for, apply for, acquire, use, or collaborate in using military equipment; or to acquire military equipment through any other means not specifically detailed in the statute; and

WHEREAS, AB 481 allows the governing body of a city to approve the funding, acquisition, or use of defined military equipment within its jurisdiction only if it makes specified determinations; and

WHEREAS, the proposed Policy is found within Glendora Police Department ("GPD") Policy No. 706 (Exhibit "A"); and

WHEREAS, the proposed Policy No. 706 was published on the GPD internet website on April 6, 2022. The same was presented to City Council on May 10, 2022, and

WHEREAS, this ordinance and GPD Policy No. 706 (Exhibit "A" attached hereto) and the "Glendora Police Department Military Equipment Inventory List" (Exhibit "B" attached hereto) meets the requirements of Government Code §§ 7070(d) and 7071(a)(1); and

WHEREAS, once adopted, the Policy will be made publicly available on the Police Department's website for as long as the covered military equipment is available for use; and

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WHEREAS, in accordance with AB 481, the Policy is being agendized as an open session item at a regular meeting of the City Council, and public comment on the item will be allowed in accordance with the Brown Act; and

WHEREAS, this Ordinance shall be reviewed by the City Council at least annually, and based on an annual military equipment report that will be submitted to the City Council pursuant to AB 481, the City Council shall determine whether each type of military equipment identified in the report has complied with the standards for continued approval.

NOW, THEREFORE, the CITY COUNCIL of the CITY OF GLENDORA does ordain as follows:

SECTION 1. **DETERMINATIONS.** The foregoing recitals are true and correct and incorporated herein by this reference. Based on the foregoing recitals, in addition to information provided to the City Council at the public meeting to consider the same, the City Council determines as follows:

1. The military equipment identified in GPD Policy No. 706, and the attached "Glendora Police Department Military Equipment Inventory List" (collectively, the "Policy"), are necessary, because there are no reasonable alternatives that can achieve the same objectives of officer and civilian safety.

2. The Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

3. The military equipment identified in the Policy are reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.

4. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

5. Therefore, the City Council hereby approves and adopts the attached Glendora Police Military Equipment Use Policy No. 706 (Exhibit "A"), and attached "Military Equipment Inventory List" (Exhibit "B").

SECTION 2. **URGENCY FINDINGS.** The City Council finds and declares this ordinance to be an urgency measure, to take effect immediately upon its adoption, pursuant to Government Code § 36937(b). The facts constituting the emergency are as follows:

On September 30, 2021, Governor Gavin Newsom signed into law AB 481, relating to the use of "military equipment" by law enforcement agencies.

AB 481 requires a law enforcement agency to obtain approval from the applicable governing body, via adoption of a "military equipment" use policy by ordinance, prior to the agency funding, acquiring, or using military equipment.

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The GPD has been diligently preparing the "military equipment" use policy and attached "Military Equipment Inventory List" since AB 481 was signed into law.

Nevertheless, given the extensive requirements and notice provisions in the law, which includes mandatory publication of the proposed policy 30-days prior to public hearing, the policy and ordinance could not be made ready for hearing in time to accommodate the 30-day delay in effectiveness of the ordinance.

Because this ordinance did not become effective prior to January 1, 2022, the City may be prohibited from using "military equipment", as the term is defined in Government Code § 7070, until the ordinance becomes effective.

Such a delay would curtail the GPD's ability to use less-lethal tools, and hinder the effectiveness of GPD in preventing and addressing crime in the City, which in turn, would put the health, safety, and welfare of citizens at increased risk.

SECTION 3. **SEVERABILITY** If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid by a court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases, be declared invalid.

SECTION 4. **CEQA** The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 5. **EFFECTIVE DATE** This ordinance is hereby declared to be an urgency measure and shall become effective immediately upon adoption by at least a four-fifths (4/5) vote of the City Council pursuant to Government Code § 36937(b).

SECTION 6. **CERTIFICATION** The City Clerk shall certify as to the passage and adoption of this ordinance, and the City Clerk shall cause the same to be posted and codified in the manner required by law.

PASSED, APPROVED and **ADOPTED** this 10th day of May, 2022.

City Council of Glendora, California

DocuSigned by:
BY: Karen K. Davis
D783429E90AE408...
KAREN K. DAVIS
Mayor

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APPROVED AS TO FORM:
Aleshire & Wynder, LLP

DocuSigned by:
William W. Wynder
9F096A23BACC45F...
WILLIAM W. WYNDER
City Attorney

CERTIFICATION

I, Kathleen R. Sessman, City Clerk/Communications Director of the City of Glendora, California, do hereby certify that the foregoing Urgency Ordinance was duly approved and adopted at a Regular Meeting of the City Council on the 10th day of May, 2022, by the following roll call vote:

AYES:	COUNCIL MEMBERS:	Allawos, Fredendall, Thompson, Boyer, Davis.
NOES:	COUNCIL MEMBERS:	None.
ABSENT:	COUNCIL MEMBERS:	None.
ABSTAIN:	COUNCIL MEMBERS:	None.

Dated: May 11, 2022

DocuSigned by:
Kathleen R. Sessman
2252A9F44B69431...
KATHLEEN R. SESSMAN
City Clerk/Communications Director
Jul 11, 2022 | 1:57 PM PDT

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Military Equipment

706.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072).

706.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – City of Glendora City Council.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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- Notwithstanding the previous 15 bullet-points, "military equipment" does not include general equipment not designated as prohibited or controlled by the Federal Defense Logistics Agency (DLA).

706.2 POLICY

It is the policy of the Glendora Police Department that members of this department comply with the provisions of Government Code § 7071 with respect to military equipment.

706.3 MILITARY EQUIPMENT COORDINATOR

The Captain or authorized designee will act as the Military Equipment Coordinator. The responsibilities of the Military Equipment Coordinator include but are not limited to:

(a) Acting as liaison to the City Council for matters related to the requirements of this policy.

(b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the City Council..

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Glendora Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Publicizing the details of the meeting.
2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Chief of Police and City Council and ensuring that the report is made available on the department website (Government Code § 7072).

(g) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner (See Section 706.6 below).

706.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

706.4.1 RECON SCOUT

Unmanned machine operating on the ground utilized to enhance the safety of the community and officers.

A. Description, quantity, capabilities, and purchase cost:

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1. Description: Unmanned machine is operated on the ground and is designed to provide audio and visual information while searching an area, typically inside a building, before entry is made by officers
2. Quantity: One (1)
3. Capabilities: This machine operates on two wheels and is controlled remotely by an operator who receives a live audio/video feed from the robot.
4. Cost: The Recon Scout was purchased in 2014 for $14,100

B. Purpose: The Recon Scout is used to provide tactical operators information about the structure, layout, and potential hazards of an area that has yet to be searched for subjects or suspects.

C. Authorized Use: The Recon Scout may be used by operators during a tactical situation if it is determined that the use of this equipment might increase the safety to law enforcement personnel, any subjects or suspects encountered, or the community.

D. Expected Lifespan: Approximately 10-15 years, depending on the availability of replacement parts and/or maintenance.

E. Fiscal Impact: Annual maintenance and battery replacement cost is approximately $200.

F. Training: All Recon Scout operators will undergo training, provided by the S.W.A.T. team, and must demonstrate proficiency prior to using this equipment.

G. Legal and Procedural Rules: The Recon Scout will only be deployed for official law enforcement purposes. Any deployment will comply with applicable State and Federal laws.

706.4.2 40 MM SINGLE LAUNCHER

40 MM launchers are utilized by Department personnel as a less lethal tool to launch impact rounds.

A. Description, quantity, capabilities, and purchase cost:

1. Description:40 MM launchers are used by department members as a less lethal tool to launch direct impact munitions as well as chemical munitions. The 40 MM single launcher weighs approximately 3.5 lbs., with a 14" barrel.
2. Quantity: One (1)
3. Capabilities: The Defense Technology 40 MM single launcher is designed to launch direct fired less lethal impact munitions.
4. Cost: The Defense Technology single launcher was purchased circa 2003 at a cost of approximately $1500.

B. Purpose: The Defense Technology 40 MM single launcher is used to launch less lethal impact munitions as a use of force option. It is also designed to launch chemical munitions as a use of force option.

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C. Authorized Use: Only officers who have completed an approved training are permitted to deploy this equipment.

D. Expected Life Span:25 years.

E. Fiscal Impact: Annual maintenance is estimated to be less than $50.

F. Training: All officers who deploy the 40 MM single launcher shall complete a two- hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification takes place annually.

G. Legal and Procedural Rules: The 40 MM single launcher will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department policy 300 and applicable laws.

706.4.3 3 40 MM MULTI LAUNCHER

40 MM launchers are utilized by Department personnel as a less lethal tool to launch impact rounds.

A. Description, quantity, capabilities, and purchase cost:

1. Description: 40 MM launchers are used by department members as a less lethal tool to launch direct impact munitions as well as chemical munitions. The 40 MM multi launcher launcher's model number is PGL65-40.

2. Quantity: One (1)

3. Capabilities: The 40 MM multi launcher is a pump-action magazine drum launcher with a six-shot capacity with a rifled barrel.

4. Cost: The Penn Arms 40 MM multi launcher was purchased circa 2008 at a cost of approximately $3500.

B. Purpose: The Penn Arms 40 MM multi launcher is used to launch less lethal impact munitions as a use of force option. It is also designed to launch chemical munitions as a use of force option.

C. Authorized Use: Only officers who have completed an approved training are permitted to deploy this equipment.

D. Expected Life Span:25 years.

E. Fiscal Impact: Annual maintenance is estimated to be less than $50.

F. Training: All officers who deploy the 40 MM multi launcher shall complete a two- hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification takes place annually.

G. Legal and Procedural Rules: The 40 MM multi launcher will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws.

706.4.4 4 40 MM MUNITIONS

A. Descriptions, quantities, capabilities, purchase costs, and purposes:

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1. Description: Defense Technology 40 MM eXact iMpact Sponge Round.
2. Quantity:22
3. Capabilities: The 40 MM eXact iMpact round is intended to be a direct fired munition fired with a minimum safe range of five feet and a maximum effective range of 131 feet, with a velocity of 345 feet per second.
4. Cost:$28.65 each
5. Purpose: The Defense Technology eXact iMpact round is intended to be used as an extended range impact weapon.
6. Description:40 MM CS (Chlorobenzylidenemalononitrile) Ferret round
7. Quantity:10
8. Capabilities: The 40 MM ferret round is intended to allow for the deployment of powder CS within an effective range of 54 yards. This is a non-burning round, suitable for indoor use. It is designed to penetrate barriers such as windows, hollow core doors, wallboards, and thin plywood. Upon impacting the barrier, the nose cone ruptures and delivers 2.3 grams of CS.
9. Cost: $27.85 each
10. Purpose: The 40 MM CS Ferret is intended to dislodge barricaded individuals. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort and/or incapacitation of potentially violent or dangerous subjects.
11. Description: 40 Mm Spede-Heat Short Range CS (Cholorbenzylidenemalononitrile)
12. Quantity: 5
13. Capabilities: The 40 MM short range, Spede-Heat is intended to allow for the deployment of CS in an outdoor environment by the use of a 40 MM single or 40 MM multi-launcher. It delivers 25.2 grams of CS and has fire producing capability.
14. Cost: $22.10 each
15. Purpose: The 40 MM Spede-Heat Short Range CS round is primarily used as a crowd control management tool by law enforcement and corrections and allows for the rapid deployment of chemical agents using a 40 MM launcher.

B. Authorized Use: Only officers who have completed an approved training are permitted to deploy these munitions

C. Expected Life Span: Until used, though not longer than five years from the date of manufacturer

D. Fiscal Impact: None

E. Training: All officers who use 40 MM munitions shall complete a two-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

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F. Legal and Procedural Rules:40 MM munitions will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Policy 300 and applicable laws.

706.4.5 CHEMICAL AGENT CANNISTERS

A. Descriptions, quantities, capabilities, purchase costs, and purposes:

1. Description: Defense Technology Spede-Heat Pyrotechnic Cannister CS (Chlorobenzylidenemalononitrile)
2. Quantity:10
3. Capabilities: The Spede-Heat cannister is a continuous discharge pyrotechnic chemical agent grenade that contains 81.2 grams of CS and has a discharge time between 20-40 seconds.
4. Cost:$33.00 each
5. Purpose: The Spede-Heat cannister is designed primarily for crowd control purposes and, when not used with a shielding device, such as a "Burn Safe," it is intended for outdoor use.
6. Description: Defense Technology Pocket Tactical CS (Chlorobenzylidenemalononitrile) Cannister
7. Quantity:3
8. Capabilities: The Pocket Tactical cannister is a continuous discharge pyrotechnic chemical agent grenade that contains 25.2 grams of CS and has a discharge time between 20-40 seconds.
9. Cost:$28.00 each
10. Purpose: The Pocket Tactical cannister is designed for use by a tactical team for distraction, concealment, rescue, or signaling. The Pocket Tactical can be used in conjunction with smoke cannisters to "piggyback" chemical agent into a predominately smoke environment. Unless used in conjunction with a shielding agent, such as a "Burn Safe" the Pocket Tactical is designed for outdoor use.

B. Authorized Use: Only officers who have completed an approved training are permitted to deploy this equipment.

C. Expected Life Span: Until used, though not longer than five years from the date of manufacture.

D. Fiscal Impact: None

E. All officers who use chemical agent cannisters shall complete a two-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

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F. Legal and Procedural Rules: Chemical agent cannisters will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws.

706.4.6 DISTRACTION DEVICES

A. Descriptions, quantities, capabilities, purchase costs, purposes, and expected life spans:

1. Description: Defense Technology Low Roll Distraction Device- Reloadable Body and Charge. A distraction device is used to distract a dangerous suspect during high-risk situations, including, but not limited to hostage rescues, search warrant service or other high-risk activities where the risk can be mitigated by the use of a distraction device. The distraction device is composed of a reloadable body and a charge. The body can be used a maximum of 25 times, the charge is a single-use item.
2. Quantity:15
3. Capabilities: The Defense Technology Low Roll Distraction Device is a multi- use, reloadable, non-bursting, non-fragmenting device that provides a brilliant light and loud sound and is used to distract, or momentarily disorient potentially dangerous suspects.
4. Cost:$100 each
5. Purpose: The Defense Technology Low Roll Distraction Device is used to distract a dangerous suspect during high-risk situations, including but not limited to, hostage rescues, the service of a high-risk search warrant or other high-risk activities where it is necessary to distract/disorient and individual.
6. Expected Life Span: The reloadable body can be used 25 times before it is discarded. Lifespan depends on frequency of use.
7. Description: Defense Technology Low Roll Distraction Device 12 Gram Reload. The reload for this device is designed to be inserted into the distraction device body and is a single-use item.
8. Quantity: 24
9. Capabilities: The Defense Technology Low Roll Distraction Device 12 Gram Reload is designed to be used in conjunction with the Low Roll Distraction Device Body and will produce a brilliant light and loud sound and is used to distract, or momentarily disorient potentially dangerous suspects.
10. Cost: $36.75 each
11. Purpose: The Defense Technology Low Roll Distraction Device 12 Gram Reload is used to distract a dangerous suspect during high-risk situations, including but not limited to, hostage rescues, the service of a high-risk search warrant or other high-risk activities where it is necessary to distract/disorient an individual.

B. Expected Life Span: This is a single use item.

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C. Authorized Use: Only officers who have completed an approved training are permitted to deploy this equipment.

D. Fiscal Impact: None

E. Training: All officers who use these distraction devices shall complete a 2-hour course of training, to include a written test and practical application provided by members of the S.W.A.T. team. Recertification will take place annually.

F. Legal and Procedural Rules: These distraction devices will be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws.

706.4.7 RIFLES

A. Description, Quantity. Capabilities, and Purchase Cost:

1. Description: Colt M4.223 caliber carbine, capable of automatic and semi- automatic fire, or semi-automatic only. Firearm that is fired from the shoulder, having a long spiral grooved barrel to make projectiles spin, thereby being more accurate over a greater distance.
2. Quantity:49
3. Capabilities: To provide precision fire to a threat at greater accuracy and greater distances than that of a handgun.
4. Cost:$750
5. Description: Speer Gold Dot LE.223 caliber 55 grain soft tip ammunition. Ammunition specifically designed to be used with the Colt M4.223 caliber rifle.
6. Quantity:15,000 rounds
7. Cost:$155 for 200 rounds

B. Purpose: The purpose of the Colt M4 carbine is to provide accurate shot placement against a threat over a long distance. It is also for use against individuals who are wearing ballistic body armor.

C. Authorized Use: Only officers who have completed an approved training are permitted to deploy this equipment.

D. Expected Life Span:10-15 years, depending on severity of use.

E. Fiscal Impact: Annual maintenance cost is estimated at $50 per rifle.

F. Training: All officers who deploy the Colt M4 carbine will attend and pass a POST certified training course, taught by a POST certified rifle instructor. The training includes a written and a practical application test. In addition, members who operate the rifle must qualify annually.

G. Legal and Procedural Rules: The Colt M4.223 caliber carbine shall only be used for official law enforcement purposes and shall only be used in compliance with Glendora Police Department Policy 300 and applicable laws. The deployment of the rifle shall also be in compliance with Glendora Police Department Policy 416.6.

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706.4.8 MOBILE COMMAND POST VEHICLE

A. Description, quantity, capabilities, and purchase cost:

1. Description: Freightliner Chassis (custom built) vehicle.
2. Quantity: One (1)
3. Capabilities: The Mobile Command Post can be utilized for Foothills Special Enforcement Team (F.S.E.T.) operations and other critical incidents, preplanned large events, DUI checkpoints, natural disasters, and community events.
4. Purchase cost: Approximately $150,000, funded by an Office of Traffic Safety (O.T.S.) grant.

B. Purpose: To be used based on the specific circumstances of a given F.S.E.T. operation, critical incident, large event, DUI checkpoint, natural disaster, or community event that is taking place.

C. Authorized Use: The Mobile Command Post shall be used by officers trained in its use

D. Expected Lifespan: Twenty-year lifespan on chassis and vehicle structure. Upgrades as needed to ensure updated and properly maintained IT systems.

E. Fiscal Impact: Annual maintenance is approximately $5,000

F. Training: The driver/operator shall receive training in the safe handling of the vehicle. A class C driver license is required to drive the vehicle. Driver/operators will also receive training in the proper set-up and break down of the Mobile Command Post when deployed for events and operations.

G. Legal and Procedural Rules: The Mobile Command Post vehicle shall only be used for official law enforcement purposes. The driver/operator shall be in compliance with Glendora Police Department Policy 704.

706.4.9 ARMORED PERSONNEL CARRIER

A. Description, quantity, capabilities, and purchase cost:

1. Description: Peacekeeper, built on a 1973 Dodge chassis.
2. Quantity: One (1)
3. Capabilities: Designed to provide ballistic protection (to withstand multiple bullet strikes from small arms fire as well as low level explosions).
4. Cost: Obtained through the Law Enforcement Support Program (LESO, formerly the 1033 Program) in 1999.

B. Purpose: To be used in response to critical incidents to enhance officer and community safety, improve scene containment and stabilization, or for display at a community event.

C. Authorized Use: The use of armored vehicles shall only be authorized by a Watch Commander based on the specific circumstances of a given critical incident. Armored vehicles shall be used only by officers trained in its use.

D. Expected Lifespan: Twenty-five (25) years.

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E. Fiscal Impact: Annual maintenance is estimated between $0 and $1000.

F. Training: The driver/operator shall receive training in the safe handling of the vehicle. A class C driver license is required to drive the vehicle.

G. Legal and Procedural Rules: The Peacekeeper shall only be used for official law enforcement purposes. The driver/operator shall be in compliance with Glendora Police Department Policy 704.

706.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the City Council by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the City Council and is available on the department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the City Council prior to engaging in any of the following (Government Code § 7071):

(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

706.6 COMPLIANCE

Department members are bound to adhere to this policy, in addition to state and local laws and ordinances when employing the use of military equipment at any time. Violations of the law or this policy may result in criminal or administrative investigations and/or actions.

Members of the public may register complaints or submit questions or concerns about the use of each type of military equipment in this policy by any of the following means:

1. Via email through the City of Glendora website (cityofglendora.org). Under DEPARTMENTS, select "Contact Glendora Police."

2. Via telephone to: (626) 914-8250

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3. Via mail to: Glendora Police Department, Attn: Military Equipment Use Coordinator, 150 S Glendora Ave, Glendora, CA 91741

The Glendora Police Department is committed to responding to complaints, concerns, and questions received through any of the above methods in a timely manner.

706.7 COORDINATION WITH OTHER JURISDICTIONS

Military equipment used by any member of this Department shall be approved for use and in accordance with this policy. Military equipment used by other jurisdictions that are providing mutual aid to this Department or operating in conjunction in a law enforcement capacity with this Department, shall comply with their respective military equipment use policies in rendering mutual aid or in conducting their law enforcement activities.

706.8 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

706.9 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

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MILITARY EQUIPMENT USE POLICY: ANNUAL UPDATE

POLICE DEPARTMENT
CITY COUNCIL MEETING
MAY 27, 2025
CHRIS STABIO, OPERATIONS CAPTAIN

BACKGROUND

On September 30, 2021, Governor Newsom signed Assembly Bill 481 (AB 481) which required law enforcement agencies to adopt a military equipment and use policy by ordinance.

Pursuant to Government Code §7072, the Glendora Police Department is required to provide an annual update containing the following information.

LEGISLATIVE REQUIREMENTS PER GC §7072(A)(1)

- Requires reporting on how the military equipment was used and the purpose for its use.
    - The equipment was used in training and during the service of 19 different high-risk search warrants during the calendar year 2024.

LEGISLATIVE REQUIREMENTS PER GC §7026(A)(2) AND §7026(A)(3)

- Requires disclosure of the number of complaints received related to the use of military equipment.
  - None

- Requires disclosure of the results of any internal audits, including any violations of this policy and actions taken as a result.
  - No violations of this policy took place.

LEGISLATIVE REQUIREMENTS PER GC §7026(A)(4)

- Requires disclosure of the annual cost of each piece of equipment, including ongoing costs and the source of funding for the following calendar year.
  - Total annual cost is approximately $20,000
    - This includes:
      - Ammunition
      - Chemical Agents
      - Noise/Flash Diversionary Devices
      - Equipment Maintenance

LEGISLATIVE REQUIREMENTS PER GC §7026(A)(5) AND §7026(A)(6)

- Requires disclosure of the quantity of each piece of military equipment.
  - This is contained within Glendora Police Policy 706.
- What additional equipment will be acquired in 2025.
  - Ammunition, chemical agents and noise/flash diversionary devices.

ASSEMBLY BILL 481 REQUIREMENTS

Annual review of the Military Equipment Use ordinance by the governing body, with an option to either disapprove or amend the Military Equipment Use Policy, if it determines that the military equipment does not comply with standards for approval.

Hold at least one well-publicized and conveniently located community engagement meeting within 30 days of submitting and publicly releasing the annual military equipment report. The current report was posted in compliance with the Brown Act.

Glendora

ASSEMBLY BILL 481 REQUIREMENTS

The Police Department's policy has been drafted to meet the requirement of AB 481 as follows:

- The military equipment identified in the Policy is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
- The proposed Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
- If the Police Department purchases military equipment, pursuant to the Policy, the equipment is reasonably cost-effective, compared to any available alternative that can achieve the same objective of officer and civilian safety.
- Military equipment obtained prior to the introduction of the law met the Policy that was in effect at the time. If prior uses do not comply with the accompanying Military Equipment Use Policy, corrective action will be taken to remedy the non-conforming use and ensure future compliance.

Glendora

ASSEMBLY BILL 481 REQUIREMENTS

Currently, the Police Department's Military Equipment Inventory includes:

- A robot
- Rifles
- Less Lethal Munitions
- Chemical Agents and Delivery Devices
- Noise/Flash Diversionary Devices
- A Mobile Command Post
- An Armored Rescue Vehicle
- An Unmanned Aerial System (Drone)

This equipment has been in use for several years and is used only by specialized teams, comprised of trained personnel. In addition, these items, apart from the rifles, are considered less lethal equipment and are to be used under specific circumstances. The Policy includes a detailed description of all items and their use in carrying out police objectives.

Glendora

RECOMMENDATION

That the City Council:

1. Receive and file the report.