

AGENDA

**Regular Meeting of the Bradbury City Council
To be held on Tuesday, July 19, 2022
Closed Session Immediately Following
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/81899111285>, One tap mobile +16699009128,,81899111285#, or dial (669) 900-9128 and enter code 818 9911 1285#.

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, 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 June 21, 2022
- B. Minutes: Adjourned Meeting of June 26, 2022
- C. Resolution No. 22-19: Demands & Warrants for July 2022
- D. Monthly Investment Report for the month of June 2022
- E. Resolution No. 22-20: Authorizing Signatures for Accounts in the Name of "City of Bradbury"
- F. Second Reading and Adoption of Ordinance No. 383: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING VARIOUS PROVISIONS OF TITLE ix (DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS
- G. Resolution No. 22-021: Approve Project Funded by SB1: The Road Repair and Accountability Act

2. Presentation – Southern California Edison

Southern California Edison will be making a presentation to the City Council regarding their wildfire prevention efforts.

3. Approval Consultant Agreement with De Novo Planning Group for Update of the Safety Chapter of the Health and Safety Element of the General Plan

California 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. It is recommended that the City Council approve the Agreement between the City and De Novo (Attachment #1) for services to update the City's Safety Element at a not-to-exceed amount of \$37,250.

4. Discussion on the Upcoming Retirement of the City Clerk

This item covers and discusses the upcoming retirement of the long-term City Clerk and the challenges associated with her departure. This informal discussion has no formal recommended actions and is expected to be discussed over an extended period of time.

5. Matters from the City Manager

6. Matters from the City Attorney

7. 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)

8. ITEMS FOR FUTURE AGENDAS

CLOSED SESSION

CALL TO ORDER/ROLL CALL

PUBLIC COMMENT – REGARDING CLOSED SESSION ONLY

RECESS TO CLOSED SESSION REGARDING:

A. CONFERENCE WITH LEGAL COUNSEL

Existing Litigation: Government Code Section 54956.9(d)(1)

Case Name: CALIFORNIANS FOR HOMEOWNERSHIP, INC. V. CITY OF BRADBURY

Case No.: Los Angeles Superior Court #22STCP01381

REPORT FROM CLOSED SESSION

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, August 16, 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, June 15, 2022 at 5:00 p.m."


CITY CLERK - CITY OF BRADBURY

DRAFT

**MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF BRADBURY
HELD ON TUESDAY, JUNE 21, 2022
AT THE BRADBURY CIVIC CENTER
600 WINSTON AVENUE, BRADBURY, CA 91008**

EXECUTIVE ORDER NO. 25-20:

Pursuant to Governor Newsom's Executive Order N-25-20, 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. Participants will be able to hear the entire proceedings (other than the Closed Session) 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 Pro-Tem Lathrop at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL:

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

ABSENT: Mayor Bruny

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

MAYOR BRUNY EXCUSED:

Councilmember Barakat made a motion to excuse Mayor Bruny from the meeting. Councilmember Hale seconded the motion which carried.

CITY COUNCIL REORGANIZATION:

According to Bradbury Municipal Code Section 2.01.060, every year in June the City Council shall reorganize and select one of its members as Mayor, and one as Mayor Pro-Tem. Candidates for Mayor Pro-Tem shall self-nominate by writing a statement of intent. City Manager Kearney stated that Councilmember Barakat has submitted a statement of intent.

APPOINTMENT OF MAYOR:

Councilmember Barakat made a motion to appoint Mayor Pro-Tem Lathrop to the position of Mayor. Councilmember Hale seconded the motion which carried unanimously.

APPOINTMENT OF MAYOR PRO-TEM:

Councilmember Hale made a motion to appoint Councilmember Barakat to the position of Mayor Pro-Tem. Councilmember Lewis seconded the motion which carried unanimously.

NEW ROLL CALL:

Mayor Lathrop, Mayor Pro-Tem Barakat,
Councilmembers Hale, Lewis and Bruny (not present)

APPROVAL OF AGENDA:

City Manager Kearney stated that the Southern California Edison Representative tested positive for Covid and has to reschedule the Presentation to the June meeting. Councilmember Lewis made a motion to approve the agenda, as amended, 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 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 May 17, 2022
- B. Resolution No. 22-12: Demands & Warrants for June 2022
- C. Resolution No. 22-13: Demands & Warrants for July 1, 2022
- D. Monthly Investment Report for the month of May 2022
- E. Resolution No. 22-14: FPPC 2022 Conflict of Interest Code
- F. Resolution No. 22-15: Approval of Gann Appropriation Limit for FY 2022-2023

**MOTION TO APPROVE
CONSENT CALENDAR:**

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

APPROVED:

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

**PUBLIC HEARING - INTRODUCTION
OF ORDINANCE NO. 383:**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING VARIOUS PROVISIONS OF TITLE IX (DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS

BACKGROUND:

On September 16, 2021 Governor Newsom signed Senate Bill 9 (SB 9) which took effect on January 1, 2022. SB 9 added two new sections to the State Government Code requiring cities to ministerially approve the development of up to two units on single-family-zoned lots and requiring cities to ministerially approve lot splits that meet the provisions of SB 9. The approval of such developments is subject to certain requirements, but without a local ordinance, those requirements are based only on SB 9, which does not account for local conditions. To have SB 9 developments comply with local standards, the City Council adopted Urgency Ordinance No. 380 at the December 21, 2021 regular meeting.

As an urgency ordinance, it was adopted without public hearings and needs to be replaced by a regular ordinance that is reviewed through public hearings by the Planning Commission and City Council.

In preparing the regular ordinance to replace Urgency Ordinance No. 380, staff asked the City Council to have a study session. The study session was not only for SB 9 but also to discuss planning matters related to the Housing Element. Since SB 9 is for housing development, its provisions are important to the preparation of the Housing Element. The City Council held a study session on February 7, 2022 and again on March 7, 2022. At the regular April 19, 2022 meeting the City Council directed staff to proceed with drafting a regular ordinance to replace Urgency Ordinance No. 380 and include other needed changes relating to the provisions for secondary living quarters.

PLANNING COMMISSION REVIEW:

The Planning Commission reviewed a draft of the replacement ordinance (Ordinance No. 383) and held a public hearing at a Special Meeting held on May 23, 2022. The Planning Commission adopted Resolution No. 22-304 to recommend approval of the proposed ordinance.

DRAFT HOUSING ELEMENT:

The City's Housing Element was circulated for public review at the beginning of May. Two changes have been made to Ordinance No. 383 based on input received on the City's draft Housing Element that were not reviewed by the Planning Commission. These changes are to delete the occupancy limits on SROs and guest houses.

RECOMMENDATION:

It is recommended that the City Council approve a motion to accept the Ordinance with the removal of the occupancy restrictions, determine that Ordinance No. 383 is exempt under the California Environmental Quality Act (CEQA), continue the public hearing to July 19, 2022, and direct that the changes be considered by the Planning Commission.

DISCUSSION:

Mayor Lathrop proposed some changes on pages 8, 22 and 27 of the draft ordinance. Staff reviewed the proposed changes and recommends that they be incorporated in the draft ordinance.

**PUBLIC HEARING OPENED
AND CLOSED:**

Mayor Lathrop opened the public hearing and asked those speaking in favor or opposition to come forward and be heard. There being no public input, Mayor Lathrop continued the public open to the July 19, 2022 City Council meeting.

MOTION:

Councilmember Hale made a motion to accept the Ordinance with the removal of the occupancy restrictions, incorporate the changes proposed by Mayor Lathrop, determine that Ordinance No. 383 is exempt under the California Environmental Quality Act (CEQA), continue the public hearing open to July 19, 2022, and direct that the changes be considered by the Planning Commission. Councilmember Barakat seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

**FISCAL YEAR 2022-2023 ANNUAL RATE
ADJUSTMENT FOR SOLID WASTE
COLLECTION AND RECYCLING:**

The City of Bradbury contracts with Burrtec Waste Services for solid waste collection and recycling. Burrtec has been providing franchised refuse collection and recycling services for the City of Bradbury since July 1997. Pursuant to Section 10.10 of the Franchise Agreement, each subsequent July 1 (after July 1, 1999) the rate for each category of service shall be subject to upward or downward adjustment. Customer rates are comprised of the following categories: contractor service cost, disposal cost, recycling processing, green waste processing cost and manure waste processing cost.

**POWER POINT PRESENTATION
BY BURRTEC:**

Richard Nino (Burrtec) walked the City Council through a Power Point presentation going over the proposed new rates for trash, recycling, manure and green waste collection in the City of Bradbury.

The consumer price index (CPI) based on the July 2021 All Urban Consumer Price Index for Los Angeles, Long Beach and Anaheim, CA is 3.83% and was incorporated into the calculations. Trash, green waste and recyclables continued to be delivered to the Waste Management Material Recovery Facility (MRF) in Azusa. Given the CalRecycle approved collection waiver for SB 1383 compliance, the City will not need to provide an expanded organics food waste recycling program.

Nevertheless, the regional solid waste infrastructure has changed significantly to address SB 1383 organics recycling requirements. This is evident in the green waste tip fee which is increasing from \$48/65/ton to \$93.20/ton. These changes have been occurring throughout the region as organics recycling processes have adapted to fit the new need. Trash disposal is also increasing from \$53.45/ton to \$61.43/ton while recyclables commodity markets improved during 2021 resulting in a recycling processing cost reductions for the 2022 rate year from \$46.94/ton to \$9.67/ton.

Mr. Nino stated that included in the rate review is a consideration for a street sweeping adjustment that has not been adjusted since 2017, as well as a revised monthly fee for the improved wildlife deterrent cart.

FINANCIAL ANALYSIS:

City Manager Kearney stated that Burrtec provides approximately \$39,000 in franchise waste management fees to the City annually.

RECOMMENDATION:

It is recommended that the City Council approve the proposed refuse collection and recycling rates for FY 2022-2023 to become effective July 1, 2022.

DISCUSSION:

Councilmember Hale requested that Burrtec's power point presentation be included in the agenda packet next year because it is hard to read on the screen.

MOTION:

Councilmember Hale made a motion to approve the proposed refuse collection and recycling rates for FY 2022-2023 to become effective July 1, 2022. Mayor Lathrop seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

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

Management Analyst Musa stated that the City applied for the CalRecycle Beverage Container Recycling City/County Payment Program and was approved to receive \$5,000. In the past, there have been challenges expending these monies, as funds are restricted and may only be utilized to support activities related to container recycling and litter abatement. In previous years, the City expended CalRecycle funds through a grant program and partnered with surrounding cities. In 2020, water refill stations were added as an eligible activity and would allow the City to use funds to install water refill stations. 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 (near Buena Vista). The City of Duarte expressed interest in installing a water refill station.

FINANCIAL REVIEW:

Each year, the City of Bradbury receives \$5,000 from CalRecycle. These are restricted funds and cannot be used for General Fund purposes. The City has had difficulties in the past expending all monies received, which resulted in a surplus. As such, the total fund balance is \$11,292.02.

RECOMMENDATION:

It is recommended that the City Council approve the purchase of a water refill station for the City of Duarte at an amount not to exceed \$7,500.

MOTION:

Councilmember Barakat made a motion to approve the purchase of a water refill station for the City of Duarte at an amount not to exceed \$7,500. Councilmember Hale seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

RESOLUTION NO. 22-16: ADOPTION OF BUDGET FOR FY 2022-2023 AND RESOLUTION NO. 22-17: ALLOCATING BRADBURY'S CITIZENS OPTION FOR SAFETY (COPS) FUNDS:

At the May 17, 2022 regular meeting the City Council reviewed the proposed Fiscal Year 2022-2023 draft budget and discussed priorities for the coming year.

City Manager Kearney stated that the Agenda Memo in the agenda packet was missing the proposed expenditures column for FY 2022-2023 (attachment #6). A corrected expenditures report was provided to the City Council per email and hard copy.

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 22-16, approving the City of Bradbury's Annual Budget for Fiscal Year 2022-2023 and Resolution No. 22-17, approving the expenditure plan for grant funds pursuant to the Citizens' Option for Public Safety (COPS/Supplemental Law Enforcement Service Fund).

DISCUSSION:

City Manager Kearney stated that he added the sewer reimbursement schedules, as requested by Councilmember Lewis.

City Manager Kearney also stated that the City needs to update its Personnel/Employee Handbook and that he allocated \$15,000 in account #101-16-6210 as a placeholder. The City Council felt that staff could plagiarize a Handbook from another City and does not need to hire a consultant.

The City Council also instructed staff to utilize the option to prepay the PERS UAL (unfunded actuarial liability) for FY 2022-2023 in the month of July 2022. Prepaying the UAL will save the City 3.5% in interest.

MOTION:

Councilmember Barakat made a motion to adopt Resolution No. 22-16, approving the City of Bradbury's Annual Budget for Fiscal Year 2022-2023 and Resolution No. 22-17, approving the expenditure plan for grant funds pursuant to the Citizens' Option for Public Safety (COPS/Supplemental Law Enforcement Service Fund). Councilmember Hale seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

CITY COUNCIL LIAISONS FOR FY 2022-2023 AND RESOLUTION NO. 22-18 PERTAINING TO THE APPOINTMENT(S) TO THE SAN GABRIEL VALLEY COG:

City Manager Kearney stated that when the City Council reorganizes, part of the annual reorganization is to review the organization and association assignments. The appointment to the San Gabriel Valley Council of Governments (COG) requires authorization by Resolution. It is recommended that the City Council designate City Councilmembers to organizations and associations and adopt Resolution No. 22-18.

**CITY COUNCIL LIAISONS
FOR FY 2022-2023:**

California Contract Cities Association (CCCA)

Representative: vacant

Alternate: vacant

League of California Cities

Representative: Mayor Lathrop

Alternate: vacant

LA County City Selection Committee (should be Mayor)

Representative: Mayor Lathrop

Alternate: vacant

LA County Sanitation Districts (must be Mayor)

Representative: Mayor Lathrop has conflict of interest-can't serve

Alternate: Mayor Pro-Tem Barakat

Southern California Joint Powers Insurance Authority

Representative: City Manager Kearney

Alternate: vacant

Southern California Association of Governments

Representative: vacant

Alternate: vacant

Foothill Transit

Representative: Mayor Pro-Tem Barakat

Alternate: Councilmember Bruny

SGV Mosquito & Vector Control District

Representative: Mayor Pro-Tem Barakat (term expires 12/31/25)

Alternate: vacant

Duarte Community Education Council

Representative: Councilmember Bruny

Alternate: Mayor Lathrop

Duarte Education Foundation

Representative: Mayor Lathrop

Alternate: Councilmember Bruny

**Area D Emergency Services and Director of the Bradbury
Disaster Committee**

Representative: Mayor Lathrop

Alternate: Councilmember Bruny

LASD Temple Station Booster Club

Representative: vacant

Alternate: vacant

San Gabriel Valley Council of Governments

Representative: Mayor Pro-Tem Barakat

Alternate: vacant

**MOTION TO ADOPT
RESOLUTION NO. 22-18:**

Councilmember Hale made a motion to adopt Resolution No. 22-18: Appointing the Governing Board Member and Alternate Governing Board Member to the San Gabriel Valley Council of Governments. 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 Lewis

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

MATTERS FROM THE CITY MANAGER:

City Manager Kearney stated that Bradbury Night Out is coming up on Thursday, July 28, 2022 and asked if any of the Councilmembers had any ideas about attendance. Everyone felt that attendance would be the same as before or maybe up to 10% more.

City Manager Kearney stated that the City Council, Planning Commission and Staff needs to complete their AB 1234 ethics training again soon. The training needs to be taken every two years.

MATTERS FROM THE CITY ATTORNEY:

City Attorney Reisman stated that he has a report for the Closed Session.

MATTERS FROM THE CITY COUNCIL:

MAYOR BRUNY:

Nothing to report

MAYOR LATHROP:

Nothing to report

COUNCILMEMBER BARAKAT:

Nothing to report

COUNCILMEMBER HALE:

Nothing to report

COUNCILMEMBER LEWIS:

Nothing to report

COUNCILMEMBER BRUNY:

Not present

ITEMS FOR FUTURE AGENDAS:

The City Council decided to hold an adjourned City Council Meeting for Ordinance No. 383 on Monday, June 27, 2022 at 7:00 p.m. (after the June 22, 2022 Planning Commission Meeting).

CLOSED SESSION

**PUBLIC COMMENT REGARDING
CLOSED SESSION ONLY:**

None

RECESS TO CLOSED SESSION:

The City Council adjourned to a Closed Session to discuss the following:

A. Public Employee Performance Evaluation

Government Code Section 54957(b)(4)

Title: City Manager

REPORT FROM CLOSED SESSION:

City Attorney Reisman reported that the City Council met in Closed Session to discuss a Performance Evaluation and instructed the City Attorney on how to proceed. No formal or informal votes were taken.

ADJOURNMENT:

At 8:36 p.m. Mayor Lathrop adjourned the meeting to an adjourned meeting to be held on Monday, June 27, 2022 at 7:00 p.m.

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

DRAFT

MINUTES OF AN ADJOURNED MEETING OF THE CITY COUNCIL OF THE CITY OF BRADBURY HELD ON TUESDAY, JUNE 27, 2022 AT THE BRADBURY CIVIC CENTER AT 7:00 PM

EXECUTIVE ORDER NO. 25-20:

Pursuant to Governor Newsom's Executive Order N-25-20, 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. Participants will be able to hear the entire proceedings (other than the Closed Session) 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 Adjourned Meeting of the City Council of the City of Bradbury was called to order by Mayor Lathrop at 7:00 p.m.

ROLL CALL:

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

ABSENT: None

STAFF: City Manager Kearney, City Attorney Reisman, Assistant City Attorney Kranitz, and City Clerk Saldana

PUBLIC COMMENT:

No public present

PUBLIC HEARING FOR ORDINANCE NO. 383:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING VARIOUS PROVISIONS OF TITLE IX (DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS

BACKGROUND:

At the December 21, 2021 regular meeting, the City Council adopted Urgency Ordinance No. 380 to comply with Senate Bill 9 (SB 9). As an urgency ordinance, it is to be replaced by a regular ordinance that is reviewed by the Planning Commission and City Council. Ordinance 383 is that regular ordinance. As a regular ordinance, a draft of the ordinance was reviewed by the Planning Commission at a public hearing at a Special Meeting held on May 23, 2022. The Commission adopted Resolution No. PC 22-304 to recommend approval of the proposed ordinance.

Ordinance No. 383 was considered by the City Council for introduction at a public hearing at the June 21, 2022 regular meeting. However, after the Planning Commission's review, comments were received on the City's draft Housing Element, which had been circulated for public review at the beginning of May. Two changes were to be made to Ordinance No. 383 based on the input received on the draft Housing Element. These changes would need to be reviewed by the Planning Commission. The changes were to delete the occupancy limits on SROs and guest houses. Also, Mayor Lathrop pointed out two typographical errors and some confusing language in Section 9.85.420(n).

At the June 21, 2022 regular meeting, the City Council opened the public hearing, but because of the changes to the occupancy limits needing to be reviewed by the Planning Commission, the Council continued the public hearing as open to an adjourned meeting on Monday, June 27, 2022. The City Council also accepted Ordinance No. 383 with the changes, corrections and clarification, determined that the Ordinance is exempt under the California Environmental Quality Act (CEQA), and directed that the revised Ordinance be considered by the Planning Commission.

RECOMMENDATION:

It is recommended that the City Council re-open the public hearing, solicit testimony on Ordinance No. 383, and introduce Ordinance No. 383 with findings that the Ordinance is exempt from the California Environmental Quality Act (CEQA) and consistent with the General Plan. It is also recommended that the City Council schedule a second hearing of the ordinance for the July 19, 2022 regular meeting.

MOTION:

Councilmember Hale made a motion to introduce Ordinance No. 383 with findings that the Ordinance is exempt from the California Environmental Quality Act (CEQA) and consistent with the General Plan and to schedule a second hearing of the Ordinance No. 383 for the July 19, 2022 regular meeting. 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 Barakat, Hale and Bruny

NOES: None

ABSENT: None

Motion passed 5:0

CLOSED SESSION:

The City Council met in Closed Session to discuss the following:

A. CONFERENCE WITH LEGAL COUSEL

Existing Litigation: Government Code Section 54956.9(d)(1)

Case Name: CALIFORNIANS FOR HOMEOWNERSHIP, INC. V. CITY OF BRADBURY

Case No.: Los Angeles Superior Court #22STCP01381

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957(b)(4)

Title: City Manager

REPORT FROM CLOSED SESSION:

The Council met in closed session regarding pending litigation. The Council instructed The Council instructed its attorneys as to how to proceed.

The Council evaluated the performance of the City Manager and instructed the City Attorney to modify the Performance Evaluation and present it to the City Manager.

ADJOURNMENT:

At 7:35 p.m. Mayor Lathrop adjourned the meeting to a Regular Meeting on Tuesday, July 19, 2022 at 7:00 p.m.

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

RESOLUTION NO. 22-19

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA,
APPROVING DEMANDS AND WARRANTS NO. 17001 THROUGH NO. 17015
(PRE-RELEASED CHECKS)
AND DEMANDS AND WARRANTS NO. 17016 THROUGH NO. 17039
(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 \$2,554.97 (pre-released Checks) and \$98,139.06 at June 21, 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>
17001	Molly Maid (7/6/22)	31-May-2022 Balance 01-Jun-2022 Cleaning 06-Jun-2022 Cleaning 13-Jun-2022 Cleaning 22-Jun 2022 Cleaning 27-Jun-2022 Cleaning 06-Jul-2022 Cleaning <i>Acct. 101-16-6460</i>	\$150.00 \$105.00 \$105.00 \$105.00 \$105.00 \$105.00 <u>\$105.00</u> \$780.00
17002	Postmaster (7/17/22)	Renewal of Permit #96 (USPS Marketing Mail) <i>Acct. 101-11-6110</i>	\$265.00
17003	DUDEK (6/15/22)	Chadwick Ranch Estates <i>Acct. 103-00-2039</i>	\$245.00
17004	Delta Dental (7/1/22)	<u>Dental Insurance:</u> City Manager (family) <i>Acct. 101-12-5100</i> City Clerk <i>Acct. 101-13-5100</i> Management Analyst <i>Acct. 101-16-5100</i>	\$131.43 \$42.88 <u>\$42.88</u> \$217.19
17005	Vision Service Plan (7/1/22)	<u>Vision Insurance:</u> City Manager (family) <i>Acct. 101-12-5100</i> City Clerk <i>Acct. 101-13-5100</i> Management Analyst <i>Acct. 101-13-5100</i>	\$61.07 \$23.66 <u>\$23.66</u> \$108.39

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
17006	The Standard (7/1/22)	<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
17007	Charter Communications (7/10/22)	Spectrum Enterprise Internet Acct. 101-16-6230	\$169.98
17008	Southern California Edison (7/13/22)	2298 Gardi Street Acct. 200-48-6400	\$41.72
17009	Southern California Edison (7/13/22)	City Hall Utilities Acct. 101-16-6400	\$331.29
17010	The Gas Company (7/18/22)	City Hall Utilities Acct. 101-16-6400	\$14.79
17011	Frontier (7/18/22)	Fire Alarm Line Acct. 101-23-7420	\$104.02
17012	T-Mobile (7/18/22)	Mobile Business Internet (Hot Spot) Acct. 113-20-8120	\$32.00
17013	Data Ticket (7/11/22)	Daily Notices (Parking Tickets) Acct. 101-23-6210	\$0.86
17014	Olympus Party Rentals (7/13/22)	Bradbury Night Out Deposit for Party Rentals (tables, chairs, tablecloths) Acct. 101-11-6100	\$204.98
17015	Division of the State Architect (7/13/22)	DSA 786 – Disability Access & Education Fee Quarterly Report for April-June 2022 Acct. 101-00-4350	\$12.00

Total Pre-Released Checks **\$2,554.97**

REGULAR CHECKS:

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>
17016	California Contract Cites Association (6/30/22)	Membership Dues for FY 22-23 <i>Acct. 101-30-6030</i>	\$1,600.00
17017	CivicPlus LLC (6/30/22)	MyMunicode <i>Acct. 101-13-6225</i>	\$655.00
17018	Jones & Mayer (6/30/22)	<u>City Attorney:</u> June Retainer \$2,650.00 <i>Acct. 101-15-7020</i> 243 Barranca Ave Receivership \$423.98 <i>Acct. 101-15-7070</i> CA for Homeownership Hours \$2,556.63 <i>Acct. 101-15-7070</i> Chadwick Ranch \$3,835.00 <i>Acct. 103-00-2039</i> Zoning/General Plan <u>\$1,400.00</u> <i>Acct. 101-15-7075</i>	\$10,865.61
17019	Kevin Kearney (July 2022)	Monthly Cell Phone Allowance <i>Acct. 101-12-6440</i>	\$75.00
17020	County of Los Angeles Auditor-Controller (6/24/22)	LAFCO Charges for FY 22-23 <i>Acct. 101-30-6030</i>	\$48.76
17021	City of Monrovia (6/10/22)	Transportation Services for June 2022 <i>Acct. 204-40-7325 (Prop C)</i>	\$704.07
17022	Pasadena Humane Society (6/30/22)	Animal Control Services for June 2022 <i>Acct. 101-25-7000</i>	\$954.17
17023	Post Alarm Systems (6/3/22)	City Hall Monitoring for Aug 2022 Fire & Intrusion Systems <i>Acct. 101-23-7420</i>	\$128.46
17024	Priority Landscape Services (7/1/22)	<u>July 2021 Landscape Services:</u> Bradbury Civic Center \$220.45 <i>Acct. 101-21-7020</i> Royal Oaks Drive North \$434.59 <i>Acct. 101-21-7015</i> Lemon Trail \$144.87 <i>Acct. 101-21-7045</i> Mt. Olive Drive Entryway & Trail <u>\$585.77</u> <i>Acct. 101-21-7035</i>	\$1,385.68

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>		<u>Amount</u>
17025	Priority Landscape Services (7/1/22)	Replaced a 1" valve at Mount Olive and Installed a 1" pressure regulator at the same location <i>Acct. 101-21-7035</i>		\$445.00
17026	RKA Consulting Group (4/18/22) (4/19/22) (4/20/22)	<u>City Engineer (March 2022):</u> BBY/Wildrose Street Widening <i>Acct. 201-48-7750</i> City Engineering Services <i>Acct. 101-19-7230</i> Development Projects <i>Acct. 101-19-7230</i> Starlite Drive Sewer Extension <i>Acct. 101-19-2630</i>	\$18,898.80 \$367.50 \$5,176.50 <u>\$588.00</u>	 \$25,030.80
17027	RKA Consulting Group (6/20/22) (6/27/22)	<u>City Engineer (May 2022):</u> Chadwick Ranch Estates <i>Acct. 103-00-2039</i> Royal Oaks North Annexation <i>Acct. 101-19-7230</i> BBY/Wildrose Street Widening <i>Acct. 201-48-7750</i> City Engineering Services <i>Acct. 101-19-7230</i> Development Projects <i>Acct. 101-19-7230</i> Starlite Drive Sewer Extension <i>Acct. 101-19-2630</i>	\$280.00 \$584.75 \$5,565.50 \$1,254.25 \$4,263.00 <u>\$514.50</u>	 \$12,462.00
17028	RKA Consulting Group (7/11/22)	<u>City Engineer (June 2022):</u> BBY/Wildrose Street Widening <i>Acct. 201-48-7750</i> City Engineering Services <i>Acct. 101-19-7230</i> Development Projects <i>Acct. 101-19-7230</i>	\$8,864.75 \$361.00 <u>\$7,901.25</u>	 \$17,127.00
17029	SCAG (6/12/22)	Membership Dues for FY 22-23 <i>Acct. 101-30-6030</i>		\$213.00
17030	Southern Calif. Edison (7/1/22)	Street Lights <i>Acct. 200-48-6410</i>		\$954.83
17031	LA County Sheriff's Dept. (6/13/22)	May 2022 Law Enforcement Services <i>Acct. 101-23-7410</i>		\$10,578.30

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>
17032	Suresh Malkani (June 2002)	Finance Director Services (13.50 hrs @ \$80/hours) <i>Acct. 101-14-5010</i>	\$1,080.00
17033	TeamLogic IT (7/1/22)	Computer Services & Supplies <i>Acct. 113-20-8120</i>	\$694.95
17034	TeamLogic IT (7/5/22)	License Renewal/Advanced Gateway Security Suite for TZ300 Series <i>Acct. 113-20-8120</i>	\$629.50
17035	TeamLogic IT (7/5/22)	Networking Equipment/Aruba Instant AP 22 <i>Acct. 113-20-8120</i>	\$301.13
17036	U.S. Bank Corporate Payment Systems (6/22/22)	<u>Kevin Kearney Visa Card:</u> ZOOM (tech funds) \$49.00 <i>Acct. 113-20-8120</i> League of California Cities Annual Conference \$600.00 <i>Acct. 101-12-6020</i> Microsoft Store \$1,755.99 Surface Pro 8 Platinum Intel Evo <i>Acct. 113-20-8120</i> \$100.00 Nona Rosa Pizza (BNO) <i>Acct. 101-11-6100</i> Microsoft Store <u>\$99.00</u> Windows 10/11 Pro <u>\$2,603.99</u> <i>Acct. 113-20-8120</i>	
17036	U.S. Bank Corporate Payment Systems (6/22/22)	<u>Claudia Saldana Visa Card:</u> Big Lots (paper towels, etc.) \$15.93 <i>Acct. 101-16-6450</i> USPS (stamps) \$58.00 <i>Acct. 10-16-6120</i> Big Lots (batteries) <u>\$11.57</u> <i>Acct. 101-16-6450</i> <u>\$85.50</u>	
17036	U.S. Bank Corporate Payment Systems (6/22/22)	<u>Sophia Musa Visa Card:</u> Smart & Final (bottled water) \$6.74 <i>Acct. 101-16-6450</i> Broadvoice (City Hall phone) \$167.50 <i>Acct. 101-16-6440</i> All American Softy (BNO) <u>\$100.00</u> <i>Acct. 101-11-6100</i> <u>\$274.24</u>	\$2,963.73

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>		<u>Amount</u>
17037	VCA Code Group (6/9/22))	City Planner (Retainer) <i>Acct. 101-20-7210</i>	\$3,900.00	
		City Planner (Hourly Services) <i>Acct. 101-20-7240</i>	<u>\$3,135.00</u>	\$7,035.00
17038	VCA Code Group (6/10/22)	Plan Check Services (May 2022) Adjustment <i>Acct. 101-20-7220</i>	\$2,422.07 <u>(1,000.00)</u>	\$1,422.07
17039	Wildlife Learning Center (6/15/22)	Animals for Bradbury Night Out (North American porcupine, owl, armadillo, hedgehog, lizard, small snake, bunny or chinchilla, big bug) <i>Acct. 101-11-6100</i>		\$785.00
Total Regular Checks				<u>\$98,139.06</u>

JULY 2022 PAYROLL:

ACH	Kevin Kearney (July 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 (July 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
ACH	Sophia Musa (July 2022)	Salary: Management Analyst <i>Acct. 101-16-5010</i>	\$5,027.58	
		Withholdings <i>Acct. 101-00-2011</i>	(970.77)	
		PERS Employee Share <i>Acct. 101-16-5100</i>	<u>(339.36)</u>	\$3,717.45
Total Payroll				<u>\$17,498.96</u>

ELECTRONIC FUND TRANSFER (EFT) PAYMENTS FOR JULY 2022:

EFT	Aetna (July 2022)	<u>Health Insurance for June 2022:</u> City Manager <i>Acct. 101-12-5100</i> City Clerk <i>Acct. 101-13-5100</i> Management Analyst <i>Acct. 101-16-5100</i>	\$1,731.46 \$929.38 <u>\$747.00</u>	 \$3,407.84
EFT	EDD (July 2022)	State Tax Withholdings SDI <i>Acct. 101-00-2011</i>	\$1,126.07 <u>\$259.44</u>	 \$1,385.51
EFT	Dept. of Treasury Internal Revenue Service (July 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>	\$2,557.38 \$2,924.60 <u>\$683.98</u>	 \$6,165.96
EFT	California PERS (July 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>	\$1,944.92 \$937.52 <u>\$714.92</u>	 \$3,596.86
EFT	California PERS (July 2022)	Unfunded Accrued Liability Annual Prepayment Option (due 7/31/22) UAL (Classic) UAL (PEPRA) <i>Acct. 101-16-6240</i>	 \$12,210.00 <u>\$280.00</u>	 \$12,490.00

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 22-19, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 19th day July 19, 2022 by the following roll call vote:"

AYES:

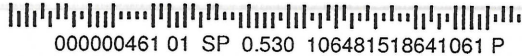
NOES:

ABSENT:

CITY CLERK – CITY OF BRADBURY

P.O. BOX 6343
FARGO ND 58125-6343

ACCOUNT NUMBER 4246 0445 5575 6224
STATEMENT DATE 06-22-2022
AMOUNT DUE \$3,740.02
NEW BALANCE \$3,740.02
PAYMENT DUE ON RECEIPT



000000461 01 SP 0.530 106481518641061 P

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

AMOUNT ENCLOSED
\$ 2,963.73
Please make check payable to "U.S. Bank"

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

JUN 29 2022

4246044555756224 000374002 000374002

see Cr # 17036

use 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	\$1,712.05	\$2,963.73	\$0.00	\$0.00	\$0.00	\$0.00	\$935.76	\$3,740.02

CORPORATE ACCOUNT ACTIVITY

CITY OF BRADBURY
4246-0445-5575-6224

TOTAL CORPORATE ACTIVITY
\$935.76 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-24	05-22	74798262144000000000723	PAYMENT - THANK YOU 00000 C	935.76 PY

NEW ACTIVITY

KEVIN KEARNEY
4246-0446-0277-2711

CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
\$0.00	\$2,603.99	\$0.00	\$2,603.99

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-30	05-29	24011342149000035515118	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	49.00
06-02	06-01	24492162152000056834517	CALCITIES REGISTRATION CALCITIES.ORG CA	600.00
06-16	06-15	24204292166573740255859	MICROSOFT*STORE 425-6816830 WA	1,755.99
06-21	06-20	24692162171100888314780	SQ *NONA ROSA PIZZA INC. GLENDALE CA	100.00
06-22	06-21	24204292172000180220658	MICROSOFT*STORE 425-6816830 WA	99.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4246-0445-5575-6224

ACCOUNT SUMMARY

PREVIOUS BALANCE	1,712.05
PURCHASES & OTHER CHARGES	2,963.73

STATEMENT DATE

06/22/22

DISPUTED AMOUNT

.00

CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00

CREDITS	.00
PAYMENTS	935.76

AMOUNT DUE

3,740.02

ACCOUNT BALANCE	3,740.02
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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

JUN 29 2022



Company Name: CITY OF BRADBURY
Corporate Account Number: 4246 0445 5575 6224
Statement Date: 06-22-2022

see CR #17036

NEW ACTIVITY				
SOPHIA MUSA 4246-0446-5320-2600		CREDITS \$0.00	PURCHASES \$274.24	CASH ADV \$0.00
				TOTAL ACTIVITY \$274.24
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-02	05-31	24231682152837000089737	SMART AND FINAL 746 DUARTE CA	6.74
06-15	06-14	24453512165017029085587	BROADVOICE 888-325-5875 CA	167.50
06-17	06-16	24492152167852394985276	PAYPAL *ALLAMERICAN 402-935-7733 CA	100.00
CLAUDIA A SALDANA 4246-0470-0126-4883		CREDITS \$0.00	PURCHASES \$85.50	CASH ADV \$0.00
				TOTAL ACTIVITY \$85.50
Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-10	06-09	24137462160300646782688	BIG LOTS STORES - #4170 DUARTE CA	15.93
06-13	06-10	24137462162001370721953	USPS PO 0522740820 DUARTE CA	58.00
06-22	06-21	24137462172300648208522	BIG LOTS STORES - #4170 DUARTE CA	11.57

Department: 00000 Total:
Division: 00000 Total:

\$2,963.73
\$2,963.73

City of Bradbury Monthly Investment Report for the month of June 2022

CASH ON DEPOSIT BY ACCOUNT

Bank Accounts:

Wells Fargo Bank - General Checking

Amount	Maturity	Interest Rate
\$ 1,354,559.29	n/a	0%

Investments:

Local Agency Investment Fund (LAIF)

\$ 3,365,406.93	n/a	0.86%
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Ally Bank CD

Texas Exchange Bank Crowley CD

\$ 247,000.00	9/26/2022	1.95%
\$ 249,000.00	7/9/2024	0.50%
\$ 248,000.00	12/10/2024	0.90%

Total

\$ 5,463,966.22

CASH & INVESTMENTS ON DEPOSIT BY FUND

Funds

General Fund (101)
Utility Users Tax Fund (102)
Deposits Fund (103)
Long Term Planning Fee Fund (112)
Technology Fee Fund (113)
Gas Tax Fund (200)
SB 1 Gas Tax Fund (201)
Prop A Fund (203)
Prop C Fund (204)
TDA Fund (205)
Sewer Fund (206)
STPL Fund (208)
Recycling Grant Fund (209)
Measure R Fund (210)
Measure M Fund (212)
Measure W Fund (213)
COPS Fund (215)
County Park Grant Fund (217)
CWPP Grant Fund (219)
ARPA Fund (220)

Amount
\$4,061,496.28
\$590,323.03
\$8,061.19
\$6,215.74
\$15,196.50
\$2,350.28
\$42,879.21
\$28,054.29
\$18,413.88
\$6.53
\$604.88
\$1,052.93
\$31,409.09
\$83,104.56
\$60,808.25
\$10,863.82
\$352,398.70
\$9,233.45
\$12,478.82
\$129,014.79


Total

\$ 5,463,966.22

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:



Reviewed By:

Kevin Kearney
City Manager

Laurie Stiver
City Treasurer

Expenditures

Account Description	2020-21 Budget	2020-21 YTD @ 6/30/21		2021-22 Budget	2021-22 YTD @ 06/30/2022	
General Fund:						
101-00-5000 Transfers Out	240,000	240,000	100%	-	-	#DIV/0!
City Council Division:						
101-11-6100 Events and awards	-	-	#DIV/0!	6,500	922	14%
101-11-6110 City Newsletter	300	245	82%	-	-	#DIV/0!
101-11-6500 Community Support (homelessness)	4,000	3,000	75%	3,000	3,000	100%
	4,300	3,245	75%	9,500	3,922	41%
City Manager Division:						
101-12-5010 Salaries	120,000	124,080	103%	126,720	130,753	103%
101-12-5100 Benefits	49,455	48,927	99%	50,747	51,256	101%
101-12-6020 Meetings & Conferences	3,500	295	8%	5,000	3,076	62%
101-12-6025 Expense Account	1,250	760	61%	1,500	280	19%
101-12-6050 Mileage	1,000	418	42%	1,000	489	49%
101-12-6440 Cell Phone	1,000	825	83%	1,000	900	90%
	176,205	175,305	99%	185,967	186,754	100%
City Clerk Division:						
101-13-5010 Salaries	61,424	63,512	103%	67,000	67,000	100%
101-13-5100 Benefits	26,126	26,424	101%	30,000	27,793	93%
101-13-6020 Meetings & Conferences	-	-	#DIV/0!	-	-	#DIV/0!
101-13-6050 Mileage	115	55	48%	100	107	107%
101-13-6210 Special Department Supplies	275	-	0%	275	-	0%
101-13-6220 Election Supplies	500	-	0%	500	564	113%
101-13-6225 Codification	5,000	2,197	44%	3,000	4,854	162%
101-13-7000 Contract Election Services	-	-	#DIV/0!	15,000	-	0%
	93,440	92,188	99%	115,875	100,318	87%
Finance Division:						
101-14-5010 Salaries	14,000	14,895	106%	15,789	17,033	108%
101-14-5100 Benefits	1,357	1,304	96%	1,355	512	38%
101-14-6210 Special Department Supplies	50	794	1588%	400	400	100%
101-14-6230 Contracted Computer Services	1,000	1,231	123%	1,000	1,981	198%
101-14-7010 Contracted Banking Services	4,500	5,735	127%	4,500	4,540	101%
101-14-7020 Contracted Audit Services	18,500	17,000	92%	19,000	10,000	53%
101-14-7040 GASB Reports	725	700	97%	700	700	100%
	40,132	41,659	104%	42,744	35,166	82%
City Attorney Division:						
101-15-7020 City Attorney Retainer	31,800	31,800	100%	31,800	29,162	92%
101-15-7070 City Attorney Special Service	2,500	24,260	970%	3,000	14,080	469%
101-15-7075 Development Code Update	-	2,150	#DIV/0!	-	14,373	#DIV/0!
101-15-7080 Seminars & Training	1,100	750	68%	-	-	#DIV/0!
101-15-6125 City Attorney-Planning	-	-	#DIV/0!	3,000	-	0%
101-15-7450 City Attorney-Code Enforcement	-	-	#DIV/0!	2,000	-	0%
	35,400	58,960	167%	39,800	57,615	145%
General Government Division:						
101-16-5010 Salaries	48,308	49,334	102%	55,605	55,605	100%
101-16-5100 Benefits	15,488	8,736	56%	14,286	16,724	117%
101-16-6010 Seminars & Training	1,000	-	0%	1,000	496	50%
101-16-6020 Meetings & Conferences	200	225	113%	200	712	356%
101-16-6040 Transportation & Lodging	500	-	0%	500	-	0%
101-16-6050 Mileage	300	149	50%	300	371	124%
101-16-6120 Postage	700	201	29%	700	253	36%
101-16-6200 Office Supplies	1,000	3,329	333%	3,000	990	33%
101-16-6210 Special Departmental Supplies	-	-	#DIV/0!	-	997	#DIV/0!
101-16-6230 Computer & Website Services	10,000	4,475	45%	10,000	2,396	24%

Expenditures

Account Description		2020-21 Budget	2020-21 YTD @ 6/30/21		2021-22 Budget	2021-22 YTD @ 06/30/2022	
101-16-6240	PERS UAL Payment	4,500	6,291	140%	6,291	9,598	153%
101-16-6241	PERS Replacement Benefit Contribution	2,500	2,566	103%	2,600	2,823	109%
101-16-6242	PERS SSA 218 Annual Fee	200	200	100%	200		0%
101-16-6250	Copier & Duplications	1,200		0%		-	#DIV/0!
101-16-6300	Insurance	35,000	36,352	104%	39,187	36,652	94%
101-16-6400	Utilities	3,200	7,029	220%	7,380	7,081	96%
101-16-6440	Telephone	2,300	2,143	93%	2,100	1,689	80%
101-16-6450	Building Operations	1,200	1,153	96%	1,200	504	42%
101-16-6460	Building & Cleaning Service	3,200	4,840	151%	4,500	4,500	100%
101-16-6470	Maintenance & Supplies	500	4,387	877%	20,500	21,468	105%
101-16-7435	Redistricting		#DIV/0!		65,000	40,250	62%
101-16-6415	Street Signs		-	#DIV/0!	6,000		0%
		131,296	131,410	100%	240,550	203,109	84%
Engineering Division:							
101-19-7230	Contracted Engineering Services	75,000	74,148	99%	80,000	54,950	69%
		75,000	74,148	99%	80,000	54,950	69%
Planning, Zoning & Development Division:							
101-20-6020	Meetings & Conferences						
101-20-6120	Postage	500	317	63%	500	35	7%
101-20-6210	Special Department Supplies	500	1,935	387%	500	80	16%
101-20-6240	Environmental Filing Fees	500		0%	500		0%
101-20-7210	City Planner Retainer	46,800	46,800	100%	46,800	30,125	64%
101-20-7220	Contracted Building & Safety	90,000	80,941	90%	120,000	73,235	61%
101-20-7240	City Planner Special Service	15,000	22,275	149%	15,000	6,765	45%
101-20-7245	General Plan update	134,460	14,966	11%		33,436	#DIV/0!
101-20-7075	Development Code Update	-	-	#DIV/0!	2,000		0%
		287,760	167,234	58%	185,300	143,676	78%
Parks & Landscape Maintenance Division:							
101-21-7015	Royal Oaks Trail Maintenance	10,000	7,039	70%	10,000	10,332	103%
101-21-7020	City Hall Grounds Maintenance	7,000	4,443	63%	7,000	9,540	136%
101-21-7025	Trail Maintenance	10,000	12,124	121%	10,000	2,758	28%
101-21-7035	Mt.Olive Entrance & Trail	12,000	10,345	86%	12,000	6,184	52%
101-21-7045	Lemon/RO Horse Trail	7,000	3,430	49%	7,000	1,685	24%
101-21-7060	Street Tree Trimming	-	560	#DIV/0!	15,000	16,956	113%
		46,000	37,941	82%	61,000	47,455	78%
Public Safety Division:							
101-23-6210	Special Departmental Services	-	11	#DIV/0!		42	#DIV/0!
101-23-7410	Contract Services Sheriff	125,121	125,120	100%	126,940	105,783	83%
101-23-7420	City Hall Security	3,000	3,537	118%	3,000	4,770	159%
101-23-7450	Code Enforcement	12,000	19,615	163%	12,000	1,439	12%
101-23-7757	AED Purchase			#DIV/0!			#DIV/0!
		140,121	148,283	106%	141,940	112,034	79%
Emergency Preparedness Division:							
101-24-6010	Seminars & Training	100	185	185%	110	65	59%
101-24-6020	Meetings & Conferences	100	495	495%	500		0%
101-24-6030	Memberships & Dues	375	360	96%	400	360	90%
101-24-6100	Events & Awards	200		0%	200		0%
101-24-6470	Maintenance & Supplies	5,500	4,532	82%	5,500	261	5%
101-24-6480	Civic Center Generator	1,000	944	94%	1,000	291	29%
101-24-7245	Hazard Mitigation Plan	-		#DIV/0!	-		#DIV/0!
		7,275	6,516	90%	7,710	977	13%

Expenditures

Account Description	2020-21 Budget	2020-21 YTD @ 6/30/21		2021-22 Budget	2021-22 YTD @ 06/30/2022	
Animal & Pest Control Division:						
101-25-7000 Animal Control Services	12,971	5,817	45%	11,450	10,496	92%
101-25-7010 Pest Control Services	300		0%	500		0%
	13,271	5,817	44%	11,950	10,496	88%
Intergovernmental Relations Division:						
101-30-6030 Memberships & Dues	10,500	10,463	100%	10,500	12,078	115%
General Fund Totals	1,300,700	1,193,169	92%	1,132,836	968,550	85%
Utility Users Tax Fund:						
102-15-7075 Development Code Update		-				
102-42-7630 NPDES Stormwater Compliance	73,431	91,186	124%	90,000	16,128	18%
	73,431	91,186		90,000	16,128	18%
Deposits Fund:						
103-00-2039 Chadwick Ranch Development	166,000	85,568	52%	75,000	92,263	123%
	166,000	85,568		75,000	92,263	123%
Long Term Planning Fee Fund:						
112-20-7245 General Plan Expense	20,000	19,270	96%	2,000	-	0%
Technology Fee Fund:						
113-20-4500 Permit Digitizing	-	865	#DIV/0!	-	-	#DIV/0!
113-20-7730 Website	2,000	10,200	510%	3,000	1,800	60%
113-20-8120 Capital Equipment-Server & Copier	10,000	10,222	102%	10,000	19,648	196%
	14,000	21,287	152%	13,000	21,448	165%
Gas Tax Fund:						
200-48-6400 Utilities-Select System	9,000	12,878	143%	11,000	11,389	104%
200-48-6410 Street Lights	8,000	10,506	131%	10,000	10,468	105%
200-48-7000 PW Contract Services	1,000	-	0%	1,000	763	76%
200-48-7290 Street Sweeping	4,000	3,131	78%	4,000	4,384	110%
200-48-7750 Wild Rose Project	5,000	2,250	45%	25,097	14,168	56%
	27,000	28,765	107%	51,097	41,172	81%
SB1 Gas Tax Fund:						
201-48-7750 Wild Rose Project	-	-	-	81,615	18,281	22%
201-48-7755 City Wide Slurry Seal	-	-	-			#DIV/0!
	-	-	-	81,615	18,281	22%
Prop. A Fund:						
203-00-7600 Sale of Prop. A Funds	60,000	60,000	100%			
	60,000	60,000	100%	-	-	#DIV/0!
Prop. C Fund:						
204-20-6030 Memberships & Dues	900	378	42%	900	353	39%
204-40-7325 Transit Services	9,000	8,448	94%	9,000	7,745	86%
204-48-7750 Wild Rose Project			#DIV/0!	36,570	15,348	
	9,900	8,826	89%	46,470	23,446	50%
Transportation Development Act Fund:						
205-48-7045 RO Trail	-	-	#DIV/0!	-	2,600	#DIV/0!
205-48-7720 Lemon/RO Horse Trail Project	-	-	#DIV/0!	-		#DIV/0!
205-48-7735 Royal Oaks & Mt. Olive Trail Rehab.	5,000	4,014	80%	5,000	2,920	58%
205-00-7760 Return of Funds	-	-	#DIV/0!	-	-	#DIV/0!
	5,000	4,014	80%	5,000	5,520	#DIV/0!

Expenditures

Account Description		2020-21 Budget	2020-21 YTD @ 6/30/21		2021-22 Budget	2021-22 YTD @ 06/30/2022	
Sewer Fund:							
	Transfer Out to GF	-	-	#DIV/0!	665,476	-	0%
206-50-7601	Mt. Olive Lane Sewer Project	673,396	253,946	38%	-	-	#DIV/0!
206-50-7602	DUSD Message Board	40,000	35,160	88%	-	-	#DIV/0!
206-50-7606	Winston Ave Project	40,000	51,750	129%	-	-	#DIV/0!
		753,396	340,856	45%	665,476	-	0%
STPL Fund:							
208-48-7750	Wild Rose Project	-	-	#DIV/0!	1,055	-	0%
					1,055	-	0%
Recycling Grant Fund:							
209-35-7300	Recycling Education	5,000	7,200	144%	5,000	-	0%
		5,000	7,200		5,000	-	-
Measure R Fund:							
210-48-7750	Wild Rose Project	-	-	-	88,739	-	0%
		-	-	-	88,739	-	0%
Measure M Fund							
212-48-7750	Wild Rose Project	-	-	-	58,470	-	0%
		-	-	-	58,470	-	0%
Measure W Fund							
213-42-7630	NPDES Stormwater Compliance	60,000	50,506	84%	50,500	42,230	84%
Citizen's Option for Public Safety (COPS) Fund:							
215-23-7410	Contract Services Sheriff	50,000	-	0%	50,000	50,000	100%
215-23-7411	Contract CSO Services & Supplies	53,500	70,053	131%	56,500	52,116	92%
		103,500	70,053	68%	106,500	102,116	96%
County Park Grant:							
217-21-7650	Civic Center Park	1,000	-	0%	1,000	-	0%
Fire Safe Grant 14-USFS-SFA-0053:							
219-21-7761	Community Wildfire Protection Plan	50,000	32,901	66%	30,934	3,555	11%
Covid-19 Fund:							
220-00-5000	Operating Transfers Out	-	44,815	#DIV/0!	-	-	#DIV/0!
220-00-6215	ARPA Expenses	-	5,223	#DIV/0!	100,000	-	0%
		-	50,038	#DIV/0!	100,000	-	0%
Total Expenditures		2,648,927	2,063,640	78%	2,604,692	1,334,709	51%

Revenues

Acct. Number	Account Description	2020-21 Budget	2020-21 YTD @ 6/30/21		2021-22 Budget	2021-22 YTD @ 06/30/2022	
General Fund:							
101-00-4000	Operating Transfers In	-	44,815	#DIV/0!	665,476	667,520	100%
101-00-4010	Property Tax-Current Secured	430,000	472,351	110%	481,798	460,505	96%
101-00-4030	Property Tax-Current Unsecured	14,000	20,542	147%	18,000	14,490	81%
101-00-4060	Public Safety Augmentation F	10,000	11,191	112%	11,000	11,865	108%
101-00-4070	Delinquent Taxes	6,000	10,080	168%	8,000	9,451	118%
101-00-4100	Sales & Use Tax	1,200	6,308	526%	3,000	2,832	94%
101-00-4110	Franchise Fee-Cable TV	26,000	23,316	90%	27,000	18,229	68%
101-00-4111	PEG Fees	-	-	#DIV/0!	-	3,653	#DIV/0!
101-00-4120	Franchise Fee-SC Edison	20,000	19,077	95%	19,500	19,739	101%
101-00-4130	Franchise Fee-SC Refuse	38,000	38,562	101%	39,500	28,975	73%
101-00-4140	Franchise Fee-SC Gas Co.	3,000	3,503	117%	3,550	3,836	108%
101-00-4150	Franchise Fee-Cal Am Water	40,000	47,376	118%	47,500	46,363	98%
101-00-4160	AB939 Refuse Admin. Fee	18,000	19,634	109%	20,000	-	0%
101-00-4190	Real Property Transfer Tax	20,000	29,088	145%	22,500	31,832	141%
101-00-4200	Motor Vehicle In-Lieu	140,000	144,160	103%	145,000	146,411	101%
101-00-4210	Dist & Bail Forfeiture	2,000	645	32%	1,200	280	23%
101-00-4220	Fines-City	1,000	4,901	490%	2,500	1,595	64%
101-00-4350	Business License	40,000	32,094	80%	40,000	26,301	66%
101-00-4360	Movie & TV Permits	-	34,060	#DIV/0!	-	65,870	#DIV/0!
101-00-4370	Bedroom License Fee	10,000	6,180	62%	10,000	5,150	52%
101-00-4410	Variances & CUPs	1,500	1,635	109%	1,635	1,635	100%
101-00-4420	Lot Line Adjustment/Zone Changes	-	14,578	#DIV/0!	-	-	#DIV/0!
101-00-4440	Subdivisions/Lot Splits	-	4,844	#DIV/0!	-	-	#DIV/0!
101-00-4460	Planning Dept. Review	70,000	73,539	105%	65,000	32,305	50%
101-00-4470	Building Construction Permit	85,000	103,845	122%	100,000	76,437	76%
101-00-4480	Building Plan Check Fees	90,000	51,245	57%	100,000	122,931	123%
101-00-4485	Landscape Plan Check Permit	3,500	9,913	283%	9,000	11,942	133%
101-00-4490	Green Code Compliance	6,500	7,989	123%	10,000	15,472	155%
101-00-4500	Civic Center Rental Fee	900	900	100%	900	360	40%
101-00-4530	Environmental & Other Fees	1,300	3,240	249%	2,500	1,854	74%
101-00-4540	City Engineering Plan Check	50,000	98,084	196%	100,000	58,717	59%
101-00-4600	Interest Income	50,000	6,523	13%	50,000	6,545	13%
101-00-4700	Sales of Maps & Publications	200	15	8%	100	15	15%
101-00-4800	Other Revenue	-	-	#DIV/0!	-	82	#DIV/0!
101-00-4850	Cal-Am Loan Repayment	4,820	4,820	100%	4,820	4,820	100%
101-00-4900	Reimbursements	500	49,766	9953%	2,000	12,664	633%
101-00-4920	Sale of Prop. A Funds	-	48,000	#DIV/0!	-	-	#DIV/0!
101-23-4950	Vacant Property Registry Fee	100	-	0%	100	-	0%
101-24-4610	Donations	-	-	#DIV/0!	500	500	100%
Total General Fund Revenues		1,183,520	1,446,819	122%	2,012,079	1,911,176	95%
Utility Users Tax Fund:							
102-00-4600	Interest	10,000	6,322	63%	5,000	4,778	96%
102-00-4830	Electric	-	2	#DIV/0!	-	-	#DIV/0!
		10,000	6,324		5,000	4,778	96%
Deposits Fund:							
103-00-2039	Chadwick Ranch Development	244,209	78,209	32%	75,000	101,225	135%
		244,209	78,209	32%	75,000	101,225	135%
Long Term Planning Fee Fund:							
112-00-4490	Long-Term Planning Fee	3,000	2,724	91%	4,000	4,651	116%
112-00-4600	LTP Fee Interest Income	300	66	22%	150	28	19%
		3,300	2,790		4,150	4,679	113%
Technology Fee Fund:							
113-00-4520	Technology Fee	7,000	10,182	145%	11,000	6,991	64%

Revenues

Acct. Number	Account Description	2020-21 Budget	2020-21 YTD @ 6/30/21		2021-22 Budget	2021-22 YTD @ 06/30/2022	
113-00-4600	Technology Fee Interest Income	800	364	46%	500	215	43%
		7,800	10,546	135%	11,500	7,206	63%
Gas Tax Fund:							
200-00-4600	Interest	-	136	#DIV/0!	200	88	44%
200-48-4260	Gas Tax	22,500	28,435	126%	35,000	27,833	80%
		23,700	28,571	121%	35,200	27,921	79%
SB1 Gas Tax Fund:							
201-00-4000	Transfers In						
201-00-4260	Gas Tax	13,500	19,369	143%	30,000	17,238	57%
201-00-4600	Gas Tax Interest	-	412	#DIV/0!	300	361	120%
		13,500	19,781	147%	30,300	17,599	58%
Prop. A Fund:							
203-40-4260	Prop. A Transit Funds	25,094	21,669	86%	25,000	26,566	106%
203-00-4600	Prop. A Transit Interest	300	444	148%	200	94	47%
		25,394	22,113	87%	25,200	26,660	106%
Prop. C Fund:							
204-48-4260	Prop. C Funds	20,813	17,974	86%	23,000	22,036	96%
204-48-4600	Prop. C Interest	-	171	#DIV/0!	450	151	34%
		20,813	18,145	87%	23,450	22,187	95%
Transportation Development Act Fund:							
205-48-4260	TDA Funds	5,000	9,014	180%	5,000	4,587	92%
205-48-4600	TDA Interest	-	10	#DIV/0!	-	18	#DIV/0!
		5,000	9,024	180%	5,000	4,605	92%
Sewer Fund:							
206-50-4600	Sewer Fund Interest	11,000	6,319	57%	-	2,641	#DIV/0!
		251,000	313,752		-	2,641	#DIV/0!
STPL Fund:							
208-00-4600	STPL Interest	-	10	#DIV/0!	10	8	80%
			10	#DIV/0!	10	8	80%
Recycling Grant Fund:							
209-00-4260	Recycling Grant Funds	5,000	-	0%	5,000	5,000	100%
209-00-4700	Recycling Grant Funds					20,103	#DIV/0!
209-00-4600	Recycling Grant Interest	50	99	198%	100	50	50%
		5,050	99	2%	5,100	25,153	493%
Measure R Fund:							
210-48-4260	Measure R Funds	15,572	13,499	87%	18,000	16,524	92%
210-00-4600	Measure R Interest	800	561	70%	300	582	194%
		16,372	14,060	86%	18,300	17,106	93%
Measure M Fund							
212-48-4260	Measure M Funds	16,005	15,295	96%	16,500	18,699	113%
212-00-4600	Measure M Interest	300	335	112%	400	392	98%
		16,305	15,630	96%	16,900	19,091	113%
Measure W Fund							
213-48-4260	Measure W Funds	60,000	50,506	84%	50,500	53,094	105%
213-48-4600	Measure W Interest	-	-	#DIV/0!	-	-	#DIV/0!
		60,000	50,506	84%	50,500	53,094	105%
Citizen's Option for Public Safety (COPS) Fund:							

Revenues

Acct. Number	Account Description	2020-21 Budget	2020-21 YTD @ 6/30/21		2021-22 Budget	2021-22 YTD @ 06/30/2022	
215-23-4260	COPs Funds	100,000	100,000	100%	100,000	161,285	161%
215-00-4600	COPs Interest	3,000	2,200	73%	2,500	2,902	116%
		103,000	102,200	99%	102,500	164,187	160%
County Park Grant:							
217-00-4210	County Park Grant	-	324	#DIV/0!	-	-	#DIV/0!
217-00-4600	Grant Fund Interest Income	100	539	327%	500	74	15%
		100	863	863%	500	74	15%
Fire Safe Grant:							
219-00-4260	Community Wildfire Protection Plan	45,000	20,148	45%	24,994	16,033	64%
219-00-4600	Fire Safe Grant Interest Income	150	50	33%	75	1	1%
		45,150	20,198	45%	25,069	16,034	64%
Covid-19 Fund: <i>needs name update</i>							
220-00-4215	ARPA Revenues	-	177,983	#DIV/0!	100,000	-	0%
220-00-4600	Interest Income	-	38	#DIV/0!	-	1,032	#DIV/0!
		-	178,021	#DIV/0!	100,000	1,032	1%
Total Revenues		2,034,213	2,337,661	115%	2,545,758	2,426,456	95%

RESOLUTION NO. 22-20

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRADBURY, CALIFORNIA,
AUTHORIZING THE SIGNATURES FOR ACCOUNTS
IN THE NAME OF "CITY OF BRADBURY"**

THE CITY COUNCIL OF THE CITY OF BRADBURY DOES RESOLVE AS
FOLLOWS:

SECTION 1. That the following individuals are hereby authorized to deposit and withdraw for investment purposes on behalf of the City of Bradbury and issue checks from the General Checking Account Number 8684745113 at Wells Fargo Bank in the name of "City of Bradbury." Checks under \$1,000 require one signature and checks of \$1,000 and over require two signatures from either:

Bruce Lathrop	(Mayor)
Richard G. Barakat	(Mayor Pro-Tem)
Kevin Kearney	(City Manager)
Laurie Stiver	(City Treasurer)
Suresh Malkani	(Finance Director)

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

PASSED, APPROVED AND ADOPTED on this 19th day of July, 2022.

MAYOR - CITY OF BRADBURY

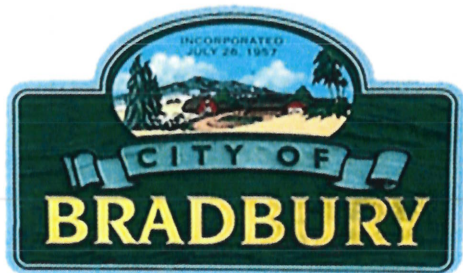
ATTEST:

CITY CLERK - CITY OF BRADBURY

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution No. 22-20 was duly adopted by the City Council of the City of Bradbury at a regular meeting held on the 19th day of July, 2022 by the following roll call vote:"

AYES:
NOES:
ABSENT:

CITY CLERK - CITY OF BRADBURY



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: July 19, 2022

SUBJECT: ORDINANCE NO. 383 – ADOPTION

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA AMENDING VARIOUS PROVISIONS OF TITLE IX (DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS

ATTACHMENT: Ordinance No. 383

SUMMARY

At the June 27, 2022 adjourned meeting, the City Council introduced Ordinance No. 383 to amend various provisions of the Development Code to implement Senate Bill 9 and adjust related provisions for secondary living quarters. It is recommended that the City Council adopt Ordinance No. 383, waive the reading in full, and authorize the reading by title only:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA AMENDING VARIOUS PROVISIONS OF TITLE IX (DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS

BACKGROUND

At the December 21, 2021, regular meeting, the City Council adopted Urgency Ordinance No. 380 to comply with Senate Bill 9 (SB 9). As an urgency ordinance, it is to be replaced by a regular ordinance that is reviewed by the Planning Commission and City Council. The attached Ordinance No. 383 is that regular ordinance. As a regular ordinance, a draft was reviewed by the Planning Commission at a public hearing at a Special Meeting held on May 23, 2022. The Commission adopted Resolution No. PC 22-304 to recommend approval of the proposed ordinance. The Ordinance, No. 383 was then considered by the City Council for introduction at a public hearing at the June 21, 2022, regular meeting.

However, after the Planning Commission's review, comments were received on the City's draft Housing Element, which had been circulated for public review at the beginning of May. Two changes were to be made to Ordinance No. 383 based on that Housing Element input. The changes were to delete the occupancy limits on SROs and guest houses. Also, Mayor Pro-Tem, Bruce Lathrop pointed out two typographical errors and some confusing language in Sec. 9.85.420.(n). At the June 21, 2022, regular meeting, the City Council opened the public hearing, but because the changes to the occupancy limits needed to be reviewed by the Planning Commission, the Council continued the public hearing as open to the adjourned meeting on Monday, June 27, 2022 at 7:00 p.m. The Council also accepted Ordinance No. 383 with the changes, corrections and clarification, determined that the Ordinance is exempt under the California Environmental Quality Act (CEQA), and directed that the revised Ordinance be considered by the Planning Commission. At the regular Planning Commission meeting on June 22, 2022, the Commission considered Ordinance No. 383 as revised, and approved a motion to recommend that the City Council approve the Ordinance as revised and proceed with the adoption process.

ENVIRONMENTAL REVIEW

The City Council has determined that Ordinance No. 383 is exempt from the California Environmental Quality Act (CEQA). SB 9 provisions are not a project under CEQA as stipulated in SB 9. The provisions amending other aspects of the Development Code are for clarification and consistency purposes and are exempt pursuant to the common sense exemption in CEQA Guidelines Section 15061(b)(3).

RECOMMENDATION AND CITY COUNCIL ACTION

It is recommended that the City Council adopt Ordinance No. 383, waive the reading in full, and authorize the reading by title only:

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY,
CALIFORNIA AMENDING VARIOUS PROVISIONS OF TITLE IX
(DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE
RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS**

ATTACHMENT

Ordinance No. 383

ORDINANCE NO. 383

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA AMENDING VARIOUS PROVISIONS OF TITLE IX (DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS

WHEREAS, on September 16, 2021 Governor Gavin Newsom approved Senate Bill 9 (SB 9, Chapter 162) relating to the creation of residential units, which requires local agencies to ministerially approve housing developments containing no more than two residential units per lot and to ministerially approve an urban lot split; and

WHEREAS, SB 9 took effect on January 1, 2022; and

WHEREAS, SB 9 allows local agencies to impose objective zoning, subdivision, and development standards; and

WHEREAS, given that SB 9 was not signed into law until mid-September, there was insufficient time to process an Ordinance through noticed hearings before the Planning Commission and City Council so as to have an Ordinance in place by January 1, 2022, necessitating the adoption of Urgency Ordinance No. 380 on December 21, 2021; and

WHEREAS, the City Council has now had time to more thoroughly consider SB 9 and its relation to other provisions of the Bradbury Municipal Code and has provided direction to staff; and

WHEREAS, the issues of placement of units allowed under SB 9 in the very high fire hazard severity zones (VHFHSZ) raises the same issues as allowing ADUs in the VHFHSZ; and

WHEREAS, Government Code section 65302(g)(3) requires cities to update their housing elements to address the risk of fire in VHFHSZs, including setting goals, policies and objectives for the protection of the community from the unreasonable risk of wildfire, and setting feasible implementation measures to avoid or minimize the wildfire hazards associated with new land uses; and

WHEREAS, the City Council previously retained the Dudek Fire Protection Planning Team to perform research and prepare a memorandum on issues relating to ADUs and JADUs; and

WHEREAS, in November 2020 the Office of Planning and Research released its Draft Fire Hazard Planning Technical Advisory; and

WHEREAS, 14 California Code of Regulations section 1270 et seq. establishes regulations for VHFHSZs which constitute the basic wildfire protection standards of the California Board of Forestry and Fire Protection; and

WHEREAS, the City has prepared a Community Wildfire Protection Plan (CWPP) and is in the process of obtaining signatures on the document from Los Angeles County Fire and the National Forest Service on behalf of Angeles National Forest, in order for it to be finalized; and

WHEREAS, the CWPP will be incorporated into the City's Hazard Mitigation Plan which was adopted in February 2019 in accordance with law; and

WHEREAS, Chapter 7A of the California Building Code, which the City has adopted by reference, relates to materials and construction methods for exterior wildfire exposure; and

WHEREAS, on May 23, 2022 the Planning Commission considered this Ordinance at a duly noticed public hearing after which time it adopted Resolution No. PC 22-304 recommending that the City Council adopt the Ordinance; and

WHEREAS, on June 21, 2022, the City Council held a duly noticed public hearing on the Ordinance at which time it considered two changes that were not considered by the Planning Commission relating to removing the occupancy limitations on who may reside in SRO developments and guest house; and

WHEREAS, prior to adopting the Ordinance with the changes the City Council sent the matter back to the Planning Commission for consideration; and

WHEREAS, on June 22, 2022, the Planning Commission considered the changes to the Ordinance and recommended that the City Council adopt the Ordinance with the changes; and

WHEREAS, the City Council held a continued public hearing on June 27, 2022;

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

SECTION 1. Fire Related Findings. The City Council of the City of Bradbury does hereby find as follows:

A. The majority of the City of Bradbury is located in a VHFHSZ. The majority of structures were developed before the adoption of building and fire codes that required noncombustible roofing and building materials, adequate fire department access, and adequate water supply standards. Additionally, many of these structures do not have fire sprinklers or adequate defensible space or vegetation clearance, making it difficult to protect residential structures.

B. Since 2000, there have been 11 fires within a five-mile radius of the City of Bradbury.

C. SB 9 provides that it does not apply to sites located within a VHFHSZ unless there are adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures which are applicable to the development.

D. The CWPP recognizes that there is a greater fire risk with higher structure density and that the proximity of structures limits the ability of property owners to maintain a minimum 30 feet of defensible space between structures. The lack of defensible space inhibits firefighters from being able to safely maneuver around structures to provide protection.

E. The majority of the City of Bradbury is zoned R-20,000, A-1, A-2, or A-5 with rear and side yard setbacks of 15 feet in the R-20,000 zone and 25 feet in the three 'Agricultural ("A") zones, meaning that accessory living quarters and other structures cannot be located closer than 30 feet from each other in these areas.

F. Residents living on narrow roads within the City of Bradbury have been informed by the Los Angeles County Fire Department that if there is a fire, the Department may not be able to provide service. The Health and Safety Element of the Bradbury General Plan recognizes that all roadways to hazard areas should be of sufficient width to accommodate fire-fighting equipment. The California Code of Regulations provides that traffic lanes should be not less than 20 feet in width. This is consistent with the Los Angeles County Fire Code, which has been adopted by reference by the City of Bradbury and is based on the California Fire Code. The Dudek Memorandum also supports the need for a minimum 20-foot width for fire-fighting equipment.

G. Chapter 7A of the California Building Code, which has been adopted by reference by the City of Bradbury, requires compliance with vegetation management as set forth in the Fire Code, Public Resources Code § 4291 and Government Code § 51182. These sections require fuel modifications zones of 100 feet, generally divided into zones. Zone A is an irrigated, limited planting area measured from the edge of the structure to 30 feet, or to the property line for perimeter lots adjacent to native vegetation. The 30 foot requirement is consistent with the California Code of Regulations requirement that all parcels shall provide a minimum thirty foot setback for all buildings from all property lines, unless not possible for practical reasons such as parcel dimension or size, topographic limitations, or other easements.

H. These findings justify imposing objective standards relating to prohibiting SB 9 units on streets with a width of less than 20 feet as well as requiring a minimum setback of 15 feet in the VHFHSZ.

SECTION 2. Section 9.25.020 of the Bradbury Municipal Code is hereby amended by deleting the definition of bunk house.

SECTION 3. The following definitions contained in Section 9.25.020 of the Bradbury Municipal Code are hereby amended to read as follows:

Accessory living quarters means living quarters in addition to the primary unit on the same parcel of land as the primary unit, and includes the following:

- (1) Guest houses; and
- (2) Single-room-occupancy units (SRO) developments.

* * *

Dwelling unit or unit means one or more habitable rooms which are occupied or which are intended or designed to be occupied by one family with facilities for living, sleeping, cooking, and eating.

* * *

Guest house means living accommodations detached from the primary unit that must include facilities for complete independent living such as permanent provisions for living, sleeping, eating, cooking, bathing and sanitation.

* * *

Primary unit or main house means the existing or proposed largest single-family dwelling on a lot if there are multiple dwellings. In the case of a lot split authorized under Senate Bill 9, *primary unit or main house* shall mean the existing or proposed largest single-family dwelling on the legacy lot.

* * *

Single-room occupancy ("SRO") development means a detached accessory structure used primarily for multi-tenant, single-room-occupancy units, containing two or more single-room-occupancy units. A single-room occupancy development may also include shared laundry facilities.

* * *

Single-room occupancy unit ("SRO") means a room of between 150 and ~~250~~ 300 square feet of floor area with permanent provisions for living and sleeping that is part of a single-room-occupancy development. A SRO must include an efficiency kitchen which shall include a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the SRO, as well as toilet facilities as defined by the California Residential Code.

SECTION 4. Section 9.25.020 of the Bradbury Municipal Code is hereby amended by adding the following definitions to read as follows:

Legacy lot means the lot in an SB 9 lot split that contains the primary unit. If both lots are vacant at the time of the SB 9 lot split, the legacy lot shall mean the lot which is designated as the legacy lot as part of the lot split.

* * *

SB 9 unit means the residential dwelling allowed on a lot under the provisions of Senate Bill 9 (Ch. 162 2021 Legis. Session) as implemented by the Bradbury Municipal Code.

* * *

SB 9 lot means the lot in an SB 9 lot split that does not contain the primary unit or is not designated as the legacy lot.

SECTION 5. Section 9.28.030 of the Bradbury Municipal Code is hereby amended to read as follows:

Sec. 9.28.030. – Application filing.

- (a) Applications for development permits required by this title shall be filed with the City Clerk on forms furnished by the City, setting forth fully the nature of the proposed use, and the facts deemed sufficient to justify the granting of the development permit, in accordance with the provisions of this title. (See Chapter 13 of this title for procedures on General Plan amendments, zone change, and development code amendments; and Chapter 52 of this title relating to specific plans.)
- (b) Every application shall include information indicating as to whether any residential site has, or within the past three years had, residential uses that were subject to a recorded covenant that restricted rents to affordable levels for persons and families of low or very low income, or occupied by low or very low income families. If the answer is yes, then the same information shall be provided as to the past five years.
- (c) Every application shall be signed by the owner of the subject property or by the owner's authorized agent designated by written authorization by the property owner.
- (d) Any applicant may withdraw an application prior to a decision thereon, by filing a written request to do so or by requesting the same at a public hearing; no refund of the filing fee shall be permitted in the case of withdrawal.
- (e) The City shall not accept any application requesting approval of the same development permit for substantially the same use, in any case where the City Council or the Planning Commission has taken final action on a previous application within 90 days prior thereto, and that action was to deny said application.

SECTION 6. Urgency Ordinance No. 380 is hereby repealed and the provisions relating to the implementation of SB 9 are now codified in Article V of Chapter 85 as set forth below.

SECTION 7. Chapter 85 of the Bradbury Municipal Code are hereby amended to read as follows:

CHAPTER 85 – SECONDARY LIVING QUARTERS AND SB 9 UNITS

ARTICLE I. – GENERAL

Sec. 9.85.010. – Purpose.

- (a) The purpose of this chapter is to implement the requirements for the establishment of secondary living quarters and Senate Bill 9 (Ch. 162 2021 Legislative Session) housing.
- (b) In cases of conflict between this chapter and any other provision of this title, the provisions of this chapter shall prevail. To the extent that any provision of this chapter is in conflict with State law, the mandatory requirement of State law shall control, but only to the extent legally required.

Sec. 9.85.020. – Permitted locations/numbers.

(a) Main houses, Accessory Dwelling Units (ADUs), Fire Zone ADUs (FZADUs), Enhanced ADUs (EADUs), Junior Accessory Dwelling Units (JADUs), and SB 9 units shall be allowed in the areas of the City which are not in the Very High Fire Hazard Severity Zone as provided for below:

	Single lot	SB 9 – legacy lot	New SB 9 lot
R -7,500	Main house (1,500 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	Main house (1,500 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	2 SB 9 units per lot – limited to 800 sf each
R-20,000	Main house (1,850 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - or - EADU (1,200 sf) - and - JADU (500 sf)	Main house (1,850 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - or - EADU (1,200 sf) - and - JADU (500 sf)	2 SB 9 units per lot – limited to 800 sf each
A-1	Main house (2,250 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	Main house (2,250 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	2 SB 9 units per lot – limited to 800 sf each
A-2	Main house (2,500 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	Main house (2,500 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	2 SB 9 units per lot – limited to 800 sf each
A-5	Main house (2,500 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500)	Main house (2,500 sf min) - and - ADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500)	2 SB 9 units per lot – limited to 800 sf each

¹ Where there is a JADU and a detached ADU or SB 9 unit, the ADU or SB 9 unit shall be limited to 800 square feet in size.

(b) Main houses, ADUs of any type, JADUs, and SB 9 units shall be allowed in the Very High Fire Hazard Severity Zone as provided for below:

	Single lot	SB 9 – legacy lot	New SB 9 lot
R -7,500	Main house (1,500 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	Main house (1,500 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	2 SB 9 units per lot – limited to 800 sf each
R-20,000	Main house (1,850 sf min) - and – FZADU or SB 9 unit (1,000 sf) ¹ or EADU (1,200 sf) - and – JADU (500 sf)	Main house (1,850 sf min) - and – FZADU or SB 9 unit (1,000 sf) ¹ or EADU (1,200 sf) - and - JADU (500 sf)	2 SB 9 units per lot – limited to 800 sf each
A-1	Main house (2,250 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	Main house (2,250 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500 sf)	2 SB 9 units per lot – limited to 800 sf each
A-2	Main house (2,500 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500sf)	Main house (2,500 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500sf)	2 SB 9 units per lot – limited to 800 sf each
A-5	Main house (2,500 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500sf)	Main house (2,500 sf min) - and - FZADU or SB 9 unit (1,000 sf) ¹ - and - JADU (500sf)	2 SB 9 units per lot – limited to 800 sf each

¹ Where there is a JADU and a detached FZADU or SB 9 unit, the FZADU or SB 9 unit shall be limited to 800 square feet in size.

(c) In addition to the units allowed as shown in the charts above, accessory living quarters shall be allowed on single lots that have not been split pursuant to Chapter 164 of the Development Code as follows:

1. A-1 Zone: SRO Development of 2-4 units and a guest house up to a combined total of 1,500 square feet maximum;

2. A-2 Zone: SRO Development of 2-6 units and a guest house up to a combined total of 2,000 square feet maximum;

3. A-5 Zone: SRO Development of 2-10 units and a guest house up to a combined total of 2,500 square feet maximum.

(d) When a lot has been split in accordance with Chapter 164 of the Development Code, the accessory living quarters allowed on the single lot in the A-1, A-2, or A-5 zone may be split in any manner between the two lots created by Chapter 164, provided that the SRO Development consists of a minimum of 2 units and the total square footage identified in subsection (c) above is not exceeded between the two lots.

(e) Notwithstanding the above or any other provision in this chapter to the contrary:

1. No ADU shall be allowed on any lot in the very high fire hazard severity zone as shown on the Los Angeles County Fire Department Fire Hazard Severity Zone Map. A FZADU may be permitted if the lot is located in the very high fire hazard severity zone in accordance with the provisions of this chapter;

2. No ADU, FZADU, EADU, accessory living quarter, or SB 9 unit shall be allowed on any property that has access only from the following streets due to the width of said streets being less than 20 feet and not being able to provide adequate access for emergency fire vehicles:

- a. Furlong Lane—between Deodar Lane and Long Canyon Road;
- b. Oak Knoll Lane—east of Bliss Canyon Road;
- c. Woodlyn Lane—between Bradbury Hills Road and El Cielo Lane; and
- d. Bradbury Hills Road.

Sec. 9.85.030. – Los Angeles County Fire Department Approval.

Notwithstanding any other provision in this Chapter to the contrary, all new construction must meet the requirements of the Los Angeles County Fire Department.

ARTICLE II. – ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS

Sec. 9.85.100. – Purpose.

The purpose of this article is to implement the requirements for the establishment of accessory dwelling units and junior accessory dwelling units as required by California Government Code §§ 65852.2 and 65852.22.

Sec. 9.85.110. – Applications.

(a) Applications for accessory dwelling units (ADUs), fire zone accessory dwelling units (FZADUs) and junior accessory dwelling units (JADUs) shall be ministerially processed within 60 days of receipt of a complete application and approved if they meet the requirements of this chapter.

(1) If the application is submitted in conjunction with an application for a new primary single-family unit, the application for the ADU, FZADU or JADU shall not be acted upon until the application for the new primary single-family unit is approved, but thereafter shall be ministerially approved if it meets all requirements within 60 days.

(2) The city shall grant a delay if requested by the applicant.

(b) All applications for ADUs, FZADUs and/or JADUs shall be accompanied by the applicable application fee.

(c) ADUs, FZADUs and JADUs shall be subject to applicable inspections and permit fees.

(d) Applications for FZADUs and EADUs shall be processed in accordance with Article III of this chapter and subject to the rules and regulations set forth therein.

Sec. 9.85.120. – Allowed zones/density.

(a) An ADU or EADU may be constructed in any zone on a lot which contains a legally existing or proposed primary single-family dwelling unit, provided that no ADUs shall be allowed in the very high fire hazard severity zone. However, a FZADU and EADU may be built in the very high fire hazard severity zone in compliance with Article III of this chapter.

(b) ADUs of any type shall not count in determining density or lot coverage and are considered a residential use consistent with the existing general plan and zoning designation for the lot.

Sec. 9.85.130. – Accessory dwelling units (ADUs) – Development standards/requirements.

For purposes of this section, the term "ADU" shall include a "FZADU".

(a) *Type of building.* An attached or detached ADU shall be a permanent structure on a permanent foundation with permanent provisions for living, sleeping, food preparation, sanitation, and bathing. A manufactured home as defined in California Health and Safety Code § 18007 shall qualify.

(b) *Height.* The height of an attached or detached ADU shall not be any higher than 16 feet. Notwithstanding the previous sentence, the height may exceed 16 feet if the ADU is built in a previously existing permitted space which already exists above a permitted ground floor area or garage.

(c) *Size.*

(1) Maximum size—the square footage of an ADU shall not exceed that set forth in [Section 9.85.020](#).

(2) Minimum size—the square footage of an ADU shall not be less than 150 square feet.

(d) *Application of underlying development standards.*

(1) The development standards of the underlying zone shall apply, except as may be specified herein.

(2) If application of any development standard of the underlying zone or this chapter prevents the construction of an ADU that is no more than 16 feet in height, such development standard shall be waived to the extent needed to allow an 800 square foot ADU. The waiver of standards does not apply to the requirement for minimum four-foot side and rear yard setbacks.

(e) *Setbacks.*

(1) Attached and detached ADUs shall be located behind the front yard setback line of the primary unit.

(2) The maximum side and rear yard setback requirements for an ADU, including an ADU added in an already existing and permitted space above a garage or other floor area shall be four feet. This does not prevent the applicant from providing a larger setback. For hillside lots with an average slope of at least ten percent, the four-foot setbacks shall be measured from the edge of the building pad and the edge of any top or toe of a slope.

(3) The setback requirements in subsections (e)(1) and (2) and above shall not apply if the ADU is being converted from a legally existing accessory structure, including a garage, or is being constructed in the same location and to the same dimensions as a legally existing accessory structure, including a garage.

(4) ADUs shall be required to comply with the requirements of the Building Code as set forth in Title XVII of the Bradbury Municipal Code.

(f) *Parking.*

(1) Parking shall be required at the rate of one space for each ADU.

(2) Parking spaces for an ADU may be provided through tandem parking on a legally existing driveway; provided, that such parking does not encroach into the public right-of-way or a private street.

(3) Parking spaces for ADUs may be provided in the paved portions of setback areas; provided, that the amount of paving does not exceed the total amount of paving and hardscaped areas that are otherwise allowed by this title at the time the ADU is approved.

(4) When a garage, carport, or covered parking structure is converted into an ADU, or is demolished to accommodate the construction of an ADU, such parking spaces need not be replaced.

(5) Tandem parking and parking in setback areas shall not be allowed if the City Manager makes specific findings that such parking is not feasible based upon specific site or regional topographical, or fire and life safety conditions.

(6) Notwithstanding any other provision of this subsection (f), no additional parking shall be required for the ADU if any of the following conditions apply:

a. The ADU is located within one-half mile walking distance of a public transit stop;

b. The ADU is located within an architecturally and historically significant historic district;

c. The ADU is part of a legally existing primary unit or a legally existing accessory structure;

d. When on-street parking permits are required, but not offered to the occupant of the ADU; or

e. When there is a car share vehicle located within one block of the ADU.

(g) *Design.*

(1) The ADU shall be the exact same color as the primary unit.

(2) The ADU shall have the exact same roof pitch as the primary unit.

(3) The ADU shall have a separate entrance from the primary unit.

(h) Fire sprinklers shall be required in the ADU if they were/are required in the primary unit at the time of construction.

(i) *Utilities—Connections, fees, and capacity charges.*

(1) For an ADU contained within a legally existing primary unit, or a legally existing accessory structure meeting the requirements of [Section 9.85.140\(a\)\(1\)](#) below, the City shall not require the installation of a new or separate utility connection between the ADU and the utility or impose a connection fee or capacity charge. Such requirement and charges may be imposed when the ADU is being constructed in conjunction with a proposed new primary unit.

(2) For all ADUs other than those described in subsection (9)a. above, the City shall require a new or separate utility connection between the ADU and the utility and shall charge a connection fee or capacity charge that is proportionate to the burden of the

proposed ADU based on the size or number of drainage fixture unit (DFU) values upon the water or sewer system.

(j) *Impact fees.*

- (1) No impact fee shall be imposed on any ADU of up to 1,000 square feet in size.
- (2) Notwithstanding any fee resolution to the contrary, for ADUs larger than 1,000 square feet, impact fees shall be charged proportionately in relation to the square footage of the primary unit.
- (3) All applicable public service and recreation impact fees shall be paid prior to occupancy in accordance with Government Code §§ 66000 et seq. and 66012 et seq.
- (4) For purposes of this section, "impact fee" shall have the meaning set forth in Government Code § 65852.2(f).

Sec. 9.85.140. – Mandatory approvals.

(a) Notwithstanding any other provision of this chapter, the City shall ministerially approve an application for any one of the following categories of ADUs and/or JADUs within a residential zone, unless such ADU is in the very high fire hazard severity zone.

(1) An ADU and a JADU within the existing or proposed space of the primary unit or accessory structure, subject to the following requirements:

- a. An ADU or JADU shall have exterior access separate from the legally existing or proposed primary unit.
- b. An expansion of up to 150 square feet shall be allowed for a legally existing accessory structure that is to be converted to an ADU, solely for the purpose of accommodating separate ingress and egress.
- c. The side and rear yard setbacks shall be sufficient for fire and safety.
- d. JADU shall comply with the requirements of Sections [9.85.150](#) and [9.85.160](#) below.

(2) One detached ADU that will have at least four-foot side and rear yard setbacks on a legally existing lot with a legally existing or proposed primary unit, provided that the ADU shall not be more than 800 square feet and shall not exceed 16 feet in height. The ADU may be combined with a JADU so long as it complies with all the requirements of Sections [9.85.150](#) and [9.85.160](#) below.

(3) On a lot with a legally existing multifamily dwelling structure, up to 25 percent of the total multifamily dwelling units, but no less than one ADU or JADU, shall be allowed within the portions of the legally existing structure that are not used as livable space, including, but not

limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, provided that each dwelling unit complies with State building standards for dwellings.

(4) On a lot with a legally existing multifamily dwelling structure, there may be up to two detached ADUs, provided that neither unit is greater than 16 feet in height and that both ADUs have at least four-foot side and rear yard setbacks.

(b) For those ADUs and JADUs that require mandatory approval, the City shall not require the correction of legal, nonconforming zoning conditions.

(c) Any ADU created under this [Section 9.85.140](#) shall not be rented for a period of less than 30 days.

Sec. 9.85.150. – Junior accessory dwelling units – Development standards/requirements.

(a) One JADU shall be allowed on single-family residentially zoned lots in conjunction with a legally existing or proposed primary single-family unit. A JADU may be allowed on the same lot as a detached ADU where the detached ADU is no larger than 800 square feet and no taller than 16 feet.

(b) The JADU shall be required to contain at least an efficiency kitchen which includes cooking appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.

(c) The JADU shall be required to have a separate entrance from the primary unit.

(d) The JADU may, but is not required to, include separate sanitation facilities. If separate sanitation facilities are not provided, the JADU shall share sanitation facilities with the primary single-family unit and shall have direct access to the primary unit from the interior of the JADU.

(e) *Parking.*

(1) No additional parking shall be required for a JADU.

(2) If a garage is converted to develop a JADU, replacement parking shall be required.

(f) A JADU shall be required to comply with applicable Building Code standards.

(g) The owner of the property on which a JADU is constructed shall record with the County Recorder of Los Angeles County, a deed restriction which shall run with the land and a copy of the recorded deed restriction shall be filed with the City after recordation. The deed restriction shall provide for the following:

(1) A prohibition on the sale of the JADU separate from the sale of the primary unit;

(2) A prohibition on the JADU being larger than 500 square feet;

(3) A prohibition on renting either the primary unit or the junior accessory dwelling unit for less than 30 consecutive, calendar days;

(4) A restriction that the owner resides in either the primary unit or the JADU, notwithstanding the following:

a. The owner may rent both the primary unit and the JADU to one party with a restriction in the lease that such party may not further sublease any unit or portion thereof; and

b. This restriction shall not apply if the owner of the primary single-family unit is a governmental agency, land trust, or housing organization; and

c. A statement that the deed restrictions may be enforced against future purchasers.

(h) For the purposes of applying any fire or life protection ordinance or regulation, or providing service water, sewer, or power, including a connection fee, a JADU shall not be considered a separate or new dwelling unit.

(i) The City shall not require the correction of legal, nonconforming zoning conditions for approval of a JADU.

Sec. 9.85.160. – Regulations – Accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs).

All provisions set forth herein relating to ADUs shall also apply to FZADUs and EADUs.

(a) *Sales.* ADUs and JADUs cannot be sold separately from the primary unit.

(b) *Rental.*

(1) Short-term rentals of the ADU and JADU are prohibited.

(2) The ADU or JADU may be rented separate from the primary unit.

(c) *Owner/occupancy.*

(1) No ADU approved between January 1, 2020 and January 1, 2025 shall have an owner-occupancy requirement. After January 1, 2025 owner-occupancy shall be required for all new ADUs, such that the owner of the property shall occupy either the ADU or the primary unit.

(2) All properties on which a JADU is developed shall have an owner-occupancy requirement in accordance with [Section 9.85.150\(g\)](#).

(d) This chapter shall in no way validate any existing illegal ADU nor shall it change a legal nonconforming unit to a conforming unit.

(e) An application to convert an illegal and/or nonconforming ADU and/or JADU to a legal conforming ADU or JADU shall be subject to the same standards and requirements as for a newly proposed unit.

(f) Guest houses that were previously approved and which have a valid building permit on file shall not be affected by this chapter. However, an application to convert a guest house to an ADU shall be subject to this chapter.

(g) *Revocation.* The City Manager shall have the authority to revoke an ADU and/or JADU permit if one or more of the requirements of this chapter is/are no longer met.

(h) *Enforcement.* Until January 1, 2030, the City shall issue a statement along with a notice to correct a violation of any provision of any Building Code standard relating to an ADU or JADU that provides substantially as follows:

You have been issued an order to correct violations or abate nuisances relating to your accessory dwelling unit or junior accessory dwelling unit. If you believe that this correction or abatement is not necessary to protect the public health and safety you may file an application with the City Manager. If the City determines that enforcement is not required to protect the health and safety, enforcement shall be delayed for a period of five years from the date of the original notice.

This provision shall only apply to ADUs and JADUs built before January 1, 2020.

ARTICLE III. – ALTERNATE TYPES OF ACCESSORY DWELLING UNITS

Sec. 9.85.200. – Fire zone accessory dwelling units.

FZADUs shall be processed in accordance with and subject to the provisions of Sections [9.85.110](#) through [9.85.130](#), and [9.85.160](#) above with the following exceptions:

(a) FZADUs shall be required to have minimum side and rear yard setbacks of 15 feet that shall be maintained in compliance with the Fire Department's fuel modification requirements. For hillside lots with an average slope of at least ten percent, the 15-foot setbacks shall be measured from the edge of the building pad and the edge of any top or toe of a slope; and

(b) FZADUs shall be required to be equipped with fire sprinklers.

Sec. 9.85.210. – Enhanced accessory dwelling units.

(a) EADUs may exceed the maximum permitted size allowed under Article II above, subject to the maximum square footages set forth in [Section 9.85.020](#).

(b) *Development standards.*

(1) EADUs shall be required to comply with all the requirements of the underlying zoning and all building requirements, including fire sprinklers.

(2) EADUs shall be required to provide one additional parking space per unit.

(3) EADUs shall be required to comply with the procedures set forth in [Chapter 34](#) of the Development Code for Architectural Review, Significant.

ARTICLE IV. – ACCESSORY LIVING QUARTERS

Sec. 9.85.300. – Development standards for accessory living quarters.

Accessory living quarters shall be developed in accordance with the following standards:

- (a) Accessory living quarters shall be allowed in accordance with Section 9.85.020 above.
- (b) Accessory living quarters are permitted only on residential lots which are developed with a primary single-family unit.
- (c) Accessory living quarters must comply with the Bradbury Development Code, applicable at the time the plans for Planning Department approval for the accessory living quarters are submitted.
- (d) All accessory living quarters, whether attached or detached, must conform to all setback, lot coverage, floor area, emergency evacuation capacity, and building bulk requirements of the applicable zone, and if detached, must be at least 20 feet from any other building.
- (e) The maximum allowed height for a detached accessory living quarter unit or building shall not exceed 28 feet, even when allowed as a second story above an existing primary unit, garage, or accessory structure.
- (f) No accessory living quarter shall exceed one floor in height; however, that floor may be a second story.
- (g) The owner of the property must occupy either the primary unit or an accessory living quarter unit.
- (h) A minimum of one on-site parking space shall be provided for each accessory living quarter, in addition to the parking requirement for the primary single-family unit. The parking spaces for the accessory living quarters need not be covered, except for multi-family dwellings for which the parking spaces shall be in carports. All parking spaces shall be paved and accessible from a single, common driveway for the primary and accessory living quarter units. Tandem parking is not permitted to meet this off-street parking requirement.
- (i) Single room occupancy ("SRO") residential units within an SRO development are subject to the following additional requirements:
 - (1) Each SRO unit within the development shall have a minimum floor area of 150 square feet and a maximum floor area of 300 square feet.
 - (2) Each SRO unit shall have a private toilet as defined by the California Residential Code.
 - (3) Each SRO unit shall have a separate closet.
 - (4) Each SRO unit shall have an efficiency kitchen which shall include a cooking facility with appliances and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the SRO.

(5) Each SRO development shall have a laundry room for the storage of cleaning supplies, with a wash tub with hot and cold running water and a minimum of one washer and one dryer for the development.

(6) No more than two persons shall be allowed to reside in any SRO unit.

Sec. 9.85.310. – Accessory living quarters – Neighborhood compatibility review – Standards.

All development of accessory living quarters shall be subject to the procedures for neighborhood compatibility review and approval pursuant to [Chapter 34](#) of this title. In addition to the standards and determinations required by [Chapter 34](#) of this title, the following findings shall be required for approval of accessory living quarters:

(a) The accessory living quarter(s) will be appropriate to the size and character of the lot on which it will be located, and to the character of the neighborhood.

(b) The accessory living quarter(s) will not overload the capacity of the neighborhood to absorb the physical and use impacts of the unit(s) in terms of parking, adequacy of water and sewer services, traffic volumes and flows, emergency evacuation capacity, and utilities consumption.

(c) The accessory living quarter(s) will not be materially detrimental to the public health, safety, and general welfare, or to the use, enjoyment, or valuation of property of other persons located in the vicinity.

Sec. 9.85.320. – Nonconforming uses.

(a) No nonconforming accessory living quarter(s) may be expanded or remodeled by the addition of any space or addition of plumbing fixtures or cooking facilities unless it is brought into compliance with the provisions set forth in this Code prior to occupancy.

(b) Any accessory living quarter legally permitted prior to January 1, 2020 shall be allowed to remain as legal, non-conforming uses.

ARTICLE V. SB 9 UNITS

Sec. 9.85.400 – Definitions.

For purposes of this Article V, the following definitions shall apply:

(a) “Housing development” shall mean no more than two residential units on a lot within a single-family zone that meets the requirements of this section. The two units may consist of two new units or one new unit and one existing unit.

(b) “Single-family residential zone” shall mean the R-7,500 Single-Family Residential Zoning District, the R-20,000 Single-Family Residential Zoning District, the A-1 Agriculture Residential Estate Zoning District, the A-2 Agriculture Residential Estate Zoning District, and the A-5 Agriculture Residential Estate Zoning District.

(c) "Urban lot split" means a lot split of a single-family residential lot into two parcels that meets the requirements of Chapter 164 of the Development Code.

Sec. 9.85.410 – Housing Development Approval

The City shall ministerially approve a housing development containing no more than two residential units if it meets the following requirements:

(a) The parcel is located within a single-family residential zone.

(b) The parcel is not located in any of the following areas and does not fall within any of the following categories:

(1) A historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a city landmark or historic property or district pursuant to a city ordinance.

(2) Wetlands as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).

(3) A very high fire hazard severity zone as further defined in Government Code section 65913.4(a)(6)(D). This does not apply to sites excluded from the specified hazard zones by a local agency, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.

(4) A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law and by the city's building department.

(5) A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps published by FEMA. If an applicant is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for ministerial approval under this section, the city shall not deny the application on the basis that the applicant did not comply with any additional permit requirement, standard, or action adopted by the city that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met:

a. The site has been subject to a Letter of Map Revision prepared by FEMA and issued to the city; or

b. The site meets FEMA requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program as further spelled out in Government Code section 65913.4(a)(6)(G)(ii);

(6) A regulatory floodway as determined by FEMA in any of its official maps, published by FEMA unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If an applicant is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for ministerial approval under this section, the city shall not deny the application on the basis that the applicant did not comply with any additional permit requirement, standard, or action adopted by the city that is applicable to that site.

(7) Lands identified for conservation in an adopted natural community conservation plan, habitat conservation plan, or other adopted natural resource protection plan as further spelled out in Government Code section 65913.4(a)(6)(I).

(8) Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).

(9) Lands under a conservation easement.

(c) The proposed housing development would not require demolition or alteration of any of the following types of housing:

(1) Housing that is subject to a recorded covenant, ordinance or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income;

(2) Housing that has been occupied by a tenant in the last three years.

(d) Unless demolition or alteration is prohibited pursuant to subsection (c) above, up to 25 percent of the existing exterior structural walls may be demolished.

Sec. 9.85.420 – Standards and Requirements.

The following requirements shall apply in addition to all other objective standards pertaining to the underlying zone. In cases of conflict, the requirements set forth in this section shall prevail:

(a) No setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.

(b) Except for those circumstances described in subsection (a) above, for any new housing developed under this chapter which is not in the very high fire hazard severity zone, the setback for side and rear lot lines shall not be less than four feet. This does not prevent the applicant from providing a larger setback. For hillside lots with an average slope of at least ten percent, the four-foot setbacks shall be measured from the edge of the building pad and the edge of any top or toe of a slope. The front setback shall be as set forth in the applicable single-family residential zone.

(c) Except for those circumstances described in subsection (a) above, for any new housing developed under this chapter which is in the very high fire hazard severity zone, the setback for side and rear lot lines shall be 15 feet and shall be maintained in compliance with the Fire Department's fuel modification requirements. For hillside lots with an average slope of at least ten percent, the 15-foot setbacks shall be measured from the edge of the building pad and the edge of any top or toe of a slope

(d) The applicant shall provide easements for the provision of public services and facilities as required.

(e) Driveways shall be provided in accordance with Chapter 103 of the Development Code. Easements shall be provided as required to ensure pedestrian and vehicular access across lots.

(f) Required off-street parking shall be limited to one space per unit, except that no parking shall be required if the parcel is located within one-half mile walking distance of either a high-quality transit corridor or a major transit stop, or there is a car share vehicle located within one block of the parcel. Parking spaces shall meet the following requirements:

(1) Parking spaces may be covered or uncovered, but must be provided in the paved portions of setback areas.

(2) Tandem parking between units shall be prohibited.

(g) For residential units connected to an onsite wastewater treatment system (septic tank), the applicant provides a percolation test completed within the last 5 years, or if the percolation test has been recertified, within the last 10 years, which shows that the system meets acceptable infiltration rates.

(h) The number and size of the main home, ADUs of any type, JADUs, and SB 9 units allowed on a single lot, a legacy lot, or an SB 9 lot, shall not exceed that set forth in Section 9.85.020(a) or (b) as applicable.

(i) The number and size of accessory living quarters allowed on a single lot in one of the Agriculture Residential Estate zones shall not exceed that set forth in Section 9.85.020(c). If the lot is split into a legacy lot and an SB 9 lot, the total amount of accessory living quarters allowed on the single lot may be split between the two new lots in any manner provided that a SRO development contains a minimum of two units and the total square footage does not exceed that allowed on the single lot.

(j) Square footage. The square footage of an SB 9 unit shall be as set forth in section 9.85.020(a) or (b) as applicable.

(k) Height. The height of a new unit shall not exceed 16 feet unless the unit is built in a previously existing permitted space above a permitted ground floor area or garage.

(l) Design standards.

(1) To the extent not superseded by this Chapter, the SB 9 unit shall meet all existing objective design standards of the underlying zone.

(2) The SB 9 unit shall be the exact same color as the main house on the single lot or legacy lot. In the case of the SB 9 lot, the two SB 9 units shall be the exact same color.

(3) The SB 9 unit shall have the exact same roof pitch as the main house on the single lot or legacy lot. In the case of the SB 9 lot, the two SB 9 units shall have the same exact roof pitch.

(m) Secondary Living Quarters. Guest houses and SRO Developments shall only be allowed in accordance with Section 9.85.020

(n) If there is no existing unit on the original parcel prior to any lot split allowed pursuant to Chapter 9.164, one of the allowed units may be built to the standards for a main house under the applicable zone.

Sec. 9.85.430 – Denials.

(a) The city shall not deny an application solely because it proposes adjacent or connected structures provided that all building code safety standards are met and they are sufficient to allow a separate conveyance.

(b) The city may deny the housing development if the building official makes a written finding, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in Government Code section 65589.5(d)(2), upon the public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

Sec. 9.85.440 – Affidavit Required.

An applicant for housing under this chapter shall be required to sign an affidavit in a form approved by the City Attorney to be recorded against the property stating the following:

(a) That the uses shall be limited to residential uses.

(b) That the rental of any unit created pursuant to this section shall be for a minimum of 30 consecutive calendar days.

(c) That the maximum number of units and square footage to be allowed shall be as set forth in Section 9.85.020.

Sec. 9.85.450 – Other Municipal Code Provisions

(a) Unless contrary to the provisions of this Chapter, all other applicable objective provisions of Title IX, including the provisions of the underlying zone, shall apply.

(b) Notwithstanding the above, the city shall not impose any zoning or design standards that would have the effect of physically precluding the construction of two units on either of the resulting parcels under an urban lot split or that would result in a unit size of less than 800 square feet.

SECTION 8. Chapter 86 of the Bradbury Municipal Code is hereby repealed in its entirety.

SECTION 9. Chapter 164 of the Bradbury Municipal Code is hereby amended to read as follows:

CHAPTER 164 – URBAN LOT SPLITS

Sec. 9.164.010 – Definitions.

Definitions. For purposes of this section only, the following definitions shall apply:

(a) “Unit” shall mean a primary dwelling unit, an accessory dwelling unit of any type, a junior accessory dwelling unit, or an SB 9 unit. “Unit” shall not include a guest house or a SRO development.

(b) “Urban lot split” means a lot split of a single-family residential lot into two parcels that meets the requirements of this Chapter.

Sec. 9.164.020 – Urban Lot Split Approval

The City shall ministerially approve a parcel map for a lot split that meets the following requirements:

(a) The parcel is located within a single-family residential zone.

(b) The parcel is located at least partially in an urbanized area or urban cluster as designated by the United States Census Bureau.

(c) The parcel map divides an existing parcel to create no more than two new parcels of approximately equal lot area, provided that one parcel shall not be smaller than 40 percent of the lot area of the original parcel.

(d) Both newly created parcels are no smaller than 1,200 square feet.

(e) The parcel is not located in any of the following areas and does not fall within any of the following categories:

(1) A historic district or property included on the State Historic Resources Inventory, as defined in Section 5020.1 of the Public Resources Code, or within a site that is designated or listed as a city landmark or historic property or district pursuant to a city ordinance.

(2) Wetlands as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).

(3) A very high fire hazard severity zone as further defined in Government Code section 65913.4(a)(6)(D). This does not apply to sites excluded from the specified hazard

zones by a local agency, pursuant to subdivision (b) of Section 51179, or sites that have adopted fire hazard mitigation measures pursuant to existing building standards or state fire mitigation measures applicable to the development.

(4) A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law and by the city's building department.

(5) A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency (FEMA) in any official maps published by FEMA. If an applicant is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the city shall not deny the application on the basis that the applicant did not comply with any additional permit requirement, standard, or action adopted by the city that is applicable to that site. A development may be located on a site described in this subparagraph if either of the following are met:

a. The site has been subject to a Letter of Map Revision prepared by FEMA and issued to the city; or

b. The site meets FEMA requirements necessary to meet minimum flood plain management criteria of the National Flood Insurance Program as further spelled out in Government Code section 65913.4(a)(6)(G)(ii);

(6) A regulatory floodway as determined by FEMA in any of its official maps, published by FEMA unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations. If an applicant is able to satisfy all applicable federal qualifying criteria in order to provide that the site satisfies this subparagraph and is otherwise eligible for streamlined approval under this section, the City shall not deny the application on the basis that the applicant did not comply with any additional permit requirement, standard, or action adopted by the city that is applicable to that site.

(7) Lands identified for conservation in an adopted natural community conservation plan, habitat conservation plan, or other adopted natural resource protection plan as further spelled out in Government Code section 65913.4(a)(6)(I).

(8) Habitat for protected species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code).

(9) Lands under a conservation easement.

(10) On any of the following streets which has a width of less than 20 feet due to the inability to provide adequate access for emergency fire vehicles:

- a. Furlong Lane—between Deodar Lane and Long Canyon Road;
- b. Oak Knoll Lane—east of Bliss Canyon Road;
- c. Woodlyn Lane—between Bradbury Hills Road and El Cielo Lane; and
- d. Bradbury Hills Road.

(f) The proposed lot split would not require demolition or alteration of any of the following types of housing:

(1) Housing that is subject to a recorded covenant, ordinance or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income;

(2) Housing that has been occupied by a tenant in the last three years.

(g) The lot split does not create more units or accessory living quarters than allowed under Section 9.85.020 on a parcel.

Sec. 9.164.030 – Standards and Requirements.

The following requirements shall apply:

(a) The lot split conforms to all applicable objective requirements of the Subdivision Map Act and Part VII of Title IX of the Bradbury Municipal Code, except as the same are modified by this section.

(b) No setback shall be required for an existing structure or a structure constructed in the same location and to the same dimensions as an existing structure.

(c) Except for those circumstances described in subsection (b) above, for any lot resulting from an urban lot split, the setback for side and rear lot lines shall not be less than four feet. The front setback shall be as set forth in the applicable single-family residential zone.

(d) The applicant shall provide easements for the provision of public services and facilities as required.

(e) If a lot does not have direct access to a street, appropriate access easements meeting the minimum size of the driveway requirements set forth in Chapter 103 of the Development Code shall be provided on the tentative and parcel map.

(f) Development of the lots shall be in accordance with Chapter 85 of the Development Code.

(g) If the lot to be split is vacant, the applicant shall designate one lot as the legacy lot and the other lot as the new SB 9 lot as those terms are defined in Chapter 25 of the Development Code.

Sec. 9.164.040 – Denials

(a) The City shall not:

(1) Require dedications of rights-of-way or the construction of offsite improvements for the parcels being created as a condition of issuing a parcel map.

(2) Impose any objective subdivision standards that would have the effect of physically precluding the construction of two units on either of the resulting parcels or that would result in a unit size of less than 800 square feet.

(3) Require the correction of nonconforming zoning provisions as a condition for the lot split.

(4) Deny an application solely because it proposes an adjacent or connected structure provided that all building code safety standards are met and they are sufficient to allow a separate conveyance.

(b) The city may deny the lot split if the building official makes a written finding, based upon a preponderance of the evidence, that the proposed housing development project would have a specific, adverse impact, as defined and determined in Government Code section 65589.5(d)(2), upon the public health and safety or the physical environment and for which there is no feasible method to satisfactorily mitigate or avoid the specific, adverse impact.

Sec. 9.164.050 – Affidavit

An applicant for an urban lot split shall be required to sign an affidavit in a form approved by the City Attorney to be recorded against the property stating the following:

(a) That applicant intends to occupy one of the housing units as their principal residence for a minimum of three years from the date of approval. This requirement does not apply when the applicant is a “community land trust” or a “qualified nonprofit corporation” as the same are defined in the Revenue and Taxation Code.

(b) That the uses shall be limited to residential uses.

(c) That any rental of any unit created by the lot split shall be for a minimum of 30 consecutive calendar days.

(d) That the maximum number and square footage of primary units, ADUs of any kind, JADUs, and SB 9 units to be allowed on each parcel shall be as set forth in Section 9.85.020.

(e) That the accessory living quarters allowed on the single lot in the A-1, A-2, or A-5 zone set forth in Section 9.85.020 may be split in any manner between the two lots, provided that the SRO Development consists of a minimum of 2 units and the total square footage identified above is not exceeded between the two lots.

Sec. 9.164.060 – Inapplicability of Chapter

This Chapter shall not apply to:

(a) Any parcel which has previously been established pursuant to a lot split in accordance with the provisions of the chapter; or

(b) Any parcel where the owner of the parcel being subdivided or any person acting in concert with the owner has previously subdivided an adjacent parcel in accordance with this section. For purposes of this section, "acting in concert" shall include, but not be limited to, where the owner of a property proposed for an urban lot split is the same, related to, affiliated with, or connected by partnership to the owner, buyer or seller if transferred within the previous three years of an adjacent lot.

SECTION 10. CEQA. This adoption of this Ordinance is not a project under CEQA pursuant to SB 9. Provisions of this Ordinance amending other sections of the Development Code are for clarification and consistency purposes and are exempt pursuant to the common sense exemption set forth in CEQA Guidelines section 15061(b)(3)

SECTION 11. Effective Date. This Ordinance shall take effect on the thirty-first date after passage. Upon its effective date, this Ordinance supersedes Urgency Ordinance No. 380 which shall be of no further force or effect.

SECTION 12. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause, or phrase be declared invalid.

SECTION 13. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted.

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

Bruce Lathrop, Mayor

ATTEST:

Claudia Saldana, City Clerk

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

I, Claudia Saldana, City Clerk of the City of Bradbury, do hereby certify that the foregoing ordinance, being Ordinance No. 383, 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:

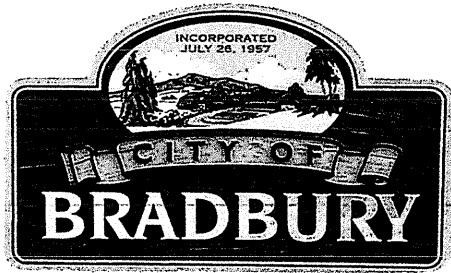
AYES:

NAYS:

ABSENT:

ABSTAIN:

Claudia Saldana
City Clerk
City of Bradbury



Bruce Lathrop, Mayor (District 4)
Richard Barakat, Mayor Pro-Tem (District 3)
Richard Hale, Council Member (District 1)
Monte Lewis, Council Member (District 2)
Liz 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: July 19, 2022

SUBJECT: **RESOLUTION NO. 22-021: APPROVE PROJECT FUNDED BY SB1:
THE ROAD REPAIR AND ACCOUNTABILITY ACT**

ATTACHMENTS: 1. Resolution No. 22-021

SUMMARY

The City must identify a project for the utilization of the Road Repair and Accountability Act funds (SB1 Gas Tax funds). On June 21, 2022, the City approved the 2022-23 Fiscal Year Budget which includes SB1 Gas Tax funds of \$61,000 for the Bradbury Road/Wild Rose Avenue Widening Project.

As a result, Staff recommends the adoption of Resolution No. 22-021, which recognizes SB1's funding allocation and identifies these funds to be used toward the Bradbury Road/Wild Rose Avenue Widening Project.

DISCUSSION

The City of Bradbury will receive approximately \$20,500 in FY 2022-23 to improve local streets, roads and increase mobility options though walking, biking and transit infrastructure.

The city currently has \$41,000 from prior years. With the funds received from SB1 this year, Staff is recommending that they be used toward the Bradbury Road/Wild Rose Avenue Widening Project.

FOR CITY COUNCIL AGENDA 7-19

AGENDA ITEM # 1.G

FINANCIAL ANALYSIS

There is no significant financial impact to the City's general fund by adopting Resolution No. 22-021.

STAFF RECOMMENDATION

It is recommended that City Council review this report and adopt Resolution No. 22-021, which recognizes SB1's funding allocation of \$61,000 to the City of Bradbury and allocates these funds toward the Bradbury Road/Wild Rose Avenue Widening Project.

ATTACHMENT #1

RESOLUTION NO. 22-021

RESOLUTION TO INCORPORATE A LIST OF PROJECTS FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City of Bradbury are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Bradbury must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City of Bradbury budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Bradbury, will receive and estimated \$20,500 in RMRA funding in Fiscal Year 2022-23 from SB 1; and

WHEREAS, the City of Bradbury, currently has \$41,000 in RMRA from prior fiscal years; and

WHEREAS, the City of Bradbury has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City of Bradbury used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities' priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City of Bradbury maintain and rehabilitate the City's public streets/roads, bridge, add active transportation infrastructure throughout the City of Bradbury this year and other of similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City of Bradbury streets and roads are in an "good" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "excellent" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets

infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Bradbury, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following newly proposed projects will be funded in part with fiscal year 2022-23 Road Maintenance and Rehabilitation Account revenues:

***Bradbury Road/Wild Rose Avenue Widening Project** would widen a currently narrow curvilinear two-lane roadway, which has limited shoulder areas due to the presence of large hedges, severe slopes, and a steep hillside. The current roadway width presents hazards and challenges to large moving trucks, horse trailers, and construction vehicles. The widening of the roadway provides a safer means of access for all vehicles utilizing Bradbury Road. The existing curb-to-curb street width is approximately 23 feet and would be increased to a proposed uniform curb-to-curb street width of 36 feet. The proposed road has an estimated useful life of 100 years, and project construction would be completed during the 2022-23 fiscal year.*

PASSED AND ADOPTED by the City Council of the City of Bradbury, State of California this 19th day of July, 2022, by the following vote:

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

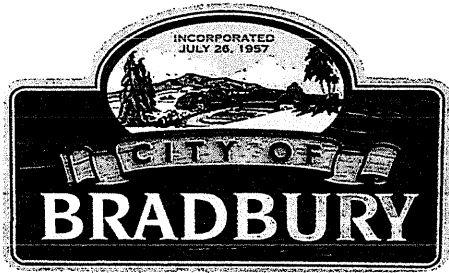
"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 22-021, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 19th day of July, 2022 by the following roll call vote:"

AYES:

NOES:

ABSENT:

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: July 19, 2022

SUBJECT: **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**

ATTACHMENTS: 1) Professional Services Agreement for Preparation of an Update to the Safety Chapter of the Safety Element of the General Plan
2) De Novo Proposal

SUMMARY

California 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.

It is recommended that the City Council approve the Agreement between the City and De Novo (Attachment #1) for services to update the City's Safety Element at a not-to-exceed amount of \$37,250.

BACKGROUND

California Government Code section 654302(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 with to obtain a proposal for the update of the Safety Chapter of the Health and Safety Element. Only De Novo

FOR CITY COUNCIL AGENDA 7-19

AGENDA ITEM # 3

Planning Group provided a response. De Novo is a well-respected planning firm that has prepared updates for a number of Safety Elements, including the cities of Gardena and Hawthorne.

FINANCIAL ANALYSIS

De Novo has provided a proposal for \$39,940 (Attachment #2). 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 is in line with those cities. For example, Hidden Hills paid \$65,000 for updating its Safety Element.

RECOMMENDATION

It is recommended that the City Council approve the Agreement between the City and De Novo (Attachment #1) for services to update the City's Safety Element at a not-to-exceed amount of \$37,250.

ATTACHMENT #1

**PROFESSIONAL SERVICES AGREEMENT FOR
PREPARATION OF AN UPDATE TO THE SAFETY CHAPTER OF THE SAFETY
ELEMENT OF THE GENERAL PLAN**

(City of Bradbury /De Novo Planning Group, Inc.)

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Bradbury, a California municipal corporation (“City”), and De Novo Planning Group, Inc., a California corporation (“Consultant”), authorized to do business in the State of California. Based on the mutual promises and covenants contained herein, the Parties hereto agree as follows:

2. RECITALS

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

A. City has a statutory duty under the State Planning and Zoning law to update the Safety Chapter of the Health and Safety Element of its General Plan at the same time as it updates its Housing Element. City Staff does not have the ability to handle these tasks in house and requires the assistance of consultants.

B. The City Council of Bradbury approved a consultant agreement with Veronica Tam to update the City’s Housing Element. Tam’s proposal did not include an update to the Safety Chapter of the General Plan.

C. The City solicited proposals to update the Safety Chapter from two known professionals capable of performing such work.

D. De Novo was the only consultant to submit a proposal.

E. City has determined that Consultant is qualified by virtue of experience, training, education and expertise to provide such services.

F. City has determined that the public interest, convenience and necessity require the execution of this Agreement.

G. The parties desire to enter into this Agreement based on the terms set forth below.

3. DEFINITIONS

3.1 “Scope of Services”: Such professional services as are set forth in the proposal to City dated May 23, 2022, which proposal is attached hereto as Exhibit A (the “Proposal”) and incorporated herein by this reference.

3.2 “Approved Fee Schedule”: The fees for the services hereunder shall be as set forth

in the chart attached to Exhibit A.

- 3.3 "Effective Date": This Agreement shall be effective upon the signature of both parties.
- 3.4 "Expiration Date": The date upon which City takes final action upon the Health and Safety Element of the City's General Plan.

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Effective Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services.
- 5.2 Consultant shall perform all work in accordance with the professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Jim Kasama shall be the Project Manager and Amanda Tropiano shall be the Principal in charge. No change shall be made to these key personnel without consent of the City.

6. COMPENSATION

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement at the hourly rates set forth in attachment "A."
- 6.2 Consultant shall submit invoices for the services performed pursuant to this Agreement no more than once a month, but at least every two months. The invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of the invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within forty-five calendar days of receipt of the invoice, City shall pay all undisputed amounts

included on the invoice. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant unless otherwise required by law.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) originally developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. Any substantive modification of the Documents by City, or at City's direction, or any use of the completed Documents for other City projects, or any use of uncompleted Documents, without the written consent of Consultant, shall be at City's sole risk and without liability or legal exposure to Consultant. City agrees to hold Consultant harmless from all damages, claims, expenses and losses arising out of any reuse of the Documents for purposes other than those described in this Agreement, unless Consultant consents in writing to such reuse.

8. RELATIONSHIP OF PARTIES

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City. Under no circumstances shall Consultant or its employees look to the City as its employer. Consultant and its employees shall not be entitled to any benefits from City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement may be deemed confidential by City, and if so deemed, shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement. The preceding restriction shall not apply to information which is in the public domain, was previously known to Consultant, was acquired by Consultant from others who have no confidential relationship to City with respect to same, or which through no fault of Consultant, comes into the public domain. Consultant shall not be restricted from releasing information, including confidential information, in response to a subpoena, court order, or other legal process. Consultant shall not be required to resist such subpoena, court order, or legal process, but shall promptly notify City in writing of the demand for information before Consultant responds to such demand.

10. INDEMNIFICATION

- 10.1 To the fullest extent permitted by law, Consultant shall indemnify and hold harmless City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury

to any person, whether physical, emotional, consequential or otherwise, and injury to any property to the extent caused by Consultant's alleged negligence, recklessness or willful misconduct of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and expenses of litigation.

- 10.2 City shall have the right, but not the obligation, to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly, any indemnification arising under this Section 10 and any amount due City from Consultant arising from Consultant's failure to (i) pay taxes on amounts received pursuant to this Agreement; (ii) satisfy obligations to any governmental entity, or (iii) comply with applicable workers' compensation laws.
- 10.3 The obligations of Consultant under this Section 10 are not limited by the provisions of any workers' compensation statute or similar act.
- 10.4 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others as required herein, or if such agreements prove to be inadequate to protect City for any reason, Consultant agrees to be fully responsible and to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.5 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies apply to the claim, demand, damage, liability, loss, cost or expense.

11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's

performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate for any personal injury including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, death, loss underground hazard, and explosion and collapse hazard where applicable. General Liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents, and other persons necessary or incidental to its operation are insureds. Coverage shall be at least as broad as Insurance Services Office form no. GL 0002 (Ed. 01/96) covering Comprehensive General Liability and Insurance Services Office form no. GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence") Form no. CG 0001.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident. Coverage shall be at least as broad as the coverage described in Insurance Services Office Form Number CA 0001 (Ed. 12/93) covering Automobile Liability, Code 1 "any auto", or Code 2 "owned autos" and Endorsement CA 0025. Coverage shall also include Code 8 "hired autos" and Code 9 "non-owned autos."
- 11.1.3 Worker's Compensation insurance if and as required by the laws of the State of California.
- 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverages that meet all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect this Agreement, at City's option, shall immediately terminate.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the policies required by this Agreement are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall file with City's Risk Manager such certificate(s) prior to commencement of work under this Agreement.

- 11.6 Consultant shall provide proof to the City's Risk Manager that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage at least two weeks prior to the expiration of the coverages.
- 11.7 The general liability and automobile policies of insurance required by this Agreement shall contain endorsements naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the words "endeavor to" with regard to any notice provisions.
- 11.8 The insurance provided by Consultant shall be primary to any other coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. MUTUAL COOPERATION

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:
City of Bradbury
600 Winston Avenue
Bradbury, CA 91008
Attn: Kevin Kearney
Email – kkearney@cityofbradbury.org
Telephone: (626) 358-3218
Facsimile: (626) 303-5154

If to Consultant:
De Novo Planning Group, Inc.
180 East Main Street, Suite 108
Tustin, CA 92780
Attn: Amanda Tropiano, Principal
Email: atropiano@denovoplanning.com
Telephone: 916/580-9818

With courtesy copy to:

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

16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

17. TERMINATION

- 17.1. City may terminate this Agreement for any reason on five calendar days' written notice to Consultant for any reason. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City and only for cause. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid for work performed in accordance with the terms and conditions of this agreement at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. [OMITTED]

19. GENERAL PROVISIONS

- 19.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 19.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability medical condition or any other unlawful basis.

- 19.3 The captions appearing at the commencement of the sections hereof, and in any sub-paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph, and not such heading, shall govern construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular and vice versa, in any place or places herein in which the context requires such substitution(s).
- 19.4 The waiver by City or Consultant of any breach of any term, covenant or condition of this Agreement shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition of this Agreement. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in a writing signed by one authorized to bind the party asserted to have consented to the waiver.
- 19.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the reasonable control of Consultant.
- 19.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees incurred in such action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.
- 19.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

19.8 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between the parties with respect to the transactions contemplated herein. No prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed by City and Consultant.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“City”
City of Bradbury

By: _____
Bruce A. Lathrop, Mayor

Date: _____

“Consultant”
De Novo Planning Group

By:  _____

Date: July 12, 2022

Attest:

Claudia Saldana, City Clerk

Approved as to form:

Cary S. Reisman, City Attorney
City of Bradbury

ATTACHMENT #2



May 23, 2022

City of Bradbury
Lisa Kranitz, Assistant City Attorney
600 Winston Avenue
Bradbury, CA 91008
Via email: lkranitzlaw@gmail.com

SUBJECT: Proposal to Prepare a Focused Update to the Health and Safety Element

Dear Ms. Kranitz,

On behalf of De Novo Planning Group, thank you for the opportunity to submit this proposal to prepare a focused update to the City's Health and Safety Element. Based on our understanding of the project, our team's familiarity with Bradbury, and our deep experience preparing General Plan Elements, including Safety Elements, we are confident that we can prepare the document pursuant to the requirements specified in the California Government Code.

De Novo Planning Group is a land use and environmental planning firm, specializing in community planning, environmental studies, design, and development services. The firm's Principal-level staff have successfully completed hundreds of projects consisting of comprehensive general plans, specific plans, housing and safety elements, environmental impact reports, negative declarations, initial studies, NEPA analyses, climate action plans, hazard mitigation plans, biological assessments, wetland delineations, and development projects throughout California. De Novo Planning Group has full-service offices in northern California (Corporate Office – 1020 Suncast Lane, Suite 106, El Dorado Hills, CA 95762) and southern California (180 East Main Street, Suite 108, Tustin, CA 92780).

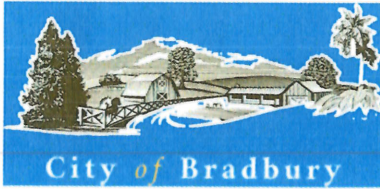
Our team is ready and excited to address this topic for the City of Bradbury based on trusted research and innovative planning principles, and we will listen to the community to ensure that their values and priorities are reflected in this planning document. We work regularly with cities throughout California to undertake focused as well as comprehensive updates to their General Plans, and all of our ongoing General Plan projects address the California Government Code as it relates to the Safety Element requirements.

We truly appreciate being considered for this project. We are confident that our experience, record of success, and Principal-level attention to every project will prove to be extremely valuable to the City. We have the ability and are ready to take on the assignment. Amanda Tropiano is the principal contact and is authorized to sign agreements and bind De Novo Planning in our proposal. Ms. Tropiano can be reached at (714) 453-7711 or atropiano@denovoplanning.com.

Sincerely,

DE NOVO PLANNING GROUP

Amanda Tropiano, Principal



PROJECT UNDERSTANDING AND APPROACH

We understand that the City of Bradbury is seeking a qualified land use planning consultant to assist the City with a focused update to its Health and Safety Element in accordance with the California Government Code, including legislation passed since the City's Health and Safety Element was last updated.

The Health and Safety Element will be updated for consistency with both the City's Housing Element Update (being prepared under separate contract) and the requirements of Senate Bill (SB) 379, SB 99, and SB 1241. Specifically, SB 379 requires that upon the next revision of the General Plan (or local hazard mitigation plan), the Safety Element is to be updated as necessary to address climate adaptation and resilience strategies applicable to the City. SB 99 requires the City to review and update the Safety Element to include information identifying residential developments in hazard areas that do not have at least two emergency evacuation routes. Fire hazard zones and seismic hazard zones will be addressed. Likewise, SB 1241 requires that the Safety Element be reviewed and updated as necessary to address the risk of fire in State Responsibility Areas and Very High Fire Hazard Severity Zones.

Given the nature of the project, a categorical exemption from the California Environmental Quality Act (CEQA) should be sufficient subject to CEQA Guidelines Section 15061(b)(3) since the project only involves policies, programs, and actions to meet State law specific to General Plan safety elements and would not result in any direct or indirect physical changes to the environment. The project is an update to an existing policy document to comply with new laws and reinforce existing policy direction. Implementation of the Health and Safety Element Update would not have a significant effect on the environment. De Novo will prepare the Notice of Exemption as part of this project.

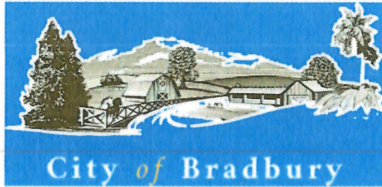
SCOPE OF WORK

De Novo will prepare a focused update to the City's Health and Safety Element to ensure that it is consistent with State requirements (Government Code Section 65302(g)). In addition, the City's updated Health and Safety Element will be consistent with the Hazard Mitigation Plan (2019) and Community Wildfire Protection Plan (2022). Preparation of the updated Health and Safety Element will include the tasks outlined below.

TASK 1: PROJECT ADMINISTRATION

1.1 Project Kickoff Meeting and Schedule Development

Within one week of receiving a notice to proceed, the De Novo Team will conduct a kickoff meeting with City staff to refine the project work scope and to discuss roles and responsibilities, project schedule, data collection needs, and document review procedures. The work scope will be refined based on our discussions and critical project milestones, and a clear project schedule will be established. The De Novo Principal and Principal Planner will attend the kickoff meeting. We will prepare the meeting agenda, as well as a meeting summary identifying project goals and follow-up action items.



1.2 Project Coordination

For the duration of the project, the De Novo Principal Planner will conduct bi-weekly Zoom meetings/conference calls with City staff to ensure project coordination and to support close collaboration. These meetings/calls will allow the team to review project status and to discuss issues, documents, and plan presentations. This task also involves the time necessary for management and administration of the project, including invoicing and progress reports.

Task 1 Deliverables:

- Kickoff meeting with City staff
- Kickoff meeting agenda and summary (electronic)
- Project schedule with updates as needed (electronic)
- Data needs list (electronic)
- Bi-weekly Zoom meetings/conference calls with the City staff

TASK 2: Public Hearings

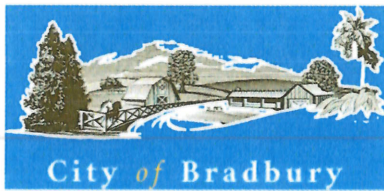
De Novo will lead the public hearing process for review and approval of the updated Health and Safety Element.

2.1 Public Hearings

De Novo's Principal Planner will attend two (2) public hearings related to the Health and Safety Element Update – one with the Planning Commission and one with the City Council. This scope assumes that public hearings will continue to be held virtually. De Novo will prepare and present a PowerPoint presentation for the hearings. We will submit the materials electronically to City staff for review prior to each hearing. City staff will be responsible for public notices and staff reports. Any additional hearings will be billed on a time and materials basis at the written direction of City staff.

Task 2 Deliverables:

- Two (2) public hearings



TASK 3: REVIEW OF CURRENT HEALTH AND SAFETY ELEMENT

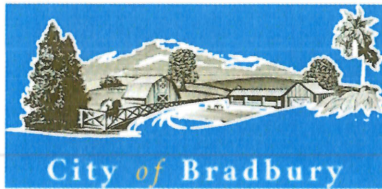
3.1 Review of Current Health and Safety Element and Identification of Necessary Revisions

De Novo will complete a review of the City's Health and Safety Element for consistency with State law including, but not limited to, SB 379, SB 99, and SB 1241 and will identify the specific sections of the Health and Safety Element that must be updated to comply with State law. Specifically, SB 379 requires that upon the next revision of the General Plan or Local Hazard Mitigation Plan, the Safety Element must be updated as necessary to address climate adaptation and resilience strategies applicable to the City. This review and update is to include all of the following:

1. A vulnerability assessment that identifies the risks that climate change poses to the City and the geographic areas at risk from climate change impacts.
2. A set of adaptation and resilience goals, policies, and objectives based on the information specified in the climate vulnerability assessment for the protection of the community.
3. A set of feasible implementation measures designed to carry out the goals, policies, and objectives identified pursuant to the adaptation objectives, including but not limited to the following:
 - Feasible methods to avoid or minimize climate change impacts associated with new uses of land;
 - The location, when feasible, of new essential public facilities outside of at-risk areas, including but not limited to hospitals and health care facilities, emergency shelters, emergency command centers, and emergency communications facilities, or identifying construction methods or other methods to minimize damage if these facilities are located in at-risk areas;
 - The designation of adequate and feasible infrastructure located in an at-risk area;
 - Guidelines for working cooperatively with relevant local, regional, state, and federal agencies; and
 - The identification of natural infrastructure that may be used in adaptation projects, where feasible (e.g., urban tree planting to mitigate high heat days).

Although the City did update its Hazard Mitigation Plan in 2019, the updated document does not address climate change or resiliency planning consistent with the requirements of SB 379. For this reason, De Novo will prepare a separate stand-alone Climate Vulnerability Assessment (CVA) to analyze these topics and provide the background necessary to guide the development of new goals, policies, and actions to be included in the Health and Safety Element (see Task 3.2).

SB 99 requires the City to review and update the Safety Element to address the risk of fire for land classified as state responsibility areas, and land classified as very high fire hazard severity zones. The review shall also include information identifying residential developments in hazard areas that do not



have at least two emergency evacuation routes and shall address risks associated with the effects of seismically induced surface rupture, ground shaking, ground failure, tsunami, seiche, and dam failure; slope instability leading to mudslides and landslides; subsidence; liquefaction; and other seismic hazards and geologic hazards known to the legislative body; flooding; and wildland and urban fires (see Task 3.3).

3.2 Climate Vulnerability Assessment

In accordance with SB 379, De Novo will prepare a Climate Vulnerability Assessment (CVA) that identifies the risks that climate change poses to the City. The purpose of the CVA is to inform City policies, plans, programs, and guidance to promote effective and integrated action to safeguard from climate change. This CVA will describe vulnerabilities in terms of social vulnerabilities and physical vulnerabilities. Social vulnerabilities examine how populations, communities, and social systems are affected by climate change. Physical vulnerabilities examine how infrastructure, critical facilities, and land are affected by climate change. The analysis will be qualitative in nature and based on existing available information. No new air quality modeling is included in this task.

3.3 Residential Emergency Evacuation Route Analysis

De Novo will prepare an analysis consistent with Senate Bill 99 to identify residential developments in high hazard zones that do not have at least two emergency evacuation routes. High hazard zones will include CAL FIRE's High Hazard Severity Zones and seismic hazard zones. A GIS map and layers will be prepared identifying access for residential areas in high hazard zones.

Task 3 Deliverables:

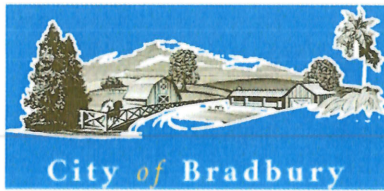
- Climate Vulnerability Assessment including one (1) round of review (electronic)
- Residential Emergency Evacuation Route Analysis including one (1) round of review (electronic)

TASK 4: HEALTH AND SAFETY ELEMENT UPDATE

4.1 Administrative Draft Health and Safety Element

De Novo will prepare a comprehensive, formatted Administrative Draft Health and Safety Element incorporating the components described above. We will work within the format of the current element, updating the text and graphics as needed. Our scope assumes that the City will provide De Novo with an editable version of the existing document. We request that we receive one consolidated set of City comments on the Administrative Draft Element and we expect two rounds of review will be required.

Given that there are Very High Fire Hazard Severity Zones in Bradbury, the update to the City's Health and Safety Element must be reviewed by the Board of Forestry and Fire Protection. De Novo will work closely with CAL FIRE's Land Use Planning Manager for the Los Angeles region to prepare the updated Element and provide responses to CAL FIRE's General Plan Safety Element Assessment checklist. We recommend that CAL FIRE be provided the revised Administrative Draft Health and Safety Element for informal review and comment; any revisions necessary to comply with the California Government Code as they relate to fire protection planning will be made prior to releasing the Public Review Draft.



4.2 Public Review Draft Health and Safety Element

We will incorporate the City's comments on the Administrative Draft Health and Safety Element and create a Public Review Draft for public review. We expect that De Novo and City staff will work collaboratively to facilitate review by the public, as described in Task 2.

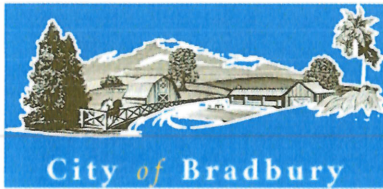
The Public Review Draft will also be formally reviewed by the Board of Forestry and Fire Protection for consistency with the California Government Code requirements related to fire protection planning. As is standard practice, the regional CAL FIRE Land Use Planning Manager will review the Element for consistency with the Government Code, complete the CAL FIRE General Plan Safety Element Assessment, and make a presentation to the Board at a regularly scheduled Board meeting (the Board typically meets monthly). The Board must review and consider the draft Health and Safety Element before the City Council can adopt the update. De Novo will prepare the necessary support materials to facilitate the Board's review. A representative from the City should be available to participate in the Board meeting (virtual) to answer any City-specific questions the Board may have.

4.3 Final Health and Safety Element

During the public hearing process, the Planning Commission and City Council may direct revisions to the Health and Safety Element. Following the final City Council hearing, De Novo will make the directed revisions. Since the extent of the revisions cannot be known at this time, we have provided an allowance that assumes revisions will be minor (based on our prior experience with such documents).

Task 4 Deliverables:

- Administrative Draft Health and Safety Element including two (2) rounds of review (electronic)
- Public Review Draft Health and Safety Element including one (1) round of review (electronic)
- Final Health and Safety Element adopted by City Council including one (1) round of review (electronic)



PROJECT SCHEDULE

We have provided a realistic schedule based on our experience with focused Safety Element Updates. However, we understand there may be timing considerations that need to be addressed; therefore, we anticipate further discussion with the City as part of the kickoff meeting to better understand any schedule needs, including City review times. Our team has a strong history of accommodating and meeting specific scheduling needs of our clients. We proactively work with our clients to accommodate scheduling requests and establish expectations through the identification of key milestones, interdependent tasks, and responsibilities.

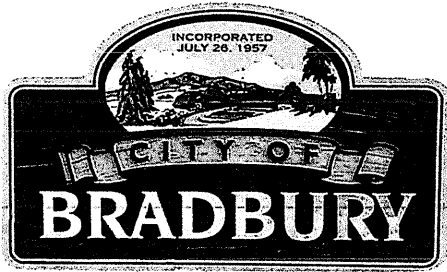
Kickoff Meeting:	Within 1 week of contract/notice to proceed
Project Schedule:	10 days from kickoff meeting
Climate Vulnerability Assessment (CVA):	4-6 weeks from kickoff
Evacuation Route Analysis:	4-6 weeks from kickoff
Completion of Admin Draft H&SE:	6-8 weeks from completion of CVA and Evacuation Route Analysis
City Review Admin Draft H&SE:	2 weeks
Revised Admin Draft H&SE:	1-2 weeks
City Review Revised Admin Draft H&SE:	1 week
Prepare Public Review H&SE:	1 week
Final H&SE:	2 weeks from City Council adoption

TASK/ACTIVITY	Principal		Principal Planner		Associate Planner		GIS			De Novo Subtotal		ACTIVITY
										TOTALS		
	Hours	\$175	Hours	\$150	Hours	\$105	Hours	\$95	Hours	Fee		
TASK 1: PROJECT ADMINISTRATION												
1.1 Project Kickoff Meeting and Schedule Development	2	\$350	2	\$300		\$0		\$0	4	\$650	\$650	
1.2 Project Coordination	4	\$700	16	\$2,400		\$0		\$0	20	\$3,100	\$3,100	
TASK 1 SUBTOTAL	6 \$	1,050	18	\$2,700	0 \$	-	0 \$	-	24 \$	3,750	\$3,750	
TASK 2: COMMUNITY ENGAGEMENT												
2.1 Public Hearings	8	\$1,400	12	\$1,800	6	\$630	2	\$190	28	\$4,020	\$4,020	
TASK 2 SUBTOTAL	8 \$	1,400	12 \$	1,800	6 \$	630	2 \$	190	28 \$	4,020	\$4,020	
TASK 3: REVIEW OF CURRENT HEALTH AND SAFETY ELEMENT												
3.1 Review of Current H&SE and Identification of Necessary	2	\$350	4	\$600	20	\$2,100		\$0	26	\$3,050	\$3,050	
3.2 Climate Vulnerability Assessment	2	\$350	8	\$1,200	40	\$4,200	4	\$380	54	\$6,130	\$6,130	
3.3 Residential Emergency Evacuation Route Analysis	2	\$350	2	\$300	6	\$630	20	\$1,900	30	\$3,180	\$3,180	
TASK 3 SUBTOTAL	6 \$	1,050	14 \$	2,100	66 \$	6,930	24 \$	2,280	110 \$	12,360	\$12,360	
TASK 4: HEALTH AND SAFETY ELEMENT UPDATE												
4.1 Administrative Draft Health and Safety Element	8	\$1,400	32	\$4,800	20	\$2,100	8	\$760	68	\$9,060	\$9,060	
4.2 Public Review Draft Health and Safety Element	6	\$1,050	20	\$3,000	12	\$1,260	4	\$380	42	\$5,690	\$5,690	
4.3 Final Health and Safety Element	2	\$350	8	\$1,200	6	\$630	2	\$190	18	\$2,370	\$2,370	
TASK 4 SUBTOTAL	16	\$2,800	60	\$9,000	38	\$3,990	14	\$1,330	128	\$17,120	\$17,120	
Subtotals	36	\$6,300	104	\$15,600	110	\$11,550	40	\$3,800	290	\$37,250	\$37,250	
TOTAL FEE (NOT TO EXCEED FEE)											\$37,250	

NOTES:

Direct costs are billed at no markup.

De Novo Planning Group reserves the right to reallocate budget between various tasks provided the overall project budget does not change.



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: July 19, 2022

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

ATTACHMENTS: 1) Hidden Hills: Accounting Specialist Job Description
2) Avalon: Deputy City Clerk/Sr. Admin. Job Description
3) Rolling Hills: Recent City Clerk/Executive Assist. Recruitment

SUMMARY

This memorandum covers and discusses the upcoming retirement of Claudia Saldana, the City's long-term City Clerk, and the challenges associated with her departure. This is an informal discussion with no formal recommended actions. Rather, this item seeks initial input on how the City Council would like to handle the challenges due to the upcoming retirement. It is expected that multiple discussions will occur over this item.

DISCUSSION

Claudia Saldana is the current City Clerk and first started with the City on June 16, 1988. Thirty-four (34) years later, Ms. Saldana has decided that she will be retiring some time next calendar year. At this point, it is undetermined if the retirement will occur around January/February, 2023 or closer to May/June, 2023. Dates are expected to be finalized within the next month as she meets with CalPERS to better understand the financial specifics of her retirement.

Claudia's position has morphed with the City's needs over the last thirty-four (34) years. She was first hired as the 'City Manager's Secretary' under Dolly Vollaie doing strictly administrative and clerical work, and Ms. Vollaie was the one managing the City's financials. When the scandal broke in 1993, Claudia was appointed as the City Clerk,

and the City's Auditors had Claudia assume all of the financial work for the City in an attempt to create 'checks and balances.'

Today, Claudia's position has three (3) 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. The City Clerk and Executive Assistant roles are quite similar and can be seen merged in other cities; however, they are starkly different than the responsibilities of the Accounting Technician. Given the differences, I would expect difficulties recruiting for the position once Claudia retires.

The following is a brief list of Claudia's roles and responsibilities:

City Clerk	Accounting Technician	Executive Assistant
Elections	Accounts Payable & Receivables	Maintain Files
Minutes: Council & Planning	Prepare Deposits	Correspondence
Agendas: Council & Planning	Demands & Warrants	Assistance to City Manager
Public Records Requests	Online Banking	Clerical Work
F.P.P.C. Liaison	Payroll and Direct Deposits	Office Purchasing
Public Hearing Notices	Calculate Payroll	Processing Business Licenses
Records Management	Tax Forms (e.g. W2, 1099, etc.)	Manage All Business Licensing
Records Retention	Quarterly Tax Returns for Payroll	
Oaths of Office	Petty Cash	
Ordinances & Resolutions	Bank Reconciliations	
Proclamations	Process & Prepare Bills	
Deals w/ Construction Bid Packages	Manage Financial Reports (e.g. State Comptroller, etc.)	
	Cut Checks	
	Interface w/ City Treasurer	
	Insurance Underwriting Reports	

The Cities of Bradbury, Rolling Hills, and Hidden Hills are often compared to one another since their city populations, budgets, and staff sizes are relatively similar. When inquiring about their staffing situations, the City of Rolling Hills employs a City Clerk that also acts as the City Manager's assistant; however, they contract out all of their financial work. The City of Hidden Hills has a City Clerk but also has an Accounting Specialist that manages all the City's finances.

Some brief inquiring was done with the City of Rolling Hills' financial firm. The City currently contacts with a firm for an Accountant at \$84 an hour, 2 Accounting Technicians at \$26 per hour each, and a Finance Director at \$79 per hour. Rolling Hills has the firm do most things financially related, which includes CPA type work, grants management, payroll, budgeting, budget presentations, and budget reports to the City Council, false alarm billings, bank deposits, etc. At this point, more exploration would be needed on a firm's level of involvement if Bradbury were to move forward with a financial firm. It does seem that some of the burden could be shifted onto the current Bradbury's contracted Finance Director (who charges \$80 an hour) or the position might be eliminated entirely and just consolidated with the financial firm.

Salary is another issue once Claudia retires. It is my opinion that salaries and salary scales¹ have been able to remain below market rate throughout the years because of Claudia's long tenure with the City. The City Manager (CM) and Management Analyst (MA) have historically been 'revolving door' positions due to the salary discrepancies, especially with the Analyst position rotating approximately once every 1.5 years. As the CM and MA have come and gone, Claudia has remained the stabilizing force at City Hall. It didn't matter if the CM and MA had a high turnover, because Claudia became the backbone which provided stability during the turnover. This rang true when I first arrived as City Manager. Both the City Manager and Management Analyst had left at the same time in 2017 for better paying jobs, and it was Claudia's long tenure that allowed the City to remain stable. Had she not been around, there's a chance that the City Clerk position would have had a short tenure similar to the CM and MA. The person leading and managing the City in 2017 might have been someone with only a year or two of experience in the position.

This memorandum has addressed some of the issues associated with Claudia's upcoming retirement. This includes her morphed roles/responsibilities and salary. This agenda report includes salaries of the smaller cities throughout LA County for both the City Clerk and the Accounting Technician/Assistant. I have also included the salaries of the City Manager and Management Analyst since the memo had more holistically discussed salaries.

To help facilitate in this discussion, I have attached the following items: 1) Accounting Specialist job description from the City of Hidden Hills, 2) City of Avalon's Deputy City Clerk/Senior Administrative Assistant to show how a City Clerk's roles are sometimes merged with other administrative roles (non-financial roles) and 3) the City of Rolling Hills' recent City Clerk/Executive Assistant recruitment.

Below are the salary comparables:

1. For those unfamiliar with government salary scales, positions are usually hired at the lowest end of the scale and then increase every year until they hit the highest end of the scale.

City Clerk		Active Salary Scale	
Title	City	Start	Max
City Clerk	City of Bradbury	\$72,695	Static
City Clerk	City of Hidden Hills	\$70,000	\$97,110
City Clerk/Executive Assistant	City of Rolling Hills	\$70,224	\$92,208
Deputy City Clerk/Sr. Admin. Assistant	City of Avalon	\$68,811	\$88,760
Chief Deputy City Clerk	City of Irwindale	\$96,540	\$117,345
Deputy City Clerk	City of Irwindale	\$63,445	\$77,117
City Clerk/Executive Assistant	City of Rolling Hills Estates	\$96,660	\$141,084
City Clerk/Executive Assistant	City of Westlake Village	\$99,060	\$142,440
Admin. Services Manager/City Clerk	City of Sierra Madre	\$86,933	\$108,567
City Clerk	City of San Marino	\$84,864	\$105,228
City Clerk	City of La Canada Flintridge	\$93,636	\$125,484
City Clerk	City of Duarte	\$99,216	\$116,484
Average of Salaries		\$83,507	\$110,166

Accounting Specialist/Technician		Active Salary Scale	
Title	City	Start	Max
Accounting Specialist	City of Hidden Hills	\$52,396	\$90,543
Accounting Technician	City of La Habra Heights	\$49,529	\$69,693
Finance Technician	City of Irwindale	\$54,440	\$66,173
Account Clerk II	City of Rolling Hills Estates	\$55,141	\$82,722
Accountant (Accountant does Technician work)*	City of Westlake Village	-----	----
Account Technician	City of Sierra Madre	\$48,688	\$59,181
Sr. Account Clerk	City of San Marino	\$53,544	\$65,316
Account Clerk	City of La Canada Flintridge	\$49,983	\$66,976
Accounting Specialist	City of Duarte	\$60,168	\$72,528
Average of Salaries		\$52,986	\$71,642

*The City of Westlake Village's Accountant does the Technician equivalent work and has a salary schedule of \$82,644 - \$118,848. Both the position title and salary are outliers and were not included in the Average of Salaries.

City Manager

Title	City	Salary*
City Manager	City of Bradbury	\$150,000
City Manager	City of Hidden Hills	\$213,068
City Manager/City Clerk	City of La Habra Heights	\$144,612
City Manager/City Clerk	City of Avalon	\$210,000
City Manager	City of Irwindale	\$222,752
City Manager	City of Rolling Hills Estates	\$201,288
City Manager	City of Westlake Village	\$269,004
City Manager	City of San Marino	\$218,844
City Manager	City of La Canada-Flintridge	\$222,384
City Manager	City of Duarte	\$214,197
Average of Salaries		\$206,615

*City Manager salaries do not have ranges compared to other city positions. Their salaries are typically evaluated on a yearly basis, and this is where increases and/or bonuses are given.

Management Analyst

		Active Salary Scale	
Title	City	Start	Max
Management Analyst	City of Bradbury	\$60,331*	Static
Management Analyst	City of Hidden Hills	\$60,000	\$80,000
Sr. Management Analyst ⁺	City of Rolling Hills	\$69,804	\$90,276
Management Analyst	City of Avalon	\$72,854	\$93,254
Management Analyst	City of Irwindale	\$73,577	\$89,434
Management Analyst	City of Rolling Hills Estates	\$81,456	\$104,652
Administrative Analyst	City of Westlake Village	\$82,008	\$117,852
Management Analyst	City of Sierra Madre	\$64,734	\$80,844
Management Analyst	City of San Marino	\$70,416	\$85,908
Management Analyst	City of La Canada Flintridge	\$68,784	\$92,172
Management Analyst	City of Duarte	\$66,168	\$84,528
Average of Salaries		\$70,012	\$91,892

* This is Bradbury's current Management Analyst salary after 1 and a half CPI increases over the past 2 fiscal cycles. The original hiring salary placement was a static \$50,000 to \$55,000.

+ The City of Rolling Hills has elected to have their singular Management Analyst (MA) position as a Sr. MA, instead of a regular, lower-level MA.

RECOMMENDATION

This is an informal discussion with no formal recommended actions. Rather, this item seeks initial input on how the City Council would like to handle the challenges due to the upcoming retirement.

ATTACHMENT #1



THE CITY OF HIDDEN HILLS

Invites applications for Accounting Specialist

POSITION AVAILABLE

The City of Hidden Hills is seeking a knowledgeable, dedicated and seasoned Accounting Specialist with a background in municipal bookkeeping/accounting capable of performing a wide variety of finance/accounting assignments and tasks involving financial transactions, recordkeeping, accounts payable, payroll, and assistance in budgeting for municipal services.

DUTIES AND RESPONSIBILITIES

Under the supervision of the City Manager, prepares and processes, posts and maintains expenditure records from invoices, contracts and other related documents. Handles financial records maintenance, billings, payroll processing and correspondence; assists in preparing closing entries to the general ledger; assists in preparation of annual and interim financial reports; prepares and monitors special program accounts, including developer deposits in the General Fund; assists City Treasurer in receiving, posting, and balancing all revenues with bank statements; prepares warrants and demand registers; responds to questions and provides information regarding established policy or procedures; provides liaison to vendors when needed. Operates in-house governmental accounting programs on office computer system, and performs daily backup procedures. Meets with others in-person, both informal and formally, for a variety of purposes related to work duties and City operations. Provides additional administrative tasks as needed or requested.

DESIRABLE QUALIFICATIONS

At a minimum, the qualified applicant should possess:

Knowledge of: General municipal operations; principles, practices, terminology and forms used in standard bookkeeping financial record keeping, and treasury tasks; governmental accounting principles and documentation; fund accounting and inter-fund entries; data processing techniques and computer operation; secretarial and general office methods and techniques; community relations; and customer service practices.

Ability to: Perform data entry and operate a computer terminal; understand, interpret, and apply fundamental principles of governmental accounting, related policies, and procedures, reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents; prepare and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; receive, post and track invoices, receive checks and handle money and balance cash receipts; understand and carry out emergency preparedness procedures; understand and carry out City policies and work effectively as a member of a team; establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees, contract personnel and members of the public; exercise tact, courtesy, alertness, and good judgment in responding to others; maintain regular and predictable attendance.

MINIMUM REQUIRMENTS

Any combination and experience that will likely provide the required knowledge and abilities is qualifying. A typical way to obtain the abilities and knowledge is:

Education: Graduation from high school or equivalent, supplemented by college level course work in basic accounting, bookkeeping, or finance. Bachelor's degree from an accredited college or university with a major in accounting, finance or related field is desirable.

Experience: Two years in a position in general accounting, including duties relative to accounts payable, accounts receivable, financial records and reports.

Possession of a valid California driver's license is required or ability to obtain one within a reasonable time of starting employment, not to exceed two weeks.

COMPENSATION AND BENEFITS

The hourly salary for this FLSA non-exempt position is from \$25.19 to \$37.70 per hour, DOQ. The City of Hidden Hills offers a competitive benefits package, which includes:

- Retirement: Classic Member - PERS 2% @ 60, three year final compensation. Employer pays full contribution, New Member - PERS 2% @ 62, three years final compensation. Employee pays 6.25% of the contribution.
- Medical Insurance: City pays for employee share of CalPERS medical insurance. City also provides and pays for employee share of dental and vision plans.
- City contribution for retiree health insurance for retired employees with at least twenty years of service with the City.
- Vacation: 10 days annual accrual after six months.
- Additional Leave: sick leave 1 day per month; maximum 15 days.
- 10 days paid holiday leave per year in addition to noon on working day proceeding Christmas Day through New Year's Day.

These benefit descriptions are summaries and in the event of a conflict, the terms of the applicable plan or law will prevail. City benefit plans are subject to change at any time to the maximum extent permitted by law.

SELECTION PROCESS

Applications will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written process. A background check will be conducted, and a pre-employment physical will be required. This appointment shall be made by the City Council.

RESERVATION OF RIGHTS

The provisions of this bulletin do not constitute a contract, express or implied, and the City reserves the right to amend, modify or revoke any provisions contained in this announcement without notice. The City also reserves the right to discontinue the recruitment at any time without selecting a candidate from the recruitment. The City is an equal opportunity employer and does not discriminate on any basis protected by law. The City is committed to making its jobs, programs and facilities accessible to all persons and complies with applicable law. Applicants with disabilities who require accommodation in the recruitment, testing or selection process may call (818) 888-9281.

THE CITY

The City of Hidden Hills is nestled between the western foothills of the San Fernando Valley in Los Angeles County and the Ventura County line, California. It is a unique residential gated community with a total land area of just under two square miles and a population of approximately 1,900 on 648 home sites. Its residents enjoy a city that has preserved a country way of life that has nearly vanished from the surrounding communities of Southern California. It boasts an authentic rural atmosphere as witnessed by the absence of sidewalks and street lights and by the presence of horses and bridle paths. The deep setbacks, white three-rail fences, corrals, barns, and natural rustic equestrian trails tell visitors that Hidden Hills is a truly special place to live.

CITY GOVERNMENT

Incorporated on October 19, 1961, Hidden Hills is a general law city with a Council/Manager form of government. The City Council is comprised of five members elected for overlapping four-year terms, with elections held in March of odd numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro-Tem for one-year terms.

City government operates under the direction of the City Manager with a FY 2016-2017 General Fund operating budget of approximately \$1.8 million. There are three (3) full-time employees including the City Manager, City Clerk and Accounting Specialist. The City's Engineering, Planning and Building services are contracted out to a private company. The City also contracts for law enforcement, fire and other service.

HOW TO APPLY

To be considered for this exceptional career opportunity, submit a City application, and resume to:

City of Hidden Hills
6165 Spring Valley Road
Hidden Hills, CA 91302

Deadline to apply is by March 15, 2017

First round interviews are expected to take place the week of March 20th.

Questions regarding this position can be directed to Kerry Kallman, City Manager, (818) 888-9281, or by email at Kerry@hiddenhillscity.org. A City employment application can be obtained from City Hall or at www.hiddenhillscity.org.

ATTACHMENT #2



OCTOBER 2018
FLSA: EXEMPT

DEPUTY CITY CLERK/SENIOR ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of administrative, secretarial, and office support duties of considerable complexity requiring thorough knowledge of the department, its procedures, and operational details; administers assigned programs; provides administrative support to assigned departmental staff, projects and programs; composes and prepares correspondence using considerable judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public, staff, and program participants; provides assistance for a wide variety of assignments; and performs related work as required; provides administrative direction and assists in the oversight for all functions and activities of the City Clerk's office, including administration, election management, the legislative function, archiving of public records and public information and filing officer services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager. Exercises no supervision of staff. May provide technical and functional direction to other staff and/or contractors on a project or program basis.

CLASS CHARACTERISTICS

This is the advanced journey-level class responsible for developing and implementing procedures for a variety of projects and programs within an Administration department as well as the City Clerk's office providing a clerical, secretarial, and administrative support to the assigned department. Employees use independent judgment and decision-making authority to resolve complex problems, independently plan and carry out assignments, coordinate work with others, and provide information, guidance, and recommended solutions regarding administrative processes and procedures. This class is appointed by the City Manager and provides assistance to the City Manager and City council in a variety of administrative, coordinative, analytical capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modifies, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, oversees, and administers department-specific or City-wide programs and projects; provides assistance to department staff in various department-related projects.
- Organizes and carries out administrative assignments in support of management, which may include the City Manager's Office; compiles and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard



CITY OF AVALON

mathematical or statistical data; assembles reports, manuals, articles, announcements, and other informational materials.

- Performs a wide variety of routine to complex office administrative duties to support departmental operations, including filing, preparing complex records and reports, accounts payable, cashiering duties, processing permits and licenses, and ordering and maintaining office and other related supplies.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Screens calls, visitors, and incoming mail; assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public and is the first point of resolving issues and problems; enters public calls into appropriate computer databases; directs callers to appropriate City staff as necessary.
- Compiles information and data for administrative, statistical, and financial reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Maintains and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from computer application systems as required.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, informational packets, and specifications; ensures proper filing of copies in departmental or central files.
- Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Gathers, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
- Schedules and prepares conference and meeting rooms, including setting up audio visual equipment for City Council and committee meetings.
- May act as a department representative within community groups to relay or obtain relevant information regarding departmental activities.
- Performs other duties as assigned.
- Coordinates City Clerk's office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; assists the gathering and delivering of the City agenda; assists in the preparation of agenda, agenda items, and presentation of staff reports to City Council.



- Assists, plans, manages and conducts municipal elections and special elections; ensures conformance with the California Elections code, Political Reform Act, and other government codes; coordinates, receives, and certifies sufficiency/insufficiency of ballot measures, initiative petitions, arguments, rebuttals, referendums, recalls, and impartial analyses; prepares municipal legislation as required; prepares candidate's notebooks and provides necessary information to candidates, committees, and the public; serves as the deputy filing officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.
- Oversees the operations of the City-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for City records; develops and updates records retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Maintains the maintenance of the official City Clerk's departmental files.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Departmental practices and procedures and applicable City policies.
- Principles and practices of program administration.
- Principles and practices of data collection and report preparation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Independently administer and maintain assigned programs.
- Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.



- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade supplemented by college-level coursework and/or technical training in secretarial science and/or office administrative support and three (3) years of responsible secretarial experience. Additional specialized secretarial or clerical training is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of, or ability to obtain, a Notary Public certification
- Possession of, or ability to obtain, a Certified Municipal Clerk certification.

PHYSICAL DEMANDS

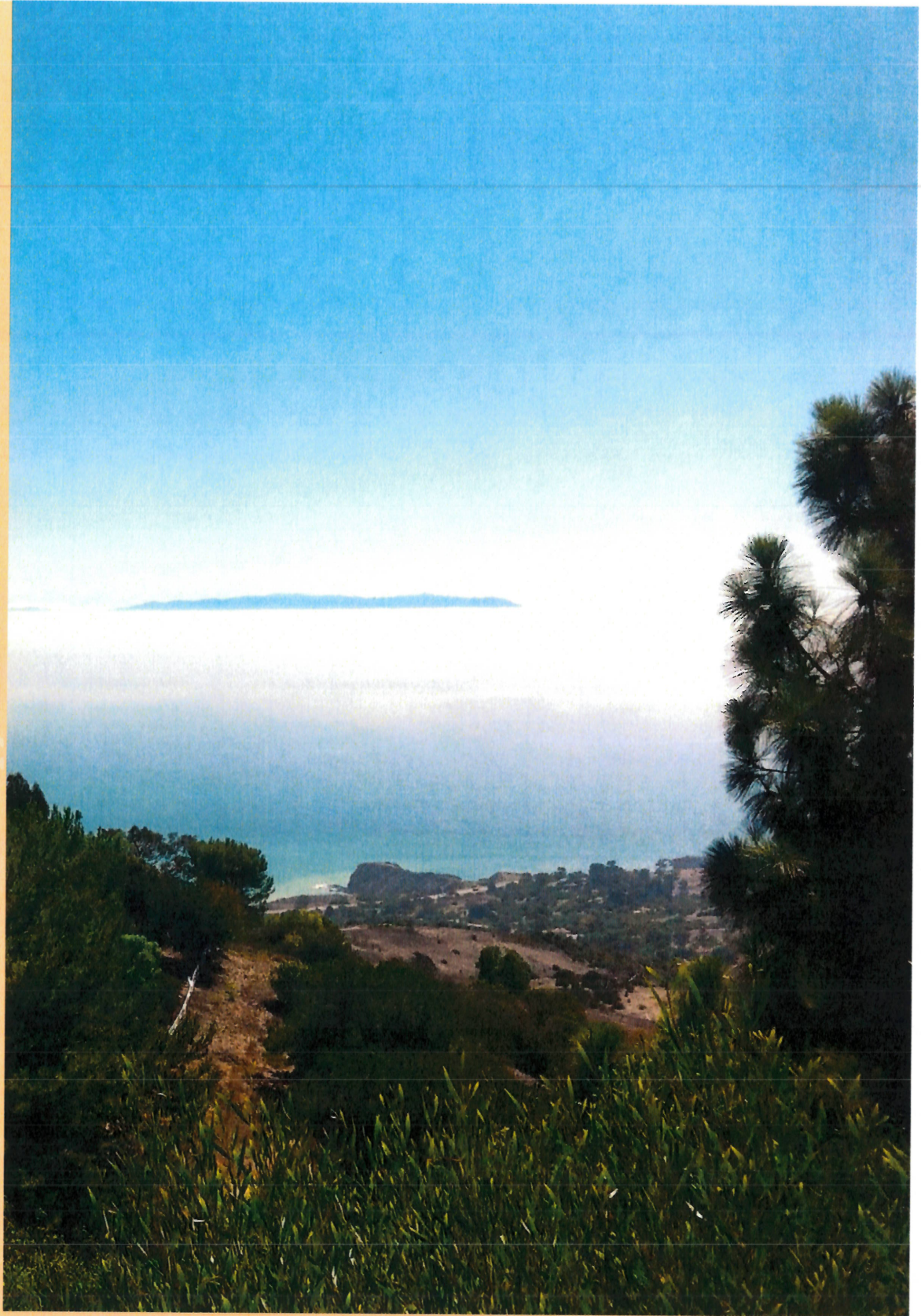
Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ATTACHMENT #3

Peckham & McKenney
"All about fit"



City Clerk/Executive Assistant

CITY OF ROLLING HILLS, CALIFORNIA

THE COMMUNITY

Nestled on the Palos Verdes Peninsula, “where you can look down on the crowded flats of the [Los Angeles] basin...isolated, either geographically or via security features such as gated private entrances...and a neighborhood that is outside the city limits” (*Los Angeles Times* 3/16/2018), is the bucolic community of Rolling Hills, California. With its 1,900 residents and one-story ranch style homes on one-acre and two-acre lots, the City of Rolling Hills is recognized as an oasis in Los Angeles County. The City’s Mediterranean habitat, spectacular ocean and city views, residential open space and dark sky requirements, and 30 miles of hiking and equestrian trails, create an environment where residents enjoy a special, unique, peaceful and relaxing quality of life surrounded by a large urban, metropolitan region.

The City of Rolling Hills, founded in 1936 and incorporated in 1957, was designed by A.E. Hansen and prides

itself on remaining true to its **original plan**. As an equestrian, residential master-planned community in a three-square mile area, the City is situated among the Cities of Rolling Hills Estates and Rancho Palos Verdes, and unincorporated portions of Los Angeles County.



Community services, public facilities, and infrastructure within Rolling Hills are shared by the City and the **Rolling Hills Community Association**. The Rolling Hills Community Association is predominately responsible for road maintenance and architectural design review while the City is responsible providing municipal services and addressing residential and state-mandated planning matters. Volunteerism among City residents within both the City and County is unparalleled. One local example of community involvement is the City’s **Block Captain Program** for disaster preparedness and response. Roads within the City are private

easements deeded to the Rolling Hills Community Association for transportation purposes and as such, the community is gated.

For more information about the City of Rolling Hills, please visit <https://www.rolling-hills.org>.

THE ORGANIZATION

The City of Rolling Hills is a “contract city” managed under the Council-Manager form of government. The five-member City Council is elected at-large, and the position of Mayor and Mayor Pro Tem are annually rotated among the City Council members. Under City Manager Elaine Jeng, City services are provided by a very professional and dedicated full-time team comprised of the Planning & Community Services Director, Code Enforcement & Fuel Abatement Officer, Administrative Assistant, City Clerk/Executive Assistant, and Senior Management Analyst, and part-time Administrative Clerk.

The City operates with a \$2.2 million annual budget funded primarily from property taxes and construction permits. Police services are provided by the Los Angeles County Sheriff Department, and for fire and paramedic services, the City receives services as a member of the Consolidated Fire Protection District of Los Angeles County. The City of Rolling Hills participates in the California Joint Powers Insurance Authority for risk management, and customized backyard refuse service is provided by contract with a private waste hauler. The City of Rolling Hills is also one of the founding 8 cities that formed the California Contract Cities Association.



Residents enjoy and value a direct and personal connection to City Council members and staff. The character of the community supports City officials, staff and residents to be known by name and formal business to be conducted in a colloquial and informal, yet respectful and professional, manner. As a testament to the quality of work and caring and friendly atmosphere provided



by the City, City staff typically and ideally serve the City for many years. The staff team, guided by a recently approved citywide strategic plan, is dedicated and committed to both public service and customer service. The staff team works closely together in a collaborative, supportive manner, and recognizes that no task is too small or outside the box for each and every individual team member.

THE POSITION

The City Clerk/Executive Assistant is appointed by the City Manager. The successful candidate must be a skilled writer and active listener for

clear, open, accurate and effective communications, a “people person” that values customer service, problem solving, and being responsive. The candidate selected for the position should be an enthusiastic individual who is direct and forthright in conversation and takes pride in work. With having strengths in organization and process, and/or experience in evaluating and applying rules and requirements, the successful candidate will also be flexible while goal oriented, a critical thinker who embraces continual learning, and will implement best practices in support of overseeing complex operations. As the Executive Assistant, the successful candidate will serve as a confidant and ambassador of the City Manager and provide professional and administrative support.

The ideal candidate must embrace a “can do” attitude and approach as well as have self-confidence and not be intimidated. In turn, under the tutelage of the City Manager, the successful candidate will learn, be exposed, and engage in all aspects of municipal government for training, knowledge and experience. The City additionally supports professional development and training for achieving and sustaining professional and organizational excellence. Major focus areas of the City Clerk/Executive Assistant will include digitizing records and records managements, and migrating a paper centric agenda to digital/tablet

based distribution. The City Clerk/Executive Assistant will work directly with the City Council and attend City Council and Commission meetings, and is encouraged to participate in community events.

Requirements include 3 years of progressively responsible customer service, administrative support and/or office management experience and a Bachelor’s Degree in public administration, business administration or related field from an accredited four-year college or university. Experience, knowledge or desire and ability to learn pertinent Federal, State, and local laws; municipal election laws and procedures; terminology of ordinances and resolutions; requirements of the Brown Act and parliamentary procedure; complex principles; managing public records and records



Photo credit: Erick Joy

Peckham & McKenney
“All about fit”

retention, and documentation / minute taking, along with work experience in a municipal government is highly desirable.

THE COMPENSATION

The annual salary range for this position is \$68,724 to \$90,216, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

RETIREMENT: PERS Miscellaneous formula: "Classic" members: 2% @ 60 with employee contribution of 7% of salary. "New" members: 2% @ 62 with employee contribution of 6.5% of salary. The City also participates in Social Security.

MEDICARE: Employee pays 1.45% of salary towards future Medicare benefits.

LEAVES, HOLIDAYS AND VACATION:

Personal Leave: 1 day (8 hours) are provided each July 1st.

Sick Leave: Accrued at the rate of 90 hours / year up to an accumulation of 225 hours.

Holidays: 11 holidays (80 hours) are observed / year.

SEARCH SCHEDULE

Filing Deadline: March 5, 2021

Preliminary Interviews: March 8 - 19, 2021

Recommendation of Candidates: March 30, 2021

Finalist Interview Process: April 7, 2021

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Vacation: Accrued at 96 hours / year, increasing with City service up to 160 hours/year at 10 years of service and an accumulation of 300 hours.

HEALTH INSURANCE: The City will contribute 100% of medical, dental and vision benefits for the employee and 80% of the cost of dependents.

LONG-TERM DISABILITY: City-paid coverage is provided.

LIFE INSURANCE: City-paid \$50,000 life insurance.

FLEXWORK/TELECOMMUTING: The City has a 9/80 work schedule with alternate Fridays off.

THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton "Tony" Dahlerbruch at 310.567.1554 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



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