

# **AGENDA**

**Regular Meeting of the Bradbury City Council  
To be held on Tuesday, January 15, 2019  
Closed Session Immediately Following  
at the Bradbury Civic Center  
600 Winston Avenue, Bradbury, CA 91008**

## **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 Barakat, Mayor Pro-Tem Hale, Councilmembers Lewis, Bruny and Lathrop

### **APPROVAL OF THE AGENDA**

Majority vote of the 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.*

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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.

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### **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 December 18, 2018
- B. Resolution No. 19-01: Demands and Warrants for January 2019
- C. Monthly Investment Report for the month of December 2018
- D. Ordinance No. 362 – An Ordinance of the City Council of the City of Bradbury Amending the Bradbury Municipal Code to Define and Add Regulations for Residential Care Facilities and Supportive and Transitional Housing, Add a New Definition of Multi-Family Dwellings, Amend the Accessory Living Quarters Definitions and Regulations, and Add Reasonable Accommodation Procedures for Disabled Persons
- E. Ordinance No. 363 - An Ordinance of the City Council of the City of Bradbury, California, Amending Title XI of the Bradbury Municipal Code to Revise Chapter 2, General Sanitation.

## **2. Award of Cal Recycle Grant Proposals**

During the October meeting, the City Council directed Staff to move forward with the Request for Grant Proposals to expend surplus CalRecycle funds. The City released a Request for Grant Proposals to solicit proposed projects from neighboring cities, educational institutions, and nonprofit organizations. The City received proposals from the cities of Azusa and Duarte. After an evaluation of the proposed projects, Staff recommends that the City Council allocate funding for both projects.

## **3. Discussion – Parking Permit Process**

The City has a number of restricted street parking throughout the community, and residents must submit a parking permit request to park on the restricted streets for special events. It has recently come to the attention of Staff that certain streets the City was allowing for permit parking do not meet width regulations. It is recommended that the City Council review the City's parking permit application review process, and provide further direction to Staff on the parking compliance issues.

## **4. Matters from the City Manager**

## **5. Matters from the City Attorney**

## **6. Matters from the City Council**

Brief reports of individual Councilmembers activities relating to City business occurring since the last meeting.

### **Mayor Barakat**

*LA County Sanitation Districts  
LA County City Selection Committee  
San Gabriel Valley Council of Governments (SGVCOG)  
San Gabriel Valley Mosquito & Vector Control District  
Foothill Transit*

### **Mayor Pro-Tem Hale**

### **Councilmember Lewis**

*California JPIA  
Director of Bradbury Disaster Committee  
Area "D" Office of Disaster Management*

### **Councilmember Bruny**

*Duarte Community Education Council (CEC)*

### **Councilmember Lathrop**

*League of California Cities  
Duarte Education Foundation*

## **7. Items for Future Agendas**

### **CLOSED SESSION**

#### **CALL TO ORDER/ROLL CALL**

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

#### **PUBLIC COMMENT – REGARDING CLOSED SESSION ONLY**

#### **RECESS TO CLOSED SESSION REGARDING CONFERENCE WITH LEGAL COUNSEL**

- A. Public Employee Performance Evaluation**  
Government Code Section 54957  
Title: City Engineer (RKA Consulting Group)

#### **ADJOURNMENT**

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, February 19, 2019 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, January 14, 2019, at 5:00 p.m."*

  
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CITY CLERK - CITY OF BRADBURY

**MINUTES OF A REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF BRADBURY  
HELD ON TUESDAY, DECEMBER 18, 2018**

**MEETING CALLED TO ORDER:** The Regular Meeting of the City Council of the City of Bradbury was called to order by Mayor Barakat at 7:05 p.m.

**ROLL CALL:** PRESENT: Mayor Barakat, Mayor Pro-Tem Hale, Councilmembers Lewis and Lathrop  
ABSENT: Councilmember Bruny  
STAFF: City Manager Kearney, City Attorney Reisman, City Clerk Saldana and Management Analyst Santos Leon

**APPROVAL OF AGENDA:** Mayor Pro-Tem 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.  
  
City Attorney Reisman stated that staff was aware of none.

**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 November 20, 2018  
B. Resolution No. 18-34: Demands & Warrants for December 2018  
C. Monthly Investment Report for the month of November 2018  
D. Ordinance No. 361: An Ordinance of the City Council of the City of Bradbury, California, Amending Title II, Chapter 4, of the Bradbury Municipal Code to Add Article III, Establishing the Bradbury Public Safety Committee  
E. Fiscal Year 2016-2017 Annual Financial Report

**MOTION TO APPROVE CONSENT CALENDAR:** Councilmember Lewis made a motion to approve the Consent Calendar, as presented. Councilmember Lathrop seconded the motion, which was carried by the following roll call vote:

**APPROVED:** AYES: Mayor Barakat, Mayor Pro-Tem Hale, Councilmembers Lewis and Lathrop  
NOES: None  
ABSENT: Councilmember Bruny  
  
Motion passed 4:0

**RESOLUTION NO. 18-35:  
147 SAWPIT LANE  
TPM 72325**

City Manager Kearney stated that Mr. Sanjeet Nijjar, the owner of 147 Sawpit Lane, has submitted Tentative Parcel Map No. TPM 72325 to subdivide the 12.81-acre property into two lots of 7.77 acres and 5.04 acres. The proposed subdivision was approved in 2004, but the approval expired. The subdivision was resubmitted in 2013, and was conditionally approved, and the approval was updated in 2015 to include new conditions of approval from the Fire Department. However, that approval has also expired. This submittal is to reapprove the subdivision. The proposed design of the subdivision has not changed, but this new submittal will have to be reviewed anew by the Fire Department as well as all other agencies that may be affected, or that may be required to provide services to the new lots.

**PLANNING COMMISSION REVIEW:**

The Planning Commission considered the proposed subdivision at their November 28, 2018 meeting and adopted Resolution No. PC 18-279 to recommend that the City Council conditionally approve the lot split.

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 18-35 to conditionally approve Tentative Parcel Map No. TPM 72325 for a two-from-one lot split at 147 Sawpit Lane with a determination that the subdivision of Categorically Exempt under CEQA.

**PUBLIC HEARING OPENED  
AND CLOSED:**

Mayor Barakat opened the public hearing and asked those speaking in favor or opposition to come forward and be heard. There being no public testimony, Mayor Barakat declared the public hearing closed.

**MOTION:**

Mayor Pro-Tem Hale moved to adopt Resolution No. 18-35:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, SETTING FORTH ITS FINDINGS OF FACT AND DECISION WITH A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT 9CEQA) TO CONDITIONALLY APPROVE TENTATIVE PARCEL MAP NO. TPM 72325 FOR A TWO-FROM-ONE LOT SPLIT AT 147 SAWPIT LANE.

Councilmember Lewis seconded the motion, which was carried by the following roll call vote;

**APPROVED:**

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

NOES: None

ABSENT: None

Motion passed 4:0

**PURCHASING OF AN AUTOMATED  
EXTERNAL DEFIBRILLATOR (AED)  
FOR CITY HALL:**

Management Analyst Santos Leon reported that the Public Safety Committee (formerly Emergency Response Committee) is recommending that an Automated External Defibrillator (AED) be purchased and placed in City Hall, as well as Adult and Pediatric First Aid/CPR/AED training be provided.

**RECOMMENDATION:**

It is recommended that the City Council review the proposed AED product and training information and allocate \$3,277.90 to Account Number 101-23-7757.

**FINANCIAL REVIEW:**

Management Analyst Santos Leon stated that the estimated total of \$3,277.90 reflects the cost of a Philips HeartStart AED (\$1,577.90 plus \$300 installation) as well as Adult and Pediatric First Aid/CPR/AED training for ten (10) people (\$1,400.00)/

The cost was not budgeted for Fiscal Year 2018-19, however should the City Council desire to move forward with the purchase of the AED and training, it is recommended that the City Council allocate \$3,277.90 to account 101-23-7757.

**DISCUSSION:**

Mayor Pro-Tem Hale questioned why the AED should be here at City Hall and not in the CSO's car (Note: the CSO car is already outfitted with an AED).

City Attorney Reisman stated that it is a good idea to have an AED at City Hall.

Karen Dunst, 1527 Lemon Avenue, stated that the Philips AED is standard and easy to use (battery operated) equipment.

Commissioner Robert Jones, 620 Spring Point Drive, stated that he would be interested in attending the training.

**MOTION:**

Councilmember Lewis made a motion to allocate \$3,277.90 to Account Number 101-23-7757 for the purchase of a Philips HeartStart AED and to provide Adult & Pediatric First Aid/CPR/AED Training. Mayor Pro-Tem Hale seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

**ORDINANCE NO. 362:**

AN ORDINANCE OF THE CITY COOUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO DEFINE AND ADD REGULATIONS FOR RESIDENTIAL CARE FACILITIES AND SUPPORTIVE AND TRANSITIONAL HOUSING, ADD A NEW DEFINITION OF MULTI-FAMILY DWELLING, AMEND THE ACCESSORY LIVING QUARTERS DEFINITIONS AND REGULATIONS, AND ADD REASONABLE ACCOMMATION PROCEDURES FOR DISABLED PERSONS

**BACKGROUND:**

City Manager Kearney stated that the required update of the City's Housing Element of the General Plan was due on October 15, 2017. The City's consultant, Karen Warner Associates, prepared the prior 2014 Housing Element Update and will prepare the upcoming update. In preparing for the update, the consultant found that several Development Code amendments that were required by the 2014 Housing Element had not been implemented. These amendments need to be in place before the City can submit the next update to the State Department of Housing and Community Development. The amendments are as follows:

- New Definitions and Regulations for Residential Care Facilities, and Supportive and Transitional Housing
- New Definition of Multi-Family Dwelling
- Amendment of the Accessory Living Quarters Definitions and Regulations
- Addition of Reasonable Accommodation Procedures for Disabled Persons

**PLANNING COMMISSION REVIEW:**

The amendments were reviewed by the Planning Commission at their March 28<sup>th</sup>, April 25<sup>th</sup>, May 23<sup>rd</sup> and June 27<sup>th</sup> regular meetings. At the June 27, 2018 meeting, the Planning Commission adopted Resolution No. PC 18-275 to state that the Commission found the proposed amendments to be consistent with the Housing Element and to recommend to the City Council approval of the amendments.

**STUDY SESSION:**

The City Council considered the proposed amendments at a public hearing at its September 18, 2018 meeting. The Council asked the City Attorney about changes to the amendments and requested a study session to allow for in-depth reviews of the proposed amendments. A study session was held on October 9, 2018 and Council directed staff to add several measures to the proposed amendments. Because the Council made changes to the amendments, the City of Bradbury Development Code requires that the changes be reviewed by the Planning Commission. At the November 18, 2018 regular meeting, the Planning Commission reviewed a draft of Ordinance No. 362, which includes the City Council's changes to the proposed amendments. The Commission directed staff to convey to the City Council a recommendation to approve Ordinance No. 362 as drafted.

**ENVIRONMENTAL DOCUMENT:**

The proposed Ordinance No 362 is exempt under the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines, Section 15061(b)(3) which states that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to review under CEQA.

**RECOMMENDATION:**

It is recommended that the City Council approve a motion to close the public hearing, determine that the ordinance is exempt under CEQA, and introduce Ordinance No. 362 for first reading, by title only.

**DISCUSSION:**

Councilmember Lathrop stated that in light of the Paradise fire he is proposing the following changes:

Section 9.85.020 (4) 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.

Section 9.85.030 (2) 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.

The City Council also instructed the City Attorney to take out the word *master lessor* in Section 9.85.020 (7) The owner of the property ~~or the master lessor or the entire property~~ must occupy either the main dwelling or an accessory living quarter unit.

**PUBLIC HEARING OPENED:**

Mayor Barakat opened the public hearing and asked those speaking in favor or opposition to come forward and be heard.

**PUBLIC TESTIMONY:**

Robert Jones, 620 Spring Point Drive, felt that the City Council was "messaging" with estate planning and making the ordinance overly complicated.

**PUBLIC HEARING CLOSED:**

There being no further public testimony, Mayor Barakat declared the public hearing closed.

City Manager Kearney stated that staff would make the proposed changes and bring back Ordinance No. 362 for Second Reading and Adoption at the January 15, 2019 meeting.

**MOTION:**

Councilmember Lewis made a motion to introduce Ordinance No. 362 for First Reading, by title only, as amended, and determine that the ordinance is exempt under CEQA. Mayor Pro-Tem Hale seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

**ORDINANCE NO. 363:**

AN ORDINANCE OF THE CITY COOUNCIL OF THE CITY OF BRADBURY AMENDING TITLE XI OF THE BRADBURY MUNICIPAL CODE TO REVISE CHAPTER 2, GENERAL SANITATION

**CLEAN UP LANGUAGE REGARDING  
ADOPTION OF LA COUNTY  
PUBLIC HEALTH CODE:**

City Manager Kearney stated that Ordinance No. 363 cleans up language in the City's adoption of the County's Public Health Code. Staff recently discovered some inconsistencies with the City's previous adoption of the County's Public Health Code. There is no significant impact in the adoption of Ordinance No. 363, other than to ensure the code reads correctly.

**RECOMMENDATION:**

It is recommended that the City Council introduce for First Reading, by title only, Ordinance No. 363.

**PUBLIC HEARING OPENED  
AND CLOSED:**

Mayor Barakat opened the public hearing and asked those speaking in favor or opposition to come forward and be heard. There being no public testimony, Mayor Barakat declared the public hearing closed.

**MOTION:**

Councilmember Lewis made a motion to introduce Ordinance No. 363 for First Reading, by title only. Mayor Pro-Tem Hale seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

**NEW PROPOSED MOU FOR COMMUNITY  
SERVICES OFFICER PROGRAM:**

City Manager Kearney stated that the cities of Bradbury and Monrovia entered into an agreement on January 17, 2017 for a shared Community Services Officer (CSO) program for the Fiscal Year 2017/18. The agreement was valid for one year and was effective through June 20, 2018. The City of Monrovia has provided Bradbury with a new agreement for the current Fiscal Year 2018/19 through June 20, 2023. The new agreement is essentially a replica of the previous agreement, with one exception – the new agreement prices Bradbury's cost share at \$50,000 instead of the previous \$37,000.

**RECOMMENDATION:**

It is recommended that the City Council adopt Resolution No. 18-36 which alters the current COPS allocation to include \$50,000 for the CSO program for Fiscal Year 2018/19. It is also recommended that the City Council amend the 2018/19 budget to allocate \$50,000 in COPS funds for the CSO program, and direct the City Manager to enter into an agreement with the City of Monrovia for the CSO program.

**DISCUSSION:**

Mayor Barakat inquired about the increase. What is it for? City Manager Kearney replied that Monrovia stated that \$50,000 is the fully burdened cost of the CSO program, but did not provide a cost breakdown or justification.

Councilmember Lewis asked if the original estimate of \$37,000 was so bad that it was off by 1/3. The City Council needs to see justification for the cost increase before approving the new Memorandum of Understanding (MOU).

City Manager Kearney stated that the City has enough money in COPS funds to pay for the CSO program.

**ITEM TABLED:**

The City Council directed the City Manager to ask the City of Monrovia for a justification of the cost increase and tabled the approval of the new MOU for the CSO Agreement.

**DISCUSSION ON COMMUNITY  
SUPPORT FUNDS:**

City Manager Kearney reported that as a result of the Los Angeles Civic Grand Jury findings for the City of Bradbury, the City donated \$3,000 in Fiscal Year 2016/17 to support organizations that provide housing and shelter to those in need. Although this was a mandatory one-time donation, the City Council decided to budget and allocate \$3,000 to similarly donate to Union Station Homeless Services, Foothill Unity Center and Friends in Deed in Fiscal Year 2017/18.

**RECOMMENDATION:**

Similar to last year, the City Council budgeted \$3,000 this fiscal year to donate to support community homelessness. It is recommended that the City Council direct staff on how to expend the budgeted \$3,000, which has been set aside for a charitable donation.

**MOTION:**

Mayor Barakat made a motion to expend the \$3,000 in charitable donations the same way as was done last year. Councilmember Lathrop seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: Councilmember Bruny

Motion passed 4:0

**RECAP – MEETING WITH THE DEPT  
OF FISH AND WILDLIFE:**

City Manager Kearney stated that on Thursday, December 13, 2018 City staff and members of the City Council met with representatives of the California Department of Fish and Wildlife (F&W) to talk about the potential of setting up a community meeting for residents to discuss bear nuisance issues within the City.

**WILDLIFE WATCH PROGRAM:**

During the meeting, F&W brought up their Wildlife Watch Program. In essence, the program is designed for local agencies to first develop a management plan before a community meeting is held. After the plan is developed F&W trains community volunteers in wildlife management techniques to go door-to-door and advise other residents in the wildlife management technique that they learned.

City Manager Kearney stated that the City Council Agenda packet includes two management plans (Cities of Arcadia and Torrance) brought up as an example during the meeting. However, all plans through F&W's program to this point have only dealt with coyote management. F&W has advised that a document from the City of Pasadena is being developed in dealing with bears, but it has not been finalized or made public yet.

**BEAR MANAGEMENT PLAN:**

City Manager Kearney stated that the development of a first known bear management plan in the region is a considerable undertaking that should first be discussed before moving forward with such a plan. Additionally, the crafting of a plan will take time, and it should be discussed if a community meeting should be held before a plan is developed.

**RECOMMENDATION:** It is recommended that the City Council discuss with staff on how to proceed with either a Community Meeting or a Wildlife Management Plan.

**DISCUSSION/ACTION:** Following discussion, the City Council directed staff to try and get a copy of the bear management plan of the City of Pasadena and hold a community meeting in February.

**MATTERS FROM THE CITY MANAGER:** City Manager Kearney stated that staff is reviewing the current ERC membership.

City Manager Kearney also stated that 1901 Royal Oaks Drive North and the Chadwick Ranch properties are moving forward.

**MATTERS FROM THE CITY ATTORNEY:** Nothing to report.

**MATTERS FROM THE CITY COUNCIL:**

**MAYOR BARAKAT:** Mayor Barakat stated that he attended a 4-hour Foothill Transit meeting regarding public transportation being all electric by 2023, but the problem is that there is not enough power to achieve that goal.

**MAYOR PRO-TEM HALE:** Nothing to report

**COUNCILMEMBER LEWIS:** Nothing to report

**COUNCILMEMBER BRUNY:** Not present

**COUNCILMEMBER LATHROP:** Nothing to report

**ITEMS FOR FUTURE AGENDAS:** Councilmember Lathrop proposed to revisit prohibited short-term rentals for special events to allow for flexibility. The City Council had no interest in revisiting this matter.

**ADJOURNMENT:** At 8:12 p.m. Mayor Barakat adjourned the meeting to Tuesday, January 15, 2019 at 7:00 p.m.

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**MAYOR – CITY OF BRADBURY**

ATTEST:

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**CITY CLERK – CITY OF BRADBURY**

**RESOLUTION NO. 19-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRADBURY, CALIFORNIA,  
APPROVING DEMANDS AND WARRANTS NO. 15305 THROUGH NO. 15317  
(PRE-RELEASED CHECKS)  
AND DEMANDS AND WARRANTS NO. 15318 THROUGH NO. 15343  
(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 \$6,364.12 (pre-released Checks) and \$107,757.30 at January 15, 2019 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>
15305	Molly Maid (12/13/18)	City Hall Cleaning Service for December 12, 2018 Acct. #101-16-6460	\$105.00
15306	California American Water (1/2/19)	<u>Water Service for:</u> 600 Winston (City Hall) Acct. #101-16-6400	\$15.53
	(1/7/19)	1775 Woodlyn (Royal Oaks Trail) 2410 Mt Olive Lane Irrigation 2256 Gardi Street Acct. #200-48-6400	\$324.19 \$30.58 <u>\$24.09</u>
			\$394.39
15307	State Water Resources Control Board (1/11/19)	Annual Permit Fee Facility ID: 419M1000096 Acct. #102-42-7630 (UUT)	\$2,847.00
15308	George Cardoza (12/20/18)	General Construction Services City Hall Maintenance Acct. #101-16-6470	\$285.00
15309	Arroyo Plumbing (12/26/18)	Tested one (1) Backflow Device at Mount OliveGardi Street Acct. #101-21-7035	\$58.00
15310	Vision Service Plan (1/1/19)	<u>Vision Insurance:</u> City Manager (family) Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$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>	
15311	The Standard (1/1/19)	<u>Basic Life and AD&amp;D:</u> City Manager Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$9.25  \$9.25 <u>\$9.25</u>	   \$27.75
15312	California American Water (1/8/19)	<u>Water Service for:</u> 301 Mt Olive Drive Irrigation Acct. #200-48-6400		\$291.56
15313	Southern California Edison (1/10/19)	Street Lights for Mt. Olive/Gardi Acct. #200-48-6400		\$33.49
15314	The Gas Company (1/16/19)	City Hall Utilities Acct. #101-16-6400		\$20.19
15315	Staples Credit Plan (1/15/19)	Office Supplies Acct. #101-16-6200 Copies (toner for copier) Acct. #113-20-4500	\$130.11  <u>\$1,732.83</u>	  \$1,862.94
15316	Frontier Communications (1/15/19)	Telephone Service (fire alarm line) Acct. #101-23-7420		\$113.22
15317	Delta Dental (1/1/19)	<u>Dental Insurance:</u> City Manager (family) Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$131.43  \$42.88 <u>\$42.88</u>	   \$217.19
<b>Total Pre-Released Checks</b>			<b>\$6,364.12</b>	

**REGULAR CHECKS:**

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
15318	City of Arcadia (12/18/18)	Rio Hondo San Gabriel River Water Quality Group Coordinated Integrated Monitoring Program – MS4 Permit Compliance FY 2018-19 Cost Share Year 5 CIMP Implementation Acct. #102-42-7630 (UUT)	\$21,457.21

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>
15319	Burrtec Waste Services (12/31/18)	Street Sweeping for Dec 2018 Acct. #200-48-7290	\$313.14
15320	CalRecycle (12/30/18)	Return Unspent Funds Acct. #209-00-4260	\$802.00
15321	Wallin, Kress, Reisman & Kranitz (1/9/19)	<u>City Attorney:</u> Retainer for Dec 2018 Acct. #101-15-7020 Litigation (RWQB) Acct. #102-42-7630 (UUT) Oak View Estates Acct. #103-00-2038	\$2,450.00  \$117.50  <u>\$126.00</u> \$2,693.50
15322	City of Duarte (1/14/19)	Vigilant Solutions for one (1) ALPR camera and custom enclosure Acct. #101-23-6210	\$15,658.51
15323	Foothill Unity Center (12/18/18)	Community Support to provide Housing & Shelter Acct. #101-11-6500	\$1,000.00
15324	Friends in Deed (12/18/18)	Community Support to provide Housing & Shelter Acct. #101-11-6500	\$1,000.00
15325	Kevin Kearney (Jan 2019)	Monthly Cell Phone Allowance Acct. #101-12-6440	\$75.00
15326	MTA Metropolitan Transportation Authority (12/20/18)	Return lapsed Measure R Funds Acct. #210-00-7760	\$3,990.00
15327	Michael Baker International (12/12/18)	Oak View Estates - Professional Services for the period ending December 2, 2018 Project Manager: Trayci Nelson Acct. #103-00-2038	\$8,805.00
15328	Michael Baker International (1/4/19)	Oak View Estates - Professional Services for the period ending December 30, 2018 Project Manager: Trayci Nelson Acct. #103-00-2038	\$1,105.00
15329	Michael Baker International (1/4/19)	Chadwick Ranch - Professional Services for the period ending December 30, 2018 Acct. #103-00-2039	\$155.00

<u>Check</u>	<u>Name and (Invoice Date)</u>	<u>Description</u>	<u>Amount</u>	
15330	City of Monrovia (12/12/18)	Bradbury Transportation Services for December 2018 Acct. #203-40-7625 (Prop A)	\$704.07	
15331	NoHo Constructors (11/20/18)	Billing Invoice No. 2 Lemon Trail Reconstruction Acct. #101-21-07045	\$5,397.27	
15332	Post Alarm Systems (1/7/19)	City Hall Monitoring for Jan 2019 Fire & Intrusion Systems Acct. #101-23-7420	\$104.21	
15333	Priority Landscape Services (12/1/18)	<u>Dec 2018 Landscape Services:</u> Bradbury Civic Center Acct. #101-21-7020 Royal Oaks Drive North Acct. #101-21-7015 Lemon Trail Acct. #101-21-7045 Mt. Olive Drive Entryway and Trail Acct. #101-21-7035	\$175.00 \$345.00 \$115.00 <u>\$465.00</u>	\$1,100.00
15334	Priority Landscape Services (12/20/18)	Royal Oaks Trail - Repaired broken 2" mainline close to valve #4 Acct. #101-21-7025	\$400.00	
15335	RKA Consulting Group (12/11/18)  (12/12/18)	119 Furlong Slope Abatement Acct. #101-19-7230 City Engineering Services Acct. #101-19-7230 Lemon Trail Rehabilitation Acct. #101-21-7045 Development Projects Acct. #101-19-7230 TTM 73567 (Oak View Estates) Acct. #103-00-2038	\$840.00 \$955.50 \$588.00 \$4,184.25 <u>\$1,396.50</u>	\$7,964.25
15336	LA County Public Works (12/10/18)	Two (2) Traffic Sign Repairs On Royal Oaks Drive North Acct. 200-48-7000	\$325.66	
15337	Scarlett Santos Leon (Jan 2019)	Mileage Reimbursement Acct. #101-16-6050	\$24.59	
15338	Southern California Edison (1/8/19)	Street Lights Acct. #200-48-6410	\$720.57	

15339	San Gabriel Valley City Managers' Assoc. (1/16/19)	January 16, 2019 City Managers' Meeting Acct. #101-12-6020		\$30.00
15340	TeamLogic IT of Pasadena (1/1/19)	Computer Services & Supplies Acct. #101-16-6230		\$590.00
15341	Union Station Homeless Services (12/18/18)	Community Support to provide Housing & Shelter Acct. #101-11-6500		\$1,000.00
15342	U.S. Bank Corporate Payment Systems (11/23/18)	<u>Kevin Kearney Visa Card:</u> USPS (code enforcement) Acct. #101-12-6250	<u>\$9.74</u> \$9.74	
		<u>Claudia Saldana Visa Card:</u> Dollar Tree Store Big Lots Store Acct. #101-16-6450 USPS (code enforcement) Acct. #101-23-7450 USPS (certified mail) Acct. #101-23-7450 USPS (stamps) Acct. #101-23-7450 VERIO (website hosting) Acct. #101-16-6450 USPS (code enforcement) Acct. #101-23-7450 MyFax (Dec) Acct. #101-16-6230	\$3.29 \$26.26  \$15.74  \$6.20  \$100.00  \$155.40  \$33.50  <u>\$20.00</u> \$360.39	
		<u>Scarlett Santos Leon Visa Card:</u> Target Acct. #101-16-6450 Old Town Pizza (ERC) Bottega at Bella Sera (ERC) Acct. #101-24-6470	\$19.58  \$40.43 <u>\$19.71</u> \$79.72	\$449.85
15343	VCA Code Group (12/10/18) (12/11/18)	Planning Services (Retainer) Acct. #101-20-7210 Hourly Services (City Planner) Acct. #101-20-7240 Oak View Estates Acct. #103-00-2038 Plan Check Services Acct. #101-20-7220	\$3,900.00  \$3,547.50  \$165.00  <u>\$24,279.97</u>	\$31,892.47
<b>Total Regular Checks</b>				<b>\$107,757.30</b>

**PAYROLL for January 2019:**

ACH	Kevin Kearney (Jan 2019)	Salary: City Manager Acct. #101-12-5010	\$8,866.25	
		Withholdings Acct. #101-00-2011	<u>(1,804.77)</u>	\$7,061.48
ACH	Claudia Saldana (Jan 2019)	Salary: City Clerk Acct. #101-13-5010	\$4,984.08	
		Withholdings Acct. #101-00-2011	<u>(1,234.59)</u>	\$3,749.49
ACH	Scarlett Santos Leon (Jan 2019)	Salary: Management Analyst Acct. #101-16-5010	\$3,919.83	
		Withholdings Acct. #101-00-2011	(838.64)	
		PERS Employee Share Acct. #101-16-5010	<u>(244.99)</u>	\$2,836.20
ACH	Lisa Bailey (Jan 2019)	Finance Director (Dec 2018) 11.22 x \$80.76/hour Acct. #101-14-5010	\$962.35	
		Withholdings Acct. #101-00-2011	<u>(89.55)</u>	\$872.80
			<b>Total Payroll</b>	<b>\$14,519.97</b>

**ELECTRONIC FUND TRANSFER (EFT) PAYMENTS for January 2019:**

EFT	Aetna (Jan 2019)	<u>Health Insurance for Dec 2018:</u> City Manager Acct. #101-12-5100	\$1,571.55	
		City Clerk Acct. #101-13-5100	\$896.07	
		Management Analyst Acct. #101-16-5100	<u>\$411.47</u>	\$2,879.09
EFT	EDD (Jan 2019)	State Tax Withholdings SDI Acct. #101-00-2011	\$622.76 <u>\$187.32</u>	\$810.08
EFT	Dept. of Treasury Internal Revenue Service (Jan 2019)	Federal Tax Withholdings Social Security Medicare (Employee's portion of Social Security and Medicare is matched by the City) Acct. #101-00-2011	\$1,724.53 \$2,322.84 <u>\$543.04</u>	\$4,590.41

EFT	California PERS (Jan 2019)	City Manager Acct. #101-12-5100	\$1,288.15	
		City Clerk Acct. #101-13-5100	\$720.03	
		Management Analyst Acct. #101-16-5100	<u>\$513.18</u>	\$2,521.36
EFT	California PERS (Jan 2019)	Replacement Benefit Contribution Acct. #101-16-6241		\$2,385.48

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**MAYOR – CITY OF BRADBURY**

ATTEST:

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**CITY CLERK – CITY OF BRADBURY**

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 19-01, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 15th day of January, 2019 by the following roll call vote:"

AYES:

NOES:

ABSENT:

---

**CITY CLERK – CITY OF BRADBURY**

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

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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$577.36	11/27/18	01/15/19	2201131341
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HP 651A CYAN TONER CARTRI	990209	1.0000 EA	\$477.99	\$477.99
STAPLES EASYCLOSE SECURIT	787385	1.0000 EA	\$39.59	\$39.59
STAPLES CLASP CLOSURE KRA	187039	1.0000 EA	\$19.29	\$19.29
COUPONDISCOUNT	558100	1.0000 ST	-\$9.60	-\$9.60

**Purchased by:** CLAUDIA SALDANA  
**Order #:** 9793840059

<b>SUBTOTAL</b>	\$527.27
<b>TAX</b>	\$50.09
<b>TOTAL</b>	\$577.36

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

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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$1,046.80	11/28/18	01/15/19	2202119491
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HP 651A MAGENTA TONER CAR	2708469	1.0000 EA	\$477.99	\$477.99
HP 651A YELLOW TONER CART	2708469	1.0000 EA	\$477.99	\$477.99

**Purchased by:** CLAUDIA SALDANA  
**Order #:** 9793840059

<b>SUBTOTAL</b>	\$955.98
<b>TAX</b>	\$90.82
<b>TOTAL</b>	\$1,046.80

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

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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$238.78	12/12/18	01/15/19	2210301551
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
ADAMS CARBONLESS RECEIPT	356188	1.0000 EA	\$13.79	\$13.79
HP 651A BLACK TONER CARTR	990208	1.0000 EA	\$189.99	\$189.99
ATAGLANCE BEAUTIFUL DAY D	2732476	1.0000 EA	\$14.28	\$14.28

**Purchased by:** CLAUDIA SALDANA  
**Order #:** 9794465395

<b>SUBTOTAL</b>	\$218.06
<b>TAX</b>	\$20.72
<b>TOTAL</b>	\$238.78

see Check # 15315





U.S. BANCORP SERVICE CENTER  
P. O. Box 6343  
Fargo, ND 58125-6343

JAN 09 2019

CITY OF BRADBURY

ACCOUNT NUMBER 4246-0446-0277-2711

STATEMENT DATE 12-24-18

TOTAL ACTIVITY \$ 9.74



000002732 01 SP 0.510 106481848174030 P

KEVIN KEARNEY  
CITY OF BRADBURY  
600  
WINSTON AVENUE  
BRADBURY CA 91008-1123

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
-27	11-26	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24445008331000747723779	9402	4.87
-29	11-28	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24445008333000758957140	9402	4.87

see Check # 15342

Default Accounting Code:

Default Accounting Code:			
CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER  4246-0446-0277-2711		ACCOUNT SUMMARY
	STATEMENT DATE  12-24-18	DISPUTED AMOUNT  \$ .00	PREVIOUS BALANCE \$ .00
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE  \$ 0.00  DO NOT REMIT		PURCHASES & OTHER CHARGES \$9.74
			CASH ADVANCES \$ .00
			CASH ADVANCE FEE \$ .00
			CREDITS \$ .00
			TOTAL ACTIVITY \$9.74



U.S. BANCORP SERVICE CENTER  
P. O. Box 6343  
Fargo, ND 58125-6343

CITY OF BRADBURY

**ACCOUNT NUMBER** 4246-0400-8040-6665  
**STATEMENT DATE** 12-24-18  
**TOTAL ACTIVITY** \$ 360.39

000002731 01 SP 0.510 106481848174029 P

CLAUDIA A SALDANA  
CITY OF BRADBURY  
600 WINSTON AVENUE  
BRADBURY CA 91008-1123

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

JAN 0 9 2019

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
12-03	11-30	DOLLAR TREE DUARTE CA PUR ID: TAX: 0.29	24445008335000827776990	5331	3.29
12-06	12-05	BIG LOTS STORES - #4170 DUARTE CA PUR ID: TAX: 2.13	24445008339300363132673	5310	26.26
12-07	12-06	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24445008341000809340940	9402	121.94
12-19	12-18	EIG*VERIO 866-5392854 MA PUR ID: 97781459 TAX: 0.00	24906418352065263827210	5968	155.40
12-20	12-19	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24445008354000966654194	9402	33.50
12-24	12-23	MYFAX *PROTUS IP SOLN 866-563-9212 CA PUR ID: 33299364 TAX: 0.00	24692168357100282971923	5968	20.00

see Check # 15342

Default Accounting Code:

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER 4246-0400-8040-6665		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT		
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	12-24-18	\$ .00	PREVIOUS BALANCE	\$ .00
			PURCHASES & OTHER CHARGES	\$360.39
			CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$ .00
			<b>TOTAL ACTIVITY</b>	<b>\$360.39</b>



U.S. BANCORP SERVICE CENTER  
P. O. Box 6343  
Fargo, ND 58125-6343



CITY OF BRADBURY

ACCOUNT NUMBER 4246-0446-2235-1074

STATEMENT DATE 12-24-18

TOTAL ACTIVITY \$ 79.72

000002733 01 SP 0.510 106481848174031 P

SCARLETT L SANTOS LEON  
CITY OF BRADBURY  
600 WINSTON AVENUE  
BRADBURY CA 91008-1123

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

JAN 0 2 2019

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
12-03	11-30	TARGET 00003020 DUARTE CA PUR ID: 00000000000000000000 TAX: 1.70	24164078334091007675477	5310	19.58
12-07	12-07	OLD TOWN PIZZA MONROVIA CA PUR ID: 08002 TAX: 3.51	24231688341400100000234	5814	40.43
12-10	12-07	BOTTEGA AT BELLA SERA MONROVIA CA	24342858341017050790484	5812	19.71

see Check # 15342

Default Accounting Code:

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER 4246-0446-2235-1074		ACCOUNT SUMMARY	
	STATEMENT DATE 12-24-18	DISPUTED AMOUNT \$ .00	PREVIOUS BALANCE \$ .00	
SEND BILLING INQUIRIES TO:  C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE  \$ 0.00  DO NOT REMIT		PURCHASES & OTHER CHARGES \$79.72	
			CASH ADVANCES \$ .00	
			CASH ADVANCE FEE \$ .00	
			CREDITS \$ .00	
			TOTAL ACTIVITY \$79.72	

# **City of Bradbury** **Monthly Investment Report for the month of December 2018**

**CASH ON DEPOSIT BY ACCOUNT**

**Bank Accounts:**

Wells Fargo Bank - General Checking

<u>Amount</u>	<u>Maturity</u>	<u>Interest Rate</u>
\$ 555,379.65	n/a	0%

**Investments:**

Local Agency Investment Fund (LAIF)

\$ 3,307,722.94	n/a	2.29%
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Ally Bank CD

\$ 248,000.00	9/9/2019	1.35%
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American Express Centurion CD

\$ 247,000.00	12/7/2020	2.10%
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Citibank NA CD

\$ 246,000.00	6/7/2021	3.00%
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Discover Bank

\$ 246,000.00	9/7/2021	3.00%
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**Total**

\$ 4,850,102.59
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**CASH & INVESTMENTS ON DEPOSIT BY FUND**

**Funds**

General Fund (101)

\$2,873,742.39
----------------

Utility Users Tax Fund (102)

\$769,917.56
--------------

Deposits Fund (103)

\$42,362.97
-------------

Long Term Planning Fee Fund (112)

\$23,539.14
-------------

Technology Fee Fund (113)

\$35,744.36
-------------

Gas Tax Fund (200)

\$110,847.98
--------------

SB 1 Gas Tax Fund (201)

\$11,600.44
-------------

Prop A Fund (203)

\$11,070.61
-------------

Prop C Fund (204)

\$64,556.40
-------------

TDA Fund (205)

(\$15,389.02)
---------------

Sewer Fund (206)

\$585,670.92
--------------

STPL Fund (208)

\$32,982.95
-------------

Recycling Grant Fund (209)

\$11,935.66
-------------

Measure R Fund (210)

\$83,200.57
-------------

Measure M Fund (212)

\$7,660.58
------------

COPS Fund (215)

\$181,136.80
--------------

Grant Fund-Other (217)

\$8,919.17
------------

Fire Safe Grant Fund (219)

\$10,603.11
-------------

**Total**

\$4,850,102.59
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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

# Revenues

Acct. Number	Account Description	2016-17 Actual	2017-18 Preliminary	2018-19 Budget	2018-19 YTD @ 12/30/18	
<b>General Fund:</b>						
101-00-4010	Property Tax-Current Secured	397,293	438,658	432,600	200,224	46%
101-00-4030	Property Tax-Current Unsecur	16,148	3,941	4,000	16,447	411%
101-00-4060	Public Safety Augmentation F	9,922	10,323	9,700	5,449	56%
101-00-4070	Delinquent Taxes	6,408	6,624	5,900	4,047	69%
101-00-4100	Sales & Use Tax	7,465	4,114	4,500	1,008	22%
101-00-4110	Franchise Fee-Cable TV	17,736	18,708	17,500	11,743	67%
101-00-4120	Franchise Fee-SC Edison	17,658	17,722	17,800	-	0%
101-00-4130	Franchise Fee-SC Refuse	34,025	25,580	34,000	16,681	49%
101-00-4140	Franchise Fee-SC Gas Co.	2,426	2,574	2,600	-	0%
101-00-4150	Franchise Fee-Cal Am Water	27,483	31,388	32,000		0%
101-00-4160	AB939 Refuse Admin. Fee	17,514	17,952	17,500		0%
101-00-4190	Real Property Transfer Tax	32,492	31,081	30,000	11,847	39%
101-00-4200	Motor Vehicle In-Lieu	123,481	130,646	132,000		0%
101-00-4210	Dist & Bail Forfeiture	4,996	2,867	4,000	812	20%
101-00-4220	Fines-City	-	21,906	2,000	974	49%
101-00-4350	Business License	41,296	44,063	40,000	21,009	53%
101-00-4360	Movie & TV Permits	7,000	3,030	3,000		0%
101-00-4370	Bedroom License Fee	30,900	10,301	9,000	5,150	57%
101-00-4410	Variances & CUPs	-	1,635	1,400	1,635	117%
101-00-4420	Lot Line Adjustment/Zone Changes	1,902	3,805	2,000		0%
101-00-4440	Subdivisions/Lot Splits	3,312	4,844	3,000	4,844	161%
101-00-4460	Planning Dept. Review	100,020	50,073	45,000	10,125	23%
101-00-4470	Building Construction Permit	309,178	179,175	175,000	77,250	44%
101-00-4480	Building Plan Check Fees	270,669	260,790	200,000	120,648	60%
101-00-4485	Landscape Plan Check Permit	28,204	10,627	8,000	5,113	64%
101-00-4490	Green Code Compliance	40,268	26,871	24,000	17,275	72%
101-00-4500	Civic Center Rental Fee	-	1,050	-		#DIV/0!
101-00-4530	Environmental & Other Fees	4,450	8,612	7,500	371	5%
101-00-4540	City Engineering Plan Check	173,070	140,793	95,000	74,631	79%
101-00-4600	Interest Income	17,136	26,214	20,000	26,172	131%
101-00-4700	Sales of Maps & Publications	446	317	300	294	98%
101-00-4800	Other Revenue	9	-	200	152	76%
101-00-4850	Cal-Am Loan Repayment	4,820	-	4,820		0%
101-00-4900	Reimbursements	4,323	65	-	20,640	#DIV/0!
101-00-4920	Sale of Prop. A Funds	-	56,000	-		#DIV/0!
101-23-4950	Vacant Property Registry Fee		50			#DIV/0!
101-24-4610	Donations				500	#DIV/0!
<b>Total General Fund Revenues</b>		<b>1,752,050</b>	<b>1,592,399</b>	<b>1,384,320</b>	<b>655,041</b>	<b>47%</b>

## Revenues

Acct. Number	Account Description	2016-17 Actual	2017-18 Preliminary	2018-19 Budget	2018-19 YTD @ 12/30/18	
<b>Utility Users Tax Fund:</b>						
102-00-4600	Interest	2,902	7,099	4,000	-	
102-00-4810	Water	40,212	47,920	-		
102-00-4820	Trash	22,815	22,991	-		
102-00-4830	Electric	94,765	108,595	-		
102-00-4840	Natural Gas	15,426	14,930	-		
102-00-4850	UUT - Cable	19,850	21,642	-		
102-00-4855	Telecom-Minors	14,505	12,990	-		
102-00-4856	Telecom-AT&T	449	434	-		
102-00-4857	Telecom-Verizon	5,650	5,235	-		
102-00-4858	Telecom-Sprint Nextel	4,288	991	-		
102-00-4900	Reimbursements	-	364	-		
		220,862	243,191	4,000	-	0%
<b>Civic Center Fund:</b>						
111-00-4000	Transfer In from General Fund	4,544				
111-00-4500	Civic Center Rental Fee	900				
		5,444	-	-		
<b>Long Term Planning Fee Fund:</b>						
112-00-4490	Long-Term Planning Fee	11,637	10,647	9,000	5,427	60%
112-00-4600	LTP Fee Interest Income	29	143	40		0%
		11,666	10,790	9,040	5,427	60%
<b>Technology Fee Fund:</b>						
113-00-4520	Technology Fee	24,453	14,466	14,000	6,719	48%
113-00-4600	Technology Fee Interest Income	217	498	750		0%
		24,670	14,964	14,750	6,719	46%
<b>Gas Tax Fund:</b>						
200-00-4000	Transfers In	-				#DIV/0!
200-00-4200	TCRA Funds		1,258			#DIV/0!
200-48-4260	Gas Tax	26,788	34,031	27,500	11,738	43%
200-00-4600	Gas Tax Interest	552	1,045	300		0%
		27,340	36,334	27,800	11,738	42%
<b>SB1 Gas Tax Fund:</b>						
200-00-4000	Transfers In				6,623	
200-48-4260	Gas Tax				4,977	
200-00-4600	Gas Tax Interest					
				-	11,600	
<b>Prop. A Fund:</b>						
203-40-4260	Prop. A Transit Funds	19,835	20,948	21,050	11,273	54%
203-40-4600	Prop. A Transit Interest	293	95	50		0%
		20,128	21,043	21,100	11,273	53%
<b>Prop. C Fund:</b>						
204-48-4260	Prop. C Funds	16,295	17,532	17,550	9,351	53%
204-48-4600	Prop. C Interest	252	524	100		0%
		16,547	18,056	17,650	9,351	53%

# Revenues

Acct. Number	Account Description	2016-17 Actual	2017-18 Preliminary	2018-19 Budget	2018-19 YTD @ 12/30/18	
<b>Transportation Development Act Fund:</b>						
205-48-4260	TDA Funds	-	7,143	30,000	14,722	49%
205-48-4600	TDA Interest	-	(2)	-		#DIV/0!
		-	7,141	30,000	14,722	49%
<b>Sewer Fund:</b>						
206-00-4000	Transfers In	481,229	1,100,000			#DIV/0!
206-50-4600	Sewer Fund Interest	-	9,700			#DIV/0!
206-50-4605	Lemon Ave. Assessment Phase I (Monrovia)	-				#DIV/0!
206-50-4606	Winston Ave. Assessment	-				#DIV/0!
	61 Palm Hill Ln. Assessment				4,762	
206-50-4730	Mount Olive Drive Assessment	25,000	43,140			#DIV/0!
		506,229	1,152,840	-	4,762	#DIV/0!
<b>STPL Fund:</b>						
208-00-4260	STPL Funds	18,828	-			#DIV/0!
208-00-4600	STPL Interest	166	315			#DIV/0!
		18,994	315	-	-	#DIV/0!
<b>Recycling Grant Fund:</b>						
209-00-4260	Recycling Grant Funds	5,000	(803)	5,000	5,000	100%
209-00-4600	Recycling Grant Interest	62	90			#DIV/0!
		5,062	(713)	5,000	5,000	100%
<b>Measure R Fund:</b>						
210-48-4260	Measure R Funds	12,342	13,014	12,000	7,023	59%
210-48-4600	Measure R Interest	311	692	350		0%
		12,653	13,706	12,350	7,023	57%
<b>Measure M Fund</b>						
212-48-4260	Measure M Funds		11,795	11,500	7,896	69%
212-48-4600	Measure M Interest		69	50		0%
		-	11,864	11,550	7,896	68%
<b>Citizen's Option fo Public Safety (COPS) Fund:</b>						
215-23-4260	COPs Funds	116,750	145,020	100,000	188,813	189%
215-23-4600	COPs Interest	539	1,383	300		0%
		117,289	146,403	100,300	188,813	188%
<b>County Park Grant:</b>						
217-00-4210	County Park Grant	48				#DIV/0!
217-00-4600	Grant Fund Interest Income	-	85			#DIV/0!
		48	85	-	-	#DIV/0!
<b>Fire Safe Grant 14-USFS-SFA-0053:</b>						
219-00-4260	Fire Safe Grant 14-USFS-SFA-0053	-				#DIV/0!
219-00-4270	HOA Contribution	-				#DIV/0!
219-00-4600	Fire Safe Grant Interest Income	57	101			#DIV/0!
		57	101	-	-	#DIV/0!
<b>Total Revenues</b>		2,739,039	3,268,519	1,637,860	939,365	57%

## Expenditures

Account Description	2016-17 Actual	2017-18 Preliminary	2018-19 Budget	2018-19 YTD @ 12/30/18	
<b>General Fund:</b>					
101-00-5000 Transfers Out	485,773	1,100,000			
<b>City Council Division:</b>					
101-11-6500 Community Support (homelessness)	3,000	3,000	3,000		0%
101-11-6100 Events and awards	57	7,662	4,700	5,579	119%
101-11-6110 City Newsletter	215	225	-	-	#DIV/0!
	3,272	10,887	7,700	5,579	72%
<b>City Manager Division:</b>					
101-12-5010 Salaries	93,641	102,500	106,395	53,197	50%
101-12-5100 Benefits	26,424	41,806	42,300	21,472	51%
101-12-6020 Meetings & Conferences	854	2,027	2,500	2,275	91%
101-12-6025 Expense Account	237	1,130	1,500	97	6%
101-12-6050 Mileage	488	1,023	1,200	218	18%
101-12-6210 Special Department Supplies	23,097	-	-		#DIV/0!
101-12-6440 Cell Phone	350	900	900	450	50%
	145,091	149,386	154,795	77,709	50%
<b>City Clerk Division:</b>					
101-13-5010 Salaries	56,104	60,741	59,809	29,904	50%
101-13-5100 Benefits	22,469	24,294	24,100	12,078	50%
101-13-6020 Meetings & Conferences	-		100		0%
101-13-6040 Transportation & Lodging	-		100		0%
101-13-6050 Mileage	156	142	150	22	15%
101-13-6210 Special Department Supplies	290		250	122	49%
101-13-6220 Election Supplies	-	473	500		0%
101-13-6225 Codification	8,317	2,317	1,500	4,754	317%
101-13-7000 Contract Election Services		-	12,000		0%
	87,336	87,967	98,509	46,880	48%
<b>Finance Division:</b>					
101-14-5010 Salaries	13,746	14,230	15,043	6,291	42%
101-14-5100 Benefits	1,198	1,299	1,250	478	38%
101-14-6210 Special Department Supplies	351	94	350	446	127%
101-14-6230 Contracted Computer Services	711	1,459	2,000	357	18%
101-14-7010 Contracted Banking Services	4,034	4,726	4,600	1,597	35%
101-14-7020 Contracted Audit Services	10,000	18,523	14,700	1,546	11%
101-14-7040 GASB Reports	1,300	350	350	700	200%
	31,340	40,681	38,293	11,415	30%
<b>City Attorney Division:</b>					
101-15-7020 City Attorney Retainer	36,385	29,400	29,400	12,250	42%
101-15-7070 City Attorney Special Servic	5,333	2,702	6,000	1,331	22%
101-15-7080 Seminars & Training	1,008	1,211	1,000		0%
	42,726	33,313	36,400	13,581	37%

## Expenditures

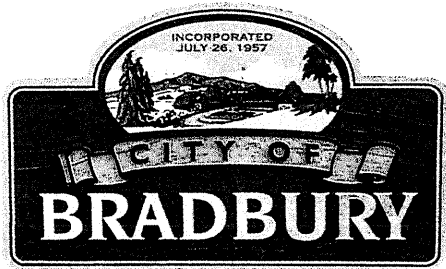
Account Description		2016-17 Actual	2017-18 Preliminary	2018-19 Budget	2018-19 YTD @ 12/30/18	
<b>General Government Division:</b>						
101-16-5010	Salaries	40,785	37,219	47,038	21,200	45%
101-16-5100	Benefits	12,277	9,524	12,700	7,644	60%
101-16-6010	Seminars & Training	-	375	500		0%
101-16-6020	Meetings & Conferences	-	195	150		0%
101-16-6040	Transportation & Lodging	-	-	500		0%
101-16-6050	Mileage	195	215	500	91	18%
101-16-6120	Postage	227	267	500	44	9%
101-16-6200	Office Supplies	1,652	1,324	2,500	1,242	50%
101-16-6210	Special Departmental Supplies	-	1,622	1,622	139	9%
101-16-6230	Computer & Website Services	9,149	7,232	18,000	5,147	29%
101-16-6240	PERS UAL Payment	-	2,259	2,068	1,034	50%
101-16-6250	Copier & Duplications	1,767	2,216	2,216	4,459	201%
101-16-6300	Insurance	36,431	54,738	47,201	55,553	118%
101-16-6400	Utilities	4,051	2,953	5,000	1,733	35%
101-16-6440	Telephone	7,118	6,714	7,000	2,810	40%
101-16-6450	Building Operations	1,047	1,132	1,000	353	35%
101-16-6460	Building & Cleaning Service	2,565	2,795	2,500	1,355	54%
101-16-6470	Maintenance & Supplies	152	-	500	293	59%
101-16-7600	Operating Contingency	241	-	-	#DIV/0!	
		117,657	130,780	151,495	103,097	68%
<b>Engineering Division:</b>						
101-19-7230	Contracted Engineering Services	149,888	138,463	125,000	31,652	25%
101-19-7238	Annexation	1,630	59,350	-	#DIV/0!	
101-19-7310	Woodlyn Lane/Mt. Olive Drainage	128,365	-	-	#DIV/0!	
		279,883	197,813	125,000	31,652	25%
<b>Planning, Zoning &amp; Development Division:</b>						
101-20-6120	Postage	(77)	332	300	592	197%
101-20-6210	Special Department Supplies	-	210	500	430	86%
101-20-6240	Environmental Filing Fees	-	-	500	-	0%
101-20-7210	City Planner Retainer	46,800	46,800	46,800	15,643	33%
101-20-7220	Contracted Building & Safety	291,247	232,115	290,000	33,883	12%
101-20-7240	City Planner Special Service	8,957	15,592	10,000	9,735	97%
101-20-7245	General Plan update	-	406	406	3,478	857%
		346,927	295,455	348,506	63,761	18%
<b>Parks &amp; Landscape Maintenance Division:</b>						
101-21-7015	Royal Oaks Trail Maintenance	8,210	7,305	10,000	6,435	64%
101-21-7020	City Hall Grounds Maintenance	2,920	2,670	19,830	875	4%
101-21-7025	Trail Maintenance	23,960	1,777	7,000	4,794	68%
101-21-7035	Mt.Olive Entrance & Trail	4,998	7,349	5,500	2,625	48%
101-21-7045	Lemon/RO Horse Trail	910	1,380	27,500	11,756	43%
101-21-7060	Street Tree Trimming	11,300	11,098	10,000	10,857	109%
		52,298	31,579	79,830	37,342	47%
<b>Public Safety Division:</b>						
101-23-6210	Special Departmental Services	67		20,000	11	
101-23-7410	Contract Services Sheriff	95,970	117,875	113,315	46,861	41%
101-23-7420	City Hall Security	2,643	2,582	2,600	1,551	60%
101-23-7450	Code Enforcement	2,771	4,499	5,600	2,467	44%
		101,451	124,956	141,515	50,890	36%

## Expenditures

Account Description		2016-17 Actual	2017-18 Preliminary	2018-19 Budget	2018-19 YTD @ 12/30/18	
<b>Emergency Preparedness Division:</b>						
101-24-6010	Seminars & Training	-	-			
101-24-6020	Meetings & Conferences	-	55	50	37	74%
101-24-6030	Memberships & Dues	-	360	360		0%
101-24-6470	Maintenance & Supplies	2,404	869	2,500	312	12%
101-55-7030	Hazardous Mitigation Plan	10,000	16	15,000	63	0%
101-24-7245	CA Wildfire Protection Plan					
101-24-6480	Civic Center Generator	342		-		#DIV/0!
		12,746	1,300	17,910	412	2%
<b>Animal &amp; Pest Control Division:</b>						
101-25-7000	Animal Control Services	2,411	2,745	4,777	1,595	33%
101-25-7010	Pest Control Services	-	175	300	-	0%
		2,411	2,920	5,077	1,595	31%
<b>Intergovernmental Relations Division:</b>						
101-30-6030	Memberships & Dues	8,452	8,610	8,700	2,616	30%
<b>General Fund Totals</b>		1,717,363	2,215,647	1,213,730	446,529	37%
<b>Utility Users Tax Fund:</b>						
102-42-7630	NPDES Stormwater Compliance	78,602	36,081	100,000	8,120	8%
<b>Long Term Planning Fee Fund:</b>			1,350			#DIV/0!
<b>Technology Fee Fund:</b>						
113-20-4500	Technology expense		8,631	16,677	17,329	104%
113-20-7730	Website	468	-	8,000		0%
101-20-7040	Non-Capitalized Equipment - Sonic Firewa	-	-			#DIV/0!
113-20-8120	Capital Equipment-Server & Copier	-	7,470		1,188	#DIV/0!
113-20-4500	Technology expense (e-Plan)	-				#DIV/0!
		468	16,101	24,677	18,517	75%
<b>Gas Tax Fund:</b>						
200-48-5000	Transfers Out				6,623	
200-48-6400	Utilities-Select System	7,518	11,272	12,000	5,101	43%
200-48-6410	Street Lights	7,752	9,293	9,000	2,871	32%
200-48-6555	Street Tree Maintenance	-		-		#DIV/0!
200-48-7000	PW Contract Services	1,741	1,474	2,000	-	0%
200-48-7290	Street Sweeping	3,765	4,071	4,000	1,566	39%
200-48-7745	Royal Oaks North Curb Extension			45,658		0%
200-48-7750	Woodlyn Lane Pavement Rehab.	3,114	-	-		#DIV/0!
200-48-7755	City Wide Slurry Seal			44,000		0%
		23,890	26,110	116,658	16,161	14%
<b>Prop. A Fund:</b>						
203-00-7600	Sale of Prop. A Funds		80,000			#DIV/0!
203-40-7625	Transit Services			9,000	3,520	39%
		-	80,000	9,000	3,520	39%

## Expenditures

Account Description		2016-17 Actual	2017-18 Preliminary	2018-19 Budget	2018-19 YTD @ 12/30/18	
<b>Prop. C Fund:</b>						
	Staffing	-				
204-20-6030	Memberships & Dues	514	642		833	#DIV/0!
204-40-7325	Transit Services	8,449	8,449	-	-	#DIV/0!
204-48-7755	City Wide Slurry Seal	-		70,000		0%
		8,963	9,091	70,000	833	1%
<b>Transporation Development Act Fund:</b>						
205-48-7720	Lemon Trail Project	-	7,142	30,000	30,000	100%
205-00-7760	Return of Funds		220			#DIV/0!
		-	7,362	30,000	30,000	100%
<b>Sewer Fund:</b>						
206-50-7600	Mt. Olive Drive Sewer Project	323,075			882	#DIV/0!
206-50-7601	Mt. Olive Lane Sewer Project	31,530	13,695		1,827	#DIV/0!
206-50-7605	Lemon Ave. Project Phase I (Monrovia)	7,810	103,816			#DIV/0!
206-50-7606	Winston Ave Project	44,696	25,813		492,582	#DIV/0!
		407,111	143,324	-	495,291	#DIV/0!
<b>STPL Fund:</b>						
208-48-7745	Royal Oaks North Curb Extension			32,774		0%
<b>Recycling Grant Fund:</b>						
209-35-7300	Recycling Education	1,500	4,500			#DIV/0!
<b>Measure R Fund:</b>						
210-48-7755	City Wide Slurry Seal			35,936		0%
210-00-7760	Return of Funds	-	-	35,936	-	0%
<b>Measure M Fund</b>						
212-48-6555	Citywide Slurry Seal		-			#DIV/0!
212-48-xxxx	Bridge Repair			18,900	12,066	64%
		-	-	18,900	12,066	64%
<b>Citizen's Option fo Public Safety (COPS) Fund:</b>						
215-23-7410	Contract Services Sheriff	116,750	145,020	88,500	51,615	58%
<b>Total Expenditures</b>		2,354,647	2,684,586	1,740,175	1,082,652	62%



*Richard Barakat, Mayor (District 3)*  
*Richard Hale, Mayor Pro Tem (District 1)*  
*Monte Lewis, Council Member (District 2)*  
*Bruce Lathrop, Council Member (District 4)*  
*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  
Jim Kasama, City Planner

DATE: January 15, 2019

SUBJECT: **ORDINANCE NO. 362 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO DEFINE AND ADD REGULATIONS FOR RESIDENTIAL CARE FACILITIES AND SUPPORTIVE AND TRANSITIONAL HOUSING, ADD A NEW DEFINITION OF MULTI-FAMILY DWELLINGS, AMEND THE ACCESSORY LIVING QUARTERS DEFINITIONS AND REGULATIONS, AND ADD REASONABLE ACCOMMODATION PROCEDURES FOR DISABLED PERSONS**

ATTACHMENTS: 1. Ordinance No. 362

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### SUMMARY

The City's Housing Element of the General Plan is up for renewal. As part of the Housing Element update, the City must make several Development Code amendments. During the December 2018 meeting, the City Council reviewed Ordinance No. 362 and made three minor changes to the Ordinance.

Staff recommends that the City Council, adopt, waive reading in full, and authorize reading by title only of Ordinance No. 362, and read the title of Ordinance 362, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO DEFINE AND ADD REGULATIONS FOR RESIDENTIAL CARE FACILITIES AND SUPPORTIVE AND TRANSITIONAL HOUSING, ADD A NEW DEFINITION OF MULTI-FAMILY DWELLINGS, AMEND THE ACCESSORY LIVING QUARTERS DEFINITIONS AND REGULATIONS, AND ADD REASONABLE ACCOMMODATION PROCEDURES FOR DISABLED PERSONS."

FOR CITY COUNCIL AGENDA 1-15

AGENDA ITEM # 1.D

## **DISCUSSION**

A required update of the City's Housing Element of the General Plan was due October 15, 2017. A housing consultant, Karen Warner Associates, prepared the prior, 2014 Housing Element Update and will prepare the upcoming update. In preparing for the update, the consultant found that several Development Code amendments that are required by the 2014 Housing Element had not been implemented. These amendments need to be in place before the City can submit the next update to the State Department of Housing and Community Development. The amendments are as follows:

- New Definitions and Regulations for Residential Care Facilities, and Supportive and Transitional Housing
- New Definition of Multi-Family Dwelling
- Amendment of the Accessory Living Quarters Definitions and Regulations
- Addition of Reasonable Accommodation Procedures for Disabled Persons

The amendments were reviewed by the Planning Commission last year at their March 28th, April 25th, May 23rd, and June 27th regular meetings. At the June 27, 2018 meeting, the Planning Commission adopted Resolution No. PC 18-275 to state that the Commission found the proposed amendments to be consistent with the Housing Element and to recommend to the City Council approval of the amendments.

The City Council considered the proposed amendments at a public hearing at the September 18, 2018 regular meeting. The Council asked the City Attorney about changes to the amendments and requested a study session to allow for in-depth reviews of the proposed amendments. A study session was held on October 9, 2018, and the Council directed staff to add several measures to the proposed amendments. Because the Council made significant changes to the amendments, the City of Bradbury Development Code requires that such changes be reviewed by the Planning Commission. At the November 28, 2018 regular meeting, the Planning Commission reviewed a draft of the attached Ordinance No. 362, which included the City Council's changes to the proposed amendments. The Commission directed staff to convey to the City Council a recommendation to approve Ordinance No. 362 as drafted. During the December 18, 2018 meeting, the City Council reviewed Ordinance No. 362. The City Council made three minor changes to the ordinance and introduced, waived reading in full, and authorized reading by title only of Ordinance No. 362, and set the second reading for January 15, 2019. The three changes made by the City Council were the following that are highlighted in red:

### **Sec. 9.85.020. – Development Standards for accessory living quarters.**

(4) All accessory living quarters, whether attached or detached, must conform to all setback, lot coverage, floor area, emergency evacuation capacity, and building bulk requirements.

(7) The owner of the property ~~or the master lessor of the entire property~~ must occupy either the main dwelling unit or an accessory living quarter unit.

**Sec. 9.85.030. – Accessory Living Quarters – Neighborhood compatibility review; standards.**

(2) 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.

**ENVIRONMENTAL DOCUMENT**

It is recommended that the proposed Ordinance No. 362 is exempt under the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) which states that the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to review under CEQA.

**STAFF RECOMMENDATION**

Staff recommends that the City Council, adopt, waive reading in full, and authorize reading by title only of Ordinance No. 362, and read the title of Ordinance 362, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO DEFINE AND ADD REGULATIONS FOR RESIDENTIAL CARE FACILITIES AND SUPPORTIVE AND TRANSITIONAL HOUSING, ADD A NEW DEFINITION OF MULTI-FAMILY DWELLINGS, AMEND THE ACCESSORY LIVING QUARTERS DEFINITIONS AND REGULATIONS, AND ADD REASONABLE ACCOMMODATION PROCEDURES FOR DISABLED PERSONS."

# **ATTACHMENT #1**

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**ORDINANCE NO. 362**

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO DEFINE AND ADD REGULATIONS FOR RESIDENTIAL CARE FACILITIES AND SUPPORTIVE AND TRANSITIONAL HOUSING, ADD A NEW DEFINITION OF MULTI-FAMILY DWELLINGS, AMEND THE ACCESSORY LIVING QUARTERS DEFINITIONS AND REGULATIONS, AND ADD REASONABLE ACCOMMODATION PROCEDURES FOR DISABLED PERSONS**

**WHEREAS**, the California Government Code requires cities and counties to include a Housing Element as part of their General Plan and that the Housing Element be periodically updated to reflect goals, policies, and programs that are designed to demonstrate that the City is responsibly participating in the achieving of the State's housing goals of early attainment of decent housing and a suitable living environment for every California family; and

**WHEREAS**, the City of Bradbury adopted its most recent Housing Element Update in 2014 and obtained certification of the Update from the State of California Housing and Community Development Department with goals, policies, and programs that stipulate code amendments to make available inclusionary and diversified types of housing in the City; and

**WHEREAS**, the Planning Commission conducted duly noticed public hearings to consider proposed changes and on May 23, 2018, adopted Resolution No. PC 18-275, a Resolution of the Planning Commission of the City of Bradbury, California, setting forth the findings of fact and a decision to recommend to the City Council approval of Development Code amendments and a General Plan amendment in accordance with the programs and policies of the Housing Element with an exemption under the California Environmental Quality Act (CEQA); and

**WHEREAS**, the City Council conducted a duly noticed public hearing to consider the proposed changes on September 18, 2018 at which time it requested that a study session be scheduled on the topic; and

**WHEREAS**, the City Council held a study session on October 9, 2018; and

**WHEREAS**, in accordance with Government Code Section 65857, on November 28, 2018 the Planning Commission considered the modifications that were made to the Ordinance based on the City Council study session and recommended approval; and

**WHEREAS**, the City Council has determined that large residential care facilities do not belong in the R-7,500 zone because of the small size of the lots, the lack of room for additional

parking on the lots, and the fact that all of the streets in the R-7,500 zone are cul-de-sac streets which also limit the amount of on-street parking;

**WHEREAS**, the City Council conducted a second duly noticed public hearing on December 18, 2018 to consider the changes set forth herein and to consider an exemption under the California Environmental Quality Act (CEQA).

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

**Section 1.** Section 9.25.020 of Title IX, Part III, Chapter 25 of the Bradbury Development Code of the Bradbury Municipal Code is hereby amended by adding the following definitions:

**Sec. 9.25.020. – Definitions.**

*Accessory Dwelling Unit* (“ADU”) means an attached or detached dwelling unit, which includes kitchen facilities. An ADU is sometimes referred to as a second dwelling unit.

\* \* \*

*Bunk house* means living accommodations in a single room designed to house more than two individuals who are personnel involved with the care and maintenance of the primary dwelling unit, or the associated on-site agricultural, farming or equestrian activities. Bunk houses shall include separate toilet, sink and shower facilities, but shall not include kitchen facilities.

\* \* \*

*Guest house* means living accommodations for guests and visitors of the occupants of the main and/or second dwelling units. A guest house shall not include kitchen facilities. A guest house is sometimes referred to as a pool house.

\* \* \*

*Land Reclamation* means the grading, excavation and/or fill of any parcel of land or tract of land as to which such operations are required to prepare the site for any use authorized by this Code and where there is an import or export of materials in excess of 10,000 cubic yards over a period of 12 consecutive months.

\* \* \*

*Multi-Family Dwelling* means a detached building of two or more accessory SROs as defined herein.

\* \* \*

*Residential Care Facility, Large* means any State licensed facility, place, or structure that is maintained and operated to provide non-medical residential care, day treatment, adult day care,

supportive or transitional housing, or foster agency services for seven or more adults, children, or adults and children, as defined in the California Health and Safety Code § 1502.

\* \* \*

*Residential Care Facility, Small* means any State licensed facility, place, or structure that is maintained and operated to provide non-medical residential care, day treatment, adult day care, supportive or transitional housing, or foster agency services for six or fewer adults, children, or adults and children, as defined in the California Health and Safety Code § 1502.

\* \* \*

*Single-room occupancy (SRO) development* means an accessory building used primarily for multi-tenant single-room occupancy units, containing two or more single-room occupancy units with a shared kitchen and laundry facilities.

**Section 2.** Section 9.25.020 of Title IX, Part III, Chapter 25 of the Bradbury Development Code of the Bradbury Municipal Code is hereby amended by amending the following definitions to read as follows:

*Accessory living quarters* means living quarters in addition to the main dwelling unit and include the following:

- (1) Single-room occupancy units (SROs);
- (2) Single-room occupancy developments;
- (3) Bunk houses;
- (4) Guest houses.

\* \* \*

*Kitchen* means any room or space within a building designed, intended to be used or used for the cooking or the preparation of food. A kitchen includes a sink, refrigerator, and oven, stove top, or range.

\* \* \*

*Single room occupancy residential units (SROs)* means an attached room of not more than 250 square feet of floor area, which is occupied by personnel involved with the care and maintenance of the primary dwelling unit, or the associated on-site agricultural, farming or equestrian activities as further specified in Chapter 9.85 of this Code.

\* \* \*

*Supportive housing* is defined in Government Code § 65582 and means housing with no limit on length of stay, that is occupied by the target population, and that is linked to on-site or off-

site services that assist the supportive housing resident in retaining the housing, improving their health status, and maximizing their ability to live and, when possible, work in the community.

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*Target population* is defined in Government Code § 65582 and means persons with low incomes having one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, or individuals eligible for services provided under the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Welfare and Institutions Code § 4500) of the Welfare and Institutions Code) and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people.

\*\*\*

*Transitional housing* is defined in Government Code § 65582 and means buildings configured as rental housing developments, but operated under program requirements that call for the termination of assistance and recirculation of the assisted unit to another eligible program recipient at some predetermined future point in time, which shall be no less than six months from the beginning of the assistance.

**Section 3.** Section 9.25.020 of Title IX, Part III, Chapter 25 of the Bradbury Development Code of the Bradbury Municipal Code is hereby amended by deleting the definition of *Detached living quarters*.

**Section 4.** The following sections of the Bradbury Development Code of the Bradbury Municipal Code are hereby amended to read as follows:

**Sec. 9.61.020. – Permitted uses.**

No person shall use, nor shall any property owner permit the use of any lot classified in any R-7,500 zone for any use, other than the following:

(1) Principal uses.

- a. One single-family dwelling.
- b. Open spaces.
- c. Small residential care facility (six or fewer residents).
- d. Supportive and transitional housing.

(2) Accessory uses.

- a. Accessory buildings or structures.
- b. Accessory living quarters as allowed by Chapter 85 of this title.
- c. Accessory dwelling units as allowed by Chapter 85 of this title.
- d. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.

- e. The keeping of animals as specified in Chapter 124 of this title.

f. The storage of building materials during the construction of any building or part thereof, and for a period of 30 days after construction is completed. The temporary use of portable prefabricated metal storage containers is permitted until construction is completed.

g. Not to exceed one home occupation.

h. Private garages and carports.

i. Open spaces.

j. Manufactured housing units to include mobile homes that comply with the State Housing Code and the City's design guidelines are permitted when installed on a permanent foundation.

(3) Conditional uses.

a. Land reclamation.

#### **Sec. 9.61.040. – Development standards.**

All premises in the R-7,500 zone shall comply with the following standards of development:

(1) *Required lot area.* Each lot in the R-7,500 zone shall have a minimum lot area of not less than 7,500 square feet.

(2) *Lot width.* Each lot or parcel of land in the R-7,500 zone shall have a minimum average width of not less than 60 feet.

(3) *Yards.*

a. *Front yards.* Each lot in the R-7,500 zone shall maintain a front yard area of not less than 20 feet in depth.

b. *Side yards.* Each lot in the R-7,500 zone shall maintain side yards of not less than ten feet in depth.

c. *Rear yards.* Each lot in the R-7,500 zone shall maintain a rear yard of not less than ten feet in depth.

d. *Private streets.* Notwithstanding any other provision of this chapter, no building shall be located closer than 50 feet to any private street or vehicular easement serving more than two parcels of property.

(4) *Minimum dwelling size.* Each dwelling in the R-7,500 zone, exclusive of accessory living quarters and accessory dwelling units, shall have a minimum size of 1,500 square feet. Such square footage shall be exclusive of porches and garages, or other accessory buildings attached to the dwelling.

(5) *Height limits.* No building, structure, or improvement in the R-7,500 zone shall exceed the lesser of:

a. The height approved by the Planning Commission pursuant to the ridgeline and view preservation regulations, Chapter 43, of this title, if applicable; or

b. 28 feet. To the extent that an owner of property seeks to construct a building to a greater height than the limit provided in the zone in which the property is located, relief may be granted through variance proceedings.

All measurements of height shall be made from the finished grade to the highest ridge beam and shall not include the chimneys. Chimneys shall not exceed the minimum height required by this Code or have a width larger than the minimum required for proper draft, plus a facing for the exterior of the flue.

(6) *Off-street parking.* The owner and/or person in possession of each lot or parcel of land in the R-7,500 zone shall have and maintain off-street parking facilities as required by Chapter 103 of this title.

(7) *Roof pitch.* Not more than 20 percent of the roof of any main building may have a pitch of less than 3½:12.

#### **Sec. 9.64.020. – Permitted uses.**

No person shall use, nor shall any property owner permit the use of any lot classified in any R-20,000 Zone for any use, other than the following:

(1) Principal uses.

- a. One single-family dwelling.
- b. Open spaces.
- c. Small residential care facility (six or fewer residents).
- d. Supportive and transitional housing.

(2) Accessory uses.

- a. Accessory buildings or structures.
- b. Accessory living quarters as allowed by Chapter 85 of this title.
- c. Accessory dwelling units as allowed by Chapter 85 of this title.
- d. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.
- e. The keeping of animals as specified in Chapter 124 of this title.
- f. The storage of building materials during the construction of any building or part thereof, and for a period of 30 days after construction is completed. The temporary use of portable prefabricated metal storage containers is permitted until construction is completed.
- g. Not to exceed one home occupation.
- h. Private garages and carports.
- i. Open spaces.
- j. Manufactured housing units to include mobile homes that comply with the State Housing Code and the City's design guidelines are permitted when installed on a permanent foundation.

(3) Conditional uses.

- a. Land reclamation.
- b. Large residential care facility (seven or more residents).

#### **Sec. 9.64.040. – Development standards.**

All premises in the R-20,000 zone shall comply with the following standards of development:

(1) *Required lot area.* Each lot in the R-20,000 zone shall have a minimum lot area of not less than 20,000 square feet.

(2) *Lot width.* Each lot or parcel of land in the R-20,000 zone shall have a minimum average width of not less than 80 feet.

(3) *Yards.*

a. *Front yards.* Each lot in the R-20,000 zone shall maintain a front yard area of not less than 35 feet in depth.

b. *Side yards.* Each lot in the R-20,000 zone shall maintain side yards of not less than 15 feet in depth.

c. *Rear yards.* Each lot in the R-20,000 zone shall maintain a rear yard of not less than 15 feet in depth.

d. *Private streets.* Notwithstanding any other provision of this chapter, no building shall be located closer than 50 feet to any private street or vehicular easement serving more than two parcels of property.

(4) *Minimum dwelling size.* Each dwelling in the R-20,000 zone, exclusive of accessory living quarters and accessory dwelling units, shall have a minimum size of 1,850 square feet. Such square footage shall be exclusive of porches and garages, or other accessory buildings attached to the dwelling.

(5) *Height limits.* No building, structure, or improvement in the R-20,000 zone shall exceed the lesser of:

a. The height approved by the Planning Commission pursuant to the ridgeline and view preservation regulations, Chapter 43, of this title, if applicable; or

b. 28 feet. To the extent that an owner of property seeks to construct a building to a greater height than the limit provided in the zone in which the property is located, relief may be granted through variance proceedings.

All measurements of height shall be made from the finished grade to the highest ridge beam and shall not include the chimneys. Chimneys shall not exceed the minimum height required by this Code or have a width larger than the minimum required for proper draft, plus a facing for the exterior of the flue.

(6) *Off-street parking.* The owner and/or person in possession of each lot or parcel of land in the R-20,000 zone shall have and maintain off-street parking facilities as required by Chapter 103 of this title.

(7) *Roof pitch.* Not more than 20 percent of the roof of any main building may have a pitch of less than 3½:12.

#### **Sec. 9.67.020. – Permitted uses.**

No person shall use, nor shall any property owner permit the use of any lot classified in any A-1 zone for any use, other than the following:

(1) Principal uses.

- a. One single-family dwelling.
- b. Open spaces.
- c. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.

d. Small residential care facility (six or fewer residents).

e. Supportive and transitional housing.

(2) Accessory uses.

a. Accessory buildings or structures.

b. Accessory living quarters as allowed by Chapter 85 of this title.

- c. Accessory dwelling units as allowed by Chapter 85 of this title.
  - d. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.
  - e. The keeping of animals as specified in Chapter 124 of this title.
  - f. The storage of building materials during the construction of any building or part thereof, and for a period of 30 days after construction is completed. The temporary use of portable prefabricated metal storage containers is permitted until construction is completed.
  - g. Not to exceed one home occupation.
  - h. Private garages and carports.
  - i. Open spaces.
  - j. Manufactured housing units to include mobile homes that comply with the State Housing Code and the City's design guidelines are permitted when installed on a permanent foundation.
- (3) Conditional uses.
- a. Land reclamation.
  - b. Large residential care facility (seven or more residents).

#### **Sec. 9.67.040. – Development standards.**

All premises in the A-1 zone shall comply with the following standards of development:

- (1) *Required lot area.* Each lot in the A-1 zone shall have a minimum lot area of not less than one acre.
- (2) *Lot width.* Each lot or parcel of land in the A-1 zone shall have a minimum average width of not less than 100 feet.
- (3) *Yards.*
  - a. *Front yards.* Each lot in the A-1 zone shall maintain a front yard area of not less than 50 feet in depth.
  - b. *Side yards.* Each lot in the A-1 zone shall maintain side yards of not less than 25 feet in depth.
  - c. *Rear yards.* Each lot in the A-1 zone shall maintain a rear yard of not less than 25 feet in depth.
  - d. *Private streets.* Notwithstanding any other provision of this chapter, no building shall be located closer than 50 feet to any private street or vehicular easement serving more than two parcels of property.
- (4) *Minimum dwelling size.* Each dwelling in the A-1 zone, exclusive of accessory living quarters and accessory dwelling units, shall have a minimum size of 2,250 square feet. Such square footage shall be exclusive of porches and garages, or other accessory buildings attached to the dwelling.
- (5) *Height limits.* No building, structure, or improvement in the A-1 zone shall exceed the lesser of:
  - a. The height approved by the Planning Commission pursuant to the ridgeline and view preservation regulations, Chapter 43, of this title, if applicable; or

b. 28 feet. To the extent that an owner of property seeks to construct a building to a greater height than the limit provided in the zone in which the property is located, relief may be granted through variance proceedings.

All measurements of height shall be made from the finished grade to the highest ridge beam and shall not include the chimneys. Chimneys shall not exceed the minimum height required by this Code or have a width larger than the minimum required for proper draft, plus a facing for the exterior of the flue.

(6) *Off-street parking.* The owner and/or person in possession of each lot or parcel of land in the A-1 zone shall have and maintain off-street parking facilities as required by Chapter 103 of this title.

(7) *Roof pitch.* The roof of any building shall have a design slope of a minimum of one-eighth unit vertical in 12 units horizontal (one percent slope) as also required by the most current version of the California Building Code in effect at the time that the plans are submitted for a building permit. Mechanical equipment and appurtenances should not be located on the roof or on the exterior of the building except when necessary and, if necessary, shall be screened. Screening and/or parapets should hide equipment so as not to be visible to a passerby or from an adjacent property, including properties which may be located upslope and with a view of said roof. The approval body may require the applicant to provide documented proof of necessity.

#### **Sec. 9.70.020. – Permitted uses.**

No person shall use, nor shall any property owner permit the use of any lot classified in any A-2 zone for any use, other than the following:

(1) Principal uses.

- a. One single-family dwelling.
- b. Open spaces.
- c. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.
- d. Small residential care facility (six or fewer residents).
- e. Supportive and transitional housing.

(2) Accessory uses.

- a. Accessory buildings or structures.
- b. Accessory living quarters as allowed by Chapter 85 of this title.
- c. Accessory dwelling units as allowed by Chapter 85 of this title.
- d. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.
- e. The keeping of animals as specified in Chapter 124 of this title.
- f. The storage of building materials during the construction of any building or part thereof, and for a period of 30 days after construction is completed. The temporary use of portable prefabricated metal storage containers is permitted until construction is completed.
- g. Not to exceed one home occupation.
- h. Private garages and carports.

- i. Open spaces.
- j. Manufactured housing units to include mobile homes that comply with the State Housing Code and the City's design guidelines are permitted when installed on a permanent foundation.

(3) Conditional uses.

- a. Land reclamation.
- b. Large residential care facility (seven or more residents).

**Sec. 9.70.040. – Development standards.**

All premises in the A-2 zone shall comply with the following standards of development:

(1) *Required lot area.* Each lot in the A-2 zone shall have a minimum lot area of not less than two acres.

(2) *Lot width.* Each lot or parcel of land in the A-2 zone shall have a minimum average width of not less than 120 feet.

(3) *Yards.*

a. *Front yards.* Each lot in the A-2 zone shall maintain a front yard area of not less than 50 feet in depth.

b. *Side yards.* Each lot in the A-2 zone shall maintain side yards of not less than 25 feet in depth.

c. *Rear yards.* Each lot in the A-2 zone shall maintain a rear yard of not less than 25 feet in depth.

d. *Private streets.* Notwithstanding any other provision of this chapter, no building shall be located closer than 50 feet to any private street or vehicular easement serving more than two parcels of property.

(4) *Minimum dwelling size.* Each dwelling in the A-2 zone, exclusive of accessory living quarters and accessory dwelling units, shall have a minimum size of 2,500 square feet. Such square footage shall be exclusive of porches and garages, or other accessory buildings attached to the dwelling.

(5) *Height limits.* No building, structure, or improvement in the A-2 zone shall exceed the lesser of:

a. The height approved by the Planning Commission pursuant to the ridgeline and view preservation regulations, Chapter 43, of this title, if applicable; or

b. 28 feet. To the extent that an owner of property seeks to construct a building to a greater height than the limit provided in the zone in which the property is located, relief may be granted through variance proceedings.

All measurements of height shall be made from the finished grade to the highest ridge beam and shall not include the chimneys. Chimneys shall not exceed the minimum height required by this Code or have a width larger than the minimum required for proper draft, plus a facing for the exterior of the flue.

(6) *Off-street parking.* The owner and/or person in possession of each lot or parcel of land in the A-2 zone shall have and maintain off-street parking facilities as required by Chapter 103 of this title.

(7) *Roof pitch.* The roof of any building shall have a design slope of a minimum of one-eighth unit vertical in 12 units horizontal (one percent slope) as also required by the most current version of the California Building Code in effect at the time that the plans are submitted for a

building permit. Mechanical equipment and appurtenances should not be located on the roof or on the exterior of the building except when necessary and, if necessary, shall be screened. Screening and/or parapets should hide equipment so as not to be visible to a passerby or from an adjacent property, including properties which may be located upslope and with a view of said roof. The approval body may require the applicant to provide documented proof of necessity.

**Sec. 9.73.020. – Permitted uses.**

No person shall use, nor shall any property owner permit the use of any lot classified in any A-5 zone for any use, other than the following:

(1) Principal uses.

- a. One single-family dwelling.
- b. Open spaces.
- c. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.
- d. Small residential care facility (six or fewer residents).
- e. Supportive and transitional housing.

(2) Accessory uses.

- a. Accessory buildings or structures.
- b. Accessory living quarters as allowed by Chapter 85 of this title.
- c. Accessory dwelling units as allowed by Chapter 85 of this title.
- d. Nursery stock, orchards, vineyards, the raising of field crops, tree, berry and bush crops, or vegetable or flower gardening; provided that no roadside stands, or sales offices shall be permitted, nor shall there be permitted any retail sale from the premises or advertising signs of any nature.
- e. The keeping of animals as specified in Chapter 124 of this title.
- f. The storage of building materials during the construction of any building or part thereof, and for a period of 30 days after construction is completed. The temporary use of portable prefabricated metal storage containers is permitted until construction is completed.
- g. Not to exceed one home occupation.
- h. Private garages and carports.
- i. Open spaces.
- j. Manufactured housing units to include mobile homes that comply with the State Housing Code and the City's design guidelines are permitted when installed on a permanent foundation.

(3) Conditional uses.

- a. Land reclamation.
- b. Large residential care facility (seven or more residents).

**Sec. 9.73.040. – Development standards.**

All premises in the A-5 zone shall comply with the following standards of development:

- (1) *Required lot area.* Each lot in the A-5 zone shall have a minimum lot area of not less than five acres.

(2) *Lot width.* Each lot or parcel of land in the A-5 zone shall have a minimum average width of not less than 250 feet.

(3) *Yards.*

a. *Front yards.* Each lot in the A-5 zone shall maintain a front yard area of not less than 50 feet in depth.

b. *Side yards.* Each lot in the A-5 zone shall maintain side yards of not less than 25 feet in depth.

c. *Rear yards.* Each lot in the A-5 zone shall maintain a rear yard of not less than 25 feet in depth.

d. *Private streets.* Notwithstanding any other provision of this chapter, no building shall be located closer than 50 feet to any private street or vehicular easement serving more than two parcels of property.

(4) *Minimum dwelling size.* Each dwelling in the A-5 zone, exclusive of accessory living quarters and accessory dwelling units, shall have a minimum size of 2,500 square feet. Such square footage shall be exclusive of porches and garages, or other accessory buildings attached to the dwelling.

(5) *Height limits.* No building, structure, or improvement in the A-5 zone shall exceed the lesser of:

a. 28 feet, unless the Planning Commission approves a building height in excess of 28 feet;

b. 35 feet, unless the Planning Commission makes all of the following findings:

1. The proposed structure is at least 8,000 square feet in size;

2. The proposed structure does not contain more than two stories;

3. The interior ceiling height of each story is at least ten feet, zero inches;

4. The minimum roof pitch is 5:12;

5. No mechanical equipment shall be located on the roof;

6. The roof structure exceeding 28 feet in height does not contain any flat surfaces other than that which may be required for skylights or similar roof elements;

7. A gable end of a roof and any flat vertical wall surface of such roof must be designed consistent with the designated architectural style of the structure in order to exceed the 28-foot height limit of the zone;

8. The roof plane exceeding 28 feet shall be articulated or divided by dormers or similar architectural features;

9. The proposed project does not negatively impact views of mountains, valleys or ridgelines from the surrounding existing or future dwellings; and

10. The proposed project does not negatively impact the privacy of the surrounding existing or future dwellings.

All measurements of height shall be made from the finished grade to the highest ridge beam and shall not include the chimneys. Chimneys shall not exceed the minimum height required by this Code or have a width larger than the minimum required for proper draft, plus a facing for the exterior of the flue.

(6) *Off-street parking.* The owner and/or person in possession of each lot or parcel of land in the A-5 zone shall have and maintain off-street parking facilities as required by Chapter 103 of this title.

(7) *Roof pitch.* The roof of any building shall have a design slope of a minimum of one-eighth unit vertical in 12 units horizontal (one percent slope) as also required by the most current

version of the California Building Code in effect at the time that the plans are submitted for a building permit. Mechanical equipment and appurtenances should not be located on the roof or on the exterior of the building except when necessary and, if necessary, shall be screened. Screening and/or parapets should hide equipment so as not to be visible to a passerby or from an adjacent property, including properties which may be located upslope and with a view of said roof. The approval body may require the applicant to provide documented proof of necessity.

**Section 5.** Section 9.49.020 of Title IX, Part IV, Chapter 49 of the Bradbury Development Code of the Bradbury Municipal Code is hereby deleted.

**Sec. 9.49.020. – [Deleted]**

**Section 6.** Section 9.49.025 of Title IX, Part IV, Chapter 49 of the Bradbury Development Code of the Bradbury Municipal Code is hereby added to read as follows:

**Sec. 9.49.025 – Large Residential Care Facility – Requirements.**

In addition to meeting the development standards of the zone in which the large residential care facility is conditionally permitted and the requirements for a conditional use permit, such use shall meet the following additional requirements:

- (1) The use shall be required to obtain a business license in accordance with Title XIII of this Code.
- (2) The Care Facility shall be required to provide one additional parking space on the Property for each employee.
- (3) The Care Facility shall be required to meet the parking requirements of Chapter 9.103 of the Bradbury Development Code, plus provide one additional parking space for each adult resident beyond six adult residents. All parking spaces shall be required to be provided on the property.

**Section 7.** Section 9.49.030 of Title IX, Part IV, Chapter 49 of the Bradbury Development Code of the Bradbury Municipal Code is hereby amended to read as follows:

**Sec. 9.49.030. – Findings and decision.**

Before any conditional use permit is granted, the Planning Commission shall make the following findings:

- (1) That the site for the proposed use is adequate in size, shape, topography and circumstances;
- (2) That the site has sufficient access to streets and highways, adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;
- (3) That there are sufficient utilities and capacity in the utility systems to accommodate the use;
- (4) That there is sufficient parking to accommodate the use;
- (5) That the use meets the requirements of the Development Code; and

(6) That the proposed use will not have an adverse effect upon the use, enjoyment or valuation of adjacent property or upon the public welfare.

**Section 8.** Chapter 85 of Title IX, Part V of the Bradbury Development Code of the Bradbury Municipal Code is hereby amended to read as follows:

**CHAPTER 85. – ACCESSORY LIVING QUARTERS AND ACCESSORY DWELLING UNITS**

**Sec. 9.85.010. – Permitted.**

(1) One SRO unit attached to the main dwelling and one of the following - accessory dwelling unit, guest house or bunk house, on each legally created parcel of land in the R-7,500 zone, subject to the applicable development standards of the zone and this chapter. Single-room occupancy developments are not allowed in this zone.

(2) One SRO unit attached the main dwelling, one accessory dwelling unit, and one guest house or bunk house, on each legally created parcel of land in the R-20,000 zone, subject to the applicable development standards of the zone and this chapter. Single-room occupancy developments are not allowed in this zone.

(3) One SRO unit attached to the main dwelling, one accessory dwelling unit, and one single room occupancy development, guest house or bunk house in the A-1, A-2 and A-5 zones, subject to the applicable development standards of the zone and this chapter.

**Sec. 9.85.020. – Development standards for accessory living quarters.**

(1) Maximum size. Accessory living quarters shall be limited to the following maximums:

Zone	Single room occupancy (SRO) unit	Single room occupancy (SRO) development	Accessory dwelling unit	Guest House or Bunk House
R-7,500	250 sq. ft.	Not permitted	1,200 sq. ft.	1,200 sq. ft.
R-20,000	250 sq. ft.	Not permitted	1,200 sq. ft.	1,200 sq. ft.
A-1	250 sq. ft.	1 unit per acre to a maximum of 3 SRO units per lot	1,500 sq. ft.	1,500 sq. ft.
A-2	250 sq. ft.	1 unit per acre to a maximum of 5 SRO units per lot	2,000 sq. ft.	2,000 sq. ft.
A-5	250 sq. ft.	1 unit per acre to a maximum of 10 SRO units per lot	2,500 sq. ft.	2,500 sq. ft.

(2) Accessory living quarters are permitted only on residential lots which are developed with a main single-family residence.

(3) Accessory living quarters, must comply with the Bradbury Residential Code, applicable at the time the plans for the building permits for the accessory living quarters are submitted.

(4) 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.

(5) The maximum allowed height for a detached accessory living quarter unit or building shall not exceed 28 feet.

(6) No accessory living quarter shall exceed one-story in height.

(7) The owner of the property must occupy either the main dwelling unit or an accessory living quarter unit.

(8) A minimum of one on-site parking space shall be provided for each accessory living quarter, in addition to the parking requirement for the main single-family dwelling. 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 main and accessory units. Tandem parking is not permitted to meet this off-street parking requirement.

(9) Single room occupancy ("SRO") residential units and buildings are subject to the following additional requirements:

(a) Each SRO unit shall have a minimum floor area of 150 square feet and a maximum floor area of 250 square feet.

(b) Each SRO unit shall have a private toilet in an enclosed compartment with a door and a sink and a private bathing facility including a shower.

(c) Each SRO unit shall have a separate closet.

(d) Kitchens shall not be provided in the individual SRO unit. In the case of a SRO development, common kitchen facilities, dining rooms, and laundry facilities shall be provided.

(e) Each SRO development shall have a cleaning supply room or utility closet with a wash tub with hot and cold running water.

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

(g) SRO units shall only be occupied by house personnel involved in the care and maintenance of the primary dwelling, the premises in general, or the associated on-site, agricultural and/or equestrian activities and their family members.

(h) SRO units shall be offered for rent or occupancy in conjunction with employment on a monthly basis or longer.

**Sec. 9.85.030. – Accessory Living Quarters – Neighborhood compatibility review; standards.**

All development of accessory living quarters in excess of 400 square feet of enclosed floor area shall be subject to the procedures for neighborhood compatibility review and approval pursuant to Chapter 40 of this title. In addition to the standards and determinations required by Chapter 40 of this title, the following findings shall be required for approval of accessory living quarters having an enclosed floor area in excess of 400 square feet:

(1) 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.

(2) 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.

(3) 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. 9.85.040. – Accessory Dwelling Units – [Reserved]**

**Sec. 9.85.050. – Abatement of nonconforming uses.**

No nonconforming accessory living quarter(s) or accessory dwelling unit 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.

**Section 9.** Title IX, Part IV of the Bradbury Development Code of the Bradbury Municipal Code is hereby amended to add a Chapter 29 that is to read as follows:

**CHAPTER 29 – REASONABLE ACCOMMODATION PROCEDURES FOR DISABLED PERSONS**

**Sec. 9.29.010. – Purpose and applicability.**

(1) Purpose. The purpose of this section is to establish a procedure for disabled persons, or their representatives, to request a reasonable accommodation from the City's zoning laws, building codes, and land use regulations, policies, and procedures to provide disabled persons with an opportunity to use and enjoy housing equal to that of non-disabled persons.

(2) Who may apply. A request for a reasonable accommodation may be made by any disabled person, his or her representative, or a developer or provider of housing for disabled persons, when the application of a zoning law, building code provision, or other land use regulation, policy, or practice acts as a barrier to a disabled person's equal opportunity to use and enjoy housing.

(3) What can be requested. A request for a reasonable accommodation may include a modification to or exception from the rules, standards, or practices for the siting, development, or use of housing or housing related facilities, to allow a disabled person an equal opportunity to use and enjoy housing in accordance with the fair housing laws. Requests for a reasonable accommodation shall be made in the manner prescribed by this Chapter.

**Sec. 9.29.020. – Reviewing authority.**

(1) A request for a reasonable accommodation shall be reviewed by the City Manager or the City Manager's designee, unless it is related to a discretionary land use application for the same site area that requires review by the Planning Commission, in which case the Planning Commission shall be the reviewing authority. The City Manager may, in his or her discretion, refer applications to the Planning Commission for consideration.

(2) Variance not required. Where the improvements or modifications approved through a request for a reasonable accommodation would otherwise require a variance, a variance shall not be required.

**Sec. 9.29.030. – Review procedure.**

(1) City Manager review. The City Manager, or designee, shall consider an application and issue a written determination. At least ten calendar days before issuing a written determination on the application, the City Manager shall mail notice to the applicant and adjacent property owners that the City will be considering the application, advising of the standards for issuing an accommodation, and inviting written comments on the requested accommodation.

(2) Planning Commission review. The processing procedures for the discretionary land use application before the Planning Commission shall govern the processing of the request for a reasonable accommodation. If the reasonable accommodation is referred to the Planning Commission by the City Manager and there is no other discretionary application, then the Planning Commission shall hold a public hearing within 45 days after the application is deemed complete and shall issue a written determination within 60 calendar days after such public hearing. Written notice of a hearing to consider the application shall be mailed ten calendar days prior to the meeting to the applicant and adjacent property owners.

(3) Ability to require additional information. If the reviewing authority believes that additional information is necessary to reach a determination on any request for a reasonable accommodation, then the reviewing authority may request further information from the applicant. The reviewing authority's request shall specify in detail the requested information. In the event a request for further information is made, the applicable time period to issue a written determination shall be stayed until the applicant fully responds to the request for information. If an individual needs assistance in submitting the application for a reasonable accommodation, the City shall provide assistance to ensure that the process is accessible. The applicant and the City may agree at any time to extend the time period(s) set forth in this section.

**Sec. 9.29.040. – Application submittal.**

Notwithstanding any other requirements of this section, a request for a reasonable accommodation shall be made on a form supplied by the City and shall include the following information:

(1) The applicant's or representative's name, mailing address, daytime phone number, and email address, if applicable;

(2) The address of the property for which the request is being made;

(3) The specific code section, regulation, procedure, or policy of the City from which relief is sought;

(4) A site plan or illustrative drawing showing the proposed accommodation, if applicable;

(5) An explanation of why the specified code section, regulation, procedure, or policy is denying, or will deny a disabled person equal opportunity to use and enjoy the dwelling;

(6) The basis for the claim that the fair housing laws apply to the applicant and evidence satisfactory to the City supporting the claim, which may include a letter from a medical doctor or other licensed health care professional, a disabled license, or any other appropriate evidence;

(7) A detailed explanation of why the accommodation is reasonable and necessary to afford the disabled person an equal opportunity to use and enjoy the dwelling; and

(8) Any other information required to make the findings required by Sec. 9.29.050 of this section consistent with the fair housing laws.

(9) A reasonable accommodation does not affect or negate an individual's obligation to comply with other applicable regulations that are not the subject of the requested accommodation.

(10) No application fee shall be required to process an application for a reasonable accommodation pursuant to this section. However, application fees shall be required for any concurrent development application and any other permits that may be required to construct or otherwise implement the reasonable accommodation.

(11) While a request for a reasonable accommodation is pending, all laws and regulations otherwise applicable to the property that is the subject of the request shall remain in full force and effect.

#### **Sec. 9.29.050. – Findings and conditions of approval.**

Required findings. The reasonable accommodation shall be approved, with or without conditions, if the reviewing authority finds, based upon all of the evidence presented, that all of the following findings can be made:

(1) The dwelling that is the subject of the request for reasonable accommodation will be occupied by a disabled person;

(2) The requested accommodation is necessary to provide a disabled person with an equal opportunity to use and enjoy a dwelling;

(3) The requested accommodation will not impose an undue financial or administrative burden on the City, as defined in the fair housing laws; and

(4) The requested accommodation will not require a fundamental alteration to the City's zoning or building laws, policies, and/or procedures, as defined in the fair housing laws. In considering whether the accommodation would require such a fundamental alteration, the reviewing authority may consider, among other factors:

(a) Whether the requested accommodation would fundamentally alter the character of the neighborhood;

(b) Whether the requested accommodation would result in a substantial increase in traffic or insufficient parking;

(c) Whether the requested accommodation would substantially undermine any express purpose of either the City's General Plan or an applicable specific plan; and

(d) Whether the requested accommodation would create an institutionalized environment due to the number of, and distance between, facilities that are similar in nature or operation.

#### **Sec. 9.29.060. – Decision.**

(1) The reviewing authority's written decision shall set forth the findings and any conditions of approval. The decision and notice of the right to appeal shall be mailed to the applicant, and to any person having provided written comment on the application. The approval of a reasonable accommodation shall be subject to any reasonable conditions imposed on the approval that are consistent with the purposes of this section or the General Plan, or are appropriate to protect the

public health, safety, or welfare. The reviewing authority may approve an alternative reasonable accommodation that provides the applicant an opportunity to use and enjoy a dwelling equivalent to that provided by the specific accommodation requested by the applicant, where such alternative accommodation would reduce impacts to neighboring properties or the surrounding area. The written decision of the reviewing authority shall be final, unless appealed or ordered for City Council review in the manner set forth in Chapter 16 of this Development Code.

(2) Prior to the issuance of any permits related to an approved reasonable accommodation, the applicant, or property owner if different, shall record a covenant in the County Recorder's Office, in a form approved by the City Attorney, acknowledging and agreeing to comply with the terms and conditions of the approved reasonable accommodation. A reasonable accommodation is granted to an individual(s) and shall not run with the land, unless the City Manager finds, at the time of approval of the accommodation, that the modification is physically integrated with the structure and cannot feasibly be removed or altered.

#### **Sec. 9.29.070. – Expiration and discontinuance.**

(1) Expiration. Any reasonable accommodation approved in accordance with the terms of this section shall expire within 12 months from the effective date of the approval, or at an alternative time specified in the approval, unless:

- (a) A building permit has been issued and construction has commenced;
- (b) The right granted by the accommodation has been exercised; or
- (c) A time extension has been granted by the City Manager.

(2) Discontinuance. A reasonable accommodation shall lapse if the exercise of rights granted by it is discontinued for 180 consecutive days. In addition, if the disabled person for whom the reasonable accommodation was granted vacates the residence, the reasonable accommodation shall remain in effect only if:

(a) The City Manager determined pursuant to Sec. 9.29.060 that the reasonable accommodation shall run with the land, or

(b) Another disabled person who requires the accommodation to have an equal opportunity to use and enjoy the dwelling now occupies the dwelling. The City Manager may request that the person seeking to retain the accommodation provide documentation that the occupants are disabled persons and the existing accommodation is necessary for them to have an equal opportunity to use and enjoy the dwelling. Failure to provide such documentation within ten days of the date of a request by the City shall constitute grounds for discontinuance by the City of a previously approved reasonable accommodation.

#### **Sec. 9.29.080. – Revocation or modification.**

(1) If the City Manager determines that evidence could be presented to the Planning Commission that may support grounds for revocation or modification of an approved reasonable accommodation, and the City Manager believes that the Planning Commission may find that such evidence is adequate to support revocation or modification of the reasonable accommodation, then the City Manager may initiate a revocation proceeding before the Planning Commission.

(2) Upon initiation of a revocation proceeding, the Planning Commission shall hold a public hearing regarding the possible revocation or modification of the reasonable accommodation. Notice of such hearing shall be provided in the same manner as the notice

required to be provided in Sec. 9.29.030. The Planning Commission, after such hearing, may revoke or modify the reasonable accommodation if the Planning Commission determines that:

(a) There has been a change in the disabled person's use of the property or need for the reasonable accommodation that negates the basis for the approval of the reasonable accommodation;

(b) The application, or other information presented to the City in conjunction with the request for a reasonable accommodation, included false information; or

(c) Any of the conditions or terms of such approval are violated, or any law or ordinance is violated in connection therewith.

(3) Upon revocation of the reasonable accommodation, the property shall be brought into compliance with any zoning regulations or other laws, policies, or procedures from which a deviation was granted to allow the reasonable accommodation.

**Section 10.** CEQA. The City Council hereby determines that this Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000 et seq.), pursuant to Section 15061(b)(3) under the general rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment.

**Section 11.** Severability; Continuation of Provisions. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance. The City Council of the City of Bradbury hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases hereof be declared invalid or unenforceable. To the extent the provisions of the Bradbury Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this Ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

**Section 12.** The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 201\_.

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Richard G. Barakat  
Mayor

ATTEST:

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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. 362, 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 \_\_\_\_\_, 201\_\_, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

**AYES:**

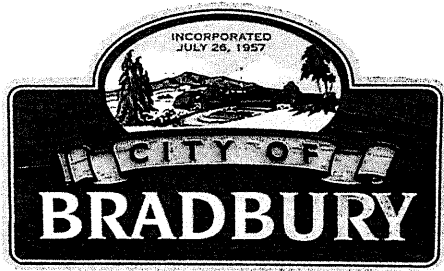
**NAYS:**

**ABSENT:**

**ABSTAIN:**

---

Claudia Saldana  
City Clerk  
City of Bradbury



*Richard Barakat, Mayor (District 3)*  
*Richard Hale, Mayor Pro Tem (District 1)*  
*Monte Lewis, Council Member (District 2)*  
*Bruce Lathrop, Council Member (District 4)*  
*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: January 15, 2019

SUBJECT: **ORDINANCE NO. 363 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING TITLE XI OF THE BRADBURY MUNICIPAL CODE TO REVISE CHAPTER 2, GENERAL SANITATION.**

ATTACHMENTS: 1. Ordinance No. 363

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### **SUMMARY**

Ordinance No. 363 cleans up language in the City's adoption of the County's Public Health Code. There is no significant impact in the adoption of Ordinance No. 363, other than to ensure the code reads correctly.

Staff recommends that the City Council adopt, waive reading in full, and authorize reading by title only of Ordinance No. 363, and read the title of Ordinance No. 363, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING TITLE XI OF THE BRADBURY MUNICIPAL CODE TO REVISE CHAPTER 2, GENERAL SANITATION."

### **DISCUSSION**

Bradbury Municipal Code Section 11.02.010 – Adoption of the Public Health Code currently reads:

*The City hereby adopts as its own public health code, Chapter 8.04 of Title 8 and Titles 11 of the Los Angeles County Code as they are now constituted as of January 2017, as amended in the future by Los Angeles County and approved of by the*

FOR CITY COUNCIL AGENDA 1-15

AGENDA ITEM # 1.E

*City Council, to the extent that they do not conflict and/or are inconsistent with the City Code as it is now constituted and as amended in the future.*

Ordinance No. 363 alters Section 11.02.010 by the following:

The City hereby adopts as its own public health code, Chapter 8.04 of Title 8, and the entirety of Titles 11 of the Los Angeles County Code, as they are now constituted as of January 2017~~November 30, 2018~~, as amended in the future by Los Angeles County and approved of by the City Council, to the extent dt that they do not conflict with and ~~or~~ are not inconsistent with the City Code as it is now constituted and as amended in the future.

Staff recently discovered some inconsistencies with the City's previous adoption of the County's Public Health Code. Ordinance No. 363 alters the language to ensure the code reads correct and updates the City's adoption of the County's code to a more recent period. There is no expected impact to the City in adopting Ordinance No. 363 other than for the code to read correctly.

### **FINANCIAL ANALYSIS**

The adoption of Ordinance No. 363 presents no significant fiscal impact to the City's budget.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council adopt, waive reading in full, and authorize reading by title only of Ordinance No. 363, and read the title of Ordinance No. 363, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING TITLE XI OF THE BRADBURY MUNICIPAL CODE TO REVISE CHAPTER 2, GENERAL SANITATION."

# **ATTACHMENT #1**

## **ORDINANCE NO. 363**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING TITLE XI OF THE BRADBURY MUNICIPAL CODE TO REVISE CHAPTER 2, GENERAL SANITATION**

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

#### **Section 1. Findings and Purpose. The City Council finds and declares as follows:**

##### **11.02.010. Adoption of Public Health Code.**

The City hereby adopts as its own public health code, Chapter 8.04 of Title 8, and the entirety of Title 11 of the Los Angeles County Code, as they are now constituted as of November 30, 2018, as amended in the future by Los Angeles County and approved of by the City Council, to the extent that they do not conflict with and/or are inconsistent with the City Code as it is now constituted and as amended in the future.

**Section 2.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid by a final judgment of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subdivision, sentence, clause, phrase, or portion of this Ordinance irrespective of the fact that one or more sections, subdivisions, sentences, clauses, phrases, or portions of this Ordinance be declared invalid.

**Section 3.** All required proceedings and considerations precedent to the adoption of this Ordinance have been regularly taken in accordance with applicable law.

**Section 4.** The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published according to law.

**Section 5.** This Ordinance shall take effect thirty days after its passage and adoption as provided in Government Code Section 36937.

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of January, 2019.

\_\_\_\_\_  
Richard Barakat, Mayor

ATTEST:

\_\_\_\_\_  
Claudia Saldana, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Cary Reisman, City Attorney

"I, Claudia Saldana, City Clerk of the City of Bradbury, hereby certify that the foregoing ordinance, being Ordinance No. 363, was introduced at a regular meeting of the City Council held on December 18, 2018, and signed, approved and adopted this 15<sup>th</sup> day of January, 2019 by the following vote:

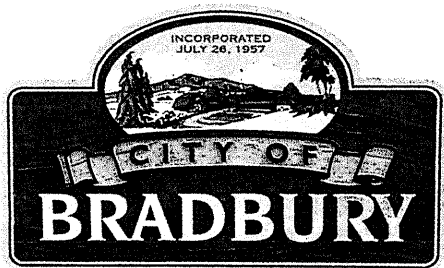
AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Claudia Saldana, City Clerk



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

## City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Scarlett Santos Leon, Management Analyst

DATE: January 15, 2019

SUBJECT: **Award of CalRecycle Grant Proposals**

ATTACHMENTS: 1. City of Azusa Project Proposal  
2. City of Duarte Project Proposal  
3. Request for Grant Proposals

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### **SUMMARY**

During the October meeting, the City Council directed Staff to move forward with the Request for Grant Proposals to expend surplus CalRecycle funds. The City released a Request for Grant Proposals to solicit proposed projects from neighboring cities, educational institutions, and nonprofit organizations. As a result, the City received proposals from the cities of Azusa and Duarte.

After an evaluation of the proposed projects, Staff recommends that the City Council allocate funding for both projects.

### **DISCUSSION**

During the October meeting, the City Council directed Staff to move forward with the Request for Grant Proposals to expend an amount of \$5,000 of surplus CalRecycle funds. The City released a Request for Grant Proposals to solicit proposed projects from neighboring cities, educational institutions, and nonprofit organizations. In order to promote the grant opportunity, the City reached out to various organizations including the school districts and local governments of Arcadia, Azusa, Duarte, and Monrovia. In addition, nonprofits such as the Boy Scouts and Girl Scouts in the surrounding cities, and YMCA in Monrovia were included in the outreach process. As a result of these efforts, the City received project proposals from the cities of Azusa and Duarte.

The City of Azusa is seeking \$2,500 to support their ongoing Discovery Club and conduct activities to promote recycling and environmental awareness. Information on the proposed project is included in Attachment 1.

The City of Duarte is seeking \$2,500 to fund its annual Earth Day celebration. In previous years, the cities of Bradbury and Duarte have collaborated to raise awareness on the importance of keeping a clean and safe environment. Further information on the event is included in Attachment 2.

Should the City Council approve awarding the grant funds to the proposed recipients, Staff will include information on Azusa's Discovery Club program and Duarte's Earth Day in the monthly newsletter to inform Bradbury residents of the program and event available to them.

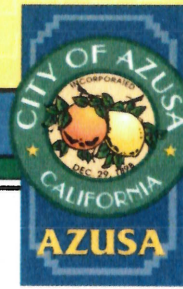
### **FINANCIAL ANALYSIS**

The City of Bradbury annually receives \$5,000 from CalRecycle which establishes strict requirements on how the funds can be utilized. The funds cannot be used for General Fund purposes. During the November 2018 meeting, the City Council directed Staff to move forward with the grant program to facilitate the expenditure of \$5,000 of the \$7,400 surplus funds. Should the City Council approve funding for the proposed projects, there will not be any fiscal impact on the City's General Fund monies.

### **STAFF RECOMMENDATION**

After an evaluation of the proposed projects, Staff recommends that the City Council allocate funding for both projects.

# **ATTACHMENT #1**



The Canyon City — Gateway to the American Dream

Scarlett Santos Leon  
Management Analyst  
City of Bradbury  
600 Winston Avenue  
Bradbury, CA 91008

December 13<sup>th</sup>, 2018

Dear Ms. Santos Leon:

The Azusa City Library is seeking \$2,500 from the City of Bradbury's Beverage Container Recycling Grant to support our ongoing Discovery Club program and conduct activities to promote recycling and environmental awareness.

We first implemented the Discovery Club program in the spring of 2018, made possible by this grant. Due to the success of the project, we believe continuing this program will help provide the tools necessary for engaging after-school science activities. Additionally, this project will also enhance the Library's existing programs for youths and families.

Enclosed is our grant proposal. If you have any questions please do not hesitate to contact me.

Sincerely,

Leila Hassen  
Library Services Manager  
Azusa City Library  
Tel (626) 812-5279  
Fax (626) 334-4868  
lhassen@AzusaCa.gov

A.

The Azusa City Library is seeking \$2,500 in grant funding from the City of Bradbury to continue its Discovery Club series, a weekly activity-based science club for students in grades 3-5. This program is dedicated to instructional activities about recycling, sustainable resources, and renewable energy. The Discovery Club will run as a 5-week series of programs.

Additionally we will also create another component for the Discovery Club, titled Innovation Lab, which will engage students in problem solving activities with real world applications. The Innovation Lab will be based on the scientific principles learned in the Discovery Club and promote a team work approach with problem-solving projects.

B.

Azusa is a working-class city of 49,864 residents, located 27 miles northeast of Los Angeles and situated at the Foothills of the Angeles National Forest. The mission of the Library is to nourish minds, transform lives, and build community. In keeping with this philosophy, we are continually seeking ways to bring innovative programs to the community.

Some key statistics:

\*Estimated population of Azusa is 49,864 (library currently serves 65,843 borrowers)

\*According to census.gov, 16.4% of residents are estimated to be living below the poverty line.

\*Total enrollment for students in the Azusa Unified School District (AUSD) is 8,270

\*82.5% of K-12 students attending AUSD schools participate in the National School Lunch Program (NSLP) according to the California Department of Education. This is an increase from 80.3% in the previous year.

The Library is seeking funds to start the next series of Discovery Club in April 2019. The Discovery Club will meet every Wednesday after school, from 3:30-5 pm. The Innovation Lab will debut in May 2019 with weekly meetings, also taking place on Wednesdays from 3:30-5 pm. The charts on pages 5 and 6 of the proposal detail meeting dates along with weekly lesson plans.

The focus of this series will be to guide youths through science-related experiments to promote environmental awareness. The Library is a natural meeting place for many families. With this free series and access to a wide array of materials, we anticipate the Discovery Club will continue to be well-attended and popular among youths.

We have identified the following outputs and related outcomes as part of our goal:

**Project Outputs:**

1 Discovery Club with 5 meetings

5 Instructional booklets developed for each meeting of the Discovery Club

1 Innovation Lab with 3 meetings

20 new Science Experiment kits created and made available for checkout

**Project Outcomes:**

85% of Discovery Club/Innovation Lab participants will gain an understanding of scientific principles

85% of participants will learn how to apply scientific methods to environmental challenges

85% of participants will utilize team work methods to address environmental challenges

95% of participants will understand the importance of recycling and renewable energy

100% of participants will have access to newly created Science Experiment kits

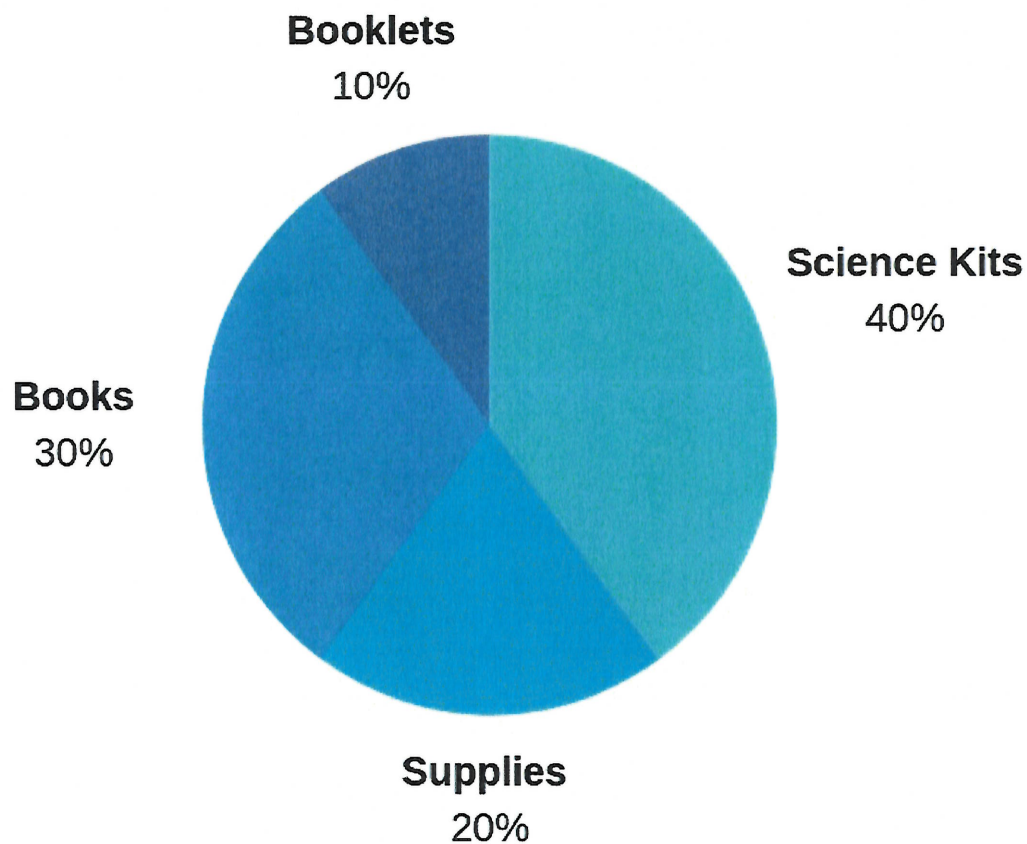
C.

We are seeking a budget of \$2,500 to continue the Discovery Club and its components. The budget breakdown is as follows:

# Project Budget Distribution

Discovery Club/Innovation Lab 2019

\$2,500 Requested



Science Experiment Kits for checkouts \$1,000

Supplies for The Discovery Club/Innovation Lab \$500

Books \$750

Booklets/Handouts for the Discovery Club and Innovation Lab  
\$250

D.

The point of contact for this project will be Leila Hassen, Library Services Manager at the Azusa City Library.

E.

The City of Bradbury will be recognized as a sponsor of this program through commemorative labels on print materials purchased with grant funds, along with a special mention on all our publicity. Bradbury families will also be welcome to attend the Discovery Club and Innovation Lab meetings and borrow materials related to the program.

F.

This will be an ongoing project. The Library was awarded a CalRecycle grant through the City of Bradbury in 2018 to create the Discovery Club, add science-themed books to the youth collection, and create 15 Science Experiment kits and make them available for checkout. The funding received from this grant helped provide families with the tools necessary for a creative and engaging learning environment.

Some results we noted from the 2018 project:

- \*An average of 28 youths in grades 3-5 attended each session of the Discovery Club

- \*60% of the participants attended at least 4 or more of the 7 weekly sessions

- \*90% of parents requested the Library conduct additional sessions of the Discovery Club

- \*All 15 Science Experiment kits had been borrowed by patrons from the Library within one month of being made available

- \*100% of participants surveyed noted they learned about the value of recycling

G.

**Discovery Club Meeting Dates and Lessons**

<b>WEEK</b>	<b>DATE</b>	<b>LESSON</b>
1	WEDNESDAY APRIL 3	5 types of energy. Solar power solutions.
2	WEDNESDAY APRIL 10	5 Types of energy. Wind power.
3	WEDNESDAY APRIL 17	How a recycling center works. Sorting center activity.
4	WEDNESDAY APRIL 24	Where does garbage go? Lesson about plastics and landfills. Composting activity with recycled plastic bottles and soil.
5	WEDNESDAY MAY 1	How rainwater travels and the causes of water pollution.

## Innovation Lab Meeting Dates and Projects

WEEK	DATE	PROJECT
1	WEDNESDAY MAY 15	The applications of solar energy. Teams will build solar powered crafts from recyclable materials.
2	WEDNESDAY MAY 22	DIY Wind Power challenge. Teams will build wind turbines and learn how they supply communities with energy.
3	WEDNESDAY MAY 29	Design a recycling center with a team. List challenges and observations.

All activities are set to conclude by May 29<sup>th</sup>, 2019. The Library will have books and science kits available to the public year-round so that we may continue to promote recycling and environmental education.

# **ATTACHMENT #2**

**Request for Grant Proposal  
for  
CITY OF DUARTE BEVERAGE CONTAINER  
RECYCLING GRANT FUNDS**

**City of Bradbury  
ATTN: Management Analyst  
600 Winston Avenue  
Bradbury, CA 91008**

November 27, 2018

City of Bradbury  
ATTN: Management Analyst  
600 Winston Avenue  
Bradbury, CA 91008

Dear Colleague;

The City of Duarte and Bradbury honor the Earth annually with a variety of joint community volunteer projects in the month of April. The yearly Earth Day celebration, historically sponsored by several entities including Burrtec Waste Industries, the City of Bradbury, and the Volunteer Center of the San Gabriel Valley, collectively work together to support activities that teach our participants about the importance of keeping our earth clean and safe.

Last year, with the help of all of our generous sponsors, the Earth Day celebration consisted of planting trees at Bradbury City Hall, mulching at Lena Valenzuela Park, and cleaning up retail parking lots along Huntington Drive and Buena Vista Street. Over 60 volunteers, including teens from the Duarte Area Resource Team (D.A.R.T) and Cardinals Helping Youth Live Life (CHYLL), participated in the day's activities along with staff from Duarte and Bradbury.

Attached you will find the Earth Day 2018 project budget. The document breaks down how our \$3,300.00 event budget was distributed to have a successful event. The City of Bradbury kindly donated \$2,000.00 towards Earth Day 2018. The Duarte City Manager's Office did not exceed the budget. We are requesting that the City of Bradbury donate \$2,500.00 this year. With this grant, Bradbury will continue to be incorporated into the 2019 Earth Day program and be part of the beautification programs completed by our volunteers. In addition, you will also find a copy of the flyer the City used to promote Earth Day in 2018. The flyer was posted in numerous areas including the Duarte Newsletter and Social Media outlets: Twitter, Instagram, and Facebook.

Please feel free to contact me regarding any questions about this proposal via email at [herrerakaren@accessduarte.com](mailto:herrerakaren@accessduarte.com) or by calling (626) 357-7931 ext. 221. The City of Duarte thanks you for your consideration and ongoing support.

Sincerely,



Karen Herrera  
Deputy City Manager

# EARTH DAY 2018

## 04.21.2018

### SPONSORS/BUDGET:

GROUP	GRANT/SPONSORSHIP
SGV VOLUNTEER CENTER	\$500.00
BURRTEC	\$500.00
CITY OF BRADBURY	\$2,000.00
CAL AM WATER	Water donation
---	Tree donations
EDISON	\$300.00
<b>TOTAL:</b>	<b>\$3,300.00</b>

### EXPENDITURES:

T-SHIRTS (60 TOTAL)	<b>\$611.40</b>
LUNCH	<u>Tropicana</u> 5 sandwich trays fruit tray cookie tray <b>\$344.93</b>  <u>Smart and Final</u> Soda Juice box Orange juice Granola Bars Mini muffins Utensils Plates Yogurts Fruit Napkins <b>\$209.90</b>
DECORATIONS/GIFTS	Balloons and Stress Balls <b>\$55.79</b> Streamers <b>\$8.54</b> Pins <b>\$33.00</b> Water bottles <b>\$0.00</b> LARA Bags <b>\$0.00</b>

ARTS AND CRAFTS PROJECT	Home Depot Soil Succulents Shovels <b>\$578.82</b>  Flower Pots <b>\$59.79</b> Seeds <b>\$0.00</b> Markers <b>\$0.00</b> Stickers <b>\$9.98</b>
PLANTS	<b>\$1,057.59</b>
MULCH	<b>\$0.00</b>
PRIZES FOR GAMES	<b>\$65.00</b>
BRADBURRY PLANTING PROJECT	<b>\$265.26</b>
TOTAL	<b>\$3,300.00</b>

April 21, 2018

# Earth DAY

9:00 am - 1:00 pm

*Duarte Teen Center  
1400 Buena Vista St. Duarte, CA*

*Join the Cities of Duarte and Bradbury for  
Earth Day festivities! Sign up to volunteer and  
enjoy a day of learning, art, food, and more!*

To volunteer contact Iliana Garcia before April 13<sup>th</sup>, 2018  
[igarcia@accessduarte.com](mailto:igarcia@accessduarte.com) or (626) 357-7931 ext. 267



EDISON  
INTERNATIONAL



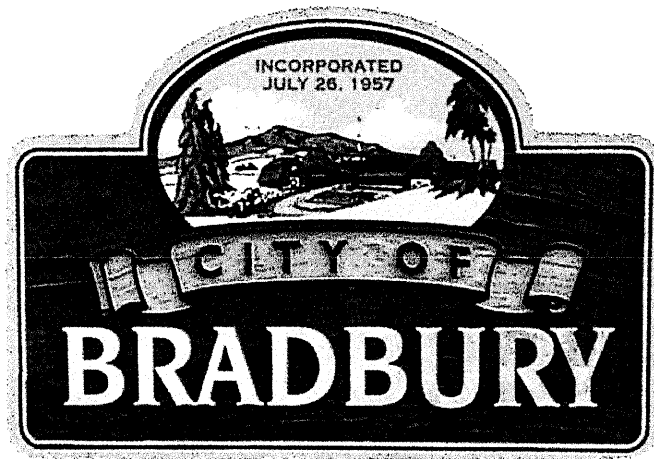
William Center of San Gabriel Valley  
FUNDAMENTAL CHANGING THE WORLD



[www.accessduarte.com](http://www.accessduarte.com)



# **ATTACHMENT #3**



**Request for Grant Proposals**

**for**

**BEVERAGE CONTAINER RECYCLING GRANT FUNDS**

Circulation Date:  
Monday, October 22, 2018

Proposal Submission Deadline:  
Friday, December 14, 2018

**City of Bradbury**  
**600 Winston Avenue**  
**Bradbury, CA 91008**

## **THE CITY OF BRADBURY**

The City of Bradbury is a small, residential/equestrian-orientated community of approximately 1,000 nestled at the base of the San Gabriel Mountains in Los Angeles County. Incorporated since July 26, 1957, the City is a true “contract city.” It has a small full-time staff and contracts for many of the services provided to its residents. The community encompasses 1.9 square miles, and includes 3.2 miles of public streets and roads. Bradbury is bordered on the west by the City of Monrovia, on the south and east by the City of Duarte. It is a General Law City operating under the City Council/City Manager form of government. The City Manager oversees all city functions.

The City Council strives to provide the very highest level of service to its residents and is very responsive to resident concerns.

## **OVERVIEW**

The California Beverage Container Recycling and Liter Reduction Act provides funding to cities and counties for beverage container recycling programs. The funding source is the California Redemption Value (CRV) premium that is paid when consumers purchase beverages in glass bottles, cans, and plastic containers. Funding is typically distributed to cities and counties on an annual basis based on a per capita formula. Each year, the City of Bradbury receives these restricted funds from CalRecycle to conduct beverage container recycling programs.

Currently, the City has an excess fund amount of approximately \$5,000. As a result, the City is currently soliciting for proposed projects from cities, educational institutions, and nonprofits located in the Cities of Bradbury, Duarte, Monrovia, Arcadia, and Azusa to partner with in expending these excess restricted beverage container recycling grant funds from CalRecycle.

Proposals will be received by the City of Bradbury and reviewed by the City Council for consideration during the January Council meeting on January 15, 2019 for award. Although the number of grants awarded will be dependent on the number of submissions received, individual grants requests shall not exceed \$2,500 per award. Once grants are awarded, awardees are expected to expend funds within six (6) months of issuance.

Interested grantees shall submit their proposal response documents and any additional information by email at [ssantosleon@cityofbradbury.org](mailto:ssantosleon@cityofbradbury.org) or by mail to:

City of Bradbury  
ATTN: Scarlett Santos Leon  
600 Winston Avenue  
Bradbury, CA 91008

City of Bradbury – Request for Grant Proposals  
Beverage Container Recycling

Proposals must be submitted by Friday, December 14, 2018 at 4:00 p.m. Respondents are encouraged to contact the City with any questions or concerns.

### **PROPOSAL REQUIREMENTS**

The City of Bradbury respectfully requests the following information be included as part of proposal submissions:

- A. Name of organization from which you are seeking funds.
- B. A detailed description of the project/request.
- C. Information on the project budget, including the dollar amount requested, and a detailed listing of any expenses for the project. Detail of any other project funding, if applicable.
- D. Designation of a single point of contact for coordination of the project, including any contact information.
- E. Description on how the City of Bradbury will be incorporated and/or will benefit from the project.
- F. Information on if the grant request relates to an ongoing project or projects, and information on how long the project or program has been operating.
- G. Project start and end date, including any relevant timelines.

Any additional terms or conditions, which are deemed necessary for entering into an agreement with the City, should be attached or incorporated as part of the proposal.

### **RESTRICTIONS & REGULATIONS**

Pursuant to California Public Resources Code section 14581(a)(3)(C), these funds shall not be used for activities unrelated to beverage container recycling or litter reduction. Eligible activities include, but are not necessarily limited to:

- New or existing curbside recycling programs
- Neighborhood drop-off recycling programs
- Public education promoting beverage container recycling
- Litter reduction and cleanup where the waste stream includes beverage containers that will be recycled
- Cooperative relational efforts among two or more cities or counties
- Other beverage container recycling programs

*Litter Clean-Up Event.* If you are sponsoring a litter cleanup event, in which beverage containers are part of the waste stream and are being recycled, program funds may be used to pay for charges related to the cleanup. This may include supplies (i.e., bags, liners, grabbers, and gloves), personnel, and safety items (i.e., water, vests, and goggles). However, giveaways, incentives, food and/or promotional T-shirts are ineligible expenditures.

*Promotional Items.* In accordance with the governor's director, promotional items are ineligible expenses under CalRecycle's grant programs.

*Ineligible Activities/Items.* Any activity/items unrelated to beverage container recycling or litter reduction to include, but are not limited to:

- Recycled Content Products
- Pet/BioBag Waste Bags
- Monetary/Gift Card Rewards for Recycling Activities/Challenges
- Trash Containers Only
- Activities solely related to used oil, E-waste, household hazardous waste, organics, cardboard recycling, and waste
- Items or services whose cost is covered by another CalRecycle Grant

Eligibility of projects are subject to review and approval by both the City of Bradbury CalRecycle. Projects must meet CalRecycle's guidelines listed in Attachment #1. For questions regarding restrictions please contact the City prior to submission. For additional information, please visit [www.calrecycle.ca.gov](http://www.calrecycle.ca.gov)

#### **OTHER PROPOSAL INFORMATION**

##### **Applicable Laws Shall Apply**

The proposal(s) awarded shall be governed in all respect by the laws of the State of California. The organization awarded grant funds shall comply with applicable Federal, State, and local laws, ordinances, regulations, and permits.

##### **Expenses Incurred**

There is no expressed or implied obligation for the City to reimburse responding organizations for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

##### **Late Submissions**

Any proposal received after the time specified may not be accepted or considered.

**Withdrawal of Proposal**

The City of Bradbury retains at all times the right to cancel or withdraw this proposal, to refuse to accept a proposal from any respondent, and to modify or amend any portion of this proposal.

**STAFF CONTACT**

All questions regarding this proposal shall be directed to:

City of Bradbury  
ATTN: Scarlett Santos Leon  
600 Winston Avenue  
Bradbury, CA 91008  
Phone: (626) 358-3218  
FAX (626) 303-5154

**CONTRACT COMMENCEMENT AND COMPLETION**

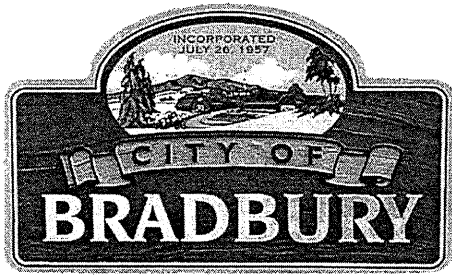
The selected organization may be required to enter into an Agreement with the City for the project.

**LIMITATION AND RESERVATIONS**

This document does not commit the City to award of project, to pay any costs incurred in preparation of a response to this proposal, or to procure or contract for services or supplies.

**Attachment(s)**

1. Cal Recycle – Beverage Container Recycling City/County Payment Program Guidelines, Fiscal Year 2017-18



*Richard Barakat, Mayor (District 3)*  
*Richard Hale, Mayor Pro Tem (District 1)*  
*Monte Lewis, Council Member (District 2)*  
*Bruce Lathrop, Council Member (District 4)*  
*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: January 15, 2019

**SUBJECT: PARKING PERMIT PROCESS**

ATTACHMENTS: 1. Bradbury Parking Request Form  
2. Bradbury Municipal Code, Section 4.01.1000 & Section 4.01.1010

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### SUMMARY

The City of Bradbury has restricted street parking in various locations throughout the community. Due to street parking limitations, residents must submit a parking permit application (Attachment #1) to request street parking for special events on certain streets.

It has recently come to Staff's attention that parking on part of Winston Avenue and all of Royal Oaks Drive North do not comply with regulations for allowable street parking. The elimination of parking on Royal Oaks Drive North would cause a significant problem for the retirement community, and they are requesting use of the City Hall back lot for their parking needs during their occasional events.

Staff recommends that the City Council review the City's parking permit application review process and provide further direction to Staff on the parking compliance issues and the retirement community's request to use the City Hall back lot.

### DISCUSSION

The City of Bradbury has restricted street parking in various locations throughout the community. Due to street parking limitations, residents must submit a parking permit application to request street parking for special events. The request form template is approximately 20-years old.

In the 2017 calendar year, the City received forty (40) parking permit applications of which two (2) requests were denied due to conflicts with other events. From January to May 2018, the City received fifteen (15) parking permit applications of which one application was not approved due to conflicting hours with the street sweeping schedule. The history of parking permit applications indicates that while they are not frequently requested, there is a desire for a parking permit process.

According to the Bradbury Municipal Code, Section 4.01.1000 and 4.01.1010 (Attachment #2), the City Manager has the authorization to grant a parking permit to a resident or homeowner's association to park on the street for a limited period of time due to a special event.

The current parking permit form covers the City Hall front lot, City Hall back lot, and the public streets of Winston Avenue, Royal Oaks Drive North, Lemon Avenue, and Braewood Drive. Recent requests to park on Lemon Avenue have essentially been eliminated since parking can occur on the south side of the street, as the north side is the only side restricted. However, it has come to Staff's attention that there are problems associated with the City allowing parking on part of Winston Avenue and Royal Oaks Drive North.

#### *Winston Avenue*

On Winston Avenue, the area from City Hall south to Royal Oaks North is approximately 27.5' wide, which is barely sufficient to accommodate parking on the east side. Just north of City Hall, the curb on the east side of the road shifts approximately 3-feet towards the centerline of the road, decreasing the width to only 24.5'. If a vehicle were to park on the one side of the street, it would only leave 16 to 17 feet for 2-way traffic, which is very tight. Staff recommends not allowing on-street parking north of City Hall on Winston Avenue.

#### *Royal Oaks Drive North*

Royal Oaks Drive North is too narrow to accommodate any type of parking. As such, Staff recommends not allowing on-street parking on Royal Oaks Drive North. Unfortunately, this poses a significant problem for the retirement community, as they are the main requestors of parking permits for their events.

#### *City Hall Back Parking Lot Request*

Staff has had an initial conversation with the Executive Director of the retirement community, and there is concern about not being able to park on Royal Oaks Drive North. The retirement community is already short on parking, and the elimination of the street parking would cause significant problems for their occasional events. As such, they are requesting use of the City Hall back parking lot when their special events arise. Although specifics have not been discussed, the Executive Director is open to both financial and contractual negotiations for use of the City's back lot.

### **FINANCIAL ANALYSIS**

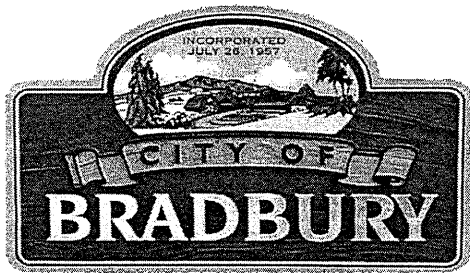
The review of the parking permit process does not present a significant fiscal impact. The elimination of parking on Royal Oaks Drive North and part of Winston Avenue does not present a significant fiscal impact.

With Staff speaking to the Executive Director, there appears to be an understanding that use of the back lot may occur a cost to the retirement community. The Executive Director is open to financial negotiations with the City for the use of it.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council review the City's parking permit application review process and provide further direction to Staff on the parking compliance issues and the retirement community's request to use the City Hall back lot.

# **ATTACHMENT #1**



## CITY OF BRADBURY PARKING PERMIT

### Parking Request Form

Upon completion, please fax to City Hall at (626) 303-5154.

Date of Application: \_\_\_\_\_

\_\_\_\_\_  
Name (please print) Address Phone Number

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated Number of Vehicles: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Is Event Open to the Public: \_\_\_\_\_

Has the Home Owner's Association been notified? (if applicable) Y N

Request for Guest Parking on:

\_\_\_\_\_ City Hall front lot \_\_\_\_\_ City Hall back lot

\_\_\_\_\_ Public Streets (circle appropriate streets)

Winston Avenue

Lemon Avenue

Royal Oaks Drive North (north)

Braewood Drive

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPROVED:** \_\_\_\_\_

**NOT APPROVED:** \_\_\_\_\_

**Conditions of Approval:**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Expires

# **ATTACHMENT #2**

Sec. 4.01.1000. - Stopping, standing or parking on city streets during certain hours.

- (a) No person shall park any motor vehicle or leave standing any motor vehicle for a period exceeding two hours between the hours of 7:00 a.m. and 6:00 p.m. on any day except Sunday on Braewood Drive.
- (b) No person shall park any motor vehicle or leave standing any motor vehicle between the hours of 4:00 a.m. and 5:00 a.m. on those certain public streets as set forth below:
  - (1) Mount Olive Drive.
  - (2) Mount Olive Lane.
- (c) Upon application to the City Manager on a form created for such purpose, any resident or homeowner's association may be granted authority to park on the streets or portions of streets described in subsections (a) or (b) for a limited period of time as required due to a special event.

(Prior Code, § 3202; Ord. No. 338, § 1(3202), 10-21-2014; Ord. No. 354, § 1, 3-20-2018)

Sec. 4.01.1010. - No parking areas.

- (a) No person at any time shall park any motor vehicle or stop any motor vehicle except as may be necessary to comply with an order or command of any enforcement officer on any streets or portions of streets hereinafter set forth:
  - (1) Bradbury Hills Lane, both sides, for the entire length thereof.
  - (2) Bradbury Hills Road, both sides, for the entire length thereof.
  - (3) Bradbury Road, east side only, for the entire length thereof.
  - (4) Lemon Avenue, north side only, for the entire length thereof.
  - (5) Mount Olive Drive northerly of Woodlyn Lane to the City limits.
  - (6) Royal Oaks Drive North, both sides, for the entire length thereof.
  - (7) Winston Avenue, both sides, for the entire length thereof.
  - (8) Woodlyn Lane, within gated area, both sides, for the entire length thereof.
  - (9) Woodlyn Lane, outside gated area, both sides, for entire length thereof.
- (b) Upon application to the City Manager on a form created for such purpose, any resident or homeowner's association may be granted authority to park on the streets or portions of streets described in subsection (a) for a limited period of time as required due to a special event.

(Prior Code, § 3204; Ord. No. 338, § 1(3204), 10-21-2014; Ord. No. 354, § 2, 3-20-2018)