

**MINUTES OF A REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF BRADBURY  
HELD ON TUESDAY, NOVEMBER 19, 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, Councilmembers Bruny and Lathrop  
ABSENT: Mayor Pro-Tem Lewis and Councilmember Barakat  
STAFF: City Manager Kearney, City Attorney Reisman, City Clerk Saldana and Management Analyst Santos Leon
- MOTION TO EXCUSE MPT LEWIS AND COUNCILMEMBER BARAKAT:** Mayor Hale made a motion to excuse Mayor Pro-Tem Lewis and Councilmember Barakat from the meeting. Councilmember Bruny seconded the motion, which carried.
- APPROVAL OF AGENDA:** Councilmember Bruny made a motion to approve the agenda to proceed with City business. 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.  
  
City Manager Kearney stated that he was not aware of any conflicts of interest.
- PUBLIC COMMENT:** None
- CONSENT CALENDAR:** All items on the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion unless a Councilmember requests otherwise, in which case the item will be removed and considered by separate action. All Resolutions and Ordinances for Second Reading on the Consent Calendar are deemed to “waive further reading and adopt.”
- A. Minutes – Regular Meeting of October 15, 2019
  - B. Resolution No. 19-29: Demands & Warrants for November 2019
  - C. Monthly Investment Report for the month of October 2019
  - D. Appointment of Councilmember Barakat to the San Gabriel Valley Mosquito & Vector Control District Board of Trustees
  - E. Agreement for Government Relations Advocacy Services with Best Best & Krieger, LLP
  - F. Approval of Final Parcel Map No. 72325 with a Categorical Exemption under the California Environmental Quality Act (CEQA) for a Two-From-One Lot Split at 147 Sawpit Lane
  - G. LA County Fire Grant – Letter of Support

**ITEM A (MINUTES) PULLED FROM THE CONSENT CALENDAR:**

Councilmember Lathrop had a correction on page 3 of the minutes. The letter regarding overnight parking regulations should be sent to the residents of all affected streets, not just the R-75,00 Zone.

In regards to offering the paper copies of building permits to homeowners following the digitization process, Councilmember Lathrop wanted to confirm that the City Council agreed to that at the last meeting. The answer was yes.

**ITEM E PULLED FROM THE CONSENT CALENDAR:**

In regards to the Agreement for Government Relations Advocacy Services with Best Best & Krieger, LLP Councilmember Lathrop had some concerns regarding the termination provisions and wanted to make sure that the City of Bradbury could terminate the agreement at any time. City Attorney Reisman pointed to the Termination Clause on page 5 of the Agreement which states: "Each client has the absolute right to terminate the Firm regardless of what the other joint client(s) may decide."

Councilmember Lathrop suggested language be added to the agreement stating that Bradbury would only be liable for its own share in case one of the other cities does not pay its share. City Attorney Reisman stated that he did not think such additional language was necessary.

**MOTION TO APPROVE ITEM E WITH AMENDMENT:**

Councilmember Lathrop made a motion to approve the Agreement for Government Relations Advocacy Services with Best Best & Krieger, LLP with the modification that Bradbury would only be liable for its own share in case one of the other cities does not pay its share. Mayor Hale and Council Bruny did not feel that this was necessary.

**MOTION TO APPROVE ITEM E AS WRITTEN:**

Mayor Hale made a substitute motion to approve the Agreement for Government Relations Advocacy Services with Best Best & Krieger, LLP as written. Councilmember Bruny seconded the motion.

**ROLL CALL VOTE:**

AYES: Mayor Hale, Councilmember Bruny  
NOES: Councilmember Lathrop  
ABSENT: Mayor Pro-Tem Lewis, Councilmember Barakat

City Attorney Reisman stated that the motion needs to be unanimous (3:0) in order to pass because it involves expenditures. The item will be back on the December Agenda for approval.

**MOTION TO APPROVE CONSENT CALENDAR:**

Councilmember Lathrop made a motion to approve the Consent Calendar (minus Item E) as amended (Minutes). Councilmember Bruny seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

Motion passed 3:0

**CONSULTANT SERVICES AGREEMENT  
WITH REVIZE FOR WEBSITE  
DEVELOPMENT AND ANNUAL  
SUBSCRIPTION SERVICES:**

Management Analyst Santos Leon stated that the City's website is a vital resource, acting as a public counter able to provide information and services to the community 24 hours a day, 7 days a week. Increasingly, individuals are coming to expect a wide variety of services online, making it crucial to continually evaluate and align this resource to meet citizen expectations.

The City's website has not been updated since it was first developed and thus does not meet current ADA laws and regulations in relation to websites. In the same way that the State requires buildings to provide accessibility to people in wheelchairs, it is also required of organizations in the public sector to make websites accessible to users who rely on devices like screen readers and voice recognition software.

In order to reach ADA compliance, websites must meet the following criteria:

- 1. Content is Perceivable**  
Web Content is made available to the senses – sight, hearing, and/or touch.
- 2. Content is Robust**  
Content can be interpreted by a wide variety of user agents, including assistive technologies.
- 3. Information is Understandable**  
Information and user interface operation is easy to understand.
- 4. Functions are Operable**  
Interface forms, controls, and navigation are all easily operable.

**PROPSALS:**

Staff sought out proposals from consultants for the development of a new ADA compliant City website. Based on the proposals and reference checks, staff is recommending Revize Software Systems as the best partner to develop a new City website and provide support on an ongoing basis.

**REVIZE SOFTWARE SYSTEMS:**

Revize is a national award-winning vendor that has been providing website design and support services for 20 years with over 1,500 sites launched during this time. Most recent clients include the cities of San Marino, Arcadia, and Rolling Hills, which is currently in the development process. Revize offers a Web Content Management System (CMS) which enables clients to manage their online presence with high functionality and style. Additional features and modules include: a new and improved Online Calendar, the comprehensive Forms Center, Emergency Alerts, E-Notifications, Document Center and Online Payment Tool.

**DEVELOPMENT PROCESS:**

Revize uses an eight-phase process to develop a new website:  
(1) Project Planning and Analysis, Scope of Work;  
(2) Discovery and Design from Scratch;  
(3 & 4) Revize Template Development;  
(5) Testing;  
(6) Site map development and content migrations from old website to new website;

- (7) Content editing and site administration training;
- (8) Go live, where testing is completed and the new website becomes available to the community.

The entire process will take approximately 16 to 21 weeks to complete.

**FINANCIAL ANALYSIS:**

The setup fees for the creation of the website is estimated at \$8,400 and provides for one year of ongoing technical support and secure hosting services. Each subsequent year will cost an annual fee of \$1,800, and Revize offers a free website redesign after four years of service/

The City has budgeted \$20,000 in the Technology Fee Fund toward the development of a new City website. The initial cost of \$8,400, which includes the website development and first 12 months of service, are to be taken out of the Technology Fee Fund (Account 113-20-7730). During the next budgeting cycle, staff will determine from which line item the yearly \$1,800 will be expended, whether it be from the General Fund or the restricted Technology Fund.

**RECOMMENDATION:**

It is recommended that the City Council approve the consultant services agreement with Revize Software Systems for the development of a new ADA compliant City website and annual subscription services, which includes hosting, maintenance, and support.

**MOTION:**

Councilmember Bruny made a motion to approve the consultant services agreement with Revize Software Systems for the development of a new ADA compliant City website and annual subscription service. Councilmember Lathrop seconded the motion, which was carried by the following roll call vote:

**APPROVED:**

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

Motion passed 3:0

**ORDINANCE NO. 367 AMENDING THE BMC TO SPECIFY THE DAYS THAT ARE CONSIDERED HOLIDAYS IN THE CITY'S NOISE ORDINANCE:**

City Manager Kearney stated that staff has fielded interest from a member of the City Council to amend the City's Noise Ordinance to restrict construction on *all* federal holidays. Bradbury Municipal Code (BMC) Section 9.127.080 details when noise from construction related activities can take place. Currently, operating mechanically powered equipment, construction and demolition work cannot be performed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Ordinance No. 367 would expand upon the current holidays to restrict construction related noise to *all* federal holidays, including:

- Martin Luther King, Jr's Birthday
- Presidents Day
- Columbus Day
- Veterans Day

**RECOMMENDATION:**

Should the City Council desire to restrict construction noise during all federal holidays, it is recommended that Council introduce for first reading, by title only, Ordinance No. 367: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO SPECIFY THE DAYS THAT ARE CONSIDERED HOLIDAYS IN THE CITY'S NOISE ORDINANCE

**DISCUSSION:**

Mayor Hale asked if the restriction needs to be citywide, or can it be by District? City Manager Kearney stated that it should be citywide to avoid confusion. Mayor Hale and Councilmember Bruny were not in favor of amending the City's current Noise Ordinance. Councilmember Lathrop stated that he was ok with it as it is.

**NO ACTION TAKEN:**

The City Council took no further action on this item. No motion was required.

**DISCUSSION ON REGULATIONS FOR GROUND COVER:**

City Manager Kearney stated that at the October meeting, the City Council directed staff to agendize an item for discussion on citywide regulations for ground cover.

Staff has been working in conjunction with Councilmember Lathrop to draft initial language to assist with the facilitation of a discussion on ground cover regulations. Overall, the language outlines where ground covering might be expected and details exclusions. For example, the language defines ground covering as "properly maintained vegetative growth, decorative rock, artificial turf, or fire-resistant bark or wood mulch." It also provides for exclusions, such as not requiring ground covering in an area that has equestrian training and stables, as these areas typically have dirt.

Another exclusion is not requiring ground cover for terrain with hillside slopes in excess of 25%. Typically, turf is not recommended for slopes over 15-20% due to irrigation runoff and difficulty in mowing/maintaining. These proposed guidelines would exclude hillside areas from needing ground cover for visual appeal purposes.

**RECOMMENDTION:**

It is recommended that the City Council review the drafted language and determine if any changes are needed. Should the City Council desire to proceed with ground cover regulations, staff would return at a subsequent meeting with an Ordinance for review and approval.

**DISCUSSION ON REGULATIONS FOR GROUND COVER POSTPONED:**

The City Council postponed the discussion to the December meeting when the full Council will be present.

**DISCUSSION ON A JOINT CITY COUNCIL AND PLANNING COMMISSION RETREAT:**

City Manager Kearney stated that the City Council has set Saturday, December 14, 2019 to hold a joint City Council and Planning Commission Retreat at Monrovia's Canyon Park Cabin facility.

**RECOMMENDATION:**

It is recommended that the City Council decide upon a time for the retreat and determine what should be discussed during the meeting.

**DISCUSSION:**

Councilmember Bruny proposed to review the priorities of the City and to bring new Planning Commissioners up to speed.

It was decided that 3 hours should be enough time with no facilitator this time. Breakfast will be provided, but not lunch. The meeting time was set for 8:00 am to 11:00 am.

**MATTERS FROM THE CITY MANAGER:**

City Manager Kearney stated that the City Council needs to have a Special Meeting before Thanksgiving to adopt new contracts for the Chadwick Ranch Estates Development. The Special Meeting will be held on Monday, November 25, 2019. Staff will contact Council the next day to determine the time.

City Manager Kearney stated that the City is going to solicit Cal-Recycle bids in the amount of \$5,000 just like we did in previous years.

City Manager Kearney stated that his son is scheduled for heart surgery on January 21, 2020, the same day as the regular City Council meeting. The City Council decided to hold the meeting one week earlier on Tuesday, January 14, 2020.

**MATTERS FROM THE CITY ATTORNEY:**

City Attorney Reisman reported that new State laws regarding accessory dwelling units will go into effect on January 1, 2020. The City Council directed the City Attorney Reisman to draft an urgency ordinance for adoption at the December meeting to retain local control.

City Attorney Reisman also reported that the cities of Gardena and Duarte were successful in their lawsuit against the State Water Resources Control Board.

**MATTERS FROM THE CITY COUNCIL:**

**MAYOR HALE:**

Nothing to report

**MAYOR PRO-TEM LEWIS:**

Not present

**COUNCILMEMBER BRUNY:**

Nothing to report

**COUNCILMEMBER LATHROP:**

Councilmember Lathrop stated that the Duarte Education Foundation Fundraiser Dinner on October 19th raised \$10,000.

**COUNCILMEMBER BARAKAT:**

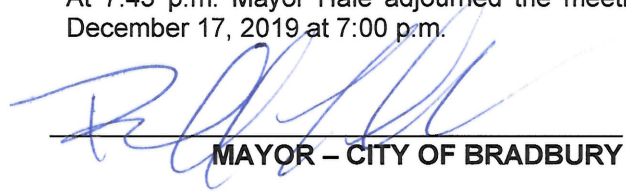
Not present

**ITEMS FOR FUTURE AGENDAS:**

Urgency Ordinance regarding Accessory Dwelling Units

**ADJOURNMENT:**

At 7:43 p.m. Mayor Hale adjourned the meeting to Tuesday,  
December 17, 2019 at 7:00 p.m.



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**MAYOR – CITY OF BRADBURY**

**ATTEST:**

*Claudia Saldana*  
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**CITY CLERK – CITY OF BRADBURY**