

**MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF BRADBURY
HELD ON TUESDAY, AUGUST 15, 2017**

MEETING CALLED TO ORDER:

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

ROLL CALL:

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

ABSENT: None

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

APPROVAL OF AGENDA:

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

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

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

Mayor Lathrop stated that he has to abstain from approving demands & warrants for AxonTech.

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 City Council Meeting of July 18, 2017
- B. Resolution No. 17-14: Demands & Warrants for August 2017
- C. Monthly Investment Report for the month of July 2017
- D. Appointments to the Utility Users Tax Oversight Committee
- E. Amendments to the 2016-2017 Budget
- F. Second Reading and Adoption of Ordinance No. 348:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING CHAPTER 1, SECTION 2.01.040 OF THE BRADBURY MUNICIPAL CODE AND ADOPTING PROCEDURES TO CONSOLIDATE ITS GENERAL MUNICIPAL ELECTIONS WITH STATEWIDE JUNE ELECTIONS PURSUANT TO SENATE BILL 415 BEGINNING IN 2018, AND TO EXTEND THE TERMS OF EXISTING COUNCILMEMBERS AS A RESULT OF THE MANDATED CHANGE IN THE CITY'S GENERAL MUNICIPAL ELECTION DATE

MOTION TO APPROVE CONSENT CALENDAR:

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

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

NOES: None

ABSENT: None

Motion passed 5:0

DISCUSSION – USE OF CAL RECYCLE FUNDS:

City Manager Kearney stated that during the July meeting, the City Council discussed the possibility of setting up a program to facilitate the brokering of the City's surplus of Cal Recycle's restricted funds. As a result, the Council directed staff to provide more information at this meeting on the specifics on the fund's restrictions.

FINANCIAL REVIEW:

Each year, the City of Bradbury receives \$5,000 from Cal Recycle. City Manager Kearney stated that in previous years the City has allocated \$1,500 to the City of Duarte for Earth Day. The City currently has a surplus of \$12,108.86. Traditionally, there have been challenges expending these monies, as funds from Cal Recycle can only be utilized to support activities related to container recycling and litter abatement.

RECOMMENDATION:

It is recommended that the City Council receive this report and direct staff on how to proceed. Should the City Council decide to implement a grant program through the City, staff would set up a program to facilitate the brokering of the restricted Cal Recycle funds.

DISCUSSION:

Councilmember Barakat inquired if these funds could be used to remove litter and trash from the trails. City Manager Kearney did not think this would be an allowable use unless there is a program in place. Councilmember Hale stated that maybe the cities of Duarte or Monrovia have programs Bradbury could contribute to.

Mayor Lathrop suggested to partner with the Duarte Unified School District. Councilmember Barakat stated that he would favor allocating \$4,000 to the DUSD, but not all \$12,000. Councilmember Hale suggested to give up to \$10,000 to other cities' programs and for staff to "throw it out and see what comes back."

Councilmember Barakat stated that he would like more detail on what the recycle funds can be used for before making a final decision.

ACTION TAKEN:

No further action by the City Council was required at this time.

DISCUSSION - USE OF A FACILITATOR FOR THE CITY COUNCIL & PLANNING COMMISSION RETREAT:

City Manager Kearney stated that at the July meeting, the City Council directed staff to research potential facilitators for the City Council & Planning Commission Retreat in January 2018. Staff has received three (3) proposals for the Council to review.

RECOMMENDATION:

It is recommended that the City Council receive this report, review the submitted proposals for the use of a facilitator for the City Council & Planning Commission retreat, and direct staff on how to proceed.

PROPOSALS:

Staff reached out to a number of facilitators. Names of individuals and companies derived from Councilmember recommendations, other cities' recommendations and staff's past positive experience with facilitators. The following proposals were received with their respective costs:

Facilitator	Costs
Cultivating Leadership	\$3,000
Management Partners	\$7,900
PeterBarronStark	\$9,800 plus travel costs

Prior to submitting quotes, all three companies requested a phone conversation with the City Manager to assess the situation and to determine what the City was desiring from the retreat. During discussions with each facilitator it was clear that the standard practice is for the facilitator to interview Councilmembers and Planning Commissioners to gain a better understanding of the situation and to discuss the retreat's desired outcomes. This planning also assists with the crafting of an effective agenda. Aside from facilitating the workshop, each facilitator also prepares a report summarizing the results and any follow-up steps that should be taken.

FINANCIAL REVIEW:

The quotes obtained for the use of a facilitator range from \$3,000 to \$9,800 plus travel costs. These costs have not been budgeted for Fiscal Year 2017-2018 and an appropriation to account number 101-11-6100 would need to be made should the Council decide to move forward with a facilitator.

DISCUSSION:

City Manager Kearney stated that he worked with Mindy Danna from Cultivating Leadership in during his time in Beverly Hills.

Mayor Lathrop suggested to hire a retired City Manager to referee. Councilmember Barakat suggested Don Hopper. City Attorney Reisman stated that hiring Don Hopper will result in a problem with CalPERS because he served as the City's Interim City Manager in the past, unless he volunteers this time. City Manager Kearney inquired if Don Hopper is viewed as neutral. Councilmember Hale stated that it is not us (City Council) against them (Planning Commission). Councilmember Hale volunteered to give Don Hopper a call. City Manager Kearney stated that we have plenty of time until January to make a decision.

ACTION TAKEN:

No further was action by the City Council at this time.

**DISCUSSION – UPDATED
CREDIT CARD POLICY:**

City Manager Kearney stated that at the July meeting the City Council requested to revisit the City's credit card policy to ensure that the policy reflects the current internal controls for usage of the credit card.

BACKGROUND:

During the July meeting, the City Council briefly discussed the current credit card policy and requested that the policy reflect the City's current internal controls. As a result, staff has drafted a new policy for the City Council's review. This new policy elaborates upon the current policy to include items such as cardholder responsibility, requests for additional cards, violations, returns and documentation. Additionally, the new policy addresses the City's current practiced internal control regulations.

Should the Council decide to move forward with the new draft policy, it would replace the current policy.

RECOMMENDATION:

It is recommended that the City Council review the updated draft policy and provide feedback to staff.

DISCUSSION:

There was no discussion or feedback regarding the updated credit card policy.

MOTION:

Councilmember Barakat made a motion to adopt the new updated policy regarding credit card usage, as presented. Councilmember Hale seconded the motion, which was carried by the following roll call vote:

APPROVED:

AYES: Mayor Lathrop, Mayor Pro-Tem Pycz,
Councilmember Barakat, Hale and Lewis
NOES: None
ABSENT: None

Motion passed 5:0

**COMBINATION NATIONAL NIGHT OUT
AND 60TH ANNIVERSARY EVENT:**

City Manager Kearney stated that on Tuesday, August 1, 2017 the City held its joint National Night Out and 60th Anniversary event, and many considered it a success. Even though it rained during the event, this still did not stop about 100 people from attending. During the event, the following vendors were present:

- Los Angeles County Sheriff's Department
- Los Angeles County Fire Department
- Foothill Unity
- Burrtec Waste Services
- Congresswoman Chu's office
- Assembly Rubio's office
- Supervisor Barger's office
- VCA
- Southern California Edison
- Duarte Unified School District
- Red Cross
- Care Ambulance

FEEDBACK FROM ATTENDEES:

Aside from the vendors in attendance, the City hosted two food trucks and an ice cream truck – all of which was free to the attendees. Additionally, there was music, a speech by the Mayor, and handouts, such as tote bags, customized 60th Anniversary glasses, and educational literature. Overall, staff received very positive comments from attendees about the event.

FINANCIAL REVIEW:

The financial goal of this event was to keep costs down, especially in comparison to the event in 2007, which was Bradbury's 50th Anniversary. Overall, the costs for this year's event totaled \$4,150. This amount covered post cards and mailing, anniversary drinkware, a DJ, two food trucks, an ice cream truck, decorations, and table/chair rentals.

The costs for the 60th Anniversary event were not budgeted for this fiscal year. As a result it is recommended that the Council approve an appropriation for the total cost of \$4,150.13 to account number 101-11-6100.

RECOMMENDATION:

It is recommended that the City Council receive and file this informational report on the City of Bradbury's combination National Night Out and 60th Anniversary of Incorporation.

It is also recommended that the City Council approve an appropriation for the costs of the combined events to account number 101-11-6100 for the amount of \$4,150.13.

MOTION:

Councilmember Hale made a motion to approve an appropriation for the costs of the combined events to account number 101-11-6100 for the amount of \$4,150.13. Councilmember Lewis seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: None

Motion passed 5:0

STORMWATER AUDIT:

City Manager Kearney reported that on June 28, 2017 Assemblywoman Rubio requested that the California Joint Committee on Legislative Audits include an evaluation of the permitting process of regional water boards in her district. The objective of this audit is to address whether or not the requirements of the Clean Water Act (CWA) and the Municipal Separate Storm Sewer System (MS4) permit compliance being imposed upon cities are reasonable and proportional to the amount of storm water pollution being generated by the cities and not placing cities in difficult financial positions.

Since the news broke of this request, staff has been actively monitoring the development of the audit. On Wednesday, July 19, staff discovered that a selected handful of cities will be undergoing the audit, including Azusa, Duarte and Monrovia.

Even though many would consider Bradbury to be the "poster child" of how this permitting process puts a city in a difficult financial position, the Assemblywoman did not initially recommend that the City of Bradbury be part of the audit.

FINANCIAL REVIEW:

Bradbury's yearly general fund is approximately \$2 million dollars. In contrast, approximations for the State's stormwater compliance permit for the City of Bradbury is projected somewhere between \$67 and \$80 million dollars. This cost is about 33 to 40 times our annual budget, which could be considered an impossible price tag for the City.

RECOMMENDATION:

It is recommended that the City Council discuss with staff strategies on how to deal with this current audit and future audits that may arise and receive and file this report.

DISCUSSION:

Councilmember Lewis stated that he wants the City Manager to be the "speaky wheel" on behalf of the City.

Councilmember Barakat stated that the audit should look at the cost per household in each city. Mayor Lathrop felt that this approach would not work because of the property values in Bradbury.

Councilmember Lewis suggested to throw everything at them, whatever works.

ACTION:

The City Council directed the City Manager to aggressively pursue all options to get the City of Bradbury included in the stormwater audit.

MATTERS FROM THE CITY MANAGER:

City Manager Kearney stated that the August 23 Planning Commission Meeting has been cancelled due to a lack of agenda items.

City Manager Kearney asked the City Council if they still wished to pursue a model ordinance regulating short-term rentals. The City Council felt that short-term rentals were not a problem in the City at this time and decided to drop the issue for now.

City Manager Kearney also stated that the City Council will start doing contract evaluations again starting next month. The first contractor to be evaluated is RKA Consulting Group.

MATTERS FROM THE CITY ATTORNEY:

Nothing to report

MATTERS FROM THE CITY COUNCIL:

MAYOR LATHROP:

Mayor Lathrop stated that school is back in session and that there is a vacancy on the DUSD school board.

MAYOR PRO-TEM PYCZ:

Nothing to report

COUNCILMEMBER BARAKAT:

Councilmember Barakat stated that he will meet with 15 employees of the LA County Sanitation Districts at City Hall on Wednesday morning to discuss new contracts. The Districts are cutting retirement by ½ percent and the employees are asking for a 7% raise to make up for the "loss."

Councilmember Barakat also stated that West Nile Virus is at a high right now.

COUNCILMEMBER HALE:

Councilmember Hale stated that there is a vacant property in the Bradbury Estates that is being visited by the Mosquito and Vector Control District every week due to water leaks. City Manager Kearney stated that Cal-Am Water Company turned off the water today.

COUNCILMEMBER LEWIS:

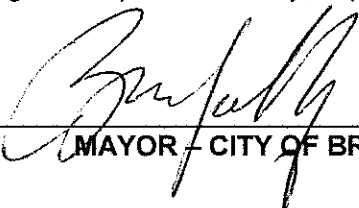
Nothing to report

ITEMS FOR FUTURE AGENDAS:

None

ADJOURNMENT:

At 7:50 p.m. Mayor Lathrop adjourned the meeting to a Regular Meeting at 7:00 pm on Tuesday, September 19, 2017.



MAYOR - CITY OF BRADBURY

ATTEST:



CITY CLERK - CITY OF BRADBURY