

**MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF BRADBURY
HELD ON TUESDAY, JULY 19, 2022
AT THE BRADBURY CIVIC CENTER
600 WINSTON AVENUE, BRADBURY, CA 91008**

**CALIFORNIA GOVERNMENT
CODE SECTION 54953(e)(1):**

Pursuant to California Government Code Section 54953(e)(1), the City is allowing Councilmembers, Staff and the public to participate in this meeting by means of a Zoom video or telephone call. Participants will be able to hear the entire proceedings and be able to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times.

MEETING CALLED TO ORDER:

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

ROLL CALL:

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

ABSENT: None

STAFF: City Manager Kearney, City Attorney Reisman, Assistant City Attorney Kranitz, City Clerk Saldana and Management Analyst Musa

APPROVAL OF AGENDA:

Mayor Pro-Tem Barakat made a motion to approve the agenda to proceed with City business. Councilmember Hale seconded the motion, which carried unanimously.

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

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

City Attorney Reisman stated that 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 June 21, 2022
- B. Minutes: Adjourned Meeting of June 26, 2022
- C. Resolution No. 22-19: Demands & Warrants for July 2022
- D. Monthly Investment Report for the month of June 2022

- E. Resolution No. 22-20: Authorizing Signatures for Accounts in the name of "City of Bradbury"
- F. Second Reading and Adoption of Ordinance No. 383:
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING VARIOUS PROVISIONS OF TITLE IX (DEVELOPMENT CODE) OF THE BRADBURY MUNICIPAL CODE RELATING TO SENATE BILL 9 AND SECONDARY LIVING QUARTERS
- G. Resolution No. 22-21: Approval of Project Funded by SB1: The Road Repair and Accountability Act

CORRECTION TO MINUTES AND DEMANDS & WARRANTS:

City Manager Kearney stated that there was one correction to the June 21, 2022 minutes (first paragraph on page 5). Mayor Lathrop (not Councilmember Hale) requested that Burrtec's power point presentation be included in the agenda packet next year.

City Manager Kearney stated that there is a correction to the Demands & Warrants. Checks #17026 and #17027, payable to RKA, have been voided and the charges related to the Starlite Sewer Extension removed. The Starlite Sewer Extension is a Bradbury Estates Project and should not be billed to the City. Replacement Checks #17040 and #17041 to RKA have been added to the revised Demands & Warrants.

MOTION TO APPROVE CONSENT CALENDAR:

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

APPROVED:

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

Motion passed 5:0

PRESENTATION BY SOUTHERN CALIFORNIA EDISON POSTPONED TO AUGUST MEETING:

Jeannette Soriano, Government Relations Manager, was online to make a presentation to the City Council regarding Edison's wildfire prevention efforts. Due to technical difficulties with the sound, the City Council asked Ms. Soriano to attend the August City Council meeting to make the presentation in person.

APPROVAL OF CONSULTANT AGREEMENT WITH DE NOVO PLANNING GROUP FOR UPDATE OF THE SAFETY CHAPTER OF THE HEALTH AND SAFETY ELEMENT OF THE GENERAL PLAN:

City Manager Kearney stated that Government Code Section 65302(g) regulating General Plans requires the City to update its Safety Element (the Safety Chapter of the Health and Safety Element) with the revision of the Housing Element.

California Government Code Section 65302(g) relating to Safety Elements of the General Plan has been amended to include analysis of additional topics, including those related to wildfires and climate adaptation and resiliency. While the recent hazard mitigation plan addresses many of the wildfire requirements, it does not address climate adaptation and resiliency. Staff does not have the expertise to prepare this update.

PROPOSAL:

The City reached out to two consultants that is has been working with to obtain a proposal for the update of the Safety Chapter of the Health & Safety Element. Only De Novo Planning Group provided a response. De Novo is a well-respected planning firm that has prepared Safety Element updates for a number of cities (i.e. Gardena and Hawthorne). De Novo has provided a proposal for \$37,250. The project is billed on the time expended, but it is a “not-to-exceed contract.” Staff has checked with other cities updating their Safety Element as to costs and it is in line with those cities.

RECOMMENDATION:

It is recommended that the City Council approve the Agreement between the City of Bradbury and De Novo Planning Group, Inc. for services to update the City’s Safety Element and a not-to-exceed amount of \$37,250.

DISCUSSION:

Councilmember Hale inquired why we need to do this now. Assistant City Attorney Kranitz stated that it is usually done concurrently with the Housing Element Update. Councilmember Bruny asks if there was anything else the City has to do as part of the Housing Element Update. Lisa Kranitz clarified that the Safety Element is part of the General Plan, not the Housing Element.

Mayor Bruce Lathrop inquired about the due date. City Manager Kearney stated that the project schedule is included in the proposal.

Councilmember Lewis stated that he would like to see a work product from De Novo, because he is afraid they will take another city’s Safety Element and just cut and paste it for Bradbury. Acting City Attorney Kranitz stated that the Safety Element is not a cut and paste project.

Councilmember Hale stated that he would like to see progress reports at the next two City Council meetings.

MOTION DIED DUE TO A LACK OF SECOND:

Mayor Lathrop made a motion to approve the Agreement between the City of Bradbury and De Novo Planning Group, Inc. for services to update the City’s Safety Element at a not-to-exceed amount of \$37,250. The motion died to a lack of second.

Assistant City Attorney Kranitz stated that the City could be sued for not having a complete General Plan.

Mayor Lathrop wants De Novo to focus on fire safety.

DISCUSSION POSTPONED TO AUGUST MEETING:

Councilmember Hale suggested to postpone the discussion for one month and get a sample of another city’s Safety Element.

**DISCUSSION ON THE UPCOMING
RETIREMENT OF THE CITY CLERK:**

City Manager Kearney stated that this is a discussion about the upcoming retirement of Claudia Saldana, the City's long-term City Clerk, and the challenges associated with her departure. This is an informal discussion with no formal recommended actions. Rather, this item seeks initial input from the City Council on how they would like to proceed. It is expected that there will be multiple discussions on this item in the next few months.

City Manager Kearney stated that Claudia Saldana started working for the City of Bradbury on June 16, 1988. Thirty-four (34) years later, Ms. Saldana has decided that she will be retiring sometime next year (2023). At this point, the exact date has not been finalized yet.

Claudia's position has morphed with the City's needs over the last 34 years. Today Claudia's position has three main functions. These roles and responsibilities are equivalent in other cities to 1) City Clerk, 2) Accounting Technician, and 3) Executive Assistant to the City Manager.

The City Clerk and Executive Assistant roles are quite similar and can be seen merged in other cities; however, they are starkly different than the responsibilities of the Accounting Technician. Given the differences, City Manager Kearney stated that he is expecting difficulties recruiting for the position once Claudia retires.

City Manager Kearney stated that the cities of Bradbury, Rolling Hills and Hidden Hills are often compared to one another since their city populations, budgets and staff sizes are relatively similar. When inquiring about their staffing situations, the City of Rolling Hills employs a City Clerk who also acts as the City Manager's Assistant; however, they contract out all of their financial work. The City of Hidden Hills has a City Clerk, but also has an Accounting Specialist that manages all of the City's finances.

Some inquiring was done with the financial firm serving the City of Rolling Hills. The City of Rolling Hills currently contracts with a firm for an Accountant at \$84/hour, two Accounting Technicians at \$26/hour each, and a Finance Director at \$79/hour. Rolling Hills has the firm do most things financially related, which includes CPA type work, grants management, payroll, budgeting, budget presentations, budget reports to the City Council, bank deposits, etc. At this time more exploration would be needed on a firm's level of involvement if Bradbury were to move forward with a financial firm.

City Manager Kearney stated that the current Finance Director, Suresh Malkani, gets paid \$80/hour and he comes to the office once a week for ½ day.

Salary is another issue once Claudia retires. City Manager Kearney stated that in his opinion salaries and salary scales have been able to remain below market rate throughout the years because Claudia's long tenure with Bradbury. The City Manager (CM) and Management Analyst (MA) have historically been "revolving door" positions due to the salary discrepancies, especially with the Management Analyst position rotating approximately once every 1.5 years. As the CM and MA have come and gone, Claudia remained the stabilizing force at City Hall. This rang true when Kevin Kearney first arrived as CM.

Both the CM and the MA had left at the same time in 2017 for better paying jobs, and it was Claudia's tenure that allowed the City to remain stable for approximately two months until an Interim City Manager was appointed.

To help facilitate this discussion, Staff provided the City Council with the following items: 1) Accounting Specialist job description from the City of Hidden Hills, 2) City of Avalon's Deputy City Clerk/Senior Administrative Assistant to show how a City Clerk's roles are sometimes merged with other administrative (non-financial) roles and 3) the City of Rolling Hills' recent City Clerk/Executive Assistant recruitment.

DISCUSSION:

City Manager Kearney stated that the situation that we had in 2017, when two employees left at the same time, could happen again. Councilmember Lewis stated that all City Staff should be cross-trained for such an event.

Councilmember Hale inquired about getting a payroll service.

Councilmember Bruny suggested to hire a replacement for Claudia six months before she retires. Councilmember Lewis felt that three months would be enough time.

NO ACTION TAKEN:

This was an informal discussion and the City Council took no formal action. It is expected that there will be multiple discussions regarding this item over the next few months.

MATTERS FROM THE CITY MANAGER:

City Manager Kearney stated that Bradbury Night Out is next Thursday, July 28, 2022 from 6-8 p.m. Councilmember Hale stated that he will be out of town.

MATTERS FROM THE CITY ATTORNEY:

City Attorney Reisman stated that he has a report for the Closed Session.

MATTERS FROM THE CITY COUNCIL:

MAYOR LATHROP:

Nothing to report

COUNCILMEMBER BARAKAT:

Nothing to report

COUNCILMEMBER HALE:

Nothing to report

COUNCILMEMBER LEWIS:

Nothing to report

COUNCILMEMBER BRUNY:

Nothing to report

ITEMS FOR FUTURE AGENDAS:

Presentation by Southern California Edison *in person* at the August 16th meeting.

CLOSED SESSION

**PUBLIC COMMENT REGARDING
CLOSED SESSION ONLY:**

None

RECESS TO CLOSED SESSION:

The City Council adjourned to a Closed Session to discuss the following: **Conference with Legal Counsel**

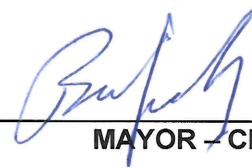
Existing Litigation: Government Code Section 54956.9(d)(1)
Case Name: CALIFORNIANS FOR HOMEOWNERSHIP, INC.
V. City of Bradbury
Case No.: Los Angeles Superior Court #22STCP01381

REPORT FROM CLOSED SESSION:

City Attorney Reisman reported that the City Council met in Closed Session to discuss Existing Litigation and voted unanimously to instruct the City Attorney and Assistant City Attorney to approve a settlement agreement and issue a check.

ADJOURNMENT:

At 8:00 p.m. Mayor Lathrop adjourned the meeting to a regular meeting to be held on Tuesday, August 16, 2022 at 7:00 p.m.



MAYOR – CITY OF BRADBURY

ATTEST:

Claudia Saldana
CITY CLERK – CITY OF BRADBURY