

**MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF BRADBURY
HELD ON TUESDAY, APRIL 19, 2016**

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

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

ROLL CALL:

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

STAFF: City Manager Keith, City Attorney Reisman, City Clerk Saldana and Management Analyst Donayre

APPROVAL OF AGENDA:

Mayor Pro-Tem Lewis made a motion to approve the agenda and 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 Attorney Reisman stated that staff is not aware of any conflicts.

CITY COUNCIL REORGANIZATION:

Every year in April the City Council reorganizes and appoints a Mayor and Mayor Pro-Tem for the term of one year.

APPOINTMENT OF MAYOR:

Councilmember Barakat nominated Mayor Pro-Tem Lewis for the position of Mayor. Councilmember Pycz seconded the motion, which carried unanimously.

APPOINTMENT OF MAYOR PRO-TEM:

Mayor Lewis nominated Councilmember Lathrop for the position of Mayor Pro-Tem. Councilmember Hale seconded the motion, which carried unanimously.

NEW ROLL CALL:

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

PUBLIC COMMENT:

Cory Ellenson introduced himself to the Council as a candidate for the State Assembly. Mr. Ellenson stated that he is a self-employed tax attorney.

**PRESENTATION – DONATE LIFE MONTH
PROCLAMATION:**

Mayor Lewis read out loud a Proclamation proclaiming April 2016 DMV/Donate Life California Month in the City of Bradbury. Mayor Lewis stated that the City has a young man in its community who is a donor recipient. A representative from Donate Life, herself an organ recipient, thanked the Council for proclamation and reminded everyone of the Donate Life 5K Run & 1K Walk on Saturday, April 30, at the Cal State Fullerton Intramural Field.

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 be "to waive further reading and adopt."

- A. Minutes - Regular City Council Meeting of March 15, 2016
- B. Resolution No. 16-05: Demands & Warrants for April 2016
- C. Preliminary Financial Statement for the month of March 2016
- D. Appointment of City Treasurer Laurie Stiver
- E. Hazard Mitigation Plan Proposal Approval and Additional Budget Appropriation
- F. City Copier Lease Options

ITEMS D AND F PULLED FROM CONSENT CALENDAR:

Councilmember Barakat pulled item D from the Consent Calendar and asked how long Laurie Stiver has served as the City Treasurer. City Clerk Saldana stated the Laurie Stiver has served as the City Treasurer since 1998. The City Council thanked Ms. Stiver for her years of service and dedication.

Councilmember Barakat made a motion to reappoint Laurie Stiver as City Treasurer for a two-year term, ending April 2018. Councilmember Hale seconded the motion, which carried unanimously.

Mayor Pro-Tem Lathrop pulled item F from the Consent Calendar and directed staff to get three quotes for the copier model HP M775F staff is recommending to purchase to get the best price.

MOTION TO APPROVE CONSENT CALENDAR:

Mayor Pro-Tem Lathrop moved to approve Consent Calendar items A, B, C, E & F. Councilmember Barakat seconded the motion, which was carried by the following roll call vote:

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

Motion passed 5:0

RESOLUTION NO. 16-06 – COPS ALLOCATION:

City Manager Keith stated that the City currently receives \$100,000 in COPS/SLESF funding from the State for additional local law enforcement purposes each fiscal year. It is recommended that the City Council adopt Resolution No. 16-06 approving the expenditure plan for grant funds pursuant to Citizen Option for Public Safety (COPS)/Supplemental Law Enforcement Services Fund (SLESF) guidelines, so the City may continue to benefit from the grant fund under SLESF to partially offset the contract costs.

Further, the City has several options to consider regarding the policing services for the City of Bradbury. The City Council will discuss these options and provide staff with further direction.

FISCAL YEAR 2016-2017 POLICING SERVICES OPTIONS:

Since incorporation, the City has contracted with the County of Los Angeles for law enforcement services provided through the Los Angeles County Sheriff's Department. Each fiscal year cities that contract for law enforcement services are required to approve a contract amendment that specifies the level of services for the year.

The City of Bradbury is expected to see a 3.696% increase in the services and a 9.5% increase to the Liability Trust Fund (LTF) fee over the entire contract for FY 2016-2017. The total contract amount is estimated at \$110,000.

The City's current staffing level is approximately 15 minutes every four hours and call response. The deputy assigned to Bradbury is part of the Duarte Sub-Station which also patrols the unincorporated areas of the County. The City contracts for a total of 730 hours annually. Based on recent discussion, staff wanted to present to the City Council various options moving into the budget discussions.

COMMUNITY OFFICER PROGRAM:

Staff also recommends that the City Council consider a new Community Service Officer position. A CSO position in Bradbury could be extremely helpful in the focusing of crime prevention as well as taking on some of the non-law enforcement duties to assist the community. Many communities have CSO programs, including Duarte, Monrovia, Rosemead and Sierra Madre.

This position would be part-time, limited to 960 hours per year. The position would be grant funded through COPS for the duration of the grant. The position may be eliminated or extended at any time if the grant is not funding at the direction of the City Council.

Additionally, the CSO program will require the use of a vehicle which would cost \$5,000 to \$8,000 annually from a Government leasing program such as Enterprise.

CITY OF MONROVIA PROPOSAL:

City Manager Keith stated that the City has received a proposal from the City of Monrovia to take over Bradbury's law enforcement contract for a total of \$115,000. Additionally, Monrovia has the capabilities of including the services of a CSO for a full-time position of \$88,000, or less for a part-time position. Monrovia's proposal is very comprehensive and offers other services to the City on an as needed basis, such as additional patrols, traffic enforcement and parking citations.

Monrovia is proposing a Police Captain be assigned to the day-to-day operations of the contract who would attend the City Council and other community meetings. Monrovia PD would respond to all calls for service and include all of Bradbury as part of the patrol beat. The Monrovia Police Department is located at 140 W. Lime just 1.9 miles from Bradbury City Hall.

City Manager Keith stated that Monrovia city staff could not be present this evening to answer questions the City Council may have about the proposal due to a conflicting Monrovia City Council Meeting.

However, if the City Council would like to get more information and have a greater discussion on this matter, staff would recommend setting a Study Session with Monrovia and LASD in the coming weeks.

**STUDY SESSION SCHEDULED
FOR MAY 11, 2016:**

After a brief discussion to wait on the CSO program until they reviewed all options, but to grant the 25,000 for extra daytime patrols, the City Council scheduled a Study Session to discuss Policing Services for Wednesday, May 11 at 4:00 p.m. Both Monrovia city staff and the Los Angeles County Sheriff's Department will be invited to participate in the discussion.

**MOTION TO ADOPT RESOLUTION
NO. 16-06 (COPS ALLOCATION):**

Councilmember Hale made a motion to adopt Resolution No. 16-06, allocating \$25,000 to LA County Sheriff's Department (for the City of Bradbury) payable to the City of Duarte. Mayor Pro-Tem Lathrop seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: None

Motion passed 5:0

**DISCUSSION – UUT COMMITTEE
REPORT:**

City Manager Keith stated that per Section 6722 of the voter approved Ordinance on the Utility Users Tax (UUT) an Oversight Committee was appointed by the City Council to review and make recommendations concerning the audit and collection of the funds collected and/or remitted for the UUT. This report is being presented to the City Council by the members of this Committee concerning the current year and with consideration of the upcoming 2016-2017 budget. It is recommended that the City Council receive and review this report and provide further direction to staff.

PRESENTATION BY UUT COMMITTEE:

Committee Chairperson Frank Hernandez, Vice-Chairperson Anne Absey, City Treasurer Laurie Stiver and Committee Member Daniel Hyde were present for the presentation to the City Council.

NPDES PERMIT (MS4 PERMIT):

The committee has reviewed Regional Water Quality Control Board – Los Angeles Region Order No. R4-2012-0175 (NPDES Permit No. CAS004001). This order establishes waste discharge requirements for municipal separate storm water sewer system (MS4) discharges (MS4 Permit). The MS4 Permit identifies the City of Bradbury as a permittee required to comply with the Regional Board's waste discharge requirements. The committee has also requested information concerning the City's expenditures associated with its compliance with the MS4 Permit. In response to this request, the City Manager has furnished copies of City Council actions and supporting reports approving and authorizing certain expenses in connection with the City's stormwater system facilities and operation.

EXPENDITURES:

Total expenditures for MS4 Permit compliance during the first two fiscal years and the fifth fiscal year through December 2015 were \$190,880.51. While UUT annual revenue projections are now relatively stable, estimates of expenditures for MS4 Permit compliance have exceeded actual expenditures due to delays in the implementation of the MS4 Permit requirements.

CONCLUSION:

Over the five fiscal year duration of the UUT, expenditures for MS4 Permit compliance are estimated to total \$1,066,752 and UUT Revenues are projected to total \$1,107,227. The existing UUT rates have therefore correlated to forecasted MS4 Permit compliance costs. Based on the information provided, the committee does not recommend any increase in the UUT rates for the forthcoming fiscal year.

DISCUSSON:

Mayor Pro-Tem Lathrop stated that the City's General Fund balance keeps going up so we are building a surplus.

Councilmember Hale stated that the big expenditures for the MS4 Permit have not yet happened, but they are coming.

ACTION:

The City Council ordered the UUT Committee Report received and filed. The UUT rate will remain the same (5.5% on gas, electric, cable, solid waste collection and telecommunications services and 2.75% for water) for Fiscal Year 2016-2017 as recommended by the Committee.

DISCUSSION – IT SERVERS AND CLOUD INTEGRATION OPTIONS:

City Manager Keith introduced the City's IT consultant, Josh Freifield with AxonTech, LLC. Mr. Freifield stated that the City currently operates with a Hewlett Packard ProLiant ML 150 server, which is accompanied by an already extended 6-year warranty. The current software Microsoft Small Business Server, which is the operating system for the E-mail service (Exchange), Database (SQL), and intranet (Sharepoint) is no longer available. Microsoft has since discontinued the software. Extending the current warranty is an option but would increase the possibility for eventual failure and down time.

OPTIONS:

Mr. Freifield stated that the City has the following options to consider for an IT server:

- A. The City could opt to maintain all servers onsite. This would require the addition of another server to process and the operate E-mail service exchange (approx. \$12,000)
- B. The City could adapt a Hybrid computing model which would allow for an onsite server that would manage data, with email and intranet being tied to an offsite cloud (approx. \$5,000)
- C. The City could also choose to migrate to a full cloud service (approx. \$3,000 plus \$900 monthly fee)

All options would require 20-30 hours of IT staff time to migrate data from existing servers to new servers.

RECOMMENDATION:

It is recommended that the City Council direct staff to pursue hybrid cloud and onsite computing options and make the necessary funding available in the FY 2016-17 budget.

MOTION:

Following a brief discussion of the options, Mayor Pro-Tem Lathrop made a motion to go with Option B (Hybrid/Onsite Servers), with cost to include \$5,000 for equipment, 20-30 hours of IT consulting time for migration, and a minimum of \$75 per month for cloud mailbox access. Councilmember Hale seconded the motion, which was carried by the following roll call vote

APPROVED:

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

Motion passed 5:0

DISCUSSION – CONSIDERATION OF A POLICY FOR THE DISTRIBUTION OF INFORMATION NOT GOVERNED BY THE PUBLIC RECORDS ACT:

City Manager Keith stated that recently the City Council requested that staff draft and bring forth a policy for the dissemination of public information to the public that wasn't governed by the open government and public records act.

POLICY STATEMENT:

The City of Bradbury is dedicated to delivering quality customer service to residents, businesses, and visitors, including the timely distribution of information. The City uses a variety of methods to provide information to the public and will continue to expand the use of new avenues for effective communication. To ensure that the City's key messages reach the public the City engages in a proactive communication program. This includes local media, City website and the use of the City's Connect CTY program.

The City also uses traditional means to communicate with citizens who do not have access to electronic media, including news releases, newsletters and letters, as well as neighborhood outreach.

Inquiries from the news media are given a high priority by the City of Bradbury and should be responded to as quickly and efficiently as possible. Every effort should be made to meet media deadlines and to ensure that all information released is accurate. The City Manager (or their designee) is responsible for the City's media relations, with the exception of some public safety issues. Some public safety message are the responsibility and are in conjunction with the Los Angeles County Fire Department and/or Los Angeles County Sheriff's Department.

In the event of a significant regional emergency, such as earthquake or wildfire, or even as isolated event within the community, the rapid release of accurate information to the residents and businesses is essential *to ensure residents benefit from the most up to date and accurate information the City has and do not have to rely on word of mouth or social media, which may not always be accurate.*

(The portion of the text in italics was suggested by Mayor Pro-Tem Lathrop to be added to the policy).

MOTION:

Mayor Pro-Tem Lathrop made a motion to adopt the Policy Statement as amended. Councilmember Hale seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

Motion passed 5:0

DISCUSSION – CITY COUNCIL LIAISONS FOR FISCAL YEAR 2016-2017 AND RESOLUTION NO. 16-07 PERTAINING TO THE APPOINTMENTS TO THE SGVCOG:

City Manager Keith stated that the City Council will discuss the 2016-17 organization and association assignments. It is recommended that the City Council designate City Councilmembers to organizations and associations and adopt Resolution No. 16-07 pertaining to the San Gabriel Valley Council of Governments.

ASSOCIATION/ORGANIZATION:

California Contact Cities Association (CCCA):
Rep: Mayor Lewis
Alt: Councilmember Hale

League of California Cities:
Rep: Mayor Pro-Tem Lathrop
Alt: Mayor Lewis

LA County City Selection Committee:
Rep: Mayor Lewis (must be Mayor)
Alt: Mayor Pro-Tem Lathrop

LA County Sanitation Districts:
Rep: Mayor Lewis (must be Mayor)
Alt: Councilmember Barakat

San Gabriel Valley Council of Governments (SGVCOG):
Rep: Mayor Lewis
Alt: Councilmember Hale

Southern California Association of Governments (SCAG):
Rep: Mayor Lewis
Alt: Mayor Pro-Tem Lathrop

Southern California Joint Powers Insurance Authority (JPIA):
Rep: Councilmember Pycz
Alt: City Manager Keith

Foothill Transit:
Rep: Councilmember Barakat
Alt: Mayor Lewis

San Gabriel Valley Mosquito & Vector Control District:
Rep: Councilmember Barakat (term expires December 2019)

Duarte Community Education Council (CEC) and Duarte Education Foundation:
Rep: Mayor Pro-Tem Lathrop
Alt: Councilmember Hale

Duarte Education Foundation:

Rep: Mayor Pro-Tem Lathrop

Alt: Councilmember Hale

Area D Emergency Services and

Director of the Bradbury Disaster Committee:

Rep: Mayor Lewis

Alt: Mayor Pro-Tem Lathrop

Temple Station Booster Club:

Rep: Councilmember Barakat

Civic Center Committee:

Rep: Councilmember Hale

Alt: Councilmember Pycz

**RESOLUTION NO. 16-07
ADOPTED:**

The City Council adopted Resolution No. 16-07 by a 5:0 vote appointing Mayor Lewis as the Governing Board Member and Councilmember Hale as the Alternate Governing Board Member to the San Gabriel Valley Council of Governments.

**MATTERS FROM THE
CITY MANAGER:**

Burrtec and the City of Bradbury will be hosting Community Cleanup days from April 21 to April 23. Bins will be available at three locations: Bradbury City Hall, corner of Mount Olive Drive & Gardi Street and corner of Deodar Lane & Bliss Canyon. City Hall will also have an E-Waste bin.

City Manager Keith stated that the DUSD workshop will be held on Thursday, April 21, from 5-6 p.m. at City Hall. The Emergency Response Committee (ERC) will also meet on Thursday, April 21, at 6 p.m. following the DUSD workshop.

The City is hosting an Earth Day demonstration at City Hall on Friday, April 22 and the LA County Fire Department will give away native and drought tolerant plant seedlings.

The April 27, 2016 Planning Commission meeting has been cancelled due to a lack of agenda items.

MATTERS FROM THE CITY COUNCIL:

MAYOR LEWIS:

Nothing to report

MAYOR PRO-TEM LATHROP:

Nothing to report

COUNCILMEMBER BARAKAT:

Councilmember Barakat stated that the San Gabriel Valley Mosquito and Vector Control District is tracking the Zika Virus and asked the City Manager to put something on the next agenda.

COUNCILMEMBER HALE:

Nothing to report

COUNCILMEMBER PYCZ:

Nothing to report

ITEMS FOR FUTURE AGENDAS:

Woodlyn Lane Drain Project and Zika Virus update

ADJOURNMENT:

At 7:55 p.m. Mayor Lewis adjourned the meeting to a Study Session on Tuesday, May 11, 2015 at 4:00 p.m.



MAYOR – CITY OF BRADBURY

ATTEST:


CITY CLERK – CITY OF BRADBURY