

AGENDA

Regular Meeting of the Bradbury City Council To be held on Tuesday, October 18, 2022 at the Bradbury Civic Center 600 Winston Avenue, Bradbury, CA 91008

Pursuant to California Government Code section 54953(e)(1), the City is allowing Council Members, Staff and the public to participate in this City Council meeting by means of a Zoom video or telephone call. You will be able to hear the entire proceedings (other than the Closed Session) and to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times. The Zoom information is <https://us02web.zoom.us/j/8591600704>, One tap mobile +16699009128,, 88913489347#, or dial (669) 900-9128 and enter code 859 160 0704#.

OPEN SESSION 7:00 PM

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "For Information" or "For Discussion" may also be subject of an "action" taken by the Board or a Committee at the same meeting.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

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

PUBLIC COMMENT

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

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

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

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

ACTION ITEMS*

1. CONSENT CALENDAR

All items on the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion unless a Council Member request otherwise, in which case the item will be removed and considered by separate action. All Resolutions and Ordinances for Second Reading on the Consent Calendar, the motion will be deemed to be "to waive the reading and adopt."

- A. Minutes: Regular Meeting of September 20, 2022
- B. Resolution No. 22-25: Demands & Warrants for October 2022
- C. Monthly Investment Report for the month of September 2022

2. Presentation by Southern California Gas Company

Introduction of the new Public Affairs Manager for SoCalGas.

3. Proposed MOU to Expand Bradbury's Community Services Officer Program

At the September meeting, the City Council reviewed a proposed MOU and costs to expand the CSO program. Ultimately, the City Council approved the MOU and costs. Staff recently discovered a clause in the MOU that was approved by the Monrovia City Council but had not been reviewed and approved by the Bradbury City Council. This item reviews the clause, which seeks to equally split between the two Cities the CSO's labor costs into the future. It is recommended that the City Council direct the City Manager to enter into an agreement with the City of Monrovia.

4. Clarifying Formal Action on the Annexation of the Royal Oaks Retirement Community

The City Council took a formal action regarding the annexation of the Royal Oaks Retirement Community and road/trail directly south of the Community. As such, Staff has made an interpretation of the formal action. If Staff's interpretation is correct, then the City Council should clarify with an official motion.

5. Consideration of an Ordinance of the City Council of the City of Bradbury Amending the Bradbury Municipal Code Designating City Holidays

At the September meeting, the City Council directed Staff to codify City holidays that are listed in the current Employee Handbook.

6. Matters from the City Manager

7. Matters from the City Attorney

8. Matters from the City Council

Mayor Lathrop

League of California Cities

Duarte Education Foundation

Director of Bradbury Disaster Committee

Area "D" Office of Disaster Management

Mayor Pro-Tem Barakat

LA County Sanitation Districts

San Gabriel Valley Council of Governments (SGVCOG)

San Gabriel Valley Mosquito & Vector Control District

Foothill Transit

Councilmember Hale

Councilmember Lewis

Councilmember Bruny

Duarte Community Education Council (CEC)

9. ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, November 15, 2022 at 7:00 p.m.

* *ACTION ITEMS* Regardless of a staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from City Hall.

"I, Claudia Saldana, City Clerk, hereby certify that I caused this agenda to be posted at the Bradbury City Hall entrance gate on Friday, October 14, 2022 at 5:00 p.m."



CITY CLERK - CITY OF BRADBURY

**MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF BRADBURY
HELD ON TUESDAY, SEPTEMBER 20, 2022
AT THE BRADBURY CIVIC CENTER
600 WINSTON AVENUE, BRADBURY, CA 91008**

**CALIFORNIA GOVERNMENT
CODE SECTION 54953(e)(1):**

Pursuant to California Government Code Section 54953(e)(1), the City is allowing Councilmembers, Staff and the public to participate in this meeting by means of a Zoom video or telephone call. Participants will be able to hear the entire proceedings and be able to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times.

MEETING CALLED TO ORDER:

The Regular Meeting of the City Council of the City of Bradbury was called to order by Mayor Lathrop at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: None

STAFF: City Manager Kearney, City Attorney Reisman, City Clerk Saldana and Management Analyst Musa

APPROVAL OF AGENDA:

Councilmember Hale made a motion to approve the agenda to proceed with City business. Councilmember Lewis seconded the motion, which carried unanimously.

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

In compliance with the California Political Reform Act, each City Councilmember has the responsibility to disclose direct or indirect potential for a personal financial impact as a result of participation in the decision-making process concerning agenda items.

Mayor Lathrop inquired if he should abstain from voting on agenda item #3 (Discussion of Use of Cal Recycle Funds) if the location of the water refill station would be within 500 feet of his residence.

City Attorney Reisman stated that the water refill station would serve the entire community and that the decision to abstain would be at the discretion of Mayor Lathrop.

PUBLIC COMMENT:

None

CONSENT CALENDAR:

All items on the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion unless a Councilmember requests otherwise, in which case the item will be removed and considered by separate action. All Resolutions and Ordinances for Second Reading on the Consent Calendar are deemed to "waive further reading and adopt."

- A. Minutes: Regular Meeting of August 16, 2022
- B. Resolution No. 22-23: Demands & Warrants for September 2022
- C. Monthly Investment Report for the month of August 2022
- D. LA County Sanitation District: Tax Sharing Resolutions – Annexation No. 22-439 (one existing single-family home)
- E. Appointment of Planning Commissioners for Districts 2 and 4
- F. Annual Financial Audit Report for Fiscal Year 2020-2021

**MOTION TO APPROVE
CONSENT CALENDAR:**

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

APPROVED:

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

NOES: None

ABSENT: None

Motion passed 5:0

**COMMENT BY COUNCILMEMBER LEWIS
REGARDING APPOINTMENT OF
PLANNING COMMISSIONER
FOR DISTRICT TWO:**

Councilmember Lewis stated that he talked to Bill Novodor regarding his re-appointment to the Planning Commission. Commissioner Novodor's house is currently on the market for sale, so the appointment will either be until Mr. Novodor's house is sold or until the term expires in September 2024.

**PROPOSED MOU TO EXPAND
BRADBURY'S COMMUNITY SERVICES
OFFICER (CSO) PROGRAM AND
ADOPTION OF RESOLUTION NO. 22-24
ALLOCATING COPS FUNDS:**

City Manager Kearney stated that the City of Monrovia has provided a new contract to the City of Bradbury for the shared CSO program between the two cities. The new MOU outlines two (2) CSOs instead of one, stipulates that Bradbury will reimburse Monrovia for the proportionate share of the staff, equipment, and training costs, and details a sizeable increase in labor/wages costs.

FINANCIAL ANALYSIS:

The proposed MOU stipulates two (2) CSOs for a total cost of \$299,056. The split yearly cost to Bradbury for the program is \$149,528. The current MOU stipulates \$53,000 for one shared CSO. The current agreement calls for \$74,764 per CSO. Monrovia's reasoning for the cost increase is that they never fully billed for the true cost, which includes the vehicle, equipment, uniforms, etc.

COPS FUNDING:

The City receives \$100,000 annually in COPS funding from the State of California. For the current Fiscal Year 2022/23, the City has a surplus of \$342,400 in COPS funding, which can be applied to this and future contracts. The current MOU expense of \$149,428 exceeds the yearly COPS allocation by \$49,528. This difference can be covered by the surplus. The MOU does exceed the yearly allocation in COPS funding; however, the COPS surplus is ample to cover the life of the MOU until 2025.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 22-24, which alters the current COPS Program to dedicate \$149,528 toward the CSO Program. It is also recommended that the City Council direct the City Manager to enter into an agreement with the City of Monrovia for the CSO Program.

DISCUSSION:

Mayor Lathrop inquired if the new CSO will be working evenings and weekends. City Manager Kearney stated that he is still negotiating with Monrovia about weekend coverage.

Councilmember Lewis stated that he wants to see a schedule of coverage and he wants it in writing to avoid double coverage. City Attorney Reisman stated that “no double coverage” is an understanding between the two cities. Councilmember Lewis stated that an informal memo from Monrovia stating that there is no overlap would be sufficient.

MOTION TO APPROVE MOU TO EXPAND THE CSO PROGRAM:

Councilmember Hale made a motion to adopt Resolution No. 22-24, which alters the current COPS Program to dedicate \$149,528 toward the CSO Program, and to direct the City Manager to enter into an agreement with the City of Monrovia for the CSO Program. Mayor Pro-Tem Barakat seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: None

Motion passed 5:0

DISCUSSION ON THE USE OF CAL RECYCLE FUNDS:

Management Analyst Musa stated that every year the City receives \$5,000 from the CalRecycle Beverage Container Recycling/County Payment Program. At the April meeting, City Council directed Staff to contact the City of Duarte about partnering and installing a water refill station on the Duarte portion of Royal Oaks Trail. City Staff presented a potential water refill station to be replaced but the proposal was complicated due to an existing partnership between Duarte and a third-party organization. The City of Duarte then designated two more potential locations for a water refill station to be installed. At the August City Council meeting, Staff was directed to present potential locations to install a water refill station in Bradbury.

RECOMMENDATION:

It is recommended that the City Council review all potential locations and approve one of the proposed areas for the installation of a water refill station in either the City of Duarte or the City of Bradbury. A fountain in Duarte would have a not-to-exceed amount of \$8,700 and a fountain in Bradbury would have a not-to-exceed amount of \$17,700.

DISCUSSION:

Mayor Pro-Tem Barakat pointed out that the water refill station went up in price from \$6,500 to \$8,700 and to check other vendors online.

City Manager Kearney stated that a Cal-Am Water meter might be have to be installed if the City Council chooses a location of Mount Olive Drive.

MOTION: Mayor Lathrop made a motion to select Option #1 (West Side of Royal Oaks Trail, between Bradbury Monument and Buena Vista Street). Mayor Pro-Tem Barakat seconded the motion, which was carried by the following roll call vote:

APPROVED: AYES: Mayor Lathrop, Mayor Pro-Tem Barakat, Councilmembers Hale, Lewis and Bruny
NOES: None
ABSENT: None

Motion passed 5:0

DISCUSSION ON ELECTRIC CHARGING STATIONS AT THE BRADBURY CIVIC CENTER: Management Analyst Musa stated that Staff has been exploring the construction of electric charging stations at the Bradbury Civic Center at the request of Mayor Lathrop with the idea that on or more stations could be installed on the property. At the March 2022 meeting, the City Council directed Staff to obtain information on costs for installing an electric charging station at the Civic Center. A private wall-mounted or pedestal charging station in the back parking lot of the Civic Center is estimated to cost around \$25,000 to \$30,000. There are additional yearly costs to consider for the station's software and maintenance. Should the City Council desire to move forward with an electric charging station, Staff will work with the City Engineer to draft a Request for Proposal.

RECOMMENDATION: It is recommended that the City Council direct Staff on how to proceed with an electric charging station at the Civic Center.

DISCUSSION: City Manager Kearney stated that the area for the charging station must be ADA compliant and the parking lot in the back is uneven. There was also discussion on whether the charging station would be accessible on weekends.

Mayor Pro-Tem Barakat inquired if it is mandatory for the City to install a charging station. City Manager Kearney replied no.

DIRECTION TO STAFF: Councilmember Lewis proposed to wait until solar-powered electric charging stations become available and to table this discussion indefinitely.

DISCUSSION ON CITY STAFF SALARIES, HOLIDAYS AND FIRST FRIDAY CLOSURES: At the request of Mayor Lathrop, the City Council is going to discuss current City Staff salaries, paid holidays and First Friday Closures.

PAID HOLIDAYS: The City of Bradbury Employee Manual (dated Oct 2009) designates the following 11 days as legal (paid) holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

UNPAID HOLIDAYS:

The unpaid First Friday Closures are adopted by the City Council as part of the budget every year. The unpaid days during FY 2022-2023 are as follows:

Friday, July 1, 2022
Friday, August 5, 2022
Friday, September 2, 2022
Friday, October 7, 2022
Friday, November 11, 2022 (Veterans Day)
Tuesday, December 27, 2022
Wednesday, December 28, 2022
Thursday, December 29, 2022
Friday, March 3, 2023
Friday, April 7, 2023
Friday, May 5, 2023
Friday, June 2, 2023

HISTORY OF FIRST FRIDAY CLOSURES:

The history behind the First Friday Closures stems from an agreement made between the City Council and Staff. During the economic downturn in 2008, the City Council placed Staff on furlough which amounted to a 5% reduction in salary. In exchange, the City Council agreed to provide Staff with 12 unpaid holidays. At first, these days were called furlough days. Once the economy started to improve, the City Council made the 5% reduction in salaries permanent and made the 12 unpaid days permanent as well. At this time furlough days were referred to as First Friday Closures.

DISCUSSION:

Mayor Lathrop stated that he asked for this item to be placed on the agenda because City Hall was closed this year on Juneteenth without prior discussion with City Council. Mayor Lathrop feels that all legal (paid) holidays need to be codified by Ordinance.

The City Council discussed getting rid of the First Friday Closures and reinstate the 5% salary to make salaries more competitive. City Manager Kearney stated that Staff views the First Friday Closures as a perk. Councilmember Lewis proposed to let staff work out whether they would like to continue with First Friday Closures or receive a 5% salary increase.

**MOTION TO CODIFY
PAID HOLIDAYS:**

Mayor Lathrop made a motion for Staff to draft an Ordinance to codify paid holidays. Councilmember Lewis seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: None

Motion passed 5:0

MATTERS FROM THE CITY MANAGER:

City Manager Kearney reported that the EIR documents for the Bradbury Road Widening Project are ready and the tree replacement issue is moving forward with the Bradbury Estates CSD and the City of Duarte.

At the last meeting, the Council directed Staff to withdraw the City's application to annex a portion of Royal Oaks Drive North. It now appears that the full Council of the City of Duarte is not on board with annexing the "Manor" as previously thought. City Manager Kearney requested Council's authorization to keep moving forward with the application to annex a portion of Royal Oaks Drive North. City Attorney Reisman recommended to put the Application for Annexation on the October 18, 2022 City Council Agenda for re-consideration.

City Manager Kearney stated that Management Analyst Sophia Musa is going on maternity leave. Her last day in the office will be Friday, September 23, 2022. The City Manager is in contact with a Temporary Staffing Agency and the plan is to bring in an accounting technician, who might eventually replace the City Clerk when she retires next spring.

MATTERS FROM THE CITY ATTORNEY:

Nothing to report

MATTERS FROM THE CITY COUNCIL:

MAYOR LATHROP:

Nothing to report

COUNCILMEMBER BARAKAT:

Nothing to report

COUNCILMEMBER HALE:

Councilmember Hale inquired about the Housing Element (HE) Update. City Manager Kearney stated that the City received a letter from the Department of Housing and Community Development (HCD) and there are all kinds of issues. HCD won't talk to the City until after October 15, 2022, which is the deadline to submit the HE. The City has to address all points of low income housing.

COUNCILMEMBER LEWIS:

Nothing to report

COUNCILMEMBER BRUNY:

Councilmember Bruny reported that the Duarte Unified School District is changing how to elect their Board. Boardmembers will now be elected by District, which will also include Bradbury. A district map is not yet available.

ITEMS FOR FUTURE AGENDAS:

Codification of paid Holidays and Clarification of Annexing a portion of Royal Oaks Drive North

CLOSED SESSION

**PUBLIC COMMENT REGARDING
CLOSED SESSION ONLY:
RECESS TO CLOSED SESSION:**

None

The City Council adjourned to a Closed Session to discuss:

A. Pending Litigation

Pending Litigation pursuant to Government Code Section 54956.9(d)(4) (Based on existing facts and circumstances, the City Council has decided, or is deciding, whether to initiate litigation).
(One potential case)

B. Public Employee Performance Evaluation

Government Code Section 54957(b)(4)
Title: City Planner

REPORT FROM CLOSED SESSION:

City Attorney Reisman reported that the City Council met in Closed Session to discuss pending litigation and voted unanimously to authorize the City Attorney to initiate litigation.

The City Council also discussed the Public Performance Evaluation for the City Planner. No formal votes were taken. The City Manager was instructed on how to proceed.

ADJOURNMENT:

At 8:00 p.m. Mayor Lathrop adjourned the meeting to a regular meeting to be held on Tuesday, October 18, 2022 at 7:00 p.m.

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

RESOLUTION NO. 22-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA,
APPROVING DEMANDS AND WARRANTS NO. 17129 THROUGH NO. 17152
(PRE-RELEASED CHECKS)
AND DEMANDS AND WARRANTS NO. 17153 THROUGH NO. 17175
(REGULAR CHECKS)**

The City Council of the City of Bradbury does hereby resolve as follows:

Section 1. That the demands as set forth hereinafter are approved and warrants authorized to be drawn for payment from said demands in the amount of \$22,340.23 (pre-released Checks) and \$45,769.57 at October 18, 2022 from the General Checking Account

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

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
17129	US Bank (8/31/22)	Custody Charges for August 2022 Safekeeping Fees <i>Acct. 101-14-7010</i>	\$33.00
17130	Luxury Handyman 4 You (9/15/22)	Replaced toilet flushing system Fixed door frame Mounted outdoor light fixture Installed anti-burglar door panels <i>Acct. 101-16-6470</i>	\$250.00 \$200.00 \$200.00 <u>\$200.00</u> \$850.00
17131	H2O Fire Protection Inc. (9/15/22)	Service Call to Repair a leaking OS&Y Valve <i>Acct. 101-24-6470</i>	\$1,325.00
17132	Western Fence Company (9/30/22)	Replaced vinyl rail and reinstalled a few rails where needed on trail; and Repaired hole in green vinyl chain link fence at City Hall <i>Acct. 101-21-7025</i>	\$550.00
17133	Data Ticket (9/23/22)	Delinquent Collection Processing <i>Acct. 101-23-6120</i>	\$26.50
17134	Dog Waste Depot (9/23/22)	30-Roll Case of dog waste bags <i>Acct. 102-42-7630 (UUT)</i>	\$97.44
17135	Molly Maid (9/8/22)	22-Aug-2022 Cleaning 29-Aug-2022 Cleaning 12-Sep-2022 Cleaning 19-Sep-2022 Cleaning 26-Sep-2022 Cleaning <i>Acct. 101-16-6460</i>	\$105.00 \$105.00 \$105.00 \$105.00 <u>\$105.00</u> \$525.00

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>	
17136	Delta Dental (10/1/22)	<u>Dental Insurance:</u> City Manager (family) Acct. 101-12-5100 City Clerk Acct. 101-13-5100 Management Analyst Acct. 101-16-5100	\$131.43 \$42.88 <u>\$42.88</u>	 \$217.19
17137	Vision Service Plan (10/1/22)	<u>Vision Insurance:</u> City Manager (family) Acct. 101-12-5100 City Clerk Acct. 101-13-5100 Management Analyst Acct. 101-13-5100	\$61.07 \$23.66 <u>\$23.66</u>	 \$108.39
17138	The Standard (10/1/22)	<u>Basic Life and AD&D:</u> City Manager Acct. 101-12-5100 City Clerk Acct. 101-13-5100 Management Analyst Acct. 101-13-5100	\$9.25 \$9.25 <u>\$9.25</u>	 \$27.75
17139	Southern California Edison (10/12/22)	2298 Gardi Street Acct. 200-48-6400		\$46.09
17140	Southern California Edison (10/12/22)	City Hall Utilities Acct. 101-16-6400		\$455.38
17141	Staples (9/15/22)	Office Supplies (HP toner for copier, copy paper, gel wrist rest, USB flash drives) Acct. 101-16-6200		\$273.61
17142	VCA Code Group (9/30/22)	Invoice No. 81036 (5/11/22) To replace Check #17084 (8/10/22) Invoice No. 81225 (6/30/22) To replace Check #17085 (8/10/22) <i>Checks were lost in the mail</i>	\$7,860.00 <u>\$7,777.50</u>	 \$15,637.50
17143	Charter Communications (10/10/22)	Spectrum Enterprise Internet Acct. 101-16-6230		\$169.98
17144	The Gas Company (10/14/22)	City Hall Utilities Acct. 101-16-6400		\$14.79
17145	Frontier (10/17/22)	Fire Alarm Line Acct. 101-23-7420		\$112.28

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
17146	T-Mobile (10/18/22)	Mobile Business Internet (Hot Spot) <i>Acct. 113-20-8120</i>	\$32.00
17147	Dept. of Conservation (9/14/22)	Fee Report for Jul-Dec 2021 Strong Motion Instrumentation and Seismic Hazard Mapping Fee <i>Acct. 101-20-722</i>	\$546.53
17148	Dept. of Conservation (9/14/22)	Fee Report for Jan-Aug 2022 Strong Motion Instrumentation and Seismic Hazard Mapping Fee <i>Acct. 101-20-722</i>	\$156.80
17149	SGVCMA (10/3/22)	October 19, 2022 CM Meeting <i>Acct. 101-12-6020</i>	\$35.00
17150	V O I D	V O I D	\$0.00
17151	Luxury Handyman 4 You (10/10/22)	Invoice No. 152 (9/14/22) To replace Check #17130 (9/22/22) <i>Check was lost in the mail</i>	\$850.00
17152	Luxury Handyman 4 You (10/10/22)	Invoice No. 175 (10/6/22) Installed anti-burglar metal plate on emergency shed door (incl. materials) <i>Acct. 101-16-6470</i>	\$250.00
Total Pre-Released Checks			\$22,340.23

REGULAR CHECKS:

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>
17153	California American Water (10/7/22)	<u>Service Address:</u> <i>Acct. 600 Winston Ave (City Hall) 101-16-6400</i>	\$520.31
17154	California American Water (10/7/22)	<u>Service Address:</u> 1775 Woodlyn (Royal Oaks Trail) <i>Acct. 200-48-6400</i>	\$878.39
17155	Cary S. Reisman (10/10/22)	Reimbursement for Attendance at League of Calif Cities Conference (Registration and Parking) <i>Acct. 101-15-7080</i>	\$385.00

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>
17156	CivicPlus LLC (9/30/22)	Municode Electronic Page Updates, Blank Supplement Pages, and Electronic Images, Graphs & Tabular Matter <i>Acct. 101-13-6225</i>	\$1,416.00
17157	GWMA (9/26/22)	Gateway Water Management Authority Harbor Toxic Upstream Cost Share for FY 2022-2023 <i>Acct. 102-42-7630 (UUT)</i>	\$1,185.56
17158	Jones & Mayer (9/30/22)	<u>City Attorney:</u> September Retainer \$2,900.00 <i>Acct. 101-15-7020</i> CA for Homeownership \$55.00 <i>Acct. 101-15-7070</i> Code Enforcement (1527 R.O.) \$220.00 <i>Acct. 101-15-7450</i> Zoning/General Plan <u>\$412.50</u> <i>Acct. 101-15-7075</i>	\$3,587.50
17159	Kevin Kearney (10/11/22)	Mileage Reimbursement 6/15/22 to 10/7/22) <i>Acct. 101-12-6050</i>	\$425.50
17160	Kevin Kearney (Oct 2022)	<u>Reimbursement:</u> Hilton Hotel Santa Barbara JPIA Conference Oct 5-7, 2022 <i>Acct. 101-12-6020</i>	\$544.28
17161	Kevin Kearney (Oct 2022)	Monthly Cell Phone Allowance <i>Acct. 101-12-6440</i>	\$75.00
17162	MMASC (10/12//22)	Membership Renewal for Sophia Musa <i>Acct. 101-30-6030</i>	\$90.00
17163	Pasadena Humane Society (9/30/22)	Animal Control Services for Sep 2022 <i>Acct. 101-25-7000</i>	\$982.80
17164	Post Alarm Systems (10/4/22)	City Hall Monitoring for Nov 2022 Fire & Intrusion Systems <i>Acct. 101-23-7420</i>	\$132.92
17165	Priority Landscape Services (8/12/22)	Repaired (1) 2-inch main line on Royal Oaks Trail by pedestrian bridge <i>Acct. 101-21-7015</i>	\$630.00

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>
17166	Priority Landscape Services (10/1/22)	<u>Oct 2022 Landscape Services:</u> Bradbury Civic Center <i>Acct. 101-21-7020</i> Royal Oaks Drive North <i>Acct. 101-21-7015</i> Lemon Trail <i>Acct. 101-21-7045</i> Mt. Olive Drive Entryway & Trail <i>Acct. 101-21-7035</i>	\$220.45 \$434.59 \$144.87 <u>\$585.77</u> \$1,385.68
17167	RKA Consulting Group (9/19/22) (9/20/22)	<u>City Engineer:</u> BBY/Wildrose Street Widening <i>Acct. 201-48-7750 (SB1)</i> City Engineering Services <i>Acct. 101-19-7230</i> Development Projects <i>Acct. 101-19-7230</i>	\$603.75 \$220.50 <u>\$4,557.00</u> \$5,381.25
17168	Southern Calif. Edison (10/3/22)	Street Lights <i>Acct. 200-48-6410</i>	\$960.59
17169	SGVCOG (7/1/22)	Annual Membership Dues for FY 2022-2023 (to replace Check No. 16999/lost in the mail) <i>Acct. 101-30-6030</i>	\$6,465.97
17170	LA County Sheriff's Dept. (9/15/22)	Aug 2022 Law Enforcement Services <i>Acct. 101-23-7410</i>	\$10,729.52
17171	Division of the State Architect (9/30/22)	Form DSA 786 -Quarterly Report Disability Access and Education Fee <i>Acct. 101-00-4350</i>	\$11.70
17172	Suresh Malkani (Sep 2022)	Finance Director Services (23 hrs @ \$86.80/hours) <i>Acct. 101-14-5010</i>	\$1,996.40
17173	TeamLogic IT (10/1/22)	Computer Services & Supplies <i>Acct. 113-20-8120</i>	\$684.00

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>
17174	U.S. Bank Corporate Payment Systems (9/22/22)	<u>Kevin Kearney Visa Card:</u> ZOOM (tech funds) \$49.00 <i>Acct. 113-20-8120</i> California Contract Cities \$75.00 <i>Acct. 101-12-6020</i> Amazon.com (tech funds) \$77.07 <i>Acct. 113-20-8120</i> Amazon.com (ant traps) \$16.74 <i>Acct. 101-16-6450</i> DOCUSIGN (tech funds) \$120.00 <i>Acct. 113-20-8120</i> SoCal Newspaper Group (Ad) \$1,355.60 Bradbury Road Widening Project Beacon Media (Monrovia Weekly) <u>\$391.50</u> Bradbury Road Widening Project <u>\$2,084.91</u> <i>Acct. 201-48-7750 (SB1)</i>	
17174	U.S. Bank Corporate Payment Systems (9/22/22)	<u>Sophia Musa Visa Card:</u> Amazon.com (dish rack) \$25.23 <i>Acct. 101-16-6450</i> Merengue Bakery for PCS Mtg \$16.37 <i>Acct. 101-124-6020</i> Broadvoice (City Hall phone) <u>\$177.30</u> <i>Acct. 101-16.6440</i> <u>\$219.00</u>	
17174	U.S. Bank Corporate Payment Systems (9/22/22)	<u>Claudia Saldana Visa Card:</u> Big Lots! (paper towels) \$12.12 Big Lots! (kitchen trash bags) <u>\$12.67</u> <i>Acct. 101-16-6450</i> <u>\$24.79</u>	\$2,238.70
17175	VCA Code Group (9/7/22)	<u>Professional Services for Aug 2022:</u> City Planner (Retainer) \$3,900.00 <i>Acct. 101-20-7210</i> City Planner (Hourly Services) <u>\$1,072.50</u> <i>Acct. 101-20-7240</i>	\$4,972.50
Total Regular Checks			<u>\$45,769.57</u>

OCTOBER 2022 PAYROLL:

ACH	Kevin Kearney (Oct 2022)	Salary: City Manager <i>Acct. 101-12-5010</i>	\$12,500.00	
		Withholdings <i>Acct. 101-00-2011</i>	<u>(3,128.34)</u>	\$9,371.66
ACH	Claudia Saldana (Oct 2022)	Salary: City Clerk <i>Acct. 101-13-5010</i>	\$6,057.92	
		Withholdings <i>Acct. 101-00-2011</i>	<u>(1,648.07)</u>	\$4,409.85

Total Payroll **\$13,781.51**

ELECTRONIC FUND TRANSFER (EFT) PAYMENTS FOR OCTOBER 2022:

EFT	Aetna (Oct 2022)	<u>Health Insurance for Oct 2022:</u>		
		City Manager <i>Acct. 101-12-5100</i>	\$1,731.46	
		City Clerk <i>Acct. 101-13-5100</i>	\$929.38	
		Management Analyst <i>Acct. 101-16-5100</i>	<u>\$747.00</u>	\$3,407.84
EFT	EDD (Oct 2022)	State Tax Withholdings SDI <i>Acct. 101-00-2011</i>	\$951.21 <u>\$204.14</u>	\$1,155.35
EFT	Dept. of Treasury Internal Revenue Service (Oct 2022)	Federal Tax Withholdings Social Security Medicare (Employee's portion of Social Security and Medicare is matched by the City) <i>Acct. 101-00-2011</i>	\$2,201.38 \$2,301.18 <u>\$538.18</u>	\$5,040.74
EFT	California PERS (Oct 2022)	City Manager <i>Acct. 101-12-5100</i> City Clerk <i>Acct. 101-13-5100</i> Management Analyst <i>Acct. 101-16-5100</i>	\$1,944.42 \$937.52 <u>\$0.00</u>	 \$2,881.94

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 22-25, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 18th day of October, 2022 by the following roll call vote:"

AYES:

NOES:

ABSENT:

CITY CLERK – CITY OF BRADBURY



Remit payment and make checks payable to:
STAPLES CREDIT PLAN
DEPT. 11 - 0005337241
PO BOX 9001036
LOUISVILLE, KY 40290-1036

INVOICE DETAIL

BILL TO:
Acct: 6011 1000 5337 241
CITY OF BRADBURY

SHIP TO:
CLAUDIA SALDANA
CITY OF BRADBURY
600 WINSTON ST
BRADBURY CA 91008

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$273.61	09/14/22	10/15/22	3140781111
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
QUALITY PARK JUMBO OPEN E	650000	1.0000 EA	\$34.99	\$34.99
AVERY READY INDEX NUMERIC	878779	1.0000 EA	\$95.99	\$95.99
HP 651A BLACK STANDARD YI	990208	1.0000 EA	\$198.89	\$198.89
COUPONDISCOUNT	558100	1.0000 ST	-\$0.53	-\$0.53
COUPONDISCOUNT	558100	1.0000 ST	-\$4.24	-\$4.24
COUPONDISCOUNT	558100	1.0000 ST	-\$3.71	-\$3.71
COUPONDISCOUNT	558100	1.0000 ST	-\$1.46	-\$1.46
COUPONDISCOUNT	558100	1.0000 ST	-\$11.64	-\$11.64
COUPONDISCOUNT	558100	1.0000 ST	-\$10.19	-\$10.19
COUPONDISCOUNT	558100	1.0000 ST	-\$3.01	-\$3.01
COUPONDISCOUNT	558100	1.0000 ST	-\$24.12	-\$24.12
COUPONDISCOUNT	558100	1.0000 ST	-\$21.10	-\$21.10

Purchased by: CLAUDIA SALDANA
Order #: 9843637480

SUBTOTAL	\$249.87
TAX	\$23.74
TOTAL	\$273.61

see Ch # 17141





P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4246 0445 5575 6224
STATEMENT DATE 09-22-2022
AMOUNT DUE \$5,679.86
NEW BALANCE \$5,679.86
PAYMENT DUE ON RECEIPT

000000411 01 SP 0.570 106481557653544 P

CITY OF BRADBURY
ATTN CLAUDIA SALDANA
600 WINSTON AVE.
BRADBURY CA 91008-1123

AMOUNT ENCLOSED

\$ 2,328.70

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

see Ch # 17174

4246044555756224 000567986 000567986

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CITY OF BRADBURY 4246 0445 5575 6224	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New Balance
Company Total	\$3,351.16	\$2,328.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,679.86

NEW ACTIVITY

KEVIN KEARNEY CREDITS PURCHASES CASH ADV TOTAL ACTIVITY
4246-0446-0277-2711 \$0.00 \$2,084.91 \$0.00 \$2,084.91

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-30	08-29	24011342241000037038538	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	49.00
08-31	08-30	24492152243852897885823	PAYPAL *CALIFORNIA CALIFO 402-935-7733 CA	75.00
09-01	09-01	24692162244105443432343	AMZN MKTP US*JV7T952G3 AMZN.COM/BILL WA	93.81
09-05	09-02	24492152246027751298416	DOCUSIGN 866-219-4318 WA	120.00
09-21	09-20	24493982264083233427723	SOCAL NEWSPAPER GRP ADV 888-454-9588 CA	1,355.60
09-22	09-20	24801992264027013395812	BEACON MEDIA, INC. 626-301-1010 CA	391.50

SOPHIA MUSA CREDITS PURCHASES CASH ADV TOTAL ACTIVITY
4246-0446-5320-2600 \$0.00 \$219.00 \$0.00 \$219.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-07	09-06	24431062250083741874723	AMAZON.COM*1F0NX70M1 AMZN AMZN.COM/BILL WA	25.33
09-09	09-08	24493982252400714001302	MERENGUE BAKERY AND CAFE MONROVIA CA	16.37
09-15	09-14	24453512257017028934289	BROADVOICE 888-325-5875 CA	177.30

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4246-0445-5575-6224

STATEMENT DATE

09/22/22

DISPUTED AMOUNT

.00

ACCOUNT SUMMARY

PREVIOUS BALANCE	3,351.16
PURCHASES & OTHER CHARGES	2,328.70
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	.00
ACCOUNT BALANCE	5,679.86

SEND BILLING INQUIRIES TO:

U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

5,679.86

SEP 30



Company Name: CITY OF BRADBURY
Corporate Account Number: 4246 0445 5575 6224
Statement Date: 09-22-2022

see Ch #17174

NEW ACTIVITY					
CLAUDIA A SALDANA		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
4246-0470-0126-4883		\$0.00	\$24.79	\$0.00	\$24.79
Post Date	Tran Date	Reference Number	Transaction Description		Amount
08-25	08-24	24137462236300639564424	BIG LOTS STORES - #4170 DUARTE CA		12.12
09-22	09-21	24137462264300644229232	BIG LOTS STORES - #4170 DUARTE CA		12.67

Department: 00000 Total:	\$2,328.70
Division: 00000 Total:	\$2,328.70

INTEROFFICE MEMORANDUM

TO: CITY COUNCIL
FROM: CLAUDIA SALDANA, CITY CLERK
SUBJECT: PRESENTATION BY SOUTHERN CALIFORNIA GAS COMPANY
DATE: 10/18/22
CC: CITY MANAGER, CITY ATTORNEY

THERE IS NO AGENDA MEMO FOR AGENDA ITEM #2
PRESENTATION BY SOUTHERN CALIFORNIA GAS COMPANY
INTRODUCTION OF NEW PUBLIC AFFAIRS MANAGER

City of Bradbury **Monthly Investment Report for the month of September 2022**

CASH ON DEPOSIT BY ACCOUNT

Bank Accounts:

Wells Fargo Bank - General Checking

Investments:

Local Agency Investment Fund (LAIF)

Webbank Salt Lake City
 Texas Exchange Bank Crowley CD
 BMW Bank of NA
 Salal Credit Union Seattle Wash

Amount	Maturity	Interest Rate
\$ 1,085,987.98	n/a	0%
\$ 3,371,707.68	n/a	1.51%
\$ 243,000.00	7/18/2023	2.75%
\$ 249,000.00	7/9/2024	0.50%
\$ 248,000.00	12/10/2024	0.90%
\$ 240,000.00	9/29/2023	4.20%

CASH & INVESTMENTS ON DEPOSIT BY FUND

Funds	Amount
General Fund (101)	\$4,081,341.24
Utility Users Tax Fund (102)	\$590,127.15
Deposits Fund (103)	(\$10,121.98)
Long Term Planning Fee Fund (112)	\$6,938.84
Technology Fee Fund (113)	\$14,751.19
Gas Tax Fund (200)	\$780.05
SB 1 Gas Tax Fund (201)	\$16,534.05
Prop A Fund (203)	\$35,065.46
Prop C Fund (204)	\$21,413.11
TDA Fund (205)	\$6.53
Sewer Fund (206)	\$0.00
STPL Fund (208)	\$1,052.93
Recycling Grant Fund (209)	\$31,409.09
Measure R Fund (210)	\$71,578.76
Measure M Fund (212)	\$65,746.45
Measure W Fund (213)	\$10,863.82
COPS Fund (215)	\$352,398.70
County Park Grant Fund (217)	\$9,233.45
CWPP Grant Fund (219)	\$10,593.82
ARPA Fund (220)	\$127,983.00

Total \$ 5,437,695.66

Total \$ 5,437,695.66

I hereby certify that there are sufficient funds available to meet the City's obligations for the next three (3) months.
 This report is prepared in accordance with the guidelines established in the Statement of Investment Policy adopted November 21, 2017

Submitted By:



Kevin Kearney
 City Manager

Reviewed By:

Laurie Stiver
 City Treasurer

Revenues

Acct. Number	Account Description	2021-22 Budget	2021-22 YTD @ 06/30/2022		2022-23 Budget	2022-23 YTD @ 09/30/2022	
General Fund:							
101-00-4000	Operating Transfers In	665,476	667,520	100%	-	-	#DIV/0!
101-00-4010	Property Tax-Current Secured	481,798	460,505	96%	490,000	25,052	5%
101-00-4030	Property Tax-Current Unsecured	18,000	14,490	81%	20,000	14,077	70%
101-00-4060	Public Safety Augmentation F	11,000	11,865	108%	11,000	3,475	32%
101-00-4070	Delinquent Taxes	8,000	9,451	118%	9,000	1,566	17%
101-00-4100	Sales & Use Tax	3,000	2,832	94%	3,500	800	23%
101-00-4110	Franchise Fee-Cable TV	27,000	18,229	68%	20,000	4,702	24%
101-00-4111	PEG Fees	-	3,653	#DIV/0!	-	940	#DIV/0!
101-00-4120	Franchise Fee-SC Edison	19,500	19,739	101%	20,000	-	0%
101-00-4130	Franchise Fee-SC Refuse	39,500	28,975	73%	25,000	8,986	36%
101-00-4140	Franchise Fee-SC Gas Co.	3,550	3,836	108%	3,500	-	0%
101-00-4150	Franchise Fee-Cal Am Water	47,500	46,363	98%	50,000	-	0%
101-00-4160	AB939 Refuse Admin. Fee	20,000	20,399	102%	10,000	-	0%
101-00-4190	Real Property Transfer Tax	22,500	31,832	141%	35,000	6,353	18%
101-00-4200	Motor Vehicle In-Lieu	145,000	146,411	101%	145,000	-	0%
101-00-4210	Dist & Bail Forfeiture	1,200	280	23%	400	293	73%
101-00-4220	Fines-City	2,500	1,595	64%	2,500	232	9%
101-00-4350	Business License	40,000	26,301	66%	29,000	7,119	25%
101-00-4360	Movie & TV Permits	-	65,870	#DIV/0!	15,000	-	0%
101-00-4370	Bedroom License Fee	10,000	5,150	52%	6,500	8,240	127%
101-00-4410	Variances & CUPs	1,635	1,635	100%	1,635	1,635	100%
101-00-4420	Lot Line Adjustment/Zone Changes	-	-	#DIV/0!	3,800	-	0%
101-00-4440	Subdivisions/Lot Splits	-	-	#DIV/0!	4,800	-	0%
101-00-4460	Planning Dept. Review	65,000	32,305	50%	36,000	8,615	24%
101-00-4470	Building Construction Permit	100,000	76,437	76%	100,000	51,719	52%
101-00-4480	Building Plan Check Fees	100,000	122,931	123%	100,000	2,549	3%
101-00-4485	Landscape Plan Check Permit	9,000	11,942	133%	10,000	3,008	30%
101-00-4490	Green Code Compliance	10,000	15,472	155%	25,000	7,619	30%
101-00-4500	Civic Center Rental Fee	900	360	40%	900	-	0%
101-00-4530	Environmental & Other Fees	2,500	1,854	74%	2,500	742	30%
101-00-4540	City Engineering Plan Check	100,000	58,717	59%	90,000	38,570	43%
101-00-4600	Interest Income	50,000	6,545	13%	12,000	9,060	76%
101-00-4700	Sales of Maps & Publications	100	15	15%	-	-	#DIV/0!
101-00-4800	Other Revenue	-	82	#DIV/0!	-	-	#DIV/0!
101-00-4850	Cal-Am Loan Repayment	4,820	4,820	100%	4,500	-	0%
101-00-4900	Reimbursements	2,000	12,664	633%	15,000	35	0%
101-00-4920	Sale of Prop. A Funds	-	-	#DIV/0!	-	-	#DIV/0!
101-23-4950	Vacant Property Registry Fee	100	-	0%	-	-	#DIV/0!
101-24-4610	Donations	500	500	100%	-	-	#DIV/0!
Total General Fund Revenues		2,012,079	1,931,575	96%	1,301,535	205,387	16%

Utility Users Tax Fund:

102-00-4600	Interest	5,000	4,778	96%	12,000	-	0%
102-00-4830	Electric	-	-	#DIV/0!	-	-	#DIV/0!
		5,000	4,778	96%	12,000	-	0%

Deposits Fund:

103-00-2039	Chadwick Ranch Development	75,000	101,225	135%	60,000	-	0%
		75,000	101,225	135%	60,000	-	0%

Long Term Planning Fee Fund:

Revenues

Acct. Number	Account Description	2021-22 Budget	2021-22 YTD @ 06/30/2022		2022-23 Budget	2022-23 YTD @ 09/30/2022	
112-00-4490	Long-Term Planning Fee	4,000	4,651	116%	7,500	723	10%
112-00-4600	LTP Fee Interest Income	150	28	19%	125	-	0%
		4,150	4,679	113%	7,625	723	9%
Technology Fee Fund:							
113-00-4520	Technology Fee	11,000	6,991	64%	17,500	4,600	26%
113-00-4600	Technology Fee Interest Income	500	215	43%	550	-	0%
		11,500	7,206	63%	18,050	4,600	25%
Gas Tax Fund:							
200-00-4600	Interest	200	88	44%	250	-	0%
200-48-4260	Gas Tax	35,000	27,833	80%	28,250	5,989	21%
		35,200	27,921	79%	28,500	5,989	21%
SB1 Gas Tax Fund:							
201-00-4000	Transfers In						
201-00-4260	Gas Tax	30,000	17,238	57%	19,700	6,984	35%
201-00-4600	Gas Tax Interest	300	361	120%	750	-	0%
		30,300	17,599	58%	20,450	6,984	34%
Prop. A Fund:							
203-40-4260	Prop. A Transit Funds	25,000	26,566	106%	22,000	7,011	32%
203-00-4600	Prop. A Transit Interest	200	94	47%	600	-	0%
		25,200	26,660	106%	22,600	7,011	31%
Prop. C Fund:							
204-48-4260	Prop. C Funds	23,000	22,036	96%	18,000	5,816	32%
204-48-4600	Prop. C Interest	450	151	34%	350	-	0%
		23,450	22,187	95%	18,350	5,816	32%
Transportation Development Act Fund:							
205-48-4260	TDA Funds	5,000	4,587	92%	5,000	413	8%
205-48-4600	TDA Interest	-	18	#DIV/0!	30	-	0%
		5,000	4,605	92%	5,030	413	8%
Sewer Fund:							
206-50-4600	Sewer Fund Interest	-	2,641	#DIV/0!	10,000	-	0%
206-50-4606	Winston Ave. Assessment	-	-	#DIV/0!	74,423	-	0%
		-	2,641	#DIV/0!	84,423	-	0%
STPL Fund:							
208-00-4600	STPL Interest	10	8	80%	20	-	0%
		10	8	80%	20	-	0%
Recycling Grant Fund:							
209-00-4260	Recycling Grant Funds	5,000	5,000	100%	5,000	-	0%
209-00-4600	Recycling Grant Interest	100	50	50%	150	-	0%
		5,100	25,153	493%	5,150	-	0%
Measure R Fund:							
210-48-4260	Measure R Funds	18,000	16,524	92%	13,500	4,361	32%
210-00-4600	Measure R Interest	300	582	194%	1,200	-	0%
		18,300	17,106	93%	14,700	4,361	30%

Revenues

Acct. Number	Account Description	2021-22 Budget	2021-22 YTD @ 06/30/2022		2022-23 Budget	2022-23 YTD @ 09/30/2022	
Measure M Fund							
212-48-4260	Measure M Funds	16,500	18,699	113%	16,000	4,938	31%
212-00-4600	Measure M Interest	400	392	98%	800	-	0%
		16,900	19,091	113%	16,800	4,938	29%
Measure W Fund							
213-48-4260	Measure W Funds	50,500	53,094	105%	50,506	-	0%
213-48-4600	Measure W Interest	-	-	#DIV/0!	1,000	-	0%
		50,500	53,094	105%	51,506	-	0%
Citizen's Option for Public Safety (COPS) Fund:							
215-23-4260	COPs Funds	100,000	161,285	161%	100,000	-	0%
215-00-4600	COPs Interest	2,500	2,902	116%	5,500	-	0%
		102,500	164,187	160%	105,500	-	0%
County Park Grant:							
217-00-4210	County Park Grant	-	-	#DIV/0!	-	-	#DIV/0!
217-00-4600	Grant Fund Interest Income	500	74	15%	650	-	0%
		500	74	15%	650	-	0%
Fire Safe Grant:							
219-00-4260	Community Wildfire Protection Plan	24,994	16,033	64%	5,000	-	0%
219-00-4600	Fire Safe Grant Interest Income	75	1	1%	50	-	0%
		25,069	16,034	64%	5,050	-	0%
ARPA Fund:							
220-00-4215	ARPA Revenues	100,000	-	0%	175,000	127,983	73%
220-00-4600	Interest Income	-	1,032	#DIV/0!	1,200	-	0%
		100,000	1,032	1%	176,200	127,983	73%
Total Revenues		2,545,758	2,446,855	96%	1,954,139	374,205	19%

Expenditures

Account Description		2021-22 Budget	2021-22 YTD @ 06/30/2022		2022-23 Budget	2022-23 YTD @ 09/30/2022	
General Fund:							
City Council Division:							
101-11-6100	Events and awards	6,500	922	14%	14,000	6,775	48%
101-11-6110	City Newsletter	-		#DIV/0!	400	265	66%
101-11-6500	Community Support (homelessness)	3,000	3,000	100%	4,000	-	0%
		9,500	3,922	41%	18,400	7,040	38%
City Manager Division:							
101-12-5010	Salaries	126,720	130,753	103%	150,000	37,500	25%
101-12-5100	Benefits	50,747	51,256	101%	58,099	14,703	25%
101-12-6020	Meetings & Conferences	5,000	3,076	62%	5,000	1,327	27%
101-12-6025	Expense Account	1,500	280	19%	1,500	69	5%
101-12-6050	Mileage	1,000	489	49%	1,000	-	0%
101-12-6440	Cell Phone	1,000	900	90%	900	225	25%
		185,967	186,754	100%	216,499	53,824	25%
City Clerk Division:							
101-13-5010	Salaries	67,000	67,000	100%	72,695	18,174	25%
101-13-5100	Benefits	30,000	27,793	93%	29,359	7,294	25%
101-13-6020	Meetings & Conferences	-		#DIV/0!	-	-	#DIV/0!
101-13-6050	Mileage	100	107	107%	100	-	0%
101-13-6210	Special Department Supplies	275		0%	500	-	0%
101-13-6220	Election Supplies	500	564	113%	600	-	0%
101-13-6225	Codification	3,000	4,854	162%	3,500	655	19%
101-13-7000	Contract Election Services	15,000		0%	-	-	#DIV/0!
		115,875	100,318	87%	106,754	26,123	24%
Finance Division:							
101-14-5010	Salaries	15,789	17,033	108%	25,000	4,617	18%
101-14-5100	Benefits	1,355	512	38%	-	-	#DIV/0!
101-14-6210	Special Department Supplies	400	400	100%	500	-	0%
101-14-6230	Contracted Computer Services	1,000	1,981	198%	1,500	-	0%
101-14-7010	Contracted Banking Services	4,500	4,540	101%	4,000	1,020	26%
101-14-7020	Contracted Audit Services	19,000	10,000	53%	17,000	-	0%
101-14-7040	GASB Reports	700	700	100%	1,000	700	70%
		42,744	35,166	82%	49,000	6,337	13%
City Attorney Division:							
101-15-7020	City Attorney Retainer	31,800	29,162	92%	34,800	8,450	24%
101-15-7070	City Attorney Special Service	3,000	14,080	469%	2,000	4,874	244%
101-15-7075	Development Code Update		14,373	#DIV/0!	7,000	2,143	31%
101-15-7080	Seminars & Training	-	-	#DIV/0!	1,000	-	0%
101-15-6125	City Attorney-Planning	3,000	-	0%	10,000	6,458	65%
101-15-7450	City Attorney-Code Enforcement	2,000		0%	2,000	-	0%
		39,800	57,615	145%	56,800	21,925	39%
General Government Division:							
101-16-5010	Salaries	55,605	55,605	100%	60,331	15,083	25%
101-16-5100	Benefits	14,286	16,724	117%	21,297	4,825	23%
101-16-6010	Seminars & Training	1,000	496	50%	1,000	-	0%
101-16-6020	Meetings & Conferences	200	712	356%	1,000	-	0%
101-16-6040	Transportation & Lodging	500		0%	1,000	-	0%
101-16-6050	Mileage	300	371	124%	400	-	0%
101-16-6120	Postage	700	253	36%	400	64	16%
101-16-6200	Office Supplies	3,000	990	33%	2,000	2,236	112%
101-16-6210	Special Departmental Supplies		997	#DIV/0!	16,100	-	0%
101-16-6230	Computer & Website Services	10,000	2,396	24%	4,000	1,598	40%
101-16-6240	PERS UAL Payment	6,291	9,598	153%	12,920	12,490	97%
101-16-6241	PERS Replacement Benefit Contribution	2,600	2,823	109%	3,000	-	0%
101-16-6242	PERS SSA 218 Annual Fee	200		0%	200	-	0%

Expenditures

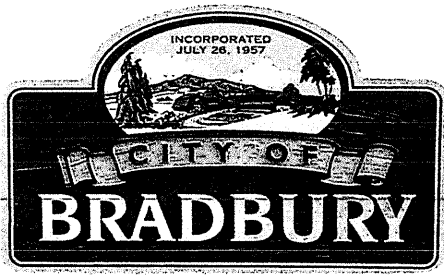
Account Description		2021-22 Budget	2021-22 YTD @ 06/30/2022		2022-23 Budget	2022-23 YTD @ 09/30/2022	
101-16-6250	Copier & Duplications		-	#DIV/0!	-	-	#DIV/0!
101-16-6300	Insurance	39,187	36,652	94%	40,000	42,609	107%
101-16-6400	Utilities	7,380	7,081	96%	5,500	2,636	48%
101-16-6440	Telephone	2,100	1,689	80%	2,000	515	26%
101-16-6450	Building Operations	1,200	504	42%	2,000	83	4%
101-16-6460	Building & Cleaning Service	4,500	4,500	100%	4,000	2,040	51%
101-16-6470	Maintenance & Supplies	20,500	21,468	105%	1,000	913	91%
101-16-7435	Redistricting	65,000	40,250	62%	-	-	#DIV/0!
101-16-6415	Street Signs	6,000		0%	10,000	-	0%
		240,549	203,109	84%	188,148	85,092	45%
Engineering Division:							
101-19-7230	Contracted Engineering Services	80,000	54,950	69%	80,000	24,990	31%
		80,000	54,950	69%	80,000	24,990	31%
Planning, Zoning & Development Division:							
101-20-6020	Meetings & Conferences						
101-20-6120	Postage	500	35	7%	300	-	0%
101-20-6210	Special Department Supplies	500	80	16%	300	112	37%
101-20-6240	Environmental Filing Fees	500		0%	-	-	#DIV/0!
101-20-7210	City Planner Retainer	46,800	30,125	64%	46,800	23,400	50%
101-20-7220	Contracted Building & Safety	120,000	73,235	61%	90,000	1,422	2%
101-20-7240	City Planner Special Service	15,000	6,765	45%	10,000	23,513	235%
101-20-7245	General Plan update		33,436	#DIV/0!	15,000	-	0%
101-20-7075	Development Code Update	2,000		0%	-	-	#DIV/0!
		185,300	143,676	78%	162,400	48,447	30%
Parks & Landscape Maintenance Division:							
101-21-7015	Royal Oaks Trail Maintenance	10,000	10,332	103%	10,000	2,475	25%
101-21-7020	City Hall Grounds Maintenance	7,000	9,540	136%	7,500	2,098	28%
101-21-7025	Trail Maintenance	10,000	2,758	28%	10,000	550	6%
101-21-7035	Mt.Olive Entrance & Trail	12,000	6,184	52%	12,000	1,031	9%
101-21-7045	Lemon/RO Horse Trail	7,000	1,685	24%	7,000	435	6%
101-21-7060	Street Tree Trimming	15,000	16,956	113%	15,000	8,245	55%
		61,000	47,455	78%	61,500	14,834	24%
Public Safety Division:							
101-23-6210	Special Departmental Services		42	#DIV/0!	50	30	60%
101-23-7410	Contract Services Sheriff	126,940	105,783	83%	128,000	31,886	25%
101-23-7420	City Hall Security	3,000	4,770	159%	3,500	775	22%
101-23-7450	Code Enforcement	12,000	1,439	12%	1,500	1,085	72%
101-23-7757	AED Purchase			#DIV/0!	-	-	#DIV/0!
		141,940	112,034	79%	133,050	33,776	25%
Emergency Preparedness Division:							
101-24-6010	Seminars & Training	110	65	59%	100	-	0%
101-24-6020	Meetings & Conferences	500		0%	500	-	0%
101-24-6030	Memberships & Dues	400	360	90%	450	900	200%
101-24-6100	Events & Awards	200		0%	200	-	0%
101-24-6470	Maintenance & Supplies	5,500	261	5%	5,000	1,325	27%
101-24-6480	Civic Center Generator	1,000	291	29%	300	-	0%
101-24-7245	Hazard Mitigation Plan	-		#DIV/0!	-	-	#DIV/0!
		7,710	977	13%	6,550	2,225	34%

Expenditures

Account Description	2021-22 Budget	2021-22 YTD @ 06/30/2022		2022-23 Budget	2022-23 YTD @ 09/30/2022	
Animal & Pest Control Division:						
101-25-7000 Animal Control Services	11,450	10,496	92%	8,500	2,920	34%
101-25-7010 Pest Control Services	500		0%	500	-	0%
	11,950	10,496	88%	9,000	2,920	32%
Intergovernmental Relations Division:						
101-30-6030 Memberships & Dues	10,500	12,078	115%	11,000	9,827	89%
	10,500	12,078	115%	11,000	9,827	89%
General Fund Totals	1,132,835	968,550	85%	1,099,101	337,360	31%
Utility Users Tax Fund:						
102-15-7075 Development Code Update						
102-42-7630 NPDES Stormwater Compliance	90,000	16,128	18%	1,600	196	12%
	90,000	16,128	18%	1,600	196	12%
Deposits Fund:						
103-00-2039 Chadwick Ranch Development	75,000	92,263	123%	50,000	12,645	25%
	75,000	92,263	123%	50,000	12,645	25%
Long Term Planning Fee Fund:						
112-20-7245 General Plan Expense	2,000	-	0%	-	-	#DIV/0!
	2,000	-	-	-	-	#DIV/0!
Technology Fee Fund:						
113-20-4500 Permit Digitizing	-	-	#DIV/0!	-	-	#DIV/0!
113-20-7730 Website	3,000	1,800	60%	5,000	-	0%
113-20-8120 Capital Equipment-Server & Copier	10,000	19,648	196%	12,000	5,046	42%
	13,000	21,448	165%	17,000	5,046	30%
Gas Tax Fund:						
200-48-6400 Utilities-Select System	11,000	11,389	104%	11,000	3,457	31%
200-48-6410 Street Lights	10,000	10,468	105%	11,000	2,870	26%
200-48-7000 PW Contract Services	1,000	763	76%	600	-	0%
200-48-7290 Street Sweeping	4,000	4,384	110%	4,000	626	16%
200-48-7750 Wild Rose Project	25,097	14,168	56%	6,430	605	9%
	51,097	41,172	81%	33,030	7,558	23%
SB1 Gas Tax Fund:						
201-48-7750 Wild Rose Project	81,615	18,281	22%	61,070	33,329	55%
201-48-7755 City Wide Slurry Seal			#DIV/0!			#DIV/0!
	81,615	18,281	22%	61,070	33,329	55%
Prop. A Fund:						
203-00-7600 Sale of Prop. A Funds						
	-	-	#DIV/0!	-	-	#DIV/0!
Prop. C Fund:						
204-20-6030 Memberships & Dues	900	353	39%	400	-	0%
204-40-7325 Transit Services	9,000	7,745	86%	8,449	2,816	33%
204-48-7745 Royal Oaks North Curb Extension				-	-	
204-48-7750 Wild Rose Project	36,570	15,348		21,220	-	
	46,470	23,446	50%	30,069	2,816	9%
Transportation Development Act Fund:						
205-48-7045 RO Trail	-	2,600	#DIV/0!	5,000	-	0%
205-48-7720 Lemon/RO Horse Trail Project	-		#DIV/0!	-	-	#DIV/0!
205-48-7735 Royal Oaks & Mt. Olive Trail Rehab.	5,000	2,920	58%	-	-	#DIV/0!
205-00-7760 Return of Funds	-	-	#DIV/0!	-	-	#DIV/0!
	5,000	5,520	#DIV/0!	5,000	-	#DIV/0!

Expenditures

Account Description		2021-22		2021-22		2022-23		2022-23	
		Budget		YTD @ 06/30/2022		Budget		YTD @ 09/30/2022	
Sewer Fund:									
206-50-7601	Mt. Olive Lane Sewer Project	-	-	#DIV/0!		-	-	#DIV/0!	
206-50-7602	DUSD Message Board	-	-	#DIV/0!		-	-	#DIV/0!	
206-50-7606	Winston Ave Project	-	-	#DIV/0!		-	-	#DIV/0!	
		665,476	-	0%		-	-	#DIV/0!	
STPL Fund:									
208-48-7750	Wild Rose Project	1,055	-	0%		1,055	-	0%	
		1,055	-	0%		1,055	-	0%	
Recycling Grant Fund:									
209-35-7300	Recycling Education	5,000	-	0%		5,000	-	0%	
		5,000	-	-		5,000	-	-	
Measure R Fund:									
210-48-7750	Wild Rose Project	88,739	-	0%		88,739	15,886	18%	
		88,739	-	0%		88,739	15,886	18%	
Measure M Fund									
212-48-7750	Wild Rose Project	58,470		0%		58,470	-	0%	
		58,470	-	0%		58,470	-	0%	
Measure W Fund									
213-42-7630	NPDES Stormwater Compliance					50,506	-		
		50,500	42,230	84%		50,506	-	0%	
Citizen's Option for Public Safety (COPS) Fund:									
215-23-7410	Contract Services Sheriff	50,000	50,000	100%			-	#DIV/0!	
215-23-7411	Contract CSO Services & Supplies	56,500	52,116	92%		55,000	-	0%	
		106,500	102,116	96%		55,000	-	0%	
County Park Grant:									
217-21-7650	Civic Center Park	1,000	-	0%		1,000	-	0%	
		1,000	-	0%		1,000	-	0%	
Fire Safe Grant 14-USFS-SFA-0053:									
219-21-7761	Community Wildfire Protection Plan	30,934	3,555	11%		5,000	1,886	38%	
		30,934	3,555	11%		5,000	1,886	38%	
ARPA Fund:									
220-00-5000	Operating Transfers Out	-	-	#DIV/0!		132,500	-	0%	
220-00-6215	ARPA Expenses	100,000	-	0%		5,300	-	0%	
		100,000	-	0%		137,800	-	0%	
Total Expenditures		2,604,691	1,334,709	51%		1,699,440	416,722	25%	



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 18, 2022

SUBJECT: **PROPOSED MOU TO EXPAND BRADBURY'S COMMUNITY SERVICES OFFICER PROGRAM**

ATTACHMENTS: 1) Proposed MOU - CSO Program, 2022-2025

SUMMARY

During the September meeting, the City Council adopted Resolution No. 22-24, which altered the COPS programing to dedicate \$149,528 toward the CSO program, and directed the City Manager to enter into an agreement with the City of Monrovia for the CSO program. During the meeting, Staff presented a proposed MOU between the two cities.

Since the September meeting, Staff discovered a clause that was left off the MOU presented to the Bradbury City Council that had been previously approved by the Monrovia City Council.

It is recommended that the City Council review the proposed MOU and direct the City Manager to enter into an agreement with the City of Monrovia for the CSO Program (Attachment #1).

DISCUSSION

The City Council, at the September 2022 meeting, reviewed a proposed MOU between the Cities of Bradbury and Monrovia and directed the City Manager to enter into the agreement. Since the meeting, Staff found that the MOU language contained a clause that was approved by the Monrovia City Council but had not been reviewed and approved

by the Bradbury City Council. The clause is found on page 2, #3, A - Compensation and is the following:

....The Parties agree that Exhibit B may be amended by mutual agreement of the Monrovia and Bradbury City Managers after June 30, 2023 to reflect any applicable Labor/Wages cost changes associated with Monrovia's new labor agreements....

The intent of the clause is to equally split between the two Cities the CSO's labor costs into the future, and it take into account any labor changes.

STAFF RECOMMENDATION

It is recommended that the City Council review the proposed MOU and direct the City Manager to enter into an agreement with the City of Monrovia for the CSO Program (Attachment #1).

ATTACHMENT #1

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding Agreement ("Agreement") is effective July 1, 2022 ("Effective Date"), and is between the City of Monrovia, a California municipal corporation ("City") and the City of Bradbury, a California municipal corporation ("Bradbury")

RECITALS

A. City and Bradbury jointly desire to continue a Community Service Officer (CSO) program.

The parties therefore agree as follows:

1. Services.

A. Scope of Services. City and Bradbury shall jointly cooperate to perform the services described in the Scope of Services, attached as **Exhibit A**. City and Bradbury may request, in writing, changes in the scope of services to be performed. Any changes mutually agreed upon by the parties shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Bradbury Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "Bradbury Representative").

C. Time for Performance. The CSO Program shall commence on the Effective Date.

D. Standard of Performance. City shall perform all services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to Bradbury.

E. Personnel. City has all personnel required to perform the services required under this Agreement. All of the services required under this Agreement shall be performed by City or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Personnel assigned shall be selected by the City. While in the City of Bradbury, the assigned personnel will be responsible for calls for service as directed by the City of Bradbury.

F. Compliance with Laws. City shall comply with all applicable federal, state and local laws, including the California Education Code, ordinances, codes, regulations and requirements applicable to this Agreement.

2. Term of Agreement. This Agreement shall be in effect through June 30, 2025 unless terminated earlier as provided for in Section 7 of this Agreement.

3. Compensation.

A. Compensation. As full compensation for City's services provided under this Agreement, Bradbury agrees to reimburse the City an amount not to exceed one-half the cost (salary, benefits, and equipment) of the Community Service Officers as outlined in **Exhibit B**, attached to this Agreement and incorporated herein by reference. **The Parties agree that Exhibit B may be amended by mutual agreement of the Monrovia and Bradbury City Managers after June 30, 2023 to reflect any applicable Labor/Wages cost changes associated with Monrovia's new labor agreements.** Bradbury shall make payment for the services in accordance with Section 4 of this Agreement.

B. Additional Services. City and Bradbury shall not allow any claims for additional services or related payments under this Agreement, unless the City Representative and the Bradbury Representative authorize the additional services in writing prior to the performance of the additional services or incurrence of additional expenses. Any additional services or expenses that are authorized shall be compensated at a rate mutually agreed to by the parties.

4. Method of Payment.

A. Payment. Bradbury shall pay all undisputed invoice amounts within thirty (30) calendar days after receipt up to the maximum compensation set forth in Section 3 of this Agreement.

B. Audit of Records. City shall make all records, invoices, time cards, cost control sheets and other records maintained by City in connection with this agreement available during City's regular working hours to Bradbury for review and audit by Bradbury.

5. Indemnification.

A. Indemnities for Third Party Claims.

1) To the fullest extent permitted by law, Bradbury shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions

of Bradbury, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that BRADBURY shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitors' active or passive negligence except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties.

2) To the fullest extent permitted by law, City shall, at its sole cost and expense, defend, hold harmless and indemnify Bradbury and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those Bradbury agents serving as independent contractors in the role of Bradbury officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of City, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that City shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitors' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties.

B. Survival of Terms. City's and Bradbury's indemnifications and obligations under this Section 9 shall survive the expiration or termination of this Agreement.

6. Mutual Cooperation.

A. City's Cooperation. City shall provide Bradbury with all pertinent data, documents and other requested information as is reasonably available for Bradbury's proper performance of the services required under this Agreement.

B. Bradbury's Cooperation. Bradbury shall provide City with all pertinent data, documents and other requested information as is reasonably available for City's proper performance of the services required under this Agreement.

7. Termination of Agreement.

City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Bradbury at least sixty (60) calendar days before the termination is to be effective. Bradbury may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least sixty (60) calendar days before the termination is to be effective. Should this Agreement be terminated, Bradbury agrees to pay the prorated amount on a monthly basis for any costs incurred by the City in delivering the services as identified in Exhibit A.

8. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Bradbury's and City's regular business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the party to be notified as set forth below:

If to City:
Dylan Feik
City Manager
City of Monrovia
415 South Ivy Avenue
Monrovia, CA 91016

If to Bradbury:
Kevin Kearney
City Manager
City of Bradbury
600 Winston Avenue
Bradbury, CA 91008

With courtesy copy to:

Craig A. Steele, City Attorney
Richards, Watson & Gershon
350 South Grand Avenue, 37th Floor
Los Angeles, CA 90071
Email: csteele@rwglaw.com
Telephone: (213) 626-2424
Facsimile: (213) 626-0078

With courtesy copy to:

Cary S. Reisman, City Attorney
Jones & Mayer
3777 North Harbor Boulevard
Fullerton, CA 92835
Email: csr@jones-mayer.com
Telephone: (714) 446-1400
Facsimile: (714) 446-1448

9. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, neither the City nor Bradbury shall discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. City and Bradbury will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

10. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

11. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

12. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may be modified only by a writing signed by both parties.

13. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the parties to this Agreement.

14. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

15. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the effective date of this agreement is conditioned on approval by the Bradbury's City Council, and that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

16. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a State or federal court with geographic jurisdiction over the City of Monrovia.

17. Attorneys' Fees. In any litigation or other proceeding by which one party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorneys' fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

18. Contract Interpretation. No party shall have any portion of this Contract interpreted against it by virtue of having drafted that portion or any other portion of this Contract.

19. Dispute Resolution. If a dispute arises out of or relates to this contract, or the breach thereof, and if the dispute cannot be settled through negotiation, and if either party chooses not to terminate this contract, the Parties agree first to try in good faith to settle the dispute by mediation before resorting to arbitration, litigation, or some other dispute resolution procedure. The Parties agree to equally share the costs of mediation. If either party commences arbitration, litigation or some other dispute resolution procedure before

making a good faith attempt to mediate the dispute, that party waives its rights to recover its costs and attorney's fees in that procedure, even if it is deemed the prevailing party. The Parties agree that the mediation called for by this provision shall take place in Los Angeles County utilizing JAMS alternative dispute resolution services.

20. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

[SIGNATURE PAGE FOLLOWS]

The parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Monrovia,
a California municipal corporation

By: _____
Name: Dylan Feik
Title: City Manager

ATTEST:

By: _____
Name: Alice D. Atkins, CMC
Title: City Clerk

APPROVED AS TO FORM:

By: _____
Name: Craig A. Steele
Title: City Attorney

Bradbury:

City of Bradbury,
a California municipal corporation

By: _____
Name: Kevin Kearney
Title: City Manager

ATTEST:

By: _____
Name: Claudia Saldana
Title: City Clerk

APPROVED AS TO FORM:

By: _____
Name: Cary S. Reisman
Title: City Attorney

EXHIBIT A SCOPE OF SERVICES

Joint Monrovia-Bradbury Community Services Officer (CSO) Program Scope of Services

CSO Program Purpose

The Community Services Officer (CSO) program will perform field services related public safety work between the City of Monrovia Police Department (City) and the City of Bradbury (Bradbury).

CSO Position General Provisions

A CSO is a non-sworn position that was established to investigate crimes that have already occurred which have little or no workable leads. The CSO will be capable of collecting evidence (photographs, fingerprints, DNA, etc.), investigating non-injury traffic collisions, enforcing parking restrictions, and handling municipal code violations.

CSO Program Goals

To provide two (2) part-time employees (2 employees / 20 hours per week each) assistance to the City of Bradbury. The CSOs shall work opposite schedules in the City of Bradbury so that each CSO schedule does not overlap with one another. The CSOs will provide a high level of customer service to victims of crimes where immediate sworn law enforcement response is not needed. The CSOs will provide full service investigation of those crimes, including evidence collection. The CSOs will also provide the City of Bradbury with an additional resource to respond to municipal code and parking violations, as well as handle non-injury traffic collisions in the City of Bradbury.

CSO Assignment

- A. The CSOs will work mutually agreed upon shifts. The CSOs will be available to the City of Bradbury 20 hours each, per week (within the scheduled work week) depending on City of Bradbury's needs.
- B. Should the City of Bradbury require the CSO to work in excess of 20 hours per week, the City of Bradbury agrees to pay for any overtime staffing costs incurred.
- C. Clothing will be authorized City of Monrovia CSO uniform.
- D. The CSO will report within the City of Monrovia Police Department command structure of the Operations Division. The CSO will be directly supervised by the Monrovia Police Department Field Supervisor and the Watch Commander.
- E. The CSO will be trained to document all City of Bradbury investigations on Los Angeles County Sheriff's Department's forms, and will book all evidence at Los Angeles County Sheriff's facilities using their procedures. Those investigative reports will be approved by Los Angeles County Sheriff personnel.
- F. The City of Bradbury will reimburse the City of Monrovia for their proportionate share of the staff, equipment and training costs necessary to provide CSOs as determined in this agreement.

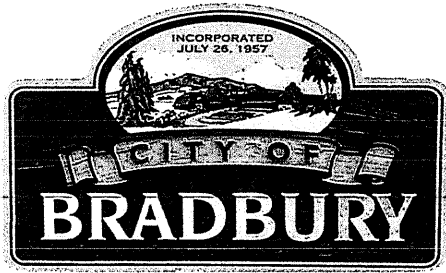
CSO Duties and Responsibilities

- A. Provide full service investigation of those crimes that have already occurred which have little or no workable leads including evidence collection (photographs, fingerprinting, DNA, etc.)
- B. Enforce some municipal code violations
- C. Investigate non-injury traffic collisions
- D. Enforce parking restrictions
- E. Other duties as negotiated

EXHIBIT B CSO Funding Cost

Labor/Wages	Lifetime	Annual
CSO	635,440	127,088
<i>Subtotal</i>	<i>635,440</i>	<i>127,088</i>
Vehicle	Lifetime	Annual
Purchase Cost	38,000	7,600
Decals	1,000	200
Equipment	14,750	2,950
Radio	12,000	2,400
Fuel	19,000	3,800
Maintenance	20,000	4,000
Damage/Repair	2,200	440
<i>Subtotal</i>	<i>106,950</i>	<i>21,390</i>
Miscellaneous		
Equipment	1,000	200
Uniform	1,750	350
Training	2,500	500
<i>Subtotal</i>	<i>5,250</i>	<i>1,050</i>
Total : 1.0 CSO	747,640	149,528
Total : 2.0 CSO	1,495,280	299,056
City of Bradbury		149,528
City of Monrovia		149,528

City of Monrovia uses a 5-year replacement schedule



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 22, 2022

SUBJECT: **CLARIFYING FORMAL ACTION ON THE ANNEXATION OF THE ROYAL OAKS RETIREMENT COMMUNITY**

ATTACHMENTS: 1) Minutes: August 16, 2022

SUMMARY

During the August 16, 2022 meeting, the City Council discussed the annexation of the Royal Oaks Retirement Community in relation to Bradbury's annexation efforts of a portion of Royal Oaks Drive North. After some discussion, the minutes reflect the following action that was approved by the City Council:

Councilmember Hale amended his motion for the City of Bradbury to do nothing (*regarding not annexing the Retirement Community*), to withdraw our application with LAFCO for the annexation of a portion of Royal Oaks Trail and to send a letter to the County to ask them to maintain the trail in front of the Manor.

Staff's interpretation of City Council's action was to withdraw the annexation application of a portion of Royal Oaks Drive North if the City of Duarte decides to move forward with its own efforts to annex the Road and Retirement Community. Meaning, if Duarte does not file an application, then Bradbury shall continue with our annexation application. Since Duarte has not yet indicated annexation intentions with LAFCO, Staff has not withdrawn Bradbury's application. Staff has also not sent a letter to the County. Should Duarte move forward with its own application, then Staff would withdraw our application from LAFCO and also send a letter to the County. If this interpretation is correct, then the City Council should clarify with an official motion.

RECOMMENDATION

If Staff's interpretation of the City Council's direction is correct, then the City Council should clarify with an official motion along the following lines:

The City of Bradbury shall continue its application with LAFCO for the annexation of a portion of Royal Oaks Drive North. If the City of Duarte officially decides to annex the Royal Oaks Retirement Community and the southern portion of the road south of the Retirement Community, the City of Bradbury shall withdraw its LAFCO application and send a letter to Los Angeles County requesting that it maintain the trail south of the Retirement Community.

ATTACHMENT #1

**MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF BRADBURY
HELD ON TUESDAY, AUGUST 16, 2022
AT THE BRADBURY CIVIC CENTER
600 WINSTON AVENUE, BRADBURY, CA 91008**

**CALIFORNIA GOVERNMENT
CODE SECTION 54953(e)(1):**

Pursuant to California Government Code Section 54953(e)(1), the City is allowing Councilmembers, Staff and the public to participate in this meeting by means of a Zoom video or telephone call. Participants will be able to hear the entire proceedings and be able to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times.

MEETING CALLED TO ORDER:

The Regular Meeting of the City Council of the City of Bradbury was called to order by Mayor Lathrop at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: Councilmember Lewis

STAFF: City Manager Kearney, City Attorney Reisman, City Clerk Saldana and Management Analyst Musa

COUNCILMEMBER LEWIS EXCUSED:

Mayor Pro-Tem Barakat made a motion to excuse Councilmember Lewis from the meeting. Councilmember Hale seconded the motion, which carried.

APPROVAL OF AGENDA:

Councilmember Hale made a motion to approve the agenda to proceed with City business. Mayor Pro-Tem Barakat seconded the motion, which carried unanimously.

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

In compliance with the California Political Reform Act, each City Councilmember has the responsibility to disclose direct or indirect potential for a personal financial impact as a result of participation in the decision-making process concerning agenda items.

City Attorney Reisman stated that he was not aware of any potential conflicts of interest.

PUBLIC COMMENT:

None

CONSENT CALENDAR:

All items on the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion unless a Councilmember requests otherwise, in which case the item will be removed and considered by separate action. All Resolutions and Ordinances for Second Reading on the Consent Calendar are deemed to "waive further reading and adopt."

- A. Minutes: Regular Meeting of July 19, 2022
- B. Resolution No. 22-22: Demands & Warrants for August 2022
- C. Monthly Investment Report for the month of July 2022

**MOTION TO APPROVE
CONSENT CALENDAR:**

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

APPROVED:

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

NOES: None

ABSENT: Councilmember Lewis

Motion passed 4:0

**APPROVAL OF CONSULTANT
AGREEMENT WITH DE NOVO PLANNING
GROUP FOR UPDATE OF THE SAFETY
CHAPTER OF THE HEALTH AND SAFETY
ELEMENT OF THE GENERAL PLAN:**

City Manager Kearney stated that Government Code Section 65302(g) regulating General Plans requires the City to update its Safety Element (the Safety Chapter of the Health and Safety Element) with the revision of the Housing Element.

California Government Code Section 65302(g) relating to Safety Elements of the General Plan has been amended to include analysis of additional topics, including those related to wildfires and climate adaptation and resiliency. While the recent hazard mitigation plan addresses many of the wildfire requirements, it does not address climate adaptation and resiliency. Staff does not have the expertise to prepare this update.

The City reached out to two consultants that it has been working before with to obtain a proposal for the update of the Safety Chapter of the Health & Safety Element. Only De Novo Planning Group provided a response. De Novo is a well-respected planning firm that has prepared Safety Element updates for a number of cities (i.e. Gardena and Hawthorne).

PROPOSAL:

De Novo has provided a proposal for \$37,250. The project is billed on the time expended, but it is a "not-to-exceed contract." Staff has checked with other cities updating their Safety Element as to costs and it is in line with those cities.

RECOMMENDATION:

It is recommended that the City Council approve the Agreement between the City of Bradbury and De Novo Planning Group, Inc. for services to update the City's Safety Element at a not-to-exceed amount of \$37,250.

DISCUSSION:

City Manager Kearney stated that this discussion was continued from the July meeting and staff supplied the City Council with more information, such as:

- City of Los Angeles: Safety Element Background & Summary of Amendments;
- Introducing SB 379: Climate Adaptation and Resiliency Strategies; and
- SCAG: Southern California Climate Adaptation Framework

Perry Banner from De Novo Planning Group was online to answer questions about the Safety Element Update.

Councilmember Hale asked how long the process takes. City Manager Kearney stated that the time table is in De Novo's proposal.

City Manager Kearney stated that the City Council approves the Safety Element, not the HCD (Department of Housing and Community Development).

There will be two public hearings: one with the City Council and one with the Planning Commission. Community input can be taken at the regular City Council meeting and regular Planning Commission meeting.

**MOTION TO APPROVE AGREEMENT
WITH DE NOVO PLANNING GROUP:**

Councilmember Hale made a motion to approve the Professional Services Agreement with De Novo Planning Group, Inc. for the Preparation of an Update to the Safety Chapter of the Safety Element of the General Plan at a not-to-exceed amount of \$37,250. Mayor Pro-Tem Barakat seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: Councilmember Lewis

Motion passed 4:0

**PRESENTATION - AN UPDATE BY
CALIFORNIA AMERICAN WATER ON
THE LEMON AVENUE RESERVOIR:**

City Manager Kearney stated that California American Water (Cal-Am) has been coordinating with City Staff on the demolition, filling, and landscaping of the Lemon Avenue reservoir. At the February 2022 City Council meeting, Cal-Am presented plans that included estimates of 26,000 cubic yards of import soil transported by approximately 3,250 haul trucks to fill the Reservoir. It was assumed soils import and grading would take place over 25 days, which translated to about 130 trucks per day. The City Council commented that the import of soils seemed excessive, especially since Cal-Am did not have immediate plans to develop the site. Since the February meeting, Cal-Am has revised their plans and reduced the volume of import. The initial estimates of 26,000 cubic yards of import soil has now been reduced to approximately 15,000 cubic yards.

HAUL ROUTE:

The current haul route from the project site is west on Lemon Avenue, then south of Mountain Avenue to the 210 Freeway. The route passes by the Wild Rose Elementary School in Monrovia, and an additional assessment would need to be conducted on the health risks.

**LONG-TERM PLANS FOR
RESERVOIR SITE:**

It is unknown at this time what will happen to the Reservoir site in the long term. Cal-Am has conducted a study on system-wide storage, and the results of the study suggested it as a site for additional water storage. However, Staff has been told that

the timeline associated with the construction of such water storage is unknown.

CAL-AM REPRESENTATIVES:

(Name), Civil Engineer, and Brandon (Name), Landscape Architect, were online to make the presentation and answer questions from the City Council.

DISCUSSION:

Councilmember Hale stated that he is not comfortable with the project, because he is concerned that Cal-Am will fill the site and then put a new tank on top. Councilmember Hale also was concerned about the traffic and the nearby school. Maybe Cal-Am should to post a bond for the road.

Councilmember Hale stated that he wants to see the plans and asked if our City Engineer, David Gilbertson, could look at them as well.

Councilmember Hale stated that he built a tank for Cal-Am in the past which included landscaping. As soon as the tank was finished, Cal-Am shut off the water and all of the landscaping died. He does not want that to happen again.

The Cal-Am Representatives stated that the current site is getting watered, but right now water conservation is necessary. Other than that, is Cal-Am going in the right direction?

ACTION TAKEN:

City Manager Kearney stated that he will set up a meeting between Cal-Am, the City Engineer and Councilmember Hale to look at the finalized plans for the Lemon Water Reservoir.

PRESENTATION BY SOUTHERN CALIFORNIA EDISON ON WILDFIRE MITIGATION EFFORTS:

Jeanette Soriano, Government Relations Manager, and Albert Diaz, District Manager of Monrovia, gave a presentation on Wildfire Mitigation Efforts by Southern California Edison.

The topics of the Power Point Presentation included:

- 2021 Wildfire Season
- SCE's Wildfire Mitigation Activities
- Public Safety Power Shutoffs (PSPS)
- Reducing the Need for PSPS
- PSPS Communications
- Customer Programs and Resources

Edison provided Council and Staff with a sample of Insulated Wire.

DISCUSSION:

Mayor Lathrop inquired if the City could use its Rule 20A money to pay for insulated wire in the City of Bradbury. Ms. Soriano stated that this would be a great idea, but that the Rule 20A program is for undergrounding utilities only and that the PUC is retiring the Rule 20A program soon.

**DISCUSSION OF THE ANNEXATION
OF THE ROYAL OAKS RETIREMENT
COMMUNITY:**

City Manager Kearney stated that the City of Bradbury redistricted in 2021. As part of the process, the City Council directed Staff to annex a portion of Royal Oaks Drive North, directly below the Retirement Community ("Manor"), which was found to be in Los Angeles County territory. Such an annexation would ensure that Bradbury's District Three meets regulations regarding district contiguity. Staff recently learned of a Duarte Councilmember's desire to annex the Retirement Community, which would affect Bradbury's current District map and annexation efforts of a portion of Royal Oaks Drive North.

ANALYSIS:

It is Staff's understanding that since the incorporation of Bradbury in 1957, the Retirement Community has always been an unincorporated parcel of land belonging to Los Angeles County. The Retirement Community has a lot size of approximately 17.71 acres and the County Assessor's map shows the property divided by three legal lot lines (pursuant to the Subdivision Map Act).

The following are current resident estimates of the Retirement Community in comparison to Bradbury:

Population:

City of Bradbury - 925

Retirement Community – 260

Number of registered Voters:

City of Bradbury - 650

Retirement Community – 199

City Staff recently met with the Manor's Executive Director to better understand the Community and its desire for annexation.

OPTIONS:

City Manager Kearney stated that there are a few options the City Council can explore in response to a potential City of Duarte annexation of the Retirement Community:

1. The City of Bradbury could annex the entire Retirement Community;
2. The City of Duarte could annex the majority of the Retirement Community and Bradbury could annex a side and/or northern most section;
3. The City of Duarte could annex the entire Retirement Community;
4. The City of Bradbury could continue with its current annexation plan through LAFCO since an application is already pending.

FINANCIAL ANALYSIS:

A Bradbury annexation of the Retirement Community is unlikely to produce significant property tax revenue since the property belongs to a non-profit organization. After credits for the claimed, non-profit exemption, initial estimates assume City property tax revenues to be approximately \$500 a year. There could be additional future revenue sources for planning reviews and building permits.

**INFORMAL CONTRACT WITH
BEAR DEMOGRAPHICS:**

Staff has entered into an informal contract with Bear Demographics and Research, Inc. for a not-to-exceed amount of \$2,500 to provide initial consulting services on an hourly basis to advise Staff on a potential annexation and/or redistricting.

RECOMMENDATION:

This item is a review of the background on the 2021 redistricting, the efforts to annex a portion of Royal Oaks Dive North, and options for the City Council to explore if the City of Duarte were to annex the Retirement Community. It is recommended that the City Council direct Staff on how to proceed.

DISCUSSION:

Mayor Lathrop stated that he is not in favor of annexing the entire Retirement Community.

Mayor Pro-Tem Barakat felt that the City does not need to do anything about the redistricting.

Councilmember Hale also does not want to annex the entire Manor, because the residents would make up an entire district.

Mayor Lathrop inquired if Duarte can annex the Manor. Andrew Westall from Bear Demographics replied that is up to LAFCO.

Councilmember Bruny was also not in favor of annexing the Manor.

PUBLIC COMMENT:

Mr. Andrew Smith, Executive Director of the Royal Manor, stated that they prefer a full annexation by either the City of Bradbury or the City of Duarte. They don't want to be part of Los Angeles County.

MOTION:

Councilmember Hale made a motion for Bradbury to continue with its current annexation plan through LAFCO and to let Duarte annex the Manor. Mayor Pro-Tem Barakat seconded the motion.

COMMENT FROM LAFCO:

Paul Novak of LAFCO stated that under the current law cities must be contiguous. In our scenario the City of Duarte is not contiguous with the Manor. The City Council needs to amend its motion to explore other option, because the Duarte Mesa does not touch Royal Oaks Drive North.

MORE DISCUSSION:

Mayor Pro-Tem Barakat stated that Duarte Councilmember Margaret Finley wants Duarte to annex the Manor. Mayor Pro-Tem Barakat suggested to let Duarte or the County maintain Royal Oaks Trail.

Mayor Lathrop said let Duarte do what they want to do.

AMENDED MOTION:

Councilmember Hale amended his motion for the City of Bradbury to do nothing, to withdraw our application with LAFCO for the annexation of a portion of Royal Oaks Trail and to send a letter to the County to ask them to maintain the trail in front of the Manor. Mayor Pro-Tem Barakat seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: Councilmember Lewis

Motion passed 4:0

**DISCUSSION ON THE UPCOMING
RETIREMENT OF THE CITY CLERK:**

City Manager Kearney stated that this is an ongoing discussion about the planned retirement of City Clerk Claudia Saldana in the spring of 2023, and the challenges associated with filling her position. This is an informal discussion with no formal recommended actions. Rather, this item seeks input from the City Council on how they would like to proceed. It is expected that there will be multiple discussions on this item in the next few months.

The City Clerk's position has expanded with the City's needs since she started working for the City in June of 1988. Today Claudia's position has three main functions. These roles and responsibilities are equivalent in other cities to 1) City Clerk, 2) Accounting Technician, and 3) Executive Assistant to the City Manager.

City Manager Kearney stated the City Council discussed this item at the July 2022 meeting and requested additional job descriptions for both the positions of City Clerk and Accounting Technician. The City Council additionally requested the most recent Bradbury job announcement for the Management Analyst.

Mayor Lathrop stated that the City should outsource payroll and some of the light accounting could be done by the Management Analyst. City Manager Kearney stated that the Management Analyst position was not recruited for accounting tasks. City Manager Kearney also stated that he asked the current Management Analyst if she would be willing to take over some of Claudia's responsibilities and she declined.

Councilmember Bruny inquired about what the part-time Finance Director's responsibilities are. City Manager Kearney replied that the Finance Director's responsibilities are different from the tasks that Claudia is doing. The Finance Director prepares the City's financial reports, completes reports required by the State Controller's Office, prepares Journal Entries, manages investments (CDs) for the City, and is the main liaison for City audits. It would not make sense to have the Finance Director take over Claudia's responsibilities as he gets paid \$87/hour, because he is a CPA. On top of that, the Finance Director is at the office only once a week for half a day and may not be available to dedicate more time to Bradbury. This was an informal discussion and the City Council took no formal action. It is expected that there will be more discussions regarding this item over the next few months.

NO ACTION TAKEN:

**DISCUSSION ON THE USE OF
CAL RECYCLE FUNDS:**

Management Analyst Musa stated that the City received \$5,000 from the CalRecycle Beverage Container Recycling/County Payment Program. At the April City Council Meeting, Staff was directed to contact the City of Duarte about partnering and installing a water refill station on the Duarte portion of Royal Oaks Trail. City Staff identified an old water refill station that needs to be replaced but the proposal was complicated due to an existing partnership between Duarte and a third-party organization in regards to a plaque that would be placed on the water refill station stating that it was a donation from the City of Bradbury. Since then, the City of Duarte has designated two more potential locations for a water refill station to be installed.

RECOMMENDATION:

It is recommended that the City Council review both potential locations and approve one of the proposed areas for the installation of a water refill station for the City of Duarte at a not-to-exceed amount of \$7,500.

DISCUSSION:

Mayor Pro-Tem Barakat suggested to place the water refill station near the bridge on Royal Oaks Trail. Mayor Pro-Tem Barakat also stated that there is no water refill station on Mount Olive Drive.

DIRECTION TO STAFF:

The City Council directed Staff to identify possible locations for a water refill station in the City of Bradbury and to report back at the next City Council meeting.

**DISCUSSION AND UPDATE ON
BRADBURY NIGHT OUT:**

Bradbury Night Out (BNO) is an annual event to celebrate the City's anniversary and National Night Out. This year's Bradbury Night Out took place on July 28, 2022. Management Analyst Musa reported that we had over 26 service providers hosting a booth and three food vendors. Residents enjoyed the variety of vendors present, especially the Wildlife Learning Center, which brought several animals, including a porcupine, armadillo, hedgehog, owl and more. One of the highlights of BNO was the attendance of Los Angeles County Supervisor Kathryn Barger.

The City allocated \$10,000 for the event but only spent \$7,000. Based on the feedback received from residents and vendors, the main challenge was long wait times for food and event parking. Staff hopes to improve the parking situation and will consider hiring a different food vendor for next year's event.

MATTERS FROM THE CITY MANAGER:

City Manager Kearney stated that the CSO contract with the City of Monrovia should be ready soon and that we may have to call a Special Meeting before the regular September City Council Meeting to adopt the contract.

MATTERS FROM THE CITY ATTORNEY:

City Attorney Reisman stated that he enjoyed Bradbury Night Out and that he bonded with an owl (Zeus from the Wildlife Learning Center).

MATTERS FROM THE CITY COUNCIL:

MAYOR LATHROP: Nothing to report

COUNCILMEMBER BARAKAT: Nothing to report

COUNCILMEMBER HALE: Nothing to report

COUNCILMEMBER LEWIS: Not present

COUNCILMEMBER BRUNY: Nothing to report

ITEMS FOR FUTURE AGENDAS: None

CLOSED SESSION

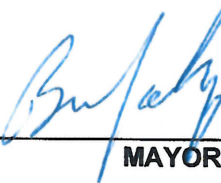
**PUBLIC COMMENT REGARDING
CLOSED SESSION ONLY:** None

RECESS TO CLOSED SESSION: The City Council adjourned to a Closed Session to discuss:

A. Appointment of Temporary Public Employee
Government Code Section 54957(b)(1)
Title: Management Analyst

REPORT FROM CLOSED SESSION: City Attorney Reisman reported that the City Council met in Closed Session to discuss the matter regarding the Management Analyst. No formal votes were taken or required.

ADJOURNMENT: At 9:15 p.m. Mayor Lathrop adjourned the meeting to a regular meeting to be held on Tuesday, September 20, 2022 at 7:00 p.m.

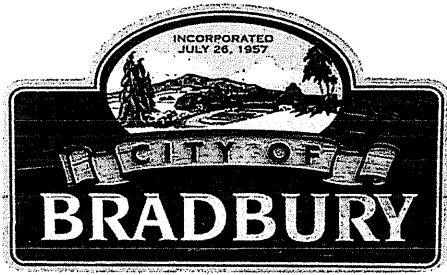


MAYOR – CITY OF BRADBURY

ATTEST:



CITY CLERK – CITY OF BRADBURY



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 18, 2022

SUBJECT: **CONSIDERATION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE DESIGNATING CITY HOLIDAYS**

ATTACHMENTS: 1) Ordinance No. 384

SUMMARY

At the September meeting, the City Council desired to codify the City's legal holidays found in the Employee Handbook. These holidays are the following:

New Year's Day	January 1 st
Martin Luther King, Jr. Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving Day	Last Thursday in November
Day after Thanksgiving	Last Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Year's Eve	December 31 st

Staff recommends that the City Council, introduce, waive reading in full, and authorize reading by title only of Ordinance No. 384, and set the second reading; and read the title of Ordinance 384, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE DESIGNATING CITY HOLIDAYS."

ATTACHMENT #1

ORDINANCE NO. 384

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF BRADBURY AMENDING
THE BRADBURY MUNICIPAL CODE
DESIGNATING CITY HOLIDAYS**

**THE CITY COUNCIL OF THE CITY OF BRADBURY DOES ORDAIN AS
FOLLOWS:**

Section 1. Section 2.09.010, Chapter 9, is hereby added to Title II of the Bradbury Municipal Code, to read as follows:

Sec. 2.09.010 - Holidays

As respects the transaction of business in the public offices of the city, every Saturday, every Sunday, and the following days shall be deemed to be holidays:

<u>Holiday</u>	<u>Day</u>
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Last Thursday November
Day After Thanksgiving	Last Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Holidays, which fall on a Saturday will be celebrated on the preceding Friday. Holidays, which fall on a Sunday will be celebrated on the following Monday.

Section 2. If any provision of this Ordinance is held to be unconstitutional, it is the intent of the City Council that such portion of this Ordinance be severable from the remainder and that the remainder be given full force and effect.

Section 3. The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED and ADOPTED this _____ day of _____, 2022.

Elizabeth Bruny
Mayor

ATTEST:

Claudia Saldana
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BRADBURY)

I, Claudia Saldana, City Clerk of the City of Bradbury, do hereby certify that the foregoing ordinance, being Ordinance No. 384, was duly passed by the City Council of the City of Bradbury, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the _____ day of _____, 2022, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYS:

ABSENT:

Claudia Saldana
City Clerk
City of Bradbury