MAYOR
David Fredendall, District 2
MAYOR PRO TEM
Karen Davis, District 4
COUNCILMEMBERS
Michael Allawos, District 1
Shaunna Elias, District 3
Mendell Thompson, District 5

CITY COUNCIL, SUCCESSOR AGENCY AND HOUSING AUTHORITY

7:00 PM GENERAL SESSION

Tuesday, October 27, 2026
City Hall Council Chamber
116 E. Foothill Boulevard, Glendora

AGENDA

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.

Hybrid Meeting Access

Members of the public may attend this meeting in person at the location above, or participate remotely by phone or video. Remote attendees are given the same opportunity to comment as those attending in person.

Join by Phone: +1 669 444 9171

Webinar ID / Meeting Code: 932 924 7224

Join by Video cityofglendora.gov/zoom (https://us06web.zoom.us/s/9329247224)

For general information about attending meetings, translation tools, and email notifications, see the Guide to Public Meetings at www.cityofglendora.gov/citymeetings.

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.

HIGH SCHOOL STUDENT REPORTS

1. **High School Student Reports**

REORDERING OF AND ADDITIONS TO THE AGENDA

PUBLIC COMMENT

The City of Glendora encourages community participation at its public meetings. Speakers are limited to three minutes, and time may not be shared or transferred. A total of 30 minutes is reserved for public comment, which may be extended by majority vote of the legislative body. At regular meetings, comments may address both agenda and non-agenda items during the Public Comment portion, with additional opportunities to speak provided during Public Hearings. At special meetings, public comment is limited to agenda items. Residents may participate in person or submit comments by email, phone, mail, or other available methods. Participation options may be adjusted if a State of Emergency, Health Order, or Executive Order limits in-person attendance. For more information, see the Guide to Public Meetings and Participating in Public Meetings on the City's website at www.cityofglendora.gov/citymeetings.

2. **Public Comments Received**

MEMBER STATEMENTS/REPORTS

CITY MANAGER AND CITY ATTORNEY STATEMENTS

SPECIAL ITEMS

3. **Glendora Mountain Bike Team (Glendora MTB) Introduction and Presentation**

4. **A Proclamation Proclaiming October 23-31, 2026 as "Red Ribbon Week"**

5. **A Proclamation Proclaiming October 2026 as "Community Development Month"**

6. **Police Department Quarterly Update**

7. **Update on Addressing Homelessness**

   Recommended Actions for the City Council:

   — 1. Receive an update on services provided and efforts undertaken to assist individuals experiencing homelessness in the City;

   — 2. Approve the FY 2026-2027 Amendment to Memorandum of Agreement between the San Gabriel Valley Council of Governments (SGVCOG) and the City of Glendora for distribution and use of Measure A Local Solutions Fund in the amount of $243,185.93; and

   — 3. Approve an increase in estimated revenues and a supplemental appropriation of $63,185.93 in the Measure A Fund (245) for the SGVCOG FY 2026-2027 Local Solutions Fund grant award.

8. **Capital Improvement Update October 2026**

   Recommended Action for the City Council:

   — 1. Receive and file an update.

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 shall 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.

9. **First Reading and Introduction of an Ordinance Amending the Glendora Municipal Code to Establish Regulations for Nonfunctional Turf**

   Recommended Action for the City Council:

   — 1. Introduce for first reading an Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDORA PROHIBITING THE USE OF POTABLE WATER TO IRRIGATE NONFUNCTIONAL TURF" amending Chapter 14.34 "Water Conservation" of Title 14 "Water" of the Glendora Municipal Code to Establish Regulations to Prohibit the Use of Potable Water to Irrigate Nonfunctional Turf; and

   — 2. Direct the preparation of a summary of ordinance for publication pursuant to Government Code Section 36933.

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.

10. Affirm minutes from the City Council, Successor Agency and Housing Authority October 13, 2026 Meeting

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

— 1. Affirm minutes as presented.

11. City of Glendora and Glendora Successor Agency Investment Report for September 2026

Recommended Action for the City Council and Successor Agency:

— 1. Receive and file the Monthly Investment Activity Report for September 2026.

12. Consideration of the Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant PT27069 Award

Recommended Actions for the City Council:

— 1. Accept the Office of Traffic Safety (OTS) STEP Grant PT27069 award; and

— 2. Authorize an increase in estimated revenues and a supplemental appropriation in the amount of $113,000 in the OTS STEP Grant Fund 282.

13. City of Glendora Title VI of the Civil Rights Act of 1964 Program Renewal

Recommended Actions for the City Council:

— 1. Approve the renewal of the City of Glendora Title VI Program; and

— 2. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA ADOPTING THE CITY OF GLENDORA TRANSPORTATION DIVISION TITLE VI PROGRAM ENSURING THE PROHIBITION OF DISCRIMINATION".

14. Member Agency Administrative Programs (MAAP) Grant Funding

Recommended Actions for the City Council:

— 1. Authorize an increase in estimated revenues and a supplemental appropriation in the amount of $73,630 in the Water Operations Fund 501; and

— 2. Receive and file the Water Conservation MAAP grant funding applications summary.

15. Consideration of a Resolution Approving an Amendment to the Authorized Position Control Listing and Amending the Classification and Compensation Plan for the City of Glendora Relating to Police Dispatch Supervisor and Recreation and Human Services Manager

Recommended Action for the City Council:

— 1. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA APPROVING AN AMENDMENT TO THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF GLENDORA RELATING TO RECREATION & HUMAN SERVICES MANAGER AND POLICE DISPATCH SUPERVISOR" approving an amendment to the Classification and Compensation Plan for the City of Glendora relating to Recreation & Human Services Manager and Police Dispatch Supervisor.

UNFINISHED BUSINESS

16. Consideration of a Transfer Agreement with the Los Angeles County Flood Control District for $18,376,246 in Safe, Clean Water Program Regional Program Funding for the Finkbiner Park Stormwater Capture Project

Recommended Actions for the City Council:

— 1. Approve the Transfer Agreement with the Los Angeles County Flood Control District (LACFCD) to receive $18,376,246 in Safe, Clean Water Program Regional Program funding for the construction phase of the Finkbiner Park Stormwater Capture Project;

— 2. Authorize the City Manager or designee to execute the Transfer Agreement and subsequent annual addenda necessary to receive the approved Safe, Clean Water Program Regional Program funding; and

— 3. Authorize the City Manager or designee to approve minimal and/or non-substantive changes to the Transfer Agreement.

17. Discussion of the Strategic Use of Reserves Policy and Fiscal Guardrail Framework

Recommended Actions for the City Council:

— 1. Discuss the proposed Strategic Use of Reserves Policy, including the fiscal guardrail framework governing one-time capital bridge allocations from eligible City reserves; and

— 2. Provide direction to staff on the draft policy provisions, including the Pension Stabilization Reserve floor of $8.5 million, the $6 million aggregate bridge allocation cap, the four-fiscal-year replenishment standard, and the required pre-appropriation findings.

NEW BUSINESS

18. Consider Awarding an Agreement for Contract Services to Civiltec Engineering Inc., for Fire Flow and Hydraulic Modeling Analysis for a Three-Year Term for a total amount not to exceed $219,608

Recommended Actions for the City Council:

— 1. Approve an Agreement for Contract Services with Civiltec Engineering, Inc. for Fire Flow Analysis and Hydraulic Modeling Services for a three-year term, in an amount not to exceed $219,608; and

— 2. Authorize the City Manager or his designee to execute the Agreement, including minimal and/or non-substantive changes.

19. Consideration of a Resolution approving a Side Letter to the 2025-2028 Memorandum of Understanding between the City of Glendora and American Federation of State, County, and Municipal Employees, Local 3915 regarding to On-Call Pay

Recommended Action for the City Council:

— 1. Adopt a City Council Resolution entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING A SIDE LETTER TO THE 2025-2028 MEMORANDUM OF UNDERSTANDING WITH THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, LOCAL 3915;" and,

— 2. Authorize the City Manager, or his/her designee, to execute the Side Letter Agreement and take all administrative actions necessary to implement its provisions.

20. Consideration of a Resolution approving a Side Letter to the Memorandum of Understanding (MOU) Between the City of Glendora and the Glendora Police Management Association establishing certain Compensation and Benefits applicable to Employees in the Classification of Police Captain

Recommended Actions for the City Council:

— 1. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING WITH THE POLICE MANAGEMENT ASSOCIATION ("PMA") ESTABLISHING CERTAIN COMPENSATION AND BENEFIT APPLICABLE TO EMPLOYEES IN THE CLASSIFICATION OF POLICE CAPTAIN;" and,

— 2. Authorize the City Manager, or his/her designee, to execute the Side Letter Agreement and take all administrative actions necessary to implement its provisions.

MEMBER/STAFF CLOSING COMMENTS

ADJOURNMENT

ADDITIONAL INFORMATION

Accessibility and Accommodation Requests:

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation, including auxiliary aids or services, to participate in this meeting may request such accommodation from the City Clerk's Office at (626) 914-8210 or CityClerk@cityofglendora.gov. Notification 72 hours prior to the meeting (48 hours for assisted listening devices) will enable the City to make reasonable arrangements to assure accessibility.

Levine Act Disclosure: Pursuant to the Levine Act (Government Code § 84308), any party to a proceeding involving a license, permit, contract, or other entitlement for use before the City Council is required to disclose on the record any campaign contribution, including aggregated contributions, of more than $500 made to a Councilmember within the preceding twelve (12) months.

Broadcasting: This meeting is broadcast live at cityofglendora.gov/citymeetings, on YouTube.com/cityofglendoraca, and on Spectrum Channel 3 and Frontier Channel 32, and is replayed the following week on the same channels. On-demand replays are available online at any time.

In-Person Public Comment: Members of the public may address the governing body on any agenda item, or during the Public Comment portion of the meeting, by completing a Public Comment Card, available in the lobby or at the podium, and submitting it to the City Clerk before Public Comment or the Public Hearing closes. When your name is called, step to the podium and state your name before beginning. 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. Providing your name, city of residence, mailing address, or other identifying information beyond your name is voluntary; if you would like a follow-up from the City, please provide contact information.

Written Comment: To submit a written comment on an agenda item or during Public Comment, email publiccomment@cityofglendora.gov with the subject line "Public Comment" followed by the name of the governing body, meeting date, and agenda item number or brief description, or mail your comment to 116 E. Foothill Blvd, Glendora, CA 91741, ATTN: City Clerk's Department, RE: "Public Comment." Comments are forwarded to the City Clerk and made part of the public record.

Remote Participation (SB 707): Pursuant to Senate Bill 707 and Government Code §§ 54953.4 and 54954.3, members of the public may provide public comment in real time either in person or remotely through the two-way telephonic/video service identified below. Remote commenters receive the same time allotment as those commenting in person; remote comments on items not on the agenda will be heard following the in-person Public Comment period.

Remote Public Comment: To provide public comment remotely, press *9 if participating by telephone, or use the "Raise Hand" feature if participating by video. When called upon, you will be unmuted and given your allotted time to speak; telephone participants may press *6 to mute or unmute. Remote speakers must be present in the queue when called and are responsible for ensuring they remain connected and able to hear the meeting.

Join by Phone: +1 669 444 9171

Webinar ID / Meeting Code: 932 924 7224

Join by Video cityofglendora.gov/zoom (https://us06web.zoom.us/s/9329247224). Please be advised the City does not guarantee this link will work or that there will not be technical difficulties; the only way to guarantee real-time participation is via in-person comment or telephone call-in.

Remote Access Disruption: If a disruption prevents the public from participating remotely, the meeting will recess for at least one (1) hour while staff makes good-faith efforts to restore service, per City Council Policy No. 1.45 (Technological Disruption of Remote Participation Services). If service is not restored within that time, the City Council will take a roll-call vote confirming that good-faith efforts were made and that the public interest in continuing outweighs further delay.

Technical Assistance: Meeting staff will monitor remote access during the meeting. If you experience remote access issues, please notify the meeting host as soon as possible.

Supplemental Materials (Government Code § 54957.5): Materials related to an item on this agenda that are distributed to the governing body after the agenda packet is posted are available for public inspection in the City Clerk's Office, 116 E. Foothill Blvd, Glendora, California, during normal business hours, and on the City's website.

Recording: Members of the public may record any portion of this meeting using an audio or video recorder, or a still or motion picture camera, provided the device is operated in a non-disruptive manner.

Meeting Recording: Testimony given before the governing body is recorded.

The timer light at the podium, on the iPad will turn yellow when the speaker has 30 seconds remaining, and red when the speaker's time has expired.

Certification of Meeting Notice and Agenda Posting

This notice and agenda were posted on the City's website and at the locations identified in the Guide to Public Meetings at least 72 hours prior to the meeting date, in compliance with the Ralph M. Brown Act.

Date Posted: October 21, 2026 06:29 pm

OCTOBER 27, 2026 MEETING

of the

City Council, Successor Agency and Housing Authority Meeting

Re: Public Comment Received Before Posting of Agenda

INFORMATION RECEIVED

Attached:

1) **Index of Correspondence Received**
2) **Correspondence received via email**

Index of Correspondence Received:

Date Received	Agenda Item	From	Email
10/19/2026	Public Comment Received	Tavia Lawson	Tavialawson@gmail.com
10/21/2026	Public Comment Received	Mercedes Chatfield	mercedeschatfield@icloud.com

From: Tavia Lawson <tavialawson@gmail.com>
Sent: Sunday, October 18, 2026 7:39 PM
To: Tavia Lawson <tavialawson@gmail.com>; Public Comment <publiccomment@ci.glendora.ca.us>
Subject: Glendora City Council Request (Urgent Matter Release of Andrew Luster Convicted Sex Offender)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Glendora City Council Members, Senator Susan Rubio, Assemblymember Blanca Rubio, and Congressman Gil Cisneros's Office,

I am writing as a Glendora resident and as a survivor of rape, sexual assault, and domestic violence. I am deeply disturbed by the **October 11, 2026**, release of **Andrew Luster**, who was convicted of **86** felony counts involving the drugging and sexual assault of unconscious women and is reportedly residing in Glendora. October is Domestic Violence Awareness Month, making this a particularly personal and important time for me to speak up about survivor safety, stalking, sexual violence, and the need for meaningful action to protect our community.

While I recognize that the City has publicly expressed its concerns, I want to know what concrete steps are being taken to protect residents, particularly given concerns about his proximity to schools, parks, and other places where children and families gather. I am asking for more than statements of concern. I want clear and concise information about the City's authority, its coordination with state parole officials, and the safety measures residents can expect. Proposition 57 ensured that sex offenders would remain ineligible for early parole. To the State and Assemblymembers, I urge you to look into the state-level corrections and oversight mechanisms that allowed this release to override the public promises of Proposition 57 and to push for legislative accountability regarding high-risk sex offender parole placements in our communities.

As a survivor, I already live with concerns about my own ex stalking me. Now, I am profoundly concerned about this situation, along with recent reports of people trespassing in our neighborhoods and attempting to break into vehicles. **Residents** should not have to feel that their safety is increasingly at risk in their own neighborhoods.

I am especially troubled by the timing of this release during October, when Halloween activities bring children and families outdoors for seasonal events and family and community gatherings. I want to understand what safety considerations were made and what steps are being taken to address residents' concerns.

I am also concerned about what I have observed while watching City Council meetings. Residents have raised concerns about homelessness, yet I have often felt that these concerns are brushed aside rather than meaningfully addressed. This is not right. These

issues affect the safety, well-being, and quality of life of our community. Residents deserve to have their concerns acknowledged, addressed, and followed through.

I am requesting answers to the following questions:

1. **Public safety:** What specific measures are being taken to protect Glendora residents, children, and families?
2. **Proximity to schools:** What factors were considered regarding this individual's proximity to schools and other places where children gather?
3. **Community notification:**
    1. What information can law enforcement legally disclose to residents?
    2. How are residents being informed about relevant safety concerns?
4. **Neighborhood crime:** What steps are being taken to address trespassing, attempted vehicle break-ins, and other reported suspicious activity in our neighborhoods?
5. **Homelessness concerns:** How will the City ensure that residents' concerns about homelessness, neighborhood conditions, and public safety are taken seriously and receive meaningful responses? Recently, as I was driving, a homeless person threw a hazardous object into the road down Glendora Avenue as I had just left the Post Office.
6. **Accountability:** Which agencies have authority over this individual's release and placement, and which officials can answer the community's questions and have the authority to keep us safe?

I want to be clear: I am not asking anyone to disregard the law. I am asking for transparency, accountability, communication, and meaningful public safety measures. Survivors of sexual violence and abuse deserve to be heard, and every resident deserves to know what steps are being taken to protect our community.

Sincerely,

Tavia L. Lawson
Glendora Resident
Former Ambassador, Glendora Chamber of Commerce
Survivor of Domestic Violence, Sexual Assault/Rape
Community Advocate for Individuals with Disabilities

From: Mercedes Chatfield <mercedeschatfield@icloud.com>
Sent: Wednesday, October 21, 2026 12:19 PM
To: David Fredendall <dfredendall@cityofglendora.gov>; Michael Allawos <MAllawos@cityofglendora.gov>; Shaunna Elias <SElias@cityofglendora.gov>; Karen Davis <KDavis@cityofglendora.gov>; Mendell Thompson <mthompson@cityofglendora.gov>; police@glendorapd.org; City Clerk Outside E-Mail <city_clerk@cityofglendora.gov>
Subject: URGENT: Community Safety Concern regarding Andrew Luster and Halloween

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor, Glendora City Council, and Glendora Police Department,

First off, thank you for your recent statement regarding the release of Andrew Luster, who reportedly now resides in our community.

I know the safety of our community is a priority, and as a mother of two young children, I am deeply concerned about everyone's safety, especially the safety of our children as Halloween approaches.

I am a teacher and not a lawyer, but given the severity of his crimes, I would imagine there may be parole restrictions or other conditions that residents should be aware of, to the extent that information can legally be shared. I do not want children knocking on his door, or families who may not be from the area and are unaware of his history unknowingly allowing their children to approach his home while trick-or-treating.

I sincerely hope our City and Police Department will provide clear communication and practical safety tips for Halloween. I would also like to ask whether additional police patrols in residential neighborhoods may be possible that evening.

I understand there may be legal limitations on what information can be shared, but I believe families deserve to know what precautions they can take and what resources are available to help keep our community safe.

Thank you for your time, your service, and your concern for keeping Glendora safe. If you could please acknowledge receipt of this email, I would very much appreciate it. I sincerely hope to hear from our city officials and Police Department before Halloween.

Thank you,

A concerned mother and resident of Glendora

Mercedes Chatfield Sent from iCloud

GLENDORA

Mountain Bike Team

Presentation to the Glendora City Council

Tuesday, October 27, 2026

PRESENTED BY

Collin Milholland • Micah Torres • Nicholas Jackson



Who We Are

The Glendora Mountain Bike Team is a composite youth cross-country racing team built on fitness, grit, trail safety and Tartan pride.

AGES

Co-ed, 6th–12th grade riders

LEAGUE

SoCal Youth Cycling League (NICA)

PRACTICE

3 days a week at Bonelli Park, San Dimas

COMPOSITE TEAM

Represents Glendora; open to nearby cities



The Glendora Mountain Bike Team

Representing Glendora Across SoCal

Riders from 6th through 12th grade race head-to-head against teams from across Southern California.

HOME BASE

Glendora — practicing 3 days a week at Bonelli Park, San Dimas



Every race weekend, our riders wear GLENDORA across their jerseys.

6

race venues

4

counties



A Well-Run, Official Organization

Led by volunteer parents and student riders, with the accountability of a nonprofit

THE CLUB TEAM

Official 501(c)(3) Nonprofit

- Governed by an official Board of Directors
- Board made up entirely of volunteer parents
- Registered nonprofit with its own tax ID

Tax ID (EIN): 46-4159295

STUDENT CLUB LEADERSHIP

The school club is led by our own riders

President	**Hadi Yassine**
Vice President	**Luke Hogan**

Racing Against Booster-Backed Programs

Although we are not a CIF or official Glendora High School sport, our riders line up against many established, booster club–supported high school programs.



- Damien High School
- Claremont High School
- Monrovia High School
- Orcutt Composite
- Temecula High School
- *...and many more*

Volunteer-run. Community-funded. Still reaching the podium.

Team Accolades



















Every season, many of our riders earn podium finishes against the top teams in Southern California.

Giving Back to Glendora


Trails Day 2023 · SGV Examiner


Community trail maintenance



Holiday Bike Build


Holiday Bike Build

Trail Maintenance
Caring for trails the whole community enjoys

Holiday Bike Build
Assembling bikes for children in need

Community Bike Ride
Bringing Glendora families together on two wheels

Downtown Parades
Homecoming and Christmas parades each year

Earth Day
Caring for the outdoors we ride in

Keeping MTB Accessible to All

Joining is free and coaches are volunteers, but racing has real costs that we must fundraise to cover.

$0

fee to join the team

25

riders on the team

Not a CIF sport

Not part of Glendora High School's CIF program

No booster funds

No support from the high school booster club

100% volunteer-led

Every coach and organizer is a volunteer

Community funded

Donors and families keep our team competitive

RIDERS PROVIDE

- **Their own bike**
- **Their own helmet**

Our 2026–27 Season Goal

$15,000

2026–27 fundraising goal



Omnium Over-Drive portable trainer

WHAT YOUR SUPPORT BUYS

- 5 Omnium Over-Drive bike trainers
- New pit chairs
- Team food for 11 races
- Riding gloves for 20 riders
- Race pit supplies: coolers, tables and a grill

Help Us Gear Up for 2026–27

Help us reach our $15,000 goal for the 2026–27 season.





WE'RE ASKING

The Community

Donate to the team online, or become a business sponsor and have your logo displayed on the team banner at races.

WE'RE ASKING

The City Council

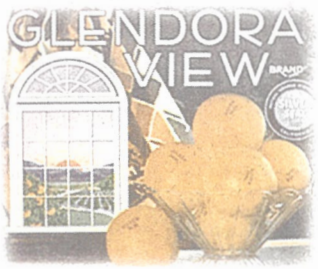
Consider sponsoring the team, as a Council or as individual members, to help us reach our $15,000 goal.



Thank You

Mayor and members of the Glendora City Council

From the riders, coaches and families of the Glendora Mountain Bike Team











Proclamation

The City of Glendora
State of California

WHEREAS, *Alcohol and other drug abuse in this nation has reached epidemic stages; and*

WHEREAS, *It is imperative that visible, unified prevention education efforts by community members be launched to eliminate the demand for drugs; and*

WHEREAS, *The National Family Partnership is sponsoring the National Red Ribbon Campaign offering citizens the opportunity to demonstrate their commitment to drug-free lifestyles (no use of illegal drugs, no illegal use of legal drugs); and*

WHEREAS, *The National Red Ribbon Campaign will be celebrated in every community in America during "Red Ribbon Week", October 23-31; and*

WHEREAS, *Businesses, government, parents, law enforcement, media, medical, religious institutions, schools, senior citizens, service organizations, and youth will demonstrate their commitment to healthy, drug-free lifestyles by wearing and displaying Red Ribbons during this week-long campaign; and*

WHEREAS, *The theme for Red Ribbon Week is, "Make a Difference. Be a Hero. Stay Drug Free."*

WHEREAS, *The City of Glendora further commits its resources to ensure the success of the Red Ribbon Campaign;*

NOW, THEREFORE, *we, the City Council of the City of Glendora, do hereby proclaim the week of October 23-31, 2026, as*

"Red Ribbon Week"

in Glendora, California and encourage everyone to participate in drug prevention education activities, not only during Red Ribbon Week, but throughout the year, making a visible statement that we are strongly committed to a drug-free community.

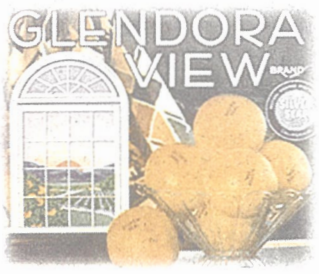
IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Glendora to be affixed this the 27th day of October 2026.*

CITY OF GLENDORA INCORPORATED 1911

City of Glendora
David Fredendall
David Fredendall, Mayor

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













Proclamation

The City of Glendora

State of California

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America; and

WHEREAS, sound community growth depends not on planning alone, but on the coordinated efforts of the City's Community Development Department, whose Planning, Building & Safety, Land Development Engineering, Economic Development and Housing Divisions and administrative support staff each bring distinct professional expertise to a shared vision for Glendora's future; and

WHEREAS, the Planning Division guides responsible land use policy, environmental review, and long-range planning that shape our community's future and give residents a voice in decisions that affect them; and

WHEREAS, the Building & Safety Division safeguards residents' health and safety by ensuring construction throughout the City meets applicable codes and standards; and

WHEREAS, the Land Development Engineering Division ensures infrastructure, grading, and site development meet sound engineering standards that protect the public and support responsible growth; and

WHEREAS, the Economic Development and Housing Division fosters a vibrant local economy, supports local businesses, promotes investment that strengthens the City's tax base and quality of life and encourages diverse housing options; and

WHEREAS, the City's Planning Commission, compromised of five volunteer residents appointed by the City Council, partners with Community Development Department staff to review development proposals and advance sound planning outcomes.

NOW, THEREFORE, we, the City Council of the City of Glendora, do hereby proclaim the month of October 2026, as

"Community Development Month"

in the City of Glendora, California, in conjunction with the celebration of National Community Planning Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Glendora to be affixed this the 27th day of October 2026.

CITY OF GLENDORA INCORPORATED 1911

City of Glendora

David Fredendall

David Fredendall, Mayor

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



POLICE DEPARTMENT QUARTERLY REPORT

POLICE DEPARTMENT
CITY COUNCIL MEETING
OCTOBER 27, 2026
CHRIS STABIO, CHIEF OF POLICE



QUALITY OF LIFE CRIMES

CONDUCT VS STATUS

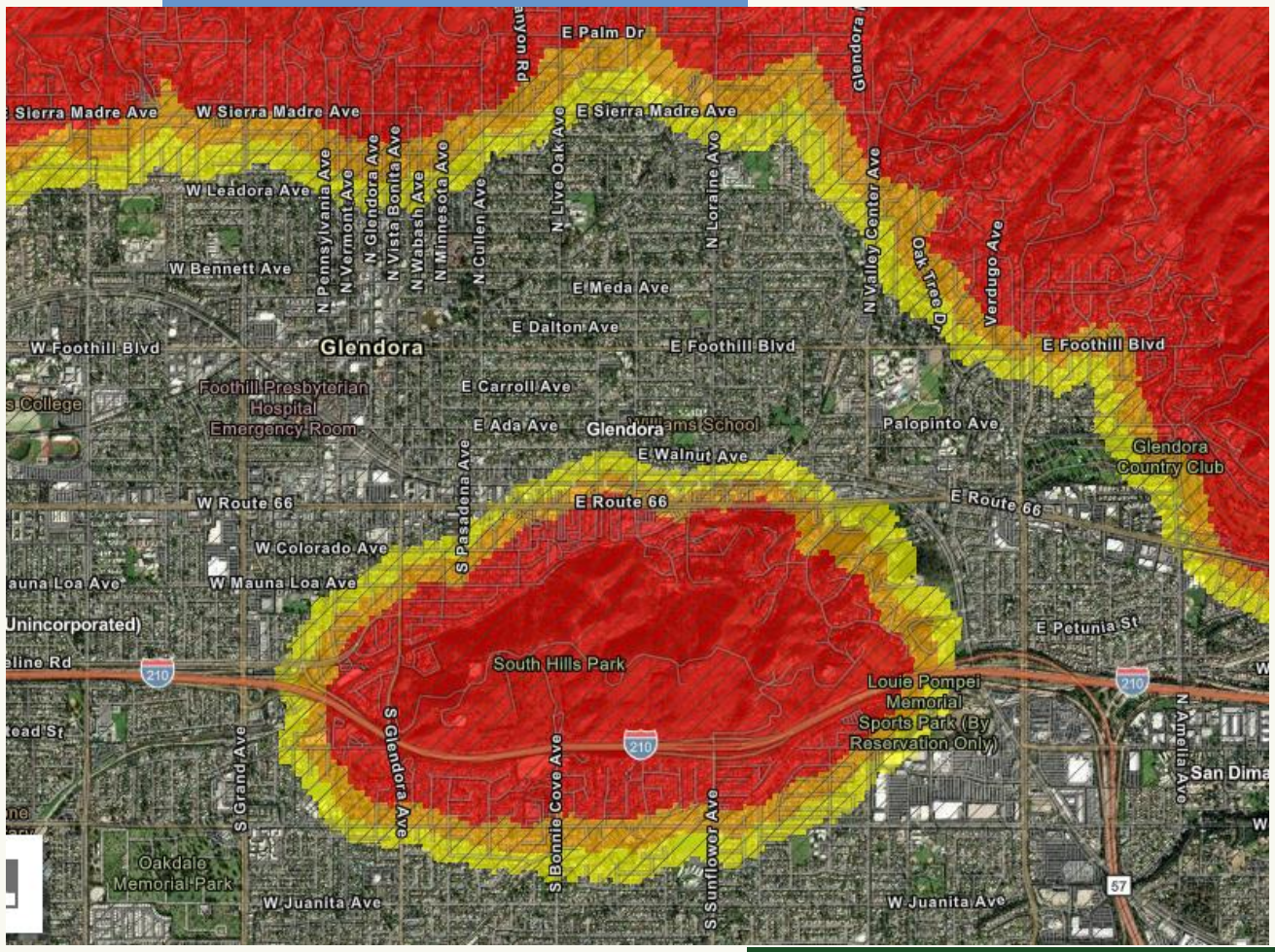
Low-Level Misdemeanors or Infractions
Drug Violations- possession, influence, paraphernalia
Trespassing
Littering
Unlawful Camping
Drinking in Public
Urinating or Defecating in Public
Panhandling
Public Intoxication

ADMINISTRATIVE VIOLATIONS

- ERECTING A TENT OR STRUCTURE
- ATTACHING ITEMS TO CITY PROPERTY
- BULKY ITEM STORAGE- THE 60-GALLON RULE
- SEIZURE OF PROPERTY- NOTICE REQ.
- HIGH FIRE SEVERITY ZONES-WHERE ARE THEY AND WHAT DOES THAT MEAN?
- WHAT IS CRITICAL INFRASTRUCTURE?
- WHAT IS A SENSITIVE AREA?

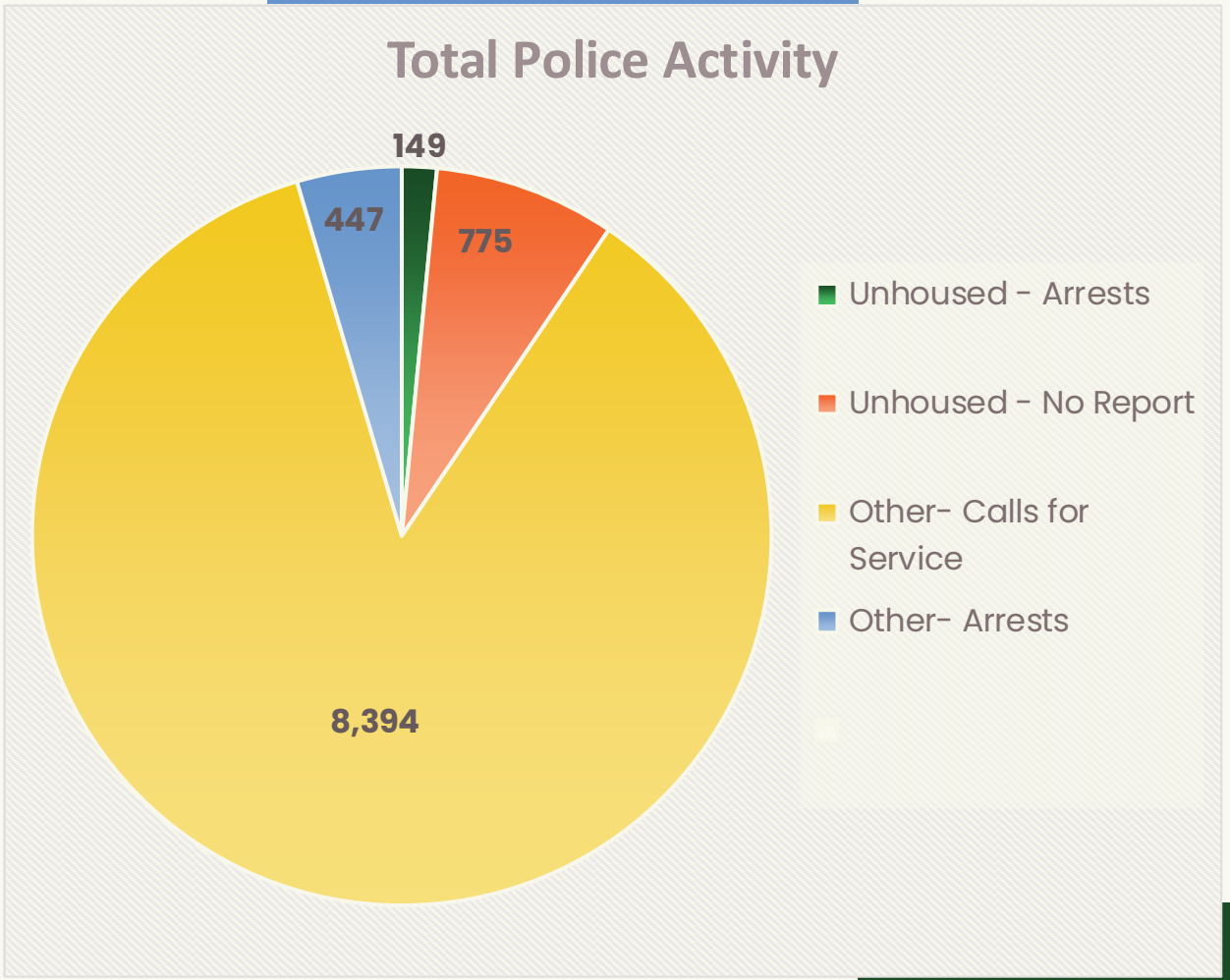
ASSOCIATED PENALTIES

- FIRST VIOLATION- $100
- SECOND VIOLATION- $200
- THIRD OR SUBSEQUENT VIOLATION $500



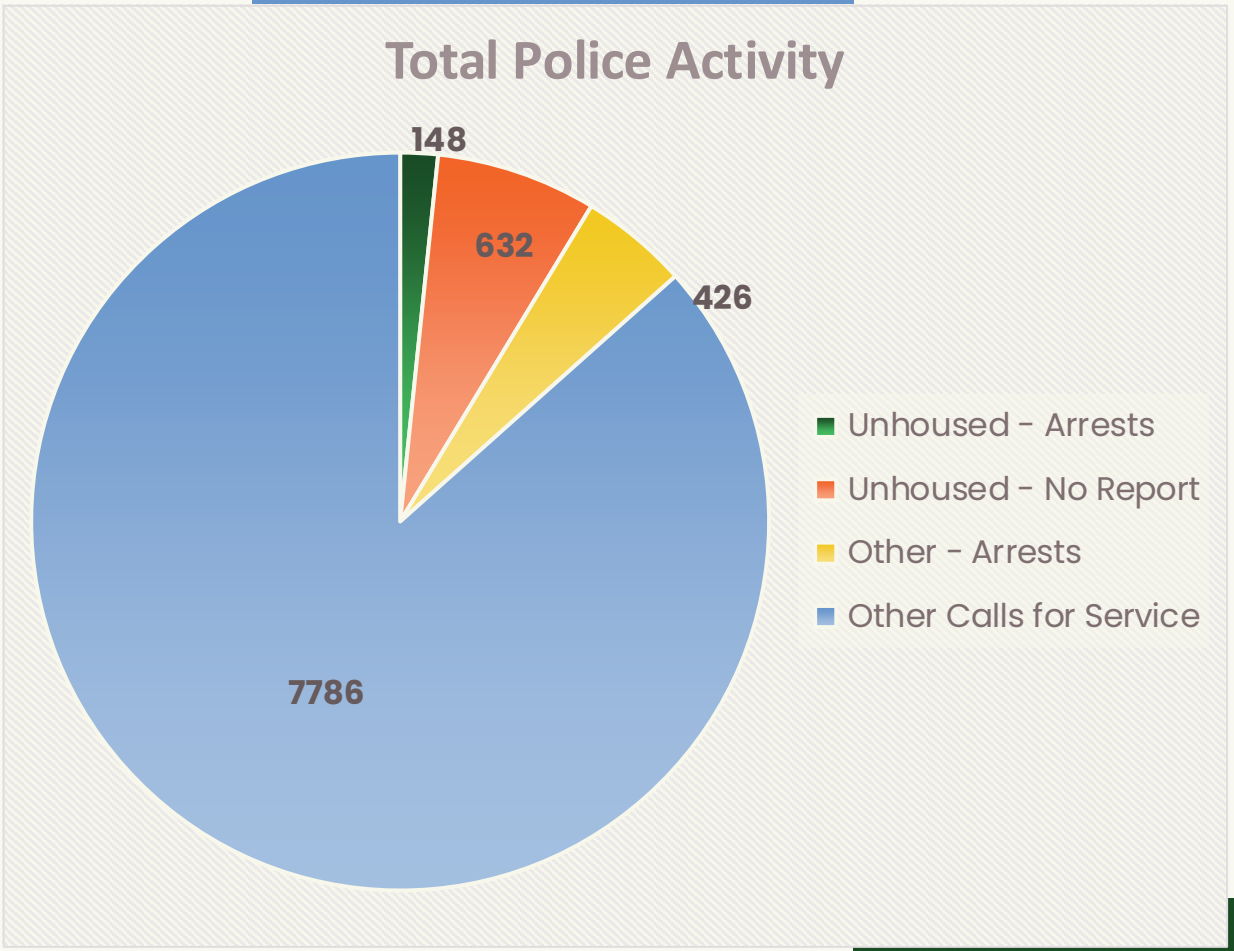
UNHOUSED ACTIVITY MARCH-MAY

- TOTAL CALLS RELATED TO THE UNHOUSED POPULACE- 775
- TOTAL CALLS FOR SERVICE 9,765

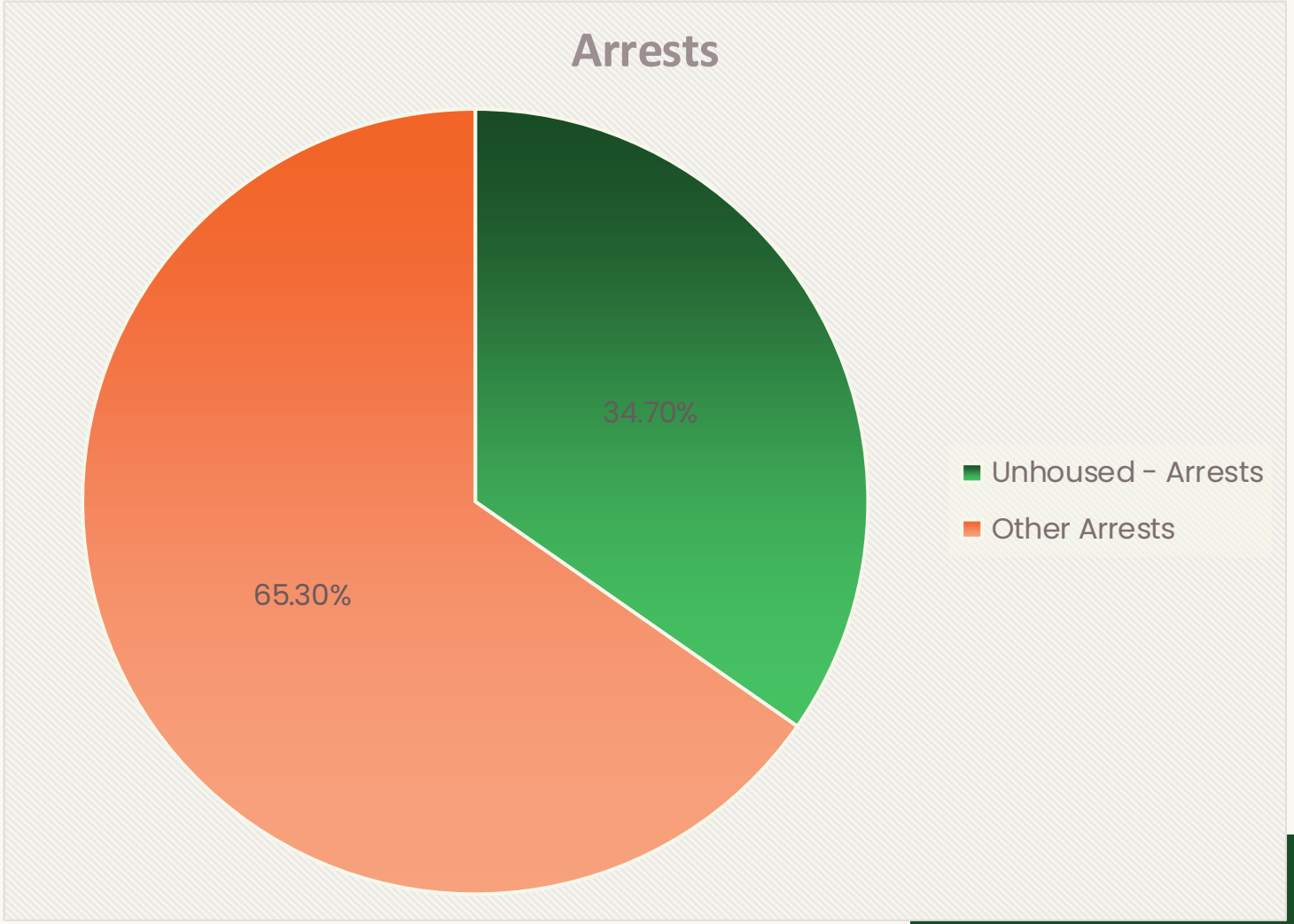


UNHOUSED ACTIVITY JUNE-AUGUST

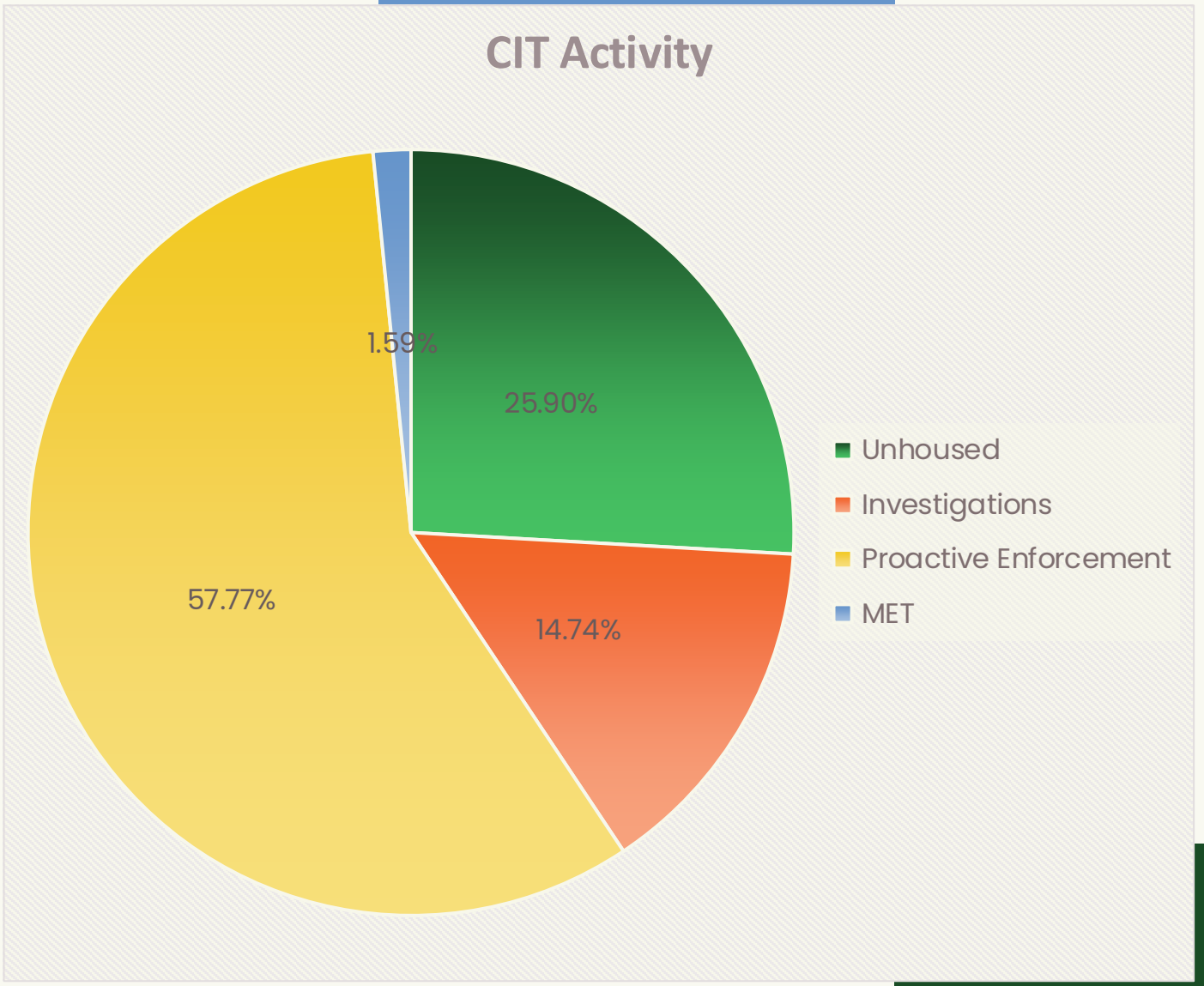
- TOTAL CALLS RELATED TO THE UNHOUSED POPULACE – 632
- TOTAL CALLS FOR SERVICE 8,992



TOTAL ARRESTS JUNE-AUGUST



CIT ACTIVITY JUNE-AUGUST



QUESTIONS?

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Recreation and Human Services**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**Update on Addressing Homelessness**		

RECOMMENDATION
That the City Council:

1. Receive an update on services provided and efforts undertaken to assist individuals experiencing homelessness in the City;
2. Approve the FY 2026-2027 Amendment to Memorandum of Agreement between the San Gabriel Valley Council of Governments (SGVCOG) and the City of Glendora for distribution and use of Measure A Local Solutions Fund in the amount of $243,185.93; and
3. Approve an increase in estimated revenues and a supplemental appropriation of $63,185.93 in the Measure A Fund (245) for the SGVCOG FY 2026-2027 Local Solutions Fund grant award.

STRATEGIC FOCUS AREAS

- Goal 6: Implement Strategic Homelessness Solutions (ISHS)

EXECUTIVE SUMMARY
This report serves as an update on the efforts taken and programs implemented by the City to address the challenge of homelessness. Staff have directed City resources toward direct assistance to unsheltered residents while also providing case management, referrals, and financial assistance to housed residents experiencing housing instability. With major changes taking place impacting funding sources and the broader system of homeless service delivery, City homeless programs have remained consistent in their approach to addressing homelessness. The efforts and programs implemented to date reflect the City's response to ongoing concerns related to the challenge of homelessness in Glendora, through a proactive and holistic approach that balances maintaining order in public areas while providing individuals experiencing housing crises access to needed services.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
On March, 24, 2026, the City Council received an update on the efforts undertaken to address homelessness in Glendora since September 2025.

On May, 26, 2026, the City Council received an update from the Glendora Police Department which included updates on homeless activity and Community Impact Team efforts.

DISCUSSION
Homeless Count Results

In July 2026, the City received the results of the 2026 Greater Los Angeles Homeless Count from the Los Angeles Homeless Services Authority (LAHSA). On January 21, 2026, the Glendora participated in this count which occurs annually and fulfills a mandate by the United States Department of Housing and Urban Development (HUD) to take an inventory of individuals who are sheltered and unsheltered within a Continuum of Care (CoC). This data helps the government and service providers analyze trends and shifts in homelessness and respond with the appropriate resources. The results of the count were analyzed by a team of researchers from the University of Southern California (USC) Suzanne Dworak-Peck School of Social Work and LAHSA, and certified by HUD.

Volunteers conduct the visual tally each year and submit the raw data to LAHSA and the team of USC researchers. Multipliers are then applied to specific sub-categories of raw data to account for variations in household size for observed dwellings such as vehicles and tents, where the number of individuals inside may be otherwise difficult to determine. The final results provide a statistically accurate view of homelessness only at the Service Provider Area (SPA) level (regionally) but are only intended as an estimate at the local, or city, level. This year, the area counted by volunteers for Glendora included a larger census tract within the city's boundaries that had not previously been included in previous years. This census tract, located in southeast Glendora, includes the Glendora Marketplace and parts of Lone Hill Ave, Auto Centre Dr, and Gladstone St. This is one of the areas of greater concentrated homelessness historically. The table below shows the raw data (not adjusted with multipliers) provided by LAHSA from the Greater Los Angeles Homeless Count since 2024.

Greater Los Angeles Homeless Count- Raw Data		
	Individuals	Dwellings
2024	61	51
2025	23	26
2026	69	37

LAHSA has highlighted that homelessness has increased countywide by 1.2% and in the City of Los Angeles by 3.4%. They attribute this, in part, to a significant reduction in funding for a highly utilized rental subsidy program, Time Limited Subsidy, resulting in fewer households exiting homelessness. LAHSA reports that this funding reduction decreased the rate that households in interim housing exit to permanent housing, which also impacts the number of households transitioning from street homelessness into interim housing.

Addressing Community Concerns

The City has continued to respond to homelessness-related community concerns through the balanced approach of maintaining public safety while providing a range of social services and trauma-informed rapport building with individuals experiencing housing crises. Staff have encouraged the community to use the Homeless Hotline (homelessness@cityofglendora.gov and 626-852-5200) as an important resource to connect households to support services and report homeless related concerns. A Homeless Task Force continues to meet monthly to coordinate outreach efforts, discuss community concerns and how to best connect individuals to services. This team consists of Human Services staff, the Glendora Police Department Community Impact Team (CIT), a Department of Mental Health (DMH) clinician, and L.A. CADA outreach workers. This DMH clinician is a member of the Mental Evaluation Team (MET) program and joins CIT members in responding to crisis calls throughout the City, completing in-field assessments and mental health holds, as appropriate. This team responds to all mental health crisis calls regardless of housing status. This multi-disciplinary approach allows staff to understand how homelessness impacts the community from a variety of perspectives and respond quickly to calls for assistance.

While working closely with the Human Services Division and LA CADA outreach team, the Glendora Police Department also gives particular attention to community concerns related to camping on private property, crime, litter, and mediating wildfire risks. Addressing sanitation and litter requires coordination with state and county agencies, as jurisdiction of certain properties may fall under Caltrans or various Los Angeles County departments. The Glendora Police Department communicates with representatives from each of these agencies to coordinate timely responses to encampment remediation. While data from cleanups on state or county property is not always available to City staff, the Glendora Police Department tracks each expense related to cleanups on city property. From June to August 2026 there was one environmental services cleanup at an encampment adjacent to Elwood Ave in the South Hills. The cost of this trash, debris, and biohazard material removal and remediation was $6,231.84.

Measure A Funding

In FY 2025-2026 the City received $180,536 in Measure A Local Solutions Funds for various homeless service programs: Interim Housing, Move-In Assistance, Landlord Incentives, Flexible Rent Subsidies, Problem Solving, and Case Management and Administrative expenses. This funding was administered by the San Gabriel Valley Council of Governments (SGVCOG) and City staff worked directly with the SGVCOG when submitting reports and receiving reimbursement for these expenses. The SGVCOG then relays all reporting to the County. The City spent $116,293.75 and had $64,241.93 remaining at the end of the fiscal year.

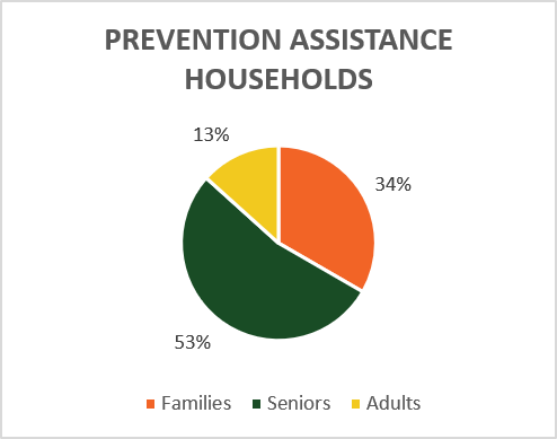
Measure A Local Solutions Fund Outcomes 2025-2026	
Category	**Outcomes (Households Served)**
Interim Housing	**7**
Financial Assistance	**2**
Landlord Incentives	**0**
Flexible Rent Subsidies	**0**
Problem Solving	**1**
Outreach	**134 unique individuals engaged**
	5 to permanent housing
	21 to interim housing
	2 to substance use treatment

This FY 2026-2027, Los Angeles County has approved the carryover of the unspent 2025-2026 balance, $64,241.93, and allocated an additional $178,944 to the City. The SGVCOG provided an amendment to last year's Local Solutions Fund agreement for the City Council's approval, which is included with this staff report. The total allocation for FY 2026-2027 is $243,185.93. The categories funded through this allocation include Case Management and Outreach Services, and administrative costs related to those services. This funding offsets a portion of the yearly cost ($262,500) of the City's contract with LA CADA. The balance of this cost is paid for with the City's General Fund.

Preventing Homelessness

To reduce the inflow of homelessness for new households the Human Services Division continues to provide supportive services to residents who are at risk of losing their housing. This fiscal year, Human Services have begun referring families who are at-risk of losing their housing to a new renter protection and homelessness prevention program. The SGV HOME program is operated locally as a coordinated effort between the San Gabriel Valley Council of Governments (SGVCOG) and contracted service providers throughout Service Provider Area (SPA) 3. Glendora's service providers are Sycamores and Inner City Law Center who provide case management services, legal aide, and limited financial assistance to eligible households. Households must be current renters in Los Angeles County, low income (80% Area Median Income), and have experienced a crisis within the last 12 months that has put them at risk of homelessness.

This program is funded by Measure A tax revenue through the Los Angeles County Affordable Housing Solutions Agency (LACAHSA). The City does not directly receive this funding but can refer eligible households to its service providers for assistance. Human Services staff act as a first contact and triage for households experiencing a crisis, referring them to the SGV HOME program, connecting them to local resources and additional financial assistance programs, as they are available. From June to August, Human Services staff have received 15 requests for assistance. Five households were ineligible, (outside of the City or not currently experiencing a qualifying crisis) or they were able to self-resolve without assistance from staff. Ten households received various forms of assistance from Human Services staff. This included referrals to the SGV HOME program, meeting with staff to discuss employment resources and household budgeting, and referrals to in-home assistance. The chart below shows the percentage of these referrals that include families, working-age adults, or senior households.

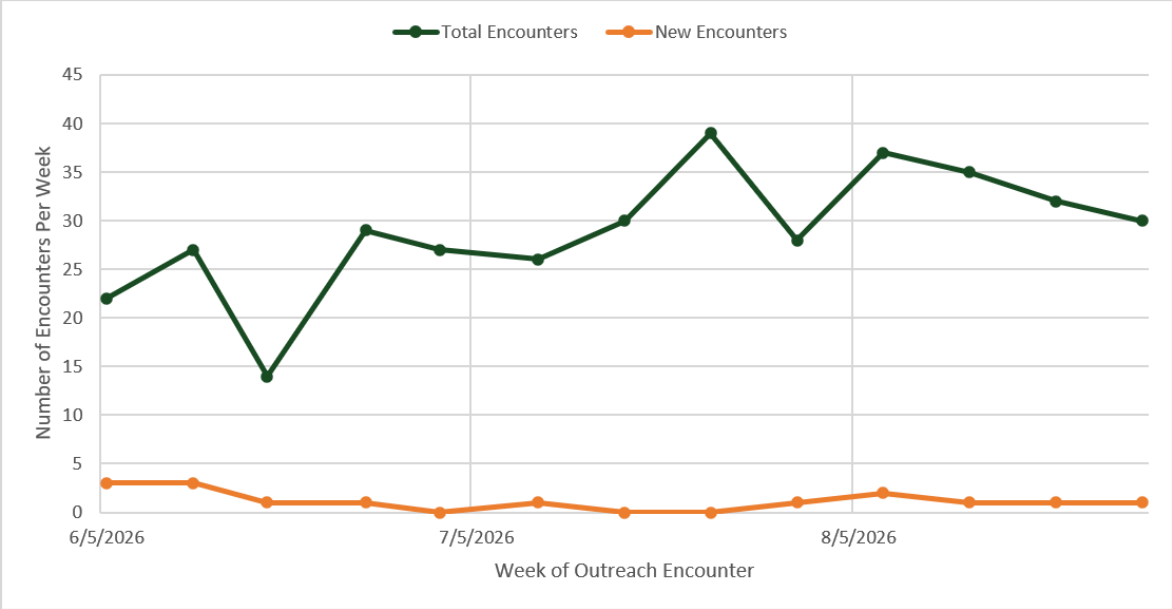


As the majority of homelessness prevention requests are senior households, the Recreation & Human Services Department has responded by coordinating with existing organizations like the YWCA, Shepherd's Pantry, Catholic Charities, and Affordable Living for the Aging. YWCA case management at the La Fetra Center has expanded to provide services two days a week, on Monday and Friday. Human Services staff continue to meet monthly as a "Senior Taskforce" with Glendora Police Department CIT members and a Department of Mental Health Clinician to discuss households that may require additional support services or resources at home, such as: caregivers, meal delivery, utility assistance, and medical care coordination.

Outreach and Outcomes

The L.A. CADA outreach team is the primary method of delivering case management and supportive services to unsheltered individuals. The team proactively patrols throughout the City Monday through Friday while also responding to referrals and requests for assistance from the community. Once L.A. CADA staff connect to an individual in need of services they build a plan to help the person obtain vital documents, navigate healthcare needs, and identify current and potential resources that may help lead to housing. This team has a broad understanding of how to navigate many fields and disciplines to help clients navigate barriers to housing, health, and financial goals. They receive regular training and updates about changing regulations, resources, and programs that may impact how they deliver services.

L.A. CADA provides Human Services staff weekly updates about the type and quantity of services provided, allowing the City to track and respond to changing trends quickly. The graph below shows the trend in the number of total outreach encounters the LA CADA team has had from June 2026 to August 2026 and the number of new encounters with during the same period. This does not include police encounters with unsheltered individuals. During this period there were 376 total encounters, 15 of which were new encounters. A new encounter is an intentional interaction with an individual not already contacted to provide or offer services meant to address basic needs and move the individual closer to housing. The majority of encounters are follow-ups with existing clients, however, and the same individual may have multiple services provided in a given week. The 376 total encounters do not represent 376 individuals. One client, for example, may have multiple appointments with the outreach team each week to attend a medical appointment, order a California ID, attend a court appearance, or tour an apartment.



Human Services staff and Glendora Police Department's Community Impact Team utilize data gathered during encounters to direct resources to areas of higher concentration of homeless activities and adjust their approach as needed. Outreach staff have conducted targeted outreach, for example, to the areas surrounding Lone Hill Ave and the 210 freeway, and Grand Ave near the 210 freeway, to provide a variety of services to individuals who frequent the area. The Glendora PD Community Impact Team has been essential in helping outreach staff access many of these areas and build rapport with individuals who may otherwise remain isolated from the public.

The outreach team held a Homeless Resource Event in July to offer multiple services in one location and remove some of the barriers people experience when trying to navigate healthcare, benefits, or other services on their own. At this event, staff partnered with local faith communities who distributed food and hygiene supplies, the East Valley Community Health Center's mobile medical clinic, the Department of Public Social Services, Inland Valley Humane Society, and America's Job Center of California. 24 individuals were served in a 3 hour period. From June to August staff helped 2 individuals obtain permanent housing, 4 individuals obtain interim housing, one individual connected to substance use treatment, 40 health services were provided, and 38 benefit-related services were provided. Some highlights are below:

- The team encountered an individual who had left stable housing out-of-state with a close family member because of a conflict related to their substance abuse. They built rapport over a number of days and facilitated conversations with the out-of-state family member who expressed willingness to accept the individual back if they receive substance abuse treatment. The individual and their family spoke multiple times and agreed to reunite. Staff provided a motel voucher to the individual and their family drove to California and transported them home.

- Staff assisted a family who had lost their apartment after falling behind on their rent due to a sudden loss of the head of household. Staff provided a motel voucher to this family while they looked for an affordable apartment and paid for the family's security deposit and first month's rent.

- Staff assisted an individual who had experienced chronic homelessness in the City with an intake to residential substance abuse treatment. The individual had had little engagement with staff for multiple years but staff persisted in building rapport with them and their partner and believe that it was this consistent engagement that contributed to this opportunity.

Motel Voucher Program

Staff have utilized motel vouchers as a method of supporting individuals and households in preventing homelessness, facilitating the transition from unsheltered homelessness to housing, or as a form of crisis housing for unsheltered individuals during severe weather events. Human Services staff manage this program and determine if this intervention is appropriate to meet the goals of the individual and help end the period of homelessness, or otherwise link the individual to essential services. The ultimate goal of any motel voucher is to bring the individual closer to obtaining interim housing, permanent housing, or substance abuse treatment. The table below shows motel vouchers provided from June to August 2026 and is inclusive of the City's General Fund Motel Voucher Program and the Measure A Local Solutions Fund allocation for FY 2025-2026. As mentioned previously, there is no Measure A motel funding for FY 2026-2027. The table below shows how motel vouchers have been utilized to reach these outcomes during this period.

Motel Expenses June 2026-August 2026	
Individuals Served	12
# of Nights	113
Average Night Cost	$79.11
City General Fund	$6,790.92
Measure A Funds	$2,148.62
Total Cost	$8,939.54

The table below shows how motel vouchers have contributed to outreach outcomes.

Outcomes June 2026-August 2026			
	Permanent Housing	Interim Housing	Substance Abuse Treatment
Total Housed	2	4	1

Housed With Use of Motel Voucher	**2**	**1**	**0**

System Changes and Challenges

Last year the LA County Board of Supervisors voted to defund the Los Angeles Homeless Services Authority (LAHSA), shifting over $300,000,000 to the creation of a new county homeless services department. The new Department of Homeless Services and Housing (HSH) now oversees system coordination and community engagement, housing referrals, coordination of regional outreach response, delivery of supportive service programs and clinical services. HSH staff has engaged with municipal partners and service organizations to solicit feedback about previous experiences addressing homelessness. Staff have attended meetings with HSH staff to stay informed about how these system changes will impact service delivery, funding opportunities, and housing opportunities. HSH has communicated that system coordination at the regional level is a priority and have asked local partners and service organizations to contact their staff about any feedback on how to improve relationships between all partners.

Human Services staff provided feedback to the Executive Committee for Regional Homeless Alignment in June 2026 highlighting the City's experience partnering with the SGVCOG to receive Measure H and Measure A funds and challenges staff face accessing homeless services on behalf of the City's unhoused population. Staff highlighted that, while outreach and coordination efforts were robust within the City, there are few immediately available interim housing opportunities within SPA 3 to offer to clients who were willing. Staff described the long delay in LAHSA's response to interim housing referrals, the scarce permanent housing matches for Glendora clients, the need for improved coordination among LAHSA's regional outreach teams and delays in LAHSA's response to the City's request for technical assistance related to the Homeless Management Information System (HMIS). HMIS is used by service providers to documents services, submit referrals, and match individuals to housing opportunities.

In addition to navigating the changing infrastructure of the Coordinated Entry System, a significant barrier remaining for the outreach team is the cost of housing at all levels. The majority of individuals experiencing homelessness receive less than $1500 a month. In previous years, HUD's Housing Choice Voucher program was available for staff to help the most vulnerable, chronically homeless, individuals obtain subsidized housing. Due to cuts to this program nationally and a reduction in funding for local Los Angeles County homeless programs, the pipeline from unsheltered homelessness, to interim housing, to permanent housing remains impacted.

Community Partners

The City has continued to provide services to residents by partnering closely with local organizations, churches, and individual community members. Staff work closely with the SGVCOG regarding Measure A allocations and availability of other programs to support Glendora residents, like the SGV HOME renter protection and homelessness prevention program. Community members have donated meal gift cards and offered to support the city's efforts by volunteering at Shepherd's Pantry, Glenkirk Church's weekly shower services, and the City's Homeless Resource Events. The Homeless Resource Event has provided opportunities for chronically unsheltered individuals to access services without the barriers of appointments, transportation, or long lines. Partner organizations include: East Valley Community Health Center mobile medical team, America’s Job Center of California, Department of Public Social Services, Inland Valley Humane Society, LA CADA outreach, Glendora Police Department’s Community Impact Team, Glenkirk Church and St. Dorothy Church, which distributed food and clothing to participants.

Residents, business owners, and community members are encouraged to submit outreach referrals or community concerns through the City’s Homeless Hotline by phone or email at: (626) 852-5200 or via e-mail homelessness@cityofglendora.gov.

FISCAL IMPACT

The FY 2026-27 Adopted Mid-Cycle Budget includes estimated revenue and appropriations of $180,000 anticipating a similar award amount to FY2025-26. Staff recommends an increase to estimated revenues and a supplemental appropriation of $63,185.93 in the Measure A Fund (245) to match the San Gabriel Valley Council of Governments FY 2026-2027 Local Solutions Fund grant award of $243,185.93.

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Erik Deurmeier, Human Services Supervisor
Concurs With:	Not Applicable
Reviewed By:	Annie Warner, Recreation and Human Services Director
Certified to Availability of Funds:	Kyle Johnson, Finance Director/City Treasurer
Approved By:	Adam Raymond, City Manager
Legal Review:	Danny Aleshire, City Attorney
CEQA Review:	Not Applicable

Attachments

A_Homeless_Update_Staff_Report_032426.pdf
B_Glendora_LSF_Amendment_FY_2026-2027.pdf
C_Homeless_Count_Results_2026_LAHSA.pdf
D_Homeless_Update_Presentation_102726.pdf

STAFF REPORT

TO: Mayor and Council Members **DATE:** March 24, 2026

FROM: Recreation and Human Services **DISTRICT(S):** Citywide

SUBJECT: Update on Addressing Homelessness - March 2026

RECOMMENDATION
That the City Council:

1. Receive and file the update.

STRATEGIC FOCUS AREAS

- Goal 6: Implement Strategic Homelessness Solutions (ISHS)

EXECUTIVE SUMMARY
This report serves as an update on the efforts taken and programs implemented by the City to address the challenge of homelessness. Staff have directed City resources toward direct assistance to unsheltered residents while also providing case management, referrals, and financial assistance to housed residents experiencing housing instability. With major changes taking place impacting funding sources and the broader system of homeless service delivery, City homeless programs have remained consistent in their approach to addressing homelessness. The efforts and programs implemented to date reflect the City's response to ongoing concerns related to the challenge of homelessness in Glendora, through a proactive and holistic approach that balances maintaining order in public areas while providing individuals experiencing housing crises access to needed services.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
On September 23, 2025, the City Council received an update on the efforts undertaken to address homelessness in Glendora since March 2025.

On October 14, 2025, the City Council approved a memorandum of agreement with the San Gabriel Valley Council of Governments and the City of Glendora distribution and use of Measure A Local Solutions Funds. The City Council approved an increase in estimated revenues and supplemental appropriation of $180,536 in the FY 2025-27 adopted two-year budget.

On December 9, 2025, the City Council received a presentation from City Net staff on the results of the 2025 Homeless Survey conducted on September 23 and September 25, 2025.

On January 13, 2026, the City Council received an update on the Exclusive Negotiating Agreement with Mercy Housing related to the disposition and development of 1762 Dale Road.

DISCUSSION
Homeless Count

On January 21st, 2026, the City of Glendora participated in the Greater Los Angeles Homeless Count, an annual count that fulfills a mandate by the United States Department of Housing and Urban Development (HUD) to take an inventory of individuals who are sheltered and unsheltered within a Continuum of Care (CoC). This data helps the government and service providers analyze trends and shifts in homelessness and respond with the appropriate resources. The La Fetra Center was used as the deployment site for the City's count and Human Services staff coordinated the nights events. City Council members and Community Services Commissioners participated along with the L.A. CADA outreach team, local residents, county staff, and the Glendora Police Department.

The results of the count will be evaluated by a team of researchers from the University of Southern California Suzanne Dworak-Peck School of Social Work, LAHSA and HUD, and will be made available later this summer. Multipliers will be applied to the raw data collected the night of the count to account for variations in household size for observed dwellings such as vehicles and tents, where the number of individuals inside may be difficult to determine. The research team maintains that this provides the most statistically accurate view of homelessness at the Service Provider Area (SPA) level.

On September 23rd and 25th, 2025, the City of Glendora conducted its own detailed homeless count and survey with contractor, City Net. This survey, the third conducted by City Net, was funded through an existing allocation from the Human Services Division budget. City Net staff were deployed throughout the city with Glendora police officers, L.A. CADA and Human Services staff who encountered individuals and completed questionnaires to gather data about population demographics, residency and homelessness history, income and health information. Participants were also questioned about current services received and interest in housing resources. Teams conducted surveys during daytime and evening hours and accounted for duplicate responses and to ensure an accurate final count. 64 individuals were counted during this survey, a decline since the 2023 City Net survey encountered 106 individuals and the 2021 survey encountered 113 individuals.

Funding Changes

Since the last update to the City Council, the City is no longer receiving Measure H funds. The City had received $100,000 in Measure H grant funds to be used for homeless services and spent $91,266.59 by the end of the grant period.

On April 1, 2025, the Los Angeles County Measure A sales tax went into effect, which repealed and replaced the previous Measure H sales tax. This sales tax funds homeless housing and services and includes, in part, affordable housing development, mental health and addiction treatment, and outreach services to children, families, veterans, and domestic violence survivors. 60% of the funds raised with this tax are allocated to comprehensive homeless services through the Local Solutions Fund. Revenue from the Measure A sales tax is also shared with other Los Angeles County programs, the Los Angeles County Development Authority, and the LA County Affordable Housing Solutions Agency (LACAHSA).

In October, 2025, the City of Glendora received a grant of $180,536 from the Measure A Local Solutions Fund for specific categories of homeless services. The city programs that are currently being funded this fiscal year 2025-2026 include: interim housing/motel vouchers, move-in assistance, landlord incentives, flexible rent subsidies, problem solving, case management direct costs, and case management indirect costs.

The table below highlights total expenses made with Measure A funding to date:

Measure A Expenses (Nov 2025 - Feb 2026)		
Expense Category	Households Served	Amount

Interim Housing	4	$5,996.94
Financial Assistance	1	$463.50
Landlord Incentives	0	$0.00
Flexible Rent Subsidies	0	$0.00
Problem Solving	1	$2,300.00
Case Management		$78,125.00
Admin Costs		$9,375.00
Total Spent		**$96,260.44**

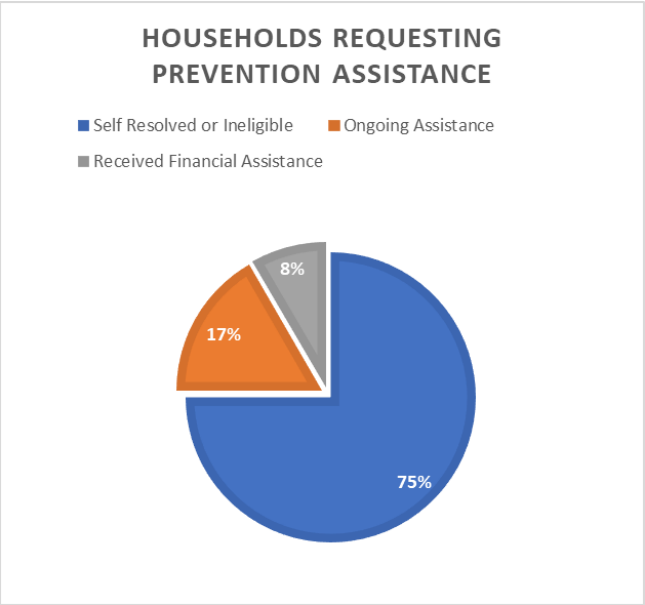
As mentioned, LACAHSA is another recipient of Measure A funds and receives 33.75% of this tax revenue to support production and preservation of affordable housing and provide homeless prevention services to residents in Los Angeles County. As LACAHSA's Homelessness Prevention program is implemented this year, the City of Glendora will partner with homeless and mental health service provider, Sycamores, to support households at-risk of eviction, providing financial assistance and case management. The role of City staff will be to receive referrals from the community and facilitate linking eligible households to Sycamores staff who will provide direct housing stabilization support.

Preventing Homelessness

To reduce the inflow of homelessness for new households the Human Services Division continues to provide supportive services to residents who are at risk of losing their housing. Services currently include referrals to homeless service providers like Union Station Homeless Services or guidance navigating available household assistance programs. Minimal financial assistance may be available for eligible households if no other financial assistance can be attained through other means. Limited Measure A funds are available for this purpose.

Human Services staff coordinate with organizations like the YWCA, Shepherd's Pantry, Catholic Charities, and Helping Hands Senior Foundation. In response to an increase in requests from housed seniors Human Services staff have begun meeting monthly as a "Senior Taskforce" with Glendora Police Department CIT members and a Department of Mental Health Clinician. This group discusses households that may require additional follow-up to learn about resources like: local caregivers, meal delivery, utility assistance, and medical care coordination.

The majority of homeless prevention requests are followed by multiple conversations with Human Services staff to provide resources and referrals. Since November 2025, 11 requests for assistance have been received from households at imminent risk of losing their housing. Many of these households were given resources and information to help them self-resolve, and only 1 of these households that were eligible for assistance were provided financial assistance to prevent loss of shelter. Measure A Problem Solving funds were used to pay for a $2,300.00 security deposit for this household so they could relocate to a more affordable unit after they received a notice to pay-or-quit.



Addressing Community Concerns

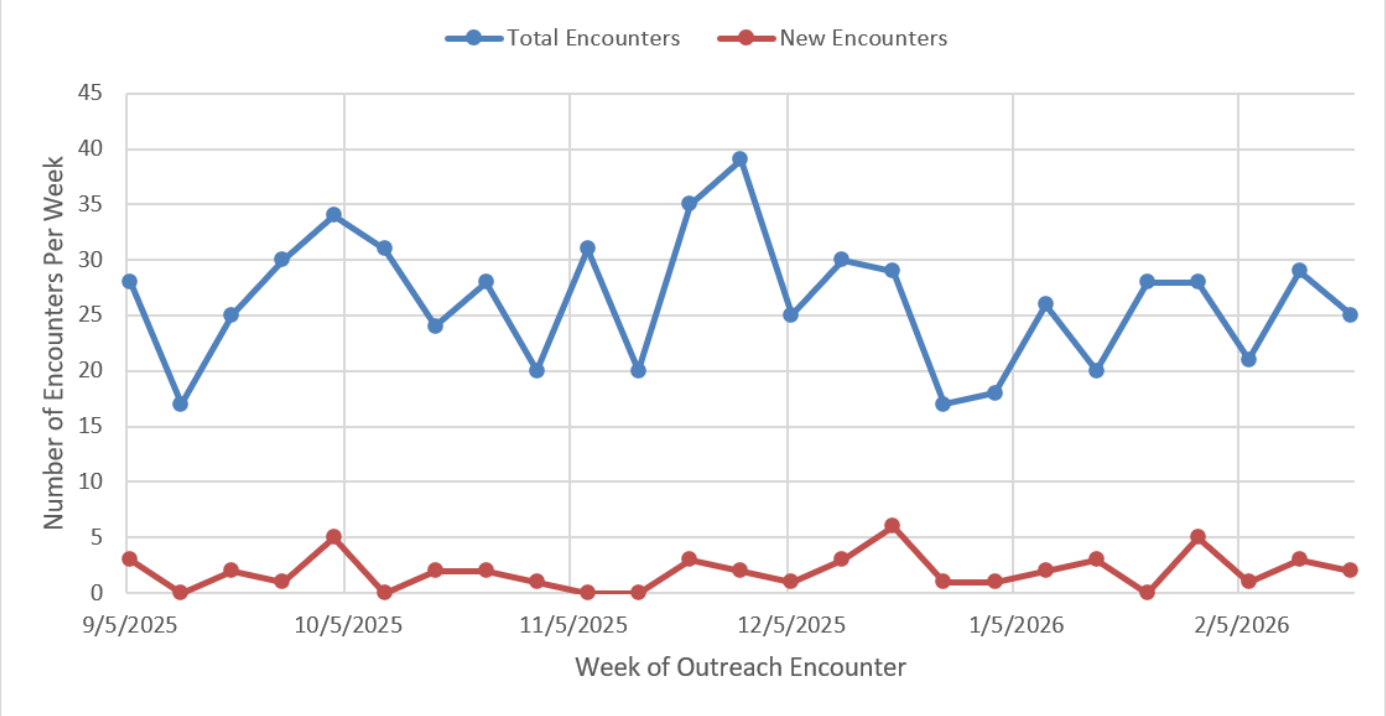
The City has continued to respond to homelessness-related community concerns through the balanced approach of maintaining public safety while providing a range of social services and progressive, trauma-informed, rapport building with individuals experiencing housing crises. A Homeless Task Force, comprised of Human Services staff, the newly expanded Glendora Police Department Community Impact Team (CIT), a Department of Mental Health (DMH) clinician and L.A. CADA outreach workers meet monthly to discuss current homeless related concerns. The DMH clinician accompanies a CIT officer each week as part of the Mental Evaluation Team (MET) program, conducting community-based crisis intervention, assessments, and mental health holds, as appropriate. This team responds to all mental health crisis calls regardless of housing status. This multi-disciplinary approach allows staff to understand local homelessness from different perspectives and provide interventions to individuals who may be housed but at-risk of homelessness, those who are currently without shelter, and those who have obtained housing but may need additional support. While the entire Glendora Police Department responds to homelessness related issues throughout the city, the department's CIT gives particular attention to these areas such as camping on private property, crime, litter, and mediating wildfire risks.

City departments have continued to coordinate to respond to concerns expressed by residents which include encampments near residential communities and public open spaces, trash accumulation, and reports of behavior creating a public disturbance. Since the November 2025 update, there have been three environmental services cleanups at encampments around Lone Hill Ave and in the South Hills. The total cost of this trash, debris, and biohazard material removal and remediation was $25,151.50.

Outreach and Outcomes

The L.A. CADA outreach team continues to be the primary method of providing supportive services to unsheltered residents of Glendora. Their services range from transportation to county facilities to access benefits, coordination of medical, mental health, and substance abuse treatment, employment resource support, referrals to interim housing, and assistance obtaining vital documents.

L.A. CADA provides Human Services staff weekly updates about the type and quantity of services provided, allowing the City to track and respond to changing trends quickly. The graph below shows the trend in the number of total outreach encounters the LA CADA team has had between September 2025 and February 2026 and the number of encounters with new individuals during the same period. During this period there were 658 total encounters, 49 of which were new encounters. A new encounter is an intentional interaction, with an individual not already contacted, to provide or offer services meant to address basic needs and move the individual closer to housing. The majority of encounters are follow-ups with existing clients, however, and the same individual may have multiple services provided in a given week.



Human Services staff utilize GIS data from these encounters as well as outreach requests from the community to direct outreach services to specific areas. Outreach staff have conducted targeted outreach, for example, to the area surrounding Lone Hill Ave and the 210 freeway, to provide a variety of services to individuals who frequent the area. The Glendora PD Community Impact Team has been essential in helping outreach staff access many of these areas and build rapport with individuals who may otherwise remain isolated from the public.

In September 2025 the outreach team began partnering with a multi-disciplinary mobile medical team from East Valley Community Health Center, providing on-site medical and behavioral health services and referrals to their brick and mortar clinics for advanced needs or dental, vision, and prescription services. This team partners with L.A. CADA to provide street-based medicine services bi-weekly.

Since September, 2025, the team has helped 11 individuals obtain interim housing and 2 individuals obtain permanent housing. The team has also facilitated 100 health services and 36 benefits-related services.

- A youth, who the outreach team has continued to support since helping them obtain transitional student housing, reached the maximum length of stay in their program and decided they would like to reunite with family out of state. The team helped the youth move out of their housing, confirmed that their family would

accept them into a safe and stable home, and purchased the airfare for them to return home. The outreach team transported the youth to the airport and will be in touch as they adjust to their new environment.

- Outreach team met an individual who was living in his vehicle while trying to maintain full-time employment. He became injured during this time and had to restrict his employment. The team engaged him further and found he was eligible for the Azusa Resource Center interim housing program and facilitated a referral that resulted in him receiving an intake. The individual is doing well and returning to employment.
- Outreach team received a referral for an individual who appeared to be in altered mental state and was walking in the community without shoes. After some difficulty engaging, the team consulted with Department of Mental Health staff and it was determined that the individual had been under conservatorship and had been missing from their previous housing and was in need of higher level of care. The team assisted the individual in being reconnected to health services and housing.
- Outreach team met a woman from Los Angeles who had experienced homelessness for many years and had a history of encounters with multiple service providers. She had been recently released from jail and was interested in shelter. They obtained an intake, and provided transportation, to a transitional housing program in Los Angeles.

Motel Voucher Program

While homeless services staff still have access to motel vouchers through the Human Services budget, since November staff have utilized Measure A funds set aside for this purpose. Motel Vouchers are intended to be utilized as a strategic intervention to assist unsheltered households in progressing toward their housing goals, with the optimal result being a placement in interim or permanent housing. This resource may also be offered to help someone transition into substance abuse treatment or to facilitate linkage to important health services. Since September 2025 Motel vouchers have also been used as a form of crisis housing for unsheltered individuals during severe weather events. The table below shows motel vouchers provided since April 2025 and is inclusive of the city's Motel Voucher Program and funding from the SGVCOG Housing Solutions Fund grant.

Motel Expenses (Sep 2025 - Feb 2026)	
Individuals Served	7
# of Nights	113
Average Night Cost	$87.14
Total Cost	$9,847.24

Motel vouchers have helped to facilitate linkage to interim housing and to provide crisis housing during severe weather. The table below shows how motel vouchers have been utilized to reach these outcomes from September 2025 to February 2026.

Housed with use of Motel Vouchers (Sep 2025 -Feb 2026)			
	Permanent Housing	Interim Housing	Substance Use Treatment
Total Housed	2	11	0

Housed with use of Motel Voucher	0	2	0

Community Engagement/Partnerships

The City has continued to provide services to residents by partnering closely with local organizations, churches, and individuals. Staff continue to attend ongoing monthly care coordination meetings held by Service Provider Area (SPA) 3 lead homeless service providers, Union Station Homeless Services (USHS) and Sycamores Child & Family Services, to discuss updates to Coordinated Entry System (CES) resources and programs available to the adult, family, and youth populations. Staff continue to receive meal gift cards donated from community members which are used to support unsheltered individuals and build rapport when staff are attempting first encounters. Clients are transported by staff to Shepherd's Pantry where they can receive food and clothing assistance monthly. Staff continue to work with Glenkirk Church which provides shower and hygiene services to individuals experiencing homelessness weekly. In November 2025 and January 2026 Human Services staff coordinated a Homeless Resource Event with vendors that included the East Valley Community Health Center mobile medical team, America's Job Center of California, Department of Public Social Services, LA CADA outreach, Glendora Police Department's Community Impact Team, and Glenkirk Church which distributed food and clothing to participants.

By strengthening community partnerships, the City has expanded services and provided new opportunities to engage with individuals experiencing homelessness. In November 2025, First Christian Church of Glendora prepared warm Thanksgiving meals and Glenkirk Church donated produce and dried goods for distribution to individuals around the City of Glendora. The LA CADA outreach team and Human Services staff delivered these meals to 24 unsheltered individuals and 2 housed families who had been at-risk of homelessness.

Residents and community members may submit outreach referrals or community concerns through the City's Homeless Hotline by phone or email at:

Homeless Hotline: (626) 852-5200
homelessness@cityofglendora.gov

FISCAL IMPACT
None

ENVIRONMENTAL DETERMINATION
There are no CEQA impacts associated with the recommendations in this report.

Prepared By:	Erik Deurmeier, Human Services Supervisor
Concurs With:	Not Applicable
Reviewed By:	Annie Warner, Interim Director Recreation & Human Services
Certified to Availability of Funds:	Kyle Johnson, Finance Director
Approved By:	Adam Raymond, City Manager
Legal Review:	Danny Aleshire, City Attorney
CEQA Review:	Not Applicable

Attachments

A_Homeless_Update_Staff_Report_092325.pdf
B_Homeless_Update_Presentation_032426.pdf

FIRST AMENDMENT TO
MEMORANDUM OF AGREEMENT BETWEEN
THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF GLENDORA FOR DISTRIBUTION AND USE OF MEASURE A LOCAL SOLUTIONS FUNDS

This First Amendment to Memorandum of Agreement ("First Amendment") is made and entered into as of September 1, 2026, by and between the City of Glendora, a municipal corporation ("City"), and the San Gabriel Valley Council of Governments, a California joint powers authority ("SGVCOG"), with reference to the following:

A. SGVCOG and the City entered into that certain Memorandum of Agreement dated as of October 28, 2025, which is incorporated herein by this reference (the "MOA"); and

B. SGVCOG and the City desire to amend the Agreement to modify, amend and supplement certain portions thereof.

NOW, THEREFORE, the Parties hereby agree as follows:

1. Defined Terms. Except as otherwise defined herein, all capitalized terms used herein shall have the meanings set forth for such terms in the MOA.

2. Article I. Term. Article I. of the MOA is hereby deleted in its entirety and replaced with the following:

> The term of this MOA shall commence on the date set forth above and shall continue until the City has met all of its reporting obligations and returned to the SGVCOG any portion of the Subrecipient Funding that might be required under this MOA, or August 31, 2027, whichever occurs first, unless terminated earlier as provided in the MOA. The term of the MOA may be further extended by mutual written agreement of the Parties.

3. SGVCOG Reimbursement to City. Paragraph 4 of Section II.A. of the MOA is hereby deleted in its entirety and replaced with the following:

> 4. Reimburse the City in an amount up to Three Hundred Fifty-Nine Thousand Four Hundred Eighty Dollars ($359,480) in accordance with the Project Budget attached hereto as Exhibit "C" and incorporated herein by reference.

4. City Responsibilities. Paragraphs 7 thought 10 of Section IIB of the MOA are hereby deleted in their entirety and replaced with the following:

> 7. Provide quarterly reports in a form acceptable to the SGVCOG that includes, but is not limited to, information describing the implementation of the Scope of Services and expenditures related to such work and all other information required by the SGVCOG to meet its reporting obligations under the County

LSF Agreement. The City acknowledges that under the County LSF Agreement the SGVCOG is required to submit quarterly reports by the 30th day of October of 2026, and January, April, and July of 2027 and that quarterly reports must contain information regarding the City's use of the Subrecipient Funding. As a result, the City's quarterly reports shall be due by the 15th of October of 2026, and January, April and July of 2027.

8. Provide an annual report by August 1, 2026, and August 1, 2027 containing all the information required by the SGVCOG to fulfill its annual reporting obligations under the County LSF Agreement, including but not limited to, an accounting evidencing whether the City spent 70% by June 15, 2026, of the Subrecipient Funding during fiscal year 2025-26, and 70% of its fiscal year 2026–27 Subrecipient Funding by June 15, 2027. The City acknowledges that under the County LSF Agreement the SGVCOG is required to submit its annual report on October 1, 2026, and October 1, 2027, respectively, and that such annual report must contain information regarding the City's use of the Subrecipient Funding. As a result, the City's annual report shall be submitted to the SGVCOG by August 1, 2026, and August 1, 2027.

9. Within thirty (30) days of the execution of this MOA, provide the SGVCOG with an annual expenditure plan demonstrating how expend its allocated funds. Monitor progress with that expenditure plan. Should the City not expend funds at the rate anticipated in the expenditure plan, SGVCOG reserves the right to reallocate funds to the SGVCOG regional programs. If funds are reallocated to the SGVCOG regional programs, the City may access the regional programs proportionally to the amount of reallocated funds.

10. Submit final invoice for FY 2026-27 by June 4, 2027. If the City has unexpended funds equaling 30% or more of its allocated amount in FY 2025-26 and/or FY 2026-27 based on all invoices received by June 4, 2027, the excess amount exceeding the 30% threshold shall be reallocated and transferred to the SGVCOG regional programs.

11. Submit requests to amend Exhibit C to the SGVCOG as soon as possible and no later than October 1, 2026. The City acknowledges that under the County LSF Agreement, the SGVCOG is required to submit budget amendment requests to the County for County approval. SGVCOG cannot guarantee that such modifications will be approved by the County.

5. Invoicing. Paragraphs A and C of Section III.A. of the MOA are hereby deleted in its entirety and replaced with the following:

a. City must submit invoices on a monthly basis, no later than the fifteenth (15^{th}) day of each month, evidencing all eligible costs and expenses incurred. City must provide all necessary documentation as outlined in Exhibit B, including but not limited to invoices and deliverables, as support for the invoice. The invoice must include all work completed during the previous month. City's final invoice for FY 2026-27 must be submitted by June 4, 2027.

6. Project Management. Article IV.A.1 of the MOA is hereby deleted in its entirety

and replaced with the following:

a. Project Managers.

i. For the purposes of this MOA, SGVCOG designates the following individual as its Project Manager:

Enya Lowe
Management Analyst
(626) 489-4538
elowe@sgvcog.org

7. Other Terms and Conditions. Article IX.A of the MOA is hereby deleted in its entirety and replaced with the following:

a. Notices. All notices required or permitted to be given under this MOA shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG: Enya Lowe
Management Analyst
San Gabriel Valley Council of Governments
1333 S. Mayflower, Suite 360
Monrovia, CA 91016
elowe@sgvcog.org

with a copy to: Marisa Creter
Executive Director
San Gabriel Valley Council of Governments
1333 S. Mayflower, Suite 360
Monrovia, CA 91016
mcreter@sgvcog.org

To City: Debbie Lopez
Human Services Manager
333 E. Foothill Blvd.
Glendora, CA 91741
dlopez@cityofglendora.gov

with a copy to: Adam Raymond
City Manager
116 E. Foothill Blvd.
Glendora, CA 91741

araymond@cityofglendora.gov

8. County LSF Agreement. The County LSF Agreement, attached hereto and incorporated by this reference, hereby replaces Exhibit "A" of the MOA in its entirety.

9. Scope of Services. The Scope of Services, attached hereto and incorporated herein by this reference, hereby replaces Exhibit "B" of the MOA in its entirety.

10. Budget. The Budget, attached hereto and incorporated herein by this reference, hereby replaces Exhibit "C" of the MOA in its entirety.

11. Integration. This First Amendment and all attachments hereto (if any) integrate all of the terms and conditions mentioned herein and supersede all negotiations with respect hereto. This First Amendment amends, as set forth herein, the MOA and except as specifically amended hereby, the MOA shall remain in full force and effect. To the extent that there is any conflict or inconsistency between the terms and provisions of this First Amendment and the terms and provisions of the MOA, the terms and provisions of this First Amendment shall control.

IN WITNESS hereof, the Parties enter into this First Amendment on the year and day first above written.

"CITY"

GLENDORA

By:_____
Adam Raymond
City Manager

ATTEST:

By: _____
Kathleen R. Sessman, MMC
City Clerk

APPROVED AS TO FORM

_____
Danny Aleshire
City Attorney

"SGVCOG"

SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

By:_____
Marisa Creter
Title: Executive Director

APPROVED AS TO FORM

_____
Cassie Trapesonian, General Counsel

Exhibit A

County LSF Agreement

Exhibit B

Scope of Services

1B: Eligible Use	**Interim Housing for PEH**
Project	**Interim Housing – Motel Vouchers Program**
Project Description	The funds will support the City of Glendora's Motel Vouchers Program provided for the City that will administer a motel voucher program to temporarily house individuals and families experiencing homelessness. The Program will offer interim housing stays to address urgent situations, including the bridge time period before moving into permanent housing, extreme weather conditions, fleeing domestic violence, and other emergencies. Case managers will work with each client to connect them to supportive services. Glendora may subcontract with a service provider to administer the program. Case managers in the City will have access to motel voucher resources and related Program resources.
Project Specific Key Performance Indicators (PS-KPI) and Target Outcomes (PS-TO)	PS-KPI: Number of PEH/Households housed in interim housing with motel vouchers • Year One PS-TO: 40 unduplicated PEH • Year Two PS-TO: 0 unduplicated PEH Total PS-TO: 40 unduplicated PEH
	PS-KPI: Number of PEH/Households placed into permanent housing within three months of receiving a motel voucher • Year One PS-TO: 24 unduplicated Household • Year Two PS-TO: 0 unduplicated Households Total PS-TO: 24 unduplicated Households
Measure A Goals and Target Metric	Alignment with Measure A Goal #1: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness:
	Target Metric 1a: Decrease by 30 percent the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030.

2E: Eligible Use	**Case Management and Outreach Services**
Project	**Case Management and Outreach Services – Glendora**
Project Description	The funds will support SGVCOG in subcontracting with the city of Glendora, which will enter into its own sub agreement and provide partial funding to LA CADA to deliver case management and outreach services for PEH via a team consisting of two homeless navigators. The LA CADA teams will have access to external housing resources (such as Soul Housing, Haven Supportive Housing, Horizon Recuperative Care, Share Collaborative Housing, Affordable Living for the Aging.) to place clients in interim and permanent housing. LA CADA teams will engage initially with clients and will continue to provide follow-up

	case management to help clients connect to services, secure housing, and maintain stable housing.
	The project will be connected with the following investments/programs funded by other entities, governmental or non-governmental including local agencies This project will be an avenue for PEH, to connect to other Measure A-funded housing resources and those funded by other sources. In Glendora, LA CADA teams will have access to the City's contracted units within LA CADA's continuum of care, which are funded by non-Measure A sources. In addition, LA CADA has a robust continuum of housing resources to which clients can be referred, and relationships and connections managed by other Local, County, State, and Federal programs, including those executed by LAHSA, DMH, DHS, DCFS, VA, and APS. In addition, the respective L.A. CADA teams will work in collaboration with SPA 3 CES lead agencies to help connect PEH to shelter (interim housing, recuperative care), permanent housing (Section 8 vouchers), mental health services (DMH), health services (DHS), and substance use treatment services (Medi-Cal funded).
Project Specific Key Performance Indicators (PS-KPI) and Target Outcomes (PS-TO)	PS-KPI: Number of PEH engaged through outreach services • Year One PS-TO: 52 unduplicated engagements with PEH • Year Two PS-TO: 38 unduplicated engagements with PEH Total PS-TO: 90 unduplicated engagements with PEH
	PS-KPI: Number of total PEH engaged through outreach services • Year One PS-TO: 175 engagements with PEH • Year Two PS-TO: 125 engagements with PEH Total PS-TO: 300 engagements with PEH
	PS-KPI: Number of PEH placed in interim or permanent SUD/SMI housing • Year One PS-TO: 15 unduplicated placements • Year Two PS-TO: 15 unduplicated placements Total PS-TO: 30 unduplicated placements
Measure A Goals and Target Metric	Alignment with Measure A Goal # 1: Increase the number of people moving from encampments into permanent housing to reduce unsheltered homelessness.
	Target Metric 1a: Decrease by 30 percent the number of people experiencing unsheltered homelessness from a baseline of 52,365 in 2024 to a target of 36,656 in 2030.
Project 4F	**Admin Costs: Case Management and Outreach Services**
Project Description	The funds will support a 13.64 percent indirect cost provided by City of Glendora's Project 2E to LA CADA.

Exhibit C

Project Budget

The Subrecipient Funding is Three Hundred Fifty-Nine Thousand Four Hundred Eighty Dollars ($359,480), allocated as shown in Table 1 below.

Table 1.

Project No.	Project Description	FY 25-26 Expended	FY 25-26 Carryover	FY 26-27 Allocation	Total Project Amount
1B	Interim Housing – Motel Vouchers Program	$10,980	$0	$0	$10,980
1E	Financial Assistance	$3,295	$0	$0	$3,295
1H	Problem Solving	$2,300	$0	$0	$2,300
2E	Case Management and Outreach Services – Glendora (includes partial funding for two housing navigators)	$88,000	$63,960.68	$161,050	$313,010
4F	Admin Costs 13.64% indirect cost: Case Management and Outreach Services – Glendora	$11,718.75	$281.25	$17,894	$18,175
	TOTAL	$116,293.75	$64,241.93	$178,944	$359,480

Unspent funds from prior fiscal year may be utilized in current fiscal year, subject to applicable program guidelines as stated in original MOA.

Funding shall be disbursed on a reimbursement basis.

Invoices shall be submitted monthly on the 15th with supportive documentation attached. Final invoice for FY2026-27 must be submitted by June 4, 2027.

Support Documentation

Required Supporting Documentation for Staff Time

To support monthly invoices, subrecipients must submit documentation based on staff dedication to the Measure A Local Solution Fund.

- Full-Time Dedicated Staff (100%): The following is required for every monthly invoice:
    - Payroll documentation showing cost for that period

    - System-controlled and system-locked timesheets that support audit compliance and accurate billing documentation. Timesheets must include all time worked on the Program, all time worked in the pay period and signed by employee and supervisor.
        - If timesheets are submitted electronically in a timekeeping system, the timesheet must be permanently locked and unalterable after employee submittal and supervisor approval. Any adjustments to the timesheet shall require a separate correction entry that maintains a complete audit trail, including the identity of the individual making the correction, the date and time, and the reason for the change.
        - If timesheets are not submitted electronically in a timekeeping system, the timesheet must be printed, and a hard copy must be signed and submitted. Any adjustments to the timesheet must be signed and initiated by both the employee and the supervisor, with an explanation for the reason of the change.
- Part-Time/Non-Dedicated Staff: Provider must the following for every monthly invoice:
    - Payroll documentation showing cost for that period
    - System-controlled and system-locked timesheets that support audit compliance and accurate billing documentation.
        - Timesheets must include the following information.
            - Date of work
            - Name
            - Position
            - Hourly Rate (as outlined in agreement)
            - Hours spent on Program
            - Description of activity that captures the Program work
        - If timesheets are submitted electronically in a timekeeping system, the timesheet must be permanently locked and unalterable after employee submittal and supervisor approval. Any adjustments to the timesheet shall require a separate correction entry that maintains a complete audit trail, including the identity of the individual making the correction, the date and time, and the reason for the change.
        - If timesheets are not submitted electronically in a timekeeping system, the timesheet must be printed and a hard copy must be signed and submitted. Any adjustments to the timesheet must be signed and initialed by both the employee and the supervisor, with an explanation for the reason of the change.
        - Timesheets must clearly identify the Program under which work was performed and must reflect hours worked specifically for the Program. Where an employee works across multiple programs or funding sources, timesheets must separately track and allocate hours to each program. Aggregated or estimated allocations are not permitted unless supported by an approved allocation methodology.

<u>Timesheet Reconciliation Requirement</u>

All timesheets must reconcile to payroll records and invoice amounts. The Provider must ensure

that:

- Total hours reported on timesheets match the hours used to calculate invoice amounts
- Hourly rates applied are consistent with the approved rates in Exhibit B
- Payroll documentation supports the wages associated with the reported hours

Provider shall submit a reconciliation summary with each invoice demonstrating the linkage between timesheets, payroll records, and invoice totals. Any discrepancies must be explained and resolved prior to reimbursement. Payroll documentation shall include payroll registers or equivalent reports generated from the Provider's payroll system (e.g., ADP, Paychex, or similar) that identify employee wages for the applicable pay period. Such documentation may be limited to employees working on the Program or may be redacted to exclude non-Program staff, provided that sufficient detail is retained to demonstrate employee identity (or identifier), pay period, and wages. Such reports must be sufficient to demonstrate that payroll was processed for the period in which costs are charged. SGVCOG reserves the right to request additional supporting documentation if necessary.

Required Supporting Documentation for Expenses

All expenses submitted for reimbursement must be supported by complete and verifiable documentation. At a minimum, the Provider must submit the following:

- Vendor invoice or bill detailing the goods or services provided
- Proof of payment (e.g., canceled check, bank statement, credit card statement, or payment confirmation)
- Receipt showing amount paid
- Description of how the expense is directly related to the Program

Required Supporting Documentation for Monthly Invoice Key Performance Indictor Reporting

To support invoices, monthly KPI reporting is required to ensure we remain aligned with projected outcomes throughout the contract year. A Data Reporting Packet will be provided by SGVCOG.

2026 Greater Los Angeles Homeless Count
Los Angeles County

Los Angeles County includes all of the county by combining reporting from the Los Angeles, Pasadena, Glendale , and Long Beach Continuums of Care (CoCs). Data from each CoC's Point-In-Time Count estimate the number and demographic characteristics of the homeless population on a single night in January 2026 and are reported to HUD. Data presented reflect the estimated number of persons unless labeled as a household count. If you have any questions about the data presented, please submit a ticket at https://lahsa.freshservice.com/support/home and include "HC 2026 Data Summary" in the subject line.

Population	Sheltered	Unsheltered	Total	Prevalence in Homeless Pop. (%)
TOTALS				
All Persons	24,038	49,002	73,040	100%
All Households	18,507	47,003	65,510	100%
HOUSEHOLD COMPOSITION *A Household has one or more members. A Family Household is composed of at least one minor (under 18), and at least one person over 18.*				
Individuals (those not in family units)	16,544	46,438	62,982	86%
Adults 25+	15,150	44,570	59,720	82%
Transitional Age Youth 18-24	1,386	1,832	3,218	4%
Unaccompanied Minors (under 18)	8	36	44	0%
Family Households (at least 1 child under 18)	2,478	703	3,181	5%
All Family Members	7,494	2,564	10,058	14%
Adult-headed Households	2,239	617	2,856	4%
Family Members 18+	2,781	1,128	3,909	5%
Family Members under 18 (children)	4,128	1,168	5,296	7%
Transitional Age Youth-headed Households	239	86	325	0%
Family Members 18-24	271	86	357	0%
Family Members under 18 (children)	314	182	496	1%
CHRONIC HOMELESSNESS *A household is considered chronically homeless if any members have (1) a long-term disabling condition; and (2) been homeless for 12 months or more within the last 3 years as specified by HUD.*				
People Experiencing Chronic Homelessness (all)	7,558	25,005	32,563	45%
AGE				
Under 18	4,450	1,386	5,836	8%
18 - 24	1,822	2,018	3,840	5%
25 - 34	4,493	8,559	13,052	18%
35 - 44	4,728	12,780	17,508	24%
45 - 54	3,460	10,240	13,700	19%
55 - 64	3,264	9,619	12,883	18%
65 and Over	1,821	4,400	6,221	9%

Data as of 9/19/2025
PDF created 7/27/2026

2026 Greater Los Angeles Homeless Count
Service Planning Area 3

Service Planning Area 3 covers the San Gabriel Valley within the boundaries of the Los Angeles Continuum of Care. Pasadena is excluded from this boundary. Data from the 2026 Greater Los Angeles Point-In-Time Count estimate the number and demographic characteristics of the homeless population on a single night in Jan 2026. Data presented reflect the estimated number of persons unless labeled as a household count. If you have any questions about the data, please submit a ticket at https://lahsa.freshservice.com/support/home including "HC 2026 Data Summary" as the subject.

A margin of error is the difference between an estimate and its upper or lower confidence bounds. Margins of error presented here are based on a 95 percent confidence level.

Starting in 2025, we include a ***precision scale*** *to help the public understand the likelihood of the presented statistical estimate reflecting the state of homelessness on the night of the Homeless Count. The scale has four levels: Very Precise (VP), Moderately Precise (MP), Moderately Imprecise (MI), and Very Imprecise (VI). To determine the level of uncertainty, multiply the margin of error by 2. That number is then compared to the original unsheltered estimate to determine the precision level the estimate falls into.*

- *Very Precise (VP) : The value is less than 15% of the estimate*
- *Moderately Precise (MP) : The value is between 15% and 66% of the estimate*
- *Moderately Imprecise (MI) : The value is between 66% and 130% of the estimate*
- *Very Imprecise (VI) : The value over 1.3 times the estimate*

In the precision scale column, LAHSA has noted where on the scale each estimate falls. LAHSA does not recommend using estimates labeled as Very Imprecise. LAHSA also advises readers to use extreme caution when using Moderately Imprecise estimates. Both Imprecise categories are less likely to reflect state of homelessness for their population on the night of the Homeless Count.

Population	Total	Sheltered	Unsheltered	Margin of Error	Precision Scale	Prevalence in Homeless Pop. (%)
TOTALS						
All Persons	4,988	1,280	3,708	± 329	MP	100%
All Households	4,552	950	3,602	± 328	MP	100%
HOUSEHOLD COMPOSITION *A Household has one or more members. A Family Household is composed of at least one minor (under 18), and at least one person over 18.*						
Individuals (those not in family units)	4,337	777	3,560	± 328	MP	87%
Adults 25+	4,165	672	3,493	± 327	MP	84%
Transitional Age Youth 18-24	170	105	65	± 16	MP	3%
Unaccompanied Minors (under 18)	2	-	2	± 3	VI	0%
Family Households (at least 1 child under 18)	215	173	42	± 12	MP	5%
All Family Members	651	503	148	± 32	MP	13%
Adult-headed Households	197	159	38	± 12	MP	4%
Family Members 18+	263	196	67	± 39	MI	5%
Family Members under 18 (children)	343	273	70	± 24	MI	7%
Transitional Age Youth-headed Households	18	14	4	± 4	VI	0%
Family Members 18-24	19	16	3	± 9	VI	0%
Family Members under 18 (children)	26	18	8	± 6	VI	1%

Data as of 4/30/2026
PDF created 7/17/2026

2026 Greater Los Angeles Homeless Count
Service Planning Area 3

Population	Total	Sheltered	Unsheltered	Margin of Error	Precision Scale	Prevalence in Homeless Pop. (%)
CHRONIC HOMELESSNESS: *A household is considered chronically homeless if any members have (1) a long-term disabling condition; and (2) been homeless for 12 months or more within the last 3 years as specified by HUD.*						
People Experiencing Chronic Homelessness (all)	2,024	423	1,601	± 484	MP	41%
Chronically Homeless who are individuals	1,902	342	1,560	± 484	MP	38%
Chronically Homeless Family Members (all)	122	81	41	± 26	MI	2%
Chronically Homeless Youth (24 & under)	48	29	19	± 9	MI	1%
GENDER: *The categories below include persons who identify with the gender category alone or in combination with other genders; persons with multiple identities will be represented in multiple categories.*						
Woman (or girl, if child)	1,582	685	897	± 239	MP	32%
Man (or boy, if child)	3,391	589	2,802	± 341	MP	68%
Culturally Specific Identity (e.g. Two-Spirit)	-	-	-	± N/A	N/A	0%
Transgender	15	14	1	± 2	VI	0%
Non-Binary	14	4	10	± 18	VI	0%
Questioning	1	1	-	± N/A	N/A	0%
Different Identity	-	-	-	± N/A	N/A	0%
RACE / ETHNICITY: *The categories below include persons who identify with the race/ethnicity category alone or in combination with other races/ethnicities; persons with multiple identities will be represented in multiple categories. Categories are based on HUD HMIS Data Standards.*						
American Indian, Alaskan Native, or Indigenous	109	26	83	± 59	VI	2%
Asian or Asian American	152	17	135	± 106	VI	3%
Black, African American, or African	983	422	561	± 508	VI	20%
Hispanic/Latina/e/o	2,898	651	2,247	± 578	MP	58%
Middle Eastern or North African	8	7	1	± 2	VI	0%
Native Hawaiian or Other Pacific Islander	73	9	64	± 65	VI	1%
White	1,395	430	965	± 269	MP	28%
AGE						
Under 18	370	291	79	± 24	MP	7%
18 - 24	208	133	75	± 17	MP	4%
25 - 34	1,195	260	935	± 353	MI	24%
35 - 44	1,100	246	854	± 243	MP	22%
45 - 54	833	153	680	± 286	MI	17%
55 - 59	634	82	552	± 472	VI	13%
60 - 61	196	28	168	± 120	VI	4%
62 - 64	180	40	140	± 61	MI	4%
65 - 69	122	32	90	± 88	VI	2%
70 - 79	150	15	135	± 257	VI	3%
80 and Over	-	-	-	± N/A	N/A	N/A

Data as of 4/30/2026
PDF created 7/17/2026

2026 Greater Los Angeles Homeless Count
Service Planning Area 3

The following data are reported for 18+ population only.

Population	Total	Sheltered	Unsheltered	Margin of Error	Precision Scale	Prevalence in 18+ Homeless Pop. (%)
SEXUAL ORIENTATION						
Straight	4,371	908	3,463	± 330	MP	95%
Gay or lesbian	105	46	59	± 67	VI	2%
Bisexual	133	27	106	± 104	VI	3%
Questioning	9	8	1	± 2	VI	0%
HEALTH & DISABILITY *Health & disability indicators are not mutually exclusive; a single person may report more than one condition and thus be represented among more than one health & disability subpopulation.*						
Substance Use Disorder	1,346	203	1,143	± 271	MP	29%
HIV/AIDS	41	41	-	± N/A	N/A	1%
Serious Mental Illness	1,029	298	731	± 235	MP	22%
Developmental Disability	390	150	240	± 267	VI	8%
Physical Disability	1,051	182	869	± 173	MP	23%
DOMESTIC / INTIMATE PARTNER VIOLENCE						
DV/IPV Experience	2,447	307	2,140	± 414	MP	53%
Homeless Due to Fleeing DV/IPV	728	110	618	± 359	MI	16%

Data as of 4/30/2026
PDF created 7/17/2026

2026 Homeless Count: Raw Data Totals

Glendora

Actual Persons Counted:

	2025	2026	Diff
Sheltered:	0	4	4
Unsheltered:	23	65	42
Total Actual Persons:	23	69	46

Improvised Dwellings Counted:

Select City: Glendora

	2025	2026	Diff
Cars:	3	7	4
Vans:	1	1	0
RVs:	3	1	-2
Tents:	5	8	3
Makeshift shelters:	14	20	6
Total Dwellings:	26	37	11

Notes:

***** The data presented above are actual counts of the persons and improvised dwellings and have not been adjusted by a multiplier to estimate the persons living in the counted dwellings.
***** These actual counts of persons and improvised dwellings include data collected by volunteers the night of the count along with data collected by special outreach teams who canvass hard-to-reach and/or dangerous areas.
***** Sheltered counts do not include clients sheltered with vouchers or in programs with confidential addresses, such as shelters for clients fleeing domestic violence. Data for voucher-based programs, Inside Safe, and Pathway Home is also not available at the census tract level. Data for confidential sites is included only in summaries at the SPA-level or larger to protect their confidentiality.

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UPDATE ON ADDRESSING HOMELESSNESS

RECREATION AND HUMAN SERVICES DEPARTMENT
CITY COUNCIL MEETING
OCTOBER 27, 2026
ERIK DEURMEIER, HUMAN SERVICES SUPERVISOR

HOMELESS COUNT RESULTS

GREATER LOS ANGELES POINT IN TIME COUNT

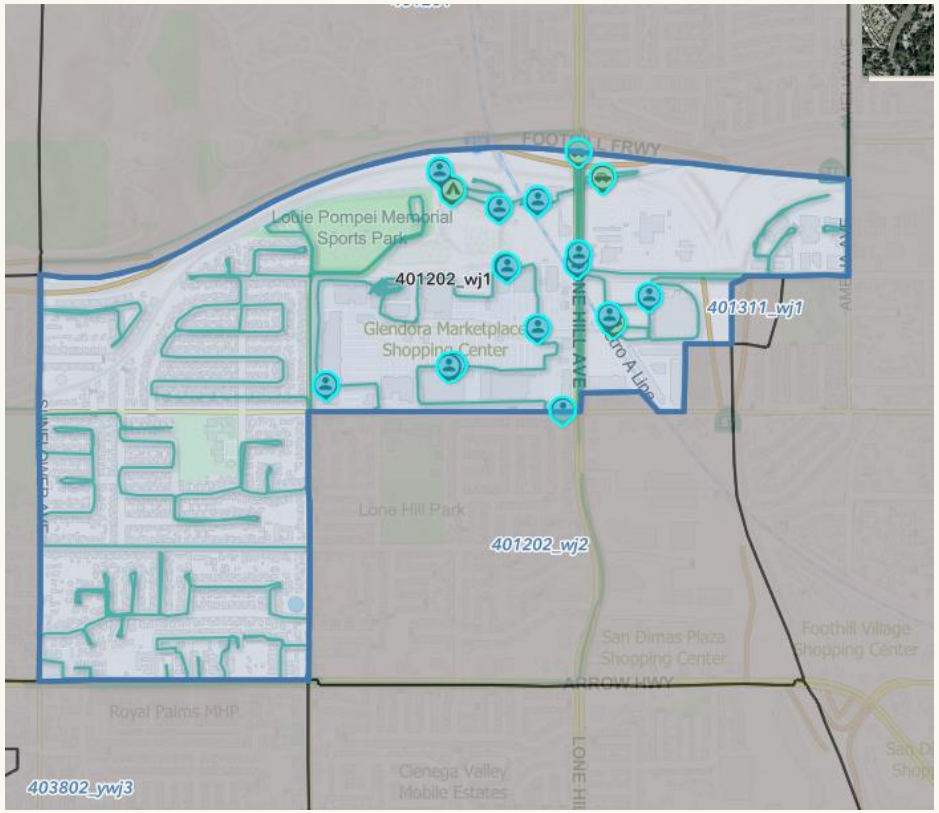
- **GLENDORA COUNT: JANUARY 21, 2026**
- **RESULTS RELEASED: JULY 2026**
- **COUNTY INCREASE +1.2%**
- **SPA 3 INCREASE +11.2%**

Greater Los Angeles Homeless Count- Raw Data		
	Individuals	Dwellings
2024	61	51
2025	23	26
2026	69	37

HOMELESS COUNT RESULTS

GREATER LOS ANGELES POINT IN TIME COUNT

- **2026 ADDED CENSUS TRACT EXCLUDED FROM PREVIOUS YEARS**
- **INCLUDED AREAS:**
  - 210 Freeway offramps at Lone Hill Ave
  - Lone Hill Park & Ride lot
  - Glendora Marketplace
  - Walmart
- **GLENDORA'S CITY NET COUNT IS MORE ACCURATE LOCALLY.**
  - 43% reduction from 2023 to 2025.
  - Will be conducted again 2027



ADDRESSING COMMUNITY CONCERNS

BALANCED OUTREACH AND ENFORCEMENT APPROACH

- **GLENDORA POLICE DEPARTMENT COMMUNITY IMPACT TEAM (CIT)**
  - Engage with housed community members, business owners, and unsheltered residents.
  - Address community concerns, & track crime data related to homelessness
  - Coordinated outreach between LA CADA, Human Services and GPD balances delivery of services with maintaining public health and safety
  - June-August: 1 City property encampment clean-up at cost of $6,231.84



ADDRESSING COMMUNITY CONCERNS

COLLABORATIVE RESPONSE TO ENCAMPMENT ISSUES

- **CONCERNS ON STATE AND COUNTY PROPERTY**
  - GPD maintains relationships with partners to address litter, crime, and fire danger within other jurisdictions
    - CalTrans & CHP
    - LA County Public Works
    - LA County Flood Control
  - LA CADA offers services and resources to unsheltered individuals
- **HOMELESS HOTLINE:**
  - (626)852-5200
    homelessness@cityofglendora.gov

MEASURE A FUNDING

LOCAL SOLUTIONS FUND (LSF)

- **FY 2025-26 ALLOCATION: $180,536**
- **SPENDING OUTCOMES:**
  - Motel Vouchers for 7 households
  - Move in Assistance for 2 households
  - Family Reunification for 2 individuals
  - Permanent Housing secured for 5 individuals
  - Interim Housing for 21 individuals
  - Substance Abuse Treatment for 2 individuals

MEASURE A FUNDING

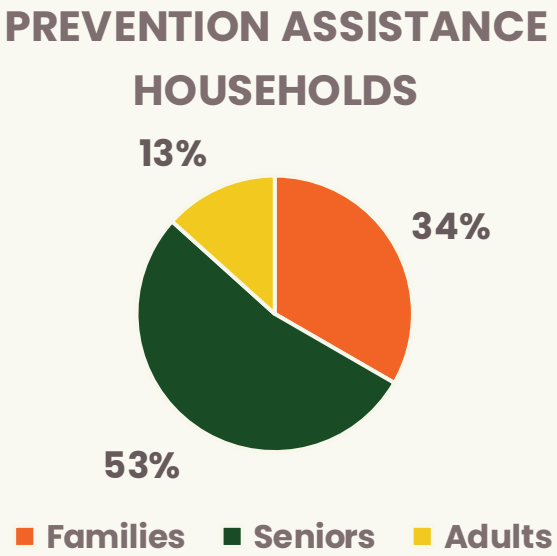
LOCAL SOLUTIONS FUND (LSF)

- **FY 2026-27 ALLOCATION: $243,185.93**
  - Includes carryover balance from FY 2025-26: $64,241.93
- **THIS YEAR'S ALLOCATION TO BE DIRECTED TOWARD**
  - Case Management & Outreach Services (LA CADA)
  - Admin Costs for Case Management Services (LA CADA)

MEASURE A FUNDING

RENTER PROTECTION & HOMELESSNESS PREVENTION (RPHP)

- **SGV HOME PROGRAM**
  - Funded by LA County Affordable Housing Solutions Agency (LACAHSA)
  - Case management, legal aide, financial assistance
    - Sycamores & Inner City Law Center
  - June-August: 15 referrals for prevention assistance
    - 10 eligible households



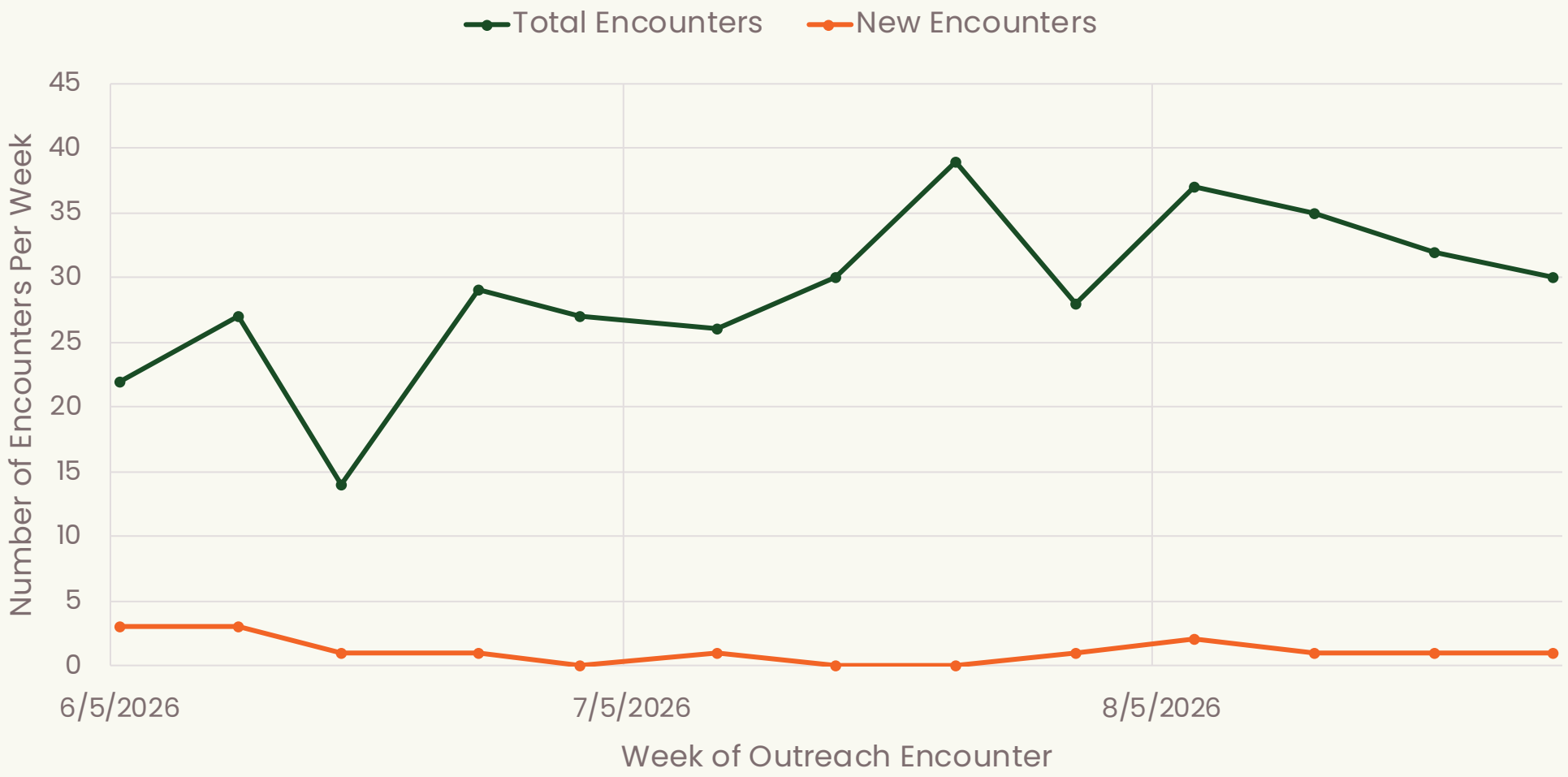
ONGOING EFFORTS

OUTREACH AND ENGAGEMENT

- **CONTINUING COORDINATION BETWEEN HUMAN SERVICES DIVISION, L.A. CADA AND GLENDORA POLICE DEPARTMENT**
- **JUNE-AUGUST SUCCESSES**
  - 2 households into permanent housing
  - 4 individuals into interim housing
  - 1 individual to substance abuse treatment
- **OUTREACH ENCOUNTERS**
  - 15 new interactions
  - 376 total outreach encounters



OUTREACH ENCOUNTERS



ONGOING EFFORTS

MOTEL VOUCHERS

- **TO TRANSITION CLIENTS INTO HOUSING**
  - 2 households linked to permanent housing
  - 1 household linked to interim housing
- **AS CRISIS HOUSING DURING SEVERE WEATHER EVENTS**
- **TO FACILITATE LINKAGE TO IMPORTANT HEALTH OR HOUSING APPOINTMENTS**

Motel Expenses June 2026-August 2026	
Individuals Served	12
# of Nights	113
Average Night Cost	$79.11
City General Fund	$6,790.92
Measure A Funds	$2,148.62
Total Cost	$8,939.54

*INCLUDES GLENDORA MOTEL VOUCHER PROGRAM AND MEASURE A INTERIM HOUSING FUNDS

SYSTEM CHANGES AND CHALLENGES

LA COUNTY DEPARTMENT OF HOMELESS SERVICES AND HOUSING (HSH)

- **SYSTEM COORDINATION, COMMUNITY ENGAGEMENT**
  - Human Services staff attended community feedback sessions
- **INTERIM HOUSING REFERRALS**
- **COORDINATING REGIONAL OUTREACH TEAMS (DHS, DMH, HOST)**
- **EMERGENCY CENTRALIZED RESPONSE CENTER**
- **SUPPORTIVE AND CLINICAL SERVICES**

SYSTEM CHANGES AND CHALLENGES

HIGH BARRIER SYSTEMS AND LOW HOUSING INVENTORY

- **INTERIM HOUSING**
  - Few San Gabriel Valley programs
  - Delays in processing shelter referrals due to capacity
    - Including family, youth and domestic violence shelters
- **PERMANENT HOUSING**
  - Majority of clients receive less than $1500/month
  - Scarcity of affordable units
  - Funding cuts to subsidized housing programs (Section 8, Time-Limited Subsidy)
    - Impacts to interim housing program, reducing shelter exits

COMMUNITY PARTNERSHIPS

CONTINUED CROSS-SECTOR COLLABORATION

EastValley COMMUNITY HEALTH CENTER

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
hope. recovery. wellbeing.

SHEPHERD'S PANTRY
hope and a helping hand

RESTORATIVE JUSTICE
LOS ANGELES CITY ATTORNEY

UNION STATION HOMELESS SERVICES
CONNECTION + HOME + COMMUNITY

PUBLIC DEFENDER
COUNTY OF LOS ANGELES

LOS ANGELES COUNTY PUBLIC DEFENDER

GLENDORA UNIFIED SCHOOL DISTRICT
PRIDE OF THE FOOTHILLS
ESTABLISHED 1961

GOD'S PANTRY

eliminating racism
empowering women
ywca
San Gabriel Valley

America'sJobCenter of California℠

GLENKIRK CHURCH

Inland Valley Humane Society & S.P.C.A.
A home away from home.

ST. DOROTHY CATHOLIC CHURCH

Sycamores
a better life

FCCG

Glendora

SUCCESS STORIES

- An individual left stable housing out-of-state with family because of a dispute and became stranded in Glendora. Staff built rapport over a short period and facilitated conversations with the family resulting in them agreeing to resolve their conflict. The individual was provided a motel voucher while the family drove to Glendora to meet with the individual and bring them home.
- A family lost their apartment after a personal tragedy caused them to fall behind on their rent. The family was provided a motel voucher to help them identify an affordable apartment. Staff paid for the family's security deposit and first month's rent to help them get established in their new unit.
- An individual who had experienced chronic homelessness in the City for many years and had repeatedly declined assistance asked for LA CADA’s help obtaining an intake to residential substance abuse treatment. This was the result of persistent engagement and relationship building.

RECOMMENDATIONS

THAT THE CITY COUNCIL:

1. Receive an update on services provided and efforts undertaken to assist individuals experiencing homelessness in the City;
2. Approve the FY 2026-2027 Amendment to Memorandum of Agreement between the San Gabriel Valley Council of Governments (SGVCOG) and the City of Glendora for distribution and use of Measure A Local Solutions Fund in the amount of $243,185.93; and
3. Approve an increase in estimated revenues and a supplemental appropriation of $63,185.93 in the Measure A Fund(245) for the SGVCOG FY 2026-2027 Local Solutions Fund grant award.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Public Works**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**Capital Improvement Update October 2026**		

RECOMMENDATION
That the City Council:

1. Receive and file an update.

STRATEGIC FOCUS AREAS
Goal 4 - Sustainable Infrastructure.

EXECUTIVE SUMMARY
This report provides an update on the City's active Capital Improvement Program (CIP) projects for Fiscal Year (FY) 2026/27, outlining the status and progress of projects. Since the previous update in May 2026 projects have advanced through various stages, including design, environmental review and permitting, procurement, construction, and completion.

The City continues to implement the adopted Five-Year Capital Improvement Program (FY 2026–2030), which serves as a strategic road map for infrastructure investment and project delivery. The FY 2026/27 Mid-Cycle Budget added $2 million from planned use of accumulated Water Capital Fund reserves, primarily for the accelerated completion of Live Oak Water and Street Improvement Project. The FY 2026/27 adopted Mid-Cycle budget includes approximately $67 million in total capital improvements, consisting of approximately $20 million in prior year carry-forward projects and $47 million in new projects programmed through FY 2027. In addition, City Council approved $12 million one-time funds for street and facility maintenance in the series of workshops conducted to review and prioritize the City's infrastructure needs.

Staff continues to prioritize project delivery, funding alignment, and coordination with regulatory agencies to ensure timely execution of the City's capital program.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
A CIP update was last provided to the City Council at their May 12, 2026 City Council meeting.

On June 10, 2025, the City Council adopted the two-year budget of the City of Glendora for Fiscal Years 2025/26 and FY 2026/27. The two-year budget also included adoption of the new Five-Year Capital Improvement Program, which establishes a tentative schedule for capital projects planned from FY 2025/26 through FY 2029/30.

On June 9, 2026, the City Council adopted the mid cycle budget update covering Fiscal Year 2026/27. The mid cycle budget update amended the Five-Year Capital Improvement Program to add funding for three projects totaling $4,408,709. The additions include: FY 2026/27 CDBG Curb Improvement Project ($317,319), HSIP Cycle 12 Traffic Signal Modifications ($2,074,590), and Live Oak Street and Water Improvements ($2,016,800).

Only the projects programmed for FY 2025/26 and FY 2026/27 are currently budgeted and funded; the out-year projects (FY 2027/28–FY 2029/30) are included for planning purposes and will be subject to future budget appropriations and availability of funding resources. In addition to looking forward, several capital improvement projects approved in prior years have been carried forward, along with their remaining available budgets, to ensure completion of work already in progress.

DISCUSSION

Since the previous update in May 2026, Public Works staff and consulting engineers have continued to make significant progress advancing capital improvement projects across multiple phases of delivery. Several projects have been completed, while others have transitioned into construction or are preparing to begin construction following the bid phase. In addition, a number of projects are currently out to bid or in procurement, while others remain in design, environmental clearance, and/or regulatory permitting.

This section provides a summary of recently completed projects, followed by an update on active projects currently in construction, bidding, and design phases.

Completed Projects:

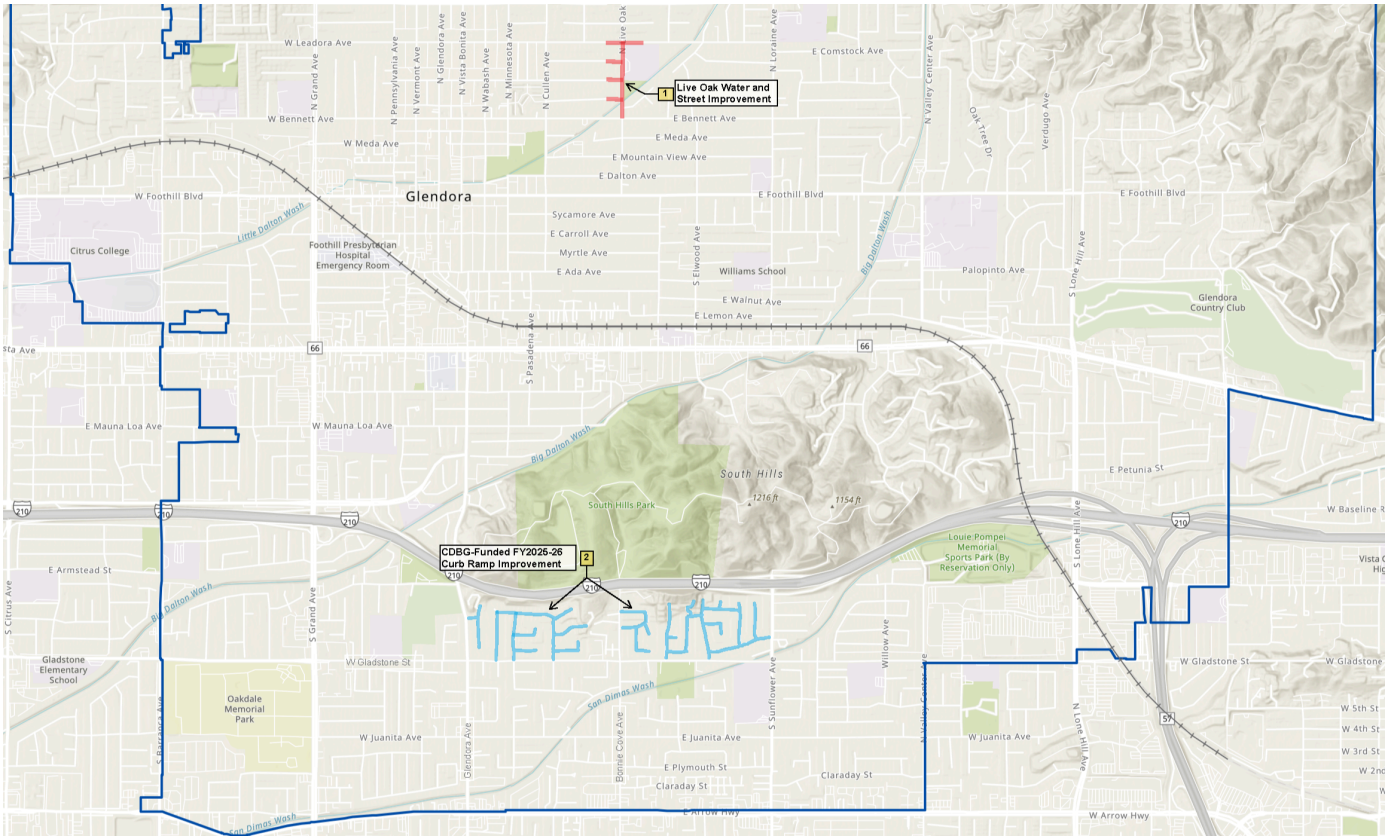
Live Oak Water and Street Improvement Project

The water main located along North Live Oak Avenue between the 300 and 400 blocks experienced substantial deterioration resulting in recurring leaks and failures. The continued operation of the deteriorated pipeline increased the likelihood of additional failures that could result in property damage, water service disruptions, and increased impacts to the surrounding community. Water Division determined to replace 850 feet of pipe segment in first phase and to replace1,560 feet of pipe in a later phase. The first phase is completed and in service now. Staff is working on design of second phase. (Completed Cost: $780,623 / Total CIP Budget: $2,016,860 in RMRA (F256) - $605,040, and Water Capital (F502) - $1,411,760)

CDBG-Funded FY 2025-2026 Curb Ramp Improvement Project

This project installed 31 ADA compliant curb ramps and replaced 8,000 square feet of deteriorated sidewalks. Contract was awarded in February 2026 and was completed in May 2026. (Completed Cost: $323,487 / Total CIP Budget: 381,800, Funded through CDBG, F285)

	Project Name	Project Actual Cost
1	Live Oak Water and Street Improvement	$780,623
2	CDBG-Funded FY 2025-26 Curb Ramp Improvement	$323.487
TOTAL		**$1,104,110**



FY 2026-27 COMPLETED CIP PROJECTS

Active Projects

Active projects are grouped below by phase of delivery to provide a clear understanding of current progress and upcoming milestones, including projects under construction and procurement, and in planning or design phase.

Construction and Procurement

Route 66 Pavement Rehabilitation Project

As part of the City Council's one-time funding allocation, different street segments of Route 66 were identified for pavement rehabilitation. The project will consist of 2" grind and overlay with rubberized hot-mix asphalt. Construction contract was awarded by the City Council at the regular meeting on October 13, 2026. Construction is anticipated to start in early 2027. (CIP Budget: $2,811,271, Funded through Capital Projects, F301)

Juanita Ave., Sunflower Ave., Valley Center Ave. Pavement Rehabilitation Project

As part of the City Council's one-time funding allocation, in addition to Route 66, different street segments of Juanita Avenue, Sunflower Avenue and Valley Center Avenue were identified for prioritized pavement rehabilitation. The project will consist of 2" grind and overlay with rubberized hot-mix asphalt. Construction contract was awarded by the City Council at the regular meeting on October 13, 2026. Construction is anticipated to start in early 2027. (CIP Budget: $2,811,271, Funded through Capital Projects, F301)

CDBG Funded FY 2026-2027 Grind and Overlay Project

This project a CDBG funded project. The project will grind and overlay different street segments with sidewalk replacement in Low-income areas. The construction contract was awarded by the City Council on October 13, 2026. Construction is scheduled to start in November 2026 and to be completed before Thanksgiving holidays. (CIP Budget: 313,033, Funded through CDBG, F285)

Lone Hill Street Improvement

Construction started in late August. Paving and striping was completed in the City's right-of-way in early October. Contractor is waiting for Caltrans encroachment permit to schedule work in Caltrans right-of-way. Construction in Caltrans right-of way is expected to resume in early November, subject to encroachment permit issuance and weather permitting. (CIP Budget: $1,878,103, Funded through Prop C (F232) and STLP (F257))

Lone Hill Bridge at San Dimas Wash Improvements

The project includes bridge sealing to prevent corrosion, repainting of the bridge rail to improve visibility, and pavement grinding and overlay along the northeast side of the bridge. These improvements help maintain the bridge's safety and long-term condition. Construction contract was awarded by the City Council on August 25, 2026. Construction is scheduled to start in early November with estimated completion in late November. (CIP Budget: $351,793, Funded through Highway Bridge Replacement and Rehabilitation Fund (F292), RMRA (F256), and Prop C (F232))

La Fetra Center Staircase Replacement

City Council awarded the construction agreement for the staircase replacement project on March 24, 2026. Replacing the staircase is essential to provide a safe and code-compliant second emergency exit, as required by Building and Safety, and to ensure the facility maintains adequate fire and life-safety protection. Project is delayed because of unforeseen soil conditions and material procurement. Estimated project completion is in November 2026. (CIP Budget: $384,265, Funded through Capital Projects, F301)

Highway Safety Improvement Program (HSIP) Cycle 11, Traffic Signal Modifications

Upgrades to pedestrian crossing, and intersection safety features at eight priority intersections, primarily along Gladstone St., Barranca Ave, and Route 66. The construction agreement has been awarded. Contractor had finished installing conduits in the ground and overhead video detection camera on the existing signal mast arms. Contractor is now awaiting for material procurement with completion expected by December 2026. (CIP Budget: $1,733,580 - HSIP F291 and RMRA F256)

Glendora People Movement Project – San Dimas Wash Trail

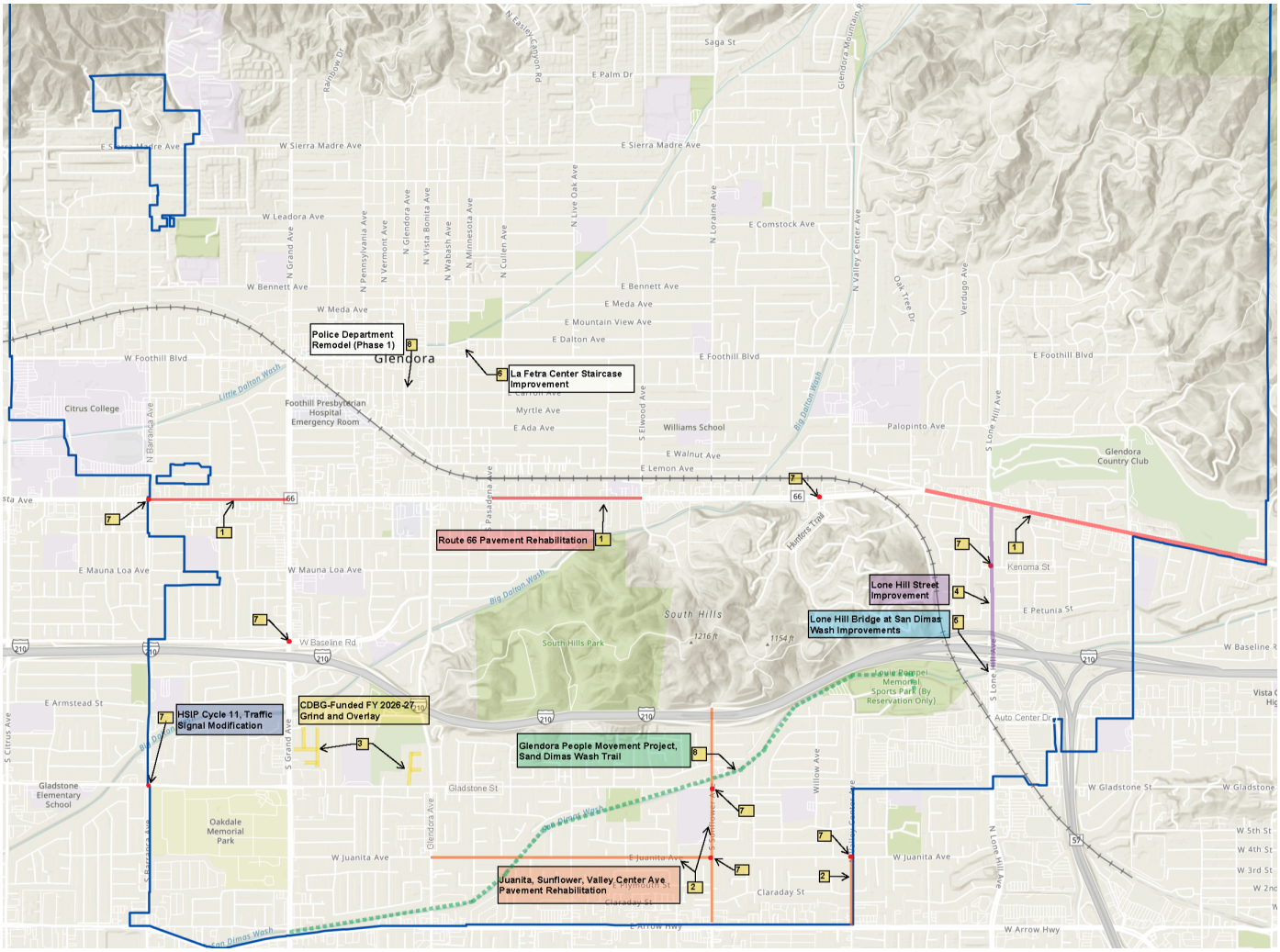
This project consists of four distinct projects: three urban trails and first and last mile improvements. Construction of the San Dimas Wash Trail component has been awarded by the San Gabriel Valley Council of Governments (SGVCOG). Ground breaking ceremony was held on September 8, 2026 in Gladstone Park by the San Dimas Wash. The construction is anticipated to begin before the end of the fiscal year 2026. (Component Budget $5,623,000, project managed through the SGVCOG and primarily grant-funded, City Contribution $1,817,000)

Police Department Lobby Remodel (Phase I)

Improvements to the entrance lobby doors to enhance ADA accessibility, public interface, and security. Construction contract was was awarded by the City Council in July 2026. Construction start is delayed because of material procurement and design changes. Expected material delivery is in February 2027. (CIP Budget: $380,475, Capital Projects, F301)

	Project Name	Anticipated Project Cost
1	Route 66 Pavement Rehabilitation	$2,811,271
2	Juanita Ave., Sunflower Ave., Valley Center Ave. Pavement Rehabilitation	$1,984,407

3	CDBG-Funded FY 2026-27 Grind and Overlay	$313,033
4	Lone Hill Street Improvement	$1,878,103
5	Lone Hill Bridge at San Dimas Wash Improvements	$351,793
6	La Fetra Center Staircase Replacement	$384,265
7	Highway Safety Improvement Program (HSIP) Cycle 11, Traffic Signal Modifications	$1,733,580
8	Glendora People Movement Project – San Dimas Wash Trail	$1,817,000
9	Police Department Lobby Remodel (Phase I)	$380,475
TOTAL		**$11,653,927**



FY 2026-27 UNDER-CONSTRUCTION CIP PROJECTS

Planning, Design & Environmental

Citywide Slurry Seal Program

As part of the City Council's one-time funding allocation, in addition to prioritized pavement rehabilitation, additional funds were allocated to enhance the previously budgeted a multi-year slurry seal program. This will help to preserve and maintain the streets which are in fair condition. City is divided into grid sections. Every grid will be assigned to a year for slurry seal. It is expected with current budget allocation projection, all eligible streets would be slurry sealed in 5-7 year period. (CIP Budget: $1,611,000 funded in RMRA (F256) $1,055,500 and Capital Projects (F301) $500,000)

Citywide Sidewalk Improvement Program

Multi-year sidewalk replacement program to keep the sidewalks and curb ramps compliant with Americans with Disabilities Act (ADA). This will also include the repair of curb and gutters to improve the surface drainage flow, . (CIP Budget: $450,000, RMRA (F256))

Library Structural Evaluation Update

The 2023-24 Facility Condition Assessment (FCA) Analysis identified $6,961,888 in Library building systems and components (i.e., mechanical, electrical, plumbing, fire, flooring, roofing, windows) improvement costs based on a 20-year expenditure forecast factoring an estimated 3% annual inflation. Staff is working with the consultant to perform seismic design, reevaluate the structural analysis done in 2023 and develop construction documents. (Workshop driven project, Seismic Evaluation Cost $102,300)

Workshop directed Facilities Improvement

Beside street rehabilitation projects, Council also approved over $3.15 million to improve City facilities. The 2023-24 Facility Condition Assessment (FCA) identified deficiencies in all the city-owned facilities. Based on the FCA recommendations, City Council selected thirteen different facilities to fix sixty-one deficiencies in those structures. Consultant is working on construction bid documents. (CIP Budget: $3,153,669, Capital Projects F301)

Glendora Avenue Water and Street Improvement

Comprehensive upgrade of water main and street rehabilitation, including pavement, sidewalks, Americans with Disabilities Act (ADA) compliant ramps, and traffic signal enhancements at Colorado avenue and Mauna Loa Avenue. Design is currently underway, with completion anticipated in FY 2027. (CIP Budget: $806,172 - design only, Water Capital Projects (F502) and Measure M (F234))

Colorado Avenue Water and Street Improvement

Comprehensive water main upgrade and street rehabilitation from Glendora Avenue to Le Mar Park and adjacent streets. Design is 90% complete with completion anticipated at the end of November. The RFP/Bid advertisement is anticipated to be released in December 2026 with construction targeted for early 2027. (Design Costs $214,748 / Total CIP Budget: $5,596,500, Water Capital Projects (F502) and Measure M (F234))

Cypress Avenue Water and Street Improvement

Comprehensive water main upgrade and street rehabilitation east of Loraine between Leadora Avenue and Bennett Avenue. This project is currently at 90% design with a target design completion at the end of November. The RFP/Bid advertisement is targeted for December 2026, with construction expected to begin in early 2027. (Design Costs $238,666 / CIP Budget: $6,839,166, Water Capital Projects (F502) and Measure M (F234))

North Glendora Reservoir Replacement

Improvements to access and site infrastructure associated with the City's reservoir, including access road and supporting utility work. A Construction Management and Inspection consultant firm is already selected. CM&I contract award will be going to the Council in December 2026. Final Reservoir design is expected in November 2026. After receiving the Final design, CM&I consultant will review the bid package for constructability and technical specifications. (CIP Budget: $8,408,334, Water Capital Projects (F502))

Highway Safety Improvement Program (HSIP) Cycle 12, Traffic Signal Modifications

Upgrades and modernization of pedestrian crossing, and intersection safety features at ten priority intersections, primarily along Route 66. Consultant is working on 90% design plans, with design completion expected by the end of this calendar year. (HSIP (F291) - $2,074,590)

Glendora People Movement Project – First/Last Mile Design

On September 22, 2026, the City Council approved the 100% design plans of First and Last mile improvements associated with the newly opened Metro station along Glendora Avenue and Foothill Boulevard. First/Last Mile plans include protected and separated bicycle facilities, pedestrian and ADA improvements, intersection and traffic-signal modifications, lighting, and hardscape, a roundabout at Glendora Ave and Ada Ave, and pavement work. The design also extends Village streetscape elements south along Glendora Ave through installation of the restored antique streetlights.

The July 13, 2026 engineer's estimate for the First/Last Mile, Glendora Avenue and Foothill Boulevard improvements is $7,160,787, including a 10 percent contingency. The associated $5 million federal earmark has been obligated; actual construction cost will be established through competitive bidding. (Measure M (F234), Measure R (F233) and Grant Funds (F280))

Finkbiner Park Stormwater Capture Project

Installation of an underground stormwater treatment and infiltration facility beneath the softball field to capture runoff and improve water quality. Since the previous update, the Mitigated Negative Declaration (MND) has been approved by City Council. The project is currently advancing through regulatory permitting, with a consultant working to obtain the required 408 Permit due to its proximity to the Little Dalton Wash. Construction is anticipated to begin in late 2027. (CIP Budget: $23,755,692, Funded through Measure W (F250))

South Hills Bike Park

This project will develop a bicycle park facility in the South Hills area adjacent to Glendora Avenue, featuring trails, a pump track, and supporting amenities. Civil engineering design is currently at 90%, with completion anticipated by November 2026. In addition, environmental comments from the public review process are being reviewed and addressed. (CIP Budget: $2,725,500, Largely Grant Funded)

City Yard Improvement Project

During the Workshops, City Council directed to move forward with the City Yard improvements. Staff is working with the consultant to update the current plans to two-phase plans. The next phase includes environmental clearance and development of a phased construction approach to align with available funding. (CIP Budget: $725,581 - Design and Construction Drawings Only)

Police Department Lobby Remodel (Phase II)

Meetings for design planning for Phase II of the Police Department Lobby Remodel have begun. Phase II will evaluate lobby reconfiguration and restroom improvements, with design planning expected to begin shortly. (CIP Budget: $171,268, Capital Projects (F301))

ADA Self Evaluation and Transition Plan

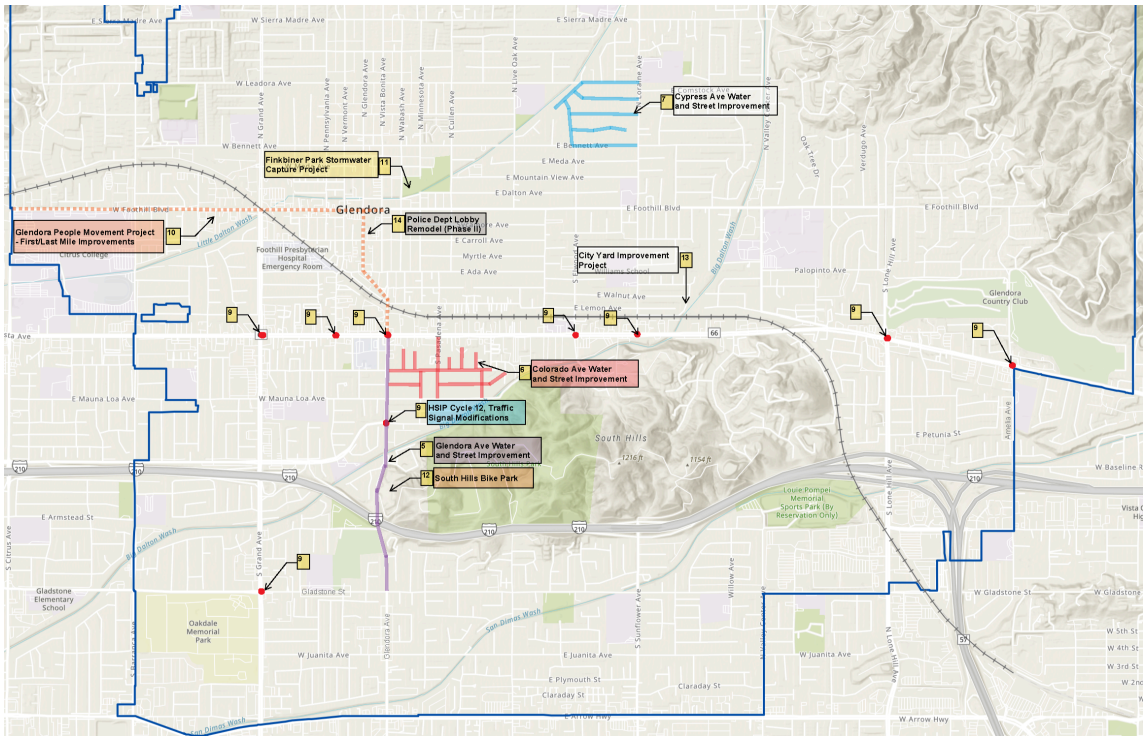
The Citywide ADA Self-Evaluation has been completed. Staff is working with the consultant to establish priorities and develop the Transition Plan to address identified barriers, with completion expected by the end of 2026. (CIP Budget: $329,825 funded from Capital Projects (F301) and Water Capital Projects (F502))

Stormwater Master Plan

A comprehensive plan to guide improvements to the City's stormwater infrastructure. Since the previous update, the contract has been awarded and the Master Plan is currently under development, with completion anticipated by the end of 2026. (CIP Budget: $250,000, Funded through Measure W (F250))

	Project Name	Design Cost	CIP Budget
1	City Wide Slurry Seal Program	In Progress	$1,611,000
2	City Wide Sidewalk Improvement Program	In Progress	$450,000
3	Library Structural Evaluation Program	$102,300	-
4	Workshop directed Facilities Improvement	In Progress	$3,153,669
5	Glendora Ave. Water and Street Improvement	806,172	$16,800,500
6	Colorado Ave. Water and Street Improvement	214,748	$5,596,500
7	Cypress Ave. Water and Street Improvement	238,666	$6,839,166
8	North Glendora Reservoir Replacement	In Progress	$8,408,334
9	HSIP Cycle 12, Traffic Signal Modifications	2,074,590	2,074,590
10	Glendora People Movement Project – First/Last Mile Improvements	1,108,000	1,108,000
11	Finkbiner Park Stormwater Capture Project	In Progress	$23,755,692
12	South Hills Bike Park	In Progress	$2,725,500
13	City Yard Improvement Project	In Progress	$725,581

14	Police Department Lobby Remodel (Phase II)	115,000	$171,268
15	ADA Self Evaluation and Transition Plan	329,825	$329,825
16	Stormwater Master Plan	-	$250,000



FY 2026-27 IN DESIGN CIP PROJECTS

Overall, the City's Capital Improvement Program continues to advance steadily across all phases of delivery, from planning and design through construction and completion. Staff remains focused on maintaining project momentum, coordinating with regulatory agencies, and aligning available funding to ensure timely and efficient implementation. These efforts support the City's ongoing commitment to maintaining and enhancing infrastructure, improving public safety, and delivering high-quality services to the community. More detailed information on all capital improvement projects, including budgets, funding sources, and timelines, is available on the City's website at https://www.CityOfGlendora.gov/Explore/Public-Works/Capital-Projects.

FISCAL IMPACT

There is no fiscal impact associated with this receive-and-file report. Project costs are included in the FY 2026–2027 Adopted Mid-Year Budget and Five-Year CIP, with future years subject to appropriation.

ENVIRONMENTAL DETERMINATION

This action is not a "project" as defined by Section 21065 of the Public Resources Code and Sections 15060(c)(2), 15060(c)(3), and 15378 of the CEQA Guidelines.

Prepared By: Maliha Ansari, Principal Civil Engineer

Concurs With:	Not Applicable
Reviewed By:	Hal Ghafari, Public Works Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Adam Raymond, City Manager
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

Attachments

A_PowerPoint.pdf

CAPITAL IMPROVEMENT UPDATE
OCTOBER 2026

PUBLIC WORKS
GLENDORA CITY COUNCIL
OCTOBER 27, 2026
HAL GHAFARI, PUBLIC WORKS DIRECTOR

CAPITAL IMPROVEMENT PROGRAM

2025 – 2027 STRATEGIC PLAN

Adopted April 2025

Goals

- Glendora as a Destination
- New and Revitalized Facilities
- Sustainable Infrastructure

FIVE YEAR CIP (2026 – 2030)

Adopted June 2025

5 Year Program totals $108.3 Million(M)

- New FY 2026 – FY 2030 Investments ~ $86M
- Carryforward Projects: $22.3 M

Two Year Funded Budget: $44.3M

- FY 2025/26: $14.9M
- FY 2026/27: $29.4M

Outyear projects (FY2028 – FY2030) are included for planning purposes and are subject to future budget appropriations.

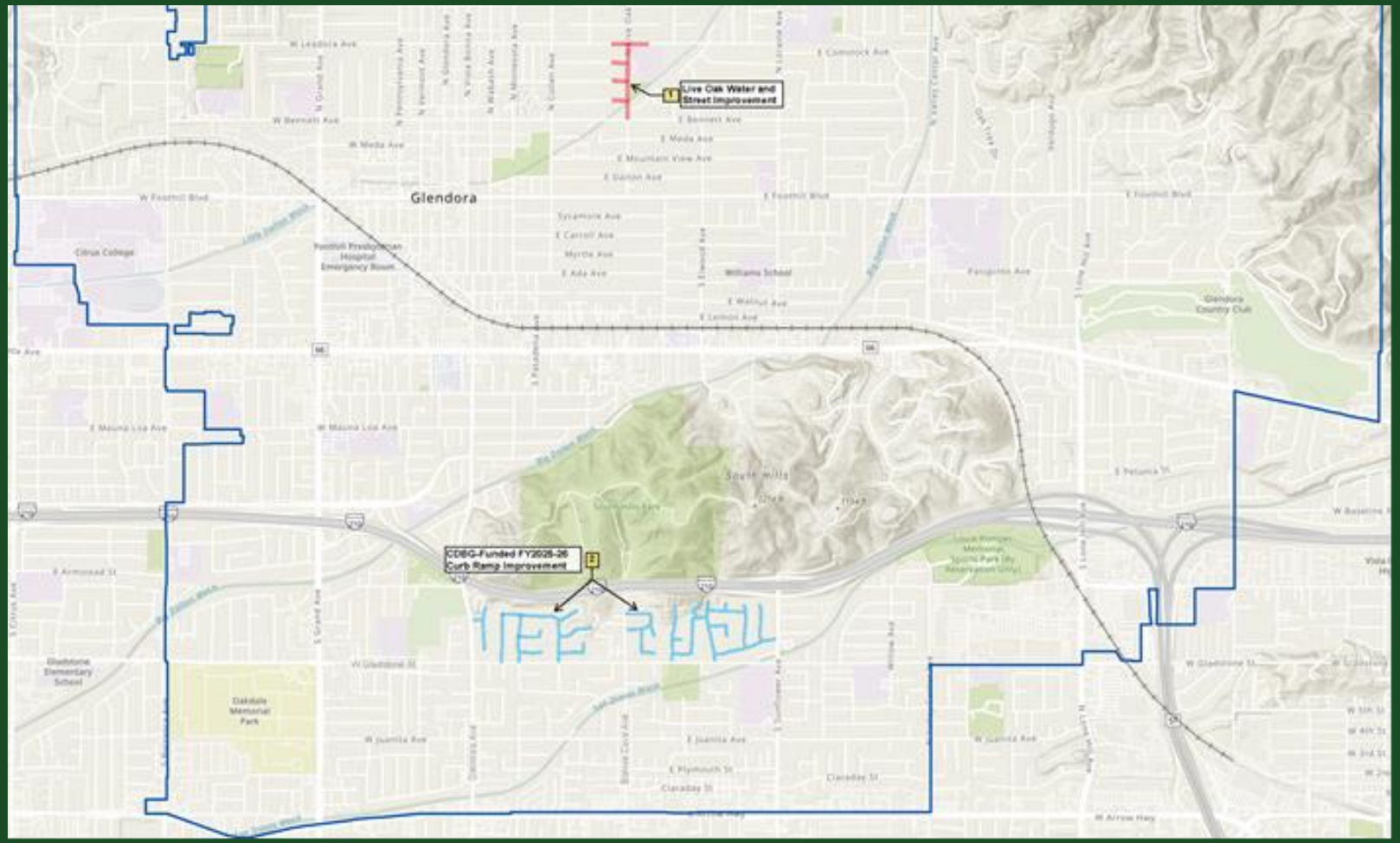




COMPLETED PROJECTS FY 2026-2027

	Project Name	Budget
1	Live Oak Water and Street Improvement Project	$780,623
2	CBDG- FY 2025-2026 Curb Ramp Improvement Project	$323,487
	TOTAL	**$1,104,110**

COMPLETED PROJECTS FY 2026-27



LIVE OAK WATER AND STREET IMPROVEMENT PROJECT

- Substantial deterioration in pipes led to reoccurring leaks and failures
- Determined need for pipeline replacement

Phase 1 (Complete): (~35%)

- Replaced 850ft of pipe segment of deteriorated pipe
- Completed and in service

Phase 2 (In Design):

- Replace 1560ft of pipe segment



CDBG 2025-2026 CURB RAMP IMPROVEMENT PROJECT

- Installed 31 ADA compliant curb ramps
- Replaced 8000 sqft deteriorated sidewalks
- Contract awarded in February 2026 and completed in May 2026

Before



After

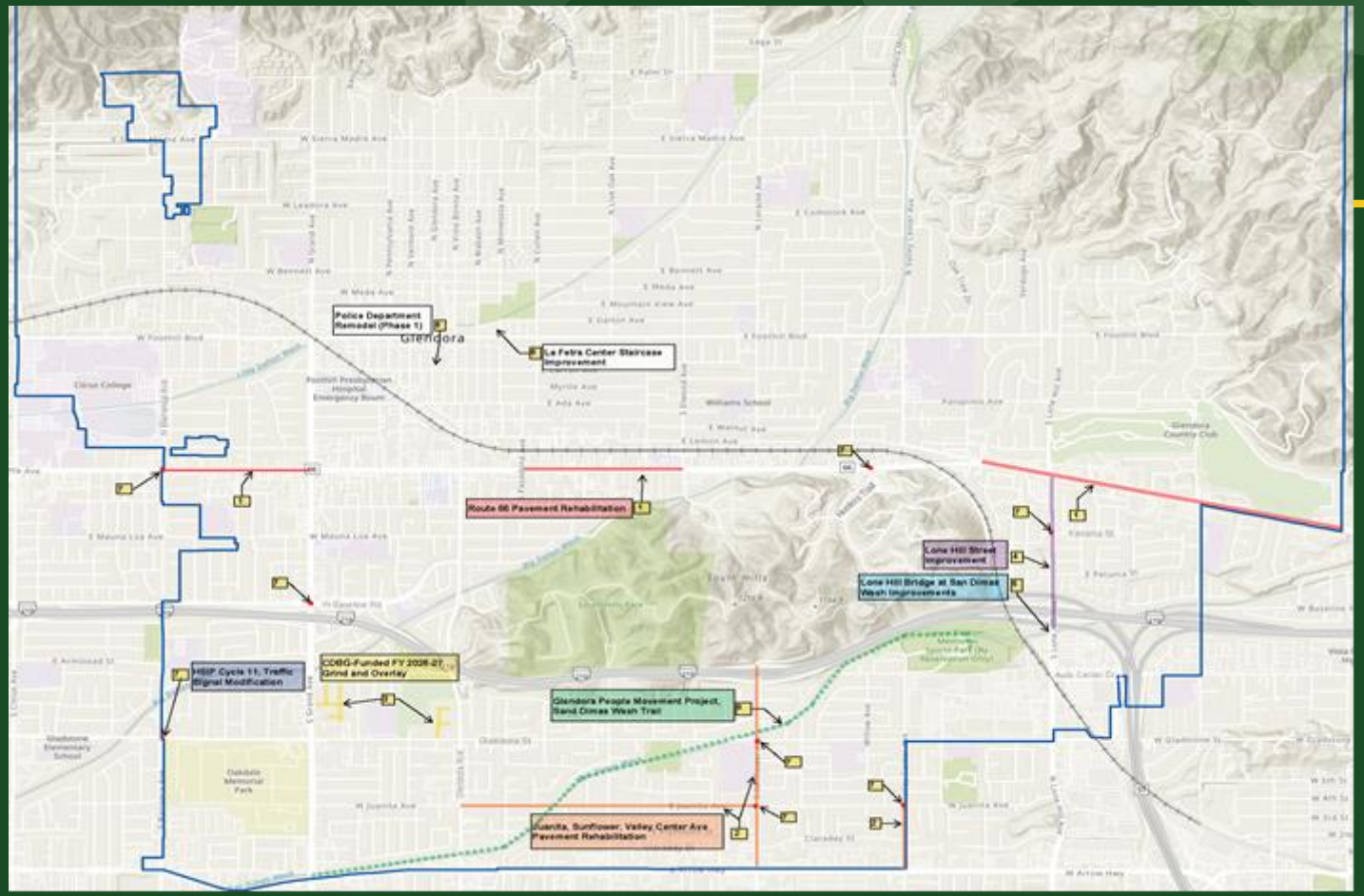


ACTIVE PROJECTS CONSTRUCTION

UNDER-CONSTRUCTION PROJECTS FY 2026-27

	Project Name	Budget
1	Route 66 Pavement Rehabilitation	$2,811,271
2	Juanita Ave., Sunflower Ave., Valley Center Ave. Pavement Rehabilitation	$1,984,407
3	CDBG-Funded FY 2026-27 Grind and Overlay	$313,033
4	Lone Hill Street Improvement	$1,878,103
5	Lone Hill Bridge at San Dimas Wash Improvements	$351,793
6	La Fetra Center Staircase Replacement	$384,265
7	Highway Safety Improvement Program (HSIP) Cycle 11, Traffic Signal Modifications	$1,733,580
8	Glendora People Movement Project – San Dimas Wash Trail	$1,817,000
9	Police Department Lobby Remodel (Phase I)	$380,475
	TOTAL	**$11,653,927**

UNDER-CONSTRUCTION PROJECTS FY 2026-27

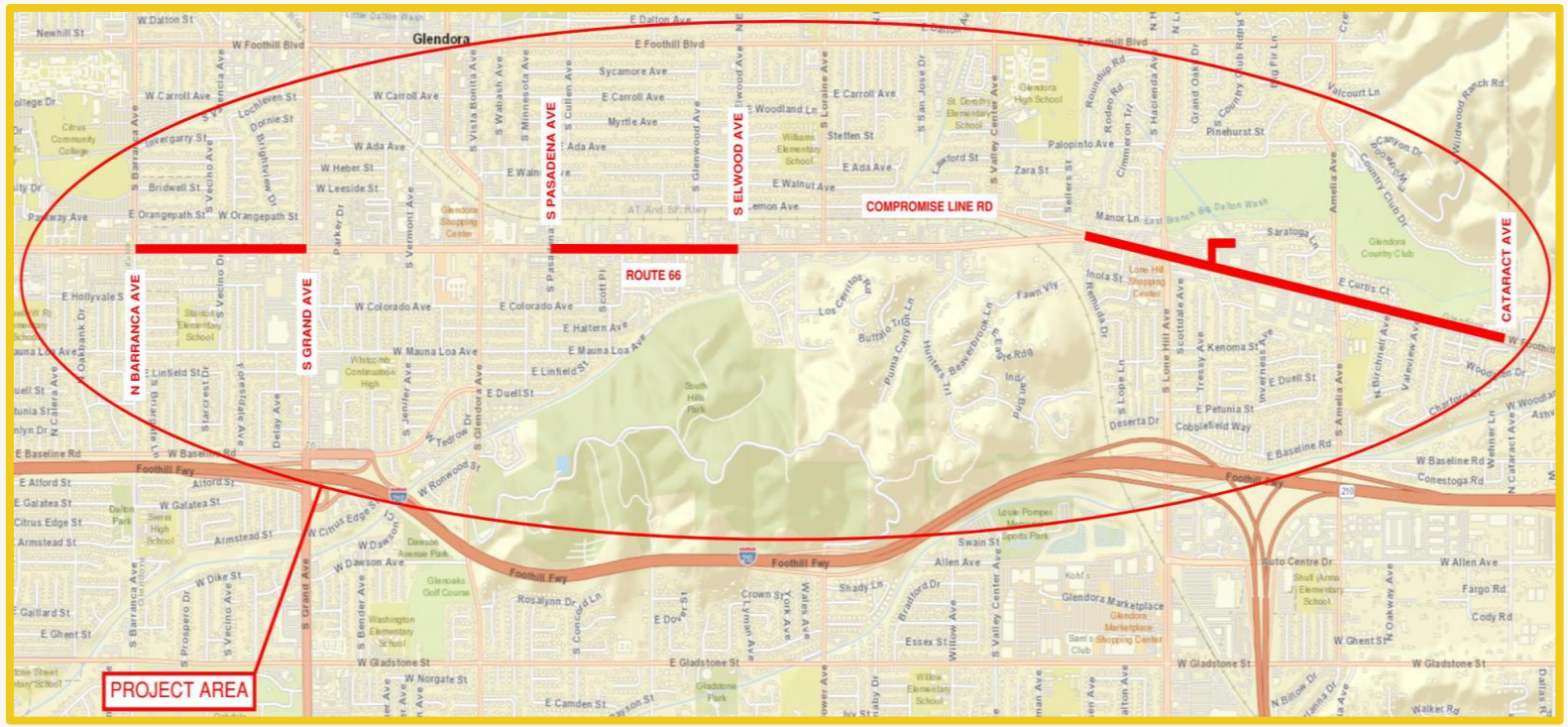


ROUTE 66 PAVEMENT REHABILITATION PROJECT

Location:
Various Street segments along Route 66.

Scope:
- 2” grinding/overlay with rubberized Asphalt mix. Utility adjustments, striping, marking removal, and traffic-loop replacement.
- Prioritized through City Council One-time funding Allocation

Status:
Construction Contract Awarded October 13, 2026 in the amount of $2,811,271.
Construction anticipated to begin early 2027.

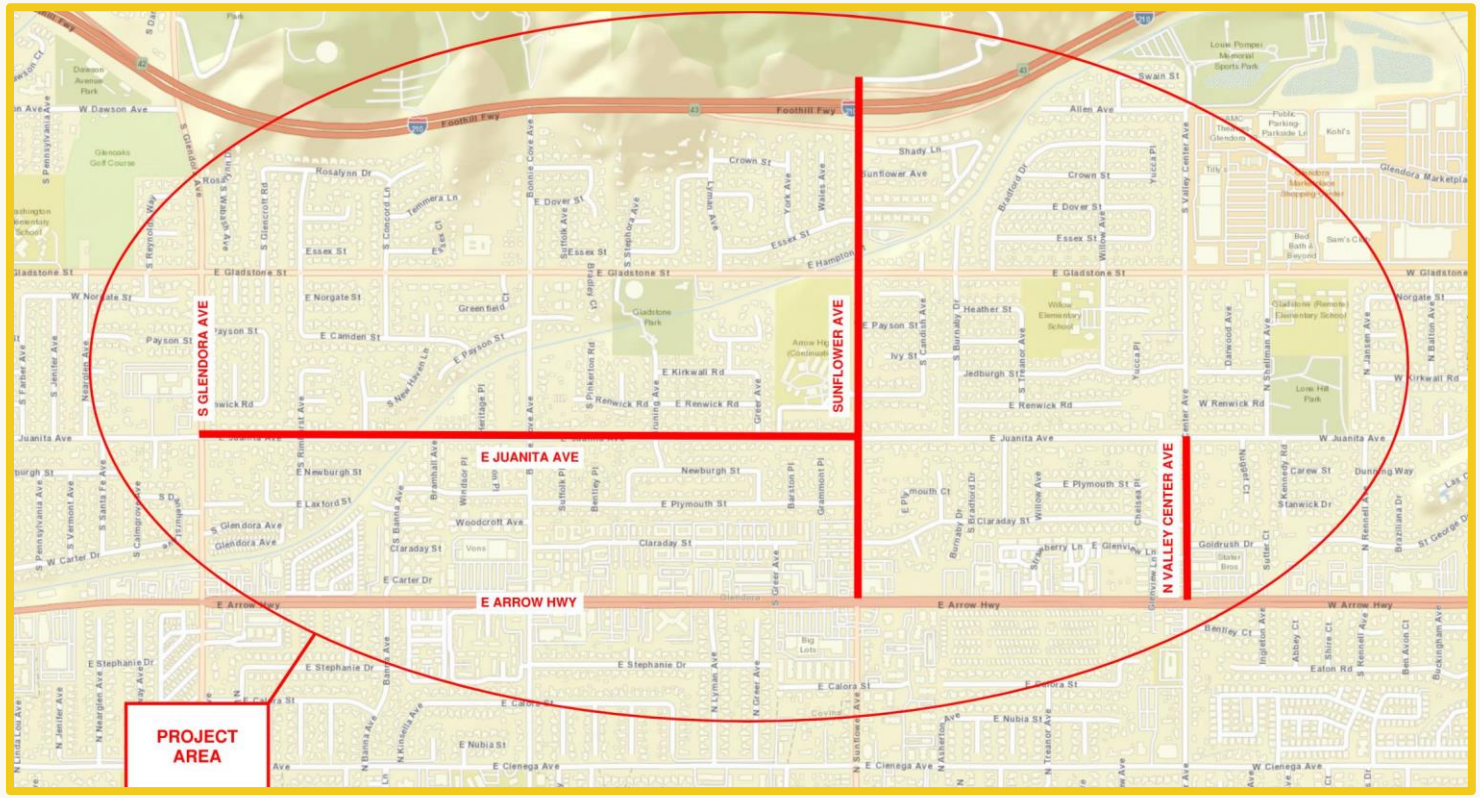


JUANITA AVE, SUNFLOWER AVE, VALLEY CENTER AVE, PAVEMENT REHAB

Location:
Street Segments along
- Juanita Ave
- Sunflower Ave
- Valley Center Ave

Scope:
- 2-inch grind and overlay asphalt
- Pavement Rehabilitation of selected Route 66 segments
- Prioritized through City Council One-time funding Allocation

Status:
Construction Contract Awarded October 13, 2026 in the amount of $2,811,271. Construction anticipated to begin early 2027.



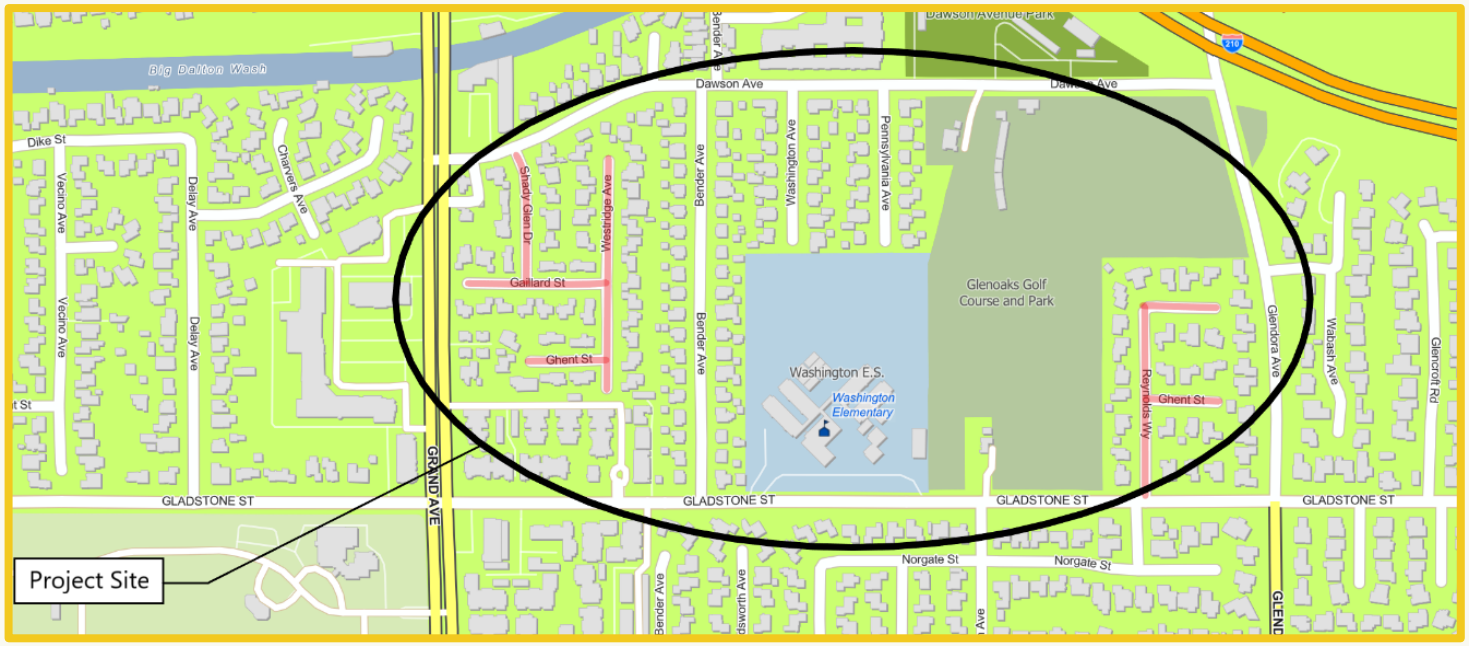
CDBG 2026-2027 GRIND AND OVERLAY PROJECT

Location:

Improvements in the neighborhoods surrounding Washington Elementary school and Glenoaks Golf Course

Scope:

- Installation of 2-inch Asphalt overlay
- Removal and replacement of damaged curbs, gutters, and sidewalks
- Adjustment of utility manholes and valves, Restoration of traffic striping, curb paint, and survey monuments
- Improvements designed to increase accessibility and pedestrian safety
- Prioritized through City Council One-time funding Allocation



Status:

Construction Contract Awarded October 13, 2026 in the amount of $326,860.
Construction anticipated to begin November 2026 and to be completed before Thanksgiving Holidays.

LONE HILL AVENUE STREET REHABILITATION

Location:
Lone Hill Ave from Route 66 to North of 210 Freeway

Scope:

- Removal and resurfacing of asphalt, curb ramps, adjusting manholes, striping and replacing of traffic loops.
- Additional work planned within Caltrans jurisdiction once permit is used

Status:

Construction began late August 2026.

Paving and striping in city right-of-way completed early October.

Waiting on Caltrans encroachment permit for remaining work.

Before



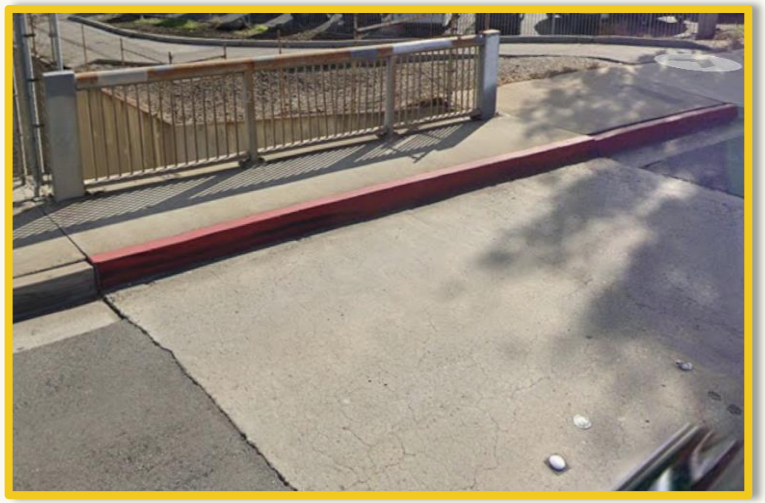
After

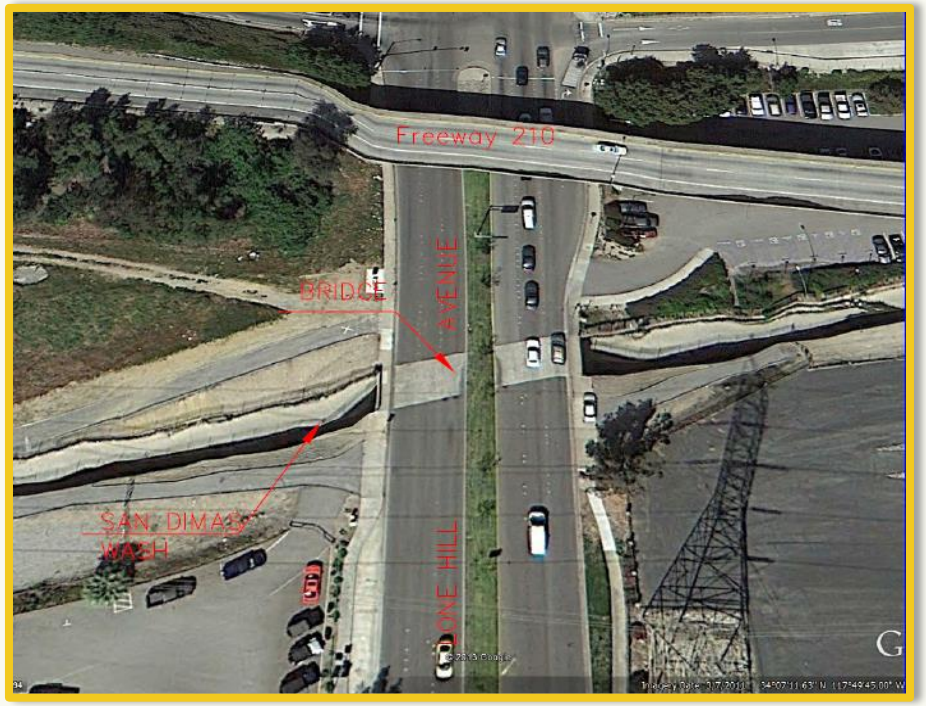


LONE HILL BRIDGE OVER SAN DIMAS WASH

Scope:
- Replace deteriorated bridge railing
- Grind and apply polyester concrete overlay on bridge deck
- Seal cracks on abutment walls
- Regrout guardrail posts
- Bridge sealing to prevent corrosion
- Repainting bridge rail for improved visibility
- Pavement grinding and overlay on northeast side of bridge

Status:
Construction Contract Awarded August 25, 2026 in the amount of $356,793.
Construction anticipated early November 2026 and to be completed ending November.





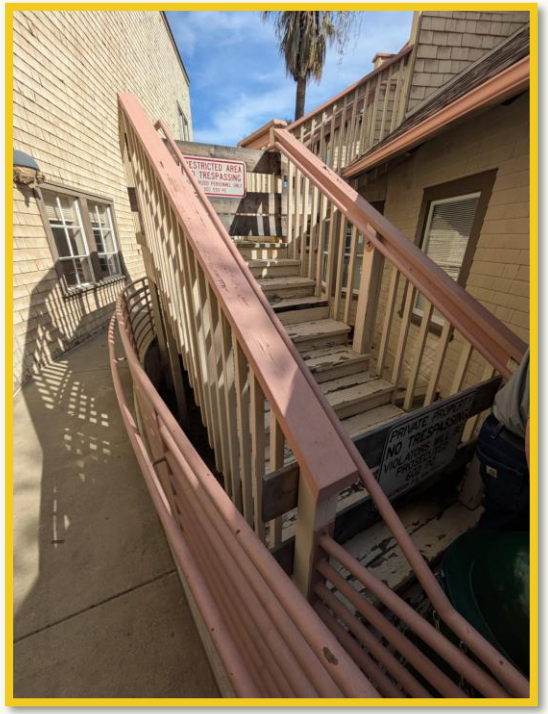
LA FETRA CENTER STAIR REPLACEMENT

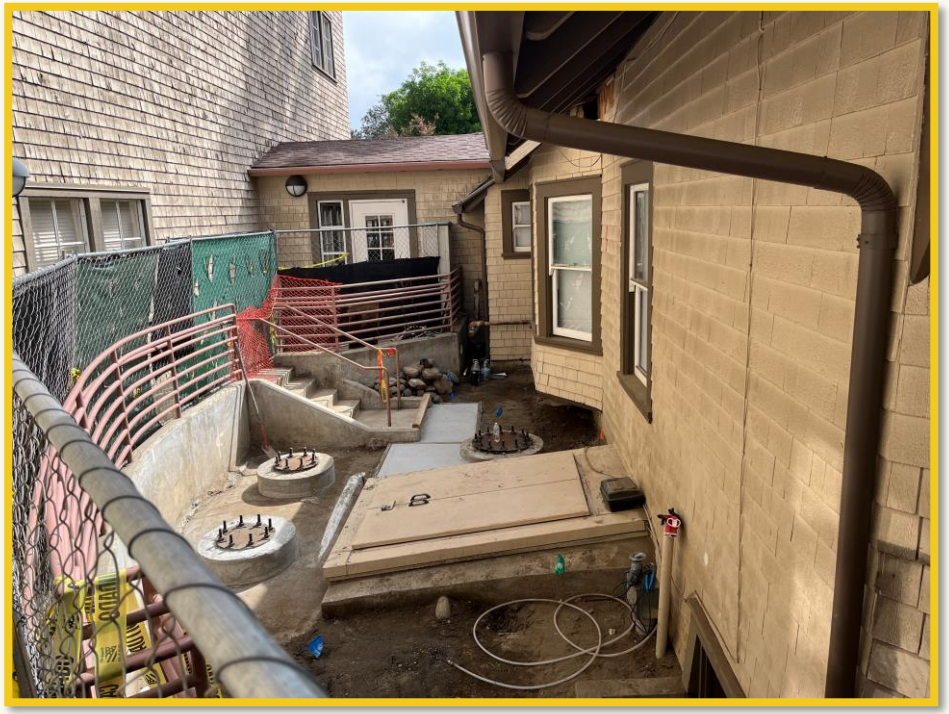
Scope:

- Replacement of staircase required to provide a safe and code compliance secondary emergency exit.
- Delays due to soil condition and material procurement

Status:

- Construction Awarded March 24, 2026 in the amount of $234,600.
- Estimated Completion is in November 2026.





HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) CYCLE 11

Location:

Eight priority intersections, primarily along Gladstone St., Barranca Ave, and Route 66

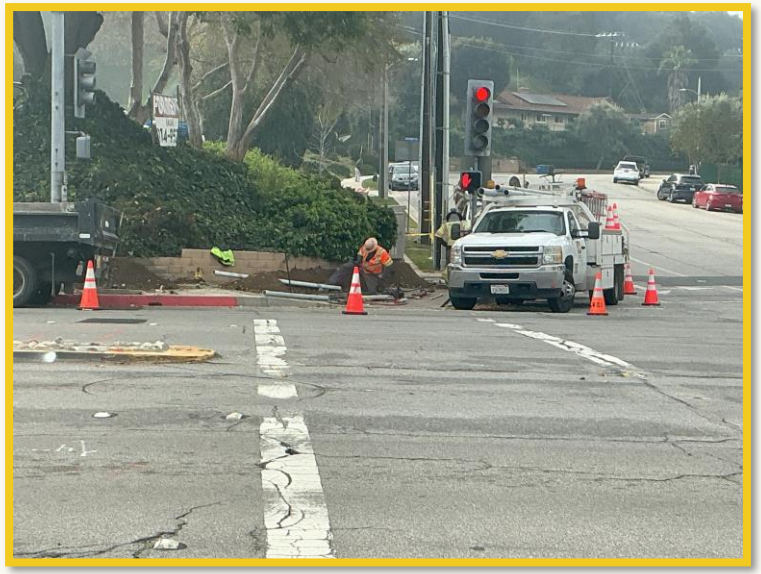
Scope:

- Traffic signal modifications
- Install protected left turn phasing at six (6) locations
- Convert pedestal signals to mast arm signals at two (2) locations
- Install high visibility crosswalks at all locations

Status:

- Construction Contract Awarded November 12, 2025 in amount of $2,087,197
- Awaiting Procurement of Materials
- Completion expected December 2026





GLENDORA PEOPLE MOVEMENT PROJECT
SAN DIMAS WASH URBAN TRAIL

Construction Status

San Dimas Wash Trail Construction Agreement anticipated Construction to begin before end of FY 2026

Scope:

10+ Miles Of Transportation Improvements

Three urban trails along the flood channels

First / Last Mile Improvements:

- Enhanced accessibility & connectivity to A line
- Bike lanes
- Roundabout on Glendora at Ada
- Design completion expected by end of 2026

Fiscal Impact

- Primarily grant funded
- City contribution $1,817,000
- Budget $5,623,000



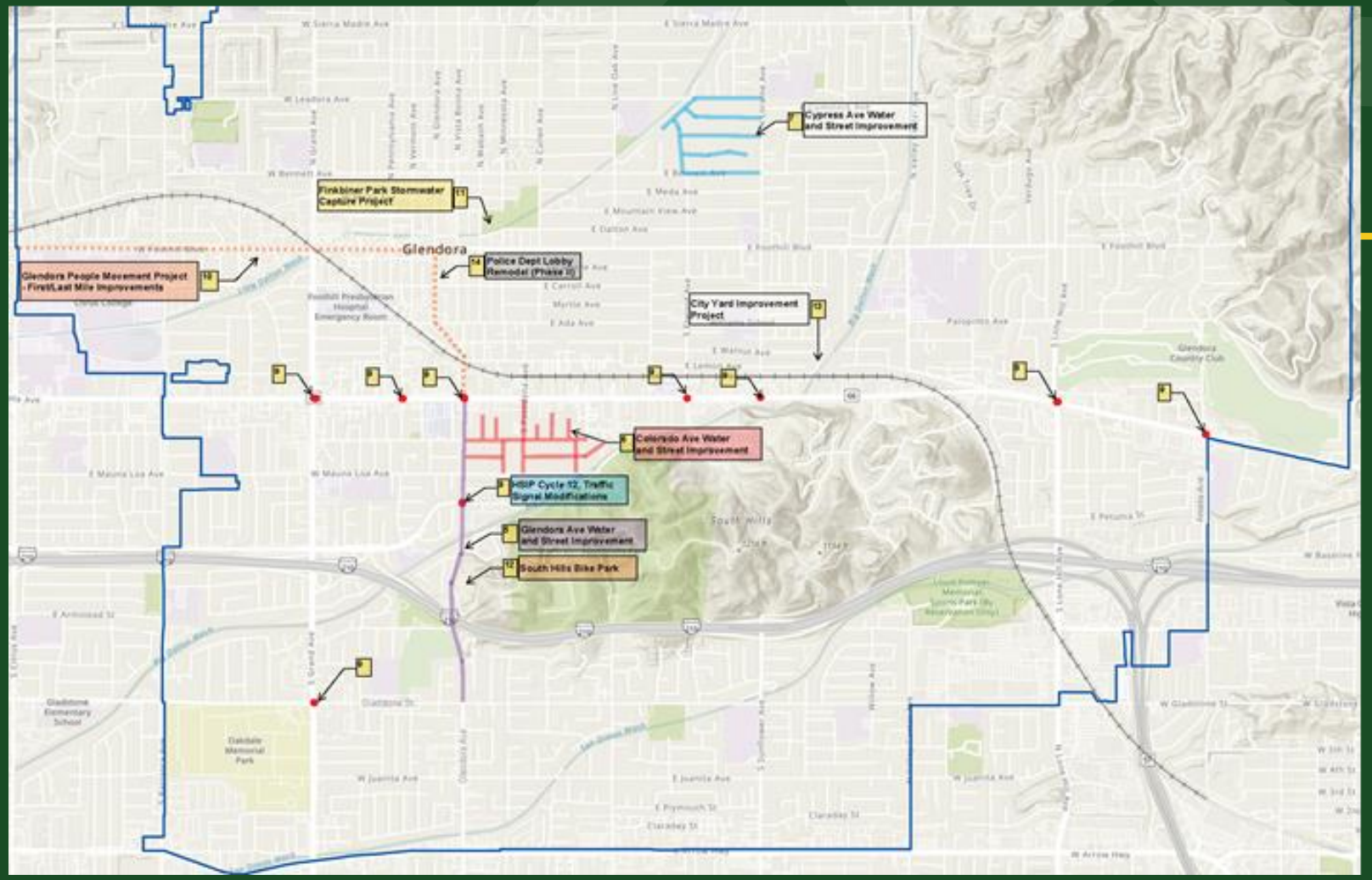


PROJECTS IN PLANNING, DESIGN & ENVIRONMENTAL

UNDER-DESIGN PROJECTS FY 2026-27

	Project Name	Design Cost	CIP Budget
1	City Wide Slurry Seal Program	In Progress	$1,555,500
2	City Wide Sidewalk Improvement Program	In Progress	$450,000
3	Library Structural Evaluation Program	$102,300	-
4	Workshop directed Facilities Improvement	In Progress	$3,153,669
5	Glendora Ave. Water and Street Improvement	806,172	$16,800,500
6	Colorado Ave. Water and Street Improvement	214,748	$5,596,500
7	Cypress Ave. Water and Street Improvement	238,666	$6,839,166
8	North Glendora Reservoir Replacement	In Progress	$8,408,334
9	HSIP Cycle 12, Traffic Signal Modifications	2,074,590	2,074,590
10	Glendora People Movement Project – First/Last Mile Improvements	1,108,000	1,108,000
11	Finkbiner Park Stormwater Capture Project	In Progress	$23,755,692
12	South Hills Bike Park	In Progress	$2,725,500
13	City Yard Improvement Project	In Progress	$725,581
14	Police Department Lobby Remodel (Phase II)	115,000	$171,268
15	ADA Self Evaluation and Transition Plan	329,825	$329,825
16	Stormwater Master Plan	-In Progress	$250,000

UNDER-DESIGN PROJECTS FY 2026-27



GLENDORA WATER AND STREET IMPROVEMENT PROJECT

Location

Gladstone to Route 66

Water Main Improvements

1 Mile Water Line Replacement, Water Service Laterals and Fire Hydrant Assemblies

Street Improvements

Approximately 300,000 Sq. Ft. Pavement Resurfacing & Rehabilitation, ADA compliant curb ramps, New Signage, Striping and Traffic Signal Modifications.

Status

Design in process, completion of design expected in Fiscal Year 2027

Construction pending appropriation



COLORADO WATER AND STREET IMPROVEMENT PROJECT

8 Streets

Glendora Ave. to Lemar Park
Route 66 to Mauna Loa Avenue

Water Main Improvements

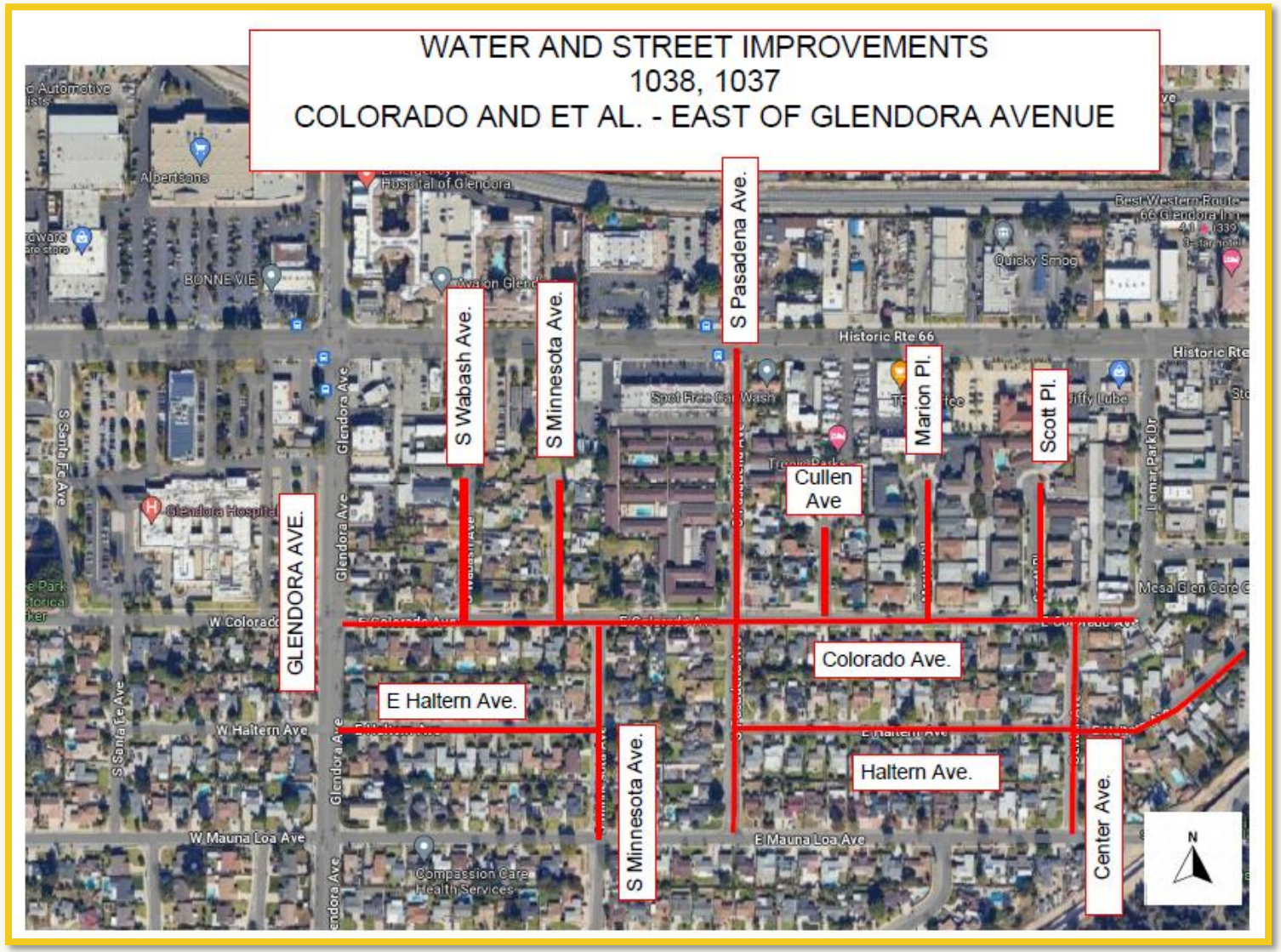
8,500 Linear Feet 8” Pipe Replacement
Water Service Laterals & Fire Hydrant Assemblies

Street Improvements

Approximately 300,000 Sq. Ft. Pavement Resurfacing & Rehabilitation, ADA compliant
curb ramps, New Signage & Striping

Status

Design at 90% completion.
Construction RFP advertised Summer 2026;
Construction targeted for Early 2027



CYPRESS AVENUE ET Al. WATER & STREET IMPROVEMENT PROJECT

Location

7 Streets, Leadora to Bennett (N-S) and Loraine to Elwood (E – W)

Water Main Improvements

8,300 Linear Feet 8” Pipe Replacement Water Service Laterals & Fire Hydrant Assemblies

Street Improvements

Approximately 300,000 Sq. Ft. Pavement Resurfacing & Rehabilitation; ADA compliant curb ramps, New Signage & Striping

Status

Design at 60% completion.

Construction RFP advertised Summer 2026

Construction targeted for late 2026



NORTH GLENDORA RESERVOIR REPLACEMENT

Replacement of existing reservoir.
Access and site infrastructure improvements are also required, including road and supporting utility work.

Status:
Awaiting final access road design and Mitigated Negative Declaration (MND).
Final Reservoir Design Expected in November 2026.



HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) CYCLE 12

Location:

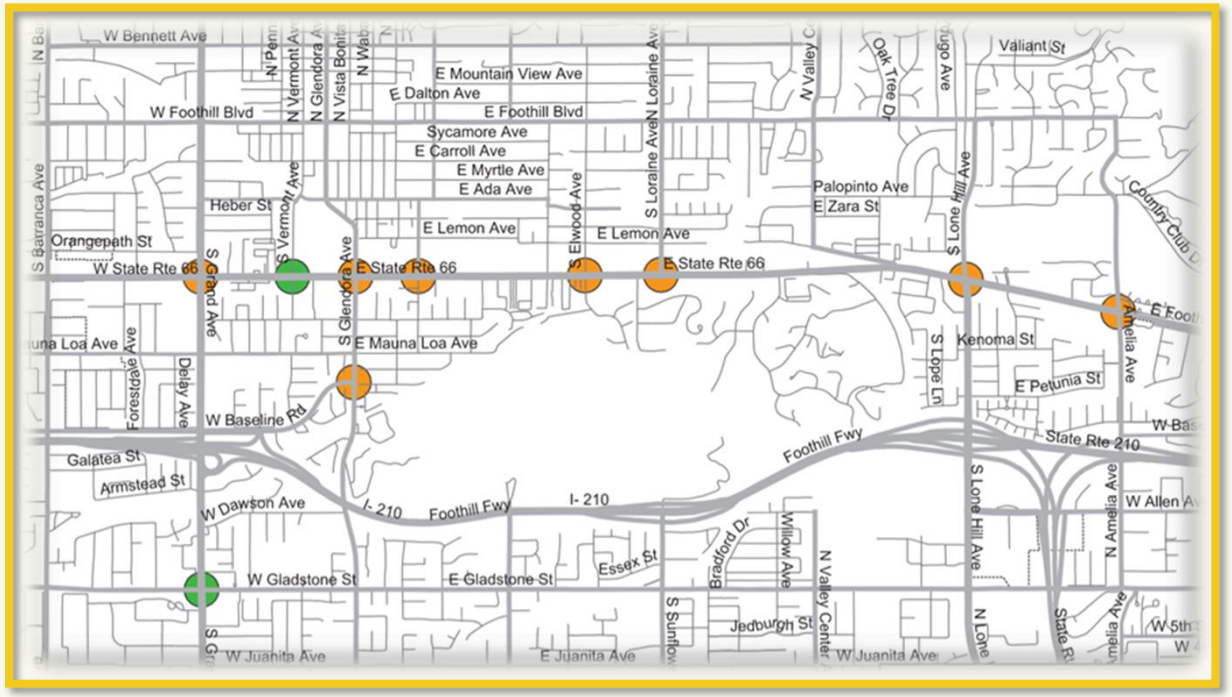
Ten priority intersections, primarily along Route 66

Scope:

- Convert 8 intersections from pedestal to mast arm traffic signals.
  - Primarily along route 66 corridor
- Upgrade hardware at two (2) locations.
  - Vermont @ Route 66 & Grand @ Gladstone
- Install high visibility crosswalks at all locations.
- Upgrade the pedestrian push buttons.
- Reconstruct ADA noncompliant curb ramps.
- Install advance school zone signs.

Status:

Design Contract Awarded March 10, 2026
Design Completion expected November 2026
Construction in 2027



FINKBINER STORMWATER CAPTURE PROJECT

Project Scope

Regional stormwater capture & infiltration facility located at Finkbiner Park beneath baseball field. Improvements will contribute to Municipal Separate Storm Sewer (MS4) Permit compliance.

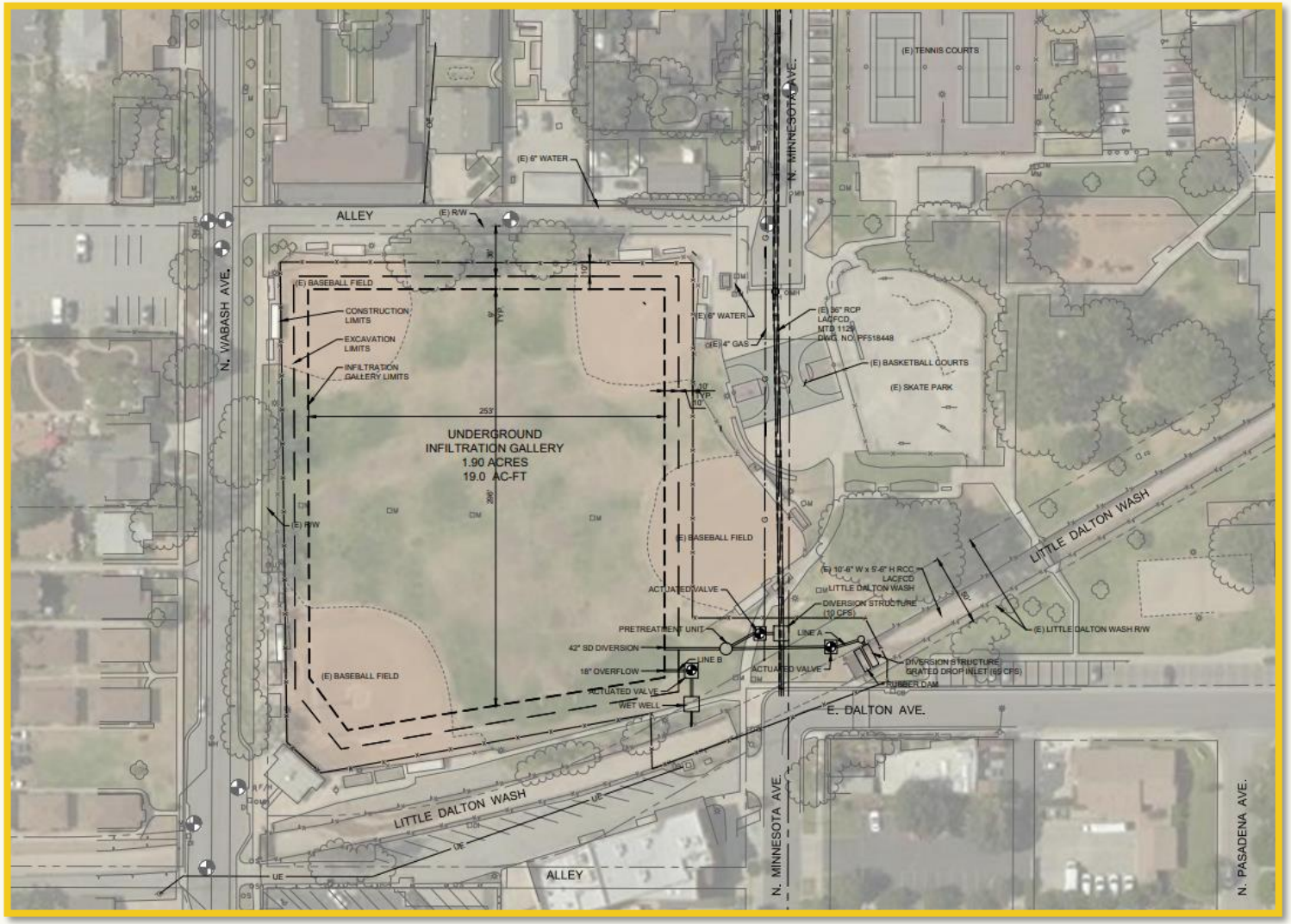
Fiscal Impact

Approximately $23.7 Million
Majority Funded through Safe Clean Water Act – Upper San Gabriel Valley Watershed

- $18.3 Million in Regional Funds Awarded
- Additional Funding from Safe Clean Water Municipal Funds

Status

Regulatory Permitting
Construction Expected late 2027



SOUTH HILLS BIKE PARK

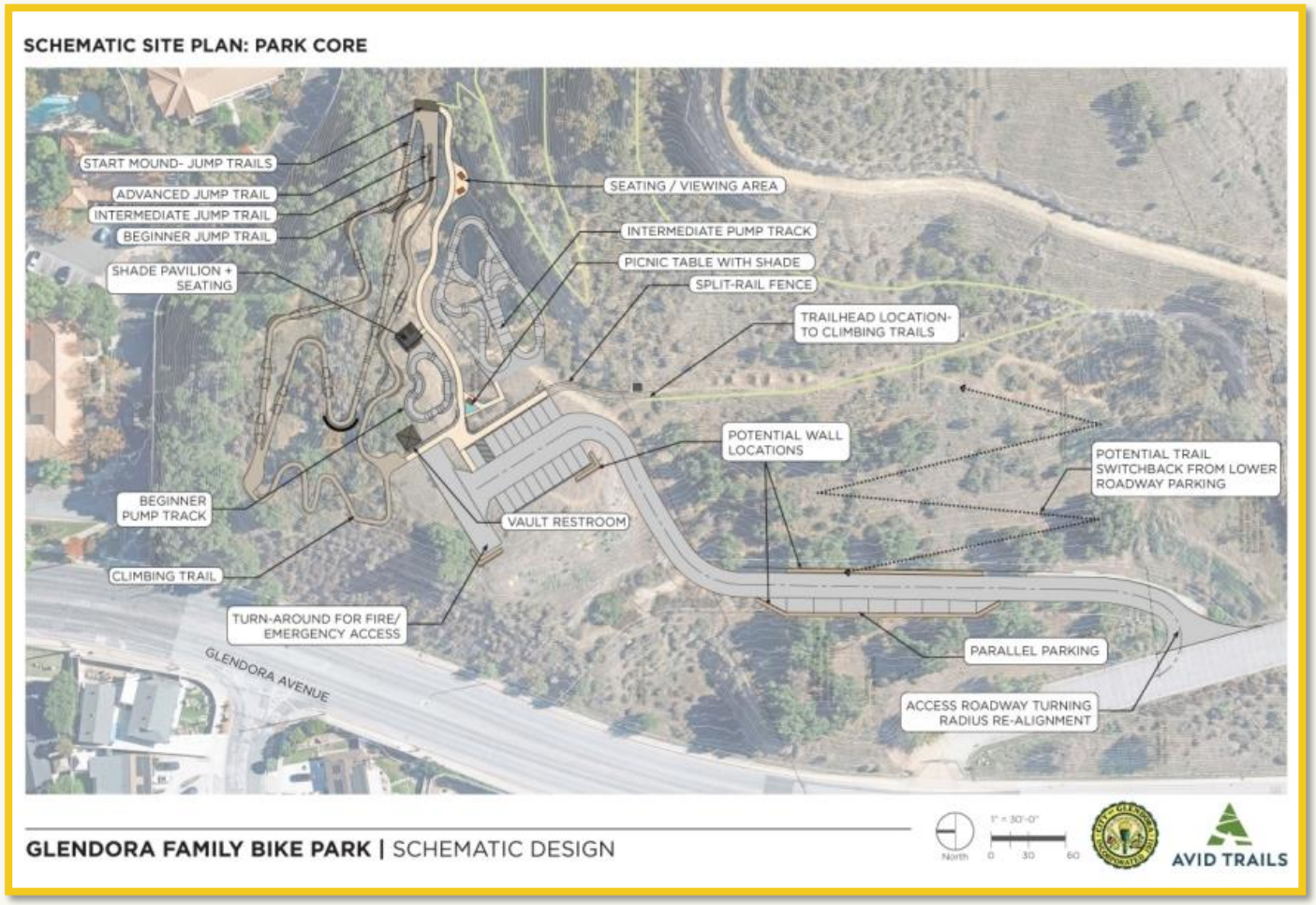
Project Scope

Family bike park developed in the South Hills to include Beginner and Advanced Tracks, Three Jump Lines, Vault Restrooms, a Shade Pavilion, Seating and Spectator Areas, and Parking.

Status

Project is at 60% civil engineering design and under environmental review.

Construction expected to begin in 2027



FACILITY IMPROVEMENTS

FUNDED CITY FACILITY WORK BY SITE _WORKSHOP 2

Site	Items	Key Work Funded	Subtotal
La Fetra Center	6	Foundation repair, roof, HVAC, kitchen	$1,056,401
Crowther Teen & Family Center	3	Gym roof, parking lots, exterior paint	$573,200
Finkbiner Park	11	Snack bar, roofs, HVAC, paint, fences	$372,942
Library / Police Station	3	Generator, electric panel, HVAC	$247,666
Big Dalton Canyon	12	Roofs, restrooms, retaining wall, paint	$205,515
City Hall	1	HVAC replacements	$194,789
Bus Plaza	3	Area lighting, drinking fountain, backflow	$150,348
Dawson Park Tennis Complex	1	Parking lots: grind, overlay, stripe	$109,693
Louis Pompei Sports Park	8	Snack bar fixtures & kitchen equipment	$98,220
Recreation & Human Services	3	Admin roof, HVAC, garage electrical	$82,049
South Hills Park	7	Restroom upgrades & park amenities	$39,747
Gladstone Park	2	Roof, drinking fountains, toilets	$20,322
Old Chamber of Commerce	1	Toilet replacement	$2,777
Total	**61**	**13 City sites & parks**	**$3,153,669**

Glendora

RECOMMENDATION:

THAT THE CITY COUNCIL:

1. Receive and file an update.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Public Works**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**First Reading and Introduction of an Ordinance Amending the Glendora Municipal Code to Establish Regulations for Nonfunctional Turf**		

RECOMMENDATION
That the City Council:

1. Introduce for first reading an Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDORA PROHIBITING THE USE OF POTABLE WATER TO IRRIGATE NONFUNCTIONAL TURF" amending Chapter 14.34 “Water Conservation” of Title 14 “Water” of the Glendora Municipal Code to Establish Regulations to Prohibit the Use of Potable Water to Irrigate Nonfunctional Turf; and
2. Direct the preparation of a summary of ordinance for publication pursuant to Government Code Section 36933.

STRATEGIC FOCUS AREAS

Not Applicable

EXECUTIVE SUMMARY
The proposed Ordinance (Attachment A) amends Chapter 14.34 to incorporate regulations prohibiting the use of potable water to irrigate nonfunctional turf, consistent with the requirements of State Assembly Bill 1572. The amendment establishes provisions for implementation, compliance, and enforcement violations in alignment with State legislation.

Adoption of this Ordinance will enable the City to comply with State mandates while maintaining consistency with the City’s existing water conservation programs and policies. The Ordinance applies to Commercial, Industrial, and Institutional (CII) properties, as well as common areas maintained by homeowners’ associations, common interest developments, and community service organizations. Private residential properties are exempt from these requirements.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
The City’s existing water conservation regulations are contained in Chapter 14.34, “Water Conservation,” of Title 14, “Water,” of the Glendora Municipal Code. Chapter 14.34 establishes regulations governing the use and conservation of water provided through the City’s water system, including provisions addressing water waste, exemptions, violations, penalties, flow restriction, and appeals.

Chapter 14.34 was originally established by Ordinance No. 1895 in 2008 and has subsequently been amended to address changing water conservation requirements.

In 2023, the California Legislature enacted Assembly Bill 1572, which prohibits the use of potable water to irrigate nonfunctional turf on CII properties, as well as common areas of homeowners’ associations, by specified dates. The legislation requires local water suppliers to update their regulations to enforce the State-imposed restrictions.

The State Water Resources Control Board's 2024 "Conservation as a Way of Life" regulations further require local agencies to adopt measures that will significantly reduce potable water use over time.

DISCUSSION

The Ordinance establishes a prohibition on the use of potable water for the irrigation of nonfunctional turf located on CII properties, other than a cemetery, as well as on common areas maintained by homeowners' associations, common interest developments, and community service organizations.

The Ordinance defines nonfunctional turf consistent with Water Code Section 10608.12, generally covering turf that serves purely aesthetic purposes and is not used for recreation, civic, or community functions, including turf within street rights-of-way and parking lots, turf not assigned to the exclusive use of an individual dwelling unit, common areas of homeowners' associations, and turf enclosed by fencing or barriers that preclude human access. The implementation schedule aligns with State Assembly Bill 1572 and will take effect in the following table:

Phase	Property Type	Compliance Date
1	local government, local or regional public agency, and public water system properties (other than those in disadvantaged communities)	January 1, 2027
2	other institutional, commercial, and industrial properties	January 1, 2028
3	homeowners' association and common interest development common areas	January 1, 2029
4	local government or public agency properties in disadvantaged communities	January 1, 2031, or when State funding becomes available for turf conversion, whichever is later.

Exceptions are provided to allow potable water use where necessary to maintain the health of trees or other perennial non-turf vegetation, to address an immediate health and safety need, or for turf areas designated for recreational, civic, or community events. Private residential properties are exempt and continue to be governed by the City's existing water conservation regulations.

The Ordinance establishes an enforcement progression for violations, including written notices and, for repeat violations, administrative penalties (amounts to be established in the City's Master Fee Schedule), flow restriction, and water service disconnection for continued noncompliance. It also includes an appeal process, with the City Manager or a designee serving as the independent hearing officer, provisions for certification of compliance by larger CII customers, and deferral allowances as authorized by the State Water Resources Control Board.

FISCAL IMPACT

This action has no fiscal impact.

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Damian Martinez, Water Division Manager
Concurs With:	Not Applicable
Reviewed By:	Paul Zampiello, Assistant Public Works Director
Certified to Availability of Funds:	Kyle Johnson, Finance Director/City Treasurer
Approved By:	Adam Raymond, City Manager

Legal Review:	Danny Aleshire, City Attorney
CEQA Review:	Not Applicable

Attachments

A_Nonfunctional_Turf_Ordinance.pdf
B_Public_Notice.pdf
C_NFT_Ordinance_Presentation.pdf
2026_10_23_Delivery_Under_Separate_Cover-AI_9_Turf.pdf

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDORA PROHIBITING THE USE OF POTABLE WATER TO IRRIGATE NONFUNCTIONAL TURF

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the City of Glendora (the "City") obtains its potable water supply primarily from local groundwater pumped from the Main San Gabriel Basin, supplemented with imported water received through Three Valleys Municipal Water District, a member agency of the Metropolitan Water District of Southern California, and Covina Valley Water Company; and

WHEREAS, pursuant to the California Constitution, the California Government Code, and other applicable State laws, the City is authorized to adopt and enforce restrictions on water use and water conservation programs to conserve its water supplies and prevent water waste; and

WHEREAS, California Water Code ("CWC") Sections 13550 and 13551 generally provide that the use of potable water for non-potable purposes is a waste or an unreasonable use of water within the meaning of Section 2 of Article X of the California Constitution where recycled water is otherwise available; however, the City does not currently have a recycled water system, and no recycled water source is presently available to the City; and

WHEREAS, the City actively promotes water conservation and encourages the efficient use of its potable water supply to help ensure a reliable, long term water supply for its customers; and

WHEREAS, the City has previously adopted water conservation and water shortage regulations establishing restrictions on water use, including increasing levels of restriction on the use of potable water on nonfunctional turf during declared water shortage conditions; and

WHEREAS, Assembly Bill 1572 (codified in part at CWC Sections 10608.12 and 10608.14), prohibits the use of potable water to irrigate nonfunctional turf at commercial, industrial, and institutional properties, as well as common areas of homeowners' associations, by specified dates, and requires the City to update its regulations to enforce the State mandated prohibitions; and

WHEREAS, in 2024, the State Water Resources Control Board adopted water conservation regulations as part of the "Conservation as a Way of Life" legislation that will require the City to significantly reduce its potable water use over time; and

WHEREAS, the City desires to adopt this Ordinance, pursuant to its existing authority as described above, to implement the State requirements of CWC Section 10608.14 as they relate to the use of potable water on nonfunctional turf for certain types of properties, and finds that this Ordinance is in the best interest of the City to protect the health, safety and welfare of the community.

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

SECTION 1. RECITALS; DEFINITIONS.

The City hereby finds and determines that the above recitals are true and correct and are incorporated herein. Unless otherwise defined herein, terms used but not defined in this Ordinance shall have the same meanings as set forth in CWC Section 10608.12. The term "Director" means the Director of Public Works or his/her designated representative.

SECTION 2. COMPLIANCE RESPONSIBILITY.

The water service account older of record for a water account shall be responsible for compliance with the provisions of this Ordinance for the property served by that account.

SECTION 3. EXISTING WATER CONSERVATION REQUIREMENTS.

This Ordinance is in addition to, and does not repeal or replace, any other current City ordinance, resolution, or regulation concerning water conservation or water waste restrictions, unless expressly stated. The requirements herein do not affect any other limits on watering hours, requirements to repair leaks, or other water use restrictions in effect within the City.

SECTION 4. PROHIBITION ON USE OF POTABLE WATER TO IRRIGATE NONFUNCTIONAL TURF.

The use of potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, other than a cemetery, and on properties of homeowners' associations, common interest developments, and community service organizations or similar entities, is prohibited. This Ordinance shall take effect as follows:

(1) All properties owned by local governments, local or regional public agencies, and public water systems, except those specified in paragraph (4) below, beginning January 1, 2027.

(2) All other institutional properties and all commercial and industrial properties, beginning January 1, 2028.

(3) All common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, beginning January 1, 2029.

(4) All properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate appropriate landscapes, whichever is later.

Nonfunctional turf includes, but is not limited to, the following:

(1) Turf located within street rights-of-way and parking lots;

(2) Turf which is not assigned or allocated to the exclusive use of the occupants of an individual dwelling unit within the property;

(3) Common areas of homeowners' associations; and

(4) Turf which is enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly.

SECTION 5. EXCEPTIONS.

The use of potable water is permitted under this Ordinance to the extent necessary to ensure the health of trees and other perennial non-turf vegetation, or to the extent necessary to address an immediate health and safety need.

Potable water may also be used to irrigate turf that has been designated by a property owner or governmental agency to accommodate human foot traffic for civic, ceremonial, or community events; turf located in recreational use areas or community spaces; and turf located in sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas.

The restrictions set forth in this Ordinance shall not apply to private residential properties. Residential customers may continue to irrigate turf in accordance with the City's water conservation regulations.

SECTION 6. COMPLIANCE AND ENFORCEMENT.

Customers who use potable water to irrigate nonfunctional turf in violation of this Ordinance shall be subject to the following enforcement progression:

a. **First Violation.** A written notice will be provided to the customer by mail or personal delivery informing them of the violation and the timeline for compliance. No penalty will be assessed for a first violation.

b. **Second Violation.** For a second violation within twelve (12) calendar months of the first violation, a final written notice of non-compliance will be provided to the customer, and an administrative penalty in the amount established in the City's Master Fee Schedule shall be imposed.

c. **Third Violation.** For a third violation within twelve (12) calendar months of the first violation, a written notice of non-compliance will be provided to the customer, an administrative penalty in the amount established in the City's Master Fee Schedule shall be imposed, and a flow restrictor may be installed.

d. **Fourth and Subsequent Violations.** For a fourth or subsequent violation within twelve (12) calendar months of the first violation, a written notice of non-compliance will be provided to the customer, an administrative penalty in the

amount established in the City's Master Fee Schedule shall be imposed, a flow restrictor may be installed, and water service may be disconnected.

e. **Service Disconnection.** In addition to the penalties in this Section, and after notice to the customer, the City may shut off a customer's water service for willful violations of the mandatory restrictions in this Ordinance. The customer is responsible for the cost of reconnecting service consistent with the City's rules and regulations.

f. **Separate Violations.** Each violation of this Ordinance is a separate offense. However, for the limited purpose of calculating the number of violations to determine the escalating penalties in this Section, multiple violations on the same day will only count as one violation.

SECTION 7. CERTIFICATION OF COMPLIANCE.

Customers having more than 5,000 square feet of irrigated area on commercial, industrial, or institutional property shall certify their compliance to the State Water Resources Control Board pursuant to the requirements of California Water Code Section 10608.14(e).

SECTION 8. DEFERRAL.

The State Water Resources Control Board may defer compliance for up to three years upon a showing of good cause for reasons which may include economic hardship, critical business need, and potential impacts to human health or safety. The City shall not authorize any period of deferral or postponement that is not first authorized by the State Water Resources Control Board pursuant to California Water Code Section 10608.14(c).

SECTION 9. APPEALS.

If a customer believes that areas on their property have been improperly deemed nonfunctional turf, or that they require an exception to the use of potable water for irrigation, they may submit a written appeal to the City. Customers may appeal a notice of violation by filing a written appeal with the City within ten (10) calendar days of the date of the notice of violation. Any notice of violation not timely appealed will be deemed final.

Upon receipt of a timely appeal, the City will schedule a hearing and will provide written notice of the hearing date to the customer by mail, personal delivery, and/or electronic transmission at least twenty (20) calendar days before the hearing. The City Manager, or the City Manager's authorized designee, shall serve as the independent hearing officer and shall make all decisions regarding the appeal.

The City shall send written notice of the hearing decision within fifteen (15) calendar days after the hearing. All hearing decisions are final.

If a violation occurs after a customer's appeal is denied, the customer's account shall be subject to the penalties in Section 6 above.

SECTION 10. SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause or other portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or portions of this Ordinance are declared invalid or unenforceable.

SECTION 11. EFFECTIVE DATE AND PUBLICATION.

This Ordinance shall take effect thirty (30) days after its adoption. The Mayor shall sign this Ordinance and the City Clerk shall attest and certify to the passage and adoption thereof and cause this Ordinance to be published within fifteen (15) days after its adoption, at least once in the San Gabriel Valley Examiner, a newspaper of general circulation published in the City of Glendora.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Glendora this ___ day of ____, 20__.

BY:_____
DAVID FREDENDALL
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

_____
DANNY ALESHIRE
City Attorney

CERTIFICATION

I, do hereby certify that the foregoing Ordinance was introduced for first reading on the _____ day of _____, 20__. Thereafter, said Ordinance was duly approved and adopted at a regular meeting of the City Council on the _____ day of _____, 20__, 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

PUBLIC NOTICE
SUMMARY OF PROPOSED ORDINANCE

(AS PRESCRIBED BY GOVERNMENT CODE SECTION 36933 (c) (1))

NOTICE IS HEREBY GIVEN THAT at their meeting held Tuesday, October 27, 2026, the Glendora City Council introduced for first reading, proposed **Ordinance No. (Insert #),** which if approved, will amend several sections of Glendora Municipal Code Chapter 14.34, "Water Conservation," of Title 14, "Water". The ordinance enacts the following regulations and policies: Prohibits the use of potable water to irrigate nonfunctional turf on commercial, industrial, and institutional properties (other than cemeteries) and on common areas of homeowners' associations, common interest developments, and community service organizations, in accordance with Assembly Bill 1572; phases in the prohibition from January 1, 2027 through January 1, 2031, depending on property type; allows exceptions for the health of trees and perennial plants, immediate health and safety needs, and turf used for recreational, civic, and community purposes; exempts private residential properties; establishes progressive enforcement, including written notice, administrative penalties set in the City's Master Fee Schedule, flow restrictors, and possible service disconnection; and provides for certification of compliance, State authorized deferrals, and an appeal process.

The City Council will consider adoption of said ordinance at their meeting to be held Tuesday, November 10, 2026, at 7:00 p.m., in the Council Chamber, 116 E. Foothill Boulevard, Glendora.

A full text copy of the ordinance may be reviewed in the Office of the City Clerk of the City of Glendora at Glendora City Hall, 116 E. Foothill Boulevard, California, and online at www.cityofglendora.org under public notices.

Said ordinance will become effective 30 days after adoption.

The foregoing Ordinance was introduced for first reading at a Regular Meeting of the Glendora City Council by the following roll call vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Dated this 27 day of October, 2026.

Kathleen R. Sessman, MMC
City Clerk

Published in San Gabriel Valley Examiner: (Insert Publication Date)

PUBLIC NOTICE
SUMMARY OF APPROVED ORDINANCE

AS PRESCRIBED BY GOVERNMENT CODE SECTION 36933 (c) (1)

NOTICE IS HEREBY GIVEN THAT at their meeting held Tuesday, November 10, 2026, the Glendora City Council conducted a second reading and adopted **Ordinance No. (Insert #),** which amends several sections of Glendora Municipal Code Chapter 14.34, "Water Conservation," of Title 14, "Water".

The ordinance enacts the following regulations and policies:

Prohibits the use of potable water to irrigate nonfunctional turf on commercial, industrial, and institutional properties (other than cemeteries) and on common areas of homeowners' associations, common interest developments, and community service organizations, in accordance with Assembly Bill 1572; phases in the prohibition from January 1, 2027 through January 1, 2031, depending on property type; allows exceptions for the health of trees and perennial plants, immediate health and safety needs, and turf used for recreational, civic, and community purposes; exempts private residential properties; establishes progressive enforcement, including written notice, administrative penalties set in the City's Master Fee Schedule, flow restrictors, and possible service disconnection; and provides for certification of compliance, State authorized deferrals, and an appeal process.

Said ordinance will become effective 30 days after adoption.

A full text copy of the ordinance may be reviewed in the Office of the City Clerk of the City of Glendora at Glendora City Hall, 116 E. Foothill Boulevard, California, and online at www.cityofglendora.org under public notices.

The foregoing Ordinance was approved and adopted at a Regular Meeting of the Glendora City Council by the following roll call vote:

AYES:	COUNCILMEMBERS:
NOES:	COUNCILMEMBERS:
ABSENT:	COUNCILMEMBERS:
ABSTAIN:	COUNCILMEMBERS:

Dated this 10 day of November, 2026.

Kathleen R. Sessman, MMC
City Clerk

Published in San Gabriel Valley Examiner: (Insert Publication Date)

FIRST READING AND INTRODUCTION OF AN ORDINANCE AMENDING THE GLENDORA MUNICIPAL CODE TO ESTABLISH REGULATIONS FOR NONFUNCTIONAL TURF

PUBLIC WORKS DEPARTMENT

CITY COUNCIL MEETING

OCTOBER 27, 2026

DAMIAN MARTINEZ, WATER DIVISION MANAGER



WHY THIS ORDINANCE

STATE LAW: AB 1572

Prohibits potable water for irrigating non-functional turf on commercial, industrial, and institutional (CII) properties and HOA common areas by set dates.

LOCAL ACTION REQUIRED

Water suppliers must update their regulations to enforce the ban, supporting the State Water Board's Conservation as a Way of Life rules.

WHO WILL BE AFFECTED BY THIS ORDINANCE?

AFFECTED PARTIES:

- Commercial, industrial, and institutional (CII) properties
- Common areas of homeowners' associations (HOA's)

NOT AFFECTED PARTIES:

- Private residential properties, which stay under the City's existing water conservation rules
- Cemeteries

RESPONSIBLE PARTY

- The water account holder of record for the property served.

WHAT COUNTS AS NON-FUNCTIONAL TURF

Non-functional turf includes:

- Turf in street rights of way and parking lots
- Turf not assigned to the exclusive use of an individual dwelling unit
- Common areas of homeowners' associations
- Turf enclosed by fencing or barriers that permanently preclude human access





Potable water is still allowed for

- Health of trees and other perennial plants that are not turf
- Immediate health and safety needs
- Turf designated for civic, ceremonial, or community events
- Sports fields, golf courses, playgrounds, picnic grounds, and pet exercise areas



IMPLEMENTATION SCHEDULE

PHASE 1 **Jan. 1, 2027**	PHASE 2 **Jan. 1, 2028**	PHASE 3 **Jan. 1, 2029**	PHASE 4 **Jan. 1, 2031**
Local governments, local or regional public agencies, and public water systems (except those in disadvantaged communities)	Other institutional properties and all commercial and industrial properties	Common areas of HOAs, common interest developments, and community service organizations	Local government, public agency, and water system properties in disadvantaged communities *Or when state funding for turf conversion becomes available, if later.*

ENFORCEMENT PROGRESSION

1 First violation

- Written notice with the timeline to comply
- No penalty

2 Second violation

- Final written notice
- Administrative penalty per the Master Fee Schedule

3 Third violation

- Written notice
- Administrative penalty per the Master Fee Schedule
- Flow restrictor may be installed

4+ Fourth and later

- Written notice
- Administrative penalty per the Master Fee Schedule
- Flow restrictor may be installed
- Water service may be disconnected

Violations are counted within 12 calendar months of the first violation, and multiple violations on one day count as one. After notice, service may also be shut off for willful violations.

Glendora

CERTIFICATION, DEFERRAL, AND APPEALS

Certification

Customers with more than 5,000 square feet of irrigated CII area certify their compliance to the State Water Resources Control Board.

Required by Water Code Section 10608.14(e).

Deferral

Only the State Water Board may defer compliance, for up to three years, for good cause such as economic hardship, critical business need, or health and safety impacts.

The City cannot grant a deferral on its own.

Appeals

- Written appeal within 10 calendar days of the notice
- Hearing notice at least 20 days ahead
- City Manager or designee is the independent hearing officer
- Written decision within 15 days; final

RECOMMENDATION

THAT THE CITY COUNCIL

1. Introduce for first reading an Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDORA PROHIBITING THE USE OF POTABLE WATER TO IRRIGATE NONFUNCTIONAL TURF" amending Chapter 14.34 “Water Conservation” of Title 14 “Water” of the Glendora Municipal Code to Establish Regulations to Prohibit the Use of Potable Water to Irrigate Nonfunctional Turf; and
2. Direct the preparation of a summary of ordinance for publication pursuant to Government Code Section 36933.

City of Glendora | City Clerk

116 E. Foothill Blvd., Glendora, CA 91741-3380
(626) 914-8210 | (626) 914-8258 Fax | CityOfGlendora.org

DATE:	10/23/2026
TO:	Honorable Mayor and City Council Members
FROM:	City Clerk/Communications Department
CC:	City Manager Raymond
SUBJECT:	Distribution Under Separate Cover – October 27, 2026 Regular City Council Meeting Agenda Item #9 First Reading and Introduction of an Ordinance Amending the Glendora Municipal Code to Establish Regulations for Nonfunctional Turf

Attached is a revised document associated with agenda item #9 entitled, “First Reading and Introduction of an Ordinance Amending the Glendora Municipal Code to Establish Regulations for Nonfunctional Turf.”

Please review, copies will also be made available on the dais and to the public.

No other changes are being requested.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENDORA PROHIBITING THE USE OF POTABLE WATER TO IRRIGATE NONFUNCTIONAL TURF

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the City of Glendora (the "City") obtains its potable water supply primarily from local groundwater pumped from the Main San Gabriel Basin, supplemented with imported water received through Three Valleys Municipal Water District, a member agency of the Metropolitan Water District of Southern California, and Covina Valley Water Company; and

WHEREAS, pursuant to the California Constitution, the California Government Code, and other applicable State laws, the City is authorized to adopt and enforce restrictions on water use and water conservation programs to conserve its water supplies and prevent water waste; and

WHEREAS, California Water Code ("CWC") Sections 13550 and 13551 generally provide that the use of potable water for non-potable purposes is a waste or an unreasonable use of water within the meaning of Section 2 of Article X of the California Constitution where recycled water is otherwise available; however, the City does not currently have a recycled water system, and no recycled water source is presently available to the City; and

WHEREAS, the City actively promotes water conservation and encourages the efficient use of its potable water supply to help ensure a reliable, long term water supply for its customers; and

WHEREAS, the City has previously adopted water conservation and water shortage regulations establishing restrictions on water use, including increasing levels of restriction on the use of potable water on nonfunctional turf during declared water shortage conditions; and

WHEREAS, Assembly Bill 1572 (codified in part at CWC Sections 10608.12 and 10608.14), prohibits the use of potable water to irrigate nonfunctional turf at commercial, industrial, and institutional properties, as well as common areas of homeowners' associations, by specified dates, and requires the City to update its regulations to enforce the State mandated prohibitions; and

WHEREAS, in 2024, the State Water Resources Control Board adopted water conservation regulations as part of the "Conservation as a Way of Life" legislation that will require the City to significantly reduce its potable water use over time; and

WHEREAS, the City desires to adopt this Ordinance, pursuant to its existing authority as described above, to implement the State requirements of CWC Section 10608.14 as they relate to the use of potable water on nonfunctional turf for certain types of properties, and finds that this Ordinance is in the best interest of the City to protect the health, safety and welfare of the community.

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

SECTION 1. RECITALS; DEFINITIONS.

The City hereby finds and determines that the above recitals are true and correct and are incorporated herein. Unless otherwise defined herein, terms used but not defined in this Ordinance shall have the same meanings as set forth in CWC Section 10608.12. The term "Director" means the Director of Public Works or his/her designated representative.

SECTION 2. COMPLIANCE RESPONSIBILITY.

The water service account older of record for a water account shall be responsible for compliance with the provisions of this Ordinance for the property served by that account.

SECTION 3. EXISTING WATER CONSERVATION REQUIREMENTS.

This Ordinance is in addition to, and does not repeal or replace, any other current City ordinance, resolution, or regulation concerning water conservation or water waste restrictions, unless expressly stated. The requirements herein do not affect any other limits on watering hours, requirements to repair leaks, or other water use restrictions in effect within the City.

SECTION 4. PROHIBITION ON USE OF POTABLE WATER TO IRRIGATE NONFUNCTIONAL TURF.

The use of potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, other than a cemetery, and on properties of homeowners' associations, common interest developments, and community service organizations or similar entities, is prohibited. This Ordinance shall take effect as follows:

(1) All properties owned by local governments, local or regional public agencies, and public water systems, except those specified in paragraph (4) below, beginning January 1, 2027.

(2) All other institutional properties and all commercial and industrial properties, beginning January 1, 2028.

(3) All common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, beginning January 1, 2029.

(4) All properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional turf on these properties to climate appropriate landscapes, whichever is later.

Nonfunctional turf includes, but is not limited to, the following:

(1) Turf located within street rights-of-way and parking lots;

(2) Turf which is not assigned or allocated to the exclusive use of the occupants of an individual dwelling unit within the property;

(3) Common areas of homeowners' associations; and

(4) Turf which is enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly.

SECTION 5. EXCEPTIONS.

The use of potable water is permitted under this Ordinance to the extent necessary to ensure the health of trees and other perennial non-turf vegetation, or to the extent necessary to address an immediate health and safety need.

Potable water may also be used to irrigate turf that has been designated by a property owner or governmental agency to accommodate human foot traffic for civic, ceremonial, or community events; turf located in recreational use areas or community spaces; and turf located in sports fields, golf courses, playgrounds, picnic grounds, or pet exercise areas.

The restrictions set forth in this Ordinance shall not apply to private residential properties. Residential customers may continue to irrigate turf in accordance with the City's water conservation regulations.

SECTION 6. COMPLIANCE AND ENFORCEMENT.

Customers who use potable water to irrigate nonfunctional turf in violation of this Ordinance shall be subject to the following enforcement progression:

a. **First Violation.** A written notice will be provided to the customer by mail or personal delivery informing them of the violation and the timeline for compliance. No penalty will be assessed for a first violation.

b. **Second Violation.** For a second violation within twelve (12) calendar months of the first violation, a final written notice of non-compliance will be provided to the customer, and an administrative penalty in the amount established in the City's Master Fee Schedule shall be imposed.

c. **Third Violation.** For a third violation within twelve (12) calendar months of the first violation, a written notice of non-compliance will be provided to the customer, an administrative penalty in the amount established in the City's Master Fee Schedule shall be imposed, and a flow restrictor may be installed.

d. **Fourth and Subsequent Violations.** For a fourth or subsequent violation within twelve (12) calendar months of the first violation, a written notice of non-compliance will be

provided to the customer, an administrative penalty in the amount established in the City's Master Fee Schedule shall be imposed, a flow restrictor may be installed, and water service may be disconnected.

e. **Service Disconnection.** In addition to the penalties in this Section, and after notice to the customer, the City may shut off a customer's water service for willful violations of the mandatory restrictions in this Ordinance. The customer is responsible for the cost of reconnecting service consistent with the City's rules and regulations.

f. **Separate Violations.** Each violation of this Ordinance is a separate offense. However, for the limited purpose of calculating the number of violations to determine the escalating penalties in this Section, multiple violations on the same day will only count as one violation.

SECTION 7. CERTIFICATION OF COMPLIANCE.

Customers having more than 5,000 square feet of irrigated area on commercial, industrial, or institutional property, and homeowners' associations, common interest developments, and community service organizations with regulated common areas shall certify their compliance to the State Water Resources Control Board pursuant to the requirements of California Water Code Section 10608.14(e).

Deleted: Homeowners' Association and Common Interest Development

Deleted: by June 30, 2031

Deleted: .

SECTION 8. DEFERRAL.

The State Water Resources Control Board may defer compliance for up to three years upon a showing of good cause for reasons which may include economic hardship, critical business need, and potential impacts to human health or safety. The City shall not authorize any period of deferral or postponement that is not first authorized by the State Water Resources Control Board pursuant to California Water Code Section 10608.14(c).

SECTION 9. APPEALS.

If a customer believes that areas on their property have been improperly deemed nonfunctional turf, or that they require an exception to the use of potable water for irrigation, they may submit a written appeal to the City. Customers may appeal a notice of violation by filing a written appeal with the City within ten (10) calendar days of the date of the notice of violation. Any notice of violation not timely appealed will be deemed final.

Upon receipt of a timely appeal, the City will schedule a hearing and will provide written notice of the hearing date to the customer by mail, personal delivery, and/or electronic transmission at least twenty (20) calendar days before the hearing. The City Manager, or the City Manager's authorized designee, shall serve as the independent hearing officer and shall make all decisions regarding the appeal.

The City shall send written notice of the hearing decision within fifteen (15) calendar days after the hearing. All hearing decisions are final.

If a violation occurs after a customer's appeal is denied, the customer's account shall be subject to the penalties in Section 6 above.

SECTION 10. SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause or other portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or portions of this Ordinance are declared invalid or unenforceable.

SECTION 11. EFFECTIVE DATE AND PUBLICATION.

This Ordinance shall take effect thirty (30) days after its adoption. The Mayor shall sign this Ordinance and the City Clerk shall attest and certify to the passage and adoption thereof and cause this Ordinance to be published within fifteen (15) days after its adoption, at least once in the San Gabriel Valley Examiner, a newspaper of general circulation published in the City of Glendora.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 2026, by the City Council of the City of Glendora, California.

City Council of Glendora, California

By:_____
David Fredendall
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

_____
DANNY ALESHIRE
City Attorney

CERTIFICATION

I, do hereby certify that the foregoing Ordinance was introduced for first reading on the _____ day of _____, 20__. Thereafter, said Ordinance was duly approved and adopted at a (regular/special) meeting of the City Council on the _____ day of _____, 20__, 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

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**City Clerk**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**Affirm minutes from the City Council, Successor Agency and Housing Authority October 13, 2026 Meeting**		

RECOMMENDATION
That the City Council:

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 October 13, 2026 meeting was complied 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 the recommendation in this report.

ENVIRONMENTAL DETERMINATION
There is 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:	Kathleen Sessman, MMC, City Clerk/Communications Director
Certified to Availability of Funds:	Not Applicable
Approved By:	Not Applicable
Legal Review:	Not Applicable
CEQA Review:	Not Applicable

Attachments

A_October_13_2026_Regular_City_Council_Meeting_Minute.pdf

City of Glendora Minutes
Regular Meeting

Tuesday, October 13, 2026
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, Housing Authority and Public Financing Authority, which are concurrently convening this evening.

CALL TO ORDER

The City Council, Successor Agency and Housing Authority regular meeting was called to order at 6:00 PM by Mayor/Chair Fredendall.

ROLL CALL

Members Present: Michael Allawos, Shaunna Elias, Mendell Thompson, Mayor Pro Tem/Vice-Chair Karen Davis, and 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, Deputy City Manager Marie Ricci, Chief of Police Chris Stabio, Public Works Director Hal Ghafari, Library Director Rino Landa, Finance Director/City Treasurer Kyle Johnson, Information Technology Director Sam Robin, City Clerk/Communications Director Kathleen Sessman, Library Manager Donna Dukes, Captain Matt Fenner, Community Preservation Officer Dillion Dahlstein, Community Preservation Officer Stephanie Faulkner, Officer Crystal Goins, Records Specialist Julie Vargas, Audio Visual Production Specialist Craig Gill, Public Communications Coordinator Greg Morton, and City Clerk Specialist Lorena Cordova

CLOSED SESSION

Closed Session title was read into the record.

Mayor Fredendall invited public comment on closed session items. No members of the public requested to speak, and no written correspondence was received.

The meeting convened into Closed Session at 6:33 PM.

1 Closed Session

CS1. CONFERECE WITH LEGAL COUNSEL – EXISTING LITIGATION A closed session will be held, pursuant to Government Code § 54956.9(d)(1), to confer with legal counsel regarding pending litigation to which the City is a party. The title of such litigation is as follows: Efren Cordura vs. City of Glendora

Closed Session adjourned at 6:58 PM and the meeting reconvened into Open Session at 7:00 PM with all members present.

City Attorney Aleshire reported the following actions taken in Closed Session: a confidential briefing was provided, the City Council provided directions and there was no reportable action taken.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was given by Monsignor Norm Priebe of St. Dorothy's Church.

The Pledge of Allegiance was led by Glendora High School student Diego Garcia.

REORDERING OF AND ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT

2. Public Comments received

Mayor Fredendall opened the Public Comment period. Members of the public requesting to speak included San Gabriel Valley Council of Government (SGVCOG) Zayn Aga, and one anonymous written correspondence.

MEMBER STATEMENT/REPORTS

Councilmember Thompson commented on the City's Silver Energy Champion recognition, thanked the community for helping protect the foothills during the recent heat, and requested clarification regarding left-turn access along Foothill Boulevard following implementation of the First/Last Mile project. City Manager Raymond confirmed that left-turn access into business driveways is to be maintained and summarized related Council direction.

Councilmember Elias recognized retiring Police Chief Randazzo for more than three decades of service and welcomed Police Chief Stabio.

Councilmember Allawos reported on the Glendora High School Homecoming Parade and recognized the student organizers.

Mayor Pro Tem Davis announced the upcoming Pumpkin Festival and Sister City Association fundraiser and encouraged support for community and Pink Patch activities.

Mayor Fredendall highlighted upcoming fall events and congratulated Police Chief Stabio and newly promoted Captain Matt Fenner.

CITY MANAGER AND CITY ATTORNEY STATEMENTS

City Manager Raymond advised that remote viewers had reported audio issues. The meeting recessed at approximately 7:17 PM to troubleshoot the audio and reconvened at approximately 7:33 PM. Remote viewing and audio access were restored through the City's Zoom meeting platform.

City Manager Raymond announced due to the continuing audio issues the meeting can be watched and listened to by visiting cityofglendora.gov/Zoom or cityofglendora.gov/citymeetings.

SPECIAL ITEMS

3. A Proclamation Proclaiming October 11-17, 2026, as "Code Enforcement Officer Appreciation Week"

Councilmember Allawos presented proclamation to Community Preservation Officer Dillon Dahlstein, Community Preservation Officer Stephanie Faulkner and Chief of Police Stabio.

4. A Proclamation Proclaiming October 2026, as "National Breast Cancer Awareness Month"

   Mayor Pro Tem Davis presented proclamation to Officer Crystal Goins, Records Specialist Julie Vargas, and Chief of Police Stabio.

5. A Proclamation Proclaiming October 18-24, 2026, as "National Friends of Library Week"

   Councilmember Thompson presented proclamation to Glendora Public Library Friends Foundation President Marily Sparks, Board Members Dlorah Gonzales, Marsha Mason, and Susie Kramer and Board of Library Trustees President Tricia Bogle, Vice-President Carrie Johnson, Trustees Deborah Hall and Lisa Long and Library Director Landa.

CONSENT CALENDAR

Motion was made by Councilmember/Commissioner Allawos, seconded by Councilmember/Commissioner Thompson, to approve Consent Calendar as presented, affirming the actions appropriate to each item.

Motion carried 5 - 0 by the following vote: AYES: Allawos, Elias, Thompson, Davis, Fredendall; NOES: None; ABSENT: None; ABSTIN: None.

6. Affirm minutes from the City Council, Successor Agency and Housing Authority June 23, 2026 Meeting

   The City Council, Successor Agency and Housing Authority:
   (1) Affirmed minutes as presented.

7. Review and Affirm Disbursements for September 2026 in the amount of $12,111,411.03

   The City Council and Successor Agency:
   (1) Reviewed and affirmed disbursements for September 2026 in the amount of $12,111,411.03.

8. Approve Amendment No. 1 to the Contract Services Agreement with SDI Presence for City-Wide Information Technology Services for a three-year term commencing at an initial cost of $444,000 for a year one with subsequent 3% annual increase not to exceed $1,332,000 for the term of the agreement.

   The City Council:
   (1) Approved Amendment No. 1 to the Contract Services Agreement with SDI Presence for City-Wide Information Technology Services to extend the agreement for an additional three-year term and increase the Contract Sum by $1.4 million, from $1.6 million to $3 million; and,
   (2) Authorized the City Manager or designee to execute the Amendment with SDI Presence and approve minor and/or non-substantive modifications as needed.

9. Consider an Agreement with Hardy & Harper, Inc. for the CDBG Funded Grind & Overlay Project FY 2026-2027, Plan No. 1405, in an amount not to exceed $274,000

The City Council:

(1) Adopted a Categorical Exemption from the California Environmental Quality Act pursuant to Section § 15301(c);
(2) Approved the Plans and Specifications for CDBG-Funded Grind and Overlay Project FY 2026-2027, Plan No. 1405;
(3) Awarded and approved the Agreement for Public Works Services to Hardy & Harper, Inc. for the CDBG-Funded Grind and Overlay Project FY 2026-2027 in an amount not to exceed $274,000;
(4) Authorized a ten precent (10%) contingency in the amount of $27,400;
(5) Authorized the Public Works Director to approve necessary change orders within the approved contingency amount; and,
(6) Authorized the City Manager or his designee to execute the agreement including minimal and/or non-substantive changes.

NEW BUSINESS

10. Consider an Agreement with Hardy & Harper, Inc for the Route 66 Pavement Rehabilitation Project, Plan No. 1406, in an amount not to exceed $2,214,210

Agenda Item #10 and #11 were read into the record and a joint presentation was given.

City Council discussion included pavement condition and prioritization; coordination with water and utility improvements; use of restricted and one-time funds; anticipated increases to the Pavement Condition Index; construction sequencing and traffic impacts; and use of remaining project funds for additional Route 66 segments.

A motion was made by Mayor Pro Tem Davis, seconded by Councilmember Allawos, approved the following:

(1) Adopt a Categorical Exemption from the California Environmental Quality Act pursuant to Section § 15301(c);
(2) Approve the Plans and Specifications for the Route 66 Pavement Rehabilitation Project, Plan No. 1406;
(3) Award an Agreement for Public Works Services with Hardy and Harper, Inc. for the Route 66 Pavement Rehabilitation Project, Plan No. 1406 in the amount not to exceed $2,214,210;
(4) Authorize a ten percent (10%) contingency in the amount of $221,421;
(5) Authorize the Public Works Director to approve necessary change orders within the approved contingency amount; and,
(6) Authorize the City Manager or his designee to execute the agreement including minimal and/or non-substantive changes.

Motion carried 5 - 0 by the following vote: AYES: Allawos, Elias, Thompson, Davis, Fredendall; NOES: None; ABSTAIN: None; ABSENT: None.

11. Consider an Agreement with All American Asphalt for the Juanita Ave., Sunflower Ave., Valley Center Ave. Pavement Rehabilitation Project, Plan No. 1407, in an amount not to exceed $1,525,715

Motion was made by Mayor Pro Tem Davis, seconded by Councilmember Allawos, approved the following:

(1) Adopt a Categorical Exemption from the California Environmental Quality Act pursuant to Section § 15301(c);
(2) Approve the Plans and Specifications for the Juanita Avenue, Sunflower Avenue, and Valley Center Pavement Rehabilitation Project, Plan No. 1407;
(3) Award an Agreement for Public Works Services with All American Asphalt for the Juanita Avenue, Sunflower Avenue, and Valley Center Avenue Pavement Rehabilitation Project in the amount not to exceed $1,525,715,
(4) Authorize a ten percent (10%) contingency in the amount of $152,571;
(5) Authorize the Public Works Director to approve necessary change orders within the approved contingency amount; and,
(6) Authorize the City Manager or his designee to execute the agreement including minimal and/or non-substantive changes.

Motion carried 5 - 0 by the following vote: AYES: Allawos, Elias, Thompson, Davis, Fredendall; NOES: None; ABSTAIN: None; ABSENT: None.

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

ADJOURNMENT
Meeting adjourned at 8:52 PM.

Kathleen R. Sessman, MMC
City Clerk/Communications Director

Minutes were approved on _____.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Finance**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**City of Glendora and Glendora Successor Agency Investment Report for September 2026**		

RECOMMENDATION
That the City Council and Successor Agency:

1. Receive and file the Monthly Investment Activity Report for September 2026.

STRATEGIC FOCUS AREAS
Not Applicable.

EXECUTIVE SUMMARY
The City's total book value of cash and investments as of September 30, 2026, was $124,418,339, representing a decrease of $6,674,347 (-5.09%) compared to the prior month. This decrease is primarily attributable to the payments of the Main San Gabriel Basin water assessment charges and water purchases of $3,982,279, People Movement Project Expenditures of $1,556,068 and 2012A and 2016A Water Revenue Bond Debt Service payments of $1,200,208 and $622,500, respectively.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
Pursuant to Section 19 of the City's FY 2026-27 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
In accordance with the City's FY 2026-27 Investment Policy, the attached investment reports provide detailed information on the City's investment portfolio as of the end of the reporting period. The report includes a listing of individual securities by authorized investment category, average life and final maturity, coupon or earnings rate, par value, market value, and book value. The report also includes investments managed on behalf of the City by third-party investment managers.

During the month of September, the City completed four investment purchases of Limited Term Government Funds totaling $3,886,238, and one investment matured totaling $2,000,000, resulting in no realized gains or losses for the month.

FISCAL IMPACT
There is no fiscal impact associated with the recommended action.

ENVIRONMENTAL DETERMINATION
Not Applicable

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

Attachments

A_September_2026_Investment_Report.pdf

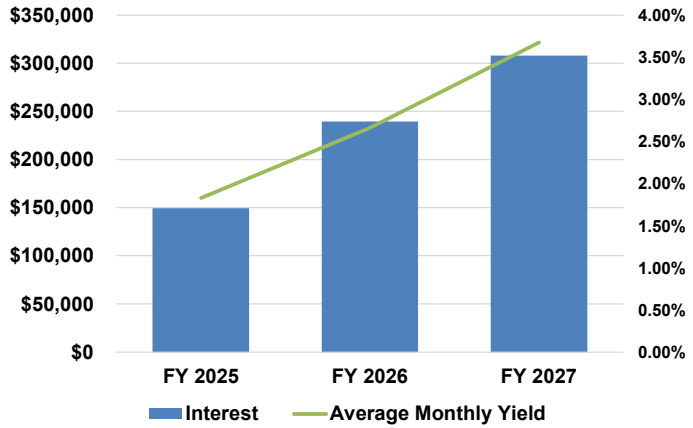
CITY OF GLENDORA
INVESTMENT REPORT SUMMARY
September 30, 2026

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:



August	FY 2025	FY 2026	FY 2027
Interest	$149,346	$239,574	$308,050
Average Monthly Yield	1.83%	2.66%	3.68%

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/City Treasurer

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

Financial Advisor
CHEN/GIORDANO/CRAWFORD
626-405-4753

UBS Client Review

As of September 30, 2026

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

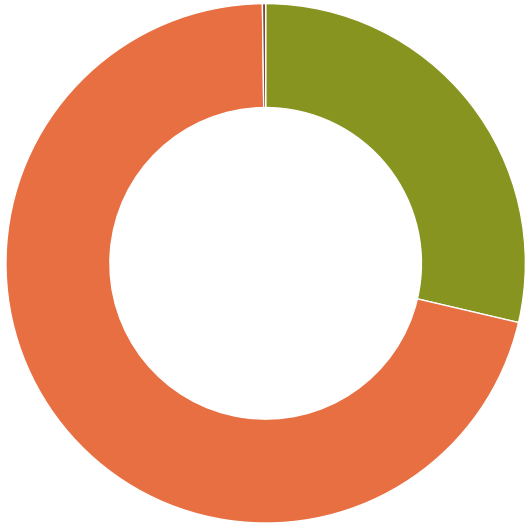
as of September 30, 2026

Summary of Asset Allocation

	Market value ($)	% of Portfolio
Cash	**35,277,800.33**	**28.66**
Cash	**35,277,800.33**	**28.66**
US	35,277,800.33	28.66
Fixed Income	**87,814,514.34**	**71.34**
US	**87,567,171.17**	**71.14**
US Fixed Income	13,216,770.66	10.74
Government	55,995,780.58	45.49
Corporate IG Credit	18,354,619.93	14.91
International	**247,343.17**	**0.20**
Emerging Markets	247,343.17	0.20
Equity	**0.00**	**0.00**
Commodities	**0.00**	**0.00**
Non-Traditional	**0.00**	**0.00**
Other	**0.00**	**0.00**
Total Portfolio	**$123,092,314.67**	**100%**

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

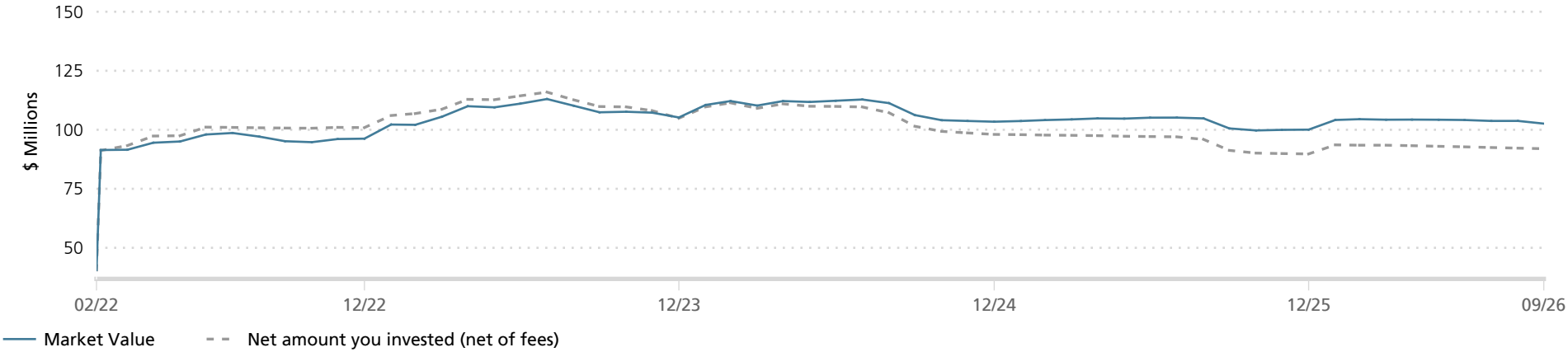
Total Value: $123,092,314.67



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 September 30, 2026



	MTD 08/31/2026 to 09/30/2026	QTD 06/30/2026 to 09/30/2026	YTD 12/31/2025 to 09/30/2026	ITD 02/23/2022 to 09/30/2026
Opening value	**103,754,196.13**	**104,142,398.00**	**100,060,599.72**	**40,589,214.16**
Net deposits/withdrawals	-224,896.49	-777,606.27	2,225,056.54	51,398,145.33
Div./interest income	308,050.33	765,704.00	2,202,852.24	9,978,070.08
Change in accr. interest	-15,082.17	133,585.58	334,109.72	684,305.07
Change in value	-1,208,923.96	-1,650,737.47	-2,209,274.38	-36,390.80
Closing value	**102,613,343.84**	**102,613,343.84**	**102,613,343.84**	**102,613,343.84**
Net Time-weighted ROR	-0.88	-0.73	0.31	2.06

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	0.30	0.93	2.75	4.13
BofA Corp/Gov 1-5Y	-1.04	-0.89	-0.30	2.29
BBG Agg Bond	-2.61	-3.51	-2.91	0.23

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

Bond Summary

as of September 30, 2026

Bond Overview

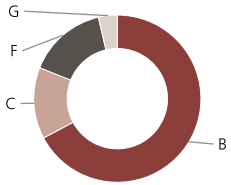
Total quantity	90,473,000
Total market value	$87,062,941.77
Total accrued interest	$751,572.57
Total market value plus accrued interest	$87,814,514.34
Total estimated annual bond interest	$3,173,241.25
Average coupon	3.52%
Average current yield	3.64%
Average yield to maturity	5.00%
Average yield to worst	5.00%
Average modified duration	2.60
Average effective maturity	2.84

Investment Type Allocation

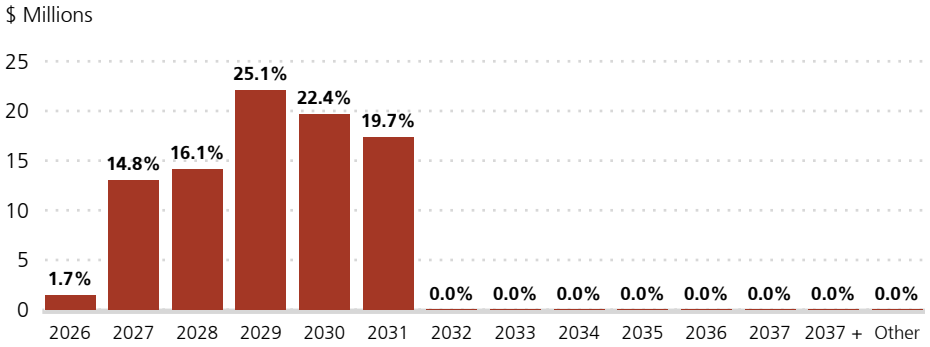
Investment type	Taxable ($)	Tax-exempt / deferred ($)	Total ($)	% of bond port.
Certificates of deposit	13,464,113.84	0.00	13,464,113.84	15.33
U.S. corporates	18,354,619.93	0.00	18,354,619.93	20.90
U.S. federal agencies	31,295,200.71	0.00	31,295,200.71	35.64
U.S. treasuries	24,700,579.88	0.00	24,700,579.88	28.13
Total	**$87,814,514.36**	**$0.00**	**$87,814,514.36**	**100%**

Credit Quality of Bond Holdings

Effective credit rating		Issues	Value on 09/30/2026 ($)	% of port.
A	Aaa/AAA/AAA	0	0.00	0.00
B	Aa/AA/AA	59	59,024,859.32	67.17
C	A/A/A	19	12,135,925.93	13.80
D	Baa/BBB/BBB	0	0.00	0.00
E	Non-investment grade	0	0.00	0.00
F	Certificate of deposit	56	13,464,113.84	15.39
G	Not rated	5	3,189,615.26	3.64
Total		**139**	**$87,814,514.34**	**100%**



Bond Maturity Schedule



Effective maturity schedule

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

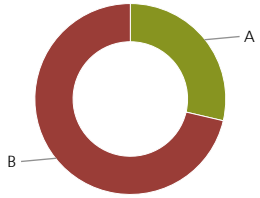
Includes all fixed income securities in the selected portfolio. Average yields and durations exclude Structured Product, Pass-Through, Perpetual Preferred, and Foreign securities. Accrued interest, if any, has been included in the total market value.

Portfolio Holdings

as of September 30, 2026

Summary of Portfolio Holdings

	Cost basis ($)	Value on 09/30/2026 ($)	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of portfolio
A Cash	**35,277,800**	**35,277,800**	**0**	**0.00%**	**526,364**	**1.49%**	**28.66%**
Cash	**35,277,800**	**35,277,800**	**0**	**0.00%**	**526,364**	**1.49%**	**28.66%**
US	35,277,800	35,277,800	0	0.00%	526,364	1.49%	28.66%
B Fixed Income	**89,140,538**	**87,814,514**	**-1,326,024**	**-1.49%**	**3,173,241**	**3.61%**	**71.34%**
US	**88,895,538**	**87,567,171**	**-1,328,367**	**-1.49%**	**3,163,441**	**3.61%**	**71.14%**
US Fixed Income	13,387,422	13,216,771	-170,652	-1.27%	490,566	3.71%	10.74%
Government	56,920,957	55,995,781	-925,176	-1.63%	1,989,765	3.55%	45.49%
Corporate IG Credit	18,587,159	18,354,620	-232,539	-1.25%	683,110	3.72%	14.91%
International	**245,000**	**247,343**	**2,343**	**0.96%**	**9,800**	**3.96%**	**0.20%**
Emerging Markets	245,000	247,343	2,343	0.96%	9,800	3.96%	0.20%
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	**$124,418,339**	**$123,092,315**	**-$1,326,024**	**-1.07%**	**$3,699,605**	**3.01%**	**100%**



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

[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.

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

UBS

Portfolio Holdings

as of September 30, 2026 *(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	**$124,418,339**	**$123,092,315**	**-$1,326,024**	**-1.07%**	**$3,699,605**	**3.01%**	**100%**	**100%**

Cash	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	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	16,820,632.34	16,820,632.34	0.00	0.00%	NA	NA	47.68%	13.67%
Outside ASSET[1] [Outside Account @SX XXX283]		1.00	1.00	3,658,338.49	3,658,338.49	0.00	0.00%	NA	NA	10.37%	2.97%
UBS INSURED SWEEP PROGRAM	354,249.19	1.00	1.00	354,249.19	354,249.19	0.00	0.00%	106.27	0.03%	1.00%	0.29%
UBS SELECT TREASURY INSTITUTIONAL FUND	14,418,017.81	1.00	1.00	14,418,017.81	14,418,017.81	0.00	0.00%	526,257.65	3.65%	40.87%	11.71%
USD CASH	26,562.50	1.00	1.00	26,562.50	26,562.50	0.00	0.00%	NA	NA	0.08%	0.02%
Total US				**$35,277,800**	**$35,277,800**	**$0**	**0.00%**	**$526,364**	**1.49%**	**100%**	**28.66%**
Total Cash				**$35,277,800**	**$35,277,800**	**$0**	**0.00%**	**$526,364**	**1.49%**	**100%**	**28.66%**
Total Cash				**$35,277,800**	**$35,277,800**	**$0**	**0.00%**	**$526,364**	**1.49%**	**100%**	**28.66%**

[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.

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
AMER EXPRESS NATL UT US RT 03.6000% MAT 09/25/29 FIXED RATE CD	245,000.00	98.05	96.36	240,222.50	236,212.62	0.00	-4,009.88	-1.67%	8,820.00	3.73%	0.27%	0.19%
BANK HAPOALIM BM N NY US RT 03.7000% MAT 07/30/27 FIXED RATE CD	245,000.00	100.00	99.36	245,000.00	244,981.61	0.00	-18.39	-0.01%	9,065.00	3.70%	0.28%	0.20%
BANK OF AMERICA NA NC US RT 03.6500% MAT 07/30/27 FIXED RATE CD	245,000.00	100.00	99.32	245,000.00	244,862.80	0.00	-137.20	-0.06%	8,942.50	3.65%	0.28%	0.20%
BMW BK OF NA NA UT US RT 03.6000% MAT 10/17/28 FIXED RATE CD	245,000.00	99.89	97.55	244,735.91	243,016.14	0.00	-1,719.77	-0.70%	8,820.00	3.63%	0.28%	0.20%
BRIGHTSTAR CR UN FL US RT 03.9000% MAT 08/20/27 LICU SHARE CERTIFICATE	245,000.00	100.00	99.53	245,000.00	244,110.28	0.00	-889.72	-0.36%	9,555.00	3.91%	0.28%	0.20%
CAPITAL ONE BK USA VA US RT 01.1500% MAT 11/24/26 FIXED RATE CD	245,000.00	100.00	99.54	245,000.00	244,861.42	0.00	-138.58	-0.06%	2,817.50	1.15%	0.28%	0.20%
CAPITAL ONE NA VA US RT 01.1500% MAT 11/24/26 FIXED RATE CD	245,000.00	100.00	99.54	245,000.00	244,861.42	0.00	-138.58	-0.06%	2,817.50	1.15%	0.28%	0.20%
CELTIC BK UT US RT 03.6500% MAT 04/29/30 FIXED RATE CD	245,000.00	98.17	95.69	240,525.91	234,465.00	0.00	-6,060.91	-2.52%	8,942.50	3.81%	0.27%	0.19%
CENTRAL BK AR US RT 04.2000% MAT 08/19/30 FIXED RATE CD	245,000.00	100.00	96.57	245,000.00	236,906.61	0.00	-8,093.39	-3.30%	10,290.00	4.34%	0.27%	0.19%
CFG BK MD US RT 03.6000% MAT 06/16/28 FIXED RATE CD	245,000.00	99.66	98.16	244,174.64	240,818.05	0.00	-3,356.59	-1.37%	8,820.00	3.66%	0.27%	0.20%
CLAXTON BK GA US RT 03.5500% MAT 09/29/28 FIXED RATE CD	245,000.00	99.30	97.53	243,297.25	238,972.33	0.00	-4,324.92	-1.78%	8,697.50	3.64%	0.27%	0.19%
COMENITY BANK DE US RT 03.8500% MAT 09/15/27 JUMBO CD - HELD AT UBS	200,000.00	100.00	99.16	200,000.00	198,897.72	0.00	-1,102.28	-0.55%	7,700.00	3.87%	0.23%	0.16%

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
CONNEXUS CREDIT UN WI US RT 04.0000% MAT 09/03/27 LICU SHARE CERTIFICATE	245,000.00	100.00	99.59	245,000.00	244,727.78	0.00	-272.22	-0.11%	9,800.00	4.00%	0.28%	0.20%
CUSTOMERS BANK PA US RT 03.8500% MAT 03/29/30 FIXED RATE CD	245,000.00	100.00	96.49	245,000.00	236,416.54	0.00	-8,583.46	-3.50%	9,432.50	3.99%	0.27%	0.19%
DISCOVER BANK DE US RT 03.2000% MAT 05/24/27 FIXED RATE CD	245,000.00	100.00	99.24	245,000.00	245,903.95	0.00	903.95	0.37%	7,840.00	3.19%	0.28%	0.20%
DIVERSIFIED MEMBER MI US RT 04.3000% MAT 04/28/28 FIXED RATE CD	245,000.00	100.00	99.24	245,000.00	243,130.65	0.00	-1,869.35	-0.76%	10,535.00	4.33%	0.28%	0.20%
DORT FINL CREDIT U MI US RT 03.7000% MAT 10/10/28 LICU SHARE CERTIFICATE	245,000.00	100.00	97.79	245,000.00	241,840.64	0.00	-3,159.36	-1.29%	9,065.00	3.75%	0.28%	0.20%
EAGLEMARK SVGS BK NV US RT 02.0000% MAT 03/02/27 FIXED RATE CD	245,000.00	100.04	99.07	245,096.43	243,107.19	-1,006.70	-1,989.24	-0.81%	4,900.00	2.02%	0.28%	0.20%
ESSENTIAL FED CRED LA US RT 04.7000% MAT 06/15/27 LICU SHARE CERTIFICATE	245,000.00	100.00	100.23	245,000.00	246,024.47	0.00	1,024.47	0.42%	11,515.00	4.68%	0.28%	0.20%
FARMERS & MERCHANT WI US RT 03.8500% MAT 11/08/27 FIXED RATE CD	245,000.00	100.00	99.30	245,000.00	243,902.77	0.00	-1,097.23	-0.45%	9,432.50	3.87%	0.28%	0.20%
FIRST FED SVGS BK IN US RT 04.2000% MAT 07/11/28 FIXED RATE CD	245,000.00	100.00	98.81	245,000.00	242,610.34	0.00	-2,389.66	-0.98%	10,290.00	4.24%	0.28%	0.20%
FIRST FEDERAL BANK FL US RT 03.7500% MAT 10/17/30 FIXED RATE CD	245,000.00	99.95	95.42	244,877.50	237,967.22	0.00	-6,910.28	-2.82%	9,187.50	3.86%	0.27%	0.19%
FIRST GTY BK HAMMO LA US RT 04.3500% MAT 11/06/28 FIXED RATE CD	219,000.00	100.00	98.65	219,000.00	219,871.44	0.00	871.44	0.40%	9,526.50	4.33%	0.25%	0.18%

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UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
FREEDOM FIRST FED VA US RT 04.0500% MAT 06/17/27 LICU SHARE CERTIFICATE	245,000.00	100.00	99.73	245,000.00	244,696.80	0.00	-303.20	-0.12%	9,922.50	4.06%	0.28%	0.20%
GOLDMAN SACHS BANK NY US RT 04.0000% MAT 03/20/28 FIXED RATE CD	245,000.00	100.00	99.09	245,000.00	243,102.49	0.00	-1,897.51	-0.77%	9,800.00	4.03%	0.28%	0.20%
GUARANTY BK MO US RT 03.8000% MAT 01/12/29 FIXED RATE CD	245,000.00	99.49	97.69	243,750.40	239,804.52	0.00	-3,945.88	-1.62%	9,310.00	3.88%	0.27%	0.19%
JPMORGAN CHASE BK DE US RT 03.7000% MAT 09/30/30 FIXED RATE CD	245,000.00	99.30	94.75	243,285.00	232,162.34	0.00	-11,122.66	-4.57%	9,065.00	3.90%	0.26%	0.19%
KEMBA FINL CREDIT OH US RT 03.6000% MAT 10/12/27 FIXED RATE CD	245,000.00	100.00	99.11	245,000.00	243,331.85	0.00	-1,668.15	-0.68%	8,820.00	3.62%	0.28%	0.20%
LAFAYETTE FED CRED MD US RT 03.2500% MAT 06/15/27 LICU SHARE CERTIFICATE	245,000.00	100.00	99.22	245,000.00	243,403.98	0.00	-1,596.02	-0.65%	7,962.50	3.27%	0.28%	0.20%
MANUFACTURERS & TR NY US RT 03.9000% MAT 03/31/28 FIXED RATE CD	245,000.00	100.00	98.91	245,000.00	242,355.68	0.00	-2,644.32	-1.08%	9,555.00	3.94%	0.28%	0.20%
MEDALLION BK UT US RT 03.8000% MAT 02/12/31 FIXED RATE CD	245,000.00	100.00	95.19	245,000.00	233,669.72	0.00	-11,330.28	-4.62%	9,310.00	3.98%	0.27%	0.19%
MERRICK BK UT US RT 03.8500% MAT 09/20/28 FIXED RATE CD	245,000.00	100.00	98.14	245,000.00	240,701.42	0.00	-4,298.58	-1.75%	9,432.50	3.92%	0.27%	0.20%
METRO CREDIT UNION MA US RT 01.7000% MAT 02/18/27 LICU SHARE CERTIFICATE	245,000.00	100.00	99.04	245,000.00	242,976.47	0.00	-2,023.53	-0.83%	4,165.00	1.71%	0.28%	0.20%
MORGAN STANLEY BK UT US RT 03.8500% MAT 02/25/28 FIXED RATE CD	245,000.00	100.00	98.91	245,000.00	243,254.93	0.00	-1,745.07	-0.71%	9,432.50	3.88%	0.28%	0.20%

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
MORGAN STANLEY PRI NY US RT 04.0000% MAT 08/29/30 FIXED RATE CD	245,000.00	100.00	95.83	245,000.00	235,579.18	0.00	-9,420.82	-3.85%	9,800.00	4.16%	0.27%	0.19%
MUTUALONE BANK MA US RT 03.6000% MAT 10/06/27 FIXED RATE CD	245,000.00	100.00	99.11	245,000.00	247,091.70	0.00	2,091.70	0.85%	8,820.00	3.57%	0.28%	0.20%
MY CMNTY CREDIT UN TX US RT 03.6500% MAT 03/19/29 LICU SHARE CERTIFICATE	245,000.00	100.00	97.14	245,000.00	238,255.15	0.00	-6,744.85	-2.75%	8,942.50	3.75%	0.27%	0.19%
NEW ORLEANS FIREME LA US RT 05.0000% MAT 07/17/28 FIXED RATE CD	245,000.00	100.00	100.39	245,000.00	246,391.80	0.00	1,391.80	0.57%	12,250.00	4.97%	0.28%	0.20%
OCEANAIR FED CREDI CA US RT 03.6000% MAT 10/10/30 FIXED RATE CD	245,000.00	100.00	94.91	245,000.00	236,709.94	0.00	-8,290.06	-3.38%	8,820.00	3.73%	0.27%	0.19%
OKLAHOMA EDUCATORS OK US RT 03.7000% MAT 08/14/28 FIXED RATE CD	245,000.00	100.00	98.04	245,000.00	240,620.21	0.00	-4,379.79	-1.79%	9,065.00	3.77%	0.27%	0.20%
OPTUM BK UT US RT 03.7000% MAT 03/23/28 FIXED RATE CD	245,000.00	100.00	98.64	245,000.00	241,839.40	0.00	-3,160.60	-1.29%	9,065.00	3.75%	0.28%	0.20%
PENTAGON FED CREDI VA US RT 01.7000% MAT 02/18/27 CREDIT UNION SHARE CERT	245,000.00	100.00	99.05	245,000.00	242,816.78	0.00	-2,183.22	-0.89%	4,165.00	1.72%	0.28%	0.20%
REGENT BK OK US RT 03.9500% MAT 12/22/28 FIXED RATE CD	245,000.00	100.00	97.75	245,000.00	239,663.30	0.00	-5,336.70	-2.18%	9,677.50	4.04%	0.27%	0.19%
SALLIE MAE BANK UT US RT 04.0500% MAT 11/21/29 FIXED RATE CD	245,000.00	99.80	97.41	244,510.00	242,245.36	0.00	-2,264.64	-0.93%	9,922.50	4.10%	0.28%	0.20%
STATE BK IL US RT 04.1000% MAT 11/26/29 FIXED RATE CD	245,000.00	100.00	97.54	245,000.00	242,470.56	0.00	-2,529.44	-1.03%	10,045.00	4.14%	0.28%	0.20%

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
US Fixed Income												
SYNCHRONY BANK UT US RT 03.6000% MAT 10/24/30 FIXED RATE CD	245,000.00	99.60	95.19	244,020.42	237,055.19	0.00	-6,965.23	-2.85%	8,820.00	3.72%	0.27%	0.19%
TAB BANK INC UT US RT 03.8000% MAT 08/13/27 FIXED RATE CD	245,000.00	100.00	99.47	245,000.00	244,081.65	0.00	-918.35	-0.37%	9,310.00	3.81%	0.28%	0.20%
TOYOTA FINL SVGS B NV US RT 04.0000% MAT 04/21/31 FIXED RATE CD	245,000.00	100.00	95.77	245,000.00	238,942.19	0.00	-6,057.81	-2.47%	9,800.00	4.10%	0.27%	0.19%
TRUIST BK NC US RT 04.4500% MAT 06/27/30 FIXED RATE CD	245,000.00	100.00	97.54	245,000.00	241,817.99	0.00	-3,182.01	-1.30%	10,902.50	4.51%	0.28%	0.20%
TRUXTON TR CO NASH TN US RT 04.1000% MAT 02/27/30 FIXED RATE CD	245,000.00	99.98	96.79	244,938.75	237,188.09	0.00	-7,750.66	-3.16%	10,045.00	4.24%	0.27%	0.19%
USF FED CREDIT UNI FL US RT 03.9000% MAT 05/01/28 LICU SHARE CERTIFICATE	245,000.00	100.00	98.79	245,000.00	242,797.11	0.00	-2,202.89	-0.90%	9,555.00	3.94%	0.28%	0.20%
VIBRANT CREDIT UNI IL US RT 03.6500% MAT 10/27/27 LICU SHARE CERTIFICATE	245,000.00	100.00	99.11	245,000.00	242,897.90	0.00	-2,102.10	-0.86%	8,942.50	3.68%	0.28%	0.20%
WELLS FARGO BK NA SD US RT 04.1000% MAT 02/06/29 FIXED RATE CD	245,000.00	100.00	98.28	244,987.75	241,453.84	0.00	-3,533.91	-1.44%	10,045.00	4.16%	0.27%	0.20%
WESTERN ALLIANCE B AZ US RT 03.6500% MAT 07/30/27 FIXED RATE CD	245,000.00	100.00	99.32	245,000.00	244,862.80	0.00	-137.20	-0.06%	8,942.50	3.65%	0.28%	0.20%
WORKERS CREDIT UNI MA US RT 04.1000% MAT 11/22/27 LICU SHARE CERTIFICATE	245,000.00	100.00	99.53	245,000.00	244,061.31	0.00	-938.69	-0.38%	10,045.00	4.12%	0.28%	0.20%
Total US Fixed Income				**$13,387,422**	**$13,216,771**	**-$1,006.70**	**-$170,652**	**-1.27%**	**$490,566**	**3.71%**	**15.05%**	**10.74%**

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UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
FANNIE MAE BOND 00.875 % DUE 080530 DTD 080520 FC 02052021	1,000,000.00	88.28	85.29	882,775.25	854,216.81	0.00	-28,558.44	-3.24%	8,750.00	1.02%	0.97%	0.69%
FARMER MAC MED TERM NTS 03.800 % DUE 031731 DTD 031726 FC 09172026	1,000,000.00	99.62	94.86	996,167.09	950,002.22	0.00	-46,164.87	-4.63%	38,000.00	4.00%	1.08%	0.77%
FARMER MAC MED TERM NTS 03.800 % DUE 122228 DTD 122225 FC 06222026	1,000,000.00	100.14	97.11	1,001,415.84	981,404.44	-429.18	-20,011.40	-2.00%	38,000.00	3.87%	1.12%	0.80%
FARMER MAC MED TERM NTS 03.930 % DUE 011331 DTD 011326 FC 07132026	500,000.00	100.03	95.87	500,142.38	483,552.92	-21.46	-16,589.46	-3.32%	19,650.00	4.06%	0.55%	0.39%
FARMER MAC MED TERM NTS 04.150 % DUE 060531 DTD 060526 FC 12052026	287,000.00	99.99	95.99	286,972.97	279,284.56	0.00	-7,688.41	-2.68%	11,910.50	4.26%	0.32%	0.23%
FARMER MAC NTS 03.200 % DUE 082627 DTD 082922 FC 02262023	500,000.00	99.70	98.77	498,481.25	495,371.11	0.00	-3,110.14	-0.62%	16,000.00	3.23%	0.56%	0.40%
FEDERAL HOME LN BANK NTS 04.175 % DUE 031229 DTD 031225 FC 09122025	1,000,000.00	100.00	98.01	1,000,003.32	982,167.50	-1.94	-17,835.82	-1.78%	41,750.00	4.25%	1.12%	0.80%
FFCB BOND 01.690 % DUE 041431 DTD 041421 FC 10142021	1,000,000.00	89.82	86.35	898,175.25	871,272.78	0.00	-26,902.47	-3.00%	16,900.00	1.94%	0.99%	0.71%
FFCB BOND 01.840 % DUE 012627 DTD 012622 FC 07262022	2,000,000.00	100.00	99.21	2,000,000.00	1,990,822.22	0.00	-9,177.78	-0.46%	36,800.00	1.85%	2.27%	1.62%
FFCB BOND 03.520 % DUE 030629 DTD 030626 FC 09062026	1,000,000.00	98.78	96.58	987,775.25	968,106.67	0.00	-19,668.58	-1.99%	35,200.00	3.64%	1.10%	0.79%
FFCB BOND 04.000 % DUE 040130 DTD 040125 FC 10012025	1,000,000.00	99.97	96.76	999,697.00	987,438.89	0.00	-12,258.11	-1.23%	40,000.00	4.05%	1.12%	0.80%
FFCB BOND 04.090 % DUE 071629 DTD 071625 FC 01162026	2,000,000.00	99.95	97.36	1,999,005.25	1,963,994.44	0.00	-35,010.81	-1.75%	81,800.00	4.16%	2.24%	1.60%

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UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
FFCB BOND 04.170 % DUE 051530 DTD 051526 FC 11152026	1,000,000.00	100.00	97.13	1,000,004.79	986,977.50	-0.46	-13,027.29	-1.30%	41,700.00	4.23%	1.12%	0.80%
FFCB BOND 04.250 % DUE 072231 DTD 072226 FC 01222027	2,000,000.00	99.75	96.33	1,994,906.23	1,942,615.56	0.00	-52,290.67	-2.62%	85,000.00	4.38%	2.21%	1.58%
FFCB BOND 04.520 % DUE 051430 DTD 051425 FC 11142025	1,000,000.00	100.00	97.14	1,000,004.01	988,475.56	-1.24	-11,528.45	-1.15%	45,200.00	4.57%	1.13%	0.80%
FHLB BOND 01.780 % DUE 021027 DTD 021022 FC 08102022	2,000,000.00	100.00	99.07	2,000,000.00	1,986,264.44	0.00	-13,735.56	-0.69%	35,600.00	1.79%	2.26%	1.61%
FHLB BOND 02.010 % DUE 022527 DTD 022522 FC 08252022	3,215,000.00	95.65	99.04	3,075,098.40	3,190,547.25	0.00	115,448.85	3.75%	64,621.50	2.03%	3.63%	2.59%
FHLB BOND 03.250 % DUE 060928 DTD 050818 FC 12092018	500,000.00	99.87	97.37	499,366.75	491,835.42	0.00	-7,531.33	-1.51%	16,250.00	3.30%	0.56%	0.40%
FHLB BOND 03.750 % DUE 021128 DTD 021126 FC 08112026	500,000.00	100.00	98.54	500,000.00	495,242.08	0.00	-4,757.92	-0.95%	18,750.00	3.79%	0.56%	0.40%
FHLB BOND 03.840 % DUE 030631 DTD 030626 FC 09062026	485,000.00	100.00	94.83	485,004.71	461,171.95	-0.54	-23,832.76	-4.91%	18,624.00	4.04%	0.53%	0.37%
FHLB BOND 04.000 % DUE 042828 DTD 042826 FC 10282026	750,000.00	100.00	98.82	750,000.00	753,794.17	0.00	3,794.17	0.51%	30,000.00	3.98%	0.86%	0.61%
FHLB BOND 04.550 % DUE 082131 DTD 082126 FC 02212027	1,000,000.00	99.95	96.87	999,505.25	973,609.17	0.00	-25,896.08	-2.59%	45,500.00	4.67%	1.11%	0.79%
FHLB NTS 04.100 % DUE 042831 DTD 042826 FC 10282026	500,000.00	100.00	95.52	500,004.85	486,260.56	-0.41	-13,744.29	-2.75%	20,500.00	4.22%	0.55%	0.40%
FHLB NTS 04.500 % DUE 011730 DTD 071725 FC 01172026	1,000,000.00	100.00	96.80	1,000,003.95	977,115.00	-1.31	-22,888.95	-2.29%	45,000.00	4.61%	1.11%	0.79%

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
FHLMC MED TERM NTS 03.875 % DUE 031728 DTD 031726 FC 09172026	500,000.00	100.21	98.85	501,072.47	494,929.65	-313.20	-6,142.82	-1.23%	19,375.00	3.91%	0.56%	0.40%
FHLMC NTS 04.000 % DUE 043029 DTD 043025 FC 10302025	650,000.00	99.75	97.79	648,380.25	646,435.83	0.00	-1,944.42	-0.30%	26,000.00	4.02%	0.74%	0.53%
FNMA NTS 03.750 % DUE 030631 DTD 030626 FC 09062026	1,000,000.00	99.98	94.83	999,770.83	950,800.00	0.00	-48,970.83	-4.90%	37,500.00	3.94%	1.08%	0.77%
FNMA NTS 03.830 % DUE 091330 DTD 031326 FC 09132026	750,000.00	100.00	96.13	750,004.66	722,308.96	-0.60	-27,695.70	-3.69%	28,725.00	3.98%	0.82%	0.59%
FNMA NTS 04.050 % DUE 011531 DTD 012026 FC 07152026	1,000,000.00	99.98	96.47	999,755.25	973,107.50	0.00	-26,647.75	-2.67%	40,500.00	4.16%	1.11%	0.79%
FNMA NTS 04.300 % DUE 030430 DTD 031225 FC 09042025	1,000,000.00	100.00	97.58	1,000,003.73	978,905.56	-1.52	-21,098.17	-2.11%	43,000.00	4.39%	1.11%	0.80%
FNMA NTS 04.500 % DUE 061631 DTD 061626 FC 12162026	1,000,000.00	100.00	97.42	1,000,000.00	987,170.00	0.00	-12,830.00	-1.28%	45,000.00	4.56%	1.12%	0.80%
US TSY NOTE 01.125 % DUE 10/31/26 DTD 10/31/21 FC 04/30/22	1,000,000.00	98.21	99.74	982,052.13	1,002,037.31	0.00	19,985.18	2.04%	11,250.00	1.12%	1.14%	0.81%
US TSY NOTE 01.625 % DUE 05/15/31 DTD 05/15/21 FC 11/15/21	1,000,000.00	89.27	85.89	892,659.94	864,963.75	0.00	-27,696.19	-3.10%	16,250.00	1.88%	0.98%	0.70%
US TSY NOTE 02.625 % DUE 07/31/29 DTD 08/01/22 FC 01/31/23	500,000.00	95.86	93.82	479,282.59	471,239.95	0.00	-8,042.64	-1.68%	13,125.00	2.79%	0.54%	0.38%
US TSY NOTE 02.875 % DUE 08/15/28 DTD 08/15/18 FC 02/15/19	500,000.00	98.63	96.46	493,165.41	484,081.88	0.00	-9,083.54	-1.84%	14,375.00	2.97%	0.55%	0.39%
US TSY NOTE 03.125 % DUE 11/15/28 DTD 11/15/18 FC 05/15/19	500,000.00	99.14	96.45	495,704.47	488,124.38	0.00	-7,580.10	-1.53%	15,625.00	3.20%	0.56%	0.40%

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

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
US TSY NOTE 03.250 % DUE 06/30/29 DTD 06/30/22 FC 12/31/22	500,000.00	97.77	95.60	488,872.44	482,052.50	0.00	-6,819.94	-1.40%	16,250.00	3.37%	0.55%	0.39%
US TSY NOTE 03.375 % DUE 09/15/28 DTD 09/15/25 FC 03/15/26	500,000.00	99.86	97.20	499,278.69	486,714.24	0.00	-12,564.45	-2.52%	16,875.00	3.47%	0.55%	0.40%
US TSY NOTE 03.375 % DUE 12/31/27 DTD 12/31/25 FC 06/30/26	500,000.00	99.07	98.37	495,341.19	496,073.75	0.00	732.56	0.15%	16,875.00	3.40%	0.56%	0.40%
US TSY NOTE 03.500 % DUE 01/31/28 DTD 01/31/23 FC 07/31/23	500,000.00	99.19	98.38	495,966.19	494,815.82	0.00	-1,150.38	-0.23%	17,500.00	3.54%	0.56%	0.40%
US TSY NOTE 03.500 % DUE 02/28/31 DTD 02/28/26 FC 08/31/26	1,000,000.00	97.74	93.84	977,411.50	941,340.55	0.00	-36,070.95	-3.69%	35,000.00	3.72%	1.07%	0.76%
US TSY NOTE 03.500 % DUE 09/30/29 DTD 09/30/24 FC 03/31/25	1,000,000.00	98.47	95.86	984,716.19	958,630.00	0.00	-26,086.19	-2.65%	35,000.00	3.65%	1.09%	0.78%
US TSY NOTE 03.500 % DUE 10/15/28 DTD 10/15/25 FC 04/15/26	2,000,000.00	99.88	97.31	1,997,682.37	1,978,231.15	0.00	-19,451.22	-0.97%	70,000.00	3.54%	2.25%	1.61%
US TSY NOTE 03.500 % DUE 11/30/30 DTD 11/30/25 FC 05/31/26	500,000.00	99.44	94.15	497,177.13	476,558.33	0.00	-20,618.80	-4.15%	17,500.00	3.67%	0.54%	0.39%
US TSY NOTE 03.625 % DUE 09/30/30 DTD 09/30/25 FC 03/31/26	500,000.00	98.02	94.86	490,083.38	474,280.00	0.00	-15,803.38	-3.22%	18,125.00	3.82%	0.54%	0.39%
US TSY NOTE 03.625 % DUE 10/31/30 DTD 10/31/25 FC 04/30/26	1,000,000.00	99.88	94.73	998,849.00	962,411.33	0.00	-36,437.67	-3.65%	36,250.00	3.77%	1.10%	0.78%
US TSY NOTE 03.750 % DUE 01/31/31 DTD 01/31/26 FC 07/31/26	1,000,000.00	98.82	94.88	988,192.75	954,966.03	0.00	-33,226.72	-3.36%	37,500.00	3.93%	1.09%	0.78%
US TSY NOTE 03.750 % DUE 05/31/30 DTD 05/31/23 FC 11/30/23	1,000,000.00	98.65	95.69	986,458.38	969,410.00	0.00	-17,048.38	-1.73%	37,500.00	3.87%	1.10%	0.79%

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Government												
US TSY NOTE 03.750 % DUE 12/31/30 DTD 12/31/23 FC 06/30/24	2,500,000.00	99.02	94.97	2,475,574.34	2,397,562.50	0.00	-78,011.84	-3.15%	93,750.00	3.91%	2.73%	1.95%
US TSY NOTE 03.875 % DUE 04/30/31 DTD 04/30/26 FC 10/31/26	1,000,000.00	99.41	95.10	994,084.94	967,130.73	0.00	-26,954.21	-2.71%	38,750.00	4.01%	1.10%	0.79%
US TSY NOTE 03.875 % DUE 07/15/28 DTD 07/15/25 FC 01/15/26	500,000.00	99.70	98.32	498,516.97	495,634.01	0.00	-2,882.96	-0.58%	19,375.00	3.91%	0.56%	0.40%
US TSY NOTE 03.875 % DUE 11/30/29 DTD 11/30/22 FC 05/31/23	1,500,000.00	99.38	96.69	1,490,677.13	1,469,695.00	0.00	-20,982.13	-1.41%	58,125.00	3.95%	1.67%	1.19%
US TSY NOTE 03.875 % DUE 12/31/29 DTD 12/31/22 FC 06/30/23	1,017,000.00	97.76	96.59	994,218.09	992,213.17	0.00	-2,004.92	-0.20%	39,408.75	3.97%	1.13%	0.81%
US TSY NOTE 04.000 % DUE 06/30/28 DTD 06/30/23 FC 12/31/23	500,000.00	99.98	98.59	499,923.22	497,970.00	0.00	-1,953.22	-0.39%	20,000.00	4.02%	0.57%	0.40%
US TSY NOTE 04.000 % DUE 07/31/30 DTD 07/31/23 FC 01/31/24	1,000,000.00	99.67	96.36	996,661.50	970,190.44	0.00	-26,471.07	-2.66%	40,000.00	4.12%	1.10%	0.79%
US TSY NOTE 04.000 % DUE 10/31/29 DTD 10/31/22 FC 04/30/23	1,000,000.00	99.16	97.15	991,647.22	988,080.44	0.00	-3,566.79	-0.36%	40,000.00	4.05%	1.13%	0.80%
US TSY NOTE 04.125 % DUE 05/31/31 DTD 05/31/26 FC 11/30/26	1,000,000.00	99.98	96.04	999,786.50	974,140.00	0.00	-25,646.50	-2.57%	41,250.00	4.23%	1.11%	0.79%
US TSY NOTE 04.125 % DUE 06/30/31 DTD 06/30/26 FC 12/31/26	1,000,000.00	99.97	95.96	999,705.25	969,922.50	0.00	-29,782.75	-2.98%	41,250.00	4.25%	1.10%	0.79%
US TSY NOTE 04.125 % DUE 10/31/29 DTD 10/31/24 FC 04/30/25	1,000,000.00	98.38	97.50	983,770.88	992,110.14	0.00	8,339.26	0.85%	41,250.00	4.16%	1.13%	0.81%
Total Government				**$56,920,957**	**$55,995,781**	**-$771.86**	**-$925,176**	**-1.63%**	**$1,989,765**	**3.55%**	**63.77%**	**45.49%**

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Corporate IG Credit												
ACCENTURE CAPITAL INC 04.050% 100429 DTD100424 FC040425 CALL@MW+10BP	3,000,000.00	99.12	96.29	2,973,745.75	2,947,980.00	0.00	-25,765.75	-0.87%	121,500.00	4.12%	3.36%	2.39%
AMAZON.COM INC B/E 01.500% 060330 DTD060320 CALL@MW+15BP	1,000,000.00	88.91	86.89	889,135.25	873,745.00	0.00	-15,390.25	-1.73%	15,000.00	1.72%	0.99%	0.71%
AMEREN ILL CO NTS B/E 03.800% 051528 DTD052218 FC111518 CALL@MW+15BP	1,500,000.00	99.67	97.98	1,494,995.25	1,491,105.00	0.00	-3,890.25	-0.26%	57,000.00	3.82%	1.70%	1.21%
APOLLO GLOBAL MGMT INC 04.600% 011531 DTD110725 FC071526 CALL@MW+15BP	500,000.00	99.89	95.42	499,455.25	481,896.67	0.00	-17,558.58	-3.52%	23,000.00	4.77%	0.55%	0.39%
ARCHER DANIELS MIDLAND 03.250% 032730 DTD032720 FC092720 CO CALL@MW+40BP	500,000.00	97.01	92.83	485,050.25	464,285.42	0.00	-20,764.83	-4.28%	16,250.00	3.50%	0.53%	0.38%
CATERPILLAR FINL SERVICE 03.950% 111428 DTD111425 FC051426 NTS B/E	500,000.00	99.82	97.55	499,105.25	495,196.11	0.00	-3,909.14	-0.78%	19,750.00	3.99%	0.56%	0.40%
CENTERPOINT ENER HOUSTON 02.350% 040131 DTD031121 FC100121 CALL@MW+15BP	500,000.00	90.55	87.11	452,725.25	441,377.36	0.00	-11,347.89	-2.51%	11,750.00	2.66%	0.50%	0.36%
CHARLES SCHWAB CORP B/E 03.250% 052229 DTD052219 FC112219	470,000.00	94.17	94.93	442,604.25	451,588.01	0.00	8,983.76	2.03%	15,275.00	3.38%	0.51%	0.37%
DTE ELEC CO B/E 02.250% 030130 DTD022620 CALL@MW+15BP	1,000,000.00	91.95	90.05	919,485.25	902,322.50	0.00	-17,162.75	-1.87%	22,500.00	2.49%	1.03%	0.73%

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

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Corporate IG Credit												
HONEYWELL INTL B/E 02.700% 081529 DTD080819 CALL@MW+15BP	500,000.00	95.30	93.02	476,520.25	466,787.50	0.00	-9,732.75	-2.04%	13,500.00	2.89%	0.53%	0.38%
JOHN DEERE CAPITAL CORP 04.200% 031031 DTD031026 FC091026 NTS B/E	500,000.00	99.69	94.77	498,470.25	475,011.67	0.00	-23,458.58	-4.71%	21,000.00	4.42%	0.54%	0.39%
JOHN DEERE CPTL CORP 03.350% 041829 DTD041822 FC101822 MED TERM NTS	1,000,000.00	97.50	95.44	975,045.25	969,495.00	0.00	-5,550.25	-0.57%	33,500.00	3.46%	1.10%	0.79%
JPMORGAN CHASE & CO NTS 05.012% 012330 DTD012324 FC072324 CALL@MW+20BP	500,000.00	99.92	98.91	499,615.25	499,213.94	0.00	-401.31	-0.08%	25,060.00	5.02%	0.57%	0.41%
NTHN STATES PWR CO B/E 02.250% 040131 DTD033021 FC100121 CALL@MW+10BP	500,000.00	90.80	87.08	453,980.25	440,983.75	0.00	-12,996.50	-2.86%	11,250.00	2.55%	0.50%	0.36%
ONCOR ELEC DELIVERY CO 04.650% 110129 DTD111324 FC050125 CALL@MW+10BP	500,000.00	100.09	97.72	500,429.17	498,242.92	-196.44	-2,186.25	-0.44%	23,250.00	4.67%	0.57%	0.40%
PACIFICORP B/E 03.500% 061529 DTD030119 FC061519 CALL@MW+15BP	1,000,000.00	97.14	94.94	971,415.25	959,648.33	0.00	-11,766.92	-1.21%	35,000.00	3.65%	1.09%	0.78%
PUB SVC ELEC & GAS CO 03.650% 090128 DTD090718 FC030119 CALL@MW+12.5BP	200,000.00	99.73	97.30	199,469.25	195,196.06	0.00	-4,273.19	-2.14%	7,300.00	3.74%	0.22%	0.16%
SAN DIEGO G & E B/E 01.700% 100130 DTD092820 FC040121 CALL@MW+20BP	500,000.00	89.43	86.12	447,160.25	434,841.39	0.00	-12,318.86	-2.75%	8,500.00	1.95%	0.50%	0.35%

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

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
US												
Corporate IG Credit												
SHELL FIN US INC NTS B/E 04.125% 110630 DTD110625 FC050626 CALL@MW+10BP	500,000.00	99.62	95.07	498,090.25	483,600.00	0.00	-14,490.25	-2.91%	20,625.00	4.26%	0.55%	0.39%
SOUTHERN CALIF GAS CO 02.550% 020130 DTD010920 CALL@MW+15BP	1,000,000.00	93.46	90.91	934,615.50	913,229.17	0.00	-21,386.33	-2.29%	25,500.00	2.79%	1.04%	0.74%
ST STREET BK & TR CO NTS 04.782% 112329 DTD112524 FC052325 B/E	1,000,000.00	99.84	98.33	998,380.50	1,000,139.83	0.00	1,759.33	0.18%	47,820.00	4.78%	1.14%	0.81%
TOYOTA MOTOR CREDIT CORP 04.450% 062929 DTD063022 FC122922 CALL@MW+20BP	500,000.00	99.82	97.77	499,085.25	494,494.31	0.00	-4,590.94	-0.92%	22,250.00	4.50%	0.56%	0.40%
UNITED HEALTH GROUP INC 04.000% 051529 DTD052022 FC111522 CALL@MW+20BP	1,000,000.00	98.46	96.70	984,595.25	981,970.00	0.00	-2,625.25	-0.27%	40,000.00	4.07%	1.12%	0.80%
US BANCORP NTS B/E 04.653% 020129 DTD020123 FC080123	1,000,000.00	99.40	99.23	993,985.50	992,270.00	0.00	-1,715.50	-0.17%	46,530.00	4.69%	1.13%	0.81%
Total Corporate IG Credit				**$18,587,159**	**$18,354,620**	**-$196.44**	**-$232,539**	**-1.25%**	**$683,110**	**3.72%**	**20.90%**	**14.91%**
Total US				**$88,895,538**	**$87,567,171**	**-$1,975.00**	**-$1,328,367**	**-1.49%**	**$3,163,441**	**3.61%**	**99.72%**	**71.14%**
International												
Emerging Markets												
BANK OF CHINA NY US RT 04.0000% MAT 06/03/27 FIXED RATE CD	245,000.00	100.00	99.73	245,000.00	247,343.17	0.00	2,343.17	0.96%	9,800.00	3.96%	0.28%	0.20%
Total Emerging Markets				**$245,000**	**$247,343**	**$0.00**	**$2,343**	**0.96%**	**$9,800**	**3.96%**	**0.28%**	**0.20%**

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

UBS

Portfolio Holdings

as of September 30, 2026 *(continued)*

Fixed Income	Quantity	Purchase price ($) / Avg Price	Price on 09/30/2026 ($)	Cost basis ($)	Market value ($)	Amort/Accr.($) as of 09/30/2026	Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of Fixed Income	% of portfolio
International												
Total International				**$245,000**	**$247,343**	**$0.00**	**$2,343**	**0.96%**	**$9,800**	**3.96%**	**0.28%**	**0.20%**
Total Fixed Income				**$89,140,538**	**$87,814,514**	**-$1,975.00**	**-$1,326,024**	**-1.49%**	**$3,173,241**	**3.61%**	**100%**	**71.34%**

	Cost basis ($)	Market value ($)		Unrealized gain/loss ($)	Unrealized gain/loss (%)	Est. annual income ($)	Current yield (%)	% of asset class	% of portfolio
Total Portfolio	**$124,418,339**	**$123,092,315**		**-$1,326,024**	**-1.07%**	**$3,699,605**	**3.01%**	**100%**	**100%**

Total accrued interest (included in market values): $751,572.57

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

UBS

Bond Holdings

as of September 30, 2026

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
2026	3	1,490,000	16,885.00	1.14%	4.24%	4.24%	0.21	1,472,052.13	13,039.17	1,491,760.16	1.71%
2027	25	13,070,000	339,541.50	2.62%	4.42%	4.42%	0.57	12,924,017.27	35,654.61	13,003,161.76	14.89%
2028	31	14,344,000	533,761.50	3.80%	4.91%	4.91%	1.72	14,316,869.93	-269,268.54	14,175,260.32	16.13%
2029	27	22,607,000	883,618.75	4.04%	5.17%	5.17%	2.63	22,327,625.68	-458,646.70	22,117,783.59	25.12%
2030	30	20,700,000	724,240.00	3.71%	5.21%	5.21%	3.43	20,193,096.7	-685,165.55	19,683,356.38	22.41%
2031	23	18,262,000	675,194.50	3.93%	5.16%	5.16%	4.09	17,906,876.69	-713,209.62	17,343,192.13	19.75%
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				
2051	0	0			N/A	N/A	N/A				
2051 +	0	0			N/A	N/A	N/A				
Other	0	0			N/A	N/A	N/A				
Total	**139**	**90,473,000**	**$3,173,241.25**	**3.64%**	**5.00%**	**5.00%**	**2.60**	**$89,140,538.40**	**$-2,077,596.63**	**$87,814,514.34**	

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 September 30, 2026 *(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		**90,473,000**	**3.52%**	**08/02/2029**	**N/A**	**$3,173,241.25** **3.64%**	**5.00%** **5.00%**	**2.60**	**$89,140,538.40** **$-2,077,596.63**	**N/A**	**$87,062,941.77** **$751,572.57** **$87,814,514.34**	**100%**
	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	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 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 1.13%	4.25% 4.25%	0.24	982,052.13 15,307.87	99.736	997,360.00 4,677.31	1.15%
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 1.16%	4.23% 4.23%	0.15	245,000.00 -1,134.35	99.537	243,865.65 995.77	0.28%
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 1.16%	4.23% 4.23%	0.15	245,000.00 -1,134.35	99.537	243,865.65 995.77	0.28%
Total 2026		**1,490,000**	**1.13%**	**11/08/2026**		**$16,885.00** **1.14%**	**4.24%** **4.24%**	**0.21**	**$1,472,052.13** **$13,039.17**		**$1,485,091.30** **$6,668.86**	**1.71%**
	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	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	Aa1/AA+/AA+ NR/NR/NR	2,000,000	1.84%	01/26/2027		36,800.00 1.85%	4.30% 4.30%	0.32	2,000,000.00 -15,720.00	99.214	1,984,280.00 6,542.22	2.28%
FHLB BOND 01.780 % DUE 021027 DTD 021022 FC 08102022	Aa1/NR/AA+ NR/NR/NR	2,000,000	1.78%	02/10/2027	11/10/2026 100.00	35,600.00 1.80%	4.40% 4.40%	0.36	2,000,000.00 -18,680.00	99.066	1,981,320.00 4,944.44	2.28%
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 1.72%	4.21% 4.21%	0.38	245,000.00 -2,354.45	99.039	242,645.55 330.92	0.28%

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 September 30, 2026 *(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												
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 1.72%	4.18% 4.18%	0.38	245,000.00 -2,320.15	99.053	242,679.85 136.93	0.28%
FHLB BOND 02.010 % DUE 022527 DTD 022522 FC 08252022	Aa1/NR/AA+ NR/NR/NR	3,215,000	2.01%	02/25/2027	11/25/2026 100.00	64,621.50 2.03%	4.42% 4.42%	0.40	3,075,098.40 109,166.20	99.044	3,184,264.60 6,282.65	3.66%
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 2.02%	4.24% 4.24%	0.41	245,096.43 -2,365.13	99.074	242,731.30 375.89	0.28%
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 3.22%	4.39% 4.39%	0.63	245,000.00 -1,866.90	99.238	243,133.10 2,770.85	0.28%
BANK OF CHINA NY US RT 04.0000% MAT 06/03/27 FIXED RATE CD /NY	CD	245,000	4.00%	06/03/2027		9,800.00 4.01%	4.36% 4.36%	0.65	245,000.00 -663.95	99.729	244,336.05 3,007.12	0.28%
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 4.69%	4.38% 4.38%	0.69	245,000.00 551.25	100.225	245,551.25 473.22	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 3.28%	4.38% 4.38%	0.70	245,000.00 -1,923.25	99.215	243,076.75 327.23	0.28%
FREEDOM FIRST FED VA US RT 04.0500% MAT 06/17/27 LICU SHARE CERTIFICATE /VA	CD	245,000	4.05%	06/17/2027		9,922.50 4.06%	4.43% 4.43%	0.70	245,000.00 -656.60	99.732	244,343.40 353.40	0.28%
BANK HAPOALIM BM N NY US RT 03.7000% MAT 07/30/27 FIXED RATE CD /NY	CD	245,000	3.70%	07/30/2027		9,065.00 3.72%	4.48% 4.48%	0.81	245,000.00 -1,558.20	99.364	243,441.80 1,539.81	0.28%
BANK OF AMERICA NA NC US RT 03.6500% MAT 07/30/27 FIXED RATE CD /NC	CD	245,000	3.65%	07/30/2027		8,942.50 3.67%	4.48% 4.48%	0.81	245,000.00 -1,656.20	99.324	243,343.80 1,519.00	0.28%
WESTERN ALLIANCE B AZ US RT 03.6500% MAT 07/30/27 FIXED RATE CD /AZ	CD	245,000	3.65%	07/30/2027		8,942.50 3.67%	4.48% 4.48%	0.81	245,000.00 -1,656.20	99.324	243,343.80 1,519.00	0.28%

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 September 30, 2026 *(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												
TAB BANK INC UT US RT 03.8000% MAT 08/13/27 FIXED RATE CD /UT	CD	245,000	3.80%	08/13/2027		9,310.00 3.82%	4.42% 4.42%	0.85	245,000.00 -1,300.95	99.469	243,699.05 382.60	0.28%
BRIGHTSTAR CR UN FL US RT 03.9000% MAT 08/20/27 LICU SHARE CERTIFICATE /FL	CD	245,000	3.90%	08/20/2027		9,555.00 3.92%	4.44% 4.44%	0.87	245,000.00 -1,151.50	99.530	243,848.50 261.78	0.28%
FARMER MAC NTS 03.200 % DUE 082627 DTD 082922 FC 02262023	NR/NR/NR NR/NR/NR	500,000	3.20%	08/26/2027		16,000.00 3.24%	4.60% 4.60%	0.88	498,481.25 -4,621.25	98.772	493,860.00 1,511.11	0.57%
CONNEXUS CREDIT UN WI US RT 04.0000% MAT 09/03/27 LICU SHARE CERTIFICATE /WI	CD	245,000	4.00%	09/03/2027		9,800.00 4.02%	4.45% 4.45%	0.90	245,000.00 -997.15	99.593	244,002.85 724.93	0.28%
COMENITY BANK DE US RT 03.8500% MAT 09/15/27 JUMBO CD - HELD AT UBS /DE	CD	200,000	3.85%	09/15/2027		7,700.00 3.88%	4.74% 4.74%	0.94	200,000.00 -1,671.87	99.164	198,328.13 569.59	0.23%
MUTUALONE BANK MA US RT 03.6000% MAT 10/06/27 FIXED RATE CD /MA	CD	245,000	3.60%	10/06/2027		8,820.00 3.63%	4.51% 4.51%	0.97	245,000.00 -2,185.40	99.108	242,814.60 4,277.10	0.28%
KEMBA FINL CREDIT OH US RT 03.6000% MAT 10/12/27 FIXED RATE CD /OH	CD	245,000	3.60%	10/12/2027		8,820.00 3.63%	4.48% 4.48%	1.01	245,000.00 -2,175.60	99.112	242,824.40 507.45	0.28%
VIBRANT CREDIT UNI IL US RT 03.6500% MAT 10/27/27 LICU SHARE CERTIFICATE /IL	CD	245,000	3.65%	10/27/2027		8,942.50 3.68%	4.50% 4.50%	1.05	245,000.00 -2,175.60	99.112	242,824.40 73.50	0.28%
FARMERS & MERCHANT WI US RT 03.8500% MAT 11/08/27 FIXED RATE CD /WI	CD	245,000	3.85%	11/08/2027		9,432.50 3.88%	4.50% 4.50%	1.08	245,000.00 -1,717.45	99.299	243,282.55 620.22	0.28%
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 4.12%	4.53% 4.53%	1.11	245,000.00 -1,158.85	99.527	243,841.15 220.16	0.28%
US TSY NOTE 03.375 % DUE 12/31/27 DTD 12/31/25 FC 06/30/26	Aa1/AA+/AA+ NR/NR/NR	500,000	3.38%	12/31/2027		16,875.00 3.43%	4.73% 4.73%	1.20	495,341.19 -3,486.19	98.371	491,855.00 4,218.75	0.56%

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 September 30, 2026 *(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												
Total 2027		**13,070,000**	**2.60%**	**05/03/2027**		**$339,541.50** **2.62%**	**4.42%** **4.42%**	**0.57**	**$12,924,017.27** **$35,654.61**		**$12,959,671.88** **$43,489.88**	**14.89%**
	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	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												
US TSY NOTE 03.500 % DUE 01/31/28 DTD 01/31/23 FC 07/31/23	Aa1/AA+/AA+ NR/NR/NR	500,000	3.50%	01/31/2028		17,500.00 3.56%	4.76% 4.76%	1.28	495,966.19 -4,051.19	98.383	491,915.00 2,900.82	0.57%
FHLB BOND 03.750 % DUE 021128 DTD 021126 FC 08112026	Aa1/NR/AA+ NR/NR/NR	500,000	3.75%	02/11/2028	10/11/2026 100.00	18,750.00 3.81%	4.87% 4.87%	1.30	500,000.00 -7,310.00	98.538	492,690.00 2,552.08	0.57%
MORGAN STANLEY BK UT US RT 03.8500% MAT 02/25/28 FIXED RATE CD /UT	CD	245,000	3.85%	02/25/2028		9,432.50 3.89%	4.66% 4.66%	1.35	245,000.00 -2,675.40	98.908	242,324.60 930.33	0.28%
FHLMC MED TERM NTS 03.875 % DUE 031728 DTD 031726 FC 09172026	Aa1/AA+/AA+ NR/NR/NR	500,000	3.88%	03/17/2028	12/17/2026 100.00	19,375.00 3.92%	4.70% 4.70%	1.40	501,072.47 -6,842.47	98.846	494,230.00 699.65	0.57%
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 4.04%	4.64% 4.64%	1.41	245,000.00 -2,219.70	99.094	242,780.30 322.19	0.28%
OPTUM BK UT US RT 03.7000% MAT 03/23/28 FIXED RATE CD /UT	CD	245,000	3.70%	03/23/2028		9,065.00 3.75%	4.66% 4.66%	1.42	245,000.00 -3,334.45	98.639	241,665.55 173.85	0.28%
MANUFACTURERS & TR NY US RT 03.9000% MAT 03/31/28 FIXED RATE CD /NY	CD	245,000	3.90%	03/31/2028		9,555.00 3.94%	N/A N/A	N/A	245,000.00 -2,670.50	98.910	242,329.50 26.18	0.28%
DIVERSIFIED MEMBER MI US RT 04.3000% MAT 04/28/28 FIXED RATE CD /MI	CD	245,000	4.30%	04/28/2028	09/30/2026 100.00	10,535.00 4.33%	4.80% 4.80%	1.52	245,000.00 -1,869.35	99.237	243,130.65 0.00	0.28%
FHLB BOND 04.000 % DUE 042828 DTD 042826 FC 10282026	Aa1/NR/AA+ NR/NR/NR	750,000	4.00%	04/28/2028	10/28/2026 100.00	30,000.00 4.05%	4.79% 4.79%	1.48	750,000.00 -8,872.50	98.817	741,127.50 12,666.67	0.85%

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 September 30, 2026 *(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												
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 3.95%	4.69% 4.69%	1.53	245,000.00 -2,962.05	98.791	242,037.95 759.16	0.28%
AMEREN ILL CO NTS B/E 03.800% 051528 DTD052218 FC111518 CALL@MW+15BP	A1/NR/A NR/NR/NR	1,500,000	3.80%	05/15/2028	02/15/2028 100.00	57,000.00 3.88%	5.11% 5.11%	1.53	1,494,995.25 -25,265.25	97.982	1,469,730.00 21,375.00	1.69%
FHLB BOND 03.250 % DUE 060928 DTD 050818 FC 12092018	Aa1/NR/AA+ NR/NR/NR	500,000	3.25%	06/09/2028		16,250.00 3.34%	4.89% 4.89%	1.60	499,366.75 -12,541.75	97.365	486,825.00 5,010.42	0.56%
CFG BK MD US RT 03.6000% MAT 06/16/28 FIXED RATE CD /MD	CD	245,000	3.60%	06/16/2028		8,820.00 3.67%	4.73% 4.73%	1.62	244,174.64 -3,694.89	98.155	240,479.75 338.30	0.28%
US TSY NOTE 04.000 % DUE 06/30/28 DTD 06/30/23 FC 12/31/23	Aa1/AA+/AA+ NR/NR/NR	500,000	4.00%	06/30/2028		20,000.00 4.06%	4.84% 4.84%	1.65	499,923.22 -6,953.22	98.594	492,970.00 5,000.00	0.57%
FIRST FED SVGS BK IN US RT 04.2000% MAT 07/11/28 FIXED RATE CD /IN	CD	245,000	4.20%	07/11/2028	10/11/2026 100.00	10,290.00 4.25%	4.90% 4.90%	1.71	245,000.00 -2,925.30	98.806	242,074.70 535.64	0.28%
US TSY NOTE 03.875 % DUE 07/15/28 DTD 07/15/25 FC 01/15/26	Aa1/AA+/AA+ NR/NR/NR	500,000	3.88%	07/15/2028		19,375.00 3.94%	4.86% 4.86%	1.69	498,516.97 -6,936.97	98.316	491,580.00 4,054.01	0.56%
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 4.98%	4.77% 4.77%	1.71	245,000.00 955.50	100.390	245,955.50 436.30	0.28%
OKLAHOMA EDUCATORS OK US RT 03.7000% MAT 08/14/28 FIXED RATE CD /OK	CD	245,000	3.70%	08/14/2028		9,065.00 3.77%	4.80% 4.80%	1.80	245,000.00 -4,802.00	98.040	240,198.00 422.21	0.28%
US TSY NOTE 02.875 % DUE 08/15/28 DTD 08/15/18 FC 02/15/19	Aa1/AA+/NR NR/NR/NR	500,000	2.88%	08/15/2028		14,375.00 2.98%	4.87% 4.87%	1.79	493,165.41 -10,880.41	96.457	482,285.00 1,796.88	0.55%
PUB SVC ELEC & GAS CO 03.650% 090128 DTD090718 FC030119 CALL@MW+12.5BP	A1/NR/A NR/NR/NR	200,000	3.65%	09/01/2028	06/01/2028 100.00	7,300.00 3.75%	5.14% 5.14%	1.82	199,469.25 -4,861.25	97.304	194,608.00 588.06	0.22%

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

Bond Holdings

as of September 30, 2026 *(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												
US TSY NOTE 03.375 % DUE 09/15/28 DTD 09/15/25 FC 03/15/26	Aa1/AA+/AA+ NR/NR/NR	500,000	3.38%	09/15/2028		16,875.00 3.47%	4.89% 4.89%	1.86	499,278.69 -13,263.69	97.203	486,015.00 699.24	0.56%
MERRICK BK UT US RT 03.8500% MAT 09/20/28 FIXED RATE CD /UT	CD	245,000	3.85%	09/20/2028		9,432.50 3.92%	4.84% 4.84%	1.89	245,000.00 -4,557.00	98.140	240,443.00 258.42	0.28%
CLAXTON BK GA US RT 03.5500% MAT 09/29/28 FIXED RATE CD /GA	CD	245,000	3.55%	09/29/2028		8,697.50 3.64%	4.85% 4.85%	1.92	243,297.25 -4,348.75	97.530	238,948.50 23.83	0.27%
DORT FINL CREDIT U MI US RT 03.7000% MAT 10/10/28 LICU SHARE CERTIFICATE /MI	CD	245,000	3.70%	10/10/2028		9,065.00 3.78%	4.85% 4.85%	1.92	245,000.00 -5,419.40	97.788	239,580.60 2,260.04	0.28%
US TSY NOTE 03.500 % DUE 10/15/28 DTD 10/15/25 FC 04/15/26	Aa1/AA+/AA+ NR/NR/NR	2,000,000	3.50%	10/15/2028		70,000.00 3.60%	4.90% 4.90%	1.91	1,997,682.37 -51,582.37	97.305	1,946,100.00 32,131.15	2.24%
BMW BK OF NA NA UT US RT 03.6000% MAT 10/17/28 FIXED RATE CD /UT	CD	245,000	3.60%	10/17/2028		8,820.00 3.69%	4.87% 4.87%	1.91	244,735.91 -5,731.06	97.553	239,004.85 4,011.29	0.27%
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	10/06/2026 100.00	9,526.50 4.41%	5.03% 5.03%	1.95	219,000.00 -2,965.26	98.646	216,034.74 3,836.70	0.25%
CATERPILLAR FINL SERVICE 03.950% 111428 DTD111425 FC051426 NTS B/E	A1/A+/A NR/NR/NR	500,000	3.95%	11/14/2028		19,750.00 4.05%	5.18% 5.18%	1.97	499,105.25 -11,370.25	97.547	487,735.00 7,461.11	0.56%
US TSY NOTE 03.125 % DUE 11/15/28 DTD 11/15/18 FC 05/15/19	Aa1/AA+/NR NR/NR/NR	500,000	3.13%	11/15/2028		15,625.00 3.24%	4.90% 4.90%	2.00	495,704.47 -13,439.47	96.453	482,265.00 5,859.38	0.55%
FARMER MAC MED TERM NTS 03.800 % DUE 122228 DTD 122225 FC 06222026	NR/NR/NR NR/NR/NR	1,000,000	3.80%	12/22/2028	12/22/2026 100.00	38,000.00 3.91%	5.19% 5.19%	2.08	1,001,415.84 -30,355.84	97.106	971,060.00 10,344.44	1.12%
REGENT BK OK US RT 03.9500% MAT 12/22/28 FIXED RATE CD /OK	CD	245,000	3.95%	12/22/2028	10/23/2026 100.00	9,677.50 4.04%	5.02% 5.02%	2.12	245,000.00 -5,522.30	97.746	239,477.70 185.60	0.28%

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 September 30, 2026 *(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												
Total 2028		**14,344,000**	**3.72%**	**07/23/2028**		**$533,761.50** **3.80%**	**4.91%** **4.91%**	**1.72**	**$14,316,869.93** **$-269,268.54**		**$14,047,601.39** **$127,658.93**	**16.13%**
	Effective rating/ Underlying rating (Mdy/Fitch/S&P)	Quantity	Coupon	Effective maturity	Call date/ Call price ($)	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												
GUARANTY BK MO US RT 03.8000% MAT 01/12/29 FIXED RATE CD /MO	CD	245,000	3.80%	01/12/2029		9,310.00 3.89%	4.87% 4.87%	2.18	243,750.40 -4,405.00	97.692	239,345.40 459.12	0.27%
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 4.69%	N/A N/A	N/A	993,985.50 -1,715.50	99.227	992,270.00 0.00	1.14%
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 4.17%	4.87% 4.87%	2.23	244,987.75 -4,194.40	98.283	240,793.35 660.49	0.28%
FFCB BOND 03.520 % DUE 030629 DTD 030626 FC 09062026	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.52%	03/06/2029	03/06/2028 100.00	35,200.00 3.64%	5.03% 5.03%	2.29	987,775.25 -22,015.25	96.576	965,760.00 2,346.67	1.11%
FEDERAL HOME LN BANK NTS 04.175 % DUE 031229 DTD 031225 FC 09122025	Aa1/NR/AA+ NR/NR/NR	1,000,000	4.18%	03/12/2029	03/12/2027 100.00	41,750.00 4.26%	5.05% 5.05%	2.29	1,000,003.32 -19,923.32	98.008	980,080.00 2,087.50	1.13%
MY CMNTY CREDIT UN TX US RT 03.6500% MAT 03/19/29 LICU SHARE CERTIFICATE /TX	CD	245,000	3.65%	03/19/2029		8,942.50 3.76%	4.88% 4.88%	2.35	245,000.00 -7,014.35	97.137	237,985.65 269.50	0.27%
JOHN DEERE CPTL CORP 03.350% 041829 DTD041822 FC101822 MED TERM NTS	A1/A+/A NR/NR/NR	1,000,000	3.35%	04/18/2029		33,500.00 3.51%	5.28% 5.28%	2.36	975,045.25 -20,625.25	95.442	954,420.00 15,075.00	1.10%
FHLMC NTS 04.000 % DUE 043029 DTD 043025 FC 10302025	Aa1/AA+/AA+ NR/NR/NR	650,000	4.00%	04/30/2029	04/30/2027 100.00	26,000.00 4.09%	4.92% 4.92%	2.38	648,380.25 -12,777.75	97.785	635,602.50 10,833.33	0.73%

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 September 30, 2026 *(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												
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 4.14%	5.36% 5.36%	2.41	984,595.25 -17,625.25	96.697	966,970.00 15,000.00	1.11%
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 3.42%	5.33% 5.33%	2.46	442,604.25 3,552.65	94.927	446,156.90 5,431.11	0.51%
PACIFICORP B/E 03.500% 061529 DTD030119 FC061519 CALL@MW+15BP	A3/NR/BBB+ NR/NR/NR	1,000,000	3.50%	06/15/2029	03/15/2029 100.00	35,000.00 3.69%	5.53% 5.53%	2.51	971,415.25 -21,975.25	94.944	949,440.00 10,208.33	1.09%
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 4.55%	5.33% 5.33%	2.52	499,085.25 -10,215.25	97.774	488,870.00 5,624.31	0.56%
US TSY NOTE 03.250 % DUE 06/30/29 DTD 06/30/22 FC 12/31/22	Aa1/AA+/AA+ NR/NR/NR	500,000	3.25%	06/30/2029		16,250.00 3.40%	4.98% 4.98%	2.57	488,872.44 -10,882.44	95.598	477,990.00 4,062.50	0.55%
FFCB BOND 04.090 % DUE 071629 DTD 071625 FC 01162026	Aa1/AA+/AA+ NR/NR/NR	2,000,000	4.09%	07/16/2029	07/16/2027 100.00	81,800.00 4.20%	5.11% 5.11%	2.58	1,999,005.25 -51,825.25	97.359	1,947,180.00 16,814.44	2.24%
US TSY NOTE 02.625 % DUE 07/31/29 DTD 08/01/22 FC 01/31/23	Aa1/AA+/AA+ NR/NR/NR	500,000	2.63%	07/31/2029		13,125.00 2.80%	4.99% 4.99%	2.67	479,282.59 -10,182.59	93.820	469,100.00 2,139.95	0.54%
HONEYWELL INTL B/E 02.700% 081529 DTD080819 CALL@MW+15BP	A2/A/A NR/NR/NR	500,000	2.70%	08/15/2029	05/15/2029 100.00	13,500.00 2.90%	5.35% 5.35%	2.70	476,520.25 -11,420.25	93.020	465,100.00 1,687.50	0.53%
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 3.74%	4.92% 4.92%	2.79	240,222.50 -4,130.70	96.364	236,091.80 120.82	0.27%
US TSY NOTE 03.500 % DUE 09/30/29 DTD 09/30/24 FC 03/31/25	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.50%	09/30/2029		35,000.00 3.65%	5.00% 5.00%	2.80	984,716.19 -26,086.19	95.863	958,630.00 0.00	1.10%

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 September 30, 2026 *(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												
ACCENTURE CAPITAL INC 04.050% 100429 DTD100424 FC040425 CALL@MW+10BP	Aa3/NR/AA- NR/NR/NR	3,000,000	4.05%	10/04/2029	09/04/2029 100.00	121,500.00 4.21%	5.40% 5.40%	2.73	2,973,745.75 -85,165.75	96.286	2,888,580.00 59,400.00	3.32%
US TSY NOTE 04.000 % DUE 10/31/29 DTD 10/31/22 FC 04/30/23	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.00%	10/31/2029		40,000.00 4.12%	5.01% 5.01%	2.81	991,647.22 -20,197.22	97.145	971,450.00 16,630.44	1.12%
US TSY NOTE 04.125 % DUE 10/31/29 DTD 10/31/24 FC 04/30/25	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.13%	10/31/2029		41,250.00 4.23%	5.01% 5.01%	2.81	983,770.88 -8,810.88	97.496	974,960.00 17,150.14	1.12%
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 4.76%	5.46% 5.46%	2.78	500,429.17 -11,809.17	97.724	488,620.00 9,622.92	0.56%
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 4.16%	4.95% 4.95%	2.87	244,510.00 -5,853.05	97.411	238,656.95 3,588.41	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 4.86%	5.36% 5.36%	2.83	998,380.50 -15,110.50	98.327	983,270.00 16,869.83	1.13%
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 4.20%	4.95% 4.95%	2.88	245,000.00 -6,024.55	97.541	238,975.45 3,495.11	0.27%
US TSY NOTE 03.875 % DUE 11/30/29 DTD 11/30/22 FC 05/31/23	Aa1/AA+/NR NR/NR/NR	1,500,000	3.88%	11/30/2029		58,125.00 4.01%	5.02% 5.02%	2.90	1,490,677.13 -40,357.13	96.688	1,450,320.00 19,375.00	1.67%
US TSY NOTE 03.875 % DUE 12/31/29 DTD 12/31/22 FC 06/30/23	Aa1/AA+/AA+ NR/NR/NR	1,017,000	3.88%	12/31/2029		39,408.75 4.01%	5.02% 5.02%	2.98	994,218.09 -11,857.11	96.594	982,360.98 9,852.19	1.13%
Total 2029		**22,607,000**	**3.91%**	**08/02/2029**		**$883,618.75 4.04%**	**5.17% 5.17%**	**2.63**	**$22,327,625.68 $-458,646.70**		**$21,868,978.98 $248,804.61**	**25.12%**

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 September 30, 2026 *(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												
FHLB NTS 04.500 % DUE 011730 DTD 071725 FC 01172026	Aa1/NR/AA+ NR/NR/NR	1,000,000	4.50%	01/17/2030		45,000.00 4.65%	5.57% 5.57%	2.99	1,000,003.95 -32,013.95	96.799	967,990.00 9,125.00	1.11%
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 5.07%	5.37% 5.37%	2.99	499,615.25 -5,065.25	98.910	494,550.00 4,663.94	0.57%
SOUTHERN CALIF GAS CO 02.550% 020130 DTD010920 CALL@MW+15BP	Aa3/AA-/A NR/NR/NR	1,000,000	2.55%	02/01/2030	11/01/2029 100.00	25,500.00 2.81%	5.57% 5.57%	3.11	934,615.50 -25,565.50	90.905	909,050.00 4,179.17	1.04%
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	10/28/2026 100.00	10,045.00 4.24%	5.13% 5.13%	3.17	244,938.75 -7,805.70	96.789	237,133.05 55.04	0.27%
DTE ELEC CO B/E 02.250% 030130 DTD022620 CALL@MW+15BP	Aa3/A+/A NR/NR/NR	1,000,000	2.25%	03/01/2030	12/01/2029 100.00	22,500.00 2.50%	5.48% 5.48%	3.21	919,485.25 -18,975.25	90.051	900,510.00 1,812.50	1.03%
FNMA NTS 04.300 % DUE 030430 DTD 031225 FC 09042025	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.30%	03/04/2030	03/04/2027 100.00	43,000.00 4.41%	5.08% 5.08%	3.13	1,000,003.73 -24,203.73	97.580	975,800.00 3,105.56	1.12%
ARCHER DANIELS MIDLAND 03.250% 032730 DTD032720 FC092720 CO CALL@MW+40BP	A2/A/A NR/NR/NR	500,000	3.25%	03/27/2030	12/27/2029 100.00	16,250.00 3.50%	5.54% 5.54%	3.23	485,050.25 -20,900.25	92.830	464,150.00 135.42	0.53%
CUSTOMERS BANK PA US RT 03.8500% MAT 03/29/30 FIXED RATE CD /PA	CD	245,000	3.85%	03/29/2030		9,432.50 3.99%	4.96% 4.96%	3.22	245,000.00 -8,609.30	96.486	236,390.70 25.84	0.27%
FFCB BOND 04.000 % DUE 040130 DTD 040125 FC 10012025	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.00%	04/01/2030		40,000.00 4.13%	5.02% 5.02%	3.15	999,697.00 -32,147.00	96.755	967,550.00 19,888.89	1.11%
CELTIC BK UT US RT 03.6500% MAT 04/29/30 FIXED RATE CD /UT	CD	245,000	3.65%	04/29/2030		8,942.50 3.81%	4.97% 4.97%	3.34	240,525.91 -6,085.41	95.690	234,440.50 24.50	0.27%
FFCB BOND 04.520 % DUE 051430 DTD 051425 FC 11142025	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.52%	05/14/2030		45,200.00 4.65%	5.40% 5.40%	3.23	1,000,004.01 -28,604.01	97.140	971,400.00 17,075.56	1.12%

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 September 30, 2026 *(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												
FFCB BOND 04.170 % DUE 051530 DTD 051526 FC 11152026	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.17%	05/15/2030	05/15/2028 100.00	41,700.00 4.29%	5.04% 5.04%	3.26	1,000,004.79 -28,664.79	97.134	971,340.00 15,637.50	1.12%
US TSY NOTE 03.750 % DUE 05/31/30 DTD 05/31/23 FC 11/30/23	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.75%	05/31/2030		37,500.00 3.92%	5.05% 5.05%	3.33	986,458.38 -29,548.38	95.691	956,910.00 12,500.00	1.10%
AMAZON.COM INC B/E 01.500% 060330 DTD060320 CALL@MW+15BP	A1/AA-/AA NR/NR/NR	1,000,000	1.50%	06/03/2030	03/03/2030 100.00	15,000.00 1.73%	5.49% 5.49%	3.47	889,135.25 -20,265.25	86.887	868,870.00 4,875.00	1.00%
TRUIST BK NC US RT 04.4500% MAT 06/27/30 FIXED RATE CD /NC	CD	245,000	4.45%	06/27/2030	10/27/2026 100.00	10,902.50 4.56%	5.18% 5.18%	3.33	245,000.00 -6,019.65	97.543	238,980.35 2,837.64	0.27%
US TSY NOTE 04.000 % DUE 07/31/30 DTD 07/31/23 FC 01/31/24	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.00%	07/31/2030		40,000.00 4.15%	5.06% 5.06%	3.48	996,661.50 -33,101.50	96.356	963,560.00 6,630.44	1.11%
FANNIE MAE BOND 00.875 % DUE 080530 DTD 080520 FC 02052021	Aa1/AA+/AA+ NR/NR/NR	1,000,000	0.88%	08/05/2030		8,750.00 1.03%	5.14% 5.14%	3.69	882,775.25 -29,895.25	85.288	852,880.00 1,336.81	0.98%
CENTRAL BK AR US RT 04.2000% MAT 08/19/30 FIXED RATE CD /AR	CD	245,000	4.20%	08/19/2030	10/19/2026 100.00	10,290.00 4.35%	5.18% 5.18%	3.56	245,000.00 -8,403.50	96.570	236,596.50 310.11	0.27%
MORGAN STANLEY PRI NY US RT 04.0000% MAT 08/29/30 FIXED RATE CD /NY	CD	245,000	4.00%	08/29/2030	08/29/2027 100.00	9,800.00 4.17%	5.19% 5.19%	3.55	245,000.00 -10,226.30	95.826	234,773.70 805.48	0.27%
FNMA NTS 03.830 % DUE 091330 DTD 031326 FC 09132026	Aa1/AA+/AA+ NR/NR/NR	750,000	3.83%	09/13/2030	09/13/2027 100.00	28,725.00 3.98%	4.92% 4.92%	3.60	750,004.66 -29,052.16	96.127	720,952.50 1,356.46	0.83%
JPMORGAN CHASE BK DE US RT 03.7000% MAT 09/30/30 FIXED RATE CD /DE	CD	245,000	3.70%	09/30/2030	09/30/2026 100.00	9,065.00 3.91%	5.19% 5.19%	3.60	243,285.00 -11,147.50	94.750	232,137.50 24.84	0.27%
US TSY NOTE 03.625 % DUE 09/30/30 DTD 09/30/25 FC 03/31/26	Aa1/AA+/AA+ NR/NR/NR	500,000	3.63%	09/30/2030		18,125.00 3.82%	5.06% 5.06%	3.66	490,083.38 -15,803.38	94.856	474,280.00 0.00	0.54%

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 September 30, 2026 *(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												
SAN DIEGO G & E B/E 01.700% 100130 DTD092820 FC040121 CALL@MW+20BP	A1/A/A NR/NR/NR	500,000	1.70%	10/01/2030	07/01/2030 100.00	8,500.00 1.97%	5.62% 5.62%	3.73	447,160.25 -16,545.25	86.123	430,615.00 4,226.39	0.49%
OCEANAIR FED CREDI CA US RT 03.6000% MAT 10/10/30 FIXED RATE CD /CA	CD	245,000	3.60%	10/10/2030		8,820.00 3.79%	5.01% 5.01%	3.62	245,000.00 -12,470.50	94.910	232,529.50 4,180.44	0.27%
FIRST FEDERAL BANK FL US RT 03.7500% MAT 10/17/30 FIXED RATE CD /FL	CD	245,000	3.75%	10/17/2030		9,187.50 3.93%	5.01% 5.01%	3.63	244,877.50 -11,088.70	95.424	233,788.80 4,178.42	0.27%
SYNCHRONY BANK UT US RT 03.6000% MAT 10/24/30 FIXED RATE CD /UT	CD	245,000	3.60%	10/24/2030		8,820.00 3.78%	4.92% 4.92%	3.66	244,020.42 -10,807.37	95.189	233,213.05 3,842.14	0.27%
US TSY NOTE 03.625 % DUE 10/31/30 DTD 10/31/25 FC 04/30/26	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.63%	10/31/2030		36,250.00 3.83%	5.07% 5.07%	3.67	998,849.00 -51,509.00	94.734	947,340.00 15,071.33	1.09%
SHELL FIN US INC NTS B/E 04.125% 110630 DTD110625 FC050626 CALL@MW+10BP	Aa2/AA-/A+ NR/NR/NR	500,000	4.13%	11/06/2030	10/06/2030 100.00	20,625.00 4.34%	5.48% 5.48%	3.64	498,090.25 -22,740.25	95.070	475,350.00 8,250.00	0.55%
US TSY NOTE 03.500 % DUE 11/30/30 DTD 11/30/25 FC 05/31/26	Aa1/AA+/AA+ NR/NR/NR	500,000	3.50%	11/30/2030		17,500.00 3.72%	5.08% 5.08%	3.76	497,177.13 -26,452.13	94.145	470,725.00 5,833.33	0.54%
US TSY NOTE 03.750 % DUE 12/31/30 DTD 12/31/23 FC 06/30/24	Aa1/AA+/AA+ NR/NR/NR	2,500,000	3.75%	12/31/2030		93,750.00 3.95%	5.08% 5.08%	3.82	2,475,574.34 -101,449.34	94.965	2,374,125.00 23,437.50	2.73%
Total 2030		**20,700,000**	**3.54%**	**07/04/2030**		**$724,240.00 3.71%**	**5.21% 5.21%**	**3.43**	**$20,193,096.70 $-685,165.55**		**$19,507,931.15 $175,425.23**	**22.41%**

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 September 30, 2026 *(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 2031												
FARMER MAC MED TERM NTS 03.930 % DUE 011331 DTD 011326 FC 07132026	NR/NR/NR NR/NR/NR	500,000	3.93%	01/13/2031	01/13/2028 100.00	19,650.00 4.10%	5.01% 5.01%	3.85	500,142.38 -20,792.38	95.870	479,350.00 4,202.92	0.55%
APOLLO GLOBAL MGMT INC 04.600% 011531 DTD110725 FC071526 CALL@MW+15BP	A2/A/A NR/NR/NR	500,000	4.60%	01/15/2031	12/15/2030 100.00	23,000.00 4.82%	5.82% 5.82%	3.79	499,455.25 -22,350.25	95.421	477,105.00 4,791.67	0.55%
FNMA NTS 04.050 % DUE 011531 DTD 012026 FC 07152026	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.05%	01/15/2031	01/15/2027 100.00	40,500.00 4.20%	4.97% 4.97%	3.85	999,755.25 -35,085.25	96.467	964,670.00 8,437.50	1.11%
US TSY NOTE 03.750 % DUE 01/31/31 DTD 01/31/26 FC 07/31/26	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.75%	01/31/2031		37,500.00 3.95%	5.08% 5.08%	3.91	988,192.75 -39,442.75	94.875	948,750.00 6,216.03	1.09%
MEDALLION BK UT US RT 03.8000% MAT 02/12/31 FIXED RATE CD /UT	CD	245,000	3.80%	02/12/2031		9,310.00 3.99%	5.03% 5.03%	4.00	245,000.00 -11,789.40	95.188	233,210.60 459.12	0.27%
US TSY NOTE 03.500 % DUE 02/28/31 DTD 02/28/26 FC 08/31/26	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.50%	02/28/2031		35,000.00 3.73%	5.07% 5.07%	4.01	977,411.50 -38,971.50	93.844	938,440.00 2,900.55	1.08%
FHLB BOND 03.840 % DUE 030631 DTD 030626 FC 09062026	Aa1/NR/AA+ NR/NR/NR	485,000	3.84%	03/06/2031	03/06/2028 100.00	18,624.00 4.05%	5.16% 5.16%	3.99	485,004.71 -25,074.36	94.831	459,930.35 1,241.60	0.53%
FNMA NTS 03.750 % DUE 030631 DTD 030626 FC 09062026	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.75%	03/06/2031	03/06/2028 100.00	37,500.00 3.95%	5.07% 5.07%	4.00	999,770.83 -51,470.83	94.830	948,300.00 2,500.00	1.09%
JOHN DEERE CAPITAL CORP 04.200% 031031 DTD031026 FC091026 NTS B/E	A1/A+/A NR/NR/NR	500,000	4.20%	03/10/2031		21,000.00 4.43%	5.54% 5.54%	3.97	498,470.25 -24,625.25	94.769	473,845.00 1,166.67	0.54%
FARMER MAC MED TERM NTS 03.800 % DUE 031731 DTD 031726 FC 09172026	NR/NR/NR NR/NR/NR	1,000,000	3.80%	03/17/2031		38,000.00 4.01%	5.10% 5.10%	4.03	996,167.09 -47,537.09	94.863	948,630.00 1,372.22	1.09%
CENTERPOINT ENER HOUSTON 02.350% 040131 DTD031121 FC100121 CALL@MW+15BP	A2/A/A NR/NR/NR	500,000	2.35%	04/01/2031	01/01/2031 100.00	11,750.00 2.70%	5.63% 5.63%	4.11	452,725.25 -17,190.25	87.107	435,535.00 5,842.36	0.50%

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 September 30, 2026 *(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 2031												
NTHN STATES PWR CO B/E 02.250% 040131 DTD033021 FC100121 CALL@MW+10BP	Aa3/A+/A NR/NR/NR	500,000	2.25%	04/01/2031	10/01/2030 100.00	11,250.00 2.58%	5.53% 5.53%	4.12	453,980.25 -18,590.25	87.078	435,390.00 5,593.75	0.50%
FFCB BOND 01.690 % DUE 041431 DTD 041421 FC 10142021	Aa1/AA+/AA+ NR/NR/NR	1,000,000	1.69%	04/14/2031		16,900.00 1.96%	5.10% 5.10%	4.23	898,175.25 -34,695.25	86.348	863,480.00 7,792.78	0.99%
TOYOTA FINL SVGS B NV US RT 04.0000% MAT 04/21/31 FIXED RATE CD /NV	CD	245,000	4.00%	04/21/2031		9,800.00 4.18%	5.05% 5.05%	4.02	245,000.00 -10,353.70	95.774	234,646.30 4,295.89	0.27%
FHLB NTS 04.100 % DUE 042831 DTD 042826 FC 10282026	Aa1/NR/AA+ NR/NR/NR	500,000	4.10%	04/28/2031	07/28/2028 100.00	20,500.00 4.29%	5.21% 5.21%	4.03	500,004.85 -22,399.85	95.521	477,605.00 8,655.56	0.55%
US TSY NOTE 03.875 % DUE 04/30/31 DTD 04/30/26 FC 10/31/26	Aa1/AA+/AA+ NR/NR/NR	1,000,000	3.88%	04/30/2031		38,750.00 4.07%	5.09% 5.09%	4.06	994,084.94 -43,064.94	95.102	951,020.00 16,110.73	1.09%
US TSY NOTE 01.625 % DUE 05/15/31 DTD 05/15/21 FC 11/15/21	Aa1/AA+/NR NR/NR/NR	1,000,000	1.63%	05/15/2031		16,250.00 1.89%	5.09% 5.09%	4.32	892,659.94 -33,789.94	85.887	858,870.00 6,093.75	0.99%
US TSY NOTE 04.125 % DUE 05/31/31 DTD 05/31/26 FC 11/30/26	Aa1/AA+/NR NR/NR/NR	1,000,000	4.13%	05/31/2031		41,250.00 4.30%	5.09% 5.09%	4.12	999,786.50 -39,396.50	96.039	960,390.00 13,750.00	1.10%
FARMER MAC MED TERM NTS 04.150 % DUE 060531 DTD 060526 FC 12052026	NR/NR/NR NR/NR/NR	287,000	4.15%	06/05/2031		11,910.50 4.32%	5.12% 5.12%	4.13	286,972.97 -11,493.15	95.986	275,479.82 3,804.74	0.32%
FNMA NTS 04.500 % DUE 061631 DTD 061626 FC 12162026	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.50%	06/16/2031	06/16/2028 100.00	45,000.00 4.62%	5.12% 5.12%	4.13	1,000,000.00 -25,830.00	97.417	974,170.00 13,000.00	1.12%
US TSY NOTE 04.125 % DUE 06/30/31 DTD 06/30/26 FC 12/31/26	Aa1/AA+/AA+ NR/NR/NR	1,000,000	4.13%	06/30/2031		41,250.00 4.30%	5.09% 5.09%	4.20	999,705.25 -40,095.25	95.961	959,610.00 10,312.50	1.10%
FFCB BOND 04.250 % DUE 072231 DTD 072226 FC 01222027	Aa1/AA+/AA+ NR/NR/NR	2,000,000	4.25%	07/22/2031		85,000.00 4.41%	5.12% 5.12%	4.25	1,994,906.23 -68,346.23	96.328	1,926,560.00 16,055.56	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 September 30, 2026 *(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 2031												
FHLB BOND 04.550 % DUE 082131 DTD 082126 FC 02212027	Aa1/NR/AA+ NR/NR/NR	1,000,000	4.55%	08/21/2031	08/21/2028 100.00	45,500.00 4.70%	5.28% 5.28%	4.30	999,505.25 -30,825.25	96.868	968,680.00 4,929.17	1.11%
Total 2031		**18,262,000**	**3.73%**	**04/23/2031**		**$675,194.50 3.93%**	**5.16% 5.16%**	**4.09**	**$17,906,876.69 $-713,209.62**		**$17,193,667.07 $149,525.06**	**19.75%**

	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.
Total Bond Portfolio		**90,473,000**	**3.52%**	**08/02/2029**	**N/A**	**$3,173,241.25 3.64%**	**5.00% 5.00%**	**2.60**	**$89,140,538.40 $-2,077,596.63**	**N/A**	**$87,062,941.77 $751,572.57 $87,814,514.34**	**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. For accounts in options overlay strategies, the Mandate amount will be applied to previous day's closing market value when calculating performance. The Mandate amount will not be applied to the calculation if the option overlay account performance shown in this report aggregated with reporting for assets held in other UBS accounts.

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 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 including assets transferred to or from other UBS accounts. 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.

Net Deposits/Withdrawals (external): 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, excluding assets transferred to or from other UBS accounts after 12/31/2010. 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, including assets transferred from other UBS accounts. 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.

Deposits (external): 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, excluding assets transferred from other UBS accounts after 12/31/2010. 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, including asset transferred to other UBS accounts. 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.

Withdrawals (external): 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, excluding assets transferred to other UBS accounts after 12/31/2010. 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.

Net Transfers (Internal): When shown on a report, this information represents the net value of all cash and securities transferred between your UBS accounts from the first day to the last day of the period.

Transfers In (Internal): When shown on a report, this information represents the net value of all cash and securities transferred to your UBS accounts from the first day to the last day of the period.

Transfers Out (Internal): When shown on a report, this information represents the net value of all cash and securities transferred from your UBS accounts from the first day to the last day of the period.

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

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.

Important information on options-based strategies:
Risk: 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): 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.

Options Overlay: In order to enroll in an Options Overlay Strategy, you will be required to specify a "Mandate" amount for the Strategy. The Mandate size will determine the market exposure in the strategy. Unlike other advisory strategies where your Program Fee is typically determined on the value of eligible assets in an account, billing for the MAC Options Overlay Strategy is based on the selected Mandate amount, which may be significantly more that the account's asset value.

The Mandate amount is a nominal figure which determines the number of option positions a client will have in his or her account. The mandate amount, and in turn the number of options will determine the nominal, or market, exposure that a client has in the strategy. You may view the actual value of your Account in your UBS Online Services Account and UBS Account Statements. While the actual value of assets in your account will fluctuate over time, your Mandate will be a fixed value established by you in your Manager's Investment Management Agreement. You may increase or decrease the Mandate at any time by providing an updated signed copy of this agreement to your Financial Advisor provided that with the new mandate amount, the account remains in compliance with UBS policies. UBS FS may lower the Mandate at their discretion to ensure compliance with UBS policies. If UBS lowers your Mandate, you will receive notice. This practice of billing on the Mandate amount will result in higher compensation to UBS FS, your Financial Advisor, and the Portfolio Manager than if the Program Fee was based on the value of eligible assets in your MAC Options Overlay Strategy account. Options Overlay accounts may have separate minimums, and are not eligible to be included in the household when calculating assets for fee calculation purposes. As a result, the pricing of your other assets may be higher than if these assets were eligible to be included.

There is no assurance that the performance of your advisory accounts will exceed the Program Fees and any margin interest that might be incurred if the strategy is maintaining a debit. In evaluating the performance statistics of your advisory accounts, you should consider that the interest expense incurred for margin loans will increase the fees to be applied to your account and reduce the overall performance of your advisory accounts. As a result, the interest expense must be deducted from the overall returns in order to determine the actual net performance of your accounts. You should note that the percentage return reported on your Quarterly Performance Report will NOT have been reduced by the amount of the interest expense paid and, accordingly, actual percentage return will be lower than the reported percentage return.

Cash-settled index options do not relate to a particular number of shares. Rather, the underlying instrument of an index option is usually the value of the underlying index of stocks times a multiplier, which is generally $100. Purchasing an index option does not give the investor the right to purchase or sell all of the stocks that are contained in the underlying index. Because an index is simply an intangible, representative number, you might view the purchase of an index option as buying a value that changes over time as market sentiment and prices fluctuate. Selling options involves a high degree of risk and is not suitable for all investors. Suitability requirements include financial sophistication and the ability to withstand losses.

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.

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

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 for informational purposes only and is calculated by the annualized per share dividends/interest paid, multiplied by the quantity of the 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 is estimated for informational purposes only and may not reflect changes in price. It's calculated by dividing the total estimated annual income by the current market value displayed. Current yield calculations display the current yield of the investment solely as of the date of this report. 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 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

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

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.

Estimated Value (Continuous Funds): Estimated Value is based on the latest valuation received from the fund company and includes post valuation reinvested dividends. This is not a Market Value.

Estimated Value (Drawdown Funds): Estimated Value is based on the latest valuation received from the fund company and includes post valuation contributions less post valuation distributions. This is not a Market Value.

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**.

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.

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

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:**	**October 27, 2026**
FROM:	**Police Department**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**Consideration of the Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant PT27069 Award**		

RECOMMENDATION
That the City Council:

1. Accept the Office of Traffic Safety (OTS) STEP Grant PT27069 award; and
2. Authorize an increase in estimated revenues and a supplemental appropriation in the amount of $113,000 in the OTS STEP Grant Fund 282.

STRATEGIC FOCUS AREAS
N/A

EXECUTIVE SUMMARY
The Glendora Police Department applied for a STEP reimbursement grant through the State of California OTS to cover costs associated with driving under the influence (DUI) enforcement and other traffic safety related operations. The department also requested funds to replace the outdated evidential breath alcohol testing device and purchase two additional Light Detection and Ranging (LIDAR) devices. The Department was awarded $113,000 in grant funds for these purposes. A budget adjustment needs to be authorized to increase estimated revenues and appropriate funds according to the grant requirements.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
The OTS's mission is to administer traffic safety grant funds provided by the National Highway Traffic Safety Administration (NHTSA). The grant funds are intended to create and maintain programs to address current and future traffic safety needs. OTS also conducts public awareness campaigns and acts as a primary traffic safety resource to enlist the help of the general public and the media to reinforce the ongoing education and enforcement efforts of local agencies. The Glendora Police Department has historically received grants from OTS to support our Department's traffic enforcement and training efforts, with the most recent grant award in FY26 for $120,000.

The purpose of the STEP grant is to utilize best practice strategies to reduce the number of individuals seriously injured or killed in collisions involving alcohol and other unsafe driving behaviors. The strategies include special enforcement operations and public awareness campaigns. The program's strategies are also designed to attract media attention to enhance the overall deterrent effect. In addition to the staffing resources covered by the grant, the grant also funds training, DUI check point supplies, and other related equipment.

On January 20, 2026, the Glendora Police Department applied for the OTS STEP grant to seek reimbursement for staffing costs associated with extra traffic enforcement operations and funds to update the department's evidential breath alcohol testing device and purchase two additional LIDAR devices.

DISCUSSION
The OTS awarded the Glendora Police Department a $113,000 STEP grant, effective October 1, 2026, through September 30, 2027.

Amount	Description/Use
$86,772	For overtime costs associated with conducting DUI checkpoints, warrant service operations, collaborative DUI enforcement o Know Your Limit campaigns, traffic enforcement, pedestrian and bicycle enforcement, traffic safety educational presentations distracted driving enforcement.
$2,718	For travel expenses to attend grant related conferences and training events that support the traffic safety grant goals and obj

$2,010	For purchase of DUI checkpoint supplies.
$500	For purchase of Preliminary Alcohol Screening (PAS) devices and/or associated supplies.
$6,000	For purchase of LIDAR Devices.
$15,000	For purchase of Evidential Breath Alcohol Testing Device.
$113,000	**Total Grant Award**

FISCAL IMPACT
The FY 2026-27 Adopted Mid-Cycle Budget revenues and expenses in the Office of Traffic Safety Fund 282 will be adjusted by $113,000 in the manner listed above.

ENVIRONMENTAL DETERMINATION
There are no CEQA impacts associated with the recommendations in this report.

Prepared By:	Julie Linger, Business Services Manager
Concurs With:	Not Applicable
Reviewed By:	Chris Stabio, Police Chief
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_Final_Grant_Agreement_-_PT27069.pdf
B_Power_point_presentation.pdf

1. GRANT TITLE
Selective Traffic Enforcement Program (STEP)

2. NAME OF AGENCY
Glendora

3. Grant Period
From: 10/01/2026
To: 09/30/2027

4. AGENCY UNIT TO ADMINISTER GRANT
Glendora Police Department

5. GRANT DESCRIPTION
Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect. In addition, the department will participate in community collaboration and engagement activities to engage in conversations regarding traffic safety with community members.

6. Federal Funds Allocated Under This Agreement Shall Not Exceed: $113,000.00
Allocation is contingent upon availability of federal funds.

7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:

- Schedule A – Problem Statement, Goals and Objectives and Method of Procedure
- Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)
- Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)
- Exhibit A – Certifications and Assurances
- Exhibit B* – OTS Grant Program Manual
- Exhibit C – Grant Electronic Management System (GEMS) Access

*The item shown with an asterisk (*), is hereby incorporated by reference and made a part of this agreement as if attached hereto. This document can be viewed at the OTS home web page under Grants: www.ots.ca.gov.

Use of OTS Grant Agreement template in lieu of the California Model Agreement (CMA)
The California Office of Traffic Safety (OTS) utilizes its standardized OTS Grant Agreement template for awards. The format, structure, and uniformity of the OTS Grant Agreement template allows for processing through Grant Electronic Management System (GEMS). OTS's approach to using the OTS Grant Agreement template is consistent with the California Model Agreement (CMA) developed by University of California Office of the President (UCOP) and directed by the Department of General Service (DGS). For more information, please review the OTS Grant Program Manual.

Pre-Agreement Work
No work shall commence and no costs shall be incurred prior to the grant start date or the grant agreement being fully signed and executed. Any such costs are incurred at the grantee's own risk and may not be reimbursed.

8. Approval Signatures

We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the grant terms and conditions described herein.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

A. Grant Director

NAME: Julie Linger
TITLE: Public Safety Management Analyst
EMAIL: jlinger@glendorapd.org
PHONE: (626) 852-4880
ADDRESS: 150 S. Glendora Avenue
Glendora, CA 91741-3380

Julie Linger
Julie Linger (Sep 14, 2026 08:39:06 PDT)

Sep 14, 2026

(Signature) *(Date)*

B. Authorizing Official

NAME: Chris Stabio
TITLE: Captain
EMAIL: cstabio@cityofglendora.gov
PHONE: (626) 914-8274
ADDRESS: 150 S. Glendora Avenue
Glendora, CA 91741-3380

Chris Stabio
Chris Stabio (Sep 14, 2026 15:57:15 PDT)

Sep 14, 2026

(Signature) *(Date)*

C. Fiscal Official

NAME: Kyle Johnson
TITLE: Finance Director
EMAIL: kjohnson@cityofglendora.gov
PHONE: (626) 914-8200 ext. 168
ADDRESS: 116 E Foothill Blvd.
Glendora, CA 91741

Kyle Johnson

Sep 14, 2026

(Signature) *(Date)*

D. Authorizing Official of Office of Traffic Safety

NAME: Stephanie Dougherty
TITLE: Director
EMAIL: stephanie.dougherty@ots.ca.gov
PHONE: (916) 509-3030
ADDRESS: 2208 Kausen Drive, Suite 300
Elk Grove, CA 95758

Stephanie Dougherty

Sep 29, 2026

(Signature) *(Date)*

E. Accounting Officer of Office of Traffic Safety

NAME: Mary Khang
ADDRESS: 2208 Kausen Drive Suite 300
Sacramento, CA 95758

9. SAM Information

SAM #: K3F1VJ28JHF5
REGISTERED ADDRESS: 150 S. Glendora Ave
CITY: Glendora
ZIP+4: 91741-3416

10. PROJECTED EXPENDITURES

FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
405e DDA-	20.616	0521-0890-101	2026	19/26	BA/26	$5,000.00
164ID-27	20.608	0521-0890-101	2026	19/26	BA/26	$85,000.00
1906-27	20.611	0521-0890-101	2026	19/26	BA/26	$3,000.00
402PT-27	20.600	0521-0890-101	2026	19/26	BA/26	$20,000.00
				AGREEMENT TOTAL		**$113,000.00**

I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above, notwithstanding allocations contingent on availability of federal funds.

AMOUNT ENCUMBERED BY THIS DOCUMENT
$113,000.00

PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT
$ 0.00

OTS ACCOUNTING OFFICER'S SIGNATURE	DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE
Mary Khang	Sep 15, 2026	**$113,000.00**

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.
The City of Glendora was founded in 1887 and was incorporated as a general law city, county of Los Angeles in 1911. It encompasses approximately 19.5 square miles at the base of the San Gabriel Mountains and has a population of approximately 52,500. Glendora is primarily a residential community with several business districts, including retail, restaurants, car dealerships and light industry.

The following list encompasses our city's development projects, some of which are currently underway, while others are still in the planning stages. Each of the below projects currently affects, or in the future will affect, our need for additional traffic enforcement and education.

Proposed
- 86 Attached 3-story residential condominium units (434-517 S Vermont)
- 80 detached and attached residential units (Sunflower / Gladstone)
- 65-75 attached units (1762 Dale Rd)
- 28 Detached 2-story condominium units (1706 E Route 66)
- 1,025 square foot coffee shop with drive thru (725 S Grand Ave)

Approved
- 24 attached 3-story condominium units (363 W Route 66)
- 46 residential units (631-657 Arrow Hwy)
- Car wash (1717 S. Grand Ave)
- 46 attached, 3-story residential condominium units (1201 E Arrow Hwy)
- 6,232 square foot medical office (1861 E Route 66)
- 41 detached homes (San Jose / Woodland)
- 12 residential lots (950 Silent Ranch)
- 19 3-story residential units in 3 attached buildings (1121 E Arrow Hwy)
- 33 attached, 3-story residential condominium units (531 E Arrow Hwy)
- 9,500 square foot medical office (630 W Foothill Blvd)
- 20,974 square foot medical office (210 S Grand Ave)
- 9,287 square foot church sanctuary (400 N Glendora Ave)

Under Construction
- 39 attached, 3-story condominium units (723 E Route 66)
- 30 detached, 2-story condominium homes (1237 S Bonnie Cove Ave)

Recently Completed
- 121 single family homes (between Citrus and Barranca)
- A Line station and parking facility (Vermont and Carroll)Over 500 new homes, condominiums, and townhomes have been proposed, approved, are under construction, or have recently been completed. Almost 50,000 additional square feet of retail or commercial space has been proposed, approved to be added, or completed in the last year.

The recently completed extension of the LA Metro A line, now connects Glendora with down-town Los Angeles, Long Beach, and many other locations through out Southern California. The associated Glendora station parking facility includes over 300 parking spaces, with charging stations, bicycle parking, and bus drop off areas. Based on the Southern California Association of Governments (SCAG) projection, our traffic flows will potentially have an on-going 2% ambient growth per year.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).
The City of Glendora had a total of 160 injury traffic crashes in 2025. This is a 12% decrease in our overall injury traffic crashes from 2024. We believe this decrease is due to our continued extra enforcement conducted throughout the year and the addition of a designated traffic officer. The top three primary crash

factors in injury traffic crashes this year continue to be unsafe speed (35 crashes with 47 injured), failure to stop for red traffic signals (23 crashes with 36 injuries), and failure to yield when making a left turn (21 crashes with 27 injuries). These three primary crash factors accounted for almost 50% of the total injury traffic crashes.

With speed consistently identified as our city's highest primary crash factor, causing the most injuries, the department continues to focus on enforcement. To ensure the department remains proactive with enforcement, will be purchasing two LiDAR devices. With our continual increase in staffing, our current inventory of LiDAR devices is not sufficient to meet the department's demand. Officers are having to compete for limited equipment during peak enforcement hours. This need is further underscored by the recent appointment of a dedicated traffic officer, whose primary function is high visibility traffic enforcement. Ensuring our traffic officer has the most precise speed measuring technology is a critical step in addressing our most significant threat to roadway safety.

We had a 22% increase in alcohol involved injury crashes, from 9 crashes in 2024 to 11 crashes in 2025. We had a total of 106 DUI arrests in 2025, almost a 10% increase from the 97 arrests we had in 2024. Though our alcohol involved crashes have increased, our DUI arrests also continue to increase. We believe continued enforcement is leading to the increase in arrests. Of these 106 DUI arrests, 52 arrestees, nearly 50%, chose to provide a breath sample for evidentiary purposes. The Los Angeles County Sheriff's Department's Scientific Services Bureau's (SSB) Forensic Alcohol Section currently provides our breath alcohol testing instrument. They provide training on the instrument, maintain it, and calibrate it to ensure the test results are admissible for prosecution in court. SSB recently informed our department they will be transitioning from our current breath alcohol testing instrument to a new instrument and are requiring our department to purchase the new instrument. By purchasing this new equipment, it will ensure that our breath alcohol testing results will continue to be admissible in court, and that DUI drivers will be prosecuted. The addition of DRE and SFST trained officers will also assist in identifying DUI drivers and will better equip our officers in identifying drivers under the influence of drugs, alcohol, or any combination of the two. With the completion of the A Line station and the increase in commuters visiting our downtown area, and other areas of the city, we believe there will be a continued need for extra traffic enforcement to continue to curb an increase in these categories. We hope the continued prosecution of DUI drivers, training, and our press releases regarding our enforcement actions will help decrease these numbers in the future.

DUI incidents are typically at their highest during the winter holiday period (Christmas and New Year’s), Memorial Day, Independence Day, and the end of summer vacation/Labor Day period. Other times of high incident DUI crimes and crashes continue to include Halloween, Super Bowl Sunday, St. Patrick’s Day, Cinco de Mayo, and local festivals/events with identified DUI problems. Significant progress has been made in reducing the frequency of fatal DUI crashes when law enforcement agencies coordinate awareness campaigns and enforcement efforts with local, regional, and national efforts. Nationwide, traffic deaths have declined dramatically; however, DUI deaths have not dropped at the same rate which indicates the need to continue to coordinate efforts between law enforcement, community-based-organizations, and media outreach. In the past, the Glendora Police Department had coordinated efforts for all of Los Angeles County. The Glendora Police Department continues to be committed to coordinating training, public awareness, education, media efforts as well as disseminating traffic safety information. The Glendora Police Department is eager to participate in Collaborative DUI Enforcement and Collaborative Traffic Enforcement during the year.

Our injury hit and run crashes increased by over 40%, from 7 in 2024 to 10 in 2025. Nighttime injury crashes increased slightly from 13 crashes in 2024 to 15 in 2025. Though our nighttime crashes have increased, they still account for less than 10% of our total injury crashes.

Pedestrians injured in traffic crashes increased from 15 in 2024, to 16 injured in 2025. This is just over a 6% increase, drastically lower than the 50% increase seen the previous year. We believe this was due to our target pedestrian patrols. Unfortunately, bicyclists being injured in traffic crashes jumped from 6 in 2024, to 22 in 2025. Several of these crashes occurred near our schools and the newly completed train station and involved e-bicycles and e-scooters.

One of the City's 2025-2027 goals is "Glendora as a Destination." They want to attract visitors through strategic marketing, promotion of local businesses, and enhance connectivity between attractions for a

seamless destination experience. As a component of this goal, the city is constructing a bike park in the South Hills, which they hope will attract several visitors. They will also continue with improvements to the downtown business district to attract commuters form the train station. Based on the city's goals, we believe there will continue to be an increase in bicycle and pedestrian traffic near the train station, schools, and soon-to-be bicycle park. We believe it will be even more important to have extra targeted traffic enforcement to help curb the potential for an even larger increase in bicycle and pedestrian involved crashes, particularly with the increase in e-bicycle and e-scooter usage throughout the city.

Define the target population the grant intends to serve and how they are affected by the problem(s).
Due to the increase in crashes near the train station and schools, and the potential of the new bicycle park opening during this grant period, our target population will be young adults, teen drivers, train station commuters, pedestrians, and cyclists. We would like to focus educational efforts on e-bicycle and e-scooter riders since we continue to see an increase in these riders being involved in injury crashes.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:	Target Number
1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	1
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	12
3. Develop (by December 31) and/or maintain a “DUI BOLO” program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly. Report on the outcomes of the “DUI BOLO” program.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	2

5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	2
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).	1
7. Send law enforcement personnel to the DRE Recertification training.	1
8. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	2
9. Conduct DUI Saturation Patrol operation(s).	14
10. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	8
11. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	3
12. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
13. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
14. Conduct Know Your Limit campaigns with an effort to reach members of the community.	3
15. Participate in highly visible collaborative DUI Enforcement operations.	2
16. Participate in highly visible collaborative Traffic Enforcement operations.	1
17. Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.	4

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of $5,000 more (including tax and shipping) must comply with the Buy America Act.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements

Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate the reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with “INTERNAL ONLY: DO NOT RELEASE” message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so the OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of the

event within 7 days following significant grant-related event or program. The OTS PIO and your OTS grant coordinator should still be notified in advance when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).

- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year must be resubmitted for approval in the current grant year.
- For additional guidance, refer to the OTS Grants Materials Approval Process Guidelines and FAQs .
- Email the OTS PIO at pio@ots.ca.gov or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)

- Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
1906-27	20.611	Racial Profiling Prohibition Grants	$3,000.00
405e DDA-27	20.616	Distracted Driving Awareness	$5,000.00
402PT-27	20.600	State and Community Highway Safety	$20,000.00
164ID-27	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	$85,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
Straight Time				$0.00
Overtime				
DUI/DL Checkpoints	164ID-27	$12,500.00	2	$25,000.00
DUI Saturation Patrols	164ID-27	$2,075.00	14	$29,050.00
Collaborative DUI Enforcement	164ID-27	$1,295.00	2	$2,590.00
Know Your Limit	164ID-27	$1,300.00	3	$3,900.00
Benefits 164ID OT - 11.48%	164ID-27	$60,540.00	1	$6,950.00
Traffic Enforcement	402PT-27	$940.00	8	$7,520.00
Pedestrian and Bicycle Enforcement	402PT-27	$900.00	1	$900.00
Collaborative Traffic Enforcement	402PT-27	$900.00	1	$900.00
Traffic Safety Educational Presentations	402PT-27	$400.00	2	$800.00
Benefits 402PT OT - 11.48%	402PT-27	$10,120.00	1	$1,162.00
Distracted Driving Enforcement	405e DDA-27	$1,500.00	3	$4,500.00
Benefits 405e DDA OT - 11.48%	405e DDA-27	$4,353.00	1	$500.00
Community Collaboration Engagement	1906-27	$672.75	4	$2,691.00
Benefits 1906 OT - 11.48%	1906-27	$2,691.00	1	$309.00
Category Sub-Total				$86,772.00
B. TRAVEL EXPENSES				
In State Travel	402PT-27	$2,718.00	1	$2,718.00
				$0.00
Category Sub-Total				$2,718.00
C. CONTRACTUAL SERVICES				
				$0.00
Category Sub-Total				$0.00
D. EQUIPMENT				
Evidential Breath Alcohol Testing Devices	164ID-27	$15,000.00	1	$15,000.00
Category Sub-Total				$15,000.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164ID-27	$2,010.00	1	$2,010.00
PAS Device/Calibration Supplies	164ID-27	$500.00	1	$500.00
Lidar Device	402PT-27	$3,000.00	2	$6,000.00

Category Sub-Total				$8,510.00
F. INDIRECT COSTS				
				$0.00
Category Sub-Total				$0.00
GRANT TOTAL				**$113,000.00**

BUDGET NARRATIVE
PERSONNEL COSTS
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel
Know Your Limit - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
Benefits 164ID OT - 11.48% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel
Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.
Benefits 402PT OT - 11.48% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.
Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Benefits 405e DDA OT - 11.48% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.
Community Collaboration Engagement - Overtime for grant funded community collaborative engagement conducted by appropriate department personnel.
Benefits 1906 OT - 11.48% - Claimed amounts must reflect actual benefit costs for overtime hours charged to the grant.
TRAVEL EXPENSES
In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds. Anticipated travel may include: OTS Traffic Safety Summit – November 2026 – San Diego, CA; OTS Traffic Safety Law Enforcement Forum, CA; GHSA Annual Meeting – August 2027 – Anaheim, CA
CONTRACTUAL SERVICES
-
EQUIPMENT
Evidential Breath Alcohol Testing Devices - Funding for evidential breath testing instruments to detect alcohol in a person's breath sample. Costs may include keyboard, barcode reader, organizer with lockable dry gas enclosure, pressure regulators, transducer, cable cover, printer paper, mouthpieces, dry gas cylinders and simulator solutions.
OTHER DIRECT COSTS
DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares,

PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.

PAS Device/Calibration Supplies - Preliminary alcohol screening device to detect the presence of alcohol in a person's breath and calibration supplies to ensure accuracy. Costs may include mouth pieces, gas and accessories.

Lidar Device - Light detection and ranging device used to measure the speed of motor vehicles. This device will be used for speed enforcement. Costs may include lidar devices, batteries, tax, and shipping.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Salaries may include wages, salaries, special compensations, or authorized absences such as annual leave and sick leave provided the cost for the individual employee is (a) reasonable for the services rendered, and (b) follows an appointment made in accordance with state or local laws and rules and meets federal requirements.

Any non-grant funded vacancies created by reassignment to a grant-funded position must be filled at the expense of the grantee agency.

Nothing in this agreement shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

The OTS grant funded activities must be separate from other grant funded program activities and maintained under separate accounting tracking codes (example: the same DUI checkpoint may not be funded by both the CHP Cannabis Tax Fund and the OTS).

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, Public Law 109-59, as amended by Sec. 25024, Public Law 117-58;
- 23 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs;
- 2 CFR part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION
(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- *49 CFR part 21* (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- *28 CFR 50.3* (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970,* (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972,* as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973,* (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- *The Age Discrimination Act of 1975,* as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the
Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of 49 CFR part 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
   “The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [1] in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
    a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
    b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub- grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The grantee's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs;
    4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
    5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    1. Abide by the terms of the statement;
    2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
    1. Taking appropriate personnel action against such an employee, up to and including termination;
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)
(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING
(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31,
   U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (*e.g.,* “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded,** as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website
(*https://www.sam.gov/*).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded,** as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website
(*https://www.sam.gov/*).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA
(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST
(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
    a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
    b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in
organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE
(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at *www.trafficsafety.org*. The NHTSA website (*www.nhtsa.gov*) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	PT27069
Agency Name:	Glendora Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	$113,000.00
Authorizing Official:	Chris Stabio
Fiscal Official:	Kyle Johnson
Grant Director:	Julie Linger

CURRENT GEMS USER(S)

1. Shirley Feng
Title: Senior Accountant - Finance
Phone: (626) 852-5223
Email: sfeng@cityofglendora.org
Media Contact: No

2. Julie Linger
Title: Public Safety Management Analyst
Phone: (626) 852-4880
Email: jlinger@glendorapd.org
Media Contact: Yes

3. Natasha Woolford
Title: Assistant Finance Director
Phone: (626) 852-5256
Email: nwoolford@cityofglendora.org
Media Contact: No

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change ☐ Remove Access ☑	Add as a media contact? Yes ☐ No ☑
Natasha Woolford	Assistant Finance Director
Name	Job Title
nwoolford@cityofglendora.org	626-852-5256
Email address	Phone number
GEMS User 2 Add/Change ☑ Remove Access ☐	Add as a media contact? Yes ☐ No ☑
Kyle Johnson	Finance Director
Name	Job Title
kjohnson@cityofglendora.gov	626-852-5168
Email address	Phone number
GEMS User 3 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name	Job Title
Email address	Phone number
GEMS User 4 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name	Job Title
Email address	Phone number
GEMS User 5 Add/Change ☐ Remove Access ☐	Add as a media contact? Yes ☐ No ☐
Name	Job Title
Email address	Phone number
Form completed by: Julie Linger Julie Linger (Sep 14, 2026 08:18:52 PDT)	Date: Sep 14, 2026
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.	
Julie Linger Julie Linger (Sep 14, 2026 08:39:06 PDT)	Julie Linger
Signature	Name
Sep 14, 2026	Grant Director
Date	Title

Grant Agreement - PT27069

Final Audit Report 2026-09-29

Created:	2026-09-11
By:	Annie Vo (annie.vo@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAALk_n6dv7rZzz-ITeu7aqmvt3ZEAPoQYb

"Grant Agreement - PT27069" History

Document created by Annie Vo (annie.vo@ots.ca.gov)
2026-09-11 - 8:09:51 PM GMT

Document emailed to jlinger@glendorapd.org for signature
2026-09-11 - 8:10:00 PM GMT

Email viewed by jlinger@glendorapd.org
2026-09-12 - 1:17:09 AM GMT

Signer jlinger@glendorapd.org entered name at signing as Julie Linger
2026-09-14 - 3:18:50 PM GMT

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Document e-signed by Mary Khang (mary.khang@ots.ca.gov)
Signature Date: 2026-09-15 - 11:48:08 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

Document emailed to Stephanie Dougherty (stephanie.dougherty@ots.ca.gov) for signature
2026-09-15 - 11:48:10 PM GMT

Document e-signed by Stephanie Dougherty (stephanie.dougherty@ots.ca.gov)
Signature Date: 2026-09-29 - 10:37:35 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

Agreement completed.
2026-09-29 - 10:37:35 PM GMT

CONSIDERATION OF THE OFFICE OF TRAFFIC SAFETY (OTS) SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT PT27069 AWARD

POLICE

CITY COUNCIL

OCTOBER 27, 2026

JULIE LINGER, BUSINESS SERVICES MANAGER

BACKGROUND

The State of California's Office of Traffic Safety administers funds provided by the National Highway Traffic Safety Administration.

The objective of the Selective Traffic Safety Program (STEP) funds are to reduce the number of individuals seriously injured or killed in traffic collisions involving alcohol or other unsafe driving behaviors.

Strategies include special enforcement operations, public awareness campaigns, and providing specialized training for officers.

In January 2026, the Police Department applied for the STEP grant, requesting funds for traffic enforcement operations, training, checkpoint supplies, two LIDAR devices and an update to our evidential breath alcohol testing instrument.

GRANT AWARD

On September 30th, the Department was awarded $113,000 in grant funds to cover the requested items.

Amount	Description/Use
$86,772	Over time costs for DUI checkpoints, warrant service operations, collaborative DUI enforcement operations, Know Your Limit campaigns, traffic enforcement, pedestrian and bicycle enforcement, traffic safety educational presentations, and distracted driving enforcement.
$2,718	Travel expenses for training
$2,010	DUI Check point supplies
$500	Preliminary Alcohol Screening (PAS) devices and associated supplies
$6,000	LIDAR devices
$15,000	Evidential Breath Alcohol Testing Device
$113,000	**Total Grant Award**

Glendora

FISCAL IMPACT

The FY 2026-27 Adopted Mid-Cycle Budget revenues and expenses in the Office of Traffic Safety Fund 282 will be adjusted by $113,000 in the manner stated in the grant award.

RECOMMENDATIONS

THAT THE CITY COUNCIL:

1. Accept the Office of Traffic Safety (OTS) STEP Grant PT27069 award; and
2. Authorize an increase in estimated revenues and a supplemental appropriation in the amount of $113,000 in the OTS STEP Grant Fund 282.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Recreation and Human Services**	**DISTRICT(S):**	**Citywide**

SUBJECT: City of Glendora Title VI of the Civil Rights Act of 1964 Program Renewal

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RECOMMENDATION
That the City Council:

1. Approve the renewal of the City of Glendora Title VI Program; and
2. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL ADOPTING THE CITY OF GLENDORA TRANSPORTATION DIVISION TITLE VI PROGRAM ENSURING THE PROHIBITION OF DISCRIMINATION".

STRATEGIC FOCUS AREAS
Not Applicable.

EXECUTIVE SUMMARY
The Los Angeles County Metropolitan Transportation authority (Metro) and the Federal Transit Administration (FTA) awarded the City of Glendora a section 5310 Grant is 2020. Pursuant to FTA Circular 4702.1B - Title VI guidelines for FTA recipients and sub-recipients, the Transportation Division must prepare, and have approved every three years, a Title VI Program. To maintain funding eligibility from the FTA, the City must comply with the Title VI requirements and re-submit the City's Title VI program to Metro.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
As sub-recipients of Federal Transit Administration (FTA) grant funds received in 2019, the City of Glendora Transportation Division is required to comply with the Title VI of the Civil Rights Act which states, "no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

DISCUSSION
The FTA Section 5310 Program provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs for seniors and individuals with disabilities. As recipients of a FTA Section 5310 grant, the City of Glendora is required to comply with certain guidelines in order to maintain federal funding. An original Title VI policy was adopted in September 2020, and is required to be updated every three years. Per the Title VI of the Civil Rights Act of 1964, the City of Glendora Transportation Division is federally mandated to develop and implement a Language Assistance Plan by which Limited English Proficiency (LEP) persons can access translations of written and oral information. As such, the Transportation Division must take reasonable steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP persons.

To determine the LEP populations covered under this policy, we analyzed more current data from the United states Census Bureau. The current top three languages spoken in Glendora are English, Spanish, and Asian/Pacific Islander languages. A Title VI Notice to Beneficiaries is translated to Spanish and may be translated into an Asian or Pacific Islander language upon request.

In addition, all instructional informational rider materials and passenger notices shall be available in English and Spanish on vehicles and various locations throughout the City. The Title VI Program document provides further detail on the LEP analysis and procedures followed to ensure meaningful access translations of written and oral information.

Title VI guidelines also state that transit providers must approve a Public Participation Plan. Therefore, Transportation Division staff prepared a Public Participation Plan as part of its Title VI Program document to promote public involvement in transit planning decision make activities. This plan establishes formal procedures that allow for, encourage and monitor public participation within the City including, but not limited to, minority individuals, persons with Limited English Proficiency (LEP), and low-income populations. The Title VI Program document describes proactive public outreach strategies and procedures. The Title VI policies and procedures shall be available on the Glendora Transportation Division website and at the Transportation Division offices. In addition, the Notice to Beneficiaries shall be posted on all transit vehicles operated by the City of Glendora and on other brochures and documents as necessary or required.

FISCAL IMPACT

Compliance with the Title VI requirements to submit a Title VI program document is required every three years in order for the City of Glendora Transportation Division to remain eligible to receive various federal capital and operating grants to help support ongoing transit operations. Failure to comply would prevent the Transportation Division from being eligible for federal funds. Sufficient appropriations are available in the FY2026-27 Adopted Mid-Cycle Budget Proposition A Fund 231 to incur the necessary costs required to comply with FTA requirements. The cost of Title VI compliance is budgeted staff time to prepare required documentation and the actual cost of translation services.

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Kelsey Fay, Senior Management Analyst
Concurs With:	Not Applicable
Reviewed By:	Annie Warner, Recreation & Human Services Director
Certified to Availability of Funds:	Kyle Johnson,Finance Director/City Treasurer
Approved By:	Adam Raymond, City Manager
Legal Review:	Danny Aleshire, City Attorney
CEQA Review:	Not Applicable

Attachments

A_City_of_Glendora_Title_VI_Policy_Update_2026_Exhibit_A_of_Resolution.pdf
B_Resolution.pdf

CITY OF GLENDORA
TITLE VI PROGRAM

Adopted: September 2020
Updated: September 2026

116 E. Foothill Blvd., Glendora, CA 91741
(626) 852-4846
cityofglendora.gov

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INTRODUCTION TO TITLE VI PROGRAM

The City of Glendora Transportation Division is responsible for the planning and operation of Glendora Transit and Glendora Dial-A-Ride. The City of Glendora is committed to ensuring that no person is excluded from participation in or denied the benefits of its service on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964. In addition to Title VI of the Civil Rights Act of 1964, the City of Glendora Transportation Division also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status, or sexual orientation. In accordance with Federal Transit Administration requirements, the following report provides:

1. Examples of Title VI Notice to Beneficiaries in Glendora's public buses and offices;
2. Title VI Complaint Filing Procedures and Complaint form;
3. Analysis of Limited English Proficiency population in Glendora's service area and its interaction with Glendora's public transit system;
4. Language Assistance Plan for Limited English Proficiency population;
5. Public Participation Plan;
6. Service Standards and Policies including load factor, headways, and distribution of amenities;
7. Summary of outreach efforts; and
8. City Council approval of Title VI plan (for submittal to LA Metro).

NOTIFYING THE PUBLIC RIGHTS UNDER TITLE VI

The City of Glendora operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Glendora.

For more information on the City of Glendora Title VI Policy, and the procedures to file a complaint, contact (626) 852-4846 or visit the Transportation Center at 410 E. Dalton Ave., Glendora, CA 91741. For more information, email: Transportation@cityofglendora.gov.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If information is needed in another language, contact (626) 852-4846.
Documents have also been translated into Spanish and Arabic.

TITLE VI DISCRIMINATION COMPLAINT PROCEDURES

The City of Glendora, pursuant to Title VI of the Civil Rights Act of 1964 and other related laws, guarantees that no person in the City of Glendora shall be excluded from participation, denial of benefits, or otherwise be subject to discrimination in the programs or activities it administers based on race, color, creed, national origin, disability, or age.

Procedure in Accordance with Title VI

As a subrecipient of federal dollars, the City of Glendora is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non-discriminatory basis. The City of Glendora has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012.

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the City of Glendora may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The City of Glendora investigates complaints received no more than 180 days after the alleged incident. The City of Glendora will only process complaints that are complete.

Within 10 business days of receiving the complaint, the City of Glendora will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. The City of Glendora has 30 days to investigate the complaint. The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.

If more information is needed to resolve the case, the City of Glendora may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the City of Glendora can administratively close the case.

A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary

action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 business days after the date of the letter or the LOF to do so. A person may also file a complaint directly with the Federal Transit Administration, at **FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590**.

Title VI Investigations, Complaints, and Lawsuits

In accordance with Federal Transit Administration (FTA) Circular 4702.1B, the City of Glendora must provide a record of any Title VI investigations, complaints, or lawsuits filed against the City within the past three years. This requirement ensures transparency and demonstrates the City's ongoing commitment to nondiscrimination in all transit programs and activities.
For the current reporting period, October 2023 through October 2026, the City of Glendora Transportation Division reports the following:

The City of Glendora has not received any Title VI investigations, complaints, or lawsuits during the current three-year reporting period.

TITLE VI DISCRIMINATION COMPLAINT FORM

Section I: ***Please write legibly***		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone *(Optional):*	
4. Email Address:		
5. Accessible Format Requirements?	[ ] Large Print	[ ] Audio Tape
	[ ] TDD	[ ] Other

Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO

Section III:

11. I believe the discrimination I experienced was based on *(check all that apply):*

[ ] Race **[ ] Color** **[ ] National Origin**

12. Date of alleged discrimination: (*mm/dd/yyyy)*

13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please attach additional sheets of paper.

Section IV:		
14. Have you previously filed a Title VI complaint with the City of Glendora?	YES	NO
Section V:		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? [ ] YES* [ ] NO If yes, check all that apply: [ ] Federal Agency _____ [ ] State Agency _____ [ ] Federal Court _____ [ ] Local Agency _____ [ ] State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone: Email:		
Section VI:		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

*You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature_____ Date_____

Please submit this form in person or mail this form to the address below:

City of Glendora
Transportation Division
116 E. Foothill Blvd.
Glendora, CA 91741

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

INTRODUCTION

Per the Title VI of the Civil Rights Act of 1964 (Title VI), the Federal Transit Administration (FTA) implementing regulations, and Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency", the City of Glendora (City) is federally mandated to develop and implement a Language Assistance Plan (Plan) by which Limited English Proficiency (LEP) persons can meaningfully access translations of written and oral information. As the City is an FTA recipient receiving federal financial assistance, the City must take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for LEP persons.

1. FOUR-FACTOR ANALYSIS

FTA Circular 4702.1B details the components of the Language Assistance Plan, including the Four Factor Analysis, which provides an analysis of LEPs Glendora may encounter to determine the specific language services that are appropriate to provide. The Four Factor Analysis balances the following factors:

- Factor One: The Number and proportions of LEP persons in the jurisdiction;
- Factor Two: How often LEPs come into contact with Glendora services;
- Factor Three: How important Glendora's services are to LEPs lives; and
- Factor Four: The resources available to Glendora for LEP outreach that can reasonably be provided.

The results of the Four Factor Analysis are used to determine the target LEP populations and the best methods of engaging with the public. Glendora undertook the Four Factor Analysis in order to develop an appropriate and effective Language Assistance Plan.

FACTOR 1: The number or proportion of LEP person eligible to be served or likely to be encountered by the program or recipient.

Glendora Transit's service area is in the City of Glendora; however, Glendora Dial-A-Ride provides service to select approved medical facilities in Baldwin Park, Covina, Duarte, Pomona, San Dimas, and West Covina in addition to Glendora. The estimated total population of Glendora is 52,558, according to the 2020 United States Census Bureau Decennial Census. This data was analyzed to identify potential LEP populations in the service area. This data breaks down which languages are spoken in the service area and the English proficiency language for residents of the service area.

The top three languages spoken in Glendora are English, Spanish, and Asian/Pacific Islander languages (*https://data.census.gov/profile/Glendora_city,_California?g=160XX00US0630014).* Given "Asian and Pacific Islander languages" is vague, the City will translate any media into those languages upon request.

The table below shows the main languages spoken in the service area.

City of Glendora LEP Analysis			
Total City Population	**Languages Other Than English Spoken at Home**	**Total**	**Percent of Total**
52,558	Spanish	8,943	17%
	Asian/Pacific Islander Languages	4,012	7.6%

FACTOR 2: The frequency with which LEP persons come into contact with the program.

The City of Glendora Transportation Division operates a fixed route and Dial-A-Ride service. The Transportation Division has a public building and phone line that customers can utilize to apply for Dial-A-Ride membership, purchase tickets, obtain route planning assistance, or ask other questions about the service. Customers can also call a dispatch line, operated by the Transit Operations contractor to the City, to make Dial-A-Ride appointments or request other information about transit services. LEP persons can interact with bus operators, dispatchers, operations supervisors, or any Transportation Division staff members who are present in the Transportation Center. Staff in the Transportation Center office encounter Spanish speakers on a weekly basis.

Further supporting the LEP analysis, the City Transportation Division conducted a ridership survey in September 2026 to assess passenger language characteristics system-wide. The survey found that English was the predominant language, with 76.74% of respondents identifying it as their primary language at home. Among non-English languages, Spanish accounted for 13.95%, Arabic for 6.98%, and Asian and Pacific Islander languages for 2.33%. While U.S. Census Bureau data indicate that Spanish remains the largest LEP population citywide, the ridership survey suggests that Spanish and Arabic speakers represent the most common LEP groups within this sample, with additional representation from Asian/Pacific Islander languages. These results refine Factor One by demonstrating that LEP needs vary by dataset, and that Spanish, Arabic, and Asian/Pacific Islander languages are relevant for service planning.

FACTOR 3: The nature and importance of the program, activity, or service provided by the program to people's lives.

Transit services operated by the City play a vital role in the lives of many residents of the service area. City transit services include connections to the Los Angeles regional transit network via service to the Metro A Line station and Foothill Transit bus lines. These services reach most major job centers in Southern California. Buses operated by the City of Glendora serve major local, commercial, employment, medical, and civic areas. They also provide convenient and nearby connections to elementary, intermediate, and high schools. In addition, service is also provided to major medical facilities outside of the Glendora city limits such as: City of Hope, Inter-Community Hospital, Kaiser Permanente Baldwin Park Medical Center, Kaiser Permanente San Dimas Medical Offices, Kaiser Permanente Irwindale Medical Offices, Pomona Valley Hospital, and Queen of the Valley Hospital. Lastly, seniors rely on transit services for trips to shopping areas, doctor appointments, and many other destinations in the City.

FACTOR 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

The City of Glendora Transportation Division utilizes resources to outreach to each LEP groups while maintaining cost efficiency for taxpayers. Resources include, but are not limited to:

1. Bilingual or multilingual staff members (the City's Transportation Division Contractor currently has staff members who are fluent in Spanish, at no cost);
    a. For oral translation for questions that come up at the Transportation Center or the phone line;
2. Professional translation services (can be implemented quickly with minimal cost);
    a. Utilize to translate printed documents including Title VI forms, Dial-A-Ride applications, proposed service/fare changes, and other information; and
3. Relationships with community organizations that regularly interact with LEP persons who can help disseminate information about Glendora Transportation services and Dial-A-Ride. Glendora has identified the following resources to work within outreach to LEP communities including:
    a. Transportation Center – 410 E. Dalton Ave., Glendora, CA 91741
    b. La Fetra Senior Center – 333 E. Foothill Blvd., Glendora, CA 91741
    c. Crowther Teen & Family Center – 241 W. Dawson Ave., Glendora, CA 91740
    d. Glendora City Hall – 116 E. Foothill Blvd., Glendora, CA 91741.

2. IMPLEMENTATION

Based on the results of the Four Factor Analysis, Glendora has developed the following implementation plan to address the needs of the LEP populations including those identified above:

1. Vital documents translated including, but not limited to, Title VI Notice, Title VI Complaint Form, Title VI Complaint Procedures Form, Dial-A-Ride Application, Dial-A-Ride Supplemental Application, Dial-A-Ride Information Booklet, and Shuttle Maps.
2. Instructional and informational rider materials and passenger notices shall be available in English on vehicles and brochures, and available for translation into Spanish, as well as other languages covered by the "Safe Harbor" Provision by request, with advanced notice.
3. Several employees in the Transportation Center are bilingual and can help callers that speak Spanish.
4. Community events where it is likely that significant numbers of LEP persons will attend, shall be staffed by at least one person fluent in the identified languages, if feasible.
5. Printed information for events will be available in English, and available for translation into Spanish and Asian and Pacific Islander languages by request with advanced notice per the "Safe Harbor" provision.
6. All customer surveys will be in English and available in other languages per the LEP analysis upon request with advanced notice.
7. Oral translation services shall be provided upon request.
8. Any translation requests will be addressed with best efforts provided it does not create an undue financial or administrative burden.

NOTICES OF AVAILABILITY

The availability of language assistance for LEP persons shall be posted in the following locations on applicable materials, as noted above, after Title VI Program adoption by City Council:

1. Transit vehicles
2. Transportation Center located at 410 E. Dalton Ave., Glendora, CA 91741
3. Transportation Division website at CityofGlendora.Gov/Transportation

PROCEDURES FOR TIMELY AND REASONABLE LANGUAGE ASSISTANCE

The City recognizes that implementing the LEP Plan will require City staff to be prepared and well-versed in identifying the specific needs of the LEP community. To accomplish this task, the following training shall be provided to both Transportation Division and transit services contractor staff:

1. Information on the City Title VI Policy and LEP Plan responsibilities.
2. Information on the Title VI complaint forms and procedures.
3. Description of language assistance services offered to the public.
4. Documentation of language assistance requests.
5. Use of interpretive services.
6. How to handle a potential Title VI complaint.

EVALUATION, UPDATING, AND MONITORING

The City recognizes that additional LEP groups require a unique mix of communication, both written and oral, in order to be effectively informed of service changes and other customer information. As required, the City has and/or will conduct a language assessment on the following methods:

1. Track front desk staff interaction with LEPs.
2. Internal surveys of staff who are likely to engage with the public (including Dispatch and Operators).
3. Analyze updated census data to identify the percentage of LEP persons in the service area.
4. Continue to utilize ridership surveys from transit planning or marketing studies to identify the percent of transit users that are LEP persons.
5. Requests for translation.

In order to better serve LEP populations within the service area, staff will utilize the following policies in monitoring and evaluating the effectiveness of the LEP Plan:

1. The City shall analyze Census data as it becomes available to monitor demographic trends regarding LEP persons. Staff will add translation or other language services to affected populations as needed.
2. The City shall monitor instances on vehicles, at the Transportation Center, and through customer phone calls/emails, to determine which LEP populations are most frequently interacting with transit services.
3. The City shall update the LEP plan every three years in accordance with FTA regulations.
4. The City shall update and revise the LEP Plan based on any other changes in guidance or regulations at the federal, state, or local level.

All LEP Plan changes are subject to approval by Glendora City Council.

AVAILABILITY OF THIS PLAN

This Plan shall be made available to the public at the following locations:

1. Transportation Center located at 410 E. Dalton Ave., Glendora, CA 91741
2. Online at https://www.cityofglendora.gov/Services/Transportation

PUBLIC PARTICIPATION PLAN

I. INTRODUCTION

The Federal Transit Administration (FTA) Office of Civil Rights issued a revised Title VI of the Civil Rights Act of 1964 (Title VI) Circular, 4702.1B, effective October 1, 2012, containing new guidelines and requirements from the previous version, Circular 4702.1A, effective May 13, 2007. The revised Circular states that transit providers must approve a Public Participation Plan. As such, City staff has prepared this Public Participation Plan to promote public involvement in transit planning decision making activities. This Plan will establish formal procedures that allow for, encourage, and monitor public participation within the City including, but not limited to, minority individuals, persons with Limited English Proficiency (LEP), and low-income populations. This document describes the proactive public outreach strategies and procedures.

II. DESIRED GOALS AND OUTCOMES

The goal of the Plan is to offer a variety of opportunities to engage the general public in transit planning and decision-making activities in the City Transportation Division in accordance with FTA Circular 4702.1B Chapter III-5: Promoting Inclusive Involvement. The objectives of the Plan are as follows:

- To identify stakeholders of transit services within the City of Glendora.
- To provide procedures for public engagement on both a continual basis and for major service or fare changes.
- To establish procedures to ensure that LEP and low-income populations are engaged in transit planning and/or decision-making outreach and public comment periods.
- To utilize a variety of communication methods to capture public input from populations which are typically not likely to attend or engage in public meetings.

III. IDENTIFICATION OF STAKEHOLDERS

General stakeholders within the service area may include, but are not limited to:

- City of Glendora residents including low-income, LEP, and minority sub-groups
- Glendora City Council
- Major employers, chamber of commerce, and business districts
- Major schools
- LA Metro, Foothill Transit, and other connecting transit agencies
- Access Services
- Non-profit and private business community

Those who may be adversely affected or who may be denied benefit of a plan's recommendation(s) are of particular interest in the identification of specific stakeholders.

IV. PROACTIVE COMMUNICATION AND PARTICIPATION ACTIVITIES

City staff intends to deploy a wide array of public engagement methods during lead-up to major service changes and/or fare changes.

PUBLIC MEETINGS
City staff shall hold public meetings for:

- Service change threshold: Any project resulting in a system-wide change, measured by either revenue hours or directional route miles. Change may be either an increase or decrease of said metrics;
- Fare change threshold: Any proposed increase to the cash fare structure by the Transportation Division will trigger the Public Meetings procedure;
- Other projects or plans as needed requiring input from stakeholders; and
- Major route changes, service-span operation hour changes, and headway changes.

Notices of public meetings that are subject to the City's standard 72-hour notice before the meeting date, will at a minimum, be posted on the City's website and in public buildings such as City Hall. Notices will be posted in English, with translated notices for other LEP Plan identified languages available upon request and with advanced notice.

Notices for public meetings pertaining to service or fare changes that meet the thresholds identified above will be posted on the City's transit vehicles, in public buildings such as City Hall and Transportation Center, and on the City website. When service or fare changes are proposed that meet the threshold noted above, public meetings will be held, and the public will be provided with a 30-day comment period.

PUBLIC MEETING LOCATIONS
It is advisable that public meetings take place in an environment, and according to a schedule, that is conducive to meeting facilitation, productive dialogue, and is convenient for members of the public from all parts of the service area. Staff will take necessary measures to ensure that meetings are accessible to minority, low-income, disabled, and LEP populations. This shall be accomplished through methods such as location meetings throughout the service area in ADA-compliant buildings.

PUBLIC MEETING FORMAT
Public meetings may consist of a brief overview of the proposed project or change, an open comment period from stakeholders, a question and answer (Q&A) segment, and an explanation of where affected find further information regarding the project or change, such as the City website. Other formats, such as workshops or other collaborative measures may be utilized when deemed necessary. LEP persons will be made aware of other feedback procedures per the City's LEP Plan.

30-DAY COMMENT PERIOD
For members of the public who cannot attend a public meeting, the City shall open a 30-day comment period for all service fare changes meeting the aforementioned threshold. Comments can be sent to the City either in person at the Transportation Center during normal business hours, on the phone to the Transportation Center numbers, via e-mail, and by standard mail.

OUTREACH EFFORTS
Engaging minority and LEP populations can be challenging, and the City will use multiple techniques to actively solicit policy input in the planning process for a project. The City will engage the community through the City's website, social media, and brochures placed at the

library, community centers, and recreation areas within the communities. Appropriate techniques among the following will be used to inform, educate, and gain input from the public about the City's projects, services, or activities:

- Surveys or questionnaires - mail-in, online, telephone, personal interview
- Articles or press releases in the appropriate publications
- Distribution of informal reports, flyers, or brochures
- Informal presentations at community forums
- Information about meetings, public hearings, and special events on the City's website
- General mailings with posters and flyers to area post offices and appropriate agencies, offices, and organizations for distribution to citizens

OTHER METHODS OF COMMUNICATION

Techniques utilized to engage the general population may include public notices of meetings in local newspapers, on the City of Glendora website, via social media such as Instagram, written and oral announcements at City public meetings, community newsletters, on City transit vehicles. The City of Glendora will strive to proactively engage members of the public with other cost-effective approaches utilizing a broad range of techniques.

V. CONCLUSION

Reasonable efforts will be made to ensure low-income, LEP, and disabled populations in the service area are given every opportunity to provide input on transit projects and changes to avoid disproportionate harm, or lack of benefit, of said project changes. The City strives for inclusivity in all community events. This plan will be available for review on the City of Glendora's website, www.cityofglendora.gov/transportation and at the Transportation Center. If materials are requests in LEP languages, Braille, and/or large type, staff will make every effort to accommodate those needs unless the request causes the City an undue financial or administrative burden. Members of the public can also obtain information about the Plan by contacting the Transportation Center at 626-914-8233 or at the Transportation Center located at 410 E. Dalton Ave., Glendora, CA 91741

SERVICE STANDARDS AND POLICIES

The City of Glendora Transportation Division, responsible for the planning and operation of the Glendora transit system and Glendora Dial-A-Ride. The City of Glendora is committed to ensuring that no person is excluded from participation in or denied the benefits of its service on the basis of race, color, or national origin under Title VI of the Civil Rights of 1964. In addition, to Title VI of the Civil Rights Act of 1964, the City of Glendora Transportation Division also prohibits discrimination based on sex, age, disability, religion, medical condition, marital status, or sexual orientation.

As part of compliance with Federal Title VI regulations, all transit providers that are recipients of federal funding are required to establish "system-wide service standards and system-wide service policies, whether existing or new (i.e. adopted by the transit provider since the last Title VI submission)," as described in Circular FTA C 4702.1B, effective October 1, 2012. This document sets to fulfill all requirements of this mandate, as well as provide City of Glendora Transportation Division ("City") staff with an effective tool for monitoring service and implementing future services based on criteria that are not discriminatory with regards to the attributes above.

This document is divided into two components, per the FTA guidance. "Service Standards" are quantitative measures for effective and equitable operation of the City's public transit services. "Service Policies" are written guidelines that will influence City decision-making based on relevant service indicators.

I. SERVICE STANDARDS

VEHICLE LOAD FOR EACH MODE

Vehicle load is defined as the "ratio of passengers to the total number of seats on a vehicle" (Ch. IV-5). The city strives to maintain an acceptable balance between passenger comfort and efficient allocation of resources by maintaining a vehicle load standard on both local and feeder routes. The vehicle Fixed Route transit services only have hours of operation; there are no "peak" and "off-peak" times. The A Line Shuttle operates as a feeder route and the Midday, Community, and Morning Shuttles operate as local routes. Vehicle load standard for all local and feeder routes shall not exceed 1.0. The City reserves the right to review and update this policy as necessary based on variables such as demand and available resources. For Dial-A-Ride vehicles, the City states an acceptable vehicle load as 100% of seated capacity.

VEHICLE HEADWAY

Vehicle headway is defined as "The amount of time between two vehicles travelling the same direction on a given line or combination of lines" (Ch. IV-5). As a small transit operator that primarily serves as a feeder system, the City schedules service with regard to variables such as peak travel patterns to regional transit connections, major business/employment hubs, and other trip generators such as educational institutions and shopping areas. Below are the average headways for each route:

Fixed Route	Headway
A Line (Weekdays)	
AM	30 minutes
PM	30 minutes
Midday Shuttle (Weekdays)	
Red Route	43 minutes
Green Route	35 minutes
Orange Route	30 minutes
Community Shuttle (Weekends)	30 minutes
Morning Shuttle(Weekdays)	30 minutes

SPAN OF SERVICE

Fixed Route	
A Line Shuttle (Weekdays)	
AM	6:30 AM - 9:15 AM
PM	4:30 PM - 7:43 PM
Midday Shuttle (Weekdays)	
Red Route	12:45 PM - 3:43 PM
Green Route	1:35 PM - 3:45PM
Orange Route	12:40 PM – 3:25 PM
Morning Shuttle (Weekdays)	6:30 AM – 8:10 AM
Community Shuttle (Weekends)	10:00 AM – 8:19 PM

Dial-A-Ride	
Weekdays (Monday – Friday)	8:00 AM - 5:00 PM
Weekends (Saturday & Sunday)	9:00 AM - 2:00 PM

ON-TIME PERFORMANCE STANDARD

The FTA defines on-time performance as "a measure of runs completed as scheduled" (Ch. IV-5). The City defines a vehicle as being "on time" for fixed routes if it is within a one-minute scheduled stop time, and within a fifteen-minute window for Dial-A-Ride. The City uses 97% compliance on fixed routes and 95% compliance on Dial-A-Ride as acceptable on-time performance measurements.

On-time performance is monitored by the following methods:

- Fixed Route: based on observations conducted by a 3rd party contractor, and once fully installed, vehicle arrival information system reporting via mobility software
- Dial-A-Ride: sampling of driver log times every 8th day to determine on-time performance

SERVICE AVAILABILITY

Service availability is defined as, "A general measure of the distribution of routes within a transit provider's service area" (Ch. IV-6). There is approximately 45 bus stops located within the City's service area. Route placement and stops are determined by known community service patterns based on surveys, feedback, and community input. Bus stops are also determined by major commuter-oriented destinations within the city such as Gold Line Station, Metrolink Station, and educational facilities.

II. SERVICE POLICIES

VEHICLE ASSIGNMENT OF EACH MODE

The City's current primary fixed-route vehicle fleet as of September 2026 is as follows:

Make/Model	Year	Type	Seat Capacity	Replacement Year
Green Power EV250	2022	Bus	21	2036
Green Power EV250	2022	Bus	21	2036
Karsan eJest	2025	Bus	10	2040
Karsan eJest	2025	Bus	10	2040
Karsan eJest	2025	Bus	10	2040

Vehicles are randomly selected and placed into service. No vehicle is assigned to a geographic area, no vehicle is assigned to a segment of a route due to the condition of the vehicle, and no vehicle is assigned to a specific bus stop to accommodate higher ridership at said bus stop. Vehicles in service are all of similar size and capacity, that are put into service based on availability.

DISTRIBUTION OF AMENITIES

Glendora transit serves approximately 45 bus stops as of September 2026. The City of Glendora's Circulation Element of the Glendora General Plan states, "Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public." The goal of the City is to enhance bus stop facilities with shaded seating areas, waste receptacles, and route information. Transit amenities at each bus stop follow the General Plan where feasible subject to safety, ADA compliance, and other factors.

CONTACT INFORMATION

For additional information on the City of Glendora's Title VI Plan, or its efforts to comply with the Civil Rights Act of 1964 or Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency, please contact:

Transportation Division
410 E. Dalton Ave.
Glendora, CA 91741
Cityofglendora.org
(626) 852-4846

RESOLUTION CC 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA ADOPTING THE CITY OF GLENDORA TRANSPORTATION DIVISION TITLE VI PROGRAM ENSURING THE PROHIBITION OF DISCRIMINATION RESCINDING PREVIOUS RESOLUTION CC 2023-48

THE CITY COUNCIL
City of Glendora, California

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

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and,

WHEREAS, as a recipient of Federal Transit Administration (FTA) funding, the City of Glendora is required to implement a Title VI Program (Exhibit A) that demonstrates that no transit program or service provided by the City creates discrimination towards any demographic of the population served by that program or service; and,

WHEREAS the City's Title VI Program was adopted in September 2020, and is required to be updated every three years; and,

WHEREAS staff has prepared an updated Title VI Plan to be adopted October 2026 in accordance with FTA Circular 4702.1B, dated October 1, 2012; and

WHEREAS the City is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, or national origin.

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

SECTION 1. That the City Council of the City of Glendora hereby adopts the City's Title VI Program and authorizes staff to submit the necessary documentation to the FTA for review and approval.

SECTION 2. That the City Council of the City of Glendora authorizes staff to make any necessary changes, amendments, or revisions to the Title VI Program in order to ensure compliance with the FTA Circular 4702.1B, dated October 1, 2012.

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 _____, ____.

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 _____, _____, by the following vote:

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

Dated:

_____
KATHLEEN R. SESSMAN
City Clerk/Communications Director

Exhibit A
City of Glendora Title VI Policy
2026

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Public Works**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**Member Agency Administrative Programs (MAAP) Grant Funding**		

RECOMMENDATION
That the City Council:

1. Authorize an increase in estimated revenues and a supplemental appropriation in the amount of $73,630 in the Water Operations Fund 501; and
2. Receive and file the Water Conservation MAAP grant funding applications summary.

STRATEGIC FOCUS AREAS
Not Applicable

EXECUTIVE SUMMARY
The City has received Metropolitan Water District (MWD) funding decisions for the six projects submitted for Member Agency Administered Programs (MAAP), reimbursable grant, consideration. The City requested a total of $125,040, with four projects totaling $73,630 approved for funding. The approved projects include a conservation workshop, purchasing of leak detection devices, slow-release tree watering bags, and a customer water portal. These projects will support the City's ongoing water conservation efforts through public education, improved leak detection and water loss management, urban tree health, and enhanced customer access to water use information and conservation resources.

The two remaining proposals, electronic message boards and a Water Conservation Mascot, were not approved for MWD funding. Staff is still presenting these concepts for consideration as potential future investments in the City's water conservation outreach and public education efforts.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
California law makes water conservation an ongoing obligation for urban water suppliers such as the City. The Water Conservation Act of 2009 (SB X7-7) required a 20 percent reduction in per capita water use by 2020. SB 606 and AB 1668 (2018), known as "Making Conservation a California Way of Life," replaced that mandate with individualized water use objectives for each supplier and expanded requirements for commercial, industrial, and institutional customers. Suppliers must also meet water loss standards under SB 555 (2015), and the Urban Water Management Planning Act requires the City to adopt an Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP) every five years.

On June 9, 2026, the City Council adopted Resolution CC 2026-28, which adopted the 2025 WSCP and directed the Director of Public Works to implement the water conservation programs detailed in the plan. The projects in this report support those requirements by advancing water loss reduction, customer access to water use information, and efficient outdoor water use.

DISCUSSION

The Metropolitan Water District of Southern California (MWD) is a regional wholesale water agency made up of 26 member agencies that together serve approximately 19 million people in six counties. Three Valleys Municipal Water District (Three Valleys), a member agency of MWD, provides imported water to the City. MWD's Member Agency Administered Program (MAAP) is a reimbursable grant program that funds conservation and outreach projects administered locally by member agencies and their retail water suppliers, including the City.

MWD's Board of Directors adopted its biennial budget for fiscal years 2026/27 and 2027/28 on April 14, 2026, which continues funding for conservation programs at $30.5 million annually. The City submitted its MAAP applications for the FY 2026-27 funding cycle in July 2026, and MWD notified the City of its funding decisions in September 2026. Because MAAP is a reimbursable grant, the City pays project costs first and then requests reimbursement from MWD, with all approved projects to be completed and invoiced by May 2027.

MWD imports water from the Colorado River and Northern California to supplement local supplies, and both sources are vulnerable to drought and climate variability. By funding local conservation, MAAP reduces regional demand for imported water and improves reliability for all member agencies. For the City, which relies primarily on local groundwater and occasionally supplemented imported water through Three Valleys, MAAP funding provides a way to expand conservation programs and meet the requirements described in the Legislative History section.

Each project is described below, beginning with the four approved by MWD. Requested amounts and funding status for all six projects are summarized in Table 1 in the Fiscal Impact section.

Approved MWD Projects

Conservation Workshop

The approved workshop will feature Plant Bingo, a family friendly activity designed to introduce participants to California Friendly plants and water wise landscaping practices. Through multiple rounds of bingo, participants will learn about plant varieties suited to the local climate and how they can be incorporated into landscapes to reduce water use. The workshop is intended to increase awareness of California Friendly plants while providing participants with practical information they can use when selecting plants for their own landscapes. The total cost is $1,350 for up to 30 participants.

Leak Detection Devices

Staff proposes purchasing eight leak detection devices from Fluid Conservation Systems to improve the City's ability to identify and locate hidden leaks within water mains and service lines. The equipment will support proactive water loss reduction and improve operational efficiency by allowing staff to more accurately locate leaks before they result in greater water loss or infrastructure impacts. The total cost for the eight devices is $20,656.

The purchase will be made through the City's existing vendor, which holds an active Purchase Agreement awarded through a competitive bidding process for various materials. Utilizing the existing agreement will meet the City's procurement requirements while allowing staff to obtain the equipment efficiently.

Slow-Release Tree Watering Bags

The City will purchase 100 slow-release watering bags to support the health and establishment of newly planted City trees. Staff reviewed multiple quotes and selected the Augbeer 20 Gallon Tree Watering Bag from Home Depot. The total cost is $3,140.

The watering bags provide a more efficient method of delivering water directly to tree root zones while supporting tree health and drought resilience. This project also promotes outdoor water conservation by improving the efficiency of water used for newly planted trees.

Customer Water Portal

The fourth approved project is the implementation of AquaTrax, a cloud-based Water Customer Portal and Notification System. The platform will integrate with the City's existing AMI, billing, and communication systems to provide customers with access to real-time water use information, leak alerts, notifications, and water conservation resources through a City branded web portal and mobile application.

The City requested $48,484 for the initial implementation and first year of support, maintenance, and cloud hosting. Following the initial implementation, the anticipated ongoing annual cost is $24,984.

Projects Not Approved for MWD Funding

MWD did not approve the City's proposals for electronic message boards or a Water Conservation Mascot. Although these projects did not receive MWD funding, staff is presenting the concepts to the Water Commission for consideration as potential future investments in the City's conservation outreach and public education efforts.

Electronic Message Boards

The Water Division proposed purchasing two electronic message boards, or Portable Changeable Message Signs (PCMS), to provide highly visible, real time conservation messaging throughout the community. The solar powered or battery equipped signs could be used to communicate information regarding drought conditions, water conservation needs, groundwater levels, and specific actions residents can take to reduce water use.

Staff obtained a quote from Right of Way (ROW) Traffic Control Services for approximately $42,410 for two units. The City has previously worked with ROW and is familiar with the reliability and performance of its equipment and services.

Water Conservation Mascot

Staff also proposed developing a professional Water Conservation Mascot to support the City's public outreach and conservation education efforts. The mascot would provide an engaging and recognizable presence at community events and conservation programs, helping staff connect with residents and children in a more interactive way.

The estimated cost is $9,000, which would cover the design and production of a durable, branded costume. As a one-time investment with minimal ongoing costs, the mascot could be used at future City events and conservation activities to increase public engagement and awareness.

FISCAL IMPACT

The recommended action amends the FY 2026-27 Adopted Mid-Cycle Budget in Water Operations Fund (501) authorizing an increase in estimated revenues and a supplemental appropriation. Thereby, allowing the City to receive funds from MWD's MAAP reimbursable grant and complete the purchases outlined in the approved projects.

The following table provides a summary of projects requested and funding status:

Account #	Project Description	Requested	Approved	Status
50170620-55310	Conservation Workshop	$1,350	$1,350	Approved
50170620-51200	Leak Detection Devices	$20,656	$20,656	Approved
50170620-51200	Slow-Release Tree Watering Bags	$3,140	$3,140	Approved

50170610-59100	Customer Portal	$48,484	$48,484	Approved
N/A	Electronic Message Boards	$42,410	-	Not approved
N/A	Water Conservation Mascot	$9,000	-	Not approved
	Total Requested	*$125,040*		
50170610-35002	Water Conservation MAAP Grant	***Total Approved***	***$73,630***	

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Armando De Jesus, Management Analyst
Concurs With:	Not Applicable
Reviewed By:	Paul Zampiello, Assistant Public Works Director
Certified to Availability of Funds:	Kyle Johnson, Finance Director/City Treasurer
Approved By:	Adam Raymond, City Manager
Legal Review:	Danny Aleshire, City Attorney
CEQA Review:	Not Applicable

Attachments

A_MAAP_Grant_Presentation.pdf

MEMBER AGENCY ADMINISTRATIVE PROGRAMS (MAAP) GRANT FUNDING

PUBLIC WORKS DEPARTMENT- WATER DIVISION

CITY COUNCIL MEETING

OCTOBER 27, 2026

ARMANDO DE JESUS, MANAGEMENT ANALYST

MEMBER AGENCY ADMINISTERED PROGRAM (MAAP) GRANT PROPOSAL

$125,040
Total Funding Requested

$73,630
Total Funding Approved

- Slow-Release Watering Bags
- Water Customer Portal
- Leak Detection Devices
- Conservation Workshop

MAAP Approved

- Electronic Message Boards
- Water Conservation Mascot

Not Approved

MAAP PROJECTS APPROVED

CONSERVATION WORKSHOP – PLANT BINGO





REQUESTED AMOUNT **$1,350** FOR 30 PARTICIPANTS

LEAK DETECTION DEVICES

FCS™ | The Sound Choice for Leak Detection.™





REQUESTED AMOUNT **$20,655.60** FOR 8 UNITS

Glendora

SLOW-RELEASE WATERING BAGS



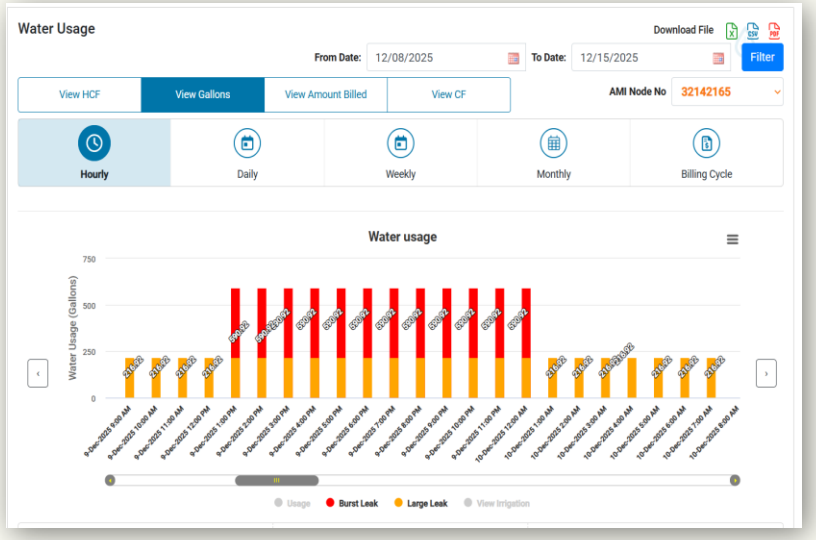
**Tree Diaper sample obtained at Futurescape 2025 that was installed at Finkbiner Park January 2025*

REQUESTED AMOUNT **$3,139.96** FOR 100 UNITS

WATER CUSTOMER PORTAL

AQUAtraX
A Water Tracking Solution





REQUESTED AMOUNT **$48,484.00**

Glendora

MAAP PROJECTS NOT APPROVED

ELECTRONIC MESSAGE BOARD







**Example of a traffic control electronic message board*

REQUESTED AMOUNT **$43,410.46** FOR 2 UNITS

WATER CONSERVATION MASCOT





Mascot designed in-house by Water Conservation Officer, Danielle Raigoza

REQUESTED AMOUNT **$9,000**

RECOMMENDATION

THAT THE CITY COUNCIL:

1. **AUTHORIZE AN INCREASE IN ESTIMATED REVENUES AND A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF $73,630 IN THE WATER OPERATIONS FUND 501;**

2. **RECEIVE AND FILE THE WATER CONSERVATION MAAP GRANT FUNDING APPLICATIONS SUMMARY.**

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Human Resources**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**Consideration of a Resolution Approving an Amendment to the Authorized Position Control Listing and Amending the Classification and Compensation Plan for the City of Glendora Relating to Police Dispatch Supervisor and Recreation and Human Services Manager**		

RECOMMENDATION
That the City Council

1. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA APPROVING AN AMENDMENT TO THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF GLENDORA RELATING TO RECREATION & HUMAN SERVICES MANAGER AND POLICE DISPATCH SUPERVISOR" approving an amendment to the Classification and Compensation Plan for the City of Glendora relating to Recreation & Human Services Manager and Police Dispatch Supervisor.

STRATEGIC FOCUS AREAS
Goal 5: Staff and Technology

EXECUTIVE SUMMARY
Class specifications define the scope, essential functions, requisite abilities, and minimum qualifications for each City classification. They are used for recruitment, performance evaluation, and organizational planning, and should be updated periodically so they reflect the work actually performed.

The current Recreation and Human Services Manager specification was last revised in June 2006 and still references the former Community Services Department, golf course facilities, and senior programs and boards the position no longer oversees. Currently, the positions are stand alone: Recreation Manager and Human Services Manager. This change combines the two positions into one.

The current Police Dispatch Supervisor specification does not reflect the radio, 9-1-1/PSAP, technology, and budget responsibilities the position has assumed. Additionally, with the increase of responsibilities in the job description, the salary was evaluated and increased to recruit a well qualified individual for this position.

DISCUSSION
The revisions update duties, reporting relationships and salary for the Police Dispatch Supervisor. No changes are proposed to, bargaining unit, FLSA status, or minimum qualifications for either classification. The proposed revisions align the specification with the current department structure and remove duties that have been discontinued or reassigned.

Recreation & Human Services Manager

Section	Proposed Change

Section	Proposed Change
Definition	Adds Senior Services to the divisions the Manager directs (Recreation, Senior Services, and Teen Center).
Class Characteristics	Changes the reporting relationship from the Community Services Director to the Recreation and Human Services Director.
Essential Functions – programs	Expands policy, planning, and marketing duties to cover both Recreation and Human Services programs.
Essential Functions – facilities	Removes oversight of golf course facilities.
Essential Functions – removed duties	Deletes the initial evaluation and counseling referral duty, maintenance of the Human Services Directory, and the separate senior citizen activities duty.
Essential Functions – liaison roles	Removes the Senior Advisory Committee and the Partners of La Fetra; updates advisory groups to the Youth Sports Council, Trails Council, and Preservation Foundation in place of the Heritage and Preservation Boards.
Essential Functions – community relations	Replaces Parks and Recreation with Recreation and Human Services programs.
Requisite Abilities	Updates the department name and broadens program design to youth, teens, adults, and senior citizens.

Police Dispatch Supervisor

New Essential Function	Summary
Radio management	Manages radio maintenance and programming, coordinates radio updates, and attends meetings of regional radio communications groups, including COMNET and LARICS.
Technology and PSAP	Provides expertise on phone, radio, and computer system maintenance and service contracts, including CAD/RMS and mapping systems; coordinates corrections to the City's mapping system; and functions at the City's Public Safety Answering Point (PSAP).

New Essential Function	Summary
Budget	Participates in annual budget preparation, prepares cost estimates and justifications, monitors expenditures, and ensures budget compliance.

FISCAL IMPACT

Sufficient funding is available in the FY 2026-27 Adopted Mid-Cycle Budget with vacancy savings for the Police Dispatch Supervisor salary increase. Future budgets will reflect the additional appropriation as necessary.

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Marie Ricci, Deputy City Manager
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_Resolution_Approving_Amendment_to_Class_and_Compensation_Plan_Rec_and_Human_Svc_and_Police_Dispatc.pdf

RESOLUTION CC 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA APPROVING AN AMENDMENT TO THE CLASSIFICATION AND COMPENSATION PLAN FOR THE CITY OF GLENDORA RELATING TO RECREATION & HUMAN SERVICES MANAGER AND POLICE DISPATCH SUPERVISOR

THE CITY COUNCIL
City of Glendora, California

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

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

WHEREAS, the City Council has determined that it is necessary and appropriate to adopt new class specifications for the positions of Recreation and Human Services Manager and Police Dispatch Supervisor in order to accurately reflect the current duties, responsibilities, authority, and minimum qualifications associated with each position; and

WHEREAS, the class specification for the Recreation and Human Services Manager establishes the scope of duties, essential functions, knowledge, skills, abilities, and minimum qualifications required for the management and administration of recreation and human services programs and operations within the City; and

WHEREAS, the class specification for the Police Dispatch Supervisor establishes the scope of duties, essential functions, knowledge, skills, abilities, and minimum qualifications required for the supervision of police dispatch operations within the City's Police Department; and

WHEREAS, the adoption of these class specifications will promote efficient and effective delivery of municipal services by ensuring that position classifications accurately correspond to the work performed and the qualifications necessary to perform such work; and

WHEREAS, the City Council has reviewed the proposed class specifications and finds that their adoption is in the best interest of the City and its residents.

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

SECTION 1. The recitals set forth above are true and correct and are hereby incorporated by reference to the same extent as if restated herein.

SECTION 2. The City Council of the City of Glendora hereby adopts the class specification for the classification of Recreation and Human Services Manager, attached hereto as Exhibit A and incorporated herein by this reference, establishing the title, definition, distinguishing characteristics, essential duties, qualifications, and physical requirements for said classification.

SECTION 3. The City Council of the City of Glendora hereby adopts the class specification for the classification of Police Dispatch Supervisor, attached hereto as Exhibit B and incorporated herein by this reference, establishing the title, definition, distinguishing characteristics, essential duties, qualifications, and physical requirements for said classification as well as the salary range for this position:

Position	Range	Salary
Police Dispatch Supervisor	27	$8,179.40/month - $9,942.11/month

SECTION 4. Any and all prior resolutions or portions thereof that adopted class specifications for the classifications of Recreation and Human Services Manager and Police Dispatch Supervisor, to the extent inconsistent with the class specifications adopted herein, are hereby rescinded and superseded.

SECTION 5. The City Manager, or the City Manager's designee, is hereby authorized and directed to update the City's Classification Plan to incorporate the class specifications adopted by this Resolution and to take such administrative actions as may be necessary to implement the classifications established herein.

SECTION 6. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 7. This Resolution shall take effect and be in force immediately upon its adoption.

SECTION 8. 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 ____, ____.

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 _____, _____, by the following vote:

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

Dated:

KATHLEEN R. SESSMAN
City Clerk/Communications Director

EXHIBIT A

CITY OF GLENDORA

RECREATION AND HUMAN SERVICES MANAGER

Class Specification for the Classification

EXHIBIT A
CITY OF GLENDORA
RECREATION AND HUMAN SERVICES MANAGER

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

DEFINITION

Under administrative direction, plans, directs, and coordinates the activities of the Recreation, Senior Services and Teen Center divisions; implements policies and establishes procedures related to division functions; develops and administers the division budget; establishes and maintains liaison to the public; performs related duties as required.

CLASS CHARACTERISTICS

This class reports to the Recreation and Human Services Director and directs a large number of permanent, part-time, seasonal, and volunteer staff through subordinate Recreation Supervisors.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

1. Develops, maintains and implements policies, procedures and regulations relating to Recreation and Human Services programs and operations; ensures all activities and programs are conducted in accordance with related laws, ordinances, rules and regulations; ensures that policies are administered equitably.
2. Plans, directs, and coordinates Recreation and Human Services activities, services and other specialized programs; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules, and regulations; develops comprehensive plans to satisfy future needs for services.
3. Acts as department liaison with college and school districts, other governmental agencies, and private organizations; networks with other agencies to enhance existing programs and services and/or to bring new activities/services into existence.
4. Oversees the management, maintenance, and operation of assigned recreation facilities; solicits, evaluates, and administers maintenance, repair, and service contracts; maintains effective relationships with contractors and service providers; and ensures facilities and contracted services comply with established standards, policies, and contract requirements.
5. Prepares and administers the budget for Recreation and Human Services ; monitors expenditures to ensure fiscal responsibility; research, plan, and direct funds for capital projects.
6. Prepares and administers grants and other proposals that provide funding; maintains and monitors requirements of county, state, and federal funding sources.

7. Develops promotional materials for programs and services; markets Recreation and Human Services programs offered to the community and senior citizen residents.
8. Acts as liaison to local community colleges, universities, school districts, other governmental agencies, private organizations, and specialized user groups to enhance and expand existing programs and services.
9. Conducts special studies as assigned and submits related reports.
10. Selects assigned employees; oversees an extensive volunteer program; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates performance of employees and providers of contract services; executes disciplinary action.
11. Advises, and otherwise provides assistance to the Youth Sports Council, Trails Council, Preservation Foundation other City personnel, other agencies, and the public regarding recreation related issues.
12. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.
13. Represents the City and serves as a liaison with community organizations, advisory committees, educational institutions, governmental agencies, private organizations, and professional associations; develops and maintains collaborative relationships to enhance and coordinate Recreation and Human Services programs and services.
14. Manages and facilitates the rental of facilities including staffing, scheduling and collection of fees in accordance with set policies and procedures.

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.
b. Research and prepare complex reports on a variety of subjects.
c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.
d. Plan, direct, and coordinate the work of a division of the Recreation and Human Services Department; organize several facilities and events simultaneously.
e. Train, supervise and evaluate employees.
f. Represent the City in a variety of meetings.
g. Make decisions regarding operational and personnel functions.
h. Operate programs within allocated amounts.
i. Work with a variety of organizations.
j. Coordinate, organize and implement nutrition, recreation and leisure time activities and work with a variety of organizations.
k. Understand, explain and apply policies and procedures.
l. Analyze unusual situations and resolve them through application of management principles and practices.
m. Identify methods to maximize service effectiveness and efficiency.
n. Prepare and distribute publicity related to division programs.
o. Understand the diverse needs of youth, teens, adults and senior citizens and design programs to meet those needs.
p. Deal constructively with conflict and develop effective resolutions.

q. Assist in planning and enforcing a balanced budget.
r. Develop new policies impacting division operations/procedures.
s. Plan and enforce a balanced budget including the interpretation of financial statements and cost accounting reports.
t. Identify methods to maximize service effectiveness and efficiency.
u. Interpret financial statements and cost accounting reports. Administer contracts and ensure compliance with contract provisions.
v. Work a flexible schedule.
w. Mobility.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

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

A Bachelor's degree with major course work in recreation or a related field and three years of increasingly responsible professional experience in public recreation that would include or be supplemented by two years of supervisory experience.

Knowledge and Skill Levels:
Extensive knowledge of the principles and practices of public recreation programs and community services; inter-governmental and private recreation programs, facilities, and resources; a variety of sports/youth sports organizations; related laws, ordinances, rules, and regulations; community organization and methods for assessing and stimulating meaningful public interest and participation; role of citizen committees, organization of city government, and the effective methods of professional leadership within this framework; principles and practices of supervision. Considerable knowledge of the principles and practices of park facilities maintenance.

Special Requirements:
Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record.

Ability to work nights and weekends to attend meetings, special events, and various other activities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment Conditions:

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

Physical Demands:

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

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

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

EXHIBIT B

CITY OF GLENDORA

POLICE DISPATCH SUPERVISOR

Class Specification for the Classification

EXHIBIT B

CITY OF GLENDORA

POLICE DISPATCH SUPERVISOR

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

DEFINITION

Under general direction organizes and supervises police dispatch operations; supervises, trains, assigns, and evaluates the work performed by staff responsible for providing public safety communications services and participates in the dispatching of public safety personnel on an assigned shift; performs other duties as assigned.

CLASS CHARACTERISTICS

This is a non-sworn, working supervisor level classification that reports to an assigned Police Captain and is responsible for the supervision of Police Dispatchers I-II.

The Police Dispatch Supervisor is distinguished from the Police Dispatcher I-II by the responsibility to oversee personnel, division operations, and increased areas of assigned requisite abilities.

ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job. These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

1. Provides supervision, performance evaluation and training to police dispatch staff, recommend advancement and termination of assigned personnel.
2. Assures adequate shift coverage for 24-hour emergency services and minimum staffing requirements including overtime and work schedule changes.
3. Verifies work of assigned staff for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
4. Assists in the implementation of goals and objectives for the public safety communications program.
5. Ensures adherence to safe work practices and procedures; takes corrective action if necessary.
6. Resolves complaints in a timely and efficient manner.
7. Receive emergency calls from the public requesting police or other emergency services; determine nature of, location, and priority of emergency and dispatch units as necessary and in accordance with established procedures.
8. Coordinate emergency calls and relay information and assistance requests involving other public safety agencies.

9. Maintain contact with all units on assignment; maintain status and location of police field units.
10. Answers non-emergency and maintenance service calls for assistance.
11. Performs a wide variety of administrative duties, including but not limited to record keeping, filing, indexing, etc.; maintain documents relating to public safety activities; prepare related reports and memorandums as necessary.
12. Enters, updates, and retrieves information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles, and other information.
13. Operates a variety of public safety telecommunications equipment; test and inspect equipment as required.
14. Provides assistance and direction to on-duty dispatchers.
15. Monitors and provides supervision during critical and serious events.
16. Effectively and courteously deals with the public, employees, and allied agencies.
17. Works under pressure, exercise good judgement and make sound decisions in emergency situations.
18. Work various shifts as assigned. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.
20. Perform any other tasks or functions deemed necessary to the daily operations of the employer.
21. Participates in the development of dispatching related goals, objectives, policies, training manual and procedures; ensures adequate inventory of supplies and equipment; requests equipment/repair as necessary.
22. Administers/manages state 9-1-1 funds; procures equipment and ensures Department compliance with rules, regulations and laws pertaining to public safety centers and related systems.
23. Manages radio maintenance and programming, coordinates radio updates, attends meetings related to Department participation in radio communications groups, including COMNET and LARICS.
24. Provide expertise and input for phone, radio and computer system maintenance and service contracts, specifically relating to CAD/RMS and mapping systems. Coordinate updates and corrections to the City's mapping system to ensure accurate information related to locations with the city. Functions at the City's Public Safety Access Point (PSAP) for emergency communications.
25. Participates in annual budget preparation; identifies resource needs, prepares detailed cost estimates and necessary justifications for expenditures; monitors expenditures and ensures budget compliance.

REQUISITE ABILITIES:

a. Communicate clearly and concisely, both orally and in writing.
b. Type accurately at a speed of not less than 45 net words per minute.
c. Understand and follow oral and written instructions.
d. Select, train and evaluate employees.
e. Make decisions regarding operational and personnel functions.

f. Analyze situations and resolve them through application of management principles and practices.
g. Learn and follow standard broadcasting procedures and rules.
h. Learn and utilize a wide variety of codes and computer commands.
i. Spell accurately.
j. Works various shifts including nights, weekends and holidays.
k. Operate computer terminal and other office equipment quickly, accurately, and at times, concurrently.
l. Respond to emergency and problem situations in an effective manner.
m. Understand, explain and apply policies and procedures.
n. Dispatch police units quickly and effectively.
o. Speak clearly and precisely.
p. Work under pressure and exercise good judgment.
q. Effectively communicate and elicit information from upset and irate citizens.

QUALIFICATION GUIDELINES

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

Equivalent to completion of the twelfth (12th) grade, including a high school diploma or equivalent (GED). Five (5) years of progressively responsible public safety dispatch experience with at least two (2) years in a lead or training position equivalent to the Police Dispatcher II class.

Licenses and Certifications:

- P.O.S.T Dispatcher Basic certificate is required.
- P.O.S.T. approved Communications Training Officer (CTO) certificate is required.
- P.O.S.T. Public Safety Dispatcher Supervisory Certificate is highly desirable. Successful candidates will be required to attend a P.O.S.T. approved Supervisory Course within the first 12 months of employment (condition of employment).
- Possession of, and continuously throughout employment, a valid CA Class “C” Driver’s License.

Knowledge and Skills:

Knowledge of public safety communications operations, services, and activities; modern office procedures, computers, and software; proper English, spelling, punctuation, and grammar; applicable federal, state, and local laws and regulations; police-related computer and teletype networks; workplace safety practices; police codes and procedures; departmental policies for service requests; effective supervision, leadership, and training; employee training and evaluation methods; conflict resolution; and customer service techniques.

Special Requirements:

Due to the highly confidential and sensitive nature of this position, candidates will be required to undergo and successfully complete a thorough background, polygraph and psychological screening in addition to the standard pre-employment examination process.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment Conditions:

Work is performed primarily in a standard office setting, with potential exposure to inclement weather conditions, hostile environments, and travel from site to site. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions, and contact in person, on the telephone and police radio with a variety of City staff and others; varying working hours, including evenings, nights, weekends and holidays. At least minimal environmental controls are in place to assure health and comfort.

Physical Demands:

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

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

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

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Public Works**	**DISTRICT(S):**	**Citywide**

SUBJECT: **Consideration of a Transfer Agreement with the Los Angeles County Flood Control District for $18,376,246 in Safe, Clean Water Program Regional Program Funding for the Finkbiner Park Stormwater Capture Project**

RECOMMENDATION

That the City Council:

1. Approve the Transfer Agreement with the Los Angeles County Flood Control District (LACFCD) to receive $18,376,246 in Safe, Clean Water Program Regional Program funding for the construction phase of the Finkbiner Park Stormwater Capture Project;
2. Authorize the City Manager or designee to execute the Transfer Agreement and subsequent annual addenda necessary to receive the approved Safe, Clean Water Program Regional Program funding; and
3. Authorize the City Manager or designee to approve minimal and/or non-substantive changes to the Transfer Agreement.

STRATEGIC FOCUS AREAS

Goal 4 - Sustainable Infrastructure

• Action 4.9 MS4 Permit Compliance

EXECUTIVE SUMMARY

The Finkbiner Park Stormwater Capture Project is a regional stormwater project designed to capture and infiltrate stormwater runoff from Little Dalton Wash and the surrounding drainage area. The Project will improve local and regional water quality while providing improvements to Finkbiner Park.

The Project has been awarded $18,376,246 in construction funding through the Safe, Clean Water Program Regional Program. To receive these funds, the City must enter into a Transfer Agreement with the Los Angeles County Flood Control District.

Staff recommends approval of the Transfer Agreement and authorization for the City Manager or designee to execute the agreement and subsequent annual addenda necessary to receive the approved funding.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

On January 27, 2026, the City Council adopted the Initial Study/Mitigated Negative Declaration and associated Mitigation Monitoring and Reporting Program for the Finkbiner Park Stormwater Capture Project, approved the Project design plans, and authorized actions necessary to advance the Project through final design and permitting.

The Project has received funding through the Safe, Clean Water Program Regional Program for both design and construction. Construction funding has been programmed over multiple fiscal years and requires execution of a Transfer Agreement with LACFCD.

DISCUSSION

The Finkbiner Park Stormwater Capture Project is a regional project located at Finkbiner Park that will divert stormwater from Little Dalton Wash and MTD 1129 to an underground infiltration system. The Project includes an approximately 19-acre-foot underground infiltration facility and associated surface improvements at the park.

The Project is currently in the final design and permitting phase. The City and its consultants are working to complete the final construction plans, obtain the necessary regulatory permits, and coordinate required agreements with LACFCD and other agencies.

Final design and permitting activities are ongoing and are anticipated to continue through 2027. Following completion of these activities and receipt of the required approvals, the City anticipates proceeding with construction bidding in 2028. Construction is expected to begin following contract award and take approximately 18 to 24 months to complete. The schedule is tentative and subject to completion of final design, permitting, and regulatory agency approvals.

The Safe, Clean Water Program Regional Program has approved a total of $18,376,246 for the construction phase of the Project. Funding is programmed over multiple fiscal years as follows:

Fiscal Year	Funding Amount
FY 2024-25	$6,152,082
FY 2025-26	$6,112,082
FY 2026-27	$6,112,082
Total	**$18,376,246**

Although construction funding was programmed beginning in Fiscal Year 2024-25, the allocation of funds does not result in an automatic transfer to the City. Safe, Clean Water Program requirements generally allow uncommitted funds to be carried forward for up to five years following the fiscal year in which they are transferred. The City coordinated the timing of the Transfer Agreement with the Project's design and permitting schedule to maximize the time available to commit the funds as the Project advances toward construction.

Approval of the Transfer Agreement will allow the City to proceed with receiving the approved construction funding. Staff recommends authorizing the City Manager or designee to execute the Transfer Agreement and subsequent annual addenda necessary to receive the approved funding. Staff also recommends authorizing the City Manager or designee to approve minimal and/or non-substantive changes to the Transfer Agreement that may be necessary to complete execution.

FISCAL IMPACT

The Finkbiner Park Stormwater Capture Project has been awarded $18,376,246 in construction funding through the Safe, Clean Water Program (SCWP) Regional Program for Fiscal Years 2024-25 through 2026-27.

Although the funding is allocated through Fiscal Year 2026-27, construction is not anticipated to be completed within that fiscal year. Safe, Clean Water Program requirements allow uncommitted funds to be carried forward for up to five years following the fiscal year in which they are transferred. This allows the City additional time to commit the funding to eligible project expenditures as the Project advances through construction, subject to applicable program requirements and deadlines.

The City will continue to coordinate with the Los Angeles County Flood Control District to ensure compliance with the Transfer Agreement, applicable funding deadlines, and program reporting requirements.

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Stephanie Ryan, Management Analyst
Concurs With:	Not Applicable
Reviewed By:	Hafez Ghafari, Director of Public Works
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_2024RPUSGR01_-_Finkbiner_Park_Stormwater_Capture_Project_Construction_Phase_-_TA.pdf

**TRANSFER AGREEMENT BETWEEN
THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT
AND
City of Glendora
AGREEMENT NO. 2024RPUSGR01
SAFE, CLEAN WATER PROGRAM – REGIONAL PROGRAM**

This Transfer Agreement, hereinafter referred to as “Agreement,” is entered into as of _____ by and between the Los Angeles County Flood Control District, hereinafter referred to as "District," and City of Glendora for Finkbiner Park Stormwater Capture Project, Construction Phase, hereinafter referred to as "Recipient."

WHEREAS, District, pursuant to the Los Angeles Region Safe, Clean Water (SCW) Program ordinance (Chapter 16 of the Los Angeles County Flood Control District Code) and the SCW Program Implementation Ordinance (Chapter 18 of the Los Angeles County Flood Control District Code), administers the SCW Program for the purpose of funding Projects and Programs to increase stormwater and urban runoff capture and reduce stormwater and urban runoff pollution in the District;

WHEREAS, Recipient proposes to implement a Funded Activity (as hereafter defined) that is eligible for funding under the SCW Program;

WHEREAS, the Funded Activity is included in a Stormwater Investment Plan (SIP) that has been approved by the County of Los Angeles Board of Supervisors;

WHEREAS, the Board approved a standard template Agreement as required by and in accordance with Section 18.09 of the Los Angeles County Flood Control District Code;

NOW, THEREFORE, in consideration of the promises, mutual representations, covenants and agreements in this Agreement, the District and the Recipient, each binding itself, its successors and assigns, do mutually promise, covenant, and agree as follows:

I. DEFINITIONS

The definitions set forth in Sections 16.03 and 18.02 of the Los Angeles County Flood Control District Code shall apply to this Agreement. In addition, the following definitions shall also apply:

“Activity Completion” means that the Funded Activity is complete to the reasonable satisfaction of the District based on review of reports and other documentation as deemed appropriate by the District. If the Funded Activity is an Infrastructure Program Project on District Right-of-Way a separate use and maintenance agreement is required.

“Activity Costs” means the total costs necessary to achieve Activity Completion. The Activity Costs for the Funded Activity are described in Exhibit A.

“Agreement” means this Transfer Agreement, including all exhibits and attachments hereto.

"Budget Plan" means a Recipient's plan for funding Activity Completion, including a description of all sources of funds for Activity Costs and a description of how the SCW Program Contribution will be allocated among the tasks identified in the Scope of Work within each fiscal year. Recipient's Budget Plan is described in Exhibit A.

"Days" means calendar days unless otherwise expressly indicated.

"Fiscal Year" means the period of twelve (12) months terminating on June 30 of any year.

"Funded Activity" means the Infrastructure Program Project, or Scientific Study described in Exhibit A – Scope of Work, including the Stakeholder and Community Outreach Plan and all other tasks and activities described in Exhibit A.

"Safe Clean Water (SCW) Program Contribution" means the portion of the Activity Costs to be paid for with Regional Program funds provided by the District from the SCW Program as described in the Budget Plan.

"Year" means calendar year unless otherwise expressly indicated.

II. PARTY CONTACTS

The District and the Recipient designate the following individuals as the primary points of contact and communication regarding the Funded Activity and the administration and implementation of this Agreement.

Los Angeles County Flood Control District		Recipient:	
Name:	Melanie Hu	Name:	Stephanie Ryan
Address:	900 S Fremont Ave Alhambra, CA 91803	Address:	116 E. Foothill Blvd., Glendora, CA 91741
Phone:	(626) 458-4322	Phone:	626-914-8249
Email:	mehu@dpw.lacounty.gov	Email:	sryan2@cityofglendora.gov

Either party to this Agreement may change the individual identified above by providing written notice of the change to the other party.

III. EXHIBITS INCORPORATED BY REFERENCE

The following exhibits to this Agreement, including any amendments and supplements hereto, are hereby incorporated herein and made a part of this Agreement:
EXHIBIT A – SCOPE OF WORK

EXHIBIT B – GENERAL TERMS AND CONDITIONS

EXHIBIT C – SPECIAL CONDITIONS

EXHIBIT D – ADDENDUM TO AGREEMENT

EXHIBIT E – NATURE-BASED SOLUTIONS (Best Management Practices)

EXHIBIT F – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

IV. ACTIVITY COMPLETION

A. The Recipient shall implement and complete the Funded Activity in accordance with the work schedule described in Exhibit A,

B. The Recipient shall comply with the terms and conditions in Exhibits A, B, C, D, E, and F of this Agreement, and all applicable provisions of Chapters 16 and 18 of the Code.

C. The Recipient shall fulfill all assurances, declarations, representations, and commitments made by the Recipient in its application for SCW Program Contributions, accompanying documents, and communications filed in support of its application for SCW Program Contributions.

V. SCW PROGRAM FUNDING FOR FUNDED ACTIVITY

A. The District shall disburse the SCW Program Contribution for the 2024-2025 Fiscal Year as described in the corresponding approved Stormwater Investment Plan (SIP) within 45-days of the execution of this Agreement by the last party to sign.

B. If the Funded Activity is included in a duly approved SIP for a subsequent Fiscal Year, the parties shall enter into an addendum to this Agreement, in the form attached as Exhibit D, regarding the disbursement of the SCW Program Contribution for that subsequent Fiscal Year. The Recipient expressly acknowledges and agrees that the District is not obligated to disburse any SCW Program Contributions to Recipient for any Fiscal Year beyond the 2024-25 Fiscal Year unless the Funded Activity is included in a duly approved SIP for a subsequent Fiscal Year, the Recipient has complied with the provisions related to the California Environmental Quality Act in Exhibit C, and the parties have duly executed an addendum to this Agreement for that Fiscal Year.

C. Notwithstanding any other provision of this Agreement, no disbursement shall be made at any time or in any manner that is in violation of or in conflict with federal, state, County laws, policies, or regulations.

D. All disbursements shall be subject to and be made in accordance with the terms and conditions in this Agreement and Chapters 16 and 18 of the Code.

E. The Recipient shall submit the scope of work described in Exhibit A 45-days after receipt of this Agreement. If the Funded Activity is included in a duly approved SIP for a subsequent Fiscal Year, subsequent Exhibit A – Scope of Work will be required 45-days after receipt of the addendum to this Agreement.

VI. Execution of Agreement

This Agreement may be executed simultaneously or in any number of counterparts, including both counterparts that are executed manually on paper and counterparts that are in the form of electronic records and are executed electronically, whether digital or encrypted, each of which shall be deemed an original and together shall constitute one and the same instrument.

The District and the Recipient hereby agree to regard facsimile/electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on this Agreement and on any addenda or amendments thereto, delivered or sent via facsimile or electronic mail or other electronic means, as legally sufficient evidence that such original signatures have been affixed to this Agreement and any addenda or amendments thereto such that the parties need not follow up facsimile/electronic transmissions of such documents with subsequent (non-facsimile/electronic) transmission of “original” versions of such documents.

Further, the District and the Recipient: (i) agree that an electronic signature of any party may be used to authenticate this Agreement or any addenda or amendment thereto, and if used, will have the same force and effect as a manual signature; (ii) acknowledge that if an electronic signature is used, the other party will rely on such signature as binding the party using such signature, and (iii) hereby waive any defenses to the enforcement of the terms of this agreement based on the foregoing forms of signature.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

Upper San Gabriel River

City of Glendora

Finkbiner Park Stormwater Capture Project, Construction Phase

By: _____

Name:

Title:

Date: _____

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOS ANGELES COUNTY
FLOOD CONTROL DISTRICT:

By: _____

Name: Matthew Frary

Title: Assistant Deputy Director

Date: _____

EXHIBIT A – SCOPE OF WORK

A-1. Budget Plan

The Recipient shall submit a detailed Budget Plan for all eligible expenditures for all phases and tasks included in the work schedule for the Funded Activity. The Recipient shall include a summary of leveraged funds and in-kind services for the Funded Activity. For a Funded Activity that will be performed over more than one Fiscal Year, the Budget Plan must clearly identify the amount of SCW Program Contribution for each Fiscal Year.

A-2. Consistent with SCW Program Goals

By signing this Agreement, the Recipient shall provide certification that the Budget Plan is consistent with SCW Program Goals as described in Chapter 18.04 of the Code.

The Recipient shall include a summary of how the identified SCW Program Goals are expected to be achieved through the Funded Activity, including quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.

A-3. Estimated Reasonable Total Activity Cost

The Recipient shall submit a detailed estimate total Activity Cost for all phases and tasks included in the work schedule for the Funded Activity.

A-4. Funded Activity Description and Scope of Work

The Recipient shall provide a general description of the Funded Activity and a detailed scope of work. The scope of work may include:

1. Project Management, including required reporting
2. General Compliance Requirements/Project Effectiveness and Performance
3. Permitting and Environmental Compliance
4. Planning, Design, and Engineering
5. Stakeholder and Community Outreach/Engagement Activities
6. Right of Way Acquisition
7. Construction and Implementation
8. Operation and Maintenance

A-5. Operations and Maintenance (O&M) Plan

Where the Funded Activity is an Infrastructure Program Project, the Recipient shall submit a plan describing the activities that are expected to be necessary to perform O&M for the Infrastructure Program Project to ensure it remains in good working order throughout the useful life of the Infrastructure Program Project. The O&M plan shall address the activities described in Exhibit F to the greatest extent feasible and in as much detail as possible based on the completeness of the Project design and construction. The Recipient shall update the O&M plan in connection with each Addenda until completion of the Infrastructure Program Project and the submittal of a final O&M plan.

The Recipient shall specifically identify the entity that will be performing the O&M for the useful life of the Project. If this is not the Recipient, the Recipient shall submit a letter of commitment from the entity that will be performing the O&M (See Exhibit F, for example activities). The letter of commitment shall include details demonstrating how the provider is qualified and capable of providing the necessary ongoing O&M services.

The Recipient may elect to request the local Municipality or District to provide O&M for the useful life of the Infrastructure Program Project using SCW Program Contributions. If the Recipient does not elect to seek the District's services or if the District is unable to provide the services as requested, the Recipient shall include in the letter of commitment reference to the above details demonstrating how the provider is qualified and capable of providing the necessary ongoing O&M services.

A-6. Post-Construction Monitoring

Where the Funded Activity is an Infrastructure Program Project, stormwater quality monitoring data shall be collected and reported in a manner consistent with the SWRCB database, the CEDEN for a period of three years. The Recipient shall submit a post-construction monitoring plan when the design phase is complete. The post-construction monitoring plan will evaluate the effectiveness of stormwater treatment facilities and include the project description; quality objectives; sampling design; sampling procedures; quality control; data management verification, and reporting; data quality assessment; and data analysis procedures.

A-7. Sustainability Rating

Where the Funded Activity is an Infrastructure Program Project that has applied for Institute for Sustainable Infrastructure (ISI) verification, the Recipient shall submit the final score and Envision award level.

A-8. Stakeholder and Community Outreach/Engagement Plan

The Recipient shall submit a Stakeholder and Community Outreach/Engagement Plan for Infrastructure Program Projects and include a discussion of how local NGOs or CBOs will be involved, if applicable, and if not, why. Additional outreach/engagement activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach. The plan shall, at a minimum include:

1. Community outreach activities to provide information to residents and information about upcoming meetings or other engagement activity event is scheduled. Outreach methods used should be appropriate in scale and type to the community being served. Outreach methods include but are not limited to: Online Media Outreach (email blasts, social media, publication on a website) Local Media Outreach (newsletters, local and regional newspapers, and local radio and television) and/or Grassroots Outreach (door-to-door canvassing, phone banking, surveys and focus groups, and distribution of flyers or other printed materials). The District will support outreach efforts through web-based platforms if requested at least four weeks prior to the requested publish date. The District should be included in all social media outreach and notified of all meetings and other engagement events.

2. Community engagement activities solicit, address and seek input from community members for Funded Activities. These events may occur as part of any public meeting with multiple agenda items such as council, commission or committee meetings where public input is invited; or at festivals, fairs, or open houses where a table or booth may be set up.

3. Stakeholder and Community Outreach/Engagement Plan requirements:

   Stakeholder and Community Outreach/Engagement Plan activities should occur at the onset of the project, during the design phase, and during construction.

Infrastructure Program Project Funds	Required Activity 1	Required Activity 2
Up to $2 M	Outreach or Engagement	
Up to $10 M	Outreach	≥1 Engagement
Over $10 M	Outreach	≥ 2 Engagements

4. If the Funded Activity is for the O&M of an Infrastructure Program Project Stakeholder and Community Outreach/Engagement Plan activities should occur biennially to remind communities of the SCW Program Contribution.

5. Activities and measures to mitigate against displacement and gentrification. This includes, as applicable, an acknowledgment that the Funded Activity will be fully subject to and comply with any County-wide displacement policies as well as with any specific anti-displacement requirements associated with other funding sources.

A-9. Tracking Infrastructure Program Project Benefits

The Recipient shall submit an overview of the benefits achieved upon the Activity Completion. SOW shall include quantitative targets and corresponding metrics for subsequent reporting of all applicable parameters.

A-10. Work Schedule and Completion Date

The Recipient shall submit a detailed schedule, including start and completion dates for all phases and tasks of the scope of work for the Funded Activity. For Funded Activities that will be performed over more than one Fiscal Year, the work schedule must clearly identify the phases and tasks that will be performed in each Fiscal Year.

EXHIBIT B – GENERAL TERMS AND CONDITIONS

B-1. Accounting and Deposit of Funding Disbursement

1. SCW Program Contributions distributed to the Recipient shall be held in a separate interest-bearing account and shall not be combined with other funds. Interest earned from each account shall be used by the Recipient only for eligible expenditures consistent with the requirements of the SCW Program.

2. The Recipient shall not be entitled to interest earned on undisbursed SCW Program Contributions; interest earned prior to disbursement is property of the District.

3. The Recipient shall operate in accordance with Generally Accepted Accounting Principles (GAAP).

4. The Recipient shall be strictly accountable for all funds, receipts, and disbursements related to all SCW Program Contributions made to the Recipient.

B-2. Acknowledgement of Credit and Signage

The Recipient shall include appropriate acknowledgement of credit to the District for its support when promoting the Funded Activity or using any data and/or information developed under this Agreement. When the Funded Activity involves the construction phase of an Infrastructure Program Project, signage shall be posted in a prominent location at Project site(s) or at the Recipients headquarters and shall include the Safe, Clean Water Program color logo and the following disclosure statement: “Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District’s Safe, Clean Water Program.” At a minimum the sign shall be 2’ x 3’ in size. The Recipient shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

When the Funded Activity involves a scientific study, the Recipient shall include the following statement in the study report: “Funding for this study has been provided in full or in part from the Los Angeles County Flood Control District’s Safe, Clean Water Program.” The Recipient shall also include in each of its contracts for work under this Agreement a provision that incorporates the requirements stated within this paragraph.

B-3. Acquisition of Real Property – Covenant

Any real property acquired in whole or in part with SCW Program funds shall be used for Projects and Programs that are consistent with the SCW Program Goals and with the provisions of Chapter 16 and 18 of the Code.

Any Recipient that acquires the fee title to real property using, in whole or in part, SCW Program funds shall record a document in the office of the Registrar-Recorder/County Clerk containing a covenant not to sell or otherwise convey the real property without the

prior express written consent of the District, which consent shall not be unreasonably withheld.

B-4. Amendment

Except as provided in Section II of the Agreement, no amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral or written understanding or agreement not incorporated in this Agreement is binding on any of the parties.

B-5. Assignment

The Recipient will not assign this Agreement without the prior consent of the District.

B-6. Audit and Recordkeeping

1. The Recipient shall retain for a period of seven (7) years after Activity Completion, all records necessary in accordance with Generally Accepted Accounting Principles to determine the amounts expended, and eligibility of Projects implemented using SCW Program Contributions. The Recipient, upon demand by authorized representatives of the District, shall make such records available for examination and review or audit by the District or its authorized representatives. Records shall include accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files, including documentation covering negotiated settlements, invoices, and any other supporting evidence deemed necessary to substantiate charges related to SCW Program Contributions and expenditures.

2. The Recipient is responsible for obtaining an independent audit to determine Funded Activity compliance with the terms and conditions of this Agreement and all requirements applicable to the Recipient contained in chapters 16 and 18 of the Code promptly upon Activity Completion. For a Funded Activity that will be performed over the course of a period exceeding three years, the District may also perform an interim independent audit every three (3) years until Activity Completion. Audits shall be funded with Regional Program funds.

3. Recipient shall file a copy of the Activity Completion audit report with the District by the end of the ninth (9^{th}) month from Activity Completion. Recipient shall file a copy of all interim audit reports by the ninth (9^{th}) month from the end of each three (3) year period. Audit reports shall be posted on the District's publicly accessible website.

End-of-Activity		Every Third Fiscal Year		
Projected End Date	**Audit Report Due to District**	**SIP Fiscal Year**	**Audit Period**	**Audit Report Due to District**
1/15/2026	No later than 10/31/2026	2024-25	7/1/2024 to 6/30/2027	No later than 3/31/2028

4. Upon reasonable advanced request, the Recipient shall permit the Chief Engineer, at the District's cost and expense, to examine the Funded Activity. The Recipient shall permit the authorized District representative, including the Auditor-Controller, at the District's cost and expense, to examine, review, audit, and transcribe any and all audit reports, other reports, books, accounts, papers, maps, and other records that relate to the Funded Activity.

5. Expenditures determined by an audit to be in violation of any provision of Chapters 16 or 18 of the Code, or of this Agreement, shall be subject to the enforcement and remedy provisions of Section 18.14 of the Code.

If at any time the Funded Activity cannot fulfill the provisions outlined in Exhibit A, the accounts and books of the Recipient may be reviewed or audited by the District.

B-7. Availability of Funds

District's obligation to disburse the SCW Program Contribution is contingent upon the availability of sufficient funds to permit the disbursements provided for herein. If sufficient funds are not available for any reason including, but not limited to, failure to fund allocations necessary for disbursement of the SCW Program Contribution, the District shall not be obligated to make any disbursements to the Recipient under this Agreement. This provision shall be construed as a condition precedent to the obligation of the District to make any disbursements under this Agreement. Nothing in this Agreement shall be construed to provide the Recipient with a right of priority for disbursement over any other recipient. If any disbursements due the Recipient under this Agreement are deferred because sufficient funds are unavailable, it is the intention of the District that such disbursement will be made to the Recipient when sufficient funds do become available, but this intention is not binding. If this Agreement's funding for any fiscal year is reduced or deleted by order of the Board, the District shall have the option to either cancel this Agreement with no liability occurring to the District or offer an amendment to the Recipient to reflect the reduced amount.

1. The Recipient will not seek disbursement of any Activity Costs that will be disbursed or reimbursed from other funding sources.

2. The Recipient agrees that it will not request a disbursement unless that cost is allowable, reasonable, and allocable.

B-8. Choice of Law

The laws of the State of California govern this Agreement.

B-9. Claims

Any claim of the Recipient is limited to the rights, remedies, and claims procedures provided to the Recipient under this Agreement. Recipient expenditures of a SCW Program Contribution that involves the District shall utilize a separate and specific agreement to that Project that includes appropriate indemnification superseding that in this Agreement.

B-10. Completion of Funded Activity by the Recipient

The Recipient agrees to pay any and all Activity Costs in excess of the SCW Program Contribution necessary for Activity Completion. The Recipient expressly acknowledges and agrees that if the SCW Program Contribution is not sufficient to pay the Activity Costs in full, the Recipient shall nonetheless complete the Funded Activity and pay that portion of the Activity Costs in excess of the SCW Program Contribution, subject to the provisions of Exhibit C, as applicable.

B-11. Compliance with Law, Regulations, etc.

The Recipient shall, at all times, comply with and require its contractors and subcontractors to comply with all applicable County, state and federal laws, rules, guidelines, regulations, and requirements. Without limitation of the foregoing, the Recipient agrees that, to the extent applicable, the Recipient shall comply with the Code.

B-12. Competitive Bidding and Procurements

The Recipient's contracts with other entities for the acquisition of goods and services and construction of public works with SCW Program Contributions must be in writing and shall comply with all applicable laws and regulations regarding the securing of competitive bids and undertaking competitive negotiations. If the Recipient does not have a written policy to award contracts through a competitive bidding or sole source process, the State Contracting Manual rules must be followed and are available at: https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting#@ViewBag.JumpTo

B-13. Continuous Use of Funded Activity; Lease or Disposal of Funded Activity

Where the Funded Activity involves an Infrastructure Program Project, the Recipient shall not abandon, substantially discontinue use of, lease, or dispose of all or a significant part or portion of the Funded Activity during the useful life of 30 years of the Funded Activity without prior written approval of the District. Such approval may be conditioned as determined to be appropriate by the District, including a condition requiring repayment of pro rata amount of all disbursed SCW Program Contributions together with interest on

said amount accruing from the date of abandonment, substantial discontinuance, lease or disposal of the Project.

B-14. Default Provisions

The Recipient will be in default under this Agreement under any of the following circumstances:

1. The Recipient has made or makes any false warranty, representation, or statement with respect to this Agreement, any addendum or the application filed to obtain this Agreement;

2. The Recipient materially breaches this Agreement or any addendum, including but not limited to:

    a. Fails to operate or maintain the Funded Activity in accordance with this Agreement;

    b. Fails to submit timely Progress/Expenditure Reports.

    c. Fails to remain in Good Standing (see Section B-34, below).

    d. The Recipient fails to maintain reasonable progress toward SCW Program Goals as described in Section 18.04 of the Code, following an opportunity to cure.

    e. The Recipient fails to maintain reasonable progress toward Funded Activity Completion.

    f. Use of SCW Program Contributions for ineligible expenses and/or activities not consistent with the Agreement.

    g. Inappropriate use of SCW Program Contributions, as deemed by the District

Should an event of default occur, the District shall provide a notice of default to the Recipient and shall give the Recipient at least ten calendar days or such longer period as the District, in its reasonable discretion, may authorize, to cure the default from the date the notice is sent via first-class mail to the Recipient. If the Recipient fails to cure the default within the time prescribed by the District, the District may do any of the following:

1. Declare the SCW Program Contribution be immediately repaid, with interest, which shall be equal to the State of California general obligation bond interest rate in effect at the time of the default.

2. Terminate any obligation to make future payments to the Recipient.

3. Terminate the Agreement.

4. Take any other action that it deems necessary to protect its interests.

The Recipient shall not be in default under this Agreement as a result of any breach of this Agreement by the Recipient that is the direct result of the District's failure to make a SCW Program Contribution for any Fiscal Year. Under these circumstances the District may, in its reasonable discretion, terminate this Agreement by providing the Recipient with a written notice of termination. If this Agreement is terminated pursuant to this paragraph, the parties shall thereafter have no further obligations to each other in connection with the Funded Activity except that the Recipient's indemnification obligations shall survive the termination of this Agreement and continue in full force and effect.

B-15. Disputes

Should a dispute arise between the parties, the party asserting the dispute will notify the other parties in writing of the dispute. The parties will then meet and confer within 21 calendar days of the notice in a good faith attempt to resolve the dispute.

If the matter has not been resolved through the process set forth in the preceding paragraph, any party may initiate mediation of the dispute. Mediation will be before a retired judge or mediation service mutually agreeable to the parties. All costs of the mediation, including mediator fees, will be paid one-half by the District and one-half by the Recipient. SCW Program Contributions shall not be used to pay for any costs of the mediation.

The parties will attempt to resolve any dispute through the process set forth above before filing any action relating to the dispute in any court of law.

B-16. Final Inspection and Certification of Registered Professional

Where the Funded Activity is an Infrastructure Program Project, upon completion of the design phase and before construction, the Recipient shall provide certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist) that the design has been completed.

Where the Funded Activity is an Infrastructure Program Project, upon completion of the Funded Activity, the Recipient shall provide for a final inspection and certification by a California Registered Professional (i.e., Professional Civil Engineer, Engineering Geologist), that the Project has been completed in accordance with submitted final plans and specifications and any modifications thereto and in accordance with this Agreement.

B-17. Force Majeure.

In the event that Recipient is delayed or hindered from the performance of any act required hereunder by reason of strikes, lockouts, labor troubles, inability to procure materials not related to the price thereof, riots, insurrection, war, or other reasons of a like nature beyond the control of the Recipient, then performance of such acts shall be

excused for the period of the delay, and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

B-18. Funded Activity Access

When the Funded Activity involves an Infrastructure Program Project the Recipient shall, upon receipt of reasonable advance notice from the District, ensure that the District or any authorized representative of the foregoing, will have safe and suitable access to the site of the Funded Activity at all reasonable times through Activity Completion.

B-19. Funding Considerations and Exclusions

1. All expenditures of the SCW Program Contribution by Recipient must comply with the provisions of Chapters 16 and 18 of the Code, including but not limited to the provisions regarding eligible expenditures contained in Section 16.05.A.2 and the provision regarding ineligible expenditures contained in Section 16.05.A.3.

2. SCW Program Contributions shall not be used in connection with any Funded Activity implemented as an Enhanced Compliance Action ("ECA") and/or Supplemental Environmental Project ("SEP") as defined by State Water Resources Control Board Office of Enforcement written policies, or any other Funded Activity implemented pursuant to the settlement of an enforcement action or to offset monetary penalties imposed by the State Water Resources Control Board, a Regional Water Quality Control Board, or any other regulatory authority; provided, however, that SCW funds may be used for a Funded Activity implemented pursuant to a time schedule order ("TSO") issued by the Los Angeles Regional Water Quality Control Board if, at the time the TSO was issued, the Funded Activity was included in an approved watershed management program (including enhanced watershed management programs) developed pursuant to the MS4 Permit.

   Recipient certifies that: (a) the Funded Activity is not being implemented as an ECA or SEP; (b) the Funded Activity is not being implemented pursuant to the settlement of an enforcement action or to offset monetary penalties imposed by the State Water Resources Control Board, a Regional Water Quality Control Board, or any other regulatory authority; and (c) the Funded Activity is not being implemented pursuant to a TSO issued by the Los Angeles Regional Water Quality Control Board unless, at the time the TSO was issued, the Funded Activity was included in an approved watershed management program (including enhanced watershed management programs) developed pursuant to the MS4 Permit.

B-20. Indemnification

The Recipient shall indemnify, defend and hold harmless the District and their elected and appointed officers, agents, and employees from and against any and all liability and expense arising from any act or omission of the Recipient, its officers, employees, agents, or subconsultants or contractors in conjunction with Recipient’s performance under or pursuant to this Agreement, including defense costs, legal fees, claims, actions, and

causes of action for damages of any nature whatsoever, including but not limited to bodily injury, death, personal injury, or property damage.

B-21. Independent Actor

The Recipient, and its agents and employees, if any, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of the District.

The Recipient shall not contract work with a contractor who is in a period of debarment from any agency within the District. (LACC Chapter 2.202)

B-22. Integration

This is an integrated Agreement. This Agreement is intended to be a full and complete statement of the terms of the agreement between the District and Recipient, and expressly supersedes any and all prior oral or written agreements, covenants, representations and warranties, express or implied, concerning the subject matter of this Agreement.

B-23. Lapsed Funds

1. The Recipient shall be able to carry over uncommitted Special Parcel Tax funds for up to five (5) years from the end of the fiscal year in which those funds are transferred from the District to the Recipient.

2. If the Recipient is unable to expend the SCW Program Contribution within five (5) years from the end of the Fiscal Year in which those funds are transferred from the District to the Recipient, then lapsed funding procedures will apply. Lapsed funds are funds that were transferred to the Recipient but were not committed to eligible expenditures by the end of the fifth (5^{th}) fiscal year after the fiscal year in which those funds were transferred from the District.

3. Lapsed funds shall be allocated by the Watershed Area Steering Committee of the respective Watershed Area to a new Project with benefit to that Municipality or Watershed Area.

4. In the event that funds are to lapse, due to circumstances beyond the Recipient's control, then the Recipient may request an extension of up to twelve (12) months in which to commit the funds to eligible expenditures. Extension Requests must contain sufficient justification and be submitted to the District in writing no later than three (3) months before the funds are to lapse.

5. The decision to grant an extension is at the sole discretion of the District.

6. Funds still uncommitted to eligible expenditures after an extension is granted will be subject to lapsed funding procedures without exception.

7. Example:

Fiscal Year Transferred	**Funds Lapse After**	**Extension Request Due**	**Commit By**
2024–25	6/30/2030	No later than 3/31/2030	No later than 6/30/2031

B-24. Modification

This Agreement may be amended or modified only by mutual written consent of the District and Recipient.

B-25. Non-Discrimination

The Recipient agrees to abide by all federal, state, and County laws, regulations, and policies regarding non-discrimination in employment and equal employment opportunity.

B-26. No Obligation of the District

The District will transfer the SCW Program Contribution to the Recipient for the funding of the Funded Activity. The District will have no further obligation, other than to transfer the funds, with respect to the Funded Activity itself.

B-27. No Third-Party Rights

The parties to this Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Agreement, or of any duty, covenant, obligation, or undertaking established herein

B-28. Notice

1. The Recipient shall notify the District in writing within five (5) working days of the occurrence of the following:

    a. Bankruptcy, insolvency, receivership or similar event of the Recipient; or

    b. Actions taken pursuant to State law in anticipation of filing for bankruptcy.

2. The Recipient shall notify the District within ten (10) working days of any litigation pending or threatened against the Recipient regarding its continued existence, consideration of dissolution, or disincorporation.

3. The Recipient shall notify the District promptly of the following:

    a. Any significant deviation from in the submitted scope of the Funded Activity for the current Fiscal Year, including discussion of any major changes to the scope of the Funded Activity, noteworthy delays in implementation,

anticipated reduction in benefits, and/or modifications that change the SCW Program Goals intended to be accomplished by the Funded Activity. Under no circumstances may the Recipient make changes to the scope of the Funded Activity without receiving prior approval.

b. Cessation of work on the Funded Activity where such cessation of work is expected to or does extend for a period of thirty (30) days or more;

c. Any circumstance, combination of circumstances, or condition, which is expected to or does delay Activity Completion;

d. Discovery of any potential archaeological or historical resource. Should a potential archaeological or historical resource be discovered during construction, the Recipient agrees that all work in the area of the find will cease until a qualified archaeologist has evaluated the situation and made recommendations regarding preservation of the resource. When the District is acting as the Lead Agency under CEQA for the Funded Activity, all work in the area of the find will remain suspended until the District has determined what actions should be taken to protect and preserve the resource and the Recipient agrees to implement appropriate actions as directed by the District;

e. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by District representatives with at least fourteen (14) days' notice to the District;

f. Activity completion.

B-29. Public Records

The Recipient acknowledges that, except for a subset of information regarding archaeological records, the Funded Activity records and locations are public records including, but not limited to, all of the submissions accompanying the application, all of the documents incorporated by reference into this Agreement, and all reports, disbursement requests, and supporting documentation submitted hereunder.

B-30. Recipient's Responsibility for Work

The Recipient shall be responsible for all work and for persons or entities engaged in work performed pursuant to this Agreement including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Recipient shall be responsible for responding to any and all disputes arising out of its contracts for work on the Project. The District will not mediate disputes between the Recipient and any other entity concerning responsibility for performance of work.

B-31. Related Litigation

The Recipient is prohibited from using the SCW Program Contribution to pay costs associated with any litigation described in Section 16.05.A.3. of the Code. Regardless of whether the Project or any eventual related project is the subject of litigation, the Recipient agrees to complete the Project funded by the Agreement or to repay all the SCW Program Contribution plus interest to the District.

B-32. Remaining Balance

In the event that the Recipient does not spend all the SCW Program Contribution disbursed for the Funded Activity, Recipient shall promptly return the unspent SCW Program Contribution to the District.

B-33. Reporting

The Recipient shall be subject to and comply with the reporting requirements described in this section. Recipients shall report available data through the SCW Reporting Module, once available.

1. The Recipient shall submit midyear Progress/Expenditure Reports, using a format provided by the District, not later than forty-five (45) days after the end of the second quarter (December) to the District. The Progress/Expenditure Reports shall be posted on the District's publicly accessible website. The Progress/Expenditure Report shall include:

    a. Amount of funds received;

    b. Percent overall Funded Activity completion estimate;

    c. Breakdown of how the SCW Program Contribution has been expended;

    d. Documentation that the SCW Program Contribution was used for eligible expenditures in accordance with Chapters 16 and 18 of the Code;

    e. Description of activities that have occurred, milestones achieved, and progress made to date, during the applicable reporting period including comparison to Exhibit A submission and corresponding metrics;

    f. Identification of any phases or tasks of the scope of work that were scheduled to be started or completed during the reporting period (according to the work schedule), but which were delayed, and a discussion of the reasons for the delay, and of lessons learned;

    g. Scheduling concerns and issues encountered that may delay completion of the task;

    h. Work anticipated for the next reporting period;

    i. Any anticipated schedule or budget modifications;

j. Photo documentation (e.g. photos of community outreach events, stakeholder meetings, groundbreaking ceremonies, and project site that may be used on the publicly accessible District website) of the phases or tasks of the Project completed during the reporting period, as appropriate;

k. Additional financial or project-related information as required by the District;

l. Certification from a California Registered Professional (Civil Engineer or Geologist, as appropriate), that the Project was conducted in accordance with Exhibit A;

m. Status of Recipient's insurance; and

n. Description of post-performance for each completed infrastructure project is required after the first operational year and for a total of three years after the project begins operation. Post-performance reports shall focus on how each project is actually performing compared to its expected performance; whether the project is operated and maintained and providing intended benefits as proposed. A post-performance template will be provided by the District.

2. Annually, a summary of the Progress/Expenditure Reports shall be submitted to the Watershed Area Steering Committees to explain the previous year's Progress/Expenditure Reports by the Recipient. The summary report shall be submitted not later than forty-five (45) days after the end of the fourth quarter (June). The summary report shall include all items described in section B-33.1 for the third and fourth quarter, in addition to the following:

   a. Description of the Water Quality Benefits, Water Supply Benefits, and Community Investment Benefits and a summary of how funds have been allocated to achieve SCW Program Goals as articulated in Chapter 18.04 of the Code for the prior year. This includes comparisons to Exhibit A and alignment with corresponding specific quantitative targets and metrics (note that SCW Reporting Module will facilitate graphical representation of pertinent data).

   b. When the Funded Activity is an Infrastructure Program Project, include a description of how the County's Local and Targeted Worker Hire Policy has been applied and enforced; or if the Recipient is a Municipality and has adopted its own policy, include a description of how its policy was applied and enforced.

   c. Where the Funded Activity is an Infrastructure Program Project that has applied for Institute for Sustainable Infrastructure (ISI) verification, include a description of the final score and Envision award level. Annually, the Recipient shall prepare and provide members of the public with up-to-date information on the actual and budgeted use of the SCW Program Contribution.

Report	**End of Reporting Period**	**Report Due**
Midyear Progress/Expenditure Report	December	February 15
Annual Summary Report	June	August 15

3. As Needed Information or Reports. The Recipient agrees to promptly provide such reports, data, and information as may be reasonably requested by the District including, but not limited to material necessary or appropriate for evaluation of the SCW Program or to fulfill any reporting requirements of the County, state or federal government.

B-34. Representations, Warranties, and Commitments

The Recipient represents, warrants, and commits as follows:

1. Authorization and Validity. The execution and delivery of this Agreement, including all incorporated documents, by the individual signing on behalf of Recipient, has been duly authorized by the governing individual(s), board or body of Recipient, as applicable. This Agreement constitutes a valid and binding obligation of the Recipient, enforceable in accordance with its terms, except as such enforcement may be limited by law.

2. No Violations. The execution, delivery, and performance by the Recipient of this Agreement, including all incorporated documents, do not violate any provision of any law or regulation in effect as of the date set forth on the first page hereof, or result in any breach or default under any contract, obligation, indenture, or other instrument to which the Recipient is a party or by which the Recipient is bound as of the date set forth on the first page hereof.

3. No Litigation. There are no pending or, to the Recipient’s knowledge, threatened actions, claims, investigations, suits, or proceedings before any governmental authority, court, or administrative agency which affect the Recipient's ability to complete the Funded Activity.

4. Solvency. None of the transactions contemplated by this Agreement will be or have been made with an actual intent to hinder, delay, or defraud any present or future creditors of the Recipient. As of the date set forth on the first page hereof, the Recipient is solvent and will not be rendered insolvent by the transactions contemplated by this Agreement. The Recipient is able to pay its debts as they become due.

5. Legal Status and Eligibility. The Recipient is duly organized and existing and in good standing under the laws of the State of California and will remain so through Activity Completion. The Recipient shall at all times maintain its current legal existence and preserve and keep in full force and effect its legal rights and authority through Activity Completion.

6. Insurance. The Recipient shall follow the Insurance Manual prepared by the Risk Management Office of the Los Angeles County Chief Executive Office. For Infrastructure Program Projects the Recipient shall provide General Liability, Automobile Liability, Worker's Compensation and Employer's Liability, Builder's Risk Course of Construction Insurance, and Professional Liability as specified in the Insurance Manual: https://riskmanagement.lacounty.gov/wp-content/uploads/2019/06/Insurance-Manual-revised-May-2019.pdf

B-35. Requirements for Good Standing

The Recipient must currently be in compliance with the District requirements set forth in this Agreement. The Recipient must demonstrate it has not failed to comply with previous County and/or District audit disallowances within the preceding five years.

B-36. Requirements Related to Recipient's Contractors

1. The Recipient shall apply and enforce provisions mirroring those set forth in the then-current version of the County's Local and Targeted Worker Hire Policy (LTWHP) as to contractors performing work on such a Project. Alternatively, if the Recipient is a Municipality and has adopted its own policy that is substantially similar to the LTWHP, the Recipient may, at its election, choose to apply and enforce the provisions of its own such policy as to contractors performing work on such a Project in lieu of the provisions of the LTWHP.

2. The Recipient shall apply and enforce provisions mirroring those set forth in Los Angeles County Code (LACC) Chapter 2.211 (Disabled Veteran Business Enterprise Preference Program), LACC, Chapter 2.204 (Local Small Business Enterprise Preference Program), LACC, Chapter 2.205 (Social Enterprise Preference Program), LACC, Chapter 2.203 (Contractor Employee Jury Service Ordinance), LACC Chapter 2.206 (Defaulted Tax Program), LACC, Chapter 2.200 (Child Support Compliance Program, LACC, Chapter 2.160 (County Lobbyist Ordinance), Safely Surrendered Baby Law, and Zero Tolerance Policy on Human Trafficking, as to contractors performing work on such an Infrastructure Program Project, subject to statutory authorization for such preference program(s), and subject to applicable statutory limitations for such preference(s); and, furthermore, the Recipient shall take actions to promote increased contracting opportunities for Women-Owned Businesses on the Project, subject to applicable State or federal constitutional limitations.

3. The Recipient shall obtain all necessary approvals, entitlements, and permits required to implement the Project. Failure to obtain any necessary approval, entitlement, or permit shall constitute a breach of a material provision of this Agreement.

4. With respect to a Project funded with SCW Program Contributions through the Regional Program, if the Project has an estimated capital cost of over twenty-five million dollars ($25,000,000),as adjusted periodically by the Chief Engineer

in accordance with changes in the Consumer Price Index for all urban consumers in the Los Angeles area, or other appropriate index, a provision that the Infrastructure Program Project Developer for such a Project must require that all contractors performing work on such a Project be bound by the provisions of: (1) a County-wide Project Labor Agreement (Community Workforce Agreement), if such an agreement has been successfully negotiated between the County and the Trades and is approved by the Board, or (2) a Project Labor Agreement ("PLA") mirroring the provisions of such Community Workforce Agreement.

5. With respect to a Project funded with SCW Program Contributions through the Regional Program, if one or more of the Municipalities that is a financial contributor to a Project has its own PLA, a provision that the Infrastructure Program Project Developer for the Project must require that contractors performing work on the Project are bound to such PLA. If more than one of the contributing Municipalities to a capital project has a PLA, the Project Developer shall determine which of the PLAs will be applied to the Project.

6. Payment Bond. Payment bonds for exceeding twenty-five thousand dollars are required. A payment bond is defined as a surety bond posted by a contractor to guarantee that its subcontractors and material suppliers on the Project will be paid.

7. Performance Bond. Where contractors are used, the Recipient shall not authorize construction to begin until each contractor has furnished a performance bond in favor of the Recipient in the following amounts: faithful performance (100%) of contract value, and labor and materials (100%) of contract value. This requirement shall not apply to any contract for less than $25,000.00. Any bond issues pursuant to this paragraph must be issued by a California-admitted surety. (Pub. Contract Code, 7103; Code Civ. Proc. 995.311.)

8. Prevailing Wage. The Recipient agrees to be bound by all the provisions of Sections 1771 and 1774 of the California Labor Code regarding prevailing wages and requires each of subcontractors to also comply. The Recipient shall monitor all contracts resulting from this Agreement to assure that the prevailing wage provisions of the Labor Code are being met. The Recipient affirms that it is aware of the provisions of section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance, and the Recipient affirms that it will comply with such provisions before commencing the performance of the work under this Agreement and will make it contractors and subcontractors aware of this provision.

9. Public Funding. This Funded Activity is publicly funded. Any service provider or contractor with which the Recipient contracts must not have any role or relationship with the Recipient, that, in effect, substantially limits the Recipient's

ability to exercise its rights, including cancellation rights, under the contract, based on all the facts and circumstances.

B-37. Travel

Any reimbursement for necessary ground transportation and lodging shall be at rates not to exceed those set by the California Department of Human Resources; per diem costs will not be eligible expenses. These rates may be found at http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx. Reimbursement will be at the State travel amounts that are current as of the date costs are incurred by the Recipient. No travel outside the Los Angeles County Flood Control District region shall be reimbursed unless prior written authorization is obtained from the Program Manager.

B-38. Unenforceable Provision

In the event that any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

EXHIBIT C – SPECIAL CONDITIONS

[If the Recipient is a public agency]

C-1. The Recipient acknowledges and agrees that the Recipient is the "lead agency" regarding compliance with the California Environmental Quality Act (CEQA) in connection with the Funded Activity and shall be responsible for the preparation of all documentation, analysis and other work and any mitigation necessary to comply with CEQA in connection with the Funded Activity. By entering into this Agreement, the District is not approving any activity that would be considered a project under CEQA.

C-2. Upon the completion of the documentation, analysis and other work necessary to comply with CEQA as described in section C-1, the Recipient shall promptly provide such documentation, analysis and work to the District. The Recipient acknowledges that the District is a Responsible Agency under CEQA in connection with the Funded Activity and that the District will not disburse the SCW Program Contribution for any activities that meet the definition of a project under CEQA until the Recipient has provided such documentation, analysis and other work to the District and the District has complied with its obligations as a Responsible Agency under CEQA.

C-3. In addition to its other indemnification obligations pursuant to this Agreement, the Recipient hereby agrees to indemnify, defend, and hold harmless District, the County of Los Angeles and their officers, employees, and agents from and against any and all claims and/or actions related to the Funded Activity that may be asserted by any third party or public agency alleging violations of CEQA or the State CEQA Guidelines or the NEPA.

C-4. Notwithstanding any other provision of this Agreement, if any documentation or other analysis pursuant to CEQA discloses that the Funded Activity, or portion thereof, will have one or more significant environmental impacts that cannot be feasibly mitigated, the Recipient shall promptly notify and consult with the District. With the District's approval, the Recipient may determine to terminate or modify the implementation of all or any portion of the Funded Activity in order to avoid such environmental impacts.

C-5. In the event the parties, pursuant to the preceding paragraph, determine to terminate the implementation of the entirety of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions and the Recipient shall thereafter have no further obligation under this Agreement to implement the Funded Activity. In the event the parties determine to terminate the implementation of a portion of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions for the terminated portion of the Funded Activity and the Recipient shall thereafter have no further obligation under this Agreement to implement the

terminated portion of the Funded Activity, but this Agreement shall remain in full force and effect as to the portion of the Funded Activity not terminated.

[If the Recipient is not a public agency]

C-1. The Recipient shall be responsible for the preparation of all documentation, analysis and other work including any mitigation, necessary to comply with the California Environmental Quality Act (CEQA) in connection with the Funded Activity. Environmental documentation prepared in connection with the Funded Activity will be subject to the review and analysis of the District. Any decisions based on the documentation prepared by the Recipient will reflect the independent judgment of District. By entering into this Agreement, the District is not approving any activity that would be considered a project under CEQA and the Recipient acknowledges that the District will not disburse the SCW Program Contribution for any activities that meet the definition of a project under CEQA until the Recipient has prepared the documentation, analysis and other work necessary to comply with CEQA to the District's satisfaction.

C-2. In addition to its other indemnification obligations pursuant to this Agreement, the Recipient hereby agrees to indemnify, defend, and hold harmless District, the County of Los Angeles and their officers, employees, and agents from and against any and all claims and/or actions related to the Funded Activity that may be asserted by any third party or public agency alleging violations of CEQA or the CEQA Guidelines or the NEPA.

C-3. Notwithstanding any other provision of this Agreement, if any documentation or other analysis pursuant to CEQA discloses that the Funded Activity or any portion thereof will have one or more significant environmental impacts that cannot be feasibly mitigated, the District, after consultation with the Recipient, may terminate the SCW Program Contribution for all or any portion of the Funded Activity or may request that the Funded Activity be modified in order to avoid such environmental impact(s).

C-4. In the event that the District terminates the SCW Program Contribution for the entirety of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions and the Recipient shall thereafter have no further obligation under this Agreement to implement the Funded Activity. In the event the District terminates the SCW Program Contribution for a portion on of the Funded Activity, the Recipient shall promptly return all previously disbursed but unspent SCW Program Contributions for the terminated portion of the Funded Activity and the Recipient shall thereafter have no further obligation under this Agreement to implement the terminated portion of the Funded Activity, but this Agreement shall remain in full force and effect as to the portion of the Funded Activity for which the SCW Program Contribution was not terminated.

EXHIBIT D – ADDENDUM TO AGREEMENT

-DRAFT TEMPLATE-

ADDENDUM NO. ___ TO
TRANSFER AGREEMENT NO. _____ BETWEEN
THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT
AND (*INSERT PROJECT DEVELOPER*)
SAFE, CLEAN WATER PROGRAM – REGIONAL PROGRAM

This Addendum No. ___ to Transfer Agreement No. _____, hereinafter referred to as "Addendum No. ___", is entered into as of _____ by and between the Los Angeles County Flood Control District, hereinafter referred to as "District," and ___(*Project Developer/Scientific Studies Applicant*)____, hereinafter referred to as "Recipient."

WHEREAS, District and Recipient entered into Transfer Agreement No. _____ , hereinafter referred to as "Agreement", pertaining generally to the transfer of a SCW Program Contribution (as therein defined) from District to Recipient for the implementation by Recipient of a Funded Activity (as therein defined) to increase stormwater and/or urban runoff capture and/or reduce stormwater and/or urban runoff pollution, on _____;

WHEREAS, the Agreement provides for the disbursement of the SCW Program Contribution for the _____ Fiscal Year (as therein defined), and further provides that if the Funded Activity is included in a duly approved Stormwater Investment Plan (as therein defined) for a subsequent Fiscal Year, the parties shall enter into an addendum to the Agreement regarding the disbursement of the SCW Program Contribution for that subsequent Fiscal Year;

WHEREAS, the Funded Activity has been included in a duly approved Stormwater Investment Plan for Fiscal Year _____;

NOW, THEREFORE, in consideration of the promises, mutual representations, covenants and agreements in this Agreement, the District and the Recipient, each binding itself, its successors and assigns, do mutually promise, covenant, and agree as follows:

1. The definitions set forth in Sections 16.03 and 18.02 of the Los Angeles County Flood Control District Code together with the definitions set forth in the Agreement shall apply to this Addendum No. ___.

2. Exhibit A to the Agreement is superseded and replaced by Exhibit A-1, attached hereto and incorporated herein as if fully set forth, and all references in the Agreement to Exhibit A shall hereafter be deemed to refer to Exhibit A-1.

3. The District shall disburse the SCW Program Contribution for the _____ Fiscal Year as described in the Budget Plan within ___ days of the execution of this Addendum by the last party to sign.

4. All terms and conditions of the Agreement shall remain in full force and effect including, but not limited to the following provisions related to compliance with the California Environmental Quality Act (CEQA).

IN WITNESS WHEREOF, this Addendum No. ___ has been executed by the parties hereto.

_____(Recipient)_____:

By: _____

Name:

Title:

Date: _____

LOS ANGELES COUNTY
FLOOD CONTROL DISTRICT:

By: _____

Name:

Title:

For: Mark Pestrella

Date: _____

EXHIBIT E – NATURE BASED SOLUTIONS (NBS) BEST MANAGEMENT PRACTICES

Nature-based solutions (NBS) refers to the sustainable management and use of nature for undertaking socio-environmental challenges, including climate change, water security, water pollution, food security, human health, and disaster risk management. As this environmental management practice is increasingly incorporated into projects for the SCW Program, this guidance document may be expanded upon to further quantify NBS practices based on benefits derived from their incorporation on projects.

The SCW Program defines NBS as a Project that utilizes natural processes that slow, detain, infiltrate or filter Stormwater or Urban Runoff. These methods may include relying predominantly on soils and vegetation; increasing the permeability of Impermeable Areas; protecting undeveloped mountains and floodplains; creating and restoring riparian habitat and wetlands; creating rain gardens, bioswales, and parkway basins; enhancing soil through composting, mulching; and, planting trees and vegetation, with preference for native species. NBS may also be designed to provide additional benefits such as sequestering carbon, supporting biodiversity, providing shade, creating and enhancing parks and open space, and improving quality of life for surrounding communities. NBS include Projects that mimic natural processes, such as green streets, spreading grounds and planted areas with water storage capacity. NBS may improve water quality, collect water for reuse or aquifer recharge, or to support vegetation growth utilizing natural processes.

Recipients are to consider using Nature-Based Solutions for infrastructure projects and include in each Progress/Expenditure Report and annual summary whether and how their project achieves a good, better, or best for each of the 6 NBS methods in accordance with the guidance below. Additionally, Progress/Expenditure Reports should include discussion on any considerations taken to maximize the class within each method. If at least 3 methods score within a single class, the overall project can be characterized as that class. Recipients must attach a copy of the matrix for each Project with the good, better, or best column indicated for each method, to facilitate District tracking of methods being utilized. Please refer to the table below.

For the most up to date guidance related to Nature Based Solutions, please refer to the Safe, Clean Water Program website (https://safecleanwaterla.org/)

METHODS	GOOD	BETTER	BEST
Vegetation/Green Space	Use of climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 5%-15% covered by new climate-appropriate vegetation	Use of native, climate-appropriate, eco-friendly vegetation (groundcover, shrubs, and trees) / green space 16%-35% covered by new native vegetation	Establishment of plant communities with a diversity of native vegetation (groundcover, shrubs, and trees) / green space that is both native and climate-appropriate More than 35% covered by new native vegetation
Increase of Permeability	Installation of vegetated landscape – 25%-49% paved area removed Redesign of existing impermeable surfaces and/or installation of permeable surfaces (e.g. permeable pavement and infiltration trenches)	Installation of vegetated landscape – 50%-74% paved area removed Improvements of soil health (e.g., compaction reduction)	Installation of vegetated landscape – 75%-100% paved area removed Creation of well-connected and self-sustained natural landscapes with healthy soils, permeable surfaces, and appropriate vegetation
Protection of Undeveloped Mountains & Floodplains	• Preservation of native vegetation • Minimal negative impact to existing drainage system	• Preservation of native vegetation • Installation of new feature(s) to improve existing drainage system	• Creation of open green space • Installation of features to improve natural hydrology
Creation & Restoration of Riparian Habitat & Wetlands	•Partial restoration of existing riparian habitat and wetlands •Planting of climate appropriate vegetation - between 5 and 15 different climate-appropriate or native plant species newly planted •No potable water used to sustain the wetland	• Full restoration of existing riparian habitat and wetlands • Planting of native vegetation - between 16 and 30 different native plant species newly planted • No potable water used to sustain the wetland	• Full restoration and expansion of existing riparian habitat and wetlands • Planting of plant communities with a diversity of native vegetation – greater than 31 native plant species newly planted • No potable water used to sustain the wetland

New Landscape Elements	Elements designed to capture runoff for other simple usage (e.g. rain gardens and cisterns), capturing the 85th percentile 24-hour storm event for at least 50% of the entire parcel	Elements that design to capture/redirect runoff and filter pollution (e.g. bioswales and parkway basins), capturing the 85th percentile 24-hour storm event from the entire parcel	Large sized elements that capture and treat runoff to supplement or replace existing water systems (e.g. wetlands, daylighting streams, groundwater infiltration, floodplain reclamation), capturing the 90th percentile 24-hour storm event from the entire parcel and/or capturing off-site runoff
Enhancement of Soil	Use of soil amendments such as mulch and compost to retain moisture in the soil and prevent erosion Planting of new climate-appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated to retain moisture in the soil, prevent erosion, and support locally based composting and other soil enhancement activities Planting of new native, climate-appropriate vegetation to enhance soil organic matter	Use of soil amendments such as mulch and compost that are locally generated, especially use of next-generation design with regenerative adsorbents (e.g. woodchips, biochar) to retain moisture in the soil, prevent erosion, and support on-site composting and other soil enhancement activities Planting of new native, climate appropriate vegetation to enhance soil organic matter

EXHIBIT F – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

Recipient or approved Project operator shall operate and maintain infrastructure projects for the useful life of the project and are to consider using the following guidance for operations and maintenance. Operational maintenance is the care and upkeep of Projects that may require detailed technical knowledge of the Project's function and design. Project specific operational and maintenance plans shall consider the activities listed below and set forth specific activities and frequencies (not limited to those below) as determined to be appropriate by the Municipalities and best practices, including stakeholder engagement as applicable. Operational maintenance is to be performed by the operator of the Project with a purpose to make the operator aware of the state of readiness of the Project to deliver stormwater and urban runoff benefits.

1. Litter Control
    - Regularly removal of litter, nonhazardous waste materials, and accumulated debris near planted areas, rock areas, decomposed granite areas, rest areas, fence perimeters, adjoining access roads and driveways, drains, pedestrian trails, viewing stations, shelter houses, and bicycle pathways.
    - Regularly inspection and maintenance of pet waste stations
    - Maintaining trash receptacles
    - Removal of trash, debris, and blockages from bioswales
    - Inspection and cleaning of trash booms
    - Inspection of weir gates and stop logs to clean debris, as required.

2. Vegetation Maintenance

    - Weed control
        - Recognition and removal of weeds, such as perennial weeds, morning glory, vine-type weeds, ragweed, and other underground spreading weeds.
        - Avoiding activities that result in weed seed germination (e.g. frequent soil cultivation near trees or shrubs)
        - Regularly removal of weeds from landscape areas, including from berms, painted areas, rock areas, gravel areas, pavement cracks along access roads and driveways, drains, pedestrian trails, viewing stations, park shelters, and bicycle paths.

    - Tree and shrubbery trimming and care
        - Removal of dead trees and elimination of diseased/damaged growth
        - Prevent encroachment of adjacent property and provide vertical clearance
        - Inspect for dead or diseased plants regularly

    - Wetland vegetation and landscape maintenance

- Installation and maintenance of hydrophytic and emergent plants in perennially wet and seasonal, intermittent habitats.
- Draining and drawdown of wetland and excessive bulrush removal
- Weed and nuisance plant control
- Removal of aquatic vegetation (e.g. algae and primrose) using appropriate watercraft and harvesting equipment
- Wildflower and meadow maintenance
- Grass, sedge, and yarrow management
- Removal of unwanted hydroseed

3. Wildlife Management

- Exotic species control
- Provide habitat management; promote growth of plants at appropriate densities and promote habitat structure for animal species
- Protect sensitive animal species (e.g. protection during critical life stages including breeding and migration)
- Avoid disturbances to nesting birds
- Avoid spread of invasive aquatic species

4. Facility Inspection

- Inspect project sites for rodent and insect infestations on a regular basis
- Inspect for and report graffiti in shelter houses, viewing stations, benches, paving surfaces, walls, fences, and educational and directional signs
- Inspect facilities for hazardous conditions on roads and trails (e.g. access roads and trails, decomposed granite pathways, and maintenance roads)
- Inspect shade structures for structural damage or defacement
- Inspect hardscapes
- Inspect and maintain interpretive and informational signs
- Inspect site furnishings (e.g. benches, hitching posts, bicycle racks)
- Maintain deck areas (e.g. benches, signs, decking surfaces)
- Visually inspect weirs and flap gates for damage; grease to prevent locking.
- Inspect all structures after major storm events, periodically inspect every 3 months, and operate gates through full cycles to prevent them from locking up.

5. Irrigation System Management

- Ensuring automatic irrigation controllers are functioning properly and providing various plant species with proper amount of water.

    - Cycle controller(s) through each station manually and automatically to determine if all facets are functioning properly.
    - Inspection should be performed at least monthly.

  - Recover, replace, or refasten displaced or damaged valve box covers.
  - Inspect and repair bubbler heads.
  - Repair and replace broken drip lines or emitters causing a loss of water (to prevent ponding and erosion).
  - Maintain drip system filters to prevent emitters from clogging. Inspection and cleaning should occur at least monthly.
  - Inspect and clean mainline filters, wye strainers, basket filters, and filters at backflow devices twice a year.
  - Maintain and check function of the drip system.

- Keeping irrigation control boxes clear of vegetation
- Operating irrigation system to ensure it does not cause excessively wet, waterlogged areas, and slope failure
- Utilizing infrequent deep watering techniques to encourage deep rooting, drought tolerant plant characteristics to promote a self-sustaining, irrigation free landscape
- Determine watering schedules based on season, weather, variation in plant size, and plant varieties. At least four times a year (e.g. change of season), reschedule controller systems.
- Turn off irrigation systems at the controller at the beginning of the rainy season, or when the soil has a high enough moisture content.
- Use moisture sensing devices to determine water penetration in soil.

6. Erosion Management and Control

- Inspect slopes for erosion during each maintenance activity
- Inspect basins for erosion
- Take corrective measures as needed, including filling eroded surfaces, reinstalling or extending bank protection, and replanting exposed soil.

7. Ongoing Monitoring Activities

- Monitor controllable intake water flow and water elevation
- Examine inflow and outflow structures to ensure devices are functioning properly and are free of obstructions.
- Water quality sampling (quarterly, unless justified otherwise)
- Checking telemetry equipment
- Tracking and reporting inspection and maintenance records

8. Vector and Nuisance Insect Control

- Monitoring for the presence of vector and nuisance insect species
- Adequate pretreatment of influent wastewater to lessen production of larval mosquitos
- Managing emergent vegetation

- Using hydraulic control structures to rapidly dewater emergent marsh areas
- Managing flow velocities to reduce propagation of vectors

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Finance**	**DISTRICT(S):**	**Citywide**
SUBJECT:	**Discussion of the Strategic Use of Reserves Policy and Fiscal Guardrail Framework**		

RECOMMENDATION
That the City Council:

1. Discuss the proposed Strategic Use of Reserves Policy, including the fiscal guardrail framework governing one-time capital bridge allocations from eligible City reserves; and
2. Provide direction to staff on the draft policy provisions, including the Pension Stabilization Reserve floor of $8.5 million, the $6 million aggregate bridge allocation cap, the four-fiscal-year replenishment standard, and the required pre-appropriation findings.

STRATEGIC FOCUS AREAS

Goal 4 - Sustainable Infrastructure

EXECUTIVE SUMMARY
Over the past seven years, the City of Glendora has systematically strengthened its fiscal position by eliminating a structural deficit, earning a AAA bond rating, securing voter-approved revenue measures, and maintaining reserves within policy requirements. That disciplined approach produced approximately $31.78 million in identifiable one-time discretionary funding across the FY 2025–27 budget cycle, prompting the City Council to authorize a three-workshop series beginning in early 2026 to evaluate the strategic deployment of those resources toward deferred capital needs (principally streets, the Corporate Yard, and the Library). Through Workshops 1 and 3, the City Council directed $12 million in supplemental appropriations for streets and facilities projects and approved a $7 million layered funding strategy for Phase 1 of the Corporate Yard, with all formal votes passing unanimously. At the September 15, 2026 Special Meeting, the City Council directed staff to return with a formal policy governing the use of one-time reserves, including a replenishment strategy and a fiscal guardrail framework. The proposed Strategic Use of Reserves Policy now before the Mayor and Council Members codifies four guardrails — one-time scopes only, named replenishment sources, timing-risk evaluation, and a Pension Stabilization Reserve floor of $8.5 million — along with required pre-appropriation findings, a $6 million aggregate cap on bridge allocations from pension reserves, a four-fiscal-year standard replenishment period, and ongoing public reporting obligations while any bridge allocation remains outstanding. No changes to the City's existing General Fund reserve range of 30–45 percent or surplus-allocation formula are proposed; the policy adds a structured decision-making framework on top of those existing provisions. #F26426

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
The Strategic Use of Reserves Policy has evolved through a series of City Council discussions, direction-setting actions, and appropriation votes spanning January through September 2026. The following chronological summary documents the governing-body actions that bear on the current item.

On January 13, 2026, the City Council directed staff to return with a broader one-time funding discussion as part of the mid-year budget update. The Council adopted Option 3 (a wait-and-see approach) on Civic Center funding methodology at that same meeting.

On February 24, 2026, staff presented an overview of one-time discretionary funding opportunities totaling approximately $31.78 million across the FY 2025–27 budget cycle. The City Council received and filed the report and, by consensus, directed staff to return with a proposed framework for a subcommittee on capital needs and one-time funding.

On March 24, 2026, the City Council directed staff to conduct a series of three City Council workshops to evaluate one-time use of funds, review capital needs, explore funding options, and consider a future advisory committee.

On April 28, 2026, the City Council approved Option C, Moderate+ ($8–$12 million range), as the guideline for one-time funding considerations. The Council directed staff to schedule Workshop No. 1 no later than June 2026, Workshop No. 2 no later than September 2026, and Workshop No. 3 no later than October 20, 2026.

On June 16, 2026, a Special Meeting, Workshop No. 1 (Foundation and Funding) was held. The City Council received a presentation on allocating $8–$12 million in one-time discretionary funds toward streets and existing facilities and provided direction to staff. No single appropriation vote was taken at that meeting; the Council provided policy direction for staff to return with specific appropriation requests.

On July 14, 2026, the City Council authorized a supplemental appropriation of $3,000,000 to the Capital Projects Fund (Account 30100990-70000) for design and construction of streets and facilities projects identified at Workshop No. 1. The appropriation was funded primarily from San Jose/Woodland property sale proceeds. The motion carried 5–0.

On August 25, 2026, the City Council authorized a supplemental appropriation of $9,000,000 to the Capital Projects Fund (Account 30100990-70000) for construction of the remaining Workshop No. 1 projects. Funding sources for the $9 million included $3,110,000 from the General Fund Contingency Reserve (reducing the reserve level from 40% to approximately 35%, within the adopted 30%–45% policy range), $900,000 from the GUSD JUA Fund (re-prioritized pool contribution), and $4,990,000 from re-prioritized Capital Projects Fund balances. Together with the July 14 appropriation, the two actions completed the $12,000,000 Workshop No. 1 one-time funding authorization for streets and facilities.

On September 15, 2026, a Special Meeting, Workshop No. 3 (Funding Options and Next Steps) was held. Staff presented four recommended fiscal guardrails for any further one-time reserve allocation: (1) one-time capital scopes only; (2) a named replenishment source identified at the time of appropriation; (3) timing risk evaluated against expected-case assumptions; and (4) a minimum pension reserve floor. The City Council took the following actions, each by separate motion:

- Approved the recommended $7,000,000 layered funding strategy for Phase 1 of the Corporate Yard project and directed staff to return with (1) the appropriation of funds and (2) a formal policy on the use of one-time funding, including a repayment strategy and the fiscal guardrail framework.
- Directed staff to continue pursuing five categories of grant and appropriation funding strategies.
- Directed staff to conduct an updated, scientifically valid, standalone community survey on services, facilities, and funding measures.
- Directed staff to return after the first of the year regarding the formation, scope, structure, membership, and timing of a citizen advisory committee.

The policy document before the City Council is the product of the direction given at the September 15, 2026 Special Meeting.

DISCUSSION

The matter before the City Council is the adoption of a Strategic Use of Reserves Policy that establishes a formal framework governing when and how the City may draw on reserves and set-aside funds for one-time capital projects. The proposed policy codifies the fiscal guardrail principles developed through a nine-month, three-workshop deliberative process and formalizes the concepts of bridge allocation, named replenishment, and pension reserve floor protection into a binding City Council policy document.

Background

Over the past seven years, the City of Glendora has undertaken significant fiscal reforms that created the capacity to consider strategic deployment of accumulated reserves. Staff materials presented throughout the 2026 workshop series identified the following foundational accomplishments: elimination of a $3–$4 million structural deficit; voter approval of Measures E (0.75 percent sales tax, March 2019 ballot) and Z (0.25 percent sales tax, November 2024 ballot); pension restructuring through Pension Obligation Bonds (POB) including the attainment of a AAA bond rating from S&P; strengthened fiscal policies; and more than $62 million secured in competitive grant revenues secured for capital projects.

Despite this progress, the City continues to face challenges including the impacts of homelessness, increasing state mandates, insurance cost escalation, and the absence of a permanent, dedicated funding source for capital improvements. Many of the actions now being pursued — including the strategic use of one-time funds — were originally recommended during the Ad Hoc Citizen's Advisory Committee on Revenue Options and Expenditures meetings in 2018 and 2019, with a final report delivered to the City Council in November 2019.

The City's existing General Fund Reserve Policy requires a minimum of 30 percent to a maximum of 45 percent of prior-year operational expenditures, a range designed to fund approximately three to six months of General Fund operations in the absence of any other revenue. At the time of the February 2026 staff report, the City maintained a 40 percent reserve level, representing approximately $18.3 million in the General Fund Reserve, with approximately $4.58 million in excess of the 30 percent minimum. When General Fund revenues exceed expenditures, existing financial policies allocate the surplus as follows: 50 percent to the Capital Projects Fund, 30 percent to the PERS Rate Stabilization Fund, 10 percent to the OPEB Section 115 Trust, and 10 percent to eligible Internal Service Fund needs.

These reserve levels serve two critical functions: they provide the City Council time to make decisions during economic downturns without significant service delivery impacts, and they provide stabilization to meet debt requirements, which partially contributed to the City's AAA bond rating.

Legislative History and Workshop Series

The formal discussion of strategic reserve use progressed through the following actions:

Date	Action
January 13, 2026	Staff committed to returning with a broader one-time funding discussion at the mid-year budget update
February 24, 2026	City Council received mid-year budget update and overview of one-time funding opportunities; directed staff to return with a proposed framework
March 24, 2026	City Council directed staff to conduct a three-workshop series to evaluate one-time use of funds, review capital needs, and explore funding options

April 28, 2026	Approved Option C — Moderate+ ($8–$12 million range) as the guideline for one-time funding considerations; directed scheduling of three workshops
June 16, 2026	Workshop No. 1 — Foundation and Funding; City Council provided direction on allocating $8–$12 million toward streets and facilities
July 14, 2026	First supplemental appropriation of $3,000,000 to Capital Projects Fund from San Jose/Woodland sale proceeds
August 25, 2026	Supplemental appropriation of $9,000,000 to Capital Projects Fund for remaining Workshop No. 1 projects
September 15, 2026	Workshop No. 3 — Approved $7,000,000 layered funding strategy for Phase 1 of the Corporate Yard project; directed staff to return with (1) appropriation of funds and (2) a policy on the use of one-time funding, including a repayment strategy and the fiscal guardrail framework

One-Time Discretionary Funding Overview

Staff identified five discretionary funding sources: the General Fund (Fund 101), Pension Stabilization Fund (Fund 102), Measures E/Z Fund (Fund 103), Glendora Unified School District (GUSD) Joint Use Agreement (JUA) Fund (Fund 105), and Capital Projects Fund (Fund 301). The total one-time discretionary funding available across three budget cycles was quantified as follows:

Category	**FY 2025–27**	**FY 2027–29**	**FY 2029–31**
Available Fund Balance / Reserves	$6,860,000	$569,000	$260,000
Reallocation of CIP	$1,900,000	—	—
Property Sales (San Jose & Dale)	$5,120,000	$4,000,000	$4,000,000
Pension Set Aside (Section 115 Trust + Reserve)	$13,820,000	$240,000	$180,000
OPEB Set Aside (Section 115 Trust + Reserve)	$4,080,000	$80,000	$60,000
Grand Totals	**$31,780,000**	**$4,889,000**	**$4,500,000**

Following the $12 million in Workshop No. 1 appropriations ($3 million on July 14 and $9 million on August 25, 2026), remaining available one-time funding was reduced to approximately $24.9 million in FY 2025–27.The $9 million supplemental appropriation reduced the General Fund contingency reserve from 40 percent to approximately 35 percent of operating expenditures (still within the adopted 30–45 percent policy range).

Analysis of the Proposed Policy

The proposed Strategic Use of Reserves Policy (Attachment A) establishes a structured framework built on the four fiscal guardrails recommended by staff at Workshop No. 3 on September 15, 2026 and endorsed by the City Council. The policy incorporates the following core elements:

One-Time Capital Scopes Only. Reserve bridge allocations may be used exclusively for discrete, nonrecurring capital projects defined in the policy as a project for the acquisition, construction, rehabilitation, replacement, or substantial improvement of a City capital asset or public infrastructure. The policy explicitly prohibits use of bridge allocations to support ongoing operating deficits, recurring service costs, recurring personnel costs, ordinary annual maintenance, or recurring debt-service obligations.

Named Replenishment Source. Every reserve draw must be paired with a specifically identified, legally available, one-time revenue source expected to replenish the reserve used. Examples cited in the policy include documented development proceeds, property-sale proceeds, grant reimbursements, or other approved one-time receipts. Ongoing operating revenues may not be pledged for replenishment unless the City Council separately identifies sustainable recurring capacity.

Timing Risk Evaluation. The replenishment source must be sized to a reasonable and not best-case assumption, accounting for both timing and amount. The standard maximum bridge allocation period is four fiscal years from the date of reserve appropriation; a longer period requires specific City Council findings.

Pension Stabilization Reserve Floor. The policy sets an initial floor of $8.5 million in the Pension Stabilization Reserve that is unavailable for capital purposes under any circumstances. This floor may not be waived through a project appropriation lowering it requires an express amendment to the policy or a separate resolution. The maximum aggregate outstanding bridge allocation from the Pension Stabilization Reserve is capped at $6 million at any time. The Finance Director is required to review the adequacy of the pension reserve floor as part of each two-year budget cycle.

Staff analysis at Workshop No. 3 underscored the significance of the pension set-aside: it preserves an estimated 18 to 24 months of service-level protection in a recession, and current reserve levels preserve the option to pay off a portion of POB obligations early in FY 2029–30, a move estimated to generate $1 million to $1.5 million per year in cash flow savings for approximately five to seven years.

Pre-Appropriation Findings

The policy mandates that the City Council agenda report address all of the following before any reserve allocation is approved:

1. One-time scope confirmation
2. Identified replenishment source (including estimated amount and legal availability)
3. Timing risk assessment
4. Expected replenishment source sizing (reasonable, not best-case, assumptions)
5. Reserve floor compliance
6. Multi-year forecast impact
7. Project benefit and timing justification
8. Financial and credit review (for material allocations: the Finance Director must evaluate liquidity, pension and OPEB considerations, outstanding debt, and potential credit-rating implications)
9. Replenishment contingency

Reporting and Accountability

While any bridge allocation remains outstanding, the Finance Department must provide regular public reporting that includes: the original reserve source and amount appropriated; the current reserve balance and compliance with applicable reserve floors; project expenditures and remaining project appropriation; the status, estimated amount, and expected timing of each replenishment source; the amount replenished to date and outstanding bridge allocation balance; and any material change in project cost, revenue timing, revenue amount, or financial risk together with any recommended corrective action.

Exclusions and Protections

The policy contains several explicit exclusions that protect the City's fiscal position:

- The General Fund Contingency Reserve may not be reduced below 30 percent of prior-year operating expenditures through a strategic capital allocation under this policy.
- The Pension Stabilization Reserve may not be reduced below $8.5 million.
- Water Fund operating reserves and capital reserves may not be used for non-water purposes.
- Restricted revenues, grants, bond proceeds, trust assets, and other legally restricted funds may be used only for purposes for which the funds are legally eligible.

Policy Review

The policy requires review at least once every two years, in conjunction with the City's two-year budget process.

Roles and Responsibilities

The policy assigns specific roles to four parties:

- **City Council** — Approves the policy, establishes reserve floors and limits, and authorizes each reserve draw or bridge allocation by formal action.
- **City Manager** — Recommends eligible projects and funding strategies, confirms project consistency with City Council priorities, and ensures implementation and reporting.
- **Finance Director / City Treasurer** — Evaluates reserve eligibility, fund restrictions, balances, replenishment sources, timing risk, multi-year forecast impacts, and compliance; tracks and reports outstanding bridge allocations and replenishment progress.
- **Project Department** — Maintains project scope, cost estimate, schedule, procurement, expenditure controls, and project status information.

Options Considered

Staff presented a "deploy, build, and backfill" strategy at Workshop No. 3 as the recommended approach for any further reserve use beyond Workshop No. 1 allocations: deploy $4 to $6 million from the pension set-aside toward the Library or Corporate Yard to capture current construction pricing, then backfill those dollars with anticipated development proceeds (approximately $2 million from the Dale development and approximately $4 million from the Barranca development anticipated over the next two fiscal years). This approach is consistent with the proposed policy's bridge allocation and named replenishment requirements.

Alternatively, the City Council could choose not to adopt a formal policy and continue to evaluate reserve draws on a case-by-case basis. Staff does not recommend this approach because it would lack the structured guardrails, reporting requirements, and pension floor protections that provide transparency, accountability, and credit-rating stability.

Public Hearing Notification / Outreach and Comments

This item does not require a public hearing. However, the topic has been the subject of extensive public engagement across the 2026 workshop series.

At the September 15, 2026 Special Meeting (Workshop No. 3), Mayor Fredendall invited public comment prior to the staff presentation; no members of the public requested to speak at that point. Written correspondence was received and included in the agenda packet. Following the staff presentation, public comment was received from eleven speakers.

At the August 25, 2026 regular meeting, at which the $9 million supplemental appropriation was approved, at least nine public speakers addressed the City Council during general public comment. No public speakers were recorded on the $9 million capital projects appropriation item itself.

At the September 15, 2026 workshop, the City Council directed staff to conduct an updated, scientifically valid, standalone community survey on services, facilities, and funding measures. Additionally, the City Council discussed the potential formation, scope, structure, membership, and timing of either a standing infrastructure commission or a short-term citizen advisory committee. The City Council directed staff (4–1; No: Allawos) to return after the first of the year regarding a citizen advisory committee.

Next Steps

Upon adoption of the Strategic Use of Reserves Policy, staff will:

- **Return with the appropriation of funds** for Phase 1 of the Corporate Yard project pursuant to the $7 million layered funding strategy approved at Workshop No. 3
- **Prepare the first bridge allocation agenda report** in compliance with the policy's pre-appropriation findings checklist
- **Conduct the first biennial policy review** no later than the FY 2027–29 budget cycle

FISCAL IMPACT

There is no fiscal impact associated with the recommendations in this report. The Strategic Use of Reserves Policy is presented for City Council consideration as an informational and policy-adoption item; it does not appropriate funds or authorize expenditures.

However, future fiscal impacts are anticipated as follows. Once adopted, the policy will govern the process by which the City Council authorizes bridge allocations from eligible reserves including the General Fund Contingency Reserve and the Pension Stabilization Reserve for one-time capital projects. Each such allocation will require a separate City Council action accompanied by a project-specific fiscal impact analysis addressing the nine pre-appropriation findings mandated by the policy, including identified replenishment sources, timing risk, reserve floor compliance, and multi-year forecast impacts.

ENVIRONMENTAL DETERMINATION

There is no environmental impact associated with this report. The Strategic Use of Reserves Policy is a fiscal and administrative policy action that does not constitute a "project" under the California Environmental Quality Act and does not involve any physical change to the environment.

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

Attachments

A_Strategic_Use_of_Reserves_Policy.pdf

B_Presentation.pdf

STRATEGIC USE OF RESERVES FOR ONE-TIME CAPITAL PROJECTS		**SECTION or POLICY NO:** Policy No. <<TBD>>
		ORIGINATING DEPT: Finance
		Reference: City Council Financial Policy
SUPERSEDES: New Policy	**NEW EFFECTIVE DATE:** Upon City Council Adoption	**PAGE 1 of 3**
APPROVED BY: City Council, Resolution No. <<TBD>>		

Policy Objective:

To establish disciplined, transparent guardrails for the limited use of eligible City reserves and set-aside funds for distinct, one-time capital projects when the use functions as a temporary bridge allocation and is supported by an identified replenishment source. This policy supplements, and does not replace, the City's existing financial, fund balance, reserve, debt, general fund, restricted fund, and enterprise fund policies.

Authority:

This policy is established under the authority of the City Council to adopt the annual budget and approve supplemental appropriations; the City of Glendora adopted Fiscal and Budgetary Policies; the General Fund Reserve Policy; applicable enterprise and restricted-fund requirements; and any City Council resolution approving a reserve allocation under this policy.

Assigned Responsibility:

- **City Council:** Approves this policy, establishes reserve floors and limits, and authorizes each reserve draw or bridge allocation by formal action.
- **City Manager:** Recommends eligible projects and funding strategies, confirms the project is consistent with City Council priorities, and ensures implementation and reporting.
- **Finance Director/City Treasurer:** Evaluates reserve eligibility, fund restrictions, reserve balances, replenishment sources, timing risk, multi-year forecast impacts, and compliance with this policy; tracks and reports outstanding bridge allocations and replenishment.
- **Project Department:** Maintains the project scope, cost estimate, schedule, procurement, expenditure controls, and project status information necessary for City Council consideration and ongoing reporting.

Definitions:

- **Bridge Allocation:** A temporary use of an eligible reserve or set-aside for a one-time capital project that is expected to be replenished from a specifically identified future one-time revenue source.
- **Eligible Reserve:** A City reserve or set-aside that is legally available for the proposed purpose and is not prohibited from use by law, contract, grant, trust requirements, bond covenants, or a separate City policy or action. Restricted funds and enterprise funds remain subject to their own legal and policy requirements.
- **One-Time Capital Project:** A discrete, nonrecurring project for the acquisition, construction, rehabilitation, replacement, or substantial improvement of a City capital asset or public infrastructure. Routine operating costs, recurring maintenance, personnel costs, ongoing programs, recurring subsidies, and long-term debt service are not one-time capital projects for purposes of this policy.
- **Replenishment Source:** A specifically identified, legally available, one-time revenue source expected to replenish a reserve or set-aside used under this policy, such as documented development proceeds, property-sale proceeds, grant reimbursements, or other approved one-time receipts.
- **Pension Stabilization Reserve Floor:** The minimum balance that must remain in the Pension Stabilization Reserve and that is unavailable for capital purposes under this policy. This policy sets the initial floor at $8.5 million. The floor may be changed only by City Council amendment of this policy or a separate resolution expressly amending the floor.

Policy/Procedure:

1. **Relationship with Existing Financial Policies.** This policy is supplemental to the City's existing financial framework. Nothing in this policy authorizes a use of funds that is inconsistent with legal restrictions, adopted reserve requirements, and/or the purpose of restricted or enterprise funds.
    - The General Fund Contingency Reserve shall continue to be maintained in accordance with the City's adopted General Fund Reserve Policy, which establishes a minimum of 30% and a maximum of 45% of

prior-year operating expenditures. A strategic capital allocation under this policy shall not be used to reduce the General Fund Contingency Reserve below the 30% minimum.

- The City's normal year-end allocation of excess unrestricted General Fund resources remains in effect: 50% to the Capital Projects Fund, 30% to the PERS Rate Stabilization Fund, 10% to the OPEB Section 115 Trust, and 10% to eligible Internal Service Fund needs, as reflected in the adopted budget and reserve policy.
- The Water Operations Working Capital and Catastrophic Reserve remains subject to its separate six-month operating reserve requirement. This policy does not authorize the use of Water Fund operating reserves or capital reserves for non-water purposes.
- Restricted revenues, grants, bond proceeds, trust assets, and other legally restricted funds may be used only for purposes for which the funds are legally eligible, regardless of this policy.

2. **Permitted Use.** A reserve allocation under this policy may be considered only for a distinct, one-time capital scope. The project shall be sufficiently documented through an adopted capital plan, facility condition assessment, master plan, engineering or architectural work, or other reliable project documentation that allows the City Council to understand the scope, cost, schedule, and public purpose of the proposed investment.

- Reserve bridge allocations shall not be used to support an ongoing operating deficit, recurring service costs, recurring personnel costs, ordinary annual maintenance, or a recurring debt-service obligation.
- Any new ongoing operating or maintenance cost created by the capital project must be identified separately and supported by an ongoing funding source.
- The use of reserves should be limited to the amount necessary to advance the identified capital scope and should be evaluated in conjunction with other available one-time funding, grants, project-specific revenues, and legally eligible capital balances.

3. **Required Guardrails Before Appropriation.** Before recommending or approving a reserve allocation under this policy, the City Council agenda report shall address each of the following findings and disclosures:

- One-Time Scope: The expenditure is for a distinct, nonrecurring capital project or defined capital phase.
- Identified Replenishment Source: A specific replenishment source is identified at the time of appropriation, including the estimated amount and the legal availability of that source for reserve replenishment.
- Timing Risk: Staff evaluates the expected receipt period and material risks to timing or amount, including market, entitlement, development, grant, escrow, regulatory, or other factors that are outside the City's direct control.
- Expected Replenishment Source(s) Sizing: The reserve draw is sized to a reasonable revenue assumption rather than the most optimistic or best-case revenue assumption for the identified replenishment source(s).
- Reserve Floor Compliance: The proposed allocation will not reduce the General Fund Contingency Reserve below its adopted minimum or the Pension Stabilization Reserve below the floor established by this policy.
- Multi-Year Forecast: The allocation does not create or mask a recurring structural operating deficit and the City's multi-year forecast remains balanced under reasonable assumptions.
- Project Benefit and Timing: The agenda report describes the financial and operational consequences of proceeding now versus waiting for the future revenue source, including material construction escalation, project readiness, safety, service continuity, or other documented considerations.
- Financial and Credit Review: For a material allocation, the Finance Director shall evaluate liquidity, pension and OPEB considerations, outstanding debt, and potential credit-rating implications, consulting the City's municipal advisor or other financial consultants when warranted.
- Replenishment Contingency: The agenda report identifies actions if the replenishment source is delayed, reduced, or does not materialize as expected.

4. **Limits on Pension Stabilization Reserve Use.** The Pension Stabilization Reserve may be used as a bridge allocation only when all requirements of this policy are satisfied.

- The aggregate outstanding bridge allocation from the Pension Stabilization Reserve shall not exceed $6 million at any time unless the City Council formally amends this policy.
- The Pension Stabilization Reserve shall not be reduced below the $8.5 million floor established in this policy.

- The reserve floor is not available for capital purposes and may not be waived through a project appropriation. A lower floor requires an express amendment to this policy or a separate resolution that specifically amends the floor and explains the fiscal basis for the change.
- The Finance Director shall review the adequacy of the pension reserve floor as part of each two-year budget cycle, considering pension costs, POB obligations, recession risk, revenue volatility, the multi-year forecast, and other relevant financial conditions.

5. Replenishment Requirements. Reserve bridge allocations shall be replenished as the identified replenishment source revenue is received.

- The identified source should reasonably be expected to be received within four fiscal years of the reserve appropriation. A longer bridge allocation period requires specific City Council findings explaining the need and the additional timing risk.
- Unless restricted by law or a prior contractual commitment, receipts from the identified replenishment source shall first be applied to replenish the reserve balance used under this policy before the same receipts are appropriated for another discretionary purpose.
- If the timing or expected amount of the replenishment source changes materially, the Finance Director shall return to the City Council with an updated risk assessment and, when necessary, a revised reserve replenishment plan.
- A reserve replenishment plan may include substitution of another legally available one-time revenue source, a revised replenishment schedule, deferral of additional capital allocations, or other City Council-approved actions.
- Ongoing operating revenues shall not be pledged for replenishment unless the City Council separately identifies sustainable recurring capacity.

6. Appropriation and Administration. Each new reserve allocation under this policy requires City Council approval through the budget, a supplemental appropriation, or other formal action. Staff may administer an approved project within existing purchasing, contracting, and budget-transfer authority, but may not initiate a new reserve draw or change the identified replenishment source without City Council approval.

7. Reporting and Transparency. While any bridge allocation remains outstanding, the Finance Department shall provide the City Council with regular public reporting that is part of the City's established financial reporting cycle. Reporting shall include:

- original reserve source and amount appropriated;
- current reserve balance and compliance with applicable reserve floors;
- project expenditures and remaining project appropriation;
- status, estimated amount, and expected timing of each replenishment source;
- amount replenished to date and outstanding bridge allocation balance; and
- any material change in project cost, revenue timing, revenue amount, or financial risk and any recommended corrective action.

8. Completion and Closeout. When the reserve has been fully replenished, the Finance Department shall report the completion of the bridge allocation through the next regular financial report. Any unused project appropriation shall be returned or reallocated in accordance with applicable budget authority, fund restrictions, and City Council direction.

9. Policy Review. This policy shall be reviewed by the Finance Department at least once every two years in conjunction with the City's two-year budget process, or sooner when material changes in pension obligations, reserve levels, economic conditions, credit considerations, or applicable law warrant City Council review.

History:

This policy was originally approved by the City Council by Resolution No. <<TBD>> on <<date>>.

Discussion of the Strategic Use of Reserves Policy and Fiscal Guardrail Framework

FINANCE DEPARTMENT
CITY COUNCIL
OCTOBER 27, 2026
KYLE JOHNSON, FINANCE DIRECTOR/CITY TREASURER

RECOMMENDATION

Direction Sought from the City Council

1. **Discuss** the proposed Strategic Use of Reserves Policy, including the fiscal guardrail framework governing one-time capital bridge allocations from eligible City reserves.

2. **Provide direction** to staff on the draft policy provisions, including:

$8.5M
Pension Stabilization Reserve floor

$6M
Aggregate cap on outstanding bridge allocations

4 years
Standard replenishment period (fiscal years)

9
Required pre-appropriation findings

BACKGROUND

Seven Years of Fiscal Discipline

$3–4M

Structural deficit eliminated

AAA

S&P bond rating, supported by Pension Obligation Bond restructuring

E + Z

Voter-approved sales tax measures: 0.75% (2019) and 0.25% (2024)

$62M+

Competitive grant revenue secured for capital projects

Challenges That Remain

- Impacts of homelessness
- Increasing state mandates
- Insurance cost escalation
- No permanent, dedicated funding source for capital improvements

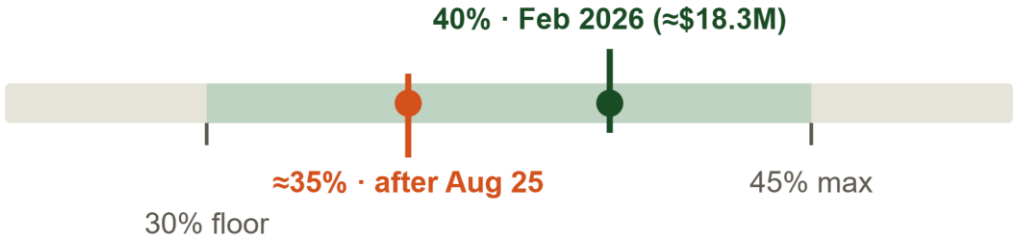
A Long-Standing Recommendation

Strategic use of one-time funds was first recommended by the Ad Hoc Citizen's Advisory Committee on Revenue Options and Expenditures, whose final report reached the City Council in November 2019.

BACKGROUND

The Existing Reserve Policy Stays in Place

General Fund Reserve: 30%–45% of Prior-Year Operating Expenditures



Designed to fund roughly three to six months of General Fund operations; gives the Council time to decide in a downturn and stabilizes debt requirements, supporting the AAA rating.

Surplus Allocation Formula

50% Capital Projects Fund

30% PERS Rate Stabilization Fund

10% OPEB Section 115 Trust

10% Internal Service Fund needs

No changes proposed: the 30–45% range and the surplus formula stay as adopted. The new policy adds a structured decision-making framework on top of them.

BACKGROUND

One-Time Discretionary Funding Identified

Category	FY 2025–27	FY 2027–29	FY 2029–31
Available Fund Balance / Reserves	$6,860,000	$569,000	$260,000
Reallocation of CIP	$1,900,000	—	—
Property Sales (San Jose & Dale)	$5,120,000	$4,000,000	$4,000,000
Pension Set-Aside (Section 115 Trust + Reserve)	$13,820,000	$240,000	$180,000
OPEB Set-Aside (Section 115 Trust + Reserve)	$4,080,000	$80,000	$60,000
Grand Total	$31,780,000	$4,889,000	$4,500,000

After Workshop No. 1: $12M was appropriated for streets and facilities ($3M on July 14, $9M on August 25), leaving about $24.9M available in FY 2025–27.

BACKGROUND

The 2026 Workshop Series

Jan 13	Staff directed to return with a broader one-time funding discussion
Feb 24	$31.78M one-time funding overview received; framework requested
Mar 24	Three-workshop series directed to evaluate one-time use of funds
Apr 28	Option C, Moderate+ ($8–12M), adopted as the one-time funding guideline
Jun 16	Workshop No. 1: direction on $8–12M for streets and facilities
Jul 14	$3.0M appropriation from San Jose/Woodland property sale proceeds
Aug 25	$9.0M appropriation; Contingency Reserve from 40% to about 35%
Sep 15	Workshop No. 3: $7.0M Corporate Yard Phase 1 strategy; this policy requested

THE PROPOSED POLICY

Four Guardrails, Now Codified

1

One-Time Capital Scopes Only

Discrete, nonrecurring capital projects. Never operating deficits, recurring service or personnel costs, annual maintenance or debt service.

2

Named Replenishment Source

Every draw paired with an identified, legally available one-time source, such as development or property-sale proceeds or grant reimbursements.

3

Timing Risk Evaluated

Sized to reasonable, not best-case, timing and amount. Standard bridge period: four fiscal years; longer requires specific findings.

4

Pension Reserve Floor

$8.5M in the Pension Stabilization Reserve is unavailable for capital under any circumstances.

From workshop to policy: staff presented these guardrails at Workshop No. 3 on September 15, 2026, and the City Council directed staff to return with a formal policy built on them.

THE PROPOSED POLICY

Protecting the Pension Stabilization Reserve

$8.5M

Floor, unavailable for capital; lowered only by policy amendment or separate resolution

$6M

Maximum aggregate bridge allocation outstanding at any time

4 years

Standard replenishment period, in fiscal years from appropriation

Recession Protection

The pension set-aside preserves an estimated 18 to 24 months of service-level protection in a recession.

Early POB Payoff Option

Current levels preserve the option to pay off part of the POBs early in FY 2029–30: about $1–1.5M per year in cash flow savings for five to seven years.

THE PROPOSED POLICY

Nine Findings Required Before Any Allocation

1. **One-time scope confirmation**
2. **Identified replenishment source**
   Estimated amount and legal availability
3. **Timing risk assessment**
4. **Replenishment source sizing**
   Reasonable, not best-case, assumptions
5. **Reserve floor compliance**
6. **Multi-year forecast impact**
7. **Project benefit and timing justification**
8. **Financial and credit review**
   Liquidity, pension and OPEB, debt, and credit-rating effects for material allocations
9. **Replenishment contingency**

THE PROPOSED POLICY

Exclusions, Reporting and Review

Exclusions and Protections

- General Fund Contingency Reserve never below 30% of prior-year operating expenditures
- Pension Stabilization Reserve never below $8.5M
- Water Fund operating and capital reserves used only for water purposes
- Restricted revenues, grants, bond proceeds and trust assets used only for legally eligible purposes

Public Reporting While a Bridge Is Outstanding

- Original reserve source and amount appropriated
- Current reserve balance and floor compliance
- Project expenditures and remaining appropriation
- Status, amount and timing of each replenishment source
- Amount replenished and outstanding bridge balance
- Material changes in cost, revenue or risk, with corrective action

Policy review: at least every two years, in conjunction with the City's two-year budget process.

THE PROPOSED POLICY

Roles and Responsibilities

City Council

Approves the policy, establishes reserve floors and limits, and authorizes each reserve draw or bridge allocation by formal action.

City Manager

Recommends eligible projects and funding strategies, confirms consistency with City Council priorities, and ensures implementation and reporting.

Finance Director / City Treasurer

Evaluates eligibility, fund restrictions, balances, replenishment sources, timing risk, forecast impacts and compliance; tracks and reports outstanding bridge allocations.

Project Department

Maintains project scope, cost estimate, schedule, procurement, expenditure controls and project status information.

OPTIONS CONSIDERED

Recommended: Deploy, Build, Backfill

DEPLOY

$4–6M

From the pension set-aside toward the Library or Corporate Yard

→

BUILD

Now

Capture current construction pricing before further cost escalation

→

BACKFILL

≈$6M

Development proceeds: ≈$2M Dale + ≈$4M Barranca over the next two fiscal years

Consistent with the policy: a bounded bridge allocation paired with named replenishment sources.

Alternative: No Formal Policy, Case-by-Case Review

Not recommended. It would lack the structured guardrails, reporting requirements and pension floor protections that provide transparency, accountability and credit-rating stability.

NEXT STEPS

After Adoption

Staff Will

1. Return with the Corporate Yard Phase 1 appropriation under the $7M layered funding strategy
2. Prepare the first bridge allocation agenda report using the nine-findings checklist
3. Complete the first biennial policy review no later than the FY 2027–29 budget cycle

Also Underway from September 15 Direction

- Pursue five categories of grant and appropriation funding (5–0)
- Conduct an updated, scientifically valid community survey on services, facilities and funding measures (5–0)
- Return after the first of the year on a citizen advisory committee (4–1)

FOR THE RECORD

Fiscal Impact and Environmental Determination

Fiscal Impact

- None from tonight's recommendations; the policy does not appropriate funds or authorize expenditures.
- Each future bridge allocation will be a separate City Council action with a project-specific fiscal analysis addressing all nine findings.

Questions and City Council Discussion

Strategic Use of Reserves Policy and Fiscal Guardrail Framework

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Public Works**	**DISTRICT(S):**	**Citywide**

SUBJECT: **Consider Awarding an Agreement for Contract Services to Civiltec Engineering Inc., for Fire Flow and Hydraulic Modeling Analysis for a Three-Year Term for a total amount not to exceed $219,608**

RECOMMENDATION

That the City Council:

1. Approve an Agreement for Contract Services with Civiltec Engineering, Inc. for Fire Flow Analysis and Hydraulic Modeling Services for a three-year term, in an amount not to exceed $219,608; and

2. Authorize the City Manager or his designee to execute the Agreement, including minimal and/or non-substantive changes.

STRATEGIC FOCUS AREAS

N/A

EXECUTIVE SUMMARY

The Water Division is responsible for maintaining water system reliability, public safety, and regulatory compliance while providing high-quality water at a reasonable cost. In 1969, the City of Glendora became a member of the Los Angeles County Fire Protection District. The Los Angeles County Fire Department (LACFD) ensures compliance with applicable fire flow requirements. At the same time, the City conducts fire flow testing at designated properties upon receipt of a Fire Flow Availability application to verify available hydrant capacity and pressure.

Fire flow verification is generally performed through field testing by City staff. However, certain conditions, including a history of pipeline leaks, aging infrastructure, elevated system pressures, or inadequate stormwater drainage, may make physical testing impractical or pose a risk to the water distribution system. In these instances, hydraulic modeling provides an alternative means of evaluating available fire flow without subjecting infrastructure to potentially damaging flow conditions or generating excessive discharge.

In June 2026, the City issued a Request for Proposals (RFP) for Fire Flow Analysis and Hydraulic Modeling Services; two responses were received. Following the solicitation and evaluation process, Civiltec Engineering, Inc. was selected to provide on-call services supporting the City's development review process.

The proposed three-year agreement will allow staff to request fire flow analyses and hydraulic model simulations as needed, with individual assignments authorized in accordance with the approved scope and fee schedule. The analyses will support development review by verifying the water system's ability to maintain a minimum residual pressure of 20 pounds per square inch (PSI), consistent with City requirements. Results will be documented in a Fire Flow Calculation Report, with the summary certified by a California-licensed Civil Engineer.

The agreement provides for an annual expenditure of about $73,202, for a total contract amount not to exceed $219,608 over three years. Funding will be allocated from the Water Operations Fund (501), Water Production Contract Services budget.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS

On September 12, 2023, the City Council approved the City's Water Master Plan, prepared in collaboration with AKM Consulting Engineers. The plan identified and prioritized capital improvement needs to enhance water quality, public safety, regulatory compliance, and system reliability. It included hydraulic analyses evaluating the water system's ability to meet average day, maximum day, peak hour, and maximum day plus fire flow demands, supported by a hydraulic model calibrated to field conditions.

On November 28, 2023, the City Council adopted Resolution CC 2023-51, approving an updated water rate structure effective January 1, 2024, to support implementation of the Water Master Plan and provide sustainable funding for planned capital improvements.

On March 10, 2026, the City Council approved services with AKM Consulting Engineers for Hydraulic Fire Flow Analysis Testing for Land Use Analysis pursuant to the sole-source procurement provisions of GMC § 2.40.100(c)(3). AKM was selected based on its prior work preparing the City's Water Master Plan and updating the hydraulic model used by the City for water system planning and evaluation. The City did not establish fixed rates for these services, and increased engineering costs resulted in funding being exhausted sooner than anticipated.

To establish a more competitive and predictable cost structure for ongoing services, staff determined that a competitive solicitation was necessary. In June 2026, the City issued an RFP seeking qualified consulting firms to provide fire flow analysis and hydraulic modeling services. Following the solicitation and evaluation process, Civiltec Engineering, Inc. was selected to provide the requested services.

DISCUSSION

The City evaluates fire flow availability to confirm that its water distribution system can meet applicable fire flow requirements and support development review, tenant improvements, and residential upgrades. While field-based hydrant testing remains the standard method of verification, certain system conditions may make physical testing impractical or potentially harmful to existing infrastructure. Hydraulic modeling allows the City to evaluate system performance under simulated conditions without imposing high-flow stresses or generating excessive discharge into the storm drain system.

Under the proposed agreement, Civiltec Engineering, Inc. will provide the following services:

Fire Flow Analysis: Perform fire flow calculations at designated hydrants serving private development projects when field testing is not feasible. Calculations will utilize the City's most recently calibrated water system hydraulic model and be prepared to satisfy the plan review requirements of the Los Angeles County Fire Department (LACFD).

Hydraulic Model Simulation: Simulate fire flow conditions at specified hydrant locations, including analysis of available fire flow at a residual pressure of 20 pounds per square inch (PSI), or as otherwise required by LACFD. Simulations will reflect applicable system operating conditions, including pressure zones, tank levels, and pump status.

Coordination and Compliance: Coordinate with City staff as needed to confirm project location, hydrant selection, and modeling assumptions. All analyses shall comply with applicable City requirements and industry standards.

The agreement establishes an on-call framework that allows staff to authorize individual assignments as needs arise, providing flexibility to address development review and operational requirements without committing the City to all potential services in advance.

FISCAL IMPACT

Sufficient appropriations are available in the FY2026-27 Adopted Mid-Cycle Budget Water Operations Fund (501) Water Production Division for the proposed agreement annual expenditure of about $73,202. The total not to exceed contract amount of $219,608 over the three-year term will be included in the regular budget process for future years.

ENVIRONMENTAL DETERMINATION

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

Prepared By:	Ivy Gonzalez, Management Analyst
Concurs With:	Not Applicable
Reviewed By:	Hal Ghafari, Director of Public Works
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_Civiltec_Engineering_Contract.pdf

B_Civiltec_Presentation_Fire_Flow.pdf

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AGREEMENT FOR CONTRACT SERVICES

By and Between

CITY OF GLENDORA

and

CIVILTEC ENGINEERING, INC.

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AGREEMENT FOR CONTRACT SERVICES BETWEEN THE CITY OF GLENDORA AND CIVILTEC ENGINEERING, INC.

THIS AGREEMENT FOR CONTRACT SERVICES (herein "Agreement") is made and entered into this ____ day of October, 2026 by and between the City of Glendora, a California municipal corporation ("City"), and Civiltec Engineering, Inc., a California corporation ("Consultant"). City and Consultant may be referred to, individually or collectively, as "Party" or "Parties."

RECITALS

A. City has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Consultant, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by the City to perform those services.

C. Pursuant to the City of Glendora's Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Consultant for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly 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. SERVICES OF CONSULTANT

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the "Scope of Services" 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, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant 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 Consultant's Proposal.

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The Scope of Services shall include the Consultant's scope of work or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Consultant 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 California Labor Law.

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

(a) Public Work. The Parties acknowledge that some or all of 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. Consultant shall post job site notices, as prescribed by regulation.

(b) Prevailing Wages. Consultant 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, Consultant acknowledges receipt of a copy of the Department of Industrial Relations (DIR) determination of the prevailing rate of per diem wages, and Consultant 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. Consultant 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 Consultant 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 by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Consultant or by any subcontractor.

(d) Payroll Records. Consultant shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Consultant and each subconsultant 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. Consultant 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. Consultant shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Consultant 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, Consultant

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and each of its subconsultants shall submit to the City a verified statement of the journeyman and apprentice hours performed under this Agreement.

(f) Eight-Hour Work Day. Consultant acknowledges that eight (8) hours labor constitutes a legal day's work. Consultant shall comply with and be bound by Labor Code Section 1810.

(g) Penalties for Excess Hours. Consultant shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Consultant shall, as a penalty to the City, forfeit twenty-five dollars ($25) for each worker employed in the performance of this Agreement by the Consultant 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 Consultant 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 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, Consultant 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."

Consultant's Authorized Initials DS DB

David Byrum, Chief Executive Officer

(i) Consultant's Responsibility for Subcontractors. For every subcontractor who will perform work under this Agreement, Consultant 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. Consultant 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. Consultant shall diligently take corrective action to halt or rectify any such failure by any subcontractor.

1.5 Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant 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 Consultant'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.

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By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the scope of services 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, Consultant warrants that Consultant has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform the City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer.

1.7 Care of Work.

The Consultant shall adopt reasonable methods 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 may be caused by City's own negligence.

1.8 Further Responsibilities of Parties.

Both Parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both Parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither Party shall be responsible for the service of the other.

1.9 Additional Services.

City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer (as defined below) to the Consultant, incorporating therein any adjustment in (i) the Contract Sum (or a portion of the compensation due to Consultant) for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum or $50,000, whichever is less; or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other Consultants. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

1.10 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.

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2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant 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 Two Hundred Nineteen Thousand Six Hundred Eight Dollars ($219,608) (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.9.

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 contract retention; (iii) payment for time and materials based upon the Consultant'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 Consultant 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 Consultant is required to attend additional meetings to facilitate such coordination, Consultant shall not be entitled to any additional compensation for attending said meetings.

2.4 Invoices.

Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Consultant shall be deemed to have certify compliance with all provisions of this Agreement. The invoice shall contain all information specified in Exhibit "C", and shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by City for any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

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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.

Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding 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 Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of this Agreement pursuant to this Section.

3.4 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 three (3) years from the date hereof ("Term"), except as otherwise provided in the Schedule of Performance (as shown on Exhibit "D" attached hereto).

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Consultant.

The following principals of Consultant ("Principals") are hereby designated as being the principals and representatives of Consultant authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

David Byrun, Chief Executive Officer

Diana Occhipinti, Secretary

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 foregoing principals shall be responsible during the Term of this Agreement for directing all activities of Consultant and devoting

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sufficient time to personally supervise the services hereunder. All personnel of Consultant, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of City. Additionally, Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant'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 Consultant.

Consultant 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 expressly conferred in writing by City. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Consultant, nor any of Consultant'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. Consultant expressly waives any claim Consultant may have to any such rights.

4.3 Contract Officer.

The Contract Officer shall be the City's Public Works Director, or such person as may be designated by the City Manager. It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant 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 Consultant.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant 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. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant 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. 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

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control of Consultant, 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 Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages.

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

(a) General Liability Insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile Liability Insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with 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. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

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

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

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

5.2 General Insurance Requirements.

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

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

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

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

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

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

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

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

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

(j) Additional Insured Status. General liability and automobile 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.

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(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 by the City in writing.

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

(m) Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the services who is brought onto or involved in the services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the services 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 Agreement to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(o) Deductibles / Self-insured Retentions. Any deductibles and self-insured retentions must be declared to and approved by City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the City, it officers, officials, employees, agents and volunteers, or the Consultant shall provide a financial guarantee satisfactory to the city guaranteeing payment of losses and related investigations, claims administration and defense expense.

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

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

5.3 Indemnification.

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

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

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(b) Consultant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant 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 Consultant 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 Consultant hereunder, Consultant agrees to pay to the City, its 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.

(d) Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant 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 Consultant in the performance of professional services 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 Consultant and shall survive termination of this Agreement.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. 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 three (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 Consultant's business, custody of the books and records may be given to City, and access shall be provided by Consultant's successor in interest. Notwithstanding the above, the Consultant 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.

Consultant 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. Consultant 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, Consultant agrees that if Consultant 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 Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or

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decreased cost related thereto and, if Consultant 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 Consultant, 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 Consultant 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 Consultant will be at the City's sole risk and without liability to Consultant, and Consultant's guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the 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 Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

6.4 Confidentiality and Release of Information.

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

(b) Consultant, 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 Consultant gives City notice of such court order or subpoena.

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

(d) Consultant shall promptly notify City should Consultant, 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 Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. 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.

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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 Consultant 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; Default.

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant, as determined by the Contract Officer. The cure period may run concurrently with the termination period as provided in Section 7.7, if the option to cure in the alternative to termination. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant 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 Consultant'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.

7.3 Retention of Funds.

Consultant hereby authorizes City to deduct from any amount payable to Consultant (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 Consultant's acts or omissions in performing or failing to perform Consultant'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 Consultant, 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 Consultant 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 Consultant 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. 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

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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, Consultant shall file a statutory 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 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Agreement except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be determined by the Contract Officer. In addition, the Consultant reserves the right to terminate this Agreement at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.8 Termination for Default of Consultant.

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

7.9 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 attorneys' fees on any appeal, and in addition a Party entitled to attorneys' 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.

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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 Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest.

Consultant 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 Consultant's performance of services under this Agreement. Consultant 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. Consultant 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.

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 affects her/his financial interest or the financial interest of any corporation, partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant 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.

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to 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.

Consultant 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 Consultant 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, Consultant 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

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in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

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.

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 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 Consultant 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.

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. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money,

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consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials DS DB

David Byrum, Chief Executive Officer

9.7 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) that 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

CONSULTANT:
CIVILTEC ENGINEERING, INC., a California corporation

DocuSigned by:
David Byrum
5DC5107694E5411...
Name: David Byrum
Title: Chief Executive Officer
Email Address: dbyrum@civiltec.com
Sep 26, 2026 | 6:31 PM PDT

DocuSigned by:
Diana Occhipinti
FD0F752CB34E43D...
Name: Diana Occhipinti
Title: Secretary
Email Address: docchipinti@civiltec.com
Sep 30, 2026 | 12:13 PM PDT

Address: 605 E. Huntington Drive, Suite 206
Monrovia, CA 91016

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer.

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EXHIBIT "A"

SCOPE OF SERVICES

I. Consultant will perform the following services:

A. **Fire Flow Analysis:** The Consultant shall perform fire flow calculations at designated fire hydrant(s) serving private development projects when field testing is not feasible. All calculations will be completed using the City's most recently calibrated water system hydraulic model and will be prepared to satisfy the plan review requirements of the Los Angeles County Fire Department (LACFD).

B. **Hydraulic Model Simulation:** The Consultant shall simulate fire flow conditions at specified hydrant locations, including analysis of available fire flow at a residual pressure of 20 pounds per square inch (PSI), or as otherwise required by LACFD. Simulations will reflect applicable system operating conditions, including pressure zones, tank levels, and pump status.

C. **Coordination and Compliance:** The Consultant shall coordinate with City staff as needed to confirm project location, hydrant selection, and modeling assumptions, and shall ensure all analyses comply with applicable City requirements and industry standards.

II. As part of the services, Consultant will prepare and deliver the following tangible work products to the City:

A. **Fire Flow Calculation Summary:** The Consultant shall provide the results of the fire flow analysis in the form of a written summary, email correspondence, or brief memorandum documenting the project information, hydrant location, and calculation results. The summary should identify the available fire flow and corresponding residual pressure and shall be suitable for City and LACFD review. The summary shall be certified by a California-licensed Civil Engineer.

B. **Deliverables:** For each requested scenario, the Consultant will provide model output files along with a concise written summary in memo or email format, as directed by the City. The documentation will describe key assumptions, system conditions evaluated, analytical results, and any relevant considerations for City review.

III. In addition to the requirements of Section 6.2, during performance of the services, Consultant will keep the City appraised of the status of performance by providing email and telephonic updates as and when requested by City staff.

IV. All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.

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V. Consultant will utilize the following personnel to accomplish the services:

A. As identified in the proposal approved by the Contract Officer or otherwise approved by the City.

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EXHIBIT "B"

SPECIAL REQUIREMENTS

(Superseding Contract Boilerplate)

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

I. None

Docusign Envelope ID: C00E6E3C-C63C-8925-829C-79118F76B170

EXHIBIT "C"

SCHEDULE OF COMPENSATION

I. Consultant shall perform the following tasks at the following rates:

Project Name: Hydraulic Modeling Analysis/Fire Flow Analysis Services
Client: City of Glendora
Proposal Number: PU26028
T&M NTE (26CA)
Date: 09/16/2026

Scope of Work	HOURS PIC $ 300.00	PM $ 255.00	PE $ 235.00	Eng. Assoc. $ 160.00	Reimb. Expenses	TOTAL COST (1st Year - 2026)	TOTAL COST (2nd Year - 2027)	TOTAL COST (3rd Year - 2028)
Phase 2 - Fire Flow Analysis – Hydraulic Modeling in Lieu of Field Testing (Lump Sum)						$ 31,187.50	$ 31,187.50	$ 31,187.50
Task 1 - Fire Flow Request - Single Hydrant Test (Assuming 50 Entries)		25	37.5	100		$ 31,187.50	$ 31,187.50	$ 31,187.50
Task 2 - Fire Flow Request - Multi Hydrant Test						$ -	$ -	$ -
Phase 3 - Hydraulic Model Scenario Evaluations	0	53	60	90	$ -	$ 42,015.00	$ 42,015.00	$ 42,015.00
Task 1 - Project Management and Meetings		8				$ 2,040.00	$ 2,040.00	$ 2,040.00
Task 2 - Hydraulic Modeling Assistance		15	45	90		$ 28,800.00	$ 28,800.00	$ 28,800.00
Task 3 - Recommendation Output		30	15			$ 11,175.00	$ 11,175.00	$ 11,175.00
REVISED BUDGET (Phase 2 and Phase 3 Only)						$ 73,202.50	$ 73,202.50	$ 73,202.50

PIC = Principal Engineer (PE)
PrEE = Principal Electrical Engr. (PE)
PE = Project Engineer (PE)
SE = Staff Engineer (EIT)
PT = Planning Technician
Admin = Admin. Asst./Clerical
SM = Survey Manager (PLS)
SrE = Senior Engineer (PE)
PM = Project Manager
SrD = Senior Designer
D = Designer
CAD = CAD Operator
CO = Construction Observer
SLS = Staff Land Surveyor (PLS)
SrPM = Sr. Project Manager
SrPE = Sr. Project Engineer (PE)
SrSE = Sr. Staff Engineer (EIT)
Eng. Assoc.= Engineering Associate
JrE = Jr. Engineer (Intern)
2PS = Two Person Survey Party
ST = Survey Technician

III. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.9.

IV. The City will compensate Consultant 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.

Docusign Envelope ID: C00E6E3C-C63C-8925-829C-79118F76B170

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Consultant shall perform all services timely as directed by the Contract Officer, and in accordance with the deadlines required by City Staff.

II. Consultant shall deliver the following tangible work products to the City as described in Exhibit A in accordance with the timeframe required by City staff.

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

CONSIDER AWARDING AN AGREEMENT FOR CONTRACT SERVICES TO CIVILTEC ENGINEERING INC., FOR FIRE FLOW AND HYDRAULIC MODELING ANALYSIS FOR A THREE-YEAR TERM FOR A TOTAL AMOUNT NOT TO EXCEED $219,608

PUBLIC WORKS WATER DIVISION

CITY COUNCIL

OCTOBER 27, 2026

PAUL ZAMPIELLO, ASSISTANT PUBLIC WORK DIRECTOR

CONTRACT PURPOSE

FIRE FLOW ANALYSIS & HYDRAULIC MODELING

- VERIFY AVAILABLE FIRE FLOW
- EVALUATE WATER SYSTEM CAPACITY
- EVALUATE HYDRANT FLOW AND PRESSURE
- ALTERNATIVE WHEN FIELD TESTING IS NOT FEASIBLE
- THREE-YEAR SERVICE AGREEMENT



WHY THESE SERVICES ARE NEEDED

FIELD TESTING MAY NOT BE FEASIBLE

- AGING INFRASTRUCTURE
- PIPELINE LEAK HISTORY
- ELEVATED SYSTEM PRESSURE
- STORMWATER DRAINAGE LIMITATIONS

HYDRAULIC MODELING PROVIDES

- SIMULATED FIRE FLOW CONDITIONS
- EVALUATION OF AVAILABLE FIRE FLOW & PRESSURE
- REDUCED RISK ON EXISTING INFRASTRUCTURE



Glendora

WHAT CIVILTEC WILL PROVIDE



- FIRE FLOW CALCULATIONS
- HYDRAULIC MODEL SIMULATIONS
- LACFD PLAN REVIEW REQUIREMENTS
- 20 PSI RESIDUAL PRESSURE ANALYSIS
- FIRE FLOW CALCULATION REPORT

COMPETITIVE SELECTION

RFP issued: June 2026

Proposals received: 2

- Civiltec Engineering
- Watearth

Evaluation criteria:

- Experience & Expertise
- Project Approach & work Plan
- Cost

Civiltec selected based on:

- Strong fire Flow Experience
- Clear understanding of city needs
- Competitive and reasonable fee

FISCAL IMPACT & RECOMMENDATION

- 3-year Contract
- $73,202 per year
- $219,606 NOT TO EXCEED

- WATER OPERATIONS FUND (501)
- WATER PRODUCTION/CONTRACT SERVICES



RECOMMENDATIONS

THAT THE CITY COUNCIL:

1. APPROVE AN AGREEMENT FOR CONTRACT SERVICES WITH CIVILTEC ENGINEERING, INC. FOR FIRE FLOW ANALYSIS AND HYDRAULIC MODELING SERVICES FOR A THREE-YEAR TERM, IN AN AMOUNT NOT TO EXCEED $219,608; AND
2. AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE THE AGREEMENT, INCLUDING MINIMAL AND/OR NON-SUBSTANTIVE CHANGES.

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Human Resources**	**DISTRICT(S):**	**Not Applicable**
SUBJECT:	**Consideration of a Resolution approving a Side Letter to the 2025-2028 Memorandum of Understanding between the City of Glendora and American Federation of State, County, and Municipal Employees, Local 3915 regarding to On-Call Pay**		

RECOMMENDATION
That the City Council:

1. Adopt a City Council Resolution entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING A SIDE LETTER TO THE 2025-2028 MEMORANDUM OF UNDERSTANDING WITH THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, LOCAL 3915;" and
2. Authorize the City Manager, or his/her designee, to execute the Side Letter Agreement and take all administrative actions necessary to implement its provisions.

EXECUTIVE SUMMARY
On March 10, 2026, the City was notified by the American Federation of State, County, and Municipal Employees (AFSCME), Local 3915, that the On-Call Pay was below industry standard. Based on the terms of the AFSCME Memorandum of Understanding (MOU), staff required to be available during during non-working hours to respond to unscheduled calls shall be compensated at $30 per day for non-work hours on scheduled workdays and $60 per day for full non-workdays. In order to align with industry standard, the City and AFSCME have agreed to increase the compensation for non-work hours on scheduled workdays to $60 per day and $100 per day for full non-workdays.

LEGISLATIVE HISTORY / PREVIOUS ACTIONS
On October 14, 2025, the City Council approved a Memorandum of Understanding with the American Federation of State, County and Municipal Employees, Local 3915 where Article 11 - On-Call/Call Out/Standby/Beeper Schedule Compensation read:

A. <u>On-Call Compensation</u>

On-Call pay is designed to compensate employees for being required to be available to return to duty with limited notice. There are two types of On-Call Pay:

1. On-Call Duty Pay and 2) Court On-Call Pay. Assignment and approval of On- Call assignments shall be at the discretion of the City based on business needs.

    1. On-Call Duty Pay:

Eligible employees who are pre-assigned or scheduled to be available during non-working hours to respond to unscheduled calls shall be compensated at $30 per day for non-work hours on scheduled workdays and $60 per day for full non-workdays.

Employees assigned to On-Call Duty should have sufficient working knowledge, skills, and abilities to address any unscheduled work. Employees in a training or initial probationary capacity are generally not eligible for On-Call Duty. On-Call Duty will generally be assigned for a consecutive 7-day period.

Employees shall not receive On-Call pay during hours they are scheduled to, and are, working, or during meal/break periods.

An Employee assigned to On-Call Duty who becomes ill or has an emergency preventing them from carrying out their On-Call Duty assignment shall be responsible for immediately notifying their supervisor or manager. Prior to returning to scheduled On-Call Duty, the employee must first notify their supervisor or manager to determine whether they are needed or required to resume such duty.

DISCUSSION

The City of Glendora provides essential municipal services that must remain operational beyond the City's normal business hours. While most routine work can be performed during employees' regularly scheduled shifts, certain City operations require the ability to respond promptly to emergencies, system failures, service interruptions, and other unforeseen circumstances that occur during evenings, weekends, and holidays.

Standby/on-call assignments are particularly important for municipal operations because emergencies and service disruptions do not necessarily occur during regular working hours. The City is responsible for maintaining public infrastructure and services around the clock, even though employees are not normally scheduled to work 24 hours per day. For example, after-hours circumstances may include water main breaks or leaks, water system or equipment failures, sewer or storm-related issues, fallen trees or roadway hazards, damaged City infrastructure, traffic control needs, facility problems, or other conditions requiring prompt attention by trained City personnel.

A formal standby/on-call program allows the City to have qualified personnel identified in advance rather than attempting to locate an available employee after an emergency has already occurred. Standby compensation recognizes that although an employee may not be actively performing work, the employee is providing an operational benefit to the City by agreeing to remain available. An employee assigned to standby cannot treat the period exactly the same as unrestricted personal time. The employee must remain reachable, maintain the ability to respond, and be prepared to interrupt personal activities if called upon by the City. Depending upon the assignment, the employee may also need to remain within a reasonable response distance and maintain readiness to safely operate City vehicles or equipment. Compensation for standby therefore recognizes the availability and restrictions associated with the assignment, while call-out or overtime compensation addresses the separate circumstance in which the employee is actually required to perform work.

Without an effective standby/on-call system, the City could face delays in locating qualified employees during an after-hours emergency. Staff would first need to determine who is available, establish contact, confirm that the employee can respond, and potentially contact multiple employees before obtaining assistance. Those delays can be significant when dealing with an active water leak, infrastructure failure, roadway hazard, or other emergency condition. In addition to potentially affecting public service, delayed response can allow relatively manageable problems to become more serious and expensive. For example, a water system problem that is addressed quickly may be isolated and repaired; a prolonged response could result in additional water loss, property damage, roadway impacts, service interruptions, or emergency repair costs.

Standby/on-call coverage should therefore be viewed as a form of operational preparedness. Similar to maintaining emergency equipment that may not be needed every day, the value of standby coverage is not measured solely by how frequently employees are called out. Its value also comes from knowing that appropriately trained personnel are available when they are needed.

The City's current AFSCME Memorandum of Understanding Article 11 provides that on-call compensation is intended to compensate employees who are required to be available to return to duty with limited notice. The MOU separately defines a call-out as occurring when an employee actually returns to work at the City's request after being released from duty and leaving the worksite.

After careful review and analysis of the On-Call Pay, the City and AFSCME have reached a tentative agreement pending City Council approval for the following side letter to the MOU:

A. <u>On-Call Compensation</u>

On-Call pay is designed to compensate employees for being required to be available to return to duty with limited notice. There are two types of On-Call Pay:

1. On-Call Duty Pay and 2) Court On-Call Pay. Assignment and approval of On- Call assignments shall be at the discretion of the City based on business needs.

    1. On-Call Duty Pay:

Eligible employees who are pre-assigned or scheduled to be available during non-working hours to respond to unscheduled calls shall be compensated at $60 per day for non-work hours on scheduled workdays and $100 per day for full non-workdays.

Employees assigned to On-Call Duty should have sufficient working knowledge, skills, and abilities to address any unscheduled work. Employees in a training or initial probationary capacity are generally not eligible for On-Call Duty. On-Call Duty will generally be assigned for a consecutive 7-day period.

Employees shall not receive On-Call pay during hours they are scheduled to, and are, working, or during meal/break periods.

An Employee assigned to On-Call Duty who becomes ill or has an emergency preventing them from carrying out their On-Call Duty assignment shall be responsible for immediately notifying their supervisor or manager. Prior to returning to scheduled On-Call Duty, the employee must first notify their supervisor or manager to determine whether they are needed or required to resume such duty.

FISCAL IMPACT
Sufficient appropriations are available in the FY 2026-27 Adopted Mid-Cycle Budget. A breakdown by Fund and Department is as follows:

By Fund

Fund	Annual	Increase
General Fund	$31,000	$15,500
Gas Tax	$12,000	$6,000
Water Operations	$45,000	$22,500
Total	**$88,000**	**$44,000**

By Department

Department	Annual	Increase
Comm Dev (Building)	$12,000	$6,000
Public Works	$76,000	$38,000
Total	**$88,000**	**$44,000**

ENVIRONMENTAL DETERMINATION
Not applicable.

Prepared By:	Jaclyn Clark, 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. AFSCME Amend MOU Sideletter - On-Call Pay.pdf
B_Resolution_CC_2026-XX.pdf

Side Letter Agreement

Amend MOU

Upon approval of the City of Glendora City Council, the following amendment to **Article 11 – On-Call/Call Out/Standby/Beeper Schedule Compensation** provision, shall be incorporated into the 2025 – 2028 Memorandum of Understanding between the American Federation of State, County, and Municipal Employees, Local 3915 Association and the City Glendora as follows:

The following changes shall be implemented the first full pay period following City Council approval:

Amended to include increase in compensation for On-Call Duty Pay:

A. On-Call Compensation

On-Call pay is designed to compensate employees for being required to be available to return to duty with limited notice. There are two types of On-Call Pay:

1. On-Call Duty Pay and
2. Court On-Call Pay.

Assignment and approval of On- Call assignments shall be at the discretion of the City based on business needs.

1. On-Call Duty Pay:

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Employees shall not receive On-Call pay during hours they are scheduled to, and are, working, or during meal/break periods.

An Employee assigned to On-Call Duty who becomes ill or has an emergency preventing them from carrying out their On-Call Duty assignment shall be responsible for immediately notifying their supervisor or manager. Prior to returning to scheduled On-Call Duty, the employee must first notify their supervisor or manager to determine whether they are needed or required to resume such duty.

2. Court On-Call Pay:

Employees who have been subpoenaed to appear in Court on a City of Glendora case, and who are not on duty, who are in an "on-call" status, shall receive two hours CTO for all time spent in Court on-call prior to 12:30 p.m., and two hours CTO for all time spent on call after 12:30 p.m. Employees who are on paid working time during any portion of the morning or afternoon when they are called into Court shall not be eligible for Court on-call compensation.

B. Call-Out Compensation:

Call-Out pay is provided when an employee returns to work at the request of the City after the employee has been released from duty and left the worksite. An employee need not be assigned to On-Call Duty to be eligible to receive Call-Out Pay.

All call-out duty time, either scheduled or non-scheduled, will be compensated by time-and-one-half pay in accordance with the following schedule:

1. Preassigned or scheduled field responsibilities or assignments (e.g., checking telemetering and engines, checking barricades or excavations, etc.) on non-workdays will be compensated at a (2) two- hour minimum at a pay rate of time-and-one-half, and all time in excess of (2) two-hour minimum will be compensated at time-and- one-half for actual time worked.

2. Unscheduled call out duty will be compensated at a (2) two-hour minimum at a pay rate of time-and-one-half, and all time in excess of the (2) two-hour minimum will be compensated at time-and-one-half for actual hours worked.

3. Multiple call-outs will not be considered as separate call-outs if they occur within the same minimum compensated period.

4. Compensated Work Time exceeding minimums will be computed as half-hour intervals as follows:

Actual Time Worked	***Reporting Time***
1 - 30 Minutes	*30 Minutes*
31 - 60 Minutes	*1 Hour*

For the City of Glendora

For the American Federation of State, County, and Municipal Employees, Local 3915

Signature	Date	Signature	Date
Signature	Date	Signature	Date

RESOLUTION CC 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA APPROVING THE 2025-2028 MEMORANDUM OF UNDERSTANDING AGREEMENT WITH THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, LOCAL 3915 REGARDING ON-CALL PAY

THE CITY COUNCIL
City of Glendora, California

WHEREAS, the representative of the City of Glendora and the American Federation of State, County, and Municipal Employees, Local 3915 met and negotiated regarding On-Call Pay terms and conditions of the Memorandum of Understanding;

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

SECTION 1. That the City Council approves the side letter to the 2025-2028 Memorandum of Understanding between the City of Glendora and the American Federation of State, County, and Municipal Employees, Local 3915 attached as Exhibit A.

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

SECTION 3. The City Clerk is hereby directed to forward a copy of this Resolution to the Assistant Director - Human Resources.

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

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 ____, ____, by the following vote:

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

Dated:

KATHLEEN R. SESSMAN
City Clerk/Communications Director

EXHIBIT A
AFSCME Amend MOU Side Letter – On-Call Pay

Side Letter Agreement
Amend MOU

Upon approval of the City of Glendora City Council, the following amendment to **Article 11 – On-Call/Call Out/Standby/Beeper Schedule Compensation** provision, shall be incorporated into the 2025 – 2028 Memorandum of Understanding between the American Federation of State, County, and Municipal Employees, Local 3915 Association and the City Glendora as follows:

The following changes shall be implemented the first full pay period following City Council approval:
Amended to include increase in compensation for On-Call Duty Pay:

A. On-Call Compensation

On-Call pay is designed to compensate employees for being required to be available to return to duty with limited notice. There are two types of On-Call Pay:

1. On-Call Duty Pay and
2. Court On-Call Pay.

Assignment and approval of On- Call assignments shall be at the discretion of the City based on business needs.

1. On-Call Duty Pay:

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Employees shall not receive On-Call pay during hours they are scheduled to, and are, working, or during meal/break periods.
An Employee assigned to On-Call Duty who becomes ill or has an emergency preventing them from carrying out their On-Call Duty assignment shall be responsible for immediately notifying their supervisor or manager. Prior to returning to scheduled On-Call Duty, the employee must first notify their supervisor or manager to determine whether they are needed or required to resume such duty.

2. Court On-Call Pay:

Employees who have been subpoenaed to appear in Court on a City of Glendora case, and who are not on duty, who are in an "on-call" status, shall receive two hours CTO for all time spent in Court on-call prior to 12:30 p.m., and two hours CTO for all time spent on call after 12:30 p.m. Employees who are on paid working

time during any portion of the morning or afternoon when they are called into Court shall not be eligible for Court on-call compensation.

B. Call-Out Compensation:

Call-Out pay is provided when an employee returns to work at the request of the City after the employee has been released from duty and left the worksite. An employee need not be assigned to On-Call Duty to be eligible to receive Call-Out Pay.

All call-out duty time, either scheduled or non-scheduled, will be compensated by time-and-one-half pay in accordance with the following schedule:

1. Preassigned or scheduled field responsibilities or assignments (e.g., checking telemetering and engines, checking barricades or excavations, etc.) on non-workdays will be compensated at a (2) two- hour minimum at a pay rate of time-and-one-half, and all time in excess of (2) two-hour minimum will be compensated at time-and- one-half for actual time worked.

2. Unscheduled call out duty will be compensated at a (2) two-hour minimum at a pay rate of time-and-one-half, and all time in excess of the (2) two-hour minimum will be compensated at time-and-one-half for actual hours worked.

3. Multiple call-outs will not be considered as separate call-outs if they occur within the same minimum compensated period.

4. Compensated Work Time exceeding minimums will be computed as half-hour intervals as follows:

Actual Time Worked	***Reporting Time***
1 - 30 Minutes	*30 Minutes*
31 - 60 Minutes	*1 Hour*

For the City of Glendora		For the American Federation of State, County, and Municipal Employees, Local 3915	
Signature	Date	Signature	Date
Signature	Date	Signature	Date

STAFF REPORT

TO:	**Mayor and Council Members**	**DATE:**	**October 27, 2026**
FROM:	**Human Resources**	**DISTRICT(S):**	**Not Applicable**

SUBJECT: **Consideration of a Resolution approving a Side Letter to the Memorandum of Understanding (MOU) Between the City of Glendora and the Glendora Police Management Association establishing certain Compensation and Benefits applicable to Employees in the Classification of Police Captain**

RECOMMENDATION

That the City Council:

1. Adopt a City Council Resolution entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING WITH THE POLICE MANAGEMENT ASSOCIATION ("PMA") ESTABLISHING CERTAIN COMPENSATION AND BENEFIT APPLICABLE TO EMPLOYEES IN THE CLASSIFICATION OF POLICE CAPTAIN;" and,
2. Authorize the City Manager, or his/her designee, to execute the Side Letter Agreement and take all administrative actions necessary to implement its provisions.

EXECUTIVE SUMMARY

Police Captains serve in critical leadership roles within the Glendora Police Department and provide oversight throughout the Department. Captains are responsible for supporting the Police Chief and Department operations, providing leadership and supervision, and carrying out responsibilities that may extend beyond their regular day-to-day duties. Captains do not get paid overtime and do not receive special assignment pay when serving in this role. The loss of these two items can reduce annual compensation compared to the Lieutenant position.

PMA has expressed a desire to ensure that compensation for Police Captains appropriately reflects the scope of their responsibilities, the additional demands placed upon the positions, and their role within the Department's management structure. The City carefully considered the PMA's concerns while also factoring in the City's broader operational, organizational, and fiscal responsibilities. As a result of discussions between the parties, the City and PMA have reached agreement on the provisions contained in the proposed Side Letter.

DISCUSSION

The proposed Side Letter applies only to the Police Captain classification and provides the following modifications to the Memorandum of Understanding ("MOU") between the City and the PMA:

401(a) Defined Contribution Plan

A Police Captain who participates in and actively contributes to an eligible 457 Deferred Compensation Plan will be eligible for a City matching contribution to a 401(a) Defined Contribution Plan. The City will match the Captain's eligible 457 contribution up to $416.67 per pay period, based upon 24 pay periods per year, for a maximum City contribution of $10,000 annually. Captains who do not participate in or actively contribute to an eligible 457 Deferred Compensation Plan will not be eligible for the City-paid 401(a) contribution.

Special Assignment Retention Pay

Police Captains who previously served in the Detective Bureau as a Sergeant or Lieutenant will receive 2.5% Special Assignment Retention Pay. The 2.5% is the maximum available under this provision and is not cumulative. Accordingly, prior qualifying service at both ranks would not result in a benefit greater than 2.5%. The compensation will be administered in accordance with applicable law and CalPERS reporting requirements.

Vacation Leave Cash Out

Police Captains will be permitted to request an annual cash out of up to 80 hours of accrued vacation leave in December. Following the cash out, the Captain must maintain a minimum vacation balance of 40 hours. The vacation cash out will be paid at the Captain's applicable base rate of pay in effect at the time of the cash out.

Administrative Leave

Police Captains will receive 40 hours of Administrative Leave annually, credited during the first pay period in July. Captains hired or promoted into the classification after that date will receive the full 40-hour allocation for that fiscal year. Administrative Leave must be used by the end of the last pay period with a pay date in June. Any unused Administrative Leave remaining at that time will be paid to the Captain and will not carry forward into the following fiscal year.

The proposed changes recognize the significant leadership responsibilities placed upon Police Captains and provide additional compensation and benefits targeted specifically to the Captain classification. The Side Letter does not modify compensation or benefits for other classifications represented by PMA. Except for the provisions specifically identified in the Side Letter, all other provisions of the existing PMA MOU remain unchanged. The provisions of the Side Letter will be incorporated into the applicable sections of the parties' next successor memorandum of understanding unless otherwise mutually agreed upon.

FISCAL IMPACT

Approval of the Side Letter will result in additional personnel costs associated with the 401(a) City matching contribution, Special Assignment Retention Pay, vacation cash-out provisions, and Administrative Leave. Staff estimates an increase of approximately $60,000 annually for two Captains. Sufficient budget is available for this increase, however, if necessary, staff will make budget adjustments in connection with the Mid-Year Budget Review.

Prepared By:	Jaclyn Clark, 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. Side Letter Agreement between City and GPMA re Police Captain Compensat.pdf

B_Resolution_PMA_MOU_Side-Letter_-_Captain_Compensation_and_Benefits.pdf

ATTACHMENT A

SIDE LETTER AGREEMENT
BETWEEN THE CITY OF GLENDORA AND THE GLENDORA POLICE MANAGEMENT ASSOCIATION
Regarding Police Captain Compensation and Benefits

This Side Letter Agreement ("Side Letter") is entered into between the **City of Glendora ("City")** and the **Glendora Police Management Association ("PMA" or "Association"),** collectively referred to as the "Parties."

RECITALS

WHEREAS, the City and the Association are parties to a Memorandum of Understanding ("MOU") governing wages, hours, and other terms and conditions of employment for employees represented by the Association; and

WHEREAS, Police Captains serve in critical leadership roles within the Glendora Police Department ("Department") and provide oversight throughout the Department; and

WHEREAS, the City recognizes the professionalism, flexibility, commitment, and additional responsibilities demonstrated by Captains in carrying out duties that may extend beyond their regular day-to-day responsibilities; and

WHEREAS, the Association has expressed a desire to ensure that compensation and benefits for Captains appropriately reflect the scope of their responsibilities, the additional demands of their positions, and their role within the Department's management structure; and

WHEREAS, the City and Association have met and conferred regarding certain compensation and benefit provisions applicable specifically to employees in the classification of Police Captain; and

WHEREAS, the Parties desire to memorialize their agreement through this Side Letter.

NOW, THEREFORE, the City and Association agree as follows:

1. APPLICABILITY; DEFINED TERMS
The provisions of this Side Letter shall apply only to employees in the classification of Police Captain represented by the Association. Initially capitalized term used but not defined herein shall have the meaning set forth in the MOU.

2. 401(a) DEFINED CONTRIBUTION PLAN
For a Police Captain who participates in and actively contributes to a City-approved 457 Deferred Compensation Plan, the City shall provide a matching contribution to a 401(a) Defined Contribution Plan on behalf of the employee.

The City's matching contribution shall be provided on a dollar-for-dollar basis based upon the Captain's actual 457 contribution, up to a maximum City contribution of $416.67 per pay period, based upon twenty-four (24) pay periods per year, for a maximum City contribution of $10,000 per calendar year.

Matching contributions shall be calculated and provided on a per-pay-period basis. A Captain shall not be entitled to receive a City contribution for a pay period in which the Captain does not make an eligible contribution to the 457 Deferred Compensation Plan. A Captain who does not participate in or is not actively making contributions to an eligible 457 Deferred Compensation Plan shall not be eligible for a City-paid contribution to the 401(a) Defined Contribution Plan.

All contributions shall be subject to applicable Internal Revenue Code requirements, plan documents, contribution limits, and other applicable laws and regulations.

3. SPECIAL ASSIGNMENT RETENTION PAY

A Police Captain who previously served in the Detective Bureau as a Sergeant or Lieutenant shall receive two and one-half percent (2.5%) Special Assignment Retention Pay. The maximum Special Assignment Retention Pay available under this provision shall be 2.5% and shall not be cumulative. A Captain who previously served in qualifying assignments at both the Sergeant and Lieutenant ranks shall not receive more than 2.5% under this provision.

The Parties understand and agree that this compensation shall be administered consistent with applicable law and CalPERS reporting requirements.

4. VACATION LEAVE CASH OUT

Annually in December of each calendar year, a Police Captain may request to cash out up to eighty (80) hours of accrued vacation leave. Vacation leave cashed out pursuant to this provision shall be paid at the Captain's applicable base rate of pay in effect at the time of the cash out.

To be eligible for a vacation leave cash out, the Captain must maintain a minimum balance of forty (40) hours of accrued vacation leave after the requested cash out. Cash-out requests shall be submitted in accordance with procedures and deadlines established by the City's Human Resources and Payroll functions.

5. ADMINISTRATIVE LEAVE

Police Captains shall receive forty (40) hours of Administrative Leave each fiscal year. The forty (40) hours shall be credited effective with the first pay period in July of each year. A Police Captain hired or promoted into the classification after the beginning of the first pay period in July shall receive the full forty (40) hours of Administrative Leave for that fiscal

year. Administrative Leave must be used by the end of the last pay period having a pay date in June.

Any unused Administrative Leave remaining at the end of that period shall be paid to the Captain in accordance with the City's applicable payroll procedures. Administrative Leave shall not carry over from one fiscal year to the next.

6. EFFECTIVE DATE
Unless otherwise expressly stated herein, the provisions of this Side Letter shall become effective November 1, 2026, following approval by the Glendora City Council and execution by the Parties.

7. NO OTHER MODIFICATIONS
This Side Letter modifies the MOU only as expressly stated herein and only with respect to employees in the classification of Police Captain. Nothing contained in this Side Letter shall modify compensation or benefits applicable to any other employee classification within the Department unless expressly agreed to by the Parties in writing.

All other provisions of the PMA MOU shall remain unchanged and in full force and effect.

8. INCORPORATION INTO MOU
The Parties agree that the provisions of this Side Letter shall be incorporated into the applicable provisions of the MOU at the time of the next successor memorandum of understanding (or similar agreement) is entered into between the City and the PMA, unless otherwise mutually agreed upon by the Parties.

9. ENTIRE AGREEMENT
This Side Letter represents the Parties' complete agreement concerning the matters addressed herein and supersedes any prior oral or written statements, agreements, or proposals concerning the subject matter set forth in this Side Letter.

10. COUNTERPARTS
This Side Letter may be signed in counterparts, each of which shall constitute an original and which collectively shall constitute one instrument. Each of the Parties intend to be bound by the signatures on any telecopied, .pdf or other electronically delivered form of this Side Letter, and hereby waive any defenses to the enforcement of the terms of this Side Letter based on the form of signature.

[Signatures appear on the next page]

CITY OF GLENDORA

By: _____
Adam Raymond, City Manager

Date: _____

GLENDORA POLICE MANAGEMENT ASSOCIATION

By: _____
Joshua Price, President

Date: _____

APPROVED AS TO FORM

By: _____
Danny Aleshire, City Attorney

Date: _____

RESOLUTION CC 2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, APPROVING A SIDE LETTER TO THE MEMORANDUM OF UNDERSTANDING WITH THE POLICE MANAGEMENT ASSOCIATION ("PMA") ESTABLISHING CERTAIN COMPENSATION AND BENEFIT APPLICABLE TO EMPLOYEES IN THE CLASSIFICATION OF POLICE CAPTAIN

THE CITY COUNCIL
City of Glendora, California

WHEREAS, representatives of the City of Glendora and the Glendora Police Management Association met and conferred regarding certain compensation and benefit provisions applicable specifically to employees in the classification of Police Captain; and

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

SECTION 1. That the City Council approves the Side Letter Agreement to the Memorandum of Understanding between the City of Glendora and the Glendora Police Management Association regarding Police Captain compensation and benefits, attached hereto as Exhibit A and incorporated herein by this reference.

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

SECTION 3. The City Clerk is hereby directed to forward a copy of this Resolution to Human Resources.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Glendora this ____ day of October, 2026.

BY: _____
DAVID FREDENDALL
Mayor

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

_____
DANNY WYNDER
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 October, 2026, by the following vote:

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

Dated:

KATHLEEN R. SESSMAN
City Clerk/Communications Director

EXHIBIT A

PMA Side Letter Agreement – Police Captain Compensation and Benefits

SIDE LETTER AGREEMENT
BETWEEN THE CITY OF GLENDORA AND THE GLENDORA POLICE MANAGEMENT ASSOCIATION
Regarding Police Captain Compensation and Benefits

This Side Letter Agreement ("Side Letter") is entered into between the City of Glendora ("City") and the Glendora Police Management Association ("PMA" or "Association"), collectively referred to as the "Parties."

RECITALS

WHEREAS, the City and the Association are parties to a Memorandum of Understanding ("MOU") governing wages, hours, and other terms and conditions of employment for employees represented by the Association; and

WHEREAS, Police Captains serve in critical leadership roles within the Glendora Police Department (“Department”) and provide oversight throughout the Department; and

WHEREAS, the City recognizes the professionalism, flexibility, commitment, and additional responsibilities demonstrated by Captains in carrying out duties that may extend beyond their regular day-to-day responsibilities; and

WHEREAS, the Association has expressed a desire to ensure that compensation and benefits for Captains appropriately reflect the scope of their responsibilities, the additional demands of their positions, and their role within the Department's management structure; and

WHEREAS, the City and Association have met and conferred regarding certain compensation and benefit provisions applicable specifically to employees in the classification of Police Captain; and

WHEREAS, the Parties desire to memorialize their agreement through this Side Letter.

NOW, THEREFORE, the City and Association agree as follows:

1. APPLICABILITY; DEFINED TERMS

The provisions of this Side Letter shall apply only to employees in the classification of Police Captain represented by the Association. Initially capitalized term used but not defined herein shall have the meaning set forth in the MOU.

2. 401(a) DEFINED CONTRIBUTION PLAN

For a Police Captain who participates in and actively contributes to a City-approved 457 Deferred Compensation Plan, the City shall provide a matching contribution to a 401(a) Defined Contribution Plan on behalf of the employee.

The City's matching contribution shall be provided on a dollar-for-dollar basis based upon the Captain's actual 457 contribution, up to a maximum City contribution of $416.67 per pay period, based upon twenty-four (24) pay periods per year, for a maximum City contribution of $10,000 per calendar year.

Matching contributions shall be calculated and provided on a per-pay-period basis. A Captain shall not be entitled to receive a City contribution for a pay period in which the Captain does not make an eligible contribution to the 457 Deferred Compensation Plan. A Captain who does not participate in or is not actively making contributions to an eligible 457 Deferred Compensation Plan shall not be eligible for a City-paid contribution to the 401(a) Defined Contribution Plan.

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The Parties understand and agree that this compensation shall be administered consistent with applicable law and CalPERS reporting requirements.

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[Signatures appear on the next page]

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Adam Raymond, City Manager

Date: _____

GLENDORA POLICE MANAGEMENT ASSOCIATION

By: _____
Joshua Price, President

Date: _____

APPROVED AS TO FORM

By: _____
Danny Aleshire, City Attorney

Date: _____