

**MINUTES OF A REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF BRADBURY  
HELD ON TUESDAY, MAY 16, 2017**

**MEETING CALLED TO ORDER AND  
PLEDGE OF ALLEGIANCE:**

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, Councilmembers Barakat, Hale and Lewis

ABSENT: Mayor Pro-Tem Pycz

STAFF: City Manager Kearney, City Attorney Reisman, Deputy City Engineer Gilbertson and John Leveillee (RKA), City Clerk Saldana and Management Analyst Parker-St John

**MAYOR PRO-TEM PYCZ EXCUSED:**

Mayor Pro-Tem Pycz was excused from the meeting due to a family emergency.

**APPROVAL OF AGENDA:**

Councilmember Hale made a motion to approve the agenda to proceed with City business. Councilmember Lewis 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 Pro-Tem Lathrop stated that he has to abstain from approving demands & warrants for AxonTech and discussion regarding the Mount Olive Sewer Project.

**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 April 18, 2017
- B. Resolution No. 17-08: Demands & Warrants for May 2017
- C. Monthly Investment Report for the month of April 2017
- D. Resolution No 17-09: Signatures for City of Bradbury Bank Account
- E. Recommendation for Award of Contract for Landscape Maintenance

Mayor Lathrop pulled item #E for discussion.

**LANDSCAPE MAINTENANCE  
CONTRACT:**

City Manager Kearney stated that based on the proposals received Priority Landscape Services has provided the lowest bid. City staff contacted the company's references and received positive feedback. Mayor Lathrop had a question regarding the

T&M rate (time and materials) for Priority Landscape Services. Following discussion, Council agreed to award the bid for Landscape Maintenance Services to Priority Landscape Services in an amount of \$1,100 per month.

**MOTION TO APPROVE CONSENT CALENDAR:**

Councilmember Barakat made a motion to approve the Consent Calendar, items A through E. Councilmember Hale seconded the motion, which was carried by the following roll call vote:

AYES: Mayor Lathrop, Councilmembers Barakat, Hale, Lewis

NOES: None

ABSENT: Mayor Pro-Tem Pycz

Motion passed 4:0

**ORDINANCE NO. 347:**

At the March 21, 2017 meeting the City Council adopted Urgency Ordinance No. 347U. Council set the public hearing for introduction and first reading of Ordinance No. 347 for April 18, 2015 and asked for a summary of the amendments to the 2016 Building Code. Staff was unable to gather the requested information to meet the deadline for the April meeting and the item was postponed until the May 16, 2017 City Council meeting. The adoption of the newly published State Codes is a routine matter that occurs every three years. This year, very few changes were made to the State and County Codes that affect the construction of single family homes; rather most of the County amendments relate to the type and method of construction. However, with that said, the State Green Building code now requires that all new homes will be required to provide infrastructure for future installation of an electrical vehicle (EV) charging station. The other significant change to the Codes occurs in the Energy Code. Energy efficiency has increased from 15% to 20% over the prior Code. Also, the amount of air leakage from a heating and air duct work system has increased from 5% to 6%.

**RECOMMENDATION:**

It is recommended that the City Council hold a public hearing, and introduce for first reading, by title only, Ordinance No. 347:

**FIRST READING OF ORDINANCE NO. 347:**

AN ORDINANCE OF THE CITY OF BRADBURY ADOPTING BY REFERENCE TITLE 26 OF THE LOS ANGELES COUNTY CODE, INCORPORATING THE CALIFORNIA BUILDING CODE, 2016 EDITION; TITLE 27 OF THE LOS ANGELES COUNTY CODE, INCORPORATING THE CALIFORNIA ELECTRICAL CODE, 2016 EDITION; TITLE 28 OF THE LOS ANGELES COUNTY CODE, INCORPORATING THE CALIFORNIA PLUMBING CODE, 2016 EDITION; TITLE 29 OF THE LOS ANGELES COUNTY CODE, INCORPORATING THE CALIFORNIA MECHANICAL CODE, 2016 EDITION; TITLE 30 OF THE LOS ANGELES COUNTY CODE, INCORPORATING THE CALIFORNIA RESIDENTIAL CODE, 2016 EDITION; TITLE 31 OF THE LOS ANGELES COUNTY CODE, INCORPORATING THE CALIFORNIA GREEN BUILDING STANDARDS CODE, 2016 EDITION; ADD TITLE 33 OF THE LOS ANGELES COUNTY CODE, INCORPORATING THE CALIFORNIA EXISTING BUILDING CODE, EDITION 2016; ADD THE CALIFORNIA HISTORICAL BUILDING CODE, EDITION 2016; MAKING AMENDMENTS TO SAID CODES; AMENDING TITLE IV, CHAPTER 3, TITLE XVII, CHAPTERS 1, 2, 3, 4, 5, 6, 7, 8, 9 AND ADDING CHAPTERS 12 AND 13

**PUBLIC HEARING OPENED:** Mayor Lathrop opened the public hearing and asked those speaking in favor or opposition to come forward and be heard.

**PUBLIC HEARING CLOSED:** There being no public testimony, Mayor Lathrop declared the public hearing closed.

**MOTION:** Councilmember Lewis made a motion to introduce for first reading, by title only, Ordinance No. 347. Councilmember Barakat seconded the motion, which was carried by the following roll call vote:

AYES: Mayor Lathrop, Councilmembers Barakat, Hale, Lewis

NOES: None

ABSENT: Mayor Pro-Tem Pycz

Motion passed 4:0

**SECOND READING AND ADOPTION IN JUNE:** Ordinance No. 347 will be on the June 20, 2017 agenda for second reading and adoption.

**MAYOR LATHROP LEAVES ROOM;** Mayor Lathrop, who resides within 500 feet of the Mount Olive Lane Sewer Project, recused himself from the decision making process and left the room.

**DISCUSSION – AUTHORIZATION TO PROCEED WITH THE DEVELOPMENT OF CONSTRUCTION PLANS AND DOCUMENTS FOR EXTENDING THE PUBLIC SEWER ON MOUNT OLIVE LANE AND CREATING A SEWER REIMBURSEMENT DISTRICT:** John Leveillee (RKA) presented the staff report for the Mount Olive Lane Sewer Project. Mr. Leveillee stated that staff performed preliminary engineering to develop the sewer alignment for use of establishing easements on private and Duarte Unified School District property. Staff also performed outreach to the residents directly impacted by the proposed sewer improvements on Mount Olive Lane.

**BACKGROUND:** The properties on the south side of Mount Olive Lane as well as a section of Mount Olive Drive westerly of the intersection with Mount Olive Drive are below the street elevation and any public sewer improvements would need to be installed in the rear of the properties in order to provide a gravity flow sewer outlet. There are also two properties on the north side of Mount Olive Lane that are above the street elevation and could gravity flow to the street. The proposed sewer improvements will primarily be on the Royal Oaks Elementary site with two extensions on private property to serve the remaining parcels. There are eleven (11) properties that have the ability to connect to the proposed sewer extension.

Based on communications with the affected property owners or their representatives, a majority has responded favorably to the option of connecting to the proposed sewer. During the course of the public outreach efforts it was noted that there are at least three properties with major renovations under construction or expressed interest in connecting in the near term to the proposed sewer.

Mr. Leveillee also stated that concerns were raised initially regarding the specific location of the sewer, primarily driven by potential impacts to existing backyard improvements. However, many of those concerns have been address by modifying the proposed sewer alignment to be located mostly on the Royal

Oaks Elementary school site. Discussions on the current proposed alignment with the Duarte Unified District staff have been favorable.

Pending City Council approval to proceed with the final design on the project, the sewer easements required for the sewer improvements will be finalized.

**FINANCIAL REVIEW:**

At the November 15, 2016 meeting, the City Council authorized staff to proceed with City Processing Fees (Engineer's Report, Meetings, Cost Estimates, etc.) and Legal Descriptions and Title Reports. To date all of the work necessary to develop draft easements has been completed and a total of \$18,226 has been expended on the project. The total estimated project costs are \$611,502 (including the \$18,226 already spent).

**REIMBURSEMENT SCHEDULE:**

The reimbursement cost per property to connect to the sewer is \$55,591. The eleven (11) properties to be included in the proposed reimbursement district are identified below:

1. 502 Mount Olive Drive
2. 518 Mount Olive Drive
3. 526 Mount Olive Drive
4. 534 Mount Olive Drive
5. 2402 Mount Olive Lane
6. 2416 Mount Olive Lane
7. 2425 Mount Olive Lane
8. 2428 Mount Olive Lane
9. 2436 Mount Olive Lane
10. 2438 Mount Olive Lane
11. 2441 Mount Olive Lane

**RECOMMENDATION:**

It is recommended that the City Council authorize staff to proceed with the development of construction plans and documents for extending a public sewer to residents on Mount Olive Lane and Mount Olive Drive and creating a sewer reimbursement district.

**MOTION TO PROCEED:**

Following discussion, Councilmember Hale made a motion to authorize staff to proceed with the development of construction plans and documents for extending a public sewer to residents on Mount Olive Lane and Mount Olive Drive and creating a sewer reimbursement district. Councilmember Lewis seconded the motion, which was carried by the following roll call vote:

AYES: Councilmembers Barakat, Hale, Lewis

NOES: None

ABSENT: Mayor Pro-Tem Pycz

ABSTAIN: Mayor Lathrop

Motion passed 3:0

**MAYOR LATHROP RETURNS:**

Mayor Lathrop rejoined the meeting.

**PROPOSED BUDGET FORECAST FOR FISCAL YEAR 2017-2018:**

City Manager Kearney stated that the proposed draft budget is a snap-shot of next year's budget forecast and it allows the City Council to discuss any priorities in the coming year. This forecast represents the opportunity for the City Council to review the financial picture before final adoption in June. Staff is seeking direction from the City Council on what measures to take in the Fiscal Year 2017-2018 budget.

**FIVE KEY GOALS:**

Linking objectives with necessary resources involves a process that identifies key goals prior to budget preparation, and these goals become priorities for the budget process. Programs and priorities from prior years that are not yet complete also remain in the budget for financial completion during this budget cycle. The following five key goals (in no particular order of importance) have been developed by the City Council:

- Disaster Preparedness
- Fiscal Responsibility
- Capital Improvements
- Infrastructure Improvements
- City Beautification

**GENERAL FUND REVENUE AND EXPENDITURES:**

City Manager Kearney stated that General Fund Revenues for Fiscal Year 2017-18 are projected at \$1,525,00. General Fund Expenditures are projected at \$1,124,454.

**PROJECTS:**

City Manager Kearney discussed projects completed in FY 2016-2017 (Codification of the City's Municipal Code, New Copier, Woodlyn Lane Rehabilitation Project) and Project Carry-Overs from FY 2016-2017 (Hazard Mitigation Plan, Annexation of 4 Monrovia parcels, and Technology items).

**NEW ITEMS FOR CONSIDERATION IN FY 2017-2018:**

New items for Consideration in Fiscal Year 2017-2017 include:

- LA County Sheriff's Department Contract Increases
- COPS/SLESF Funds
- Utility User Tax Special Election
- City Manager Expense Account

**CIVIC CENTER FUND:**

Staff proposes to eliminate the Civic Center Fund. The fund currently has a negative balance of \$4,444. The only anticipated activity is the annual rental fee of the Council Chambers of about \$1,000 by two Homeowners Associations. This can be absorbed into the general fund.

**SEWER PROJECTS:**

Due to the increase in sewer projects, staff would like to discuss the possibility of creating multiple sewer funds for multiple projects. This would be recommended if Council would like to see a separate fund balance for each sewer project.

**RECOMMENDATION:**

It is recommended that the City Council review the proposed draft budget forecast and provide staff with input and direction for the final budget document.

**DISCUSSION:**

The City Council inquired about the increase in the City Manager Expense account from \$250 to \$1,500. City Manager Kearney explained that he would like to meet on a regular basis with City Council Members and Planning Commissioners for breakfast or lunch.

The City Council discussed current and future sewer projects. The City will have a deficit until the City gets paid back over the years as more homes will connect to the public sewer.

Royal Oaks Elementary School is expanding from K-6 to K-8 and is planning construction to accommodate increased traffic. The proposed project cost is estimated at \$300,000 and Mayor Lathrop has been asked by the school district for Bradbury to contribute \$100,000. Councilmember Barakat was opposed to matching dollar for dollar. Councilmember Lewis stated that not very many Bradbury children attend Royal Oaks Elementary School and inquired what restricted funds the City could spare. Councilmember Barakat stated that he would prefer to save restricted funds to patch up the streets after the sewers are put in. The City Council directed staff to look into how much in restricted funds are available that cannot be spent for the City.

The City Council inquired why there was no projection for motor vehicle in-lieu funds. Finance Director Bailey stated that the state wants to reduce gas tax funds and that she is still waiting for an estimate from the state.

Councilmember Lewis directed the City Manager to add the standard COLA (Cost of Living Adjustment) to staff's salaries (excluding the City Manager).

City Manager Kearney stated that the City of Duarte has requested \$75,000 in COPS funds again for this fiscal year. Last year the City allocated \$75,000 in COPS funds to Duarte due to increased incidents of home invasions. The City Council agreed to allocate \$75,000 in COPS funds to the City of Duarte one more time with the understanding that this amount is not sustainable after FY 2017-2018.

The City Manager was directed to spend the \$3,000 budgeted for Community Support (Homelessness) by the end of the current fiscal year and budget the same amount for FY 2017-2018. City Manager Kearney replied that the \$3,000 for Homelessness might be one-time expenditure required by the Civil Grand Jury.

**ADOPTION OF FINAL FY 2017-2018  
BUDGET IN JUNE:**

City Manager Kearney stated that staff will make all necessary changes and bring the final budget document back to the City Council for adoption at the June meeting.

**DISCUSSION – FINANCIAL ANALYSIS OF  
THE CITY'S ASSOCIATE MEMBERSHIPS:**

At the April 18, 2017 meeting, the City Council directed staff to assemble a financial report on the various organizational association dues and membership fees.

**ANNUAL MEMBERSHIP DUES:**

City Manager Kearney stated that the City currently pays a total of \$8,847,62 in annual membership dues to six (6) Associations as follows:

*San Gabriel Valley Council of Governments (SGVCOG):*

\$5,513.62

*California Contract Cities Association (CCCA):*

\$1,274.00

*League of California Cities (Sacramento):*

\$762.00

*League of California Cities (Los Angeles County Division):*

\$742.00

*Disaster Management Area D (DMAC)*

\$360.00

*Southern California Association of Governments (SCAG):*

\$196.00

**ANALYSIS:**

Belonging to each organization has unique advantages that could benefit the City of Bradbury. Some of the advantages include networking, ongoing legislative updates, disaster preparedness training, etc. The organizations also provide updates to staff on relevant topics affecting the City.

**LEGISLATIVE ADVOCACY GROUPS:**

Six of the five associations are legislative advocacy groups that lobby on behalf of cities for various initiatives. Those organizations are: San Gabriel Valley Council of Governments, California Contract Cities Association, League of California Cities and Southern California Association of Governments. These organizations allow smaller cities to have a voice in state legislation that could impact their residents. Therefore, being part of these organizations potentially allows Bradbury to gain a voice at a regional or state level.

**DISASTER MANAGEMENT AREA D:**

The sixth association is Disaster Management Area D (DMAC). Area D is a disaster response and emergency preparedness organization for 23 cities in the San Gabriel Valley.

**RECOMMENDATION:**

It is recommended that the City remain part of each of the organizations to continue to have a voice on regional and statewide matters.

**DISCUSSION:**

Councilmember Barakat stated that the San Gabriel Valley Council of Governments has really high dues, higher than all other organizations.

Mayor Lathrop stated that he served on the COG for years and that the organization is good for the San Gabriel Valley. Also, it's one city, one vote.

Councilmember Lewis, who also served on the board of the SGVCOG in the past, stated that in his opinion the COG is not very effective.

Mayor Lathrop inquired about ICMA and how it benefits the City. City Manager Kearney stated that the City Manager, not the City, is the member of ICMA and that the annual fee of \$820 has been budgeted.

**DIRECTION TO STAFF:**

The City Council directed the City Manager to contact the Executive Director of the COG to find out what other cities are paying, what the formula is to calculate association dues, and to maybe negotiate a lower fee for the City.

**MATTERS FROM THE CITY MANAGER:**

City Manager Kearney inquired if the City Council was interested in a breakfast meeting with newly elected Assemblywoman Blanca Rubio. The City Council declined.

City Manager Kearney stated that newly elected Supervisor Kathryn Barger also contacted staff regarding a breakfast meeting with the City Council. The City Manager was directed to contact the Supervisor's office to set up a breakfast meeting with Supervisor Barger.

City Manager Kearney stated that he is in the process of collecting information regarding the Oak View Estates project and inquired if the Council wants him to go ahead with getting proposals for a Special Planner. The Council replied yes. City Attorney Reisman stated that hiring a Special Planner is not part of the reimbursement agreement with the developer. Mayor Lathrop inquired why a Special Planner is needed. Why can't City Planner Anne McIntosh handle this? What is the problem?

Councilmember Hale stated that the process is too slow. Maybe it is not the City Planner's fault because she is only here part-time. Councilmember Hale feels that the Planning Commission has lost faith in her and that the City needs a "hillside" planner.

City Manager Kearney stated that he needs more time to get a better grasp on this issue and that a Special Planner might not be the solution to the problem. City Manager Kearney stated that he will place this item for discussion on the June City Council agenda.

**MATTERS FROM THE CITY ATTORNEY:**

City Attorney Reisman stated that the incorrect Government Code Section is listed on the agenda for the Closed Session and therefore, the item needs to be postponed to the next meeting. City Manager Kearney stated that the discussion pertains to the FY 2017-2018 budget, which will be adopted at the next meeting. For that reason, the City Council scheduled a Closed Session at 6:45 pm before the 7:00 pm regular meeting on June 20, 2017.

**MATTERS FROM THE CITY COUNCIL:**

**MAYOR LATHROP:**

Nothing to report

**MAYOR PRO-TEM PYCZ:**

Not present

**COUNCILMEMBER BARAKAT:**

Nothing to report

**COUNCILMEMBER HALE:**

Nothing to report

**COUNCILMEMBER LEWIS:**

Nothing to report



**ITEMS FOR FUTURE AGENDAS:**

Discussion of the Oak View Estates Project at the June meeting.

**ADJOURNMENT:**

At 8:40 p.m. Mayor Lathrop adjourned the meeting to a Closed Session at 6:45 pm and Regular Meeting at 7:00 pm on Tuesday, June 20, 2017.

  
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MAYOR – CITY OF BRADBURY

**ATTEST:**

  
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CITY CLERK – CITY OF BRADBURY