



CITY OF GLENDALE, CALIFORNIA  
REPORT TO THE:

Joint  City Council  Housing Authority  Successor Agency  Oversight Board

February 23, 2016

**AGENDA ITEM**

Report: Acceptance of grant funds for the "Adult Basic Education, English as a Second Language, and Adult Secondary Education" and the "California Library Literacy Services" programs.

- 1) Motion accepting \$9,637 U.S. Department of Education grant funds and authorizing the City Manager or designee to execute agreements and documents to accept and implement the grant.
- 2) Resolution of appropriation in the amount of \$9,637 for grant funds supported by the U.S. Department of Education, under the provision of the Adult Education and Family Literacy Act, administered by the California Department of Education.
- 3) Motion accepting \$57,000 California State Library grant funds and authorizing the City Manager or designee to execute agreements and documents to accept and implement the grant.
- 4) Resolution of appropriation in the amount of \$57,000 for grant funds supported by the State of California, under the provision of the California Library Literacy and English Acquisition Services Program, administered by the California State Library.

**COUNCIL ACTION**

Public Hearing <input type="checkbox"/>	Ordinance <input type="checkbox"/>	Consent Calendar <input checked="" type="checkbox"/>	Action Item <input type="checkbox"/>	Report Only <input type="checkbox"/>
Approved for <u>2/23/16</u> calendar				

**ADMINISTRATIVE ACTION**

Submitted by:  
Cindy Cleary, Director of Library, Arts & Culture

Signature  
Cindy Cleary

Prepared by:  
Jay Wollenhaupt, Library, Arts & Culture Administrative Manager

Jay Wollenhaupt

Approved by:  
Scott Ochoa, City Manager

Scott Ochoa

Reviewed by:  
Yasmin K. Beers, Assistant City Manager

Yasmin K. Beers

Michael J. Garcia, City Attorney

Michael J. Garcia

Robert Elliot, Director of Finance

Robert Elliot

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## **RECOMMENDATION**

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It is respectfully recommended that the City Council approve the attached Motions and the Resolutions of Appropriation for the California Library Literacy and English Acquisition Services Grant and the English Literacy and Civics Education Grant for a total amount of \$66,637 for the Library, Arts & Culture Department.

## **BACKGROUND/ANALYSIS**

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The Library, Arts & Culture Department has been awarded two grants to support our Library Literacy Program:

- The Adult Education - Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education Grant
- California Library Literacy and English Acquisition Services (CLLS) Program Grant.

These grants provide partial funding to support the Department's literacy program, which serves Glendale residents in need of Literacy and English language skills. A recent comprehensive action plan prepared by Glendale's AB86 Adult Education District Consortium highlighted an unmet need for basic literacy support with the finding that 25,000 residents in the region lack a high school diploma or GED certificate. Last fiscal year the library provided 3,111 individual and 408 group session literacy services to 185 Glendale residents.

As part of ongoing English as a Second Language (ESL) services, the Library, Arts & Culture Department has again been awarded the Adult Education - Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education Grant; a \$9,637 Federal Grant. We have received this grant since 2008. The focus of this program is to develop and enhance reading, writing, comprehension and conversation skills in English for those residents with English as a Second Language. Funds will be used to supplement Library resources for staffing to oversee the program, training tutors, testing students, group conversation classes, and learning materials such as workbooks, study sheets and testing materials. This grant was not included in the 2015-2016 budget allocation.

To expand our literacy service (services focusing on native English speakers with low-level literacy skills) the Library, Arts & Culture Department applied for a new California State Library Grant for \$57,000. The California Library Literacy and English Acquisition Services Program (CLLS) is a State of California grant administered by the California State Library. The Library, Arts & Culture Department was awarded this grant and we ask that \$57,000 be appropriated to the Library Grants Fund. The grant makes it possible to increase the Library's capacity to accept more students into the program by expanding one-on-one tutoring and group conversation classes for English speaking adults and their families with low-level literacy skills. This grant was not included in the 2015-2016 budget allocation.

## **FISCAL IMPACT**

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These grants add \$66,637 to the Library Fund 275 to support literacy services in the Library, Arts & Culture Department. The Adult Education - Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education Grant will be received in revenue account 31200-275-681-G52045 and appropriated as follows: \$8,637 for hourly wages (41300-275-681-G52045), \$500 for books (45100-275-681-G52045), and \$500 for computer software (44700-275-681-G52045).

The California Library Literacy and English Acquisition Services Program grant will be received in revenue account 33100-275-681-G52046 and appropriated as follows: \$34,980 for hourly

wages (41300-275-681-G52046), \$2,420 for books (45100-275-681-G52046), \$19,600 for miscellaneous Maintenance & Operations (47000-275-681-G52046).

**ALTERNATIVES**

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Alternative 1: The City Council may approve the attached Motions and Resolutions of Appropriation for California Library Literacy and English Acquisition Services Program grant funds and the U.S. Department of Education program grant funds.

Alternative 2: The City Council may consider any other alternative not proposed by staff.

**EXHIBITS**

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**MOTION**

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, that the Council of the City of Glendale hereby:

1. Accepts the Workforce Investment Act, Title II: Adult Education and Family Literacy Act Section 225, Section 231, and English Literacy and Civics Education grant, in the sum of \$9,637.00, from the United States Department of Education for the purposes outlined in the February 23, 2016 staff report by the Director of Library, Arts and Culture; and

2. Authorizes the City Manager, or his designee, to execute all necessary agreements, certifications, and documents necessary to accept and implement the grant.

Vote as Follows:


Ayes:

Noes:

Absent:

Abstain:

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Michael R. Grant  
Principal Assistant City Attorney

Date: 2-18-16

**4 F 1**

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE  
MAKING AN APPROPRIATION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of \$9,637 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
31200-275-681-G52045	Federal Library Grant, Library Fund, Library Projects, 2015-2016 WIA Literacy Grant	9,637	
41300-275-681-G52045	Hourly Wages, Library Fund, Library Projects, 2015-2016 WIA Literacy Grant		8,637
45100-275-681-G52045	Books, Library Fund, Library Arts & Culture, 2015-2016 WIA Literacy Grant		500
44700-275-681-G52045	Computer Software, Library Fund, Library Arts & Culture, 2015-2016 WIA Literacy Grant		500

To appropriate funding for the United States Department of Education Grant - (Adult Education, Workforce Investment Act, Title II: Adult Education and Family Literacy Act, Section 225, Section 231, and the English Literacy and Civics Education).

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, and changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



CITY OF GLENDALE  
DATE 2-17-16  
APPROVED AS TO FINANCIAL  
PROVISION FOR \$ 9,637-

Robert Elliott  
Director of Finance

STATE OF CALIFORNIA)  
COUNTY OF LOS ANGELES)

CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and that the same was adopted by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**  
*M. Michael J. ...*  
\_\_\_\_\_  
CITY ATTORNEY  
DATE 2-18-16

MOTION

Moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, that the Council of the City of Glendale hereby:

1. Accepts the California Library Literacy and English Acquisition Services Program (CLLS) grant, in the sum of \$57,000.00, from the California State Library for the purposes outlined in the February 23, 2016 staff report by the Director of Library, Arts and Culture; and

2. Authorizes the City Manager, or his designee, to execute all necessary agreements, certifications, and documents necessary to accept and implement the grant.

Vote as Follows:


Ayes:

Noes:

Absent:

Abstain:

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
CITY ATTORNEY  
DATE 2/18/16

**4 F 3**

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE  
MAKING AN APPROPRIATION**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE:

SECTION 1: That the sum of \$57,000 is hereby appropriated and/or transferred from the following accounts to the following accounts:

ACCOUNTS	DESCRIPTION	FROM	TO
33100-275-681-G52046	State Library Grant, Library Fund, Library Projects, 2015-2016 California Library Literacy Services	57,000	
41300-275-681-G52046	Hourly Wages, Library Fund, Library Projects, 2015-2016 California Library Literacy Services		34,980
45100-275-681-G52046	Books, Library Fund, Library Projects, 2015-2016 California Library Literacy Services		2,420
47000-275-681-G52046	Miscellaneous, Library Fund, Library Projects, 2015-2016 California Library Literacy Services		19,600

To appropriate funding for the California State Library Grant – (California Library Literacy and English Acquisition Services (CLLS) Program Grant).

SECTION 2: The Director of Finance is authorized to make such other revisions, individual appropriation line-items, and changes in summaries, fund totals, grand totals, and other portions of the budget document as necessary to reflect and implement the changes specified in this resolution.

SECTION 3: The City Clerk shall certify to the adoption of this Resolution.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



CITY OF GLENDALE  
DATE 2-17-16  
APPROVED AS TO FINANCIAL  
PROVISION FOR \$ 57,000

Robert Elliot  
Director of Finance

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STATE OF CALIFORNIA)  
COUNTY OF LOS ANGELES)  
CITY OF GLENDALE)

I, Ardashes Kassakhian, City Clerk of the City of Glendale, do hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted by the Council of the City of Glendale, California, at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, and that the same was adopted by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM**  
*[Signature]*  
\_\_\_\_\_  
CITY ATTORNEY  
DATE 2/18/16