

# **AGENDA**

**Regular Meeting of the Bradbury City Council  
To be held on Tuesday, October 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 City Council at the same meeting.

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

### **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 three (3) 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 September 17, 2019
- B. Resolution No. 19-25: Demands and Warrants for October 2019
- C. Monthly Investment Report for the month of September 2019
- D. Resolution No. 19-26: Calling for the Holding of a General Municipal Election on Tuesday, March 3, 2020
- E. Resolution No. 19-27: Requesting the Board of Supervisors of the County of Los Angeles to Consolidate a General Municipal Election to be held on March 3, 2020
- F. Resolution No. 19-28: Adopting Regulations for Candidates for Elective Office pertaining to Candidate Statements
- G. Adoption of Ordinance No. 366: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING THE BRADBURY MUNICIPAL CODE TO ADD MINIMUM LOT FRONTAGE REQUIREMENTS, UPDATE THE INTERSECTION VISION CLEARANCE REQUIREMENT, AND UPDATE THE OFFICIAL ZONING MAP
- H. City Attorney Assignment/Assumption Agreement
- I. Designation of Subrecipient's Agent Resolution for Hazard Mitigation Grant Program

**2. Discussion on the Digitization of the City's Building Permits**

The City currently finalizes building permits in paper form. It is recommended that the City Council direct Staff on contracting with File Keepers for an amount of less than \$10,000 to digitize all of the City's building permits.

**3. Discussion on Altering the City's Overnight Parking Regulations**

This item is a discussion on the City's overnight parking regulations. It is recommended that the City Council review the streets where overnight parking is and is not allowed and direct Staff on how to proceed.

**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 Hale**

**Mayor Pro-Tem 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*

**Councilmember 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*



## 7. Items for Future Agendas

### CLOSED SESSION

#### CALL TO ORDER/ROLL CALL

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

#### PUBLIC COMMENT – REGARDING CLOSED SESSION ONLY

#### RECESS TO CLOSED SESSION:

- A. **Conference with Labor Negotiator:**  
Government Code Section 54957.6  
City Representative: City Manager Kevin Kearney  
Unrepresented Employee: Management Analyst
- B. **Conference with Legal Counsel – Pending Litigation**  
Pending Litigation pursuant to Government Code sec.  
54956.9, (d)(1) - *City of Bradbury v. Zhingying (USA) Capitals, Inc.* -  
L.A. Superior Court Case No. 19GDCP00356

#### RECONVENE TO OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN

#### ADJOURNMENT

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, November 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, October 11, 2019, at 5:00 p.m."*

  
CITY CLERK - CITY OF BRADBURY



**MINUTES OF A REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF BRADBURY  
HELD ON TUESDAY, SEPTEMBER 16, 2019**

**MEETING CALLED TO ORDER:**

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

**ROLL CALL:**

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

ABSENT: None

STAFF: City Manager Kearney, City Attorney Reisman, City Planner Kasama, City Clerk Saldana and Management Analyst Santos Leon

**APPROVAL OF AGENDA:**

Councilmember Lathrop proposed to move up the AQMD Presentation from item #4 to item #2. Councilmember Barakat made a motion to approve the agenda to proceed with City business as amended. Councilmember Lathrop 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.

Councilmember Lathrop stated that he has a conflict of interest in regards to item #5 (Sign Board at Royal Oaks Elementary School) and will abstain from the discussion.

**PUBLIC COMMENT:**

Ray Poke with South California Edison stated that SCE has filed its wildfire mitigation plan with the Public Utilities Commission (PUC) in February 2019. SCE has launched a community outreach effort aimed at raising awareness about what the company is doing to address wildfire risk.

**CONSENT CALENDAR:**

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

- A. Minutes – Regular Meeting of August 20, 2019
- B. Resolution No. 19-23: Demands & Warrants for September 2019
- C. Monthly Investment Report for the month of August 2019
- D. Ordinance No. 364: Amending the Bradbury Municipal Code regarding Property Maintenance Standards
- E. Ordinance No. 365: Amending the Bradbury Municipal Code regarding the Public Safety Committee
- F. Final Acceptance and Filing of Notice of Completion: 2018-2019 Slurry Seal Project



**ITEMS PULLED FROM  
CONSENT CALENDAR:**

Councilmember Lathrop wished to pull item A (August Minutes) and item D (Ordinance No. 364) from the Consent Calendar for discussion. Councilmember Lathrop had two changes to the minutes (Animal Control Agreement and COPS Funding).

Councilmember Lathrop suggested the following change to Section 12 of Ordinance No. 364: Any *motor* vehicle parking on unpaved areas which are not designated as driveways. The ordinance is written to read: Any vehicle or trailer parking on unpaved areas which are not designated as driveways. Mayor Hale and Councilmember Barakat did not agree with the change and Mayor Pro-Tem Lewis stated that the Council had agreed on "any vehicle or trailer" at the last meeting.

**MOTION TO ADOPT  
ORDINANCE NO. 364:**

Councilmember Barakat made a motion to adopt Ordinance No. 364 as written. Mayor Pro-Tem Lewis seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

Motion passed 4:1

**MOTION TO APPROVE  
CONSENT CALENDAR:**

Mayor Pro-Tem Lewis made a motion to approve the Consent Calendar (minus items D) with the minutes as amended. Councilmember Barakat seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

Motion passed 5:0

**PRESENTATION -AQMD  
AIR QUALITY UPDATE:**

Michael Cacciotti, South Coast AQMD Governing Board Member and South Pasadena Councilmember, gave brief updates on the following topics, programs and incentives:

- South Coast AQMD Air Monitoring
- Challenges to Meeting Air Quality Health Standards
- Health Impacts
- Volkswagen Settlement (2019)
- Voucher Incentive Program (VIP)
- South Coast AQMD Incentive Programs
- Residential EV Charger Incentive Program
- Commercial Electric Lawn and Garden Equipment Incentive & Exchange Program
- Residential Electric Lawn Mower Rebate Program
- Furnace Rebate Program



**PUBLIC HEARING – MID TERM UPDATE  
OF THE HOUSING ELEMENT AND  
ADOPTION OF RESOLUTION NO.19-24:**

City Planner Kasama stated that State law requires that cities include in their General Plan a Housing Element that covers and eight-year period. The City of Bradbury adopted its current Housing Element in November 2014 for the 2013-2021 planning period. The State also requires a mid-term update of the Housing Element. Before the City Council tonight is the draft Mid-Term Update, which has been reviewed by the State Housing and Community Development Department and has been found to meet the statutory requirements of State Housing Element law.

**PLANNING COMMISSION REVIEW:**

The draft Mid-Term Update was reviewed by the Planning Commission at their August 28, 2019 meeting. The Planning Commission adopted Resolution No. PC 19-284 to recommend that the City Council adopt the Mid-Term Update.

**RECOMMENDATION:**

It is recommended that the City Council open the public hearing and solicit testimony on the draft Mid-Term Update, close the public hearing, and determine that the Mid-Term Update is to be adopted as drafted with an exemption under CEQA, and approve a motion to adopt Resolution No. 19-24 for adoption of the Mid-Term Update.

**PUBLIC HEARING OPENED:**

Mayor Hale opened the public hearing asking those wishing to speak in favor or opposition to come forward and be heard.

**PUBLIC HEARING CLOSED:**

There being no public input, Mayor Hale declared the public hearing closed.

**MOTION TO ADOPT RESOLUTION  
NO. 19-24 ADOPTING THE  
MID-TERM UPDATE TO THE  
2014-2021 HOUSING ELEMENT:**

Mayor Pro-Tem Lewis made a motion to adopt Resolution No. 19-24:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, ADPTING THE MID-TERM UPDATE TO ITS 2014-2021 HOUSING ELEMENT WITH AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

Councilmember Barakat seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: None

Motion passed 5:0

**PUBLIC HEARING –  
ORDINANCE NO. 366  
DEVELOPMENT CODE UPDATE:**

City Planner Kasama stated that two development matters that have recently been discussed are flag lots and intersection visibility. Staff was directed to amend the development standards to preclude flag lots and update the visibility regulations. A draft ordinance was prepared and reviewed by the Planning Commission at their August 28, 2019 meeting. The Planning Commission adopted Resolution No. PC 19-285 to recommend approval of the proposed Development Code amendments.



Ordinance No. 366 has been drafted with Development Code amendments to add minimum lot frontage requirement, update the intersection vision clearance requirements, and to update the Official Zoning Map.

**RECOMMENDATION:**

It is recommended that the City Council open the public hearing and solicit testimony on proposed Ordinance No. 366:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING THE BRADBURY MUNICIPAL CODE TO ADD MINIMUM LOT FRONTAGE REQUIREMENTS, UPDATE THE INTERSECTION VISION CLEARANCE REQUIREMENTS, AND UPDATE THE OFFICIAL ZONING MAP

**PUBLIC HEARING OPENED:**

Mayor Hale opened the public hearing asking those wishing to speak in favor or opposition to come forward and be heard.

**PUBLIC HEARING CLOSED:**

There being no public input, Mayor Hale declared the public hearing closed.

**DISCUSSION:**

Councilmember Lathrop wanted know if property owners can still apply for a flag lot configuration through a variance or specific plan. City Planner Kasama replied yes.

Councilmember Lathrop also had concerns regarding the 20-foot vision clearance for corner lots, stating that the minimum should be zone specific.

Mayor Hale stated that corner is corner with the same visual impact.

City Planner Kasama stated that the Ordinance is intended for public safety.

**MOTION:**

Mayor Pro-Tem Lewis made a motion to determine that the ordinance is exempt under CEQA and introduced Ordinance No. 366 for introduction and first reading, by title only. Councilmember Bruny seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: None

Motion passed 5:0

**DISCUSSION WITH DUSD SUPERINTENDENT REGARDING A SIGN BOARD AT ROYAL OAKS ELEMENTARY SCHOOL IN EXCHANGE FOR EASEMENTS AT THE SCHOOL AS PART OF THE MOUNT OLIVE LANE SEWER PROJECT:**

City Manager Kearny reported that staff received approval from the City Council in May 2017 to move forward with plans and engineering for the design of the Mount Olive Sewer Project. The design is almost complete, but requires easements from the Duarte Unified School District. The District is ready to execute the easement documents, but is requesting that Bradbury participate in the design and purchase of an electronic sign board. The overall cost for the sign board is \$90,000 and DUSD is asking for half (\$45,000) from the City of Bradbury.



**RECOMMENDATION:**

It is recommended that the City Council discuss with the Superintendent an amount acceptable to fund the electronic sign board so that staff can continue moving forward with the Mount Olive Lane Sewer Project. Once an amount is agreed upon, the City Council should determine if funds to pay for the sign should be included in the reimbursement district or paid from the General Fund Balance.

**SUPERINTENDENT  
GORDON AMERSON:**

DUSD Superintendent Gordon Amerson addressed the City Council stating that since January 2019 he has been engaged with his team in an ongoing conversation with the City of Bradbury regarding the project to construct a sewer line along the northern edge of the Royal Oaks STEAM Academy property line.

The District Team is prepared to move forward with recommending to the DUSD Board of Education to grant the easement. During the course of the conversation, a discussion began about partnering with the City of Bradbury to assist with the cost of installing a digital marquee. The District realizes that \$45,000 is not a small request but believes that both the District and the City of Bradbury can benefit from partnering on this project.

**DISCUSSION:**

Councilmember Barakat stated that Royal Oaks Elementary doesn't have many Bradbury students and inquired if DUSD is only going to grant the easement if the City agrees to contribute \$45,000 for the electronic sign board. Superintendent Amerson replied no, that is not the case.

Councilmember Barakat did not wish to put the burden of paying for the electronic sign board on the homeowners and suggested that the City contribute \$25,000. Councilmember Bruny countered with \$30,000 and Mayor Pro-Tem Lewis offered \$40,000. Councilmember Barakat agreed to contribute \$40,000 and asked that the School District dedicate a plaque on the marquee to the City of Bradbury in recognition of the funding partnership.

**MOTION:**

Mayor Pro-Tem Lewis made a motion to match 50% for the electronic sign board at Royal Oaks Elementary school with a cap of \$40,000. Councilmember Bruny seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: None

ABSTAIN: Councilmember Lathrop

Motion passed 4:0

Superintendent Amerson thanked the City Council for their kind contribution.



**MATTERS FROM THE CITY MANAGER:** City Manager Kearney had nothing to report.

**MATTERS FROM THE CITY ATTORNEY:** City Attorney Reisman had nothing to report.

**MATTERS FROM THE CITY COUNCIL:**

**MAYOR HALE:** Nothing to report

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

**COUNCILMEMBER BRUNY:** Nothing to report

**COUNCILMEMBER LATHROP:** The Duarte Education Foundation Fundraiser Dinner will be held on October 19 at a private residence in the Duarte Mesa. Tickets are \$50 per person. Councilmember Bruny added that the Foundation helps teachers with grants.

**COUNCILMEMBER BARAKAT:** Nothing to report

**ITEMS FOR FUTURE AGENDAS:** None

**CLOSED SESSION**

**ROLL CALL:** Mayor Hale, Mayor Pro-Tem Lewis, Councilmembers Bruny, Lathrop, Barakat, City Manager Kearney and City Attorney Reisman

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

**RECESS TO CLOSED SESSION:** **Public Performance Evaluation**  
Government Code Section 54957(b)(4)  
Title: Building & Safety

**RECONVENE TO OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN:** City Attorney Reisman reported that the City Manager was instructed on how to proceed. No formal votes were taken.

**ADJOURNMENT:** At 8:11 p.m. Mayor Hale adjourned the meeting to Tuesday, October 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. 19-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRADBURY, CALIFORNIA,  
APPROVING DEMANDS AND WARRANTS NO. 15677 THROUGH NO. 15692  
(PRE-RELEASED CHECKS)  
AND DEMANDS AND WARRANTS NO. 15693 THROUGH NO. 15715  
(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 \$3,972.00 (pre-released Checks) and \$65,198.37 at October 15, 2019 from the General Checking Account.

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

<b><u>Check</u></b>	<b><u>Name and (Due Date)</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
15677	California American Water (10/21/19)	<u>Water Service for:</u> 600 Winston Ave Acct. #101-16-6400 1775 Woodlyn Lane Acct. #200-48-6400	\$11.45   <u>\$732.20</u> \$743.65
15678	California American Water (10/4/19)	<u>Water Service for:</u> 301 Mt Olive Dr Irrigation 2410 Mt Olive Ln Irrigation 2256 Gardi Street Acct. #200-48-6400	\$287.72 \$69.65 <u>\$59.86</u> \$417.23
15679	Burrtec Waste Industries (8/31/10)	Aug 2019 Street Sweeping Acct. #200-48-7290	\$313.14
15680	Molly Maid (9/22/19)	City Hall Cleaning Service for September 18, 2019 Acct. #101-16-6460	\$105.00
15681	CougarMountain (10/11/19)	Two Hours Customer Support Acct. #101-14-6230	\$400.00
15682	ProPet Distributors (10/27/19)	DOGIPOT Litter Pick Up Bags Acct. #102-42-7630 (UUT)	\$150.10
15683	Time Warner Cable (10/10/19)	Spectrum Business Internet Acct. #101-16-6230	\$124.98



<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
15684	Delta Dental (9/10/19)	<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
15685	Vision Service Plan (10/1/19)	<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
15686	The Standard (10/1/19)	<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
15687	Southern California Edison (10/15/19)	City Hall Utilities Acct. #101-16-6400	\$349.19
15688	Southern California Edison (10/15/19)	Street Lights for Mt. Olive/Gardi Acct. #200-48-6400	\$33.06
15689	The Gas Company (10/14/19)	City Hall Utilities Acct. #101-16-6400	\$15.81
15690	Staples Credit Plan (10/15/19)	Office Supplies Acct. #101-16-6200 Copier (black toner) Acct. #101-16-6200 Commercial Shredder Acct. #113-20-4500 (Tech Fund)	\$137.47  \$193.57  <u>\$246.36</u> \$577.40
15691	Frontier Communications (10/16/19)	Telephone Service (fire alarm line) Acct. #101-23-7420	\$118.50
15692	Pasadena Humane Society (10/7/19)	Animal Control Services for July 2019 Acct. #101-25-7000	\$270.61

**Total Pre-Released Checks** **\$3,972.00**



**REGULAR CHECKS:**

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
15693	B and H Signs (8/9/19)	Refurbish City of Bradbury Redwood Sign on Mount Olive Drive Acct. #103-21-7025	\$450.08
15694	California Professional Painting (10/1/19)	Painting of City Hall Storage Shed Acct. #103-21-7020	\$1,410.00
15695	Wallin, Kress, Reisman & Kranitz (10/8/19)	<u>City Attorney:</u> Retainer for Sep 2019 Acct. #101-15-7020 Code Enforcement (243 Barranca) Acct. #101-23-7450 Chadwick Ranch Acct. #103-00-2039 Oak View Estates Acct. #103-00-2039 Costs Advanced (243 Barranca) Acct. #101-23-7450	\$2,650.00 \$3,705.00 \$3,315.00 \$227.50 <u>\$212.07</u> \$10,109.57
15696	Claudia Saldana (10/3/19)	Mileage Reimbursement Acct. #101-13-6050	\$35.38
15697	Green Leaf (9/30/19)	Remove Pine Tree with Stump Location: Civic Center Acct. #217-00-4210	\$1,000.00
15698	Kevin Kearney (9/30/19)	Mileage Reimbursement Acct. #101-12-6050	\$263.20
15699	Kevin Kearney (Oct 2019)	Monthly Cell Phone Allowance Acct. #101-12-6440	\$75.00
15700	Kevin Kearney (9/18/19)	Reimbursement: Lunch with Rolling Hills and Hidden Hills Parking in LA Acct. #101-12-1025	\$38.22 <u>\$35.00</u> \$73.22
15701	Michael Baker International (9/13/19)	Chadwick Ranch Estates Project Acct. #103-00-2039	\$3,280.00
15702	City of Monrovia (10/33/19)	Bradbury Transportation Services for October 2019 Acct. #203-40-7625 (Prop A)	\$704.07



<b><u>Check</u></b>	<b><u>Name and (Due Date)</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
15703	Pavement Coatings Co. (8/27/19)	Retention for 2018-19 Slurry Seal Project Acct. #210-48-7755	\$13,627.12
15704	Pasadena Humane Society (9/30/19)	Animal Control Services for Sep 2019 Acct. #101-25-7000	\$1,595.67
15705	Post Alarm Systems (9/5/19)	City Hall Monitoring for Nov 2019 Fire & Intrusion Systems Acct. #101-23-7420	\$119.21
15706	LA County Public Works (9/24/19)	Catch Basin Trash Insert Maintenance Acct. #02-42-7630 (UUT)	\$233.87
15707	LA County Public Works (10/7/19)	CSR 266891 Sewer Services Speed Pole on Mount Olive Trail Acct. #206-50-7600	\$2,619.19
15708	LA County Public Works (9/9/19)	Traffic Signal Maintenance Mt Olive Lane Sewer Project Acct. #206-50-7601	\$440.37
15709	Southern California Edison (10/42/19)	Street Lights Acct. #200-48-6410	\$761.78
15710	LA County Sheriff's Dept. (9/10/18)	Sep 2019 Law Enforcement Services Acct. #101-23-7410	\$9,876.78
15711	TeamLogic IT of Pasadena (10/1/19)	Computer Services & Supplies Acct. #101-16-6230	\$590.00
15712	UltraSystems Environmental (10/2/19)	Preparation of an EIR Chadwick Estates Ranch Project Acct. #103-00-2039	\$3,082.50
15713	U.S. Bank (9/30/19)	Custody Charges for Sep 2019 Safekeeping Fees Acct. #101-14-7010	\$76.25



<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>	
15714	U.S. Bank Corporate Payment Systems (9/23/19)	<u>Kevin Kearney Visa Card:</u> MMASC Annual Conference Acct. #101-12-6020	<b><u>\$430.00</u></b>	
15714	U.S. Bank Corporate Payment Systems (9/23/19)	<u>Claudia Saldana Visa Card:</u> MyFax (Aug & Sep) Acct. #101-16-6230	\$40.00	
		Big Lots Stores	\$20.36	
		Big Lots Stores	\$15.06	
		Acct. #101-16-6450		
		USPS (postage)	\$3.80	
		Acct. 101-16-2120		
		USPS (stamps)	\$110.00	
		Acct. 101-2602120		
		USPS (code enforcement)	<u>\$13.90</u>	
		Acct. 101-23-7450	<b><u>\$203.12</u></b>	
15714	U.S. Bank Corporate Payment Systems (9/23/19)	<u>Scarlett Santos Leon Visa Card:</u> Amazon.com (flag) Acct. #101-16-6450	\$44.93	
		Calif Women Leading Government WLG Roundtable	\$35.00	
		Acct. #101-16-6020		
		Broadvoice	<u>\$175.88</u>	
		Acct. #101-12-6440	<b><u>\$255.81</u></b>	\$888.93
15715	VCA Code Group (9/16/19)	<u>Jul/Aug 2019 Professional Services:</u> City Planner (Retainer) Acct. #101-20-7210	\$3,900.00	
	(9/18/19)	City Planner (Hourly Services) Acct. #101-20-7210	\$6,352.50	
		Plan Check Services Acct. #101-20-7220	<u>\$3,633.68</u>	\$13,886.18
<b>Total Regular Checks</b>			<b>\$65,198.37</b>	



**PAYROLL for October 2019:**

ACH	Kevin Kearney (Oct 2019)	Salary: City Manager Acct. #101-12-5010 Withholdings Acct. #101-00-2011	\$10,000.00  <u>(2,236.85)</u>	  \$7,763.15
ACH	Claudia Saldana (Oct 2019)	Salary: City Clerk Acct. #101-13-5010 Withholdings Acct. #101-00-2011	\$5,118.67  <u>(1,303.81)</u>	  \$3,814.86
ACH	Scarlett Santos Leon (Oct 2019)	Salary: Management Analyst Acct. #101-16-5010 Withholdings Acct. #101-00-2011 PERS Employee Share Acct. #101-16-5010	\$4,025.67  (867.46)  <u>(271.73)</u>	    \$2,886.48
ACH	Lisa Bailey (Oct 2019)	Finance Director (Sep 2019) 22.67 x \$82.94/hour Acct. #101-14-5010 Withholdings Acct. #101-00-2011	  \$1,879.99  <u>(277.42)</u>	    \$1,602.57
			<b>Total Payroll</b>	<b>\$16,067.06</b>

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

EFT	Aetna (Oct 2019)	<u>Health Insurance for Oct 2019:</u> City Manager Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$1,571.55  \$896.07  <u>\$411.47</u>	   \$2,879.09
EFT	EDD (Oct 2019)	State Tax Withholdings SDI Acct. #101-00-2011	\$763.37 <u>\$210.25</u>	 \$973.62
EFT	Dept. of Treasury Internal Revenue Service (Oct 2019)	Federal Tax Withholdings Social Security Medicare (Employee's portion of Social Security and Medicare is matched by the City) Acct. #101-00-2011	\$2,103.56 \$2,607.02 <u>\$609.70</u>	  \$5,320.28



EFT	California PERS (Oct 2019)	City Manager Acct. #101-12-5100	\$1,498.77	
		City Clerk Acct. #101-13-5100	\$762.61	
		Management Analyst Acct. #101-16-5100	<u>\$552.92</u>	\$2,814.30
EFT	California PERS (Oct 2019)	Unfunded Accrued Liability UAL Payment (Classic)	\$309.78	
		UAL Payment (Pepra) Acct. #101-16-6240	<u>\$41.81</u>	\$351.59

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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. 19-25, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 15th day of October, 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  
BRADBURY CIVIC CENTER  
600 WINSTON ST  
BRADBURY CA 91008

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$63.03	08/17/19	10/15/19	2340173931
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HAMMERMILL COPY PLUS 85 X	122374	1.0000 EA	\$63.99	\$63.99
STAPLES MINI METAL BINDER	566942	1.0000 EA	\$8.39	\$8.39
AVERY READY INDEX MONTHLY	257451	1.0000 EA	\$5.49	\$5.49
AVERY READY INDEX NUMERIC	384286	1.0000 EA	\$21.49	\$21.49
COUPONDISCOUNT	558100	1.0000 ST	-\$31.00	-\$31.00
COUPONDISCOUNT	558100	1.0000 ST	-\$0.10	-\$0.10
COUPONDISCOUNT	558100	1.0000 ST	-\$1.70	-\$1.70
COUPONDISCOUNT	558100	1.0000 ST	-\$9.00	-\$9.00

**Purchased by:** CLAUDIA SALDANA  
**Order #:** 9802454933

<b>SUBTOTAL</b>	\$57.56
<b>TAX</b>	\$5.47
<b>TOTAL</b>	\$63.03

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

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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$193.57	09/05/19	10/15/19	2351131181
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HP 05A BLACK TONER CARTRI	760476	2.0000 EA	\$100.89	\$201.78
COUPONDISCOUNT	558099	1.0000 ST	-\$25.00	-\$25.00

**Purchased by:** CLAUDIA SALDANA  
**Order #:** 9803113274

<b>SUBTOTAL</b>	\$176.78
<b>TAX</b>	\$16.79
<b>TOTAL</b>	\$193.57

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

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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$246.36	09/06/19	10/15/19	2351885451
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
FELLOWES 16SHEET CROSSCUT	703104	1.0000 EA	\$249.99	\$249.99
COUPONDISCOUNT	558100	1.0000 ST	-\$25.00	-\$25.00

**Purchased by:** CLAUDIA SALDANA  
**Order #:** 9803139621

<b>SUBTOTAL</b>	\$224.99
<b>TAX</b>	\$21.37
<b>TOTAL</b>	\$246.36

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

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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$70.06	09/12/19	10/15/19	2355275411
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
STAPLES MULTIUSE 85 X 11	1149611	2.0000 EA	\$55.99	\$111.98
COUPONDISCOUNT	558100	1.0000 ST	-\$48.00	-\$48.00

**Purchased by:** CLAUDIA SALDANA  
**Order #:** 9803355918

<b>SUBTOTAL</b>	\$63.98
<b>TAX</b>	\$6.08
<b>TOTAL</b>	\$70.06





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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$4.38	08/22/19	10/15/19	51059
PO: NA		Store: 100006160, PASEADENA, CA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
NAVY LINEN DOC COVER 6/PK	488435	1.0000 EA	\$11.99	\$11.99
ENVELOPE BRN KRAFT 14X18	195776	1.0000 EA	\$26.98	\$26.98
STAPLES FUNDED COUPON	558100	1.0000 EA	-\$15.00	-\$15.00
STAPLES FUNDED COUPON	558100	1.0000 EA	-\$20.00	-\$20.00
SUBTOTAL				\$3.97
TAX				\$0.41
TOTAL				\$4.38

724105







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



CITY OF BRADBURY

ACCOUNT NUMBER 4246-0446-0277-2711

STATEMENT DATE 09-23-19

TOTAL ACTIVITY \$ 430.00



000003461 01 SP 0.560 106481067751777 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
08-30	08-29	MUNICIPAL MANAGEMENT ASSO 877-3147080 CA PUR ID: 4876951749 TAX: 0.00	24207859241173500327360	7399	430.00

#### Default Accounting Code:

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER 4246-0446-0277-2711		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	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	09-23-19	\$ .00	PURCHASES & OTHER CHARGES	\$430.00
	AMOUNT DUE  \$ 0.00  DO NOT REMIT		CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$ .00
			TOTAL ACTIVITY	\$430.00





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

CITY OF BRADBURY

**ACCOUNT NUMBER** 4246-0400-8040-6665  
**STATEMENT DATE** 09-23-19  
**TOTAL ACTIVITY** \$ 203.12

000003460 01 SP 0.560 106481067751776 P

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

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

SEP 26 2019

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
08-23	08-21	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24137469234500857588990	9402	3.80
08-23	08-23	MYFAX *PROTUS IP SOLN 866-563-9212 CA PUR ID: 33495728 TAX: 0.00	24692169235100739960103	5968	20.00
09-02	08-30	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24137469243001368646590	9402	123.90
09-17	09-16	BIG LOTS STORES - #4170 DUARTE CA PUR ID: TAX: 0.76	24137469259300565773954	5310	20.36
09-20	09-19	BIG LOTS STORES - #4170 DUARTE CA PUR ID: TAX: 1.31	24137469262300590971693	5310	15.06
09-23	09-23	MYFAX *PROTUS IP SOLN 866-563-9212 CA PUR ID: 33519659 TAX: 0.00	24692169266100680832824	5968	20.00

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	09-23-19	\$ .00	PREVIOUS BALANCE	\$ .00
			PURCHASES & OTHER CHARGES	\$203.12
			CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$ .00
			TOTAL ACTIVITY	\$203.12





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



CITY OF BRADBURY

ACCOUNT NUMBER	4246-0446-2235-1074
STATEMENT DATE	09-23-19
TOTAL ACTIVITY	\$ 255.81



000003462 01 SP 0.560 106481067751778 P

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

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

SEP 23 2019

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
08-27	08-27	AMZN MKTP US*MO3DC1V31 AMZN.COM/BILL WA24692169239100170458944 PUR ID: 112-0123172-78114 TAX: 0.00		5942	44.93
08-30	08-29	WOMEN LEADING GOVERNME STRIPE.COM CA PUR ID: 22157460 TAX: 0.00	24492159241637221574608	8398	35.00
09-16	09-15	BROADVOICE 888-325-5875 CA PUR ID: 0000361456 TAX: 0.00	24453519258017168028177	4814	175.88

Default Accounting Code:

CUSTOMER SERVICE CALL  800-344-5696	ACCOUNT NUMBER 4246-0446-2235-1074		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	09-23-19	\$ .00	PREVIOUS BALANCE	\$ .00
			PURCHASES & OTHER CHARGES	\$255.81
			CASH ADVANCES	\$ .00
			CASH ADVANCE FEE	\$ .00
			CREDITS	\$ .00
			TOTAL ACTIVITY	\$255.81



# **City of Bradbury** **Monthly Investment Report for the month of September 2019**

## **CASH ON DEPOSIT BY ACCOUNT**

### **Bank Accounts:**

Wells Fargo Bank - General Checking

<u>Amount</u>	<u>Maturity</u>	<u>Interest Rate</u>
\$ 577,450.16	n/a	0%

### **Investments:**

Local Agency Investment Fund (LAIF)

\$ 3,369,981.73	n/a	2.28%
-----------------	-----	-------

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%
---------------	----------	-------

Discover Bank CD

\$ 246,000.00	9/7/2021	3.00%
---------------	----------	-------

Ally Bank CD

\$ 247,000.00	9/26/2022	1.95%
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**Total**

<b>\$ 4,933,431.89</b>
------------------------

## **CASH & INVESTMENTS ON DEPOSIT BY FUND**

### **Funds**

General Fund (101)

<u>Amount</u>
\$3,016,264.09

Utility Users Tax Fund (102)

\$763,654.23
--------------

Deposits Fund (103)

\$155,124.16
--------------

Long Term Planning Fee Fund (112)

\$17,863.06
-------------

Technology Fee Fund (113)

\$48,920.05
-------------

Gas Tax Fund (200)

\$6,370.79
------------

SB 1 Gas Tax Fund (201)

\$6,625.86
------------

Prop A Fund (203)

\$20,727.97
-------------

Prop C Fund (204)

\$5,922.04
------------

TDA Fund (205)

\$413.00
----------

Sewer Fund (206)

\$585,173.97
--------------

STPL Fund (208)

\$1,015.28
------------

Recycling Grant Fund (209)

\$11,356.00
-------------

Measure R Fund (210)

\$55,086.29
-------------

Measure M Fund (212)

\$19,475.43
-------------

COPS Fund (215)

\$199,440.14
--------------

County Park Grant Fund (217)

\$9,137.21
------------

Fire Safe Grant Fund (219)

\$10,862.32
-------------

**Total**

<b>\$ 4,933,431.89</b>
------------------------

*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	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 09/30/19	
<b>General Fund:</b>						
101-00-4010	Property Tax-Current Secured	438,658	471,209	495,000	2,831	1%
101-00-4030	Property Tax-Current Unsecured	3,941	18,096	18,500	14,221	77%
101-00-4050	Property Tax Prior Year	-			(62)	#DIV/0!
101-00-4060	Public Safety Augmentation F	10,323	11,680	12,000	1,902	16%
101-00-4070	Delinquent Taxes	6,624	6,401	7,500	452	6%
101-00-4100	Sales & Use Tax	4,114	1,962	1,500	324	22%
101-00-4110	Franchise Fee-Cable TV	18,708	22,476	23,000	6,294	27%
101-00-4120	Franchise Fee-SC Edison	17,722	18,739	19,000		0%
101-00-4130	Franchise Fee-SC Refuse	33,402	37,159	37,000		0%
101-00-4140	Franchise Fee-SC Gas Co.	2,574	2,539	2,600		0%
101-00-4150	Franchise Fee-Cal Am Water	31,388	37,557	38,000		0%
101-00-4160	AB939 Refuse Admin. Fee	17,952	18,652	18,000		0%
101-00-4190	Real Property Transfer Tax	31,081	22,709	14,000	2,365	17%
101-00-4200	Motor Vehicle In-Lieu	130,646	137,540	140,000		0%
101-00-4210	Dist & Bail Forfeiture	2,867	1,116	1,500	311	21%
101-00-4220	Fines-City	21,906	21,732	2,000	154	8%
101-00-4350	Business License	44,063	40,611	40,700	10,373	25%
101-00-4360	Movie & TV Permits	3,030	-	-		#DIV/0!
101-00-4370	Bedroom License Fee	10,301	14,420	15,000		0%
101-00-4410	Variances & CUPs	1,635	1,635	1,600		0%
101-00-4420	Lot Line Adjustment/Zone Changes	3,805	-	-		#DIV/0!
101-00-4440	Subdivisions/Lot Splits	4,844	4,844	5,000		0%
101-00-4460	Planning Dept. Review	50,073	25,382	25,000	6,805	27%
101-00-4470	Building Construction Permit	179,175	236,173	250,000	18,756	8%
101-00-4480	Building Plan Check Fees	260,790	159,454	250,000	17,864	7%
101-00-4485	Landscape Plan Check Permit	10,627	7,433	5,500		0%
101-00-4490	Green Code Compliance	26,871	29,086	27,000	1,410	5%
101-00-4500	Civic Center Rental Fee	1,050	-	1,050	900	86%
101-00-4530	Environmental & Other Fees	8,612	371	1,000	371	37%
101-00-4540	City Engineering Plan Check	140,793	127,680	135,000	20,822	15%
101-00-4600	Interest Income	20,081	70,777	77,712	-	0%
101-00-4700	Sales of Maps & Publications	317	352	400		0%
101-00-4800	Other Revenue	-	148	200		0%
101-00-4850	Cal-Am Loan Repayment	4,820	4,820	4,820		0%
101-00-4900	Reimbursements	65	5,783	3,000	551	18%
101-00-4920	Sale of Prop. A Funds	56,000		-		#DIV/0!
101-23-4950	Vacant Property Registry Fee	50	100	100		0%
101-24-4610	Donations		500	-	500	#DIV/0!
<b>Total General Fund Revenues</b>		<b>1,598,908</b>	<b>1,559,136</b>	<b>1,672,682</b>	<b>107,144</b>	<b>6%</b>
<b>Utility Users Tax Fund:</b>						
102-00-4600	Interest	7,099	16,097	18,810		
102-00-4810	Water	47,920				
102-00-4820	Trash	22,991				
102-00-4830	Electric	108,595	36			
102-00-4840	Natural Gas	14,930				
102-00-4850	UUT - Cable	21,642				
102-00-4855	Telecom-Minors	12,990				
102-00-4856	Telecom-AT&T	434				
102-00-4857	Telecom-Verizon	5,235				
102-00-4858	Telecom-Sprint Nextel	991				



# Revenues

Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 09/30/19	
102-00-4900	Reimbursements	364				
		243,191	16,133	18,810	-	
<b>Long Term Planning Fee Fund:</b>						
112-00-4490	Long-Term Planning Fee	10,647	7,027	8,000	902	11%
112-00-4600	LTP Fee Interest Income	143	411	400		0%
		10,790	7,438	8,400	902	11%
<b>Technology Fee Fund:</b>						
113-00-4520	Technology Fee	14,646	18,864	18,500	1,566	8%
113-00-4600	Technology Fee Interest Income	498	894	1,000		0%
		15,144	19,758	19,500	1,566	8%
<b>Gas Tax Fund:</b>						
200-00-4000	Transfers In					
200-00-4200	TCRA Funds	1,258	1,206	-		#DIV/0!
200-00-4600	Gas Tax Interest	1,045	2,313	-		#DIV/0!
200-48-4260	Gas Tax	34,031	26,111	25,000	5,345	21%
		36,334	29,630	25,000	5,345	21%
<b>SB1 Gas Tax Fund:</b>						
201-00-4000	Transfers In		6,623	-		#DIV/0!
201-48-4260	Gas Tax		16,105	15,000	5,190	35%
201-00-4600	Gas Tax Interest		331	-		#DIV/0!
			23,059	15,000	5,190	35%
<b>Prop. A Fund:</b>						
203-40-4260	Prop. A Transit Funds	20,948	22,224	23,000	5,452	24%
203-40-4600	Prop. A Transit Interest	95	291	308		0%
		21,043	22,515	23,308	5,452	23%
<b>Prop. C Fund:</b>						
204-48-4260	Prop. C Funds	17,532	18,434	19,000	4,522	24%
204-48-4600	Prop. C Interest	524	1,447	-		#DIV/0!
		18,056	19,881	19,000	4,522	24%
<b>Transportation Development Act Fund:</b>						
205-48-4260	TDA Funds	7,362	22,637	5,000		0%
205-48-4600	TDA Interest	(2)	-			#DIV/0!
		7,360	22,637	5,000	-	0%
<b>Sewer Fund:</b>						
206-00-4000	Transfers In	1,100,000		600,000		0%
206-50-4600	Sewer Fund Interest	9,700	13,901	885		0%
206-50-4605	Lemon Ave. Assessment					#DIV/0!
206-50-4606	Winston Ave. Assessment					#DIV/0!
206-50-4730	Mount Olive Drive Assessment	43,140				#DIV/0!
		1,152,840	13,901	600,885	-	0%
<b>STPL Fund:</b>						
208-00-4260	STPL Funds	-				
208-00-4600	STPL Interest	316	703	-		#DIV/0!
		316	703	-	-	#DIV/0!



## Revenues

Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 09/30/19
<b>Recycling Grant Fund:</b>					
209-00-4260	Recycling Grant Funds	(803)	9,189	5,000	0%
209-00-4600	Recycling Grant Interest	90	201		#DIV/0!
		(713)	9,390	5,000	- 0%
<b>Measure R Fund:</b>					
210-48-4260	Measure R Funds	13,014	13,830	15,000	3,389 23%
210-48-4600	Measure R Interest	692	1,767	-	#DIV/0!
		13,706	15,597	15,000	3,389 23%
<b>Measure M Fund</b>					
212-48-4260	Measure M Funds	11,795	15,596	16,500	8,312 50%
212-48-4600	Measure M Interest	69	284	-	#DIV/0!
		11,864	15,880	16,500	8,312 50%
<b>Measure W Fund</b>					
213-48-4260	Measure W Funds			60,000	-
213-48-4600	Measure W Interest		-		#DIV/0!
		-	-	60,000	- 0%
<b>Citizen's Option for Public Safety (COPS) Fund:</b>					
215-23-4260	COPs Funds	145,020	148,746	100,000	55,948 56%
215-23-4600	COPs Interest	1,383	3,679	982	0%
		146,403	152,425	100,982	55,948 55%
<b>County Park Grant:</b>					
217-00-4210	County Park Grant				
217-00-4600	Grant Fund Interest Income	85	190	180	0%
		85	190	180	- 0%
<b>Fire Safe Grant 14-USFS-SFA-0053:</b>					
219-00-4260	Fire Safe Grant 14-USFS-SFA-0053				
219-00-4270	HOA Contribution				
219-00-4600	Fire Safe Grant Interest Income	101	226	215	0%
		101	226	215	- 0%
<b>Total Revenues</b>		<b>3,275,429</b>	<b>1,928,499</b>	<b>2,605,462</b>	<b>197,769 8%</b>



## Expenditures

Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 09/30/19	
<b>General Fund:</b>							
101-00-5000	Transfers Out	1,100,000			600,000	-	0%
<b>City Council Division:</b>							
101-11-6500	Community Support (homelessness)	3,000	3,000	3,000	4,000		0%
101-11-6100	Events and awards	7,662	4,700	6,490	6,000	6,451	108%
101-11-6110	City Newsletter	225	-	1,257	-	235	#DIV/0!
		10,887	7,700	10,747	10,000	6,686	67%
<b>City Manager Division:</b>							
101-12-5010	Salaries	102,500	106,395	106,395	109,268	30,000	27%
101-12-5100	Benefits	41,806	42,300	44,100	46,174	12,111	26%
101-12-6020	Meetings & Conferences	2,027	2,500	3,373	3,500	1,135	32%
101-12-6025	Expense Account	1,130	1,500	317	1,500	49	3%
101-12-6050	Mileage	1,023	1,200	1,104	1,200		0%
101-12-6440	Cell Phone	900	900	900	1,000	225	23%
		149,386	154,795	156,189	162,642	43,520	27%
<b>City Clerk Division:</b>							
101-13-5010	Salaries	60,741	59,809	59,809	61,424	15,356	25%
101-13-5100	Benefits	24,294	24,100	24,706	24,702	5,616	23%
101-13-6020	Meetings & Conferences		100	-	-		#DIV/0!
101-13-6040	Transportation & Lodging		100	-	-		#DIV/0!
101-13-6050	Mileage	142	150	47	50		0%
101-13-6210	Special Department Supplies		250	122	275		0%
101-13-6220	Election Supplies	473	500	-	500		0%
101-13-6225	Codification	2,317	1,500	7,064	7,000		0%
101-13-7000	Contract Election Services	-	12,000	-	15,000		0%
		87,967	98,509	91,748	108,951	20,972	19%
<b>Finance Division:</b>							
101-14-5010	Salaries	14,230	15,043	15,100	15,449	2,170	14%
101-14-5100	Benefits	1,299	1,250	1,116	1,371	396	29%
101-14-6210	Special Department Supplies	94	350	575	600		0%
101-14-6230	Contracted Computer Services	1,459	2,000	1,141	500	400	80%
101-14-7010	Contracted Banking Services	4,726	4,600	4,254	4,000	1,445	36%
101-14-7020	Contracted Audit Services	18,523	14,700	17,466	18,000		0%
101-14-7040	GASB Reports	350	350	700	725	700	97%
		40,681	38,293	40,352	40,645	5,111	13%
<b>City Attorney Division:</b>							
101-15-7020	City Attorney Retainer	29,400	29,400	29,400	31,800	5,300	17%
101-15-7070	City Attorney Special Service	2,702	6,000	1,331	5,000	150	3%
101-15-7075	Development Code Update				26,000		
101-15-7080	Seminars & Training	1,211	1,000	1,100	1,100		0%
		33,313	36,400	31,831	63,900	5,450	9%
<b>General Government Division:</b>							
101-16-5010	Salaries	37,219	47,038	47,038	48,308	12,077	25%
101-16-5100	Benefits	9,524	12,700	12,695	13,107	4,012	31%
101-16-6010	Seminars & Training	375	500		1,000		0%
101-16-6020	Meetings & Conferences	195	150	60	200		0%
101-16-6040	Transportation & Lodging	-	500	388	1,000		0%
101-16-6050	Mileage	215	500	261	300		0%
101-16-6120	Postage	267	500	856	300	355	118%
101-16-6200	Office Supplies	1,324	2,500	2,061	2,500	70	3%



## Expenditures

Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 09/30/19	
101-16-6210	Special Departmental Supplies	1,622	1,622	397	500		0%
101-16-6230	Computer & Website Services	7,232	18,000	10,929	15,000	1,877	13%
101-16-6240	PERS UAL Payment	2,259	2,068	2,068	3,717	1,055	28%
101-16-6242	PERS SSA 218 Annual Fee					200	
101-16-6241	PERS Replacement Benefit Contribution			2,535	3,000		0%
101-16-6250	Copier & Duplications	2,216	2,216	6,740	5,000		0%
101-16-6300	Insurance	54,738	47,201	55,553	56,000	19,811	35%
101-16-6400	Utilities	2,953	5,000	4,114	4,500	(3)	0%
101-16-6440	Telephone	6,714	7,000	4,163	6,000	523	9%
101-16-6450	Building Operations	1,132	1,000	603	1,000	27	3%
101-16-6460	Building & Cleaning Service	2,795	2,500	2,825	3,000	1,510	50%
101-16-6470	Maintenance & Supplies	-	500	328	400		0%
		130,780	151,495	153,614	164,832	41,514	25%
<b>Engineering Division:</b>							
101-19-7230	Contracted Engineering Services	138,463	125,000	100,399	130,000	10,399	8%
101-19-7238	Annexation	59,350	-				#DIV/0!
		197,813	125,000	100,399	130,000	10,399	8%
<b>Planning, Zoning &amp; Development Division:</b>							
101-20-6020	Meetings & Conferences			38			#DIV/0!
101-20-6120	Postage	332	300	727	1,000	(124)	-12%
101-20-6210	Special Department Supplies	210	500	430	500		0%
101-20-6240	Environmental Filing Fees	-	500		500		0%
101-20-7210	City Planner Retainer	46,800	46,800	46,843	46,800	3,900	8%
101-20-7220	Contracted Building & Safety	232,115	290,000	199,684	250,000	24,057	10%
101-20-7240	City Planner Special Service	15,592	10,000	18,191	15,000	2,227	15%
101-20-7245	General Plan update	406	406	2,160	-	450	#DIV/0!
		295,455	348,506	268,073	313,800	30,510	10%
<b>Parks &amp; Landscape Maintenance Division:</b>							
101-21-7015	Royal Oaks Trail Maintenance	7,305	10,000	13,724	10,000	2,140	21%
101-21-7020	City Hall Grounds Maintenance	2,670	19,830	10,780	7,000	1,228	18%
101-21-7025	Trail Maintenance	1,777	7,000	11,311	10,000	887	9%
101-21-7035	Mt.Olive Entrance & Trail	7,349	5,500	7,343	12,000	465	4%
101-21-7045	Lemon/RO Horse Trail	1,380	27,500	29,197	43,000	345	1%
101-21-7060	Street Tree Trimming	11,098	10,000	10,857	-	-	#DIV/0!
		31,579	79,830	83,212	82,000	5,065	6%
<b>Public Safety Division:</b>							
101-23-6210	Special Departmental Services		20,000	20,336	-		#DIV/0!
101-23-7410	Contract Services Sheriff	117,875	113,315	112,465	118,522	9,877	8%
101-23-7420	City Hall Security	2,582	2,600	3,282	3,500	714	20%
101-23-7450	Code Enforcement	4,499	5,600	11,241	6,000	9,660	161%
101-23-7757	AED Purchase		3,278	2,863	-		#DIV/0!
		124,956	144,793	150,187	128,022	20,251	16%
<b>Emergency Preparedness Division:</b>							
101-24-6010	Seminars & Training	-					
101-24-6020	Meetings & Conferences	55	50	133	100		0%
101-24-6030	Memberships & Dues	360	360	360	375		0%
101-24-6100	Events & Awards				500		0%
101-24-6470	Maintenance & Supplies	869	2,500	2,406	5,500		0%
101-24-6480	Civic Center Generator	-	-	1,191	-	857	#DIV/0!
101-55-7030	Hazardous Mitigation Plan	16	15,000	5,063	-		#DIV/0!
101-24-7245	Hazardous Mitigation Plan				5,000		0%
		1,300	17,910	9,153	11,475	857	7%



## Expenditures

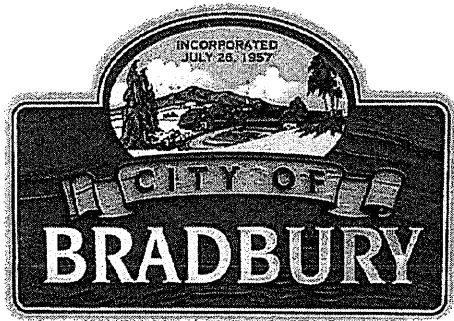
Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 09/30/19	
<b>Animal &amp; Pest Control Division:</b>							
101-25-7000	Animal Control Services	2,745	4,777	3,330	18,085	2,907	16%
101-25-7010	Pest Control Services	175	300	200	300		0%
		2,920	5,077	3,530	18,385	2,907	16%
<b>Intergovernmental Relations Division:</b>							
101-30-6030	Memberships & Dues	8,610	8,700	4,072	9,200	9,349	102%
<b>General Fund Totals</b>		2,215,647	1,217,008	1,103,107	1,843,852	202,591	11%
<b>Utility Users Tax Fund:</b>							
102-42-7630	NPDES Stormwater Compliance	36,081	100,000	32,802	26,000	274	1%
<b>Long Term Planning Fee Fund:</b>		1,350		8,645			#DIV/0!
<b>Technology Fee Fund:</b>							
113-20-4500	Technology expense	8,631	16,677	17,495	10,000	1,419	14%
113-20-7730	Website	-	8,000	-	20,000		0%
113-20-8120	Capital Equipment-Server & Copier	7,470		1,188			#DIV/0!
113-20-4500	Technology expense (e-Plan)	-	-	-	-		#DIV/0!
		16,101	24,677	18,683	30,000	1,419	5%
<b>Gas Tax Fund:</b>							
200-48-5000	Transfers Out			6,623	-		
200-48-6400	Utilities-Select System	11,272	12,000	9,394	9,000	2,641	29%
200-48-6410	Street Lights	9,293	9,000	8,073	8,000	153	2%
200-48-7000	PW Contract Services	1,474	2,000	2,126	3,000		0%
200-48-7290	Street Sweeping	4,071	4,000	3,131	4,000	313	8%
200-48-7755	City Wide Slurry Seal		108,399	110,394			#DIV/0!
		26,110	135,399	139,741	24,000	3,107	13%
<b>SB1 Gas Tax Fund:</b>							
201-48-7745	Royal Oaks North Curb Extension				19,000		0%
201-48-7755	City Wide Slurry Seal		21,623	21,623	-		#DIV/0!
			21,623	21,623	19,000	-	0%
<b>Prop. A Fund:</b>							
203-00-7600	Sale of Prop. A Funds	80,000					
203-40-7625	Transit Services		9,000	8,449	9,000	2,112	23%
		80,000	9,000	8,449	9,000	2,112	23%
<b>Prop. C Fund:</b>							
204-20-6030	Memberships & Dues	642		833	900		0%
204-40-7325	Transit Services	8,449	-	-	-		#DIV/0!
204-48-7745	Royal Oaks North Curb Extension				19,000		0%
204-48-7755	City Wide Slurry Seal		73,867	73,867			#DIV/0!
		9,091	73,867	74,700	19,900	-	0%
<b>Transportation Development Act Fund:</b>							
205-48-7720	Lemon/RO Horse Trail Project	7,142	30,000	22,636			#DIV/0!
205-00-7760	Return of Funds	220					#DIV/0!
		7,362	30,000	22,636	-	-	#DIV/0!
<b>Sewer Fund:</b>							
206-50-7600	Mt. Olive Drive Sewer Project	-	9,760	9,760	-		#DIV/0!
206-50-7601	Mt. Olive Lane Sewer Project	13,695	537,807	6,271	65,000	4,520	7%



## Expenditures

Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 09/30/19	
206-50-7605	Lemon Ave. Project	103,816	-	-	580,000		0%
206-50-7606	Winston Ave Project	25,813	492,582	492,582	-		#DIV/0!
		143,324	1,040,149	508,613	645,000	4,520	1%
<b>STPL Fund:</b>							
208-48-7745	Royal Oaks North Curb Extension		-				
208-48-6555	Citywide Slurry Seal		32,774	32,774			#DIV/0!
			32,774	32,774	-	-	#DIV/0!
<b>Recycling Grant Fund:</b>							
209-35-7300	Recycling Education	4,500		5,000	5,000	-	0%
<b>Measure R Fund:</b>							
210-48-7755	City Wide Slurry Seal		88,763	36,323			#DIV/0!
210-48-7745	Royal Oaks North Curb Extension				14,000		0%
210-00-7760	Return of Funds			3,990			#DIV/0!
		-	88,763	40,313	14,000	-	0%
<b>Measure M Fund</b>							
212-48-7755	Citywide Slurry Seal	-	4,514	4,514		-	#DIV/0!
212-48-7745	Royal Oaks North Curb Extension				27,000		0%
212-48-7756	Bridge Repair		18,900	12,066			#DIV/0!
		-	23,414	16,580	27,000	-	0%
<b>Measure W Fund</b>							
213-42-7630	NPDES Stormwater Compliance				60,000		
<b>Citizen's Option for Public Safety (COPS) Fund:</b>							
215-23-7410	Contract Services Sheriff	145,020	95,500	73,198	100,000	50,000	50%
215-23-7411	Contract CSO Services & Supplies				55,000		0%
		145,020	95,500	73,198	155,000	50,000	32%
<b>Total Expenditures</b>		<u>2,684,586</u>	<u>2,892,174</u>	<u>2,106,864</u>	<u>2,877,752</u>	<u>264,023</u>	<u>9%</u>





*Richard Hale, Mayor (District 1)*  
*Monte Lewis, Mayor Pro Tem (District 2)*  
*Richard Barakat, Council Member (District 3)*  
*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: Claudia Saldana, City Clerk

DATE: October 15, 2019

SUBJECT: **Resolutions for General Municipal Election to be held on Tuesday, March 3, 2020**

ATTACHMENTS: 1. Resolution No. 19-26  
2. Resolution No. 19-27  
3. Resolution No. 19-28  
4. Senate Bill No. 568

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### **SUMMARY**

The City of Bradbury is calling for the Holding of its General Municipal Election on March 3, 2020 to elect the following:

- One (1) Member of the City Council (District 1) for the full term of four (4) years
- One (1) Member of the City Council (District 2) for the full term of four (4) years
- One (1) Member of the City Council (District 4) for the full term of four (4) years

The ***nomination period*** (first and last day for candidates to file nomination documents with the City Clerk) is from ***November 12 to December 6, 2019***.

### **ANALYSIS**

In August 2017 the City Council adopted Ordinance No. 348 consolidating its General Municipal Elections with Statewide June Primary Elections pursuant to Senate Bill 415 beginning in 2018.

Since then, Governor Jerry Brown has signed Senate Bill No. 568 to move California's primary elections in 2020 to March, three months ahead of when they were held on 2016. This legislation also consolidates the City's 2020 General Municipal Election and moves it from June 2020 to "the first Tuesday after the first Monday in March" which will be March 3, 2020.



Staff notified the City Council of this new legislation in the Weekly Memo of July 26, 2019.

**FINANCIAL REVIEW**

The City Council budgeted \$15,000 for Contract Election Services with the County of Los Angeles for Fiscal Year 2019-2020.

**PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Copies of this report are available at City Hall.

**STAFF RECOMMENDATION**

It is recommended that the City Council adopt Resolutions No. 19-26, 19-27 and 19-28 calling for its General Municipal Election to be held on Tuesday, March 3, 2020.



**RESOLUTION NO. 19-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY,  
CALIFORNIA, CALLING FOR THE HOLDING OF  
A GENERAL MUNICIPAL ELECTION TO BE HELD ON  
TUESDAY, MARCH 3, 2020, FOR THE ELECTION OF CERTAIN OFFICERS  
AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE  
STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES**

**WHEREAS**, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on Tuesday, March 3, 2020, for the election of Municipal Officers; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

**SECTION 1.** That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Bradbury, California, on Tuesday, March 3, 2020, a General Municipal Election for the purpose of electing:

- one (1) Member of the City Council (District 1) for the full term of four (4) years
- one (1) Member of the City Council (District 2) for the full term of four (4) years
- one (1) Member of the City Council (District 4) for the full term of four (4) years

**SECTION 2.** That the ballots to be used at the election shall be in form and content as required by law.

**SECTION 3.** That the City Clerk is authorized, instructed and directed to coordinate with the County of Los Angeles Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**SECTION 4.** That the Voting Centers shall be open as required during the identified period pursuant Sections 4007 and 14401 of the Elections Code of the State of California.

**SECTION 5.** That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**SECTION 6.** That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.



**SECTION 7.** That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Election Code Section 15652(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot or, in accordance with Election Code Section 15651(b), shall conduct a special runoff election to resolve the tie vote and such special runoff election is to held on a Tuesday not less than 40 days nor more than 125 days after the administrative or judicial certification of the election which resulted in a tie vote.

**SECTION 8.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 9.** That the City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid the City upon presentation of a properly submitted bill.

**PASSED, APPROVED AND ADOPTED** on October 15, 2019.

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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 Resolution No. 19-26 was duly adopted by the Bradbury City Council at a regular meeting held on October 15, 2019, by the following roll call vote:"

AYES:

NOES:

ABSENT:

ABSTAIN:

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CITY CLERK - CITY OF BRADBURY



**RESOLUTION NO. 19-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY,  
CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE  
A GENERAL MUNICIPAL ELECTION TO BE HELD ON  
TUESDAY, March 3, 2020, WITH THE PRESIDENTIAL PRIMARY ELECTION  
TO BE HELD ON THE DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE**

**WHEREAS**, the City Council of the City of Bradbury called a Municipal Election to be held on March 3, 2020, for the purpose of the election of one (1) Member of the City Council (District 1), one (1) Member of the City Council (District 2), and one (1) Member of the City Council (District 4) for the full term of four (4) years;

**WHEREAS**, it is desirable that the General Municipal Election be consolidated with the Presidential Primary Election to be held on the same date and that within the city the precincts, polling places and election officers of the two elections be the same, and that the County Election Department of the County of Los Angeles canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a General Municipal Election with the Presidential Primary Election on Tuesday, March 3, 2020, for the purpose of the election of one (1) Member of the City Council (District 1), one (1) Member of the City Council (District 2), and one (1) Member of the City Council (District 4) for the full term of four (4) years;

**SECTION 2.** That the County Election Department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

**SECTION 3.** That the Board of Supervisors is requested to issue instructions to the County Election Department to take any and all steps necessary for the holding of the consolidated election.

**SECTION 4.** That the City of Bradbury recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.



**SECTION 5.** That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Election Department of the County of Los Angeles.

**SECTION 6.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED, APPROVED AND ADOPTED** on October 15, 2019.

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MAYOR - CITY OF BRADBURY

ATTEST:

---

CITY CLERK - CITY OF BRADBURY

"I, Claudia Saldana, City Clerk, hereby certify that Resolution No. 19-27 was duly adopted by the Bradbury City Council at a regular meeting held on October 15, 2019 by the following roll call vote:"

AYES:

NOES:

ABSENT:

ABSTAIN:

---

CITY CLERK - CITY OF BRADBURY



## RESOLUTION NO. 19-28

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, MARCH 3, 2020

WHEREAS, §13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

#### SECTION 1. GENERAL PROVISIONS.

That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Bradbury on Tuesday, March 3, 2020, may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

#### SECTION 2. FOREIGN LANGUAGE POLICY.

- A. Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Los Angeles. The County is required to translate candidate's statement into the following languages: Spanish and Chinese (depends on District)
- B. The County will print and mail voter information guides and candidates statements in Spanish and Chinese to only those voters who are on the county voter file as having requested a voter information guide in a particular language. The County will make the voter information guides and candidates statements in the required languages available at all polling places, on the County's website, and in the Election Official's office.



SECTION 5. ADDITIONAL MATERIALS.

No candidate will be permitted to include additional materials in the voter information guide.

SECTION 6. That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 7. That all previous resolutions establishing council policy on payment for candidates' statements are hereby repealed.

SECTION 8. That this Resolution shall apply at the next ensuing municipal election and at each municipal election after that time.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED AND ADOPTED on October 15, 2019.

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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 Resolution No. 19-28 was duly adopted by the Bradbury City Council at a regular meeting held on October 15, 2019, by the following roll call vote:"

AYES:

NOES:

ABSENT:

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CITY CLERK - CITY OF BRADBURY



**SB-568 Primary elections: election date.** (2017-2018)

SHARE THIS:



Date Published: 09/28/2017 09:00 PM

**Senate Bill No. 568****CHAPTER 335**

An act to amend, repeal, and add Sections 316, 340, 1000, 1001, 1201, and 1202 of the Elections Code, relating to elections.

[ Approved by Governor September 27, 2017. Filed with Secretary of State September 27, 2017. ]

**LEGISLATIVE COUNSEL'S DIGEST**

SB 568, Lara. Primary elections: election date.

Existing law requires that the statewide direct primary be held on the first Tuesday after the first Monday in June in each even-numbered year. Existing law requires that the presidential primary be held on the first Tuesday after the first Monday in June in any year that is evenly divisible by the number 4, and requires that the presidential primary be consolidated with the statewide direct primary held in that year.

This bill would, beginning in 2019, change the date of the statewide direct primary and the presidential primary to the first Tuesday after the first Monday in March and would continue the requirement that those elections be consolidated.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

**THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:****SECTION 1.** Section 316 of the Elections Code is amended to read:

**316.** (a) "Direct primary" is the primary election held on the first Tuesday after the first Monday in June in each even-numbered year, to nominate candidates to be voted for at the ensuing general election or to elect members of a party central committee.

(b) This section shall remain in effect only until January 1, 2019, and as of that date is repealed.

**SEC. 2.** Section 316 is added to the Elections Code, to read:

**316.** (a) "Direct primary" is the primary election held on the first Tuesday after the first Monday in March in each even-numbered year.

(b) This section shall become operative January 1, 2019.

**SEC. 3.** Section 340 of the Elections Code is amended to read:



**340.** (a) "Presidential primary" is the primary election that is held on the first Tuesday after the first Monday in June in any year that is evenly divisible by the number four, and at which delegations to national party conventions are to be chosen.

(b) This section shall remain in effect only until January 1, 2019, and as of that date is repealed.

**SEC. 4.** Section 340 is added to the Elections Code, to read:

**340.** (a) "Presidential primary" is the primary election that is held on the first Tuesday after the first Monday in March of any year that is evenly divisible by four.

(b) This section shall become operative January 1, 2019.

**SEC. 5.** Section 1000 of the Elections Code is amended to read:

**1000.** The established election dates are as follows:

(a) The second Tuesday of April in each even-numbered year.

(b) The first Tuesday after the first Monday in March of each odd-numbered year.

(c) The first Tuesday after the first Monday in June in each year.

(d) The first Tuesday after the first Monday in November of each year.

(e) This section shall remain in effect only until January 1, 2019, and as of that date is repealed.

**SEC. 6.** Section 1000 is added to the Elections Code, to read:

**1000.** The established election dates are as follows:

(a) The second Tuesday of April in each even-numbered year.

(b) The first Tuesday after the first Monday in March of each odd-numbered year.

(c) The first Tuesday after the first Monday in November of each year.

(d) The first Tuesday after the first Monday in March in each even-numbered year.

(e) This section shall become operative January 1, 2019.

**SEC. 7.** Section 1001 of the Elections Code is amended to read:

**1001.** (a) Elections held in June and November of each even-numbered year are statewide elections and the dates of those elections are statewide election dates.

(b) This section shall remain in effect only until January 1, 2019, and as of that date is repealed.

**SEC. 8.** Section 1001 is added to the Elections Code, to read:

**1001.** The following are statewide elections and their dates are statewide election dates:

(a) An election held in November of an even-numbered year.

(b) An election held in March of an even-numbered year.

(c) This section shall become operative January 1, 2019.

**SEC. 9.** Section 1201 of the Elections Code is amended to read:

**1201.** (a) The statewide direct primary shall be held on the first Tuesday after the first Monday in June of each even-numbered year.

(b) This section shall remain in effect only until January 1, 2019, and as of that date is repealed.



**SEC. 10.** Section 1201 is added to the Elections Code, to read:

**1201.** (a) The statewide direct primary shall be held on the first Tuesday after the first Monday in March of each even-numbered year.

(b) This section shall become operative January 1, 2019.

**SEC. 11.** Section 1202 of the Elections Code is amended to read:

**1202.** (a) The presidential primary shall be held on the first Tuesday after the first Monday in June in any year that is evenly divisible by the number four, and shall be consolidated with the statewide direct primary held in that year.

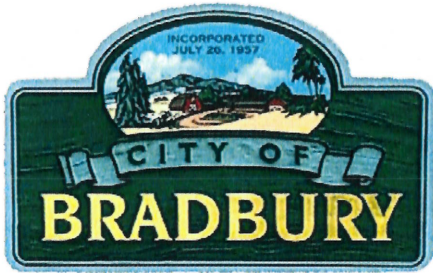
(b) This section shall remain in effect only until January 1, 2019, and as of that date is repealed.

**SEC. 12.** Section 1202 is added to the Elections Code, to read:

**1202.** (a) The presidential primary shall be consolidated with the statewide direct primary in any year that is evenly divisible by four, and the consolidated primary shall be held on the first Tuesday after the first Monday in March.

(b) This section shall become operative January 1, 2019.





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

## **City of Bradbury City Council Agenda Report**

**TO: Honorable Mayor and Council Members**

**FROM: Kevin Kearney, City Manager**  
**By: Jim Kasama, City Planner**

**DATE: October 15, 2019**

**SUBJECT: ORDINANCE NO. 366**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING THE BRADBURY MUNICIPAL CODE TO ADD MINIMUM LOT FRONTAGE REQUIREMENTS, UPDATE THE INTERSECTION VISION CLEARANCE REQUIREMENTS, AND UPDATE THE OFFICIAL ZONING MAP**

**AGENDA ITEM NO. 1.G**

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### **SUMMARY**

In January 2018, the Planning Commission considered a proposal for the addition of a second story at 2331 Freeborn Street. The proposal was withdrawn, but discussions about development standards continued. Two development matters that have recently been discussed are flag lots, and intersection visibility. The City Council directed staff to amend the development standards to preclude flag lots. This decision arose from a proposal for a flag lot on Fairlee Avenue that was denied because it is inconsistent with the development pattern of the neighborhood. Vision clearance at intersections has also recently come up as a concern in the Bradbury Estates. It was decided that the regulations need to be updated to eliminate inconsistencies in the existing language and to address all types of intersections throughout the City.

A draft ordinance was prepared to address these matters, and was reviewed by the Planning Commission at their August 28, 2019 regular meeting. The Planning Commission adopted the attached Resolution No. PC 19-285 to recommend approval of the proposed Development Code amendments.



The attached Ordinance No. 366 was drafted to add minimum lot frontage requirements, update the intersection vision clearance requirements, and to update the Official Zoning Map. Ordinance No. 366 was unanimously approved and introduced by the City Council at the September 17, 2019, regular meeting. Attached is the September 17, 2019, agenda report, and a diagram that depicts the proposed vision clearance regulations.

### **ENVIRONMENTAL DOCUMENT**

The City Council approved Ordinance No. 366 with an exemption under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) which states that the activity is covered by the common sense exemption 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 CEQA. The proposed code amendments will not have a significant effect on the environment because the new regulations will not result in any physical changes until they are applicable to a development proposal, at which time, the particular proposal will be reviewed under CEQA.

### **RECOMMENDATION**

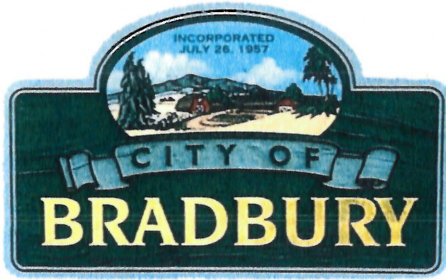
It is recommended that the City Council adopt Ordinance No. 366 with an exemption under CEQA, waive the reading in full and authorize the reading of Ordinance No. 366 by title only, and read the title of Ordinance No. 366:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING THE BRADBURY MUNICIPAL CODE TO ADD MINIMUM LOT FRONTAGE REQUIREMENTS, UPDATE THE INTERSECTION VISION CLEARANCE REQUIREMENTS, AND UPDATE THE OFFICIAL ZONING MAP

### **ATTACHMENTS**

September 17, 2019, City Council Agenda Report  
Planning Commission Resolution No. PC 19-285  
Vision Clearance Diagram  
Ordinance No. 366





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

## **City of Bradbury City Council Agenda Report**

**TO:** Honorable Mayor and Council Members

**FROM:** Kevin Kearney, City Manager  
By: Jim Kasama, City Planner

**DATE:** September 17, 2019

**SUBJECT:** DEVELOPMENT CODE UPDATE – ORDINANCE NO. 366

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA AMENDING THE BRADBURY MUNICIPAL CODE TO ADD MINIMUM LOT FRONTAGE REQUIREMENTS, UPDATE THE INTERSECTION VISION CLEARANCE REQUIREMENTS, AND UPDATE THE OFFICIAL ZONING MAP**

### **AGENDA ITEM NO. 3**

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#### **INTRODUCTION**

In January 2018, the Planning Commission considered a proposal for the addition of a second story at 2331 Freeborn Street. The proposal was withdrawn, apparently due to the controversy of the matter. However, discussions about two story developments in the R-7,500 zone continued, which raised concerns about other development standards. The City Council directed staff to do a thorough review of the development standards for all the zones.

Two development matters that have recently been discussed are flag lots, and intersection visibility. Staff was directed to amend the development standards to preclude flag lots and update the visibility regulations. A draft ordinance was prepared and reviewed by the Planning Commission at their August 28, 2019 regular meeting. The Planning Commission adopted the attached Resolution No. PC 19-285 to recommend approval of the proposed Development Code amendments.

The attached Ordinance No. 366 has been drafted with Development Code amendments to add minimum lot frontage requirements, update the intersection vision clearance



requirements, and to update the Official Zoning Map. It is recommended that the City Council introduce Ordinance No. 366.

## **DISCUSSION**

The two items with which staff is beginning the update of the Development Code are minimum lot frontage requirements and updating of the intersection vision clearance regulations. The City Council directed staff to amend the development standards to preclude the creation of flag lots. This decision arose from the recent proposal for a flag lot on Fairlee Avenue. The proposed design of that subdivision met City standards; however, it was determined that a flag lot is not to be allowed in that neighborhood because that type of configuration is inconsistent with the development pattern of the neighborhood.

Vision clearance at intersections has recently come up as a concern in the Bradbury Estates. It was decided that these regulations need to be updated to eliminate inconsistencies in the existing language and to address all types of intersections throughout the City.

Staff has drafted the attached Ordinance No. 366 to address these two items, and to adopt a new Official Zoning Map, which the City Engineer has recently updated.

## **Flag Lots / Lot Frontage Requirements**

To address the flag lots matter, staff examined the various neighborhoods of the City, and found that most lots in most neighborhoods have similar street frontages. Staff also reviewed the development codes of nearby cities and found that for standard, rectangular lots, the minimum street frontage is the same as the minimum lot width, with reduced street frontage widths for lots that are on the bulb of a cul-de-sac, or on the outer side of a curve in a street. These reduced street frontage widths are usually about 75 percent of the standard lot width requirements. Based on this, staff is proposing the following minimum street frontage widths for each residential zone. The proposed minimum street frontage requirements are to be added to the Development Code by amending the lot width Development Code Sections of the respective zones. This will require that a proposal for a flat lot or a lot with a street frontage narrower than the proposed minimums be granted an exception and/or a variance in order to be approved.

<b>Zone</b>	<b>Minimum Lot Area</b>	<b>Minimum Average Width</b>	<b>Proposed Minimum Street Frontage</b>
R-7,500	7,500 sq. ft.	60 feet	45 feet
R-20,000	20,000 sq. ft.	80 feet	60 feet
A-1	One Acre	100 feet	75 feet
A-2	Two Acres	120 feet	90 feet
A-5	Five Acres	250 feet	150 feet



The following six Code Sections also relate to subdivisions and lot widths, and they include provisions to allow for adjustments of the lot dimension requirements if warranted by site conditions, topography, or other limitations. Section 9.145.240.(a) (Area and width; requirements generally) is to be amended to include street frontage requirements, and Section 9.145.270 (Variation in minimum frontage) would be redundant and is to be deleted. The proposed amendments to Section 9.145.240.(a) are shown in *red italicized* lettering.

**Sec. 9.145.040. – Modifications to access and frontage requirements.**

The City Council may modify the requirements of Sections 9.145.010, 9.145.020 and 9.145.260 where it finds that topographic conditions, title limitations, or the pattern of ownership or the state of development of parcels in the immediate vicinity of a division of land make the strict application of the provisions of these sections impossible or impractical and that the public health, safety and general welfare will not be adversely affected thereby.

**Sec. 9.145.240. – Area and width; requirements generally.**

- (a) Each lot in any division of land shall have a net area not less than either the required area or what will be the required area at the time of the submission of the final map or parcel map for approval for the zone in which the lot or any portion thereof is located. Each lot shall have an average width of not less than the required width *and a street frontage width of not less than the required width*, or what will be the required width<sub>s</sub> at the time of the submission of the final map or parcel map for approval, or shall contain an area of not less than such required area within a portion which does have an average width of not less than such required width. The required area and the required lot width<sub>s</sub> shall be the same as those terms are defined, respectively, in the various zones as set forth in this title. Where this title does not establish a minimum required area or a required lot width in a particular zone, the minimum required area shall be 7,500 feet and the required width shall be 80 feet.
- (b) This section does not apply to any lot which the subdivider offers to deed or dedicate to the public.
- (c) Where public sewers are not available and private sewage disposal is to be used, every lot or parcel or building site shall be of sufficient size to provide for satisfactory sewage disposal for the land use intended.

**Sec. 9.145.260. – Frontage for lots.**

The alignment of streets shall be such as to provide frontage for lots in the division of land except as provided in Section 9.145.250. The City Planner shall determine the lot frontage in unusual cases.

**Sec. 9.145.270. – Variation in minimum frontage. *(Proposed to be deleted)***

Wherever practical, lot frontage at the right-of-way line shall be:

- (1) 40 feet or more where a lot is oriented so that its side lot lines are radial or approximately radial to a turnaround or knuckle or to the convex side of a curved street centerline; and
- (2) Equal to or greater than the average lot width where a lot is not so oriented.



**Sec. 9.145.290. – Flag lots.**

The City Council may disapprove the platting of flag lots where this design is not justified by topographic conditions or the size and shape of the division of land, or where this design is in conflict with the pattern of neighborhood development. If flag lots are approved, the access strip for each lot shall be at least ten feet in width where the fire access strip is situated contiguous to other such access strips, so as to form a common driveway, and at least 20 feet in width or minimum fire access if greater, where the strip is not situated contiguous to other such access strips, unless the Subdivision Committee recommends the approval of lesser widths because of topographic conditions or the size and shape of a division of land. Each access strip shall be located so that, when improved as a driveway, the finished grade will not exceed 20 percent. The advisory agency may require that easements for ingress and egress be provided over common driveways for the benefit of the lots served.

**Sec. 9.169.010. – Modification or waiver of provisions; when authorized.**

- (a) Whenever, in the opinion of the City Council, the land involved in a subdivision is of such size or shape, or is subject to such title limitations of record or is affected by such topographical location or conditions, or is to be devoted to such usage, that it is impossible or impractical for the subdivider to conform fully to a regulation contained in this part, the City Council may, at the time of action on the tentative map of the subdivision, modify the regulation, provided that in the case of each modification the City Council shall first find that a special, individual reason makes the strict letter of the regulation impossible or impractical of observance and that the modification is in conformity with the spirit and purpose of the Subdivision Map Act and of this title; and provided, further, that the City Council shall make a report in writing setting forth each modification and the facts relied upon for making the modification.
- (b) The City Council shall waive the provisions of this part and of Section 66473 of the Subdivision Map Act requiring disapproval of maps for failure to meet or perform State or local requirements or conditions, when the failure of a map submitted for approval is the result of a technical and inadvertent error which, in the determination of the City Council, does not materially affect the validity of the map. Such waivers shall not result in the invalidation or negation of any substantive requirement of this part, the Subdivision Map Act, or any other ordinance, statute or regulation.

**Vision Clearance**

The City's Vision Clearance requirements are in Section 9.100.070.(f) of the Development Code, which currently reads as follows:

**Sec. 9.100.070. – Special wall and fencing requirements.**

- (f) *Vision clearance, corner and reversed corner lots.* All corner lots shall maintain, for safety vision purposes, a triangular area from the street, one angle of which shall be formed by the front and side lot lines separating the lot from the public or private streets, and the sides of which triangle forming



the corner angle shall be 20 feet in length, measured from the aforementioned angle. The third side of said triangle shall be a straight line connecting the last two mentioned points which are distant 15 feet from the intersection of the front and side lot lines. Within the area comprising said triangle, no tree, fence, shrub, or other physical obstruction higher than three feet above the established grade of the lot shall be permitted or maintained.

The above provisions do not provide a clear description of the triangular area that is to be kept clear of obstructions. For instance, both 15 and 20 feet are specified as the dimensions for the sides of the triangle, and the level from which the three-foot maximum height is to be measured is the *established* grade of the lot, which is not defined in the Development Code and could be interpreted to be much higher than the elevation of the area that is to be kept clear. Section 9.100.070 is proposed to be amended as follows:

**Sec. 9.100.070. – Special wall and fencing requirements.**

- (f) *Vision clearance, corner and reversed corner lots intersections.* All corners ~~lots and intersections of streets, roadways, driveways, sidewalks, trails, and any other paths-of-travel~~ shall maintain, for safety vision purposes, a triangular areas ~~from the street, one angle of which shall be at the intersection~~ formed by the front and side lot lines separating the lot from the public or private streets, and the sides of which triangle forming the corner angle shall be ~~of the intersection extending~~ 20 feet in length, measured from the aforementioned angle. ~~The intersection, with the third sides of said that form the triangles shall being~~ a straight lines connecting the last two mentioned ~~intersection lines at the~~ points which are distant ~~15~~ 20 feet from the ~~points of~~ intersection of the front and side lot lines. Within the area comprising said triangles, ~~no any~~ tree, fence, ~~wall~~, shrub, ~~hedge, building~~, or other physical obstruction ~~that may be installed shall be and shall be maintained at heights no~~ higher than three feet above the ~~established lowest adjacent~~ grade of the lot shall be permitted or maintained ~~or roadway/path-of-travel level, whichever is the lower. At sloped areas, grading may be necessary to provide the required vision clearance.~~

Attached are diagrams of the usual types of intersections; streets, and driveways or alleys. The diagrams show the points of intersection from which the sides of the vision triangles are to be measured. These are the prolongations of the curb lines for street intersections, and the street curb line with the centerline of a driveway or alley. Within these triangles, anything taller than three feet is to be considered an obstruction and would be required to be removed. The diagrams are to be available as a handout.

**Official Zoning Map**

The City's Official Zoning Map is adopted as Exhibit "A" of Section 9.58.030 of the Development Code. The current Official Zoning Map is dated July 27, 2012. The Map was updated by the City Engineer as of April 1, 2019, and reflects new lots, lot line adjustments, address changes, and the annexation of the Bradbury Estates gate area. The updated map is attached as Exhibit "A" to Ordinance No. 366.



## **ENVIRONMENTAL DOCUMENT**

It is recommended that the proposed Ordinance No. 366 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 common sense exemption 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 CEQA. The proposed code amendments will not have a significant effect on the environment because the proposed regulations will not result in any physical changes until they are involved in a development proposal, which at that time the proposal will be subject to CEQA.

## **FINDINGS**

The proposed lot frontage, vision clearance, and zoning map amendments are consistent with the General Plan. The amendments further the goals, policies, and programs of the Land Use Element of the General Plan.

## **CITY COUNCIL ALTERNATIVES**

The City Council is to open a public hearing and solicit testimony on the proposed ordinance. At that time, the City Council will have the following choice of actions:

**Option 1.** Close the public hearing and determine that the proposed ordinance is to be approved as drafted with an exemption under CEQA, and approve a motion to introduce the ordinance, and schedule the second reading and adoption for the next regular meeting on October 15, 2019.

**Option 2.** If the City Council determines that the proposed ordinance should not be introduced as drafted, the Council should state the specific changes that need to be made, and approve a motion to close the public hearing and refer the draft ordinance back to staff to incorporate the changes. In accordance with the Bradbury Municipal Code, the changes to the ordinance will be referred to the Planning Commission for their review and recommendation.

## **RECOMMENDATION**

Option 1 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. 366, and schedule the second reading and adoption for the next regular meeting on October 15, 2019.

## **ATTACHMENTS**

Planning Commission Resolution No. PC 19-285  
Vision Clearance Diagrams  
Ordinance No. 366



## **PLANNING COMMISSION RESOLUTION NO. 19-285**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BRADBURY, CALIFORNIA, SETTING FORTH ITS FINDINGS OF FACT AND DECISION TO RECOMMEND TO THE CITY COUNCIL APPROVAL OF AN ORDINANCE WITH AN EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) TO AMEND THE BRADBURY DEVELOPMENT CODE TO ADD MINIMUM LOT FRONTAGE REQUIREMENTS, UPDATE THE INTERSECTION VISION CLEARANCE REQUIREMENTS, AND UPDATE THE OFFICIAL ZONING MAP**

WHEREAS, the City Council directed staff to update the City's Development Code, and to initiate the update, the Planning Commission considered a draft ordinance to add minimum lot frontage requirements, update the intersection vision clearance requirements, and update the official zoning map.

**NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF BRADBURY, DOES HEREBY RESOLVE, FIND, AND DETERMINE AS FOLLOWS:**

SECTION A. The Planning Commission finds that a duly noticed public hearing has been conducted at the regular meeting on August 28, 2019, in accordance with the provisions of the Bradbury Municipal Code relative to this matter.

SECTION B. The Planning Commission finds that there is consistency between the General Plan and the Development Code Amendments, and that the Amendments further the goals, policies, and programs of the General Plan.

SECTION C. The Planning Commission finds that the information in the agenda report, and the testimony given at the public hearing are incorporated in this Resolution and comprises the bases on which the findings have been made.

SECTION D. The Planning Commission finds that the Development Code Amendments are exempt under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) as there is no possibility of a significant effect on the environment.


SECTION E. The Planning Commission hereby recommends to the City Council, approval of an ordinance with an exemption under CEQA to add minimum lot frontage requirements, update the intersection vision clearance requirements, and update the official zoning map.

SECTION F. The City Clerk shall certify to the adoption of this Resolution.

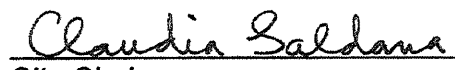
*- Signatures on next page -*



PASSED, APPROVED, AND ADOPTED this 28th day of August, 2019.

  
Chairperson

ATTEST:

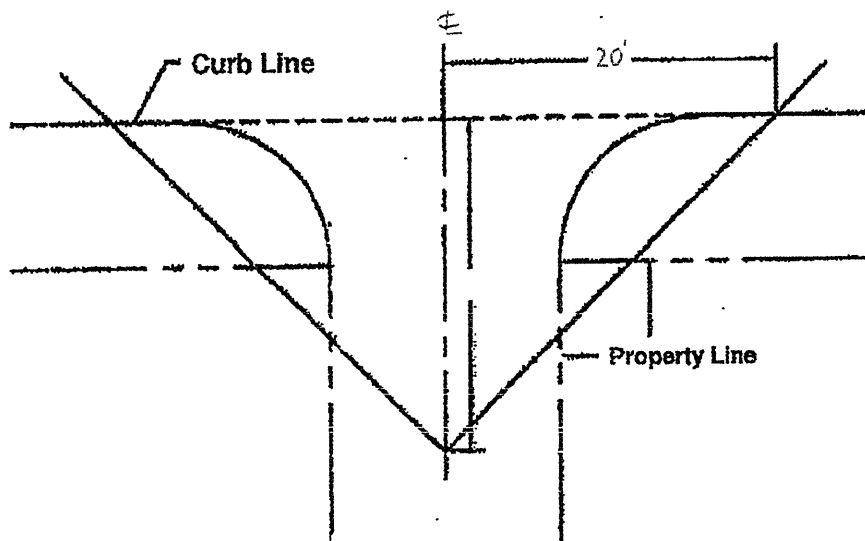
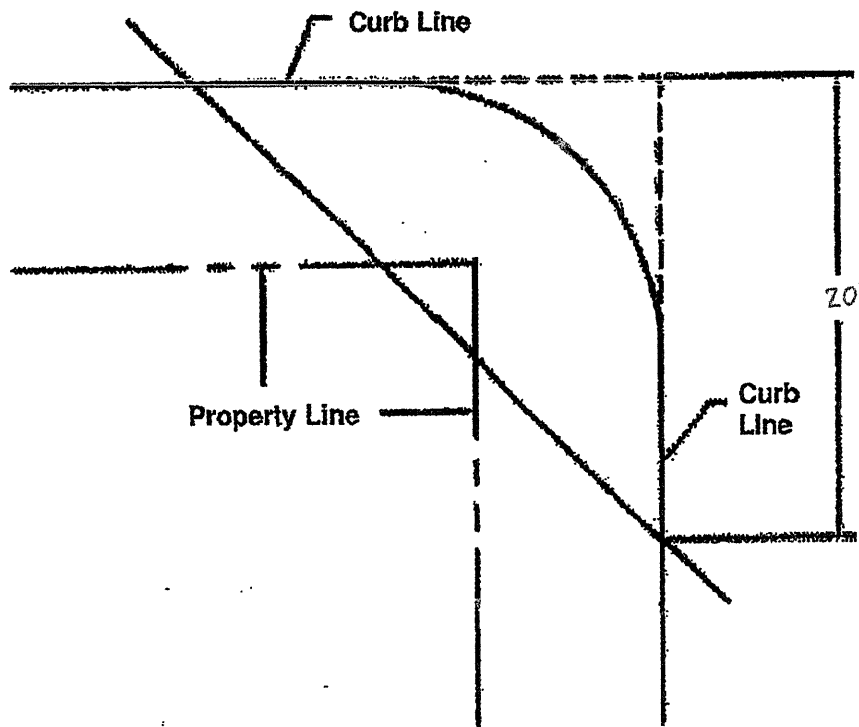
  
City Clerk

I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution No. PC 19-285 was duly adopted by the Planning Commission of the City of Bradbury, California, at a regular meeting held on the 28th day of August, 2019, by the following vote:

AYES: Commissioners Novodor, Hernandez, Hunt and Kuba  
NOES: Commissioner Jones  
ABSTAIN: None  
ABSENT: None



# STREET INTERSECTION





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**ORDINANCE NO. 366**

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY  
OF BRADBURY, CALIFORNIA, AMENDING THE  
BRADBURY MUNICIPAL CODE TO ADD MINIMUM LOT  
FRONTAGE REQUIREMENTS, UPDATE THE  
INTERSECTION VISION CLEARANCE REQUIREMENTS,  
AND UPDATE THE OFFICIAL ZONING MAP**

**WHEREAS**, the changes adopted herein are consistent with the City's General Plan and further the goals, policies, and programs of the Land Use Element of the General Plan.

**WHEREAS**, the Planning Commission conducted a duly noticed public hearing to consider the changes adopted herein, and at its regular meeting of August 28, 2019, adopted Resolution No. PC 19-285, to recommend to the City Council approval of this ordinance with an exemption under the California Environmental Quality Act (CEQA).

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

**Section 1.** Sections 9.61.040.(2), 9.64.040.(2), 9.67.040.(2), 9.70.040.(2), and 9.73.040.(2) of Chapters 61, 64, 67, 70, and 73, respectively of Part V of Title IX of the Bradbury Municipal Code are hereby amended to read as follows:

“Section 9.61.040.(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 with a minimum street frontage width of 45 feet.”

“Section 9.64.040.(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 with a minimum street frontage width of 60 feet.”

“Section 9.67.040.(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 with a minimum street frontage width of 75 feet.”

“Section 9.70.040.(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 with a minimum street frontage width of 90 feet.”

“Section 9.73.040.(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 with a minimum street frontage width of 150 feet.”

**Section 2.** Section 9.145.240.(a) of Article III of Chapter 145 of Part VII of Title IX of the Bradbury Municipal Code is hereby amended to read as follows:



“Section 9.145.240. Area and width; requirements generally.

(a) Each lot in any division of land shall have a net area not less than either the required area or what will be the required area at the time of the submission of the final map or parcel map for approval for the zone in which the lot or any portion thereof is located. Each lot shall have an average width of not less than the required width and a street frontage width of not less than the required width, or what will be the required widths at the time of the submission of the final map or parcel map for approval, or shall contain an area of not less than such required area within a portion which does have an average width of not less than such required width. The required area and the required lot widths shall be the same as those terms are defined, respectively, in the various zones as set forth in this title. Where this title does not establish a minimum required area or a required lot width in a particular zone, the minimum required area shall be 7,500 feet and the required width shall be 80 feet.”

**Section 3.** Section 9.145.270 of Article III of Chapter 145 of Part VII of Title IX of the Bradbury Municipal Code is hereby deleted.

**Section 4.** Section 9.100.070.(f) of Chapter 100 of Part IV of Title IX of the Bradbury Municipal Code is hereby amended to read as follows:

“Section 9.100.070. – Special wall and fencing requirements.

(f) *Vision clearance, corners and intersections.* All corners and intersections of streets, roadways, driveways, sidewalks, trails, and any other paths-of-travel shall maintain, for safety vision purposes, triangular areas at the intersection formed by the lines of the intersection extending 20 feet in length, measured from the aforementioned intersection, with the third sides that form the triangles being straight lines connecting the intersection lines at the points which are distant 20 feet from the points of intersection. Within the area comprising said triangles, any tree, fence, wall, shrub, hedge, building, or other physical obstruction that may be installed shall be and shall be maintained at heights no higher than three feet above the lowest adjacent grade or roadway/path-of-travel level, whichever is the lower. At sloped areas, grading may be necessary to provide the required vision clearance.”

**Section 5.** Exhibit “A” of Section 9.58.030 of Chapter 58 of Part V of Title IX of the Bradbury Municipal Code is hereby replaced with the attached Exhibit “A”, the “Official Zoning Map” dated April 1, 2019.

**Section 6.** 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) of the CEQA Guidelines under the common sense rule that CEQA does not apply to activities which can be seen with certainty to have no effect on the environment.

**Section 7.** 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 8.** The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Richard T. Hale, Jr.  
Mayor

ATTEST:

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Claudia Saldana  
City Clerk



**ORDINANCE NO. 366**

**EXHIBIT “A”**

**OFFICIAL ZONING MAP**

Dated: April 1, 2019

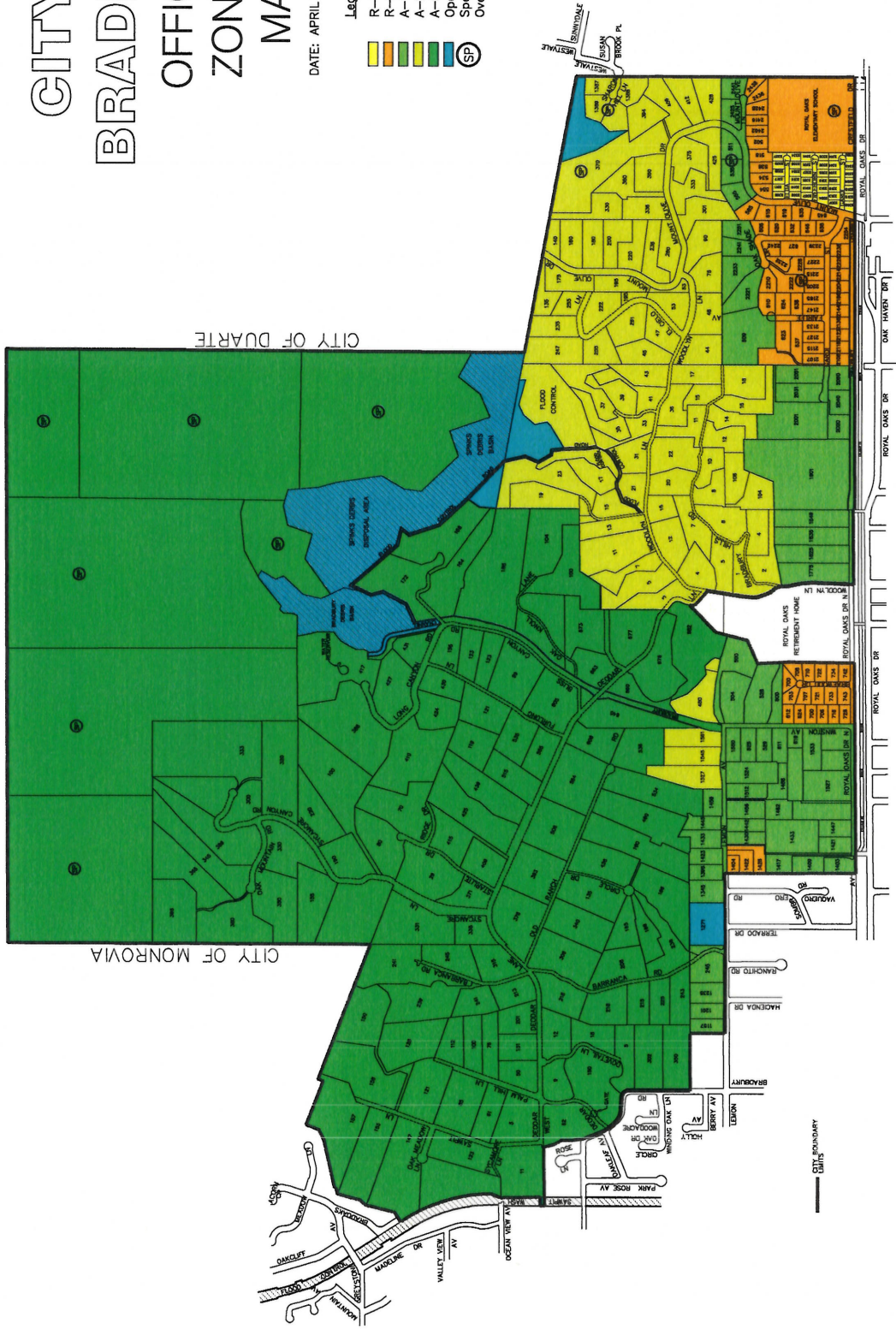


# CITY OF BRADBURY

## OFFICIAL ZONING MAP

DATE: APRIL 1, 2019

- Legend**
- R-7,500
  - R-20,000
  - A-1
  - A-2
  - A-5
  - Open Space
  - Specific Plan
  - Overlay





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. 366, 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 \_\_\_\_\_, 2019, that it was duly posted, and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYS:

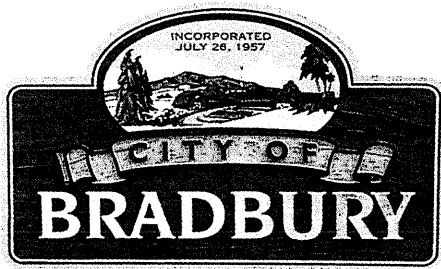
ABSENT:

ABSTAIN:

---

Claudia Saldana  
City Clerk  
City of Bradbury





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

SUBJECT: **CITY ATTORNEY ASSIGNMENT/ASSUMPTION AGREEMENT**

ATTACHMENTS: 1. Memorandum from the City Attorney  
2. Assignment and Assumption of Agreement, 2019

---

### **RECOMMENDATION**

It is recommended that the City Council review and approve the Assignment/Assumption Agreement with the City Attorney.

### **SUMMARY**

The City Attorney's Office of Wallin, Kress, Reisman & Kranitz has previously advised the City Council and Staff that they will be providing legal services on behalf of Jones & Mayer. As such, the attached Assignment and Assumption Agreement (ATTACHMENT #2) ensures that the already accepted terms and conditions that the City has already agree also applies to the new firm, Jones & Mayer.



# **ATTACHMENT #1**



---

J & M

JONES & MAYER

---

ATTORNEYS AT LAW

3777 NORTH HARBOR BOULEVARD • FULLERTON, CALIFORNIA 92835  
(714) 446-1400 • (562) 697-1751 • FAX (714) 446-1448

Richard D. Jones\*

Partners

Martin J. Mayer (1941-2017)  
Kimberly Hall Barlow  
James R. Touchstone  
Thomas P. Duarte  
Richard L. Adams II  
Christian L. Bettenhausen  
Ryan R. Jones

Associates

Monica Choi Arredondo  
Melissa M. Ballard  
Baron J. Bettenhausen  
Jamaar Boyd-Weatherby  
Paul R. Coble  
Keith F. Collins  
David R. Demurjian  
Michael Q. Do

Veronica R. Donovan

Kathya M. Firlik  
Russell A. Hildebrand  
Crystal V. Hodgson  
Krista MacNevin Jee\*\*  
Gary S. Kranker  
Bruce A. Lindsay  
Gregory P. Palmer  
Amanda A. Pope

Scott E. Porter

Harold W. Potter  
Tarquin Preziosi  
Carrie A. Raven  
Brittany E. Roberto  
Denise L. Rocawich  
Ivy M. Tsai  
Carmen Vasquez

Of Counsel

Michael R. Capizzi  
Harold DeGraw  
Lisa E. Kranitz  
Dean J. Pucci  
Cary S. Reisman  
Steven N. Skolnik  
Wendy S. Stockton  
Peter E. Tracy  
Peter L. Wallin

\*a Professional Law Corporation


\*\*Appellate Specialist

Consultant

Mervin D. Feinstein

M E M O R A N D U M

TO: Mayor and City Council

FROM: Cary S. Reisman, City of Bradbury City Attorney 

RE: Assignment/Assumption Agreement

DATE: October 15, 2019

---

On tonight's agenda is a proposed Assignment/Assumption Agreement with regard to the City Attorney retainer agreement, assigning rights to the law firm of Jones & Mayer (J&M) effective January 2, 2020. As I told the Council at the September Council meeting, the law firm of Wallin, Kress, Reisman & Kranitz LLP (WKRRK) closed its West Los Angeles office, and is formally dissolving at the end of the year. Three of the four partners have associated with Jones & Mayer as "Of Counsel" and Bob Kress will do so in January. Jones & Mayer is another "City Attorney firm, with its principal office in Fullerton. The firm has substantial legal resources, and exclusively represents public agencies.

I expect to continue serving as City Attorney (at the Council's pleasure), and Lisa Kranitz will continue serving as primary planning and CEQA attorney for the City. Basically, nothing will change, other than the addition of J&M's resources to back us up.

The agreement on the agenda is the formal mechanism by which WKRRK has assigned its rights to J&M. The Council's approval of the associated agenda item will accomplish the formal assignment. Commencing in January, billing statements will come from J&M.



Note that the Retainer Agreement which is being assigned consists of the 2004 agreement between Wallin, Kress, Reisman & Kranitz and the City, and my memo to the Council shortly after I took over from Ken Rozell as City Attorney. The retainer agreement that was attached to that memo was never formally adopted by the Council. However, the 2008 proposed Agreement was identical to the 2004 retainer agreement with exception of the new terms listed in that memo. The City implemented those new terms effective July 1, 2008, having already recognized me as the new City Attorney the preceding February (and having adopted a resolution appointing me as City Prosecutor on April 20, 2008).



# **ATTACHMENT #2**



## **ASSIGNMENT AND ASSUMPTION OF AGREEMENT**

This ASSIGNMENT AND ASSUMPTION OF AGREEMENT (the "Assignment"), is made as of September 1, 2019, by and between WALLIN, KRESS, REISMAN & KRANITZ, LLP, a California limited liability partnership (the "Assignor") and JONES & MAYER, a California professional law corporation (the "Assignee").

### **RECITALS**

A. Pursuant to the Agreement to Provide Legal Services to the City of Bradbury and all amendments thereto, attached as **Exhibit A** to this Assignment (the "Agreement"), Assignor has been providing legal services to the City of Bradbury (the "City").

B. Concurrently herewith, Assignee has contracted with Peter Wallin, Lisa Kranitz, Robert Kress and Cary Reisman to provide legal services on behalf of Assignee as independent contractors in an of-counsel capacity, and to continue to provide legal services to the City as attorneys associated with Assignee.

C. In connection with Peter Wallin, Lisa Kranitz, Robert Kress and Cary Reisman contracting with Assignee to provide legal services on behalf of Assignee, Assignor desires to assign its interest in the Agreement to Assignee, and Assignee desires to accept assignment thereof on the terms and conditions set forth herein.

D. The City of Bradbury approves the terms of Assignment.

### **AGREEMENTS**

NOW, THEREFORE, in consideration of the foregoing recitals which are specifically incorporated into the body of this Assignment, and the promises and covenants set forth herein, the parties hereto agree as follows:

1. **Assignment.** Effective as of the Assignment Date (as defined below), Assignor hereby assigns to Assignee all of its rights and interest in and to the Agreement and any guaranties and warranties related thereto.

2. **Assumption.** Assignee hereby accepts the assignment set forth in Section 1 above, and hereby assumes all of the Assignor's obligations under the Agreement arising or accruing on and after the Assignment Date.

3. **Effective Date.** This Assignment shall be effective on January 2, 2020 (the "Assignment Date").

4. **Binding on Successors.** This Assignment shall be binding on and shall inure to the benefit of the parties hereto, their heirs, executors, administrators, successors in interest and assigns.

5. **Governing Law.** This Assignment shall be governed by and construed in accordance with the laws of the State of California.



7. Counterparts. This Assignment may be executed in counterparts, each of which shall be deemed an original (including copies sent to a party by facsimile transmission or in portable document format (pdf)) as against the party signing such counterpart, but which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Assignment.

**ASSIGNOR:**

WALLIN, KRESS, REISMAN &  
KRANITZ, LLP, a California Limited  
Liability Partnership

By: \_\_\_\_\_

Cary S. Reisman, Partner

Dated: August 22, 2019

**ASSIGNEE:**

JONES & MAYER, a California Professional  
Law Corporation

By: \_\_\_\_\_

Richard D. Jones, Owner

Dated: August 8/27, 2019

The City of Bradbury, by vote of the City  
Council, accepts the assignment effective  
January 2, 2020.

**CITY OF BRADBURY:**

By: \_\_\_\_\_

Richard T. Hale, Jr., Mayor, City of  
Bradbury



AGREEMENT TO PROVIDE LEGAL SERVICES



## Cary Reisman

---

**From:** Cary Reisman  
**Sent:** Thursday, June 6, 2019 2:38 PM  
**To:** 'Kevin Kearney'  
**Subject:** RE: Monthly Retainer

Hi Kevin,

COLA is up about 10% since our last (2016) increases (other than the rate for special services paid for by third parties – one year). I'd like to propose an approximately 8.2% increase in the monthly retainer – to \$2,650, and a 6.4% increase in the hourly rate for special services and excess retainer services, to \$250 per hour, keeping the 12 hours of included retainer hours the same. The rate for special services paid for by third parties would increase by 3% to \$325.00 per hour.

Thanks,  
Cary

---

This electronic mail transmission may contain confidential or privileged information. If you believe that you have received the message in error, please notify the sender by reply transmission and delete the message without copying or disclosing it.

---

Cary S. Reisman  
Bradbury City Attorney  
Wallin, Kress, Reisman & Kranitz, LLP  
11355 West Olympic Boulevard, Suite 300  
Los Angeles, CA 90064  
Phone: (310) 450-9582  
Direct Line/Direct Fax: (310) 450-9586  
[www.wkrklaw.com](http://www.wkrklaw.com)

**From:** Kevin Kearney <kkearney@cityofbradbury.org>  
**Sent:** Thursday, June 6, 2019 11:49 AM  
**To:** Cary Reisman <cary@wkrklaw.com>  
**Subject:** RE: Monthly Retainer

Hi Cary,

When you have a moment, could you shoot me the new updated fees from our discussion?

Kevin

**Kevin R. Kearney**  
City Manager | City of Bradbury  
600 Winston Avenue, Bradbury, California 91008  
O: (626) 358-3218 | F: (626) 303-5154 | [kkearney@cityofbradbury.org](mailto:kkearney@cityofbradbury.org)



## AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services (the "Agreement") is made and entered into by and between the law firm of Wallin, Kress, Reisman & Kranitz (the "Firm") and the City of Bradbury (the "City").

### R E C I T A L S:

A. The City desires to continue retaining the Firm to discharge the duties of the office of City Attorney.

B. The attorneys of the Firm are duly licensed under the laws of the State of California and are fully qualified to discharge the duties of the office of City Attorney and to provide the services contemplated by this Agreement.

NOW, THEREFORE, the parties hereto agree as follows:

#### 1. Scope of Services.

A. The Firm shall discharge the duties of the office of City Attorney and shall use its best efforts to provide legal services in a competent and professional manner. The Firm shall provide all legal services to the City of the kind and nature typically provided by an in-house City Attorney's office unless specifically stated otherwise in this Agreement or otherwise directed by the City. Except where conflict of interest rules require otherwise, the Firm shall supervise the activities of all other counsel retained by or for the City and shall review and approve their invoices prior to payment by City staff.

B. The legal services to be provided by the Firm shall consist of those set forth in Exhibit A attached hereto and shall be billed at the rates set forth therein.

#### 2. Designation of City Attorney.

Cary S. Reisman is designated as City Attorney. The parties understand and agree that the Firm may, from time to time, utilize other attorneys within the Firm to assist Mr. Reisman in the performance of this Agreement. Peter L. Wallin is designated as Assistant City Attorney and Lisa Kranitz is designated as Deputy City Attorney. In Mr. Reisman's absence, Mr. Wallin and Ms. Kranitz shall have full authority to sign documents or otherwise to act on behalf of the City.

#### 3. Billing Procedures and Monthly Statements.

A. The Firm shall submit to the City, within thirty (30) days after the end of each calendar month, an itemized statement of the professional services provided and the time expended to provide those services in the form customarily submitted by the Firm to clients which are billed on an hourly basis. In the event that basic services do not exceed 14 hours, itemization of Basic Services shall not be required. The parties acknowledge that payment of all monthly statements is expected to be made within thirty (30) days of the billing date.



B. Time will be charged by the Firm in increments of 1/10 of an hour (i.e., six-minute units). The rate structure for the Firm's services to the City is as specified in Exhibit A, which is attached to this Agreement and incorporated herein by this reference. These rates may be increased or altered from time to time, after written notice to the City. To the extent feasible, such adjustments will be made so as to coincide with the beginning of the City's fiscal year.

C. The Firm will not charge the City for the time devoted to travel to and from the City's offices.

D. The Firm makes no separate charge for secretarial, word processing services, travel and parking expenses within Los Angeles County, postage, normal copying, routine court filings and local and long distance telephone and fax expenses. These expenses are included in the Firm's retainer and hourly rates. Other out of pocket expenses such as costs of travel outside of Los Angeles County, fees for filing, costs for service of process, depositions, messenger service, computer database access charges (such as Lexis-Nexis) and major outside printing or copying work will be advanced by the Firm and billed to the City at the Firm's direct cost without any overhead.

4. Resolution of Fee Disputes.

The City is entitled to require that any fee dispute be resolved by binding arbitration in Los Angeles County pursuant to the arbitration rules of the Los Angeles County Bar Association for legal fee disputes. In the event that City chooses not to utilize the Los Angeles County Bar Association's arbitration procedures, City agrees that all disputes regarding the professional services rendered or fees charged by the Firm shall be submitted to binding arbitration in Los Angeles County to be conducted by the American Arbitration Association in accordance with its commercial arbitration rules.

5. Term of the Agreement.

This Agreement shall be effective as of July 1, 2008, and shall be and remain in full force and effect until terminated in accordance with the provisions of Section 6 hereof.

6. Termination of the Agreement.

City has the right to terminate the Firm's representation at any time, without cause, subject to an obligation to give notice in writing to the Firm at least thirty (30) days prior to termination. The Firm has the same right, subject to the Firm's ethical obligations to allow the City sufficient notice prior to termination so that City will be able to arrange alternative representation. In either circumstance, City agrees to secure new counsel as quickly as possible and to cooperate fully in the substitution of the new counsel as counsel of record in any action in which the Firm may represent the City. The Firm agrees to cooperate fully in any such transition, including the transfer of files. Notwithstanding the termination of the Firm's representation, City will remain obligated to pay to the Firm all fees and costs incurred prior thereto.



7. Files.

All legal files of the Firm pertaining to the City shall be and remain the property of City. The Firm will control the physical location of such legal files during the term of this Agreement.

8. Modifications to the Agreement.

Unless otherwise provided for in this Agreement, modifications relating to the nature, extent or duration of the Firm's professional services to be rendered hereunder shall require the prior approval of the City Council of the City. Any such written approval shall be deemed to be a supplement to this Agreement and shall specify any changes in the Scope of Services and the agreed-upon billing rates to be charged by the Firm and paid by the City.

9. Independent Contractor.

No employment relationship is created by this Agreement. The Firm shall, for all purposes, be an independent contractor to the City.

10. Nondiscrimination.

In the performance of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, medical condition, or any other unlawful basis.

11. Assignment and Delegation.

This Agreement contemplates the personal professional services of the Firm and this Agreement, or any portion thereof, shall not be assigned or delegated without the prior written consent of the City. Delegation to attorneys outside the Firm shall be limited to those situations in which the Firm is disqualified by virtue of a conflict of interest, or where the Firm does not possess the expertise to competently perform services in a particular practice area. Delegation shall not be made without the prior approval of the City Manager of the City. The Firm shall supervise delegated work, except where precluded from doing so by virtue of a conflict of interest, and where otherwise agreed to by the parties hereto.

12. Insurance.

A. The Firm currently maintains in full force and effect a professional liability insurance policy which provides coverage in an amount not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Said insurance policy provides coverage to the City for any damages or losses suffered by the City as a result of any error or omission or neglect by the Firm which arises out of the professional services required by this Agreement.

B. The Firm currently maintains workers' compensation insurance in accordance with Section 3700 of the California Labor Code.



C. The Firm agrees to notify City in the event the limits of its insurance should fall below the coverages stated in paragraph A or if the insurance policies noted here are allowed to lapse and substitute insurance is not obtained.

13. Miscellaneous.

A. This Agreement, together with Exhibit A hereto, shall constitute the full and complete agreement and understanding of the parties and shall be deemed to supersede all other written or oral statements of any party hereto relating to the subject matter hereof.

B. The language of this Agreement shall be construed simply according to its plain meaning and shall not be construed for or against any party, as each party has participated in the drafting of this Amendment. Whenever the context and construction so require, all words used in the singular shall be deemed to be used in the plural, and vice versa.

C. In any third party action arising out of the Firm's provision of city attorney services (such as civil rights actions naming the City and various City officers and employees), the City will indemnify and defend the Firm as it would indemnify its other officers and employees acting within the scope and course of their respective position.

D. The section headings contained in this Agreement are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have caused this Agreement to be executed as of July 1, 2008.

CITY OF BRADBURY

By: \_\_\_\_\_  
Richard Barakat  
Mayor

ATTEST:

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

WALLIN, KRESS, REISMAN & KRANITZ, LLP

By: \_\_\_\_\_  
Cary S. Reisman  
Partner

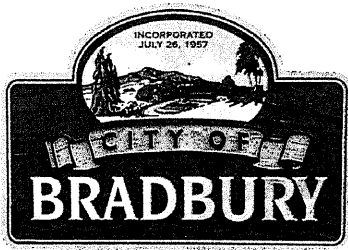


EXHIBIT A  
RETAINER AND APPLICABLE BILLING RATES

1. Retainer. The City will pay a monthly retainer of \$2,100.00 a month, which covers the first 14 hours of Basic Services by the Firm on behalf of the City.
2. Hourly Rate for Basic Services. The hourly billing rate for all Basic Services in excess of 14 hours in any calendar month is \$175.00 an hour.
3. Hourly Rate for Special Services. The hourly rate for all Special Services is \$205.00 an hour.

As used above, "Special Services" means litigation, including criminal prosecution and administrative hearings, in which the Firm represents the City as a party, bond issuances, formation of assessment districts, and work performed for which the City is reimbursed by applicants for entitlements. Special Services also include Planning Commission Meetings, except that the first three Planning Commission Meetings in a fiscal year will be treated as part of the normal retainer/basic services. All other work is considered "Basic Services." Special Services will be performed only when authorized in advance by the City Council or City Manager.





*Richard Hale, Mayor (District 1)*  
*Monte Lewis, Mayor Pro-Tem (District 2)*  
*Richard Barakat, Councilmember (District 3)*  
*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: October 15, 2019

SUBJECT: **Designation of Subrecipient's Agent Resolution for Hazard Mitigation Grant Program**

ATTACHMENTS: 1. Designation of Subrecipient's Agent Resolution

---

### **SUMMARY**

In September 2019, the City received a letter from FEMA confirming approval of the City's Hazard Mitigation Grant Program (HMGP) subapplication requesting grant funds to develop a Community Wildfire Protection Plan. In order to move forward with the HMGP process, the City must submit a signed Designation of Applicant's Agent Resolution.

Staff recommends that the City Council review and approve the Designation of Applicant's Agent Resolution (Attachment 1) which authorizes the City Manager, Management Analyst, and City Clerk to execute for and on behalf of the City of Bradbury.

### **ANALYSIS**

In August 2018, Staff submitted a HMGP subapplication to request \$45,000 in grant funds for the development of a Community Wildfire Protection Plan. In September 2019, the City received a letter from FEMA confirming approval of the City's subapplication.

As part of the grant administration procedures, the City must complete and submit administrative documents to the Cal OES before any payments can be processed. One of these documents includes the Designation of Applicant's Agent Resolution (Attachment 1) which authorizes the City Manager, Management Analyst, and City Clerk

FOR CITY COUNCIL AGENDA \_\_\_\_\_

AGENDA ITEM # \_\_\_\_\_



to execute for and on behalf of the City of Bradbury. It is recommended that the City Council review and approve the attached resolution to begin moving forward with the HMGP process.

#### **FINANCIAL REVIEW**

There is no fiscal impact associated with the recommended action.

#### **STAFF RECOMMENDATION**

Staff recommends that the City Council review and approve the Designation of Applicant's Agent Resolution (Attachment 1) which authorizes the City Manager, Management Analyst, and City Clerk to execute for and on behalf of the City of Bradbury.



# **ATTACHMENT #1**



**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION**  
**Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRADBURY  
(Governing Body) (Name of Applicant)

THAT CITY MANAGER, OR  
(Title of Authorized Agent)  
MANAGEMENT ANALYST, OR  
(Title of Authorized Agent)  
FINANCE DIRECTOR  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the CITY OF BRADBURY, a public entity  
(Name of Subrecipient)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the CITY OF BRADBURY, a public entity established under the laws of the State of California,  
(Name of Subrecipient)

hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- ☐ This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.
- ☒ This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) DR4344-PL0514

Passed and approved this 15 day of OCTOBER, 2019

RICHARD HALE, MAYOR  
(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, CLAUDIA SALDANA, duly appointed and CITY CLERK of  
(Name) (Title)

CITY OF BRADBURY, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

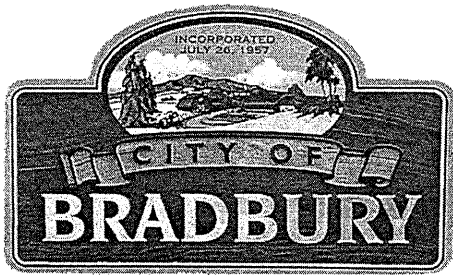
Resolution passed and approved by the CITY COUNCIL of the CITY OF BRADBURY  
(Governing Body) (Name of Applicant)

on the 15 day of OCTOBER, 2019.

(Signature)

CITY CLERK  
(Title)





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

SUBJECT: **DISCUSSION ON THE DIGITIZATION OF THE CITY'S BUILDING PERMITS**

ATTACHMENTS: 1) File Keepers Quote – 3 Boxes: \$2,720  
2) File Keepers Quote – 10 Boxes: \$9,560

---

### SUMMARY

The City's building permits are currently stored in paper format after they are finalized. This poses a potential problem if a fire or vandalism were to occur at City Hall, as permits would be lost forever if they were damaged. After receiving quotes to digitalize the City's permits, File Keepers offered the best service at a reasonable price.

Staff recommends that the City Council direct Staff to work with File Keepers to move toward digitalizing the City's building permits at a cost of less than \$10,000.

### DISCUSSION

The City currently keeps finalized building permits in paper form and stores them in a filing cabinet in the closet behind the City Council chambers. Permits associated with some particular addresses date back even before the City was incorporated in 1957. While the storage of paper permits is practical given the low volume of overall permits, the City risks losing them should there ever be a fire or vandalism at City Hall. If the current permits were to be damaged, they would be lost forever.

The recommendation is for the City to contract with File Keepers to scan each individual permit. The company would pick up the permits and bring them back to their warehouse to scan. With the City's current volume, the scanning process would take a little less than



a month. Once scanned, the company would either return the permits or shred them. The digitized scans would then be handed back to the City on an external hard drive or flash drive in a PDF format, and the permits would be categorized by City address. The City would then take the electronic files and place them on the server. Since the server is backed up onto the “cloud”, the risk of losing the files forever from fire or vandalism would be eliminated.

The City’s IT contractor has determined that the current storage on the City’s server is sufficient to handle the influx of newly scanned permits. Additionally, the contractor has a mechanism they can activate on the server to ensure that digital permits are not accidentally deleted by a Staff member.

In moving forward with the digitalization process, Staff would plan on only processing building permits in digital form, and the site plan and floor plan would be kept after a development is completed. An official policy to only finalize permits electronically would follow shortly after the decision was made to digitalize, as this ensures that paper permits do not accumulate in the future.

### **FINANCIAL ANALYSIS**

After receiving quotes from companies on the digitalization, Staff is recommending to move forward with File Keepers with the scanning and digitization of the City’s permits. The company has provided the City with two different quotes. The first quote is for the scanning of 3 boxes of permits at \$2,720 (ATTACHMENT #1). The second quote (ATTACHMENT #2) is for the scanning of 10 boxes at \$9,650.

Staff recognizes that the City has a considerable number of permits but does not believe there are enough to fill 10 boxes. Additionally, Staff believes that there are more than 3 boxes to fill. As such, the final costs will probably fall in the middle range between the two quotes., and Staff will have a better understanding of the costs once the files are packed in boxes – which is what the quotes are based on.

The City currently has \$49,218 in the Technology Fee Fund. This funding is restricted and can only be used for technology related items. The City has earmarked \$20,000 for an update of the City’s website this fiscal year, which leaves \$29,218 to other technology related items, such as the digitalization of the building permits.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council direct Staff to work with File Keepers to move toward digitalizing the City’s building permits at a cost of less than \$10,000.



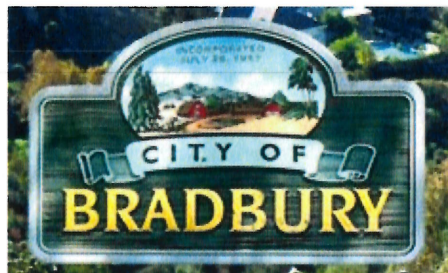
# **ATTACHMENT #1**





08-07-19

## Document Imaging Proposal For



Kevin Kearney  
City Manager  
City of Bradbury  
600 Winston Avenue  
Bradbury, CA 91008  
(626) 358-3218

### **Re: Document Imaging Services – Building Permits**

Thank you for your interest in FILE KEEPERS and for the opportunity to present this proposal. As discussed, FILE KEEPERS provides a complete solution designed to meet all of your document management needs, including secure document storage, scanning, document management software/cloud hosting solutions (SaaS), transportation, and NAID certified shredding services.

### **Why FILE KEEPERS is the company best qualified to handle this project for the City of Bradbury:**

- FILE KEEPERS is the **Largest** privately-held records and information management company of its kind in Southern California and has been in business since 1974.
- We manage more than **50 Million** individually identified items for more than **2,000 Organizations**, 24 hours a day, 365 days a year.
- FILE KEEPERS is **SOC2 Compliant** with state-of-the-art Record Centers and a progressive IT infrastructure.
- Our employees are **HIPAA Certified** and have an average tenure of 10 years. As your account manager, I've been in the imaging industry managing large document imaging projects for 20+ years.
- FILE KEEPERS utilizes a fleet of **Company-Owned Vehicles** to securely transport your inventory to one of our **Secure Record Centers** where your documents are tracked via a powerful Web Portal.
- Once your scanning project is complete, FILE KEEPERS can **Store** the paper files/boxes for up to **3 months** during the Quality Review Period at **no additional charge**.
- Upon expiration of the Quality Review Period and written approval by the client, FILE KEEPERS can **Shred** the inventory and provide a **Certificate of Destruction**.





### **PROJECT PLAN:**

FILE KEEPERS will pick up approximately **3 boxes** from the **City of Bradbury** and securely transport the boxes to our Records Center. The boxes will be barcoded by FILE KEEPERS' experienced team maintain the chain of custody and to ensure that they are accessible to all authorized users throughout the project. Each box will be indexed and tracked based on the box description (i.e. Building Permits – Street Name Range) and corresponding barcode number. An inventory log/transmittal sheet will be provided to Customer for reference. If an authorized user needs access to documents at any time during the project, they will contact FILE KEEPERS' Order Desk and reference the appropriate barcode number found on the inventory log/transmittal sheet and the file name or number needed. FILE KEEPERS' Imaging Team will scan that file immediately and deliver the digital file electronically within 24 hours via our secure FTP site, Laserfiche Cloud hosting site or equivalent.

### **SCANNING & INDEXING:**

The scanning portion of the project will consist of our team of experienced operators preparing the files, scanning, indexing, performing a quality control review to insure excellent image quality and the creation of a digital file for delivery. Each file will be scanned in black & white (or Color if necessary to provide best possible image quality) at 300 dpi resolution and saved as multi-page PDF files.

#### **Indexing:**

- **Document Type:** Building Permits
- **Address:** Street Name and Number

All pages in each envelope will be scanned together as 1 multipage PDF file. Each PDF file will named based on the **Street Name & Number located on the envelope or equivalent.**

After the project is complete, File Keepers can store the physical boxes for 3 months at no additional cost in our secure records center. This will allow the client adequate time to perform a quality control review of the digital files to insure they are satisfied with the quality of the images. At the completion of the quality control review, the boxes can remain in long term storage at FILE KEEPERS (separate retention Agreement required), be returned to Customer, or be shredded upon written request. If shredded, a Certificate of Destruction will be provided.

We would like to invite you and your team to tour our secure Records Center. Please contact me to arrange a time or with any questions you may have. I look forward to working with you on this project.

Sincerely,

*Dave*

David Polt  
Digital Sales Executive  
FILE KEEPERS, LLC  
6277 East Slauson Avenue  
Los Angeles, California 90040  
C: 323-873-4670

References are available upon request.

6277 East Slauson Avenue | Los Angeles, CA 90040-3011 | Tel 323.728.3133 | Fax 323.728.1349  
www.filekeepers.com

Initials:





The "Services" as defined in this Agreement are electronic/digital imaging services provided by the Company as described in this Exhibit. Only those Services selected in the Fee Schedule below (as identified by an indication of a Fee amount in the appropriate table cell for a particular Service) are included as "Services." This Agreement is binding from **August 1, 2019 to July 31, 2020**. All prices set forth herein shall be fixed and firm for a period of **1 (one)** year commencing from the Effective Date of this "Exhibit A". Following such date, prices may be increased no more than once annually, by an amount not to exceed the lesser of: (a) three percent (3%) of the previous annual prices charged, or (b) the previous annual prices charged increased by the most current 12 month percent rate change (non-seasonally adjusted) utilizing the Consumer Price Index for All Urban Consumers (CPI-U) for the City of Los Angeles. For all Services performed under this Agreement, Customer shall pay the Fees and Company shall be compensated pursuant to the Fee rates set forth in the following Fee Schedule:

ITEM	DESCRIPTION OF SERVICES	QUANTITY	UNIT PRICE	TOTAL PRICE
1	<b>Initial Transfer of Customer Information Inventory:</b> Company shall provide labor and vehicles needed to pick up and transport Customer's designated inventory of Customer Information from Customer's place of business referenced in the opening paragraph of this Agreement (or any other location mutually agreed to between the parties) and shall deliver the Customer Information to Company's Imaging Center.	2 Trips	\$ 50	\$ 100
2	<b>Complete Document Scanning Services for 3 Boxes including:</b> <ul style="list-style-type: none"> <li>Preparation, Scanning, Indexing and Quality Control</li> <li>Pages up to 11"x 17" in size, 300 DPI, B&amp;W (Color if necessary)</li> <li>The assumption is that the majority of the permits will need to be scanned in <b>Color</b> to provide best possible image quality</li> </ul>	72 Labor Hours	\$ 35.00 Per Hour	\$ 2,520*
3	<b>Shredding Services – Certified Destruction Services:</b> Company will shred the customer information document inventory once the images are confirmed acceptable by Customer or Customer may also request that Company return the customer information. In addition, Customer may request that Company stores the customer information; provided that such storage will be for an additional fee and Customer will be required to enter into a separate contract for such storage services.	Per Box	INCLUDED	INCLUDED
4	<b>Up to 3 Months of Storage in File Keepers Record Center:</b> (Quality Control Period after scanning is complete)	Per Box	INCLUDED	INCLUDED
5	<b>PDF files Delivered via External Hard Drives</b> (1 Master & 1 Copy)	2	\$ 50	\$ 100
6	<b>Total Fixed Cost</b>			\$ 2,720





**Notes:**

1. The invoice will be based on a fixed price not to exceed 72 labor hours x \$35 per hour = \$2,520 for 3 boxes. Although we don't expect the labor hours to exceed 72 total hours for 3 boxes File Keepers will notify the City prior to exceeding that amount if additional labor hours are required to complete the project at an additional rate of \$35 per hour. (Up to 8.5"x14" legal size documents)
2. \*The estimated price per box assumes 2 linear feet of permits per box (2 rows, side by side, 1 linear foot per row).
3. After the 90 days of free storage, storage fees will be billed at \$29.99 per month for up to 50 boxes, if required.
4. Scanning services will be invoiced on a monthly basis based on the services provided during the previous month.
5. File requests during the project will be billed at \$20 per file per request plus the standard scanning fee per image. Files will be scanned and delivered electronically via our secure FTP site or equivalent.
6. Pricing is valid through August 31<sup>st</sup>, 2019.

FILE KEEPERS' Document Imaging Services Agreement ("Services Agreement") is provided at <https://filekeepers.com/imaging-policy>.  
FILE KEEPERS' document imaging services ("Services") are provided pursuant to the Services Agreement and its schedules.

FILE KEEPERS' Document Destruction Services Agreement ("Services Agreement") is provided at <https://filekeepers.com/shreddingagreement>

By signing below, you hereby accept the terms and conditions of the Services Agreement and its schedules, including this price schedule. The Services Agreement is effective as of the date you sign below ("Effective Date"). In the event of any conflict between the Services Agreement at <https://filekeepers.com/imaging-policy> and this price schedule, the terms of the Services Agreement shall govern.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their representatives duly authorized as of the Effective Date.

**FOR FILE KEEPERS LLC**

_____ Signature	Juan Avila Printed Name	_____ President Title	_____ Date
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**FOR City of Bradbury**

_____ Signature	_____ Printed Name	_____ Title	_____ Date
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This agreement is submitted with the understanding that the information contained herein will not be revealed, disclosed, or otherwise disseminated by the City of Bradbury to any party, individual, company, agency or other entity other than employees of the City of Bradbury (City of Bradbury representatives) with a valid need to know or be informed without the express written consent of FILE KEEPERS and with the expectation that the City of Bradbury Representatives will employ the same or greater measures to protect the confidentiality and proprietary nature of this information that it takes to safeguard its own proprietary or confidential information.



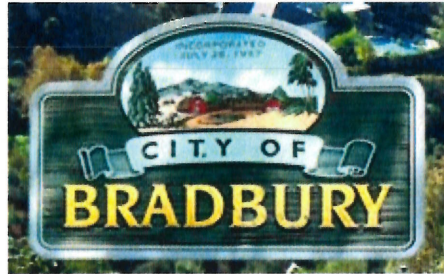
# **ATTACHMENT #2**





07-23-19

## Document Imaging Proposal For



**Kevin Kearney**  
**City Manager**  
**City of Bradbury**  
600 Winston Avenue  
Bradbury, CA 91008  
(626) 358-3218

### **Re: Document Imaging Services – Building Permits**

Thank you for your interest in FILE KEEPERS and for the opportunity to present this proposal. As discussed, FILE KEEPERS provides a complete solution designed to meet all of your document management needs, including secure document storage, scanning, document management software/cloud hosting solutions (SaaS), transportation, and NAID certified shredding services.

### **Why FILE KEEPERS is the company best qualified to handle this project for the City of Bradbury:**

- FILE KEEPERS is the **Largest** privately-held records and information management company of its kind in Southern California and has been in business since 1974.
- We manage more than **50 Million** individually identified items for more than **2,000 Organizations**, 24 hours a day, 365 days a year.
- FILE KEEPERS is **SOC2 Compliant** with state-of-the-art Record Centers and a progressive IT infrastructure.
- Our employees are **HIPAA Certified** and have an average tenure of 10 years. As your account manager, I've been in the imaging industry managing large document imaging projects for 20+ years.
- FILE KEEPERS utilizes a fleet of **Company-Owned Vehicles** to securely transport your inventory to one of our **Secure Record Centers** where your documents are tracked via a powerful Web Portal.
- Once your scanning project is complete, FILE KEEPERS can **Store** the paper files/boxes for up to **3 months** during the Quality Review Period at **no additional charge**.
- Upon expiration of the Quality Review Period and written approval by the client, FILE KEEPERS can **Shred** the inventory and provide a **Certificate of Destruction**.





### **PROJECT PLAN:**

FILE KEEPERS will pick up approximately **10 boxes** from the **City of Bradbury** and securely transport the boxes to our Records Center. The boxes will be barcoded by FILE KEEPERS' experienced team maintain the chain of custody and to ensure that they are accessible to all authorized users throughout the project. Each box will be indexed and tracked based on the box description (i.e. Building Permits – Street Name Range) and corresponding barcode number. An inventory log/transmittal sheet will be provided to Customer for reference. If an authorized user needs access to documents at any time during the project, they will contact FILE KEEPERS' Order Desk and reference the appropriate barcode number found on the inventory log/transmittal sheet and the file name or number needed. FILE KEEPERS' Imaging Team will scan that file immediately and deliver the digital file electronically within 24 hours via our secure FTP site, Laserfiche Cloud hosting site or equivalent.

### **SCANNING & INDEXING:**

The scanning portion of the project will consist of our team of experienced operators preparing the files, scanning, indexing, performing a quality control review to insure excellent image quality and the creation of a digital file for delivery. Each file will be scanned in black & white (or Color if necessary to provide best possible image quality) at 300 dpi resolution and saved as multi-page PDF files.

#### **Indexing:**

- **Document Type:** Building Permits
- **Address:** Street Name and Number

All pages in each envelope will be scanned together as 1 multipage PDF file. Each PDF file will named based on the **Street Name & Number located on the envelope or equivalent.**

After the project is complete, File Keepers can store the physical boxes for 3 months at no additional cost in our secure records center. This will allow the client adequate time to perform a quality control review of the digital files to insure they are satisfied with the quality of the images. At the completion of the quality control review, the boxes can remain in long term storage at FILE KEEPERS (separate retention Agreement required), be returned to Customer, or be shredded upon written request. If shredded, a Certificate of Destruction will be provided.

We would like to invite you and your team to tour our secure Records Center. Please contact me to arrange a time or with any questions you may have. I look forward to working with you on this project.

Sincerely,

*Dave*

David Polt  
Digital Sales Executive  
FILE KEEPERS, LLC  
6277 East Slauson Avenue  
Los Angeles, California 90040  
C: 323-873-4670

References are available upon request.

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www.filekeepers.com

Initials:





The "Services" as defined in this Agreement are electronic/digital imaging services provided by the Company as described in this Exhibit. Only those Services selected in the Fee Schedule below (as identified by an indication of a Fee amount in the appropriate table cell for a particular Service) are included as "Services." This Agreement is binding from **July 1, 2019 to June 30, 2020**. All prices set forth herein shall be fixed and firm for a period of **1 (one)** year commencing from the Effective Date of this "Exhibit A". Following such date, prices may be increased no more than once annually, by an amount not to exceed the lesser of: (a) three percent (3%) of the previous annual prices charged, or (b) the previous annual prices charged increased by the most current 12 month percent rate change (non-seasonally adjusted) utilizing the Consumer Price Index for All Urban Consumers (CPI-U) for the City of Los Angeles. For all Services performed under this Agreement, Customer shall pay the Fees and Company shall be compensated pursuant to the Fee rates set forth in the following Fee Schedule:

ITEM	DESCRIPTION OF SERVICES	QUANTITY	UNIT PRICE	TOTAL PRICE
1	<b>Initial Transfer of Customer Information Inventory:</b> Company shall provide labor and vehicles needed to pick up and transport Customer's designated inventory of Customer Information from Customer's place of business referenced in the opening paragraph of this Agreement (or any other location mutually agreed to between the parties) and shall deliver the Customer Information to Company's Imaging Center.	2 Trips	\$ 50	\$ 100
2	<b>Complete Document Scanning Services including:</b> <ul style="list-style-type: none"> <li>Preparation, Scanning, Indexing and Quality Control</li> <li>Pages up to 11"x 17" in size, 300 DPI, B&amp;W (Color if necessary)</li> </ul>	270 Labor Hours	\$ 35.00 Per Hour	\$ 9,450
3	<b>Shredding Services – Certified Destruction Services:</b> Company will shred the customer information document inventory once the images are confirmed acceptable by Customer or Customer may also request that Company return the customer information. In addition, Customer may request that Company stores the customer information; provided that such storage will be for an additional fee and Customer will be required to enter into a separate contract for such storage services.	10 Boxes	INCLUDED	INCLUDED
4	<b>Up to 3 Months of Storage in File Keepers Record Center:</b> (Quality Control Period after scanning is complete)	10 Boxes	INCLUDED	INCLUDED
5	<b>PDF files Delivered via External Hard Drives</b> (1 Master & 1 Copy)	2	\$ 50	\$ 100
6	<b>Total Fixed Cost</b>			\$ 9,650





**Notes:**

1. The invoice will be based on a fixed price not to exceed 270 labor hours x \$35 per hour = \$9,450. Although we don't expect the labor hours to exceed 270 total hours File Keepers will notify the City prior to exceeding that amount if additional labor hours are required to complete the project at an additional rate of \$35 per hour.  
(Up to 8.5"x14" legal size documents)
2. After the 90 days of free storage, storage fees will be billed at \$29.99 per month for up to 50 boxes, if required.
3. Scanning services will be invoiced on a monthly basis based on the services provided during the previous month.
4. File requests during the project will be billed at \$20 per file per request plus the standard scanning fee per image. Files will be scanned and delivered electronically via our secure FTP site or equivalent.
5. Pricing is valid through August 31<sup>st</sup>, 2019.

FILE KEEPERS' Document Imaging Services Agreement ("Services Agreement") is provided at <https://filekeepers.com/imaging-policy>.  
FILE KEEPERS' document imaging services ("Services") are provided pursuant to the Services Agreement and its schedules.

FILE KEEPERS' Document Destruction Services Agreement ("Services Agreement") is provided at <https://filekeepers.com/shreddingagreement>

By signing below, you hereby accept the terms and conditions of the Services Agreement and its schedules, including this price schedule.  
The Services Agreement is effective as of the date you sign below ("Effective Date"). In the event of any conflict between the Services Agreement at <https://filekeepers.com/imaging-policy> and this price schedule, the terms of the Services Agreement shall govern.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their representatives duly authorized as of the Effective Date.

**FOR FILE KEEPERS LLC**

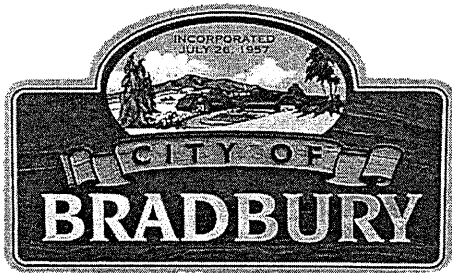
_____ Signature	Juan Avila Printed Name	_____ President Title	_____ Date
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**FOR City of Bradbury**

_____ Signature	_____ Printed Name	_____ Title	_____ Date
--------------------	-----------------------	----------------	---------------

This agreement is submitted with the understanding that the information contained herein will not be revealed, disclosed, or otherwise disseminated by the City of Bradbury to any party, individual, company, agency or other entity other than employees of the City of Bradbury (City of Bradbury representatives) with a valid need to know or be informed without the express written consent of FILE KEEPERS and with the expectation that the City of Bradbury Representatives will employ the same or greater measures to protect the confidentiality and proprietary nature of this information that it takes to safeguard its own proprietary or confidential information.





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

SUBJECT: **DISCUSSION ON ALTERING THE CITY'S OVERNIGHT PARKING REGULATIONS**

ATTACHMENTS: 1) Bradbury Municipal Code, Article VIII – Stopping, Standing or Parking

---

### **SUMMARY**

Staff has fielded interest from member(s) of the City Council on altering the City's overnight parking. Currently, regulations only exist on Mt. Olive Drive and Mt. Olive Lane.

It is recommended that the City Council direct staff on how to proceed. If changes are desired, Staff will return with an ordinance with any directed changes to the City's municipal code.

### **DISCUSSION**

The City currently has regulations on overnight parking for Mount Olive Drive and Mount Olive Lane. Pursuant to the B.M.C. 4.01.1000, there is no parking allowed on these two streets between the hours of 4:00 a.m. and 5:00 a.m. (ATTACHMENT #1).

The following is a list of public streets that allow parking but do not have overnight regulations:

1. Lemon Avenue, South Side of Street
2. Braewood Drive



3. Gardi Street, West
4. Fairlee Avenue
5. Spring Point Drive
6. Oak Shade Road
7. Gardi Street, East
8. Freeborn Street
9. Elda Street

### **FINANCIAL ANALYSIS**

This report does not pose a significant financial impact. Should the City Council desire to restrict parking in certain areas, the City may need to purchase and install signage to advise motor vehicle drivers of the overnight parking regulations.

### **STAFF RECOMMENDATION**

It is recommended that the City Council direct Staff on how to proceed. If changes are desired, Staff will return with an ordinance with any directed changes to the City's municipal code.



# **ATTACHMENT #1**



## ARTICLE VIII. - STOPPING, STANDING OR PARKING

## 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. 4.01.1005. - Removal of parked vehicles.

- (a) It shall be unlawful for any person in charge of any vehicle to stop, park, place or leave standing said vehicle, whether occupied or not, upon any street, vehicle parking lot, alley or public place, for 72 or more consecutive hours. Any regularly employed and salaried officer of the Chief of Police, or any Community Services Officer who is engaged in enforcing provisions of the Bradbury Municipal Code may remove or cause to be removed such vehicle from the place where found to an authorized garage, storage or impounding area as designated by the Chief of Police, or as otherwise authorized or provided in the Cal. Vehicle Code.
- (b) It is unlawful for any person in charge of any vehicle to stop or park or leave standing the vehicle, whether occupied or not, upon any street, vehicle parking lot, alley or other public place when the street, parking lot, alley or other public place or a portion thereof is necessary for the cleaning, repair or construction of the highway, or for the installation of underground utilities, and signs giving notice that such a vehicle may be removed are erected or placed at least 24 hours prior to the removal by local authorities pursuant to this section.

(Ord. No. 360, § 1, 11-20-2018)

## 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)

Sec. 4.01.1020. - Moving a vehicle from one place to another on a road.

Whenever any Deputy Sheriff finds a vehicle standing upon a road in violation of Section 4.01.1000, such Deputy Sheriff may move such vehicle or require the driver or another person in charge of such vehicle to move the same to the nearest available position off the paved or improved or main traveled portion of such road.

(Prior Code, § 3205)

Sec. 4.01.1030. - Display of warning device when vehicle disabled.

When any vehicle is disabled on the paved or improved portion of any road, a warning signal consisting of flares, red lanterns, warning lights or reflectors of a type approved by the Department of Motor Vehicles shall be immediately placed at a distance of approximately 100 feet to the rear of such disabled vehicle. Said warning signals shall be displayed continuously during the time from a half-hour after sunset to a half-hour before sunrise and at any other time when there is not sufficient light to render clearly discernible any person or vehicle on the road at a distance of 500 feet while such vehicle remains disabled upon the paved or improved portion of a road.

(Prior Code, § 3206)

Sec. 4.01.1040. - The stopping, standing or parking of utility vehicles.



The foregoing restrictions in this article prohibiting the stopping, standing or parking of vehicles shall not apply to the driver or owner of any service vehicle owned or operated by or for or operated under contract with a utility or public utility, whether privately, municipally or publicly owned, used in the construction, operation, removal or repair of utility or public utility property or facilities, when such vehicle is stopped, standing or parked at the site of work involving the construction, operation, removal or repair of such utility or public utility or facilities upon, in, over, under or adjacent to a road, or of a vehicle, whether privately, municipally, or publicly owned, engaged in authorized work on the road; provided that warning devices are displayed as hereinafter specified:

- (1) During daylight such warning shall consist of:
  - a. A warning flag or barricade striping on the front and rear of such vehicle; or
  - b. A warning flag, sign, or barrier on the roadway not more than 100 feet or less than 50 feet in advance of the vehicle and not more than 100 feet or less than 50 feet to the rear thereof.
- (2) During the period from a half-hour after sunset to the half-hour before sunrise and at any other time when there is not sufficient light to render clearly discernible any person or vehicle on the road at a distance of 500 feet, such warning devices shall consist of:
  - a. One or more lights or fuses on the vehicle giving warning to approaching traffic from each direction; or
  - b. A warning light, flare, fuse or reflector on the roadway not more than 50 feet in advance of the vehicle and not more than 50 feet to the rear thereof.

(Prior Code, § 3207)

Sec. 4.01.1050. - The parking of oversize vehicles on public streets.

- (a) Except as provided in Subsections (b) and (c) of this section, no person shall park or leave standing upon any public street or highway within the City any oversize vehicle at any time. For the purposes of this section, the term "oversize vehicle" means any vehicle or combination of vehicles which exceeds 20 feet in length, or 80 inches in width, or 82 inches in height, or is in violation of Vehicle Code § 35100 et seq., as may be amended.
- (b) Notwithstanding the provision of Subsection (a) of this section, this section shall not apply to any person who is actually engaged in the loading or unloading of any noncommercial oversize vehicle or is actually engaged in making emergency repairs thereon. Further, this section shall not apply to any commercial oversize vehicle making pickups or deliveries of goods, wares, and merchandise from or to any building or structure located on a public street or highway within the City or delivering materials to be used in the actual and bona fide repair, alteration, remodeling, or construction of any building or structure upon a public street or highway within the City for which a building permit has previously been obtained.



- (c) Notwithstanding the provisions of Subsection (a) of this section, an oversize vehicle may be parked in a residential zone if a three-day parking pass is issued pursuant to this subsection. The purpose of the oversize vehicle parking pass is to give owners of oversize vehicles an opportunity to park adjacent to their residences for loading and unloading and to allow out-of-town visitors to park in front of the residence which they are visiting for a limited time period during the hours otherwise prohibited by Subsection (a) of this section. The provisions of this subsection shall not supersede any covenants, conditions and restrictions or other private agreements. The terms of such oversize parking passes shall be as follows:
- (1) Oversize vehicle parking passes shall be issued by the City Manager or the designee thereof, or the County Sheriff's Department. Any bona fide resident may obtain an oversize vehicle parking pass to park such vehicle in front of their residence. Any out-of-town visitor of a residence may obtain an oversize vehicle parking pass authoring the visitor to park such vehicle in front of such residence. For purposes of this section, the term "out-of-town visitor" means any person who permanently resides in a city other than the City of Bradbury.
  - (2) To obtain an oversize vehicle parking pass, each applicant shall furnish their name and address, the license number of the oversize vehicle, the date of issuance and the day the parking pass is valid. Such pass shall be placed in the interior of the vehicle in such a manner as to be clearly visible to traffic enforcement officers.
  - (3) The oversize vehicle parking pass shall be issued in card form and shall include the identifying license number of the oversize vehicle and the location at which the applicant desires to park the vehicle.
  - (4) The oversize vehicle parking pass shall be valid for a maximum of three days. Upon expiration of an oversize vehicle parking pass issued under this section, the applicant may apply for and be granted a new oversize vehicle parking pass if the applicant still qualifies under the conditions set forth herein. In no event shall more than two oversize vehicle parking passes be issued to an applicant within a 30-day period.
  - (5) The City Council shall, by resolution, establish a fee for issuance of an oversize vehicle parking pass.
- (d) Violation of this section is hereby deemed to be a misdemeanor and is punishable according to the provisions of Section 1.03.010. Furthermore, pursuant to Vehicle Code § 22651, any oversize vehicle parked or left standing on a public street or highway in the City in violation of this section may be removed from the street or highway upon which such vehicle is parked or left standing.

(Prior Code, § 3209)