

**AGENDA
CITY COUNCIL MEETING**

Tuesday, June 25, 2019

6:30 PM

**City Hall Council Chambers
232 W. Sierra Madre Boulevard
Sierra Madre, California 91024**

*John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member*

*Sue Spears, City Clerk
Michael Amerio, City Treasurer*



CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Harabedian, Mayor Pro Tem Capoccia, Council Member Arizmendi, Council Member Delmar, and Council Member Goss

PLEDGE OF ALLEGIANCE AND WORDS OF INSPIRATION

Council Member Denise Delmar

APPROVAL OF MEETING AGENDA

Approval of the City Council to proceed with City business

APPROVAL OF MEETING MINUTES

[Approval of City](#) Council meeting minutes from the June 11, 2019 Council meeting.

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Member activities related to City business.

PUBLIC COMMENT:

The Council will listen to the public on any item on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting. Each speaker will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by appropriate City Council action.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA:

Persons wishing to speak on any item on the agenda will be called at the time the agenda item is brought forward. Persons wishing to speak on closed session items have a choice of doing so either immediately prior to the closed session or at the time for comments on items at the open session.

ACTION ITEMS

CONSENT

a) ADOPTION OF RESOLUTION 19-31 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 19-31 for approval of payment of City warrants in the aggregate amount of \$262,505.63; Sierra Madre Library warrants in an aggregate amount of \$3,719.23; and payroll transfer in the aggregate amount of \$327,899.49 for the fiscal year ending June 30, 2019.

b) NOTICE OF COMPLETION, FY 18-19 STREET IMPROVEMENT PROJECT

Recommendation that the City Council accept the completed work on behalf of the City and direct staff to file a Notice of Completion with the County Clerk/Recorder.

c) CONSIDERATION OF AGREEMENT FOR AREA D JOINT POWERS AGREEMENT TO PROVIDE INTER-AGENCY COOPERATION IN A MAJOR NATURAL, OR MAN-MADE DISASTER

Recommendation that the City Council authorize the City to enter into an agreement with Los Angeles County for coordination of disaster management, planning, and preparedness efforts between all Area D cities through cooperative planning, training and related activities under the direction of a Disaster Management Area D Board and authorize the City Manager to execute the agreement.

d) CANCELLATION OF BOTH REGULAR AUGUST 2019 CITY COUNCIL MEETINGS

It is recommended that the City Council approve the cancellation of both regular City Council meetings in August and direct staff to pay all necessary expenses during that time.

DISCUSSION

2. CONSIDERATION OF APPOINTMENT TO THE ENERGY, ENVIRONMENT, AND NATURAL RESOURCES COMMISSION

Recommendation that the City Council provide staff with direction regarding an appointment to the Energy, Environment, and Natural Resources Commission.

3. CONSIDERATION OF RE-APPOINTMENT OF COMMISSIONERS AND TRUSTEES FOR A SECOND TERM

Recommendation that the City Council City Council reappoint those Commissioners/Board Members seeking a second term and direct City staff to solicit applications for those Commissions with vacancies.

4. CONSIDERATION OF ADOPTION OF ORDINANCE 1414 AMENDING SIERRA MADRE MUNICIPAL CODE Title 10 “VEHICLES AND TRAFFIC”

Staff recommends the City Council introduce and give first reading of Ordinance 1414, an Ordinance of the City Council amending Title 10 (Vehicles and Traffic) of the Sierra Madre Municipal Code by amending Chapter 10.24.310 (Section 2) by omitting the five-hour time limit restriction and prohibiting overnight parking; amending Chapter 10.24.050 clarifying overnight parking prohibition; and amending Chapter 10.24.230 (I) exempting emergency vehicles from overnight parking prohibition, by title only, waiving further reading to amend Section 10 of the Sierra Madre Municipal code.

5. CONSIDERATION OF CITY PROJECTS ELIGIBLE FOR PUBLIC FACILITY FEE EXPENDITURES

Recommendation that the City Council authorize spending from the applicable Public Facilities Fees and to increase the FY 2018-19 budget by an amount corresponding to the total cost of the projects.

6. CONSIDERATION OF CITY FUNDING FOR NON-PROFIT, ARTS, AND COMMUNITY-BASED PROGRAMS; AND CONSIDERATION OF REQUEST FROM THE SIERRA MADRE PLAYHOUSE FOR AN \$8,000 ALLOCATION OF CITY FUNDS FOR THE REPAIR OF THE MARQUEE SIGN AND FAÇADE

1. Staff recommends the City Council provide direction to staff for the implementation of the framework for funding of non-profits, arts, and community-based programs, as described in this report.
2. If a program is established, it is recommended that the City Council assign the Community Services Commission with the responsibility of establishing an application process, reviewing applications, and making funding recommendations to the City Council for approval.
3. Staff recommends the City Council approve the request of \$8,000 from the Sierra Madre Playhouse to repair the marquee sign and facade, including making the necessary finding of public benefit for the award of these funds.

ACTION ITEMS

Regardless of staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject, or continue such item.

AVAILABILITY OF AGENDA MATERIALS

Materials related to items on this agenda are available for public inspection on the City’s website at www.cityofsierramadre.com, and during normal business hours at City Hall, 232 W. Sierra Madre Blvd. and at the Sierra Madre Public Library, 440 W. Sierra Madre Blvd.

LIVE BROADCASTS

Regular City Council meetings are broadcasted live on Cable Channel 3 and rebroadcast on Wednesday and Saturday at 5:30 p.m.

MEETING ASSISTANCE

If you require special assistance to participate in this meeting, please call the City Clerk’s Office at (626) 355-7135 at least 48 hours prior to the meeting.

ADJOURNMENT

The City Council will adjourn to a Public Hearing at this same place on July 9, 2019.



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, June 11, 2019 - 6:30 pm

Sierra Madre City Hall Council Chambers
232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor John Harabedian called the meeting to order at 6:31 p.m. City Clerk Sue Spears called the roll.

Present: Mayor John Harabedian, Mayor Pro Tem John Capoccia, and Council Members Rachele Arizmendi and Denise Delmar

Absent: Gene Goss (excused)

Also Present: Gabe Engeland, City Manager
Holly Whatley, Assistant City Attorney
Laura Aguilar, Assistant City Clerk
James Carlson, Management Analyst
Chris Cimino, Director of Public Works
Vincent Gonzalez, Planning & Community Preservation Director
Hillary Guirola-Leon, Accounting Manager
Miguel Hernandez, Human Resources Manager
Jim Hunt, Interim Police Chief
Colby Konisek, Finance Director
Clarissa Lowe, Recreation Coordinator
Kurt Norwood, Interim Fire Chief
Jose Reynoso, Utility Services Director
Rebecca Silva-Barrón, Community Services Manager
Christine Smart, City Librarian
Sue Spears, City Clerk

PLEDGE OF ALLEGIANCE:

Council Member Arizmendi led the Pledge of Allegiance.

APPROVAL OF AGENDA AS PRESENTED:

Mayor Harabedian asked for a motion to approve the agenda as presented.

Council Member Arizmendi moved to approve the agenda as presented.

Council Member Delmar seconded the motion to approve.

Ayes: Mayor John Harabedian, Mayor Pro Tem John Capoccia, and Council Members Rachelle Arizmendi and Denise Delmar
Noes: None
Absent: Gene Goss

The motion to approve the agenda as presented was passed by a vote of four (4) yes votes and one (1) absent.

APPROVAL OF MINUTES:

Mayor Harabedian asked for the approval of the Minutes of the Regular Council Meeting of May 28, 2019 and Minutes of the Special City Council Meeting of May 30, 2019.

Mayor Harabedian made a correction to a name listed as talking about Measure W in the Minutes of the Special City Council Meeting of May 30, 2019.

Mayor Pro Tem Capoccia moved to approve the Minutes of the Regular City Council Meeting of May 28, 2019 as presented and the Special City Council Meeting of May 30, 2019 as amended.

Council Member Arizmendi seconded the motion to approve both minutes.

Ayes: Mayor John Harabedian, Mayor Pro Tem John Capoccia, and Council Members Rachelle Arizmendi and Denise Delmar
Noes: None
Absent: Gene Goss
Abstain: None

The motion to approve the Minutes of the Regular City Council Meeting of May 28, 2019 as presented and the Special City Council Meeting of May 30, 2019 as amended was passed by a vote of four (4) yes votes and one (1) absent.

MAYOR AND CITY COUNCIL REPORTS:

- A. Mayor John Harabedian reported that (1) the SM Chamber of Commerce hosted a Town Hall Meeting regarding the Downtown assessment district ballots currently being circulated and also included a City Budget overview, (2) he thanked Staff for their participation and the SM Chamber of Commerce for hosting the event, (3) he attended the Clean Power Alliance (CPA) Board Meeting last week on behalf of Sierra Madre, and (4) because Southern California Edison has raised its rates (for the 4th time this year), CPA rates have also risen, as CPA rates are tied to So. Cal Edison rates.
- B. Mayor Pro Tem John Capoccia reported that he (1) attended the COG - Water & Tech Committee meeting today, at which Measure W implementation was discussed and (2) will be attending a "lobbying session" in Sacramento next week in support of AB1093 – Financial Capability Analysis (to put financial analysis/parameters around stormwater permits).
- C. Council Member Rachelle Arizmendi did not make a report.
- D. Council Member Denise Delmar did not make a report.
- E. Council Member Gene Goss was absent.

1. PRESENTATIONS:

PRESENTATION – INTRODUCTION OF NEWLY SWORN-IN SIERRA MADRE POLICE OFFICER RAMON DEL REAL

Police Chief Hunt introduced Sierra Madre Police Department's newest Police Officer, Ramon Del Real, who comes to Sierra Madre with a great deal of public safety experience. The City Council Members welcomed Officer Del Real to the Sierra Madre community.

PRESENTATION – RECOGNITION OF LIFE-SAVING EFFORTS MADE BY SIERRA MADRE POLICE OFFICER JOE LAZCANO

Mayor Harabedian spoke about an incident on May 27, 2019, at which the Sierra Madre Police Department responded to a 911 Call of an unresponsive baby on E. Alegria. He said that SM Police Officer Joe Lazcano responded, performed life saving measures (CPR), and the baby was revived.

Mayor Harabedian presented Officer Lazcano with a "Certificate of Recognition" and congratulated him on his excellent work.

PRESENTATION – SIERRA MADRE CIVIC CLUB DONATIONS TO VARIOUS COMMUNITY GROUPS

Marcia Bent, Sierra Madre Civic Club Past President, spoke about (1) the SM Civic Club's annual philanthropy presentations being made tonight, (2) letting the entire community know about the good work done by the Sierra Madre Civic Club over the last 75 years, and (3) the SM Civic Club celebrating its 75th Anniversary this year. The following community organizations were presented with individual philanthropy grants from the Sierra Madre Civic Club, with their representatives accepting the check:

- City of Sierra Madre - Mt. Wilson Trail Race – Charlie Bell, Trail Maintenance, Clarissa Lowe, SM Recreation Coordinator, Pete Siberell, MWTR Director, & Bob Spears, Trail Maintenance/MWTR Committee
- Convalescent Aid Society – East Pasadena – Dawniese Williams, Office Operations Manager
- Creative Arts Group – Kristin Naran, Executive Director
- Reading is Fundamental - Pasadena Chapter – Sharon Lefler, SM Civic Club Member
- Sierra Madre Civic Club Beautification Committee/Wistaria Vine – Joan Crow, Beautification Committee Member, SM Civic Club
- Sierra Madre Community Emergency Response Team (CERT) – Amber Moyers, President, and Robert Gjerde, Past Vice President
- Sierra Madre Community Foundation - 4th of July Committee – Jim Annes, President
- Sierra Madre Community Foundation - Fletcher Fund – Charlie Bell, Trail Maintenance, Pete Siberell, MWTR Director, & Bob Spears, Trail Maintenance/MWTR Committee
- Sierra Madre Elementary School PTA – Michael Schmidt, President

- Sierra Madre Historical Preservation Society – Leslie Ziff, President
- Sierra Madre Pioneer Cemetery Association – Bill Sullivan, Vice President
- Sierra Madre Playhouse – Estelle Campbell, Managing Director
- Sierra Madre Public Library – Christine Smart, City Librarian
- Sierra Madre Rose Float Association – Gwen Robertson, Vice President
- Sierra Madre Search & Rescue Team – Barbara Fortini, President, and Jeffery Moore, Secretary

Sierra Madre Civic Club Members in attendance at the meeting were as follows: Nancy Beckham, Mary Lou Caldwell, Carol Cerrina, Judie Cimino, Alice Clark, Jean Coleman, Joan Crow, Marlene Enmark, Birgitta Gerlinger, Jill Girod, Patricia Krok, Sharon Lefler, Jeanne Martin, Sue Quinn, Gwen Robertson, Darlene Traxler (Philanthropy Chairperson), and Jane Zamanzadeh.

Gwen Robertson, Sierra Madre Rose Float Association Vice President, presented a framed color photograph of the 2019 Sierra Madre Rose Float, "*Harmony's Garden*," which won the Director's Trophy. Mayor Harabedian accepted the photograph on behalf of the City. The photograph will be hung in the SM City Hall.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Mayor Harabedian opened the meeting for Public Comment on items not on the agenda.

- David Gordon, Sierra Madre Playhouse, announced that the next production (begins June 15) is a musical, "*Dames at Sea*," which will be followed by "The Joy Luck Club," in July and August. He encouraged people to purchase tickets online.
- Shannon King, Sierra Madre Library Board of Directors, spoke about the wide range of "*Sierra Madre Public Library Super Summer*" activities that have already begun.
- Carol Canterbury, Sierra Madre, spoke about yesterday's bear incident and suggested a community informational meeting about dealing with bears/wild animals.
- Brant Wassall, Sierra Madre, requested assistance in his dealing with his allegedly negligent landlord.

Mayor Harabedian asked if anyone else would like to come forward to speak on items not on the agenda. Seeing no one come forward, Mayor Harabedian closed Public Comment.

AGENDA ACTION ITEMS

CONSENT CALENDAR

City Clerk Spears gave the following reports under the Consent Calendar:

- a) ADOPTION OF RESOLUTION 19-30 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS – Recommendation that the City Council adopt

Resolution 19-30 for approval of payment of City warrants in an aggregate amount of \$800,240.68.

Mayor Harabedian asked if any Member of the Council had questions on Consent Item (a). Council members did not ask any questions.

Mayor Harabedian opened the meeting for Public Comment on the Consent Item (a). Seeing no one, Mayor Harabedian closed Public Comment and brought the matter back to the Council for discussion. No additional discussion occurred.

Council Member Arizmendi made a motion to approve Consent Item (a) as presented.

Mayor Pro Tem Capoccia Council Member seconded the motion to approve.

Ayes: Mayor John Harabedian, Mayor Pro Tem John Capoccia, and Council Members Rachelle Arizmendi and Denise Delmar
Noes: None
Absent: Gene Goss
Abstain: None

The motion to approve Consent Item (a) as presented was passed by a vote of four (4) yes votes and one (1) absent.

1. PUBLIC HEARINGS - CONSIDERATION OF THE FISCAL YEAR 2019-2020 ANNUAL CITY BUDGET - CONSIDERATION OF RESOLUTION 19-26 ADOPTING THE FISCAL YEAR 2019-2020 BUDGET - CONSIDERATION OF RESOLUTION 19-27 APPROVING THE GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2019-2020 - CONSIDERATION OF RESOLUTION 19-28 APPROVING THE FISCAL YEAR 2019-2020 FEE SCHEDULE - CONSIDERATION OF PFA RESOLUTION NO. 73: ADOPTING THE PUBLIC FINANCING AUTHORITY FISCAL YEAR 2019-2020 BUDGET - Recommendation that the City Council conduct a public hearing to receive testimony regarding the Fiscal Year 2019-2020 City budget and consider Resolutions 19-26; 19-27; 19-28, and PFA Resolution 73 for approval.

Mayor Harabedian opened this item for Public Hearing.

City Manager Engeland, Finance Director Konisek, and Accounting Manager Guirola-Leon reported on this item that included a PowerPoint titled, "*City of Sierra Madre Fiscal Year 2019-2020 Proposed Budget*," with the recommendation that the City Council approve the following:

- Resolution 19-26 adopting the Fiscal Year 2019-2020 Budget and appropriating the amounts projected.
- Resolution 19-27 approving the GANN Appropriation Limits for 2019-2020.
- Resolution 19-28 approving the Fiscal Year 2019-2020 Fee Schedule.
- Resolution 19-29 of the City and the former Community Redevelopment Successor Agency adopting the Budget for Fiscal Year 2019-2020 and appropriating the amounts budgeted.
- PFA Resolution 73 adopting the Fiscal Year 2019-2020 Budget by the Public Financing Authority.

Mayor Harabedian asked if any Member of the Council had questions on this item.

Council Members asked questions regarding specific budget line items, budget transfers, cost savings that produced an overall budget surplus, and revenue from external sources, which were explained by City Manager Engeland, Finance Director Konisek, and Accounting Manager Guirola-Leon, including how to track the budget items per governmental accounting principles and how the budget document is organized.

Mayor Harabedian expressed that the budget is more straightforward than in the past. City Manager Engeland said that the goal is to make the information more transparent and easier to understand, including the PowerPoint, so that a sophisticated financial analysis is not necessary. He added that the PowerPoint will be posted on the transparency portal, along with the Budget, in an attempt to make it as easy as possible to understand.

Council Members expressed that they were very impressed with the overall financial situation of the City, which has improved fairly dramatically over the last three years, and thanked City Manager Engeland and Staff for their dedication, expertise, insights, and diligence.

Mayor Harabedian opened this item for Public Comment.

- De Alcorn, Sierra Madre, expressed that he was impressed with the budget and commended the City Council Members, City Manager Engeland, and Staff on a job well done.
- David Gordon, Sierra Madre Playhouse, (1) congratulated the City Council Members, City Manager Engeland, and Staff on the budget, (2) expressed that Sierra Madre needs a boost to economic development, and (3) suggested the appointment of an official responsible for economic development.
- Shannon King, Sierra Madre Library Board of Directors, expressed (1) appreciation to the Council for considering additional Library Staff in the proposed 2019-2020 Budget and listed services to the community that can now be provided or reinstated and (2) that the proposed budget does not allow sufficient staff to reopen the Library on Fridays.

Mayor Harabedian asked if anyone else would like to come forward to speak on this item. Seeing no one, Mayor Harabedian closed Public Comment and brought the matter back to the Council for discussion.

Mayor Harabedian and the City Council Members expressed kudos, credit, and congratulations to City Manager Engeland and Staff for their leadership, dedication and expertise in developing a fantastic budget, the budget process itself, and that this has been a collaborative process over the last three years, which required hard decisions along the way. Items highlighted were an increase in the FTEs, significant increase in water infrastructure investment, investment in capital projects, and the budget surplus.

Council Member Delmar made a motion to adopt Resolution 19-26, Resolution 19-27, Resolution 19-28, Resolution 19-29, and PFA Resolution 73 as presented.

Council Member Arizmendi seconded the motion to adopt the resolutions.

Ayes: Mayor John Harabedian, Mayor Pro Tem John Capoccia, and Council Members Rachelle Arizmendi and Denise Delmar

Noes: None
Absent: Gene Goss
Abstain: None

The motion to adopt Resolution 19-26, Resolution 19-27, Resolution 19-28, Resolution 19-29, and PFA Resolution 73 as presented was passed by a vote of four (4) yes votes and one (1) absent.

2. DISCUSSION - CITY OF SIERRA MADRE VOLUNTARY BAN OF THE USE OF GLYPHOSATE ON CITY PROPERTY - Recommendation that the City Council receive and file.

Utilities Director Reynoso reported on this item. The report was requested by Mayor Harabedian, is for City Council information, and no action is required.

Mayor Harabedian asked if any Member of the Council had questions on this item. No questions were asked.

Mayor Harabedian opened this item for Public Comment.

- Marguerite Schuster, Sierra Madre, commended Sierra Madre for its voluntary ban on the use of Round Up.

Mayor Harabedian asked if anyone else would like to come forward to speak on this item. Seeing no one, Mayor Harabedian closed Public Comment and brought the matter back to the Council for discussion. No additional discussion occurred.

The report was received and filed.

3. DISCUSSION - CONSIDERATION OF FUNDING FOR COMMUNITY GROUPS, NON-PROFIT GROUPS, AND ORGANIZATIONS FOCUSED ON THE ARTS – Recommendation that the City Council provide staff with direction.

City Manager Engeland reported on this item, with the recommendation that the City Council discuss and provide direction. Mayor Harabedian noted that (1) this issue was agendized at the request of three City Council Members, (2) there is a \$25,000 line-item for the arts in the budget, and (3) tonight is an initial discussion of the issue to establish a policy direction moving forward.

Mayor Harabedian asked if any Member of the Council had questions on this item.

Council Member Delmar spoke that (1) it was her request that this be agendized to explore if there were monies that could be designated to helping non-profits that lean toward the historical preservation of Sierra Madre, (2) any grant should be designated as one-time, material and enduring, funds only, and not for anything ongoing, and (3) she does not want to put the City in the position where it is funding an organization and then has to take it away.

Mayor Pro Tem Capoccia expressed that (1) he is looking at this more broadly, and not just historical preservation, i.e. anything that enhances the livability and sustainability of Sierra Madre, (2) arts is a really important aspect of that sense of place, (3) he is unsure how to allocate the money/how much money, as around the corner another budget crisis might occur, (4) he wants to be cautious in not setting a precedent, as the future is undetermined, (5) this may be something we can do while we have the money, but if City budget circumstances change, this will be one of the first things to go, (6) it is difficult to say that this is more important than maintaining sidewalks/

streets, planting trees, etc., and (7) he is not sure exactly how decisions regarding specific individual projects would be made, including the possibility of designating a SM community group and donating the money to them.

In response to a question by Mayor Pro Tem Capoccia, City Manager Engeland explained that Staff has not contact any outside organizations pending City Council discussion.

Council Member Arizmendi commented that (1) this is not unusual, as this is a budget line-item in larger municipalities, (2) it is great practice, (3) what we value and pride ourselves in Sierra Madre is really around this area, (4) while it is good that we have been able to designate monies now, it is a matter of the budget and priorities, and (5) there is a need be mindful that, from year to year, there are other priorities that must be considered so that a discussion about a line-item for arts will be needed each year.

Mayor Harabedian voiced agreement with what has been said and noted that the inspiration for this was the request from the Sierra Madre Playhouse for \$8,000 for the marquee. He expressed (1) that City Council Members have thought about how they can be more helpful with the entire artistic community in Sierra Madre, starting with this line item, but more specifically helping organizations like the Sierra Madre Playhouse and other groups in town, (2) whether this City Council or future City Councils want to be the ones allocating the funds to specific projects or groups, and (3) should outside organizations be entrusted with allocating the funds.

Mayor Harabedian opened the meeting for Public Comment on this item.

- De Alcorn, Sierra Madre, warned the City Council Members to not be in a hurry to spend the arts monies and to be cautious in not setting a precedent.
- David Gordon, Sierra Madre Playhouse, requested \$8,000 from the arts monies for repair/replacement of the Sierra Madre Playhouse marquee.
- Leslie Ziff, Sierra Madre, expressed support for the arts in Sierra Madre .
- Michelle Zack, author, Altadena, Mayor Harabedian read a statement she submitted in support of the Sierra Madre Playhouse's request for City funds to restore its marquee.
- Christa Backstrom, Sierra Madre, Mayor Harabedian read a statement she submitted in support of the Sierra Madre Playhouse's request for City funds to restore its marquee.

Mayor Harabedian asked if anyone else would like to come forward to speak on this item. Seeing no one, Mayor Harabedian closed Public Comment and brought the matter back to the Council for discussion.

Discussion occurred and views expressed included the following: (1) the Sierra Madre Playhouse is a unique historic community landmark that we are proud of, (2) support for allocating \$8,000 to the Sierra Madre Playhouse to kickstart this line item, (3) there is a danger and need to be cautious, (4) the City Council should not be the body granting specific grants to specific organizations or specific projects, (5) there is a need to come back to discuss, develop, and adopt a general policy direction regarding specific arts, specific historical landmarks, etc., including whether community organizations should be given the money to allocate.

In response to a question by Mayor Pro Tem Capoccia, City Manager Engeland stated that this is a discussion item only to provide direction to Staff and that no vote could be taken on a specific item at this meeting.

Assistant City Attorney Whatley explained that (1) the California Constitution has a prohibition on gifts of public funds so that there is a limit that the City has to be careful of in that regard, (2) if the City spends funds, it has to be for a "public purpose," (3) the term "public purpose" is generally liberally construed, but the Council does need to make sure that it has a good developed record to make sure that "public purpose" is something that can withstand somebody taking issue with the decision, (4) with regards to City Council comments of not wanting to be in the position of doling out the monies, there is a need to be cautious, (5) whatever policy and procedures are developed and adopted must be ones that gets the benefit of the deference to the legislative decision about what is a "public purpose," (6) there is a value in having the City Council make those decisions because a court will defer to a city council more than it might defer to a non-legislative body, (7) it may be possible to craft some guidelines/policies that the City Council sets and then another person or entity can implement, but again there is a need to be cautious in doing so, (8) there is no number limit, the limit is that it must be for a "public purpose," (9) a historic building that is a feature in the Main Street in town can meet that "public purpose" standard, (10) in terms of the broader issues about what the City Council supports, the City Manager and City Attorney can help in building that policy, but it is necessary to keep in mind that any policy/procedures must operate within the boundaries of the CA Constitution, and (11) this may limit how much can be delegated to somebody else to make those choices in spending the monies.

In response to a question by Council Member Arizmendi regarding spending the \$25,000 line-item designated for the arts, City Manager stated that tonight is for high level policy discussions so that Staff can bring back recommendations based upon the direction received from the City Council that will include policy guidelines, including "public purpose" and "public benefit."

Staff was provided with direction and will make recommendations at the next City Council meeting.

NEW ITEMS PLACED FOR FUTURE AGENDAS:

Mayor Harabedian asked the members of the City Council if there are any new items for future meeting agendas.

Mayor Pro Tem Capoccia spoke about the need to conduct public outreach to help residents deal with bear safety and wildlife issues in general, as Sierra Madre is designated as a wildlife sanctuary city and there is a need to be more sensitive about the environment in which we live.

ADJOURNMENT:

Mayor Harabedian asked for a motion to adjourn.

Council Member Arizmendi made a motion to adjourn the meeting.

The motion to adjourn was seconded by Mayor Pro Tem Capoccia.

Ayes: Mayor John Harabedian, Mayor Pro Tem John Capoccia, and Council Members Rachelle Arizmendi and Denise Delmar

Noes: None

Absent: Gene Goss

Abstain: None

The motion to adjourn was passed by a vote of four (4) yes votes and one (1) absent.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 8:18 p.m. to a Regular meeting to be held on Tuesday, June 25, 2019, in the Sierra Madre City Hall Council Chambers.

John Harabedian, Mayor

Minutes taken and prepared by:

Sue Spears, City Clerk

Item Attachment Documents:

- a) Recommendation that the City Council approve Resolution 19-31 for approval of payment of City warrants in the aggregate amount of \$262,505.63; Sierra Madre Library warrants in an aggregate amount of \$3,719.23; and payroll transfer in the aggregate amount of \$327,899.49 for the fiscal year ending June 30, 2019.

RESOLUTION NUMBER 19-31

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
APPROVING CERTAIN DEMANDS**

WHEREAS, the following demands have been reviewed and approved by the Finance Director; and,

WHEREAS, the Finance Director has verified that appropriated funds are available for payment thereof; and,

WHEREAS, the register of audited demands has been submitted to the City Council for approval; and

WHEREAS, City Warrants are the payment of bills, invoices and contractual obligations incurred by the City of Sierra Madre during the period enumerated therein, based on the approved fiscal year budget and existing budgetary authority, Municipal Code authority, or prior policy direction by the City Council; and

WHEREAS, Payroll Transfer is the transfer of funds to cover the payroll costs for all City employees for the period enumerated therein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of **\$262,505.63**; Sierra Madre Library Warrants in aggregate amount of **\$3,719.23**; and Payroll Transfer in the aggregate amount of **\$327,899.49** for the fiscal year ending June 30, 2019.

APPROVED AND ADOPTED this 25th day of June, 2019.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number **19-31** was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 25th day of June, 2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

FOR CITY COUNCIL AGENDA _____

AGENDA ITEM# _____

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of June 25, 2019**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants	\$262,505.63
Sierra Madre Library Warrants	\$3,719.23
Payroll Transfer.....	\$327,899.49

Warrant Register 6/25/19**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY1819	Manual Warrants	49,120.70	1-3
FY1819	General Warrants - Utility Bills	30,755.69	4
FY1819	General Warrants	182,629.24	5-9
	Total	262,505.63	

FY1819	Library Warrants	3,719.23	10-11
	Total	3,719.23	

Date: 6/13/2019	Payroll #12 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	\$327,899.49	
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APPKT04605

APPKT04607

APPKT04612

APPKT04613



Packet: APPKT04605 - MANUAL CHECK 06/25/19
Vendor Set: 01 - Vendor Set 01

Check Date: 06/11/2019

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
0823	BANK OF AMERICA				4,642.65
APBWEST	Check	CM0000399	VG/AMERICAN PLANNING CM	10000.40000.53409	-25.00
		INV024809	CC/ATA AUTOMOTIVE TRAINING	60000.83100.52200	219.00
		INV024810	GE/INTERNATIONAL INSTITUTE MEMBER FEE	10000.12000.53402	170.00
		INV024811	GE/CITY COUNCIL DINNER	10000.11000.53999	95.43
		INV024812	KN/DISPATCHER APPRECIATION	10000.64000.53999	100.00
		INV024813	KN/FUEL FC VEHICLE	10000.61000.53999	20.24
		INV024814	JR/SEWER MANHOLES	72000.81200.53200	87.71
		INV024815	JR/OFFICE SUPPLIES	60001.83200.52301	12.03
		INV024816	JR/OFFICE SUPPLIES	60001.83200.52301	9.84
		INV024817	JR/WATER TOOLS	71000.81100.53200	29.76
		INV024818	JR/SEWER TOOLS	71000.81100.53200	88.00
		INV024819	JR/GROUNDS MAINTENANCE	60001.83200.52301	135.54
		INV024820	JR/VALVE TRUCK FLEET	60000.83100.53208	111.30
		INV024821	RS/SENIOR ACTIVITY	37006.72000.53999	17.17
		INV024822	RS/SENIOR EXCURSION	10000.79003.52999	120.00
		INV024823	RS/MWTR FUN RUN RIBBONS	10000.79007.52999	201.69
		INV024824	RS/OLDER AMERICAN RECEPTION	37006.72000.53999	50.37
		INV024825	RS/OLDER AMERICAN RECEPTION	37006.72000.53999	87.56
		INV024826	RS/SENIOR EXCURSION	10000.79003.52999	287.95
		INV024827	RS/RECREATION SUPPLIES	37003.70000.53999	444.38
		INV024828	RS/LA COUNTY GRANT WORKSHOP	10000.70000.52205	30.00
		INV024829	RS/OLDER AMERICAN RECEPTION	37006.72000.53999	23.10
		INV024830	RS/MWTR BOTTLE OPENERS	10000.79007.52999	340.00
		INV024831	RS/OLDER AMERICAN RECEPTION	37006.72000.53999	196.65
		INV024832	RS/OLDER AMERICAN RECEPTION	37006.72000.53999	43.70
		INV024833	RS/OLDER AMERICAN RECEPTION	37006.72000.52200	1,231.88
		INV024834	RS/SENIOR EXCURSION	10000.79003.52999	140.00
		INV024835	CS/RENT A CAR CA STAT LIBRARY CONF.	10000.90000.53402	100.82
		INV024836	CS/HOTEL CA LIBRARY CONFERENCE	10000.90000.53402	35.00
		INV024837	CS/OFFICE SUPPLIES	10000.90000.53100	7.77
		INV024838	RS/4TH OF JULY SUPPLIES MAGNETS	10000.79012.52999	230.76
0384	SOUTHERN CALIF. EDISON CO.				5,432.38
APBWEST	Check	INV024840	2-01-194-6423 05/01/19 - 06/01/19	32005.83500.55003	133.45
				32006.83000.55003	224.58
				32007.83000.55003	926.95
				38005.83500.55003	3,943.39
				60001.83200.55003	204.01
Report Total:					10,075.03



Packet: APPKT04607 - MANUAL CHECK 06/25/19
Vendor Set: 01 - Vendor Set 01

Check Date: 06/11/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0833</u>	HOME DEPOT				687.53
APBWEST	Check	<u>4011375</u>	FACILITIES REPAIRS	60001.83200.53200	137.01
		<u>4034490</u>	FACILITIES MAINTENANCE PARKS EQUIPMENT	10000.83300.53202	89.82
		<u>530897</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	153.26
		<u>9154473</u>	FACILITIES MAINTENANCE PARKS	60001.83200.53200	250.49
		<u>INV024841</u>	LATE FEES & FINANCE CHARGES	60001.83200.53200	56.95
			Report Total:		687.53



Packet: APPKT04612 - MANUAL CHECKS 06/25/19
Vendor Set: 01 - Vendor Set 01

Check Date: 06/14/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN03272</u>	DEPT OF HEALTH CARE SERVICES				6,332.73
APBWEST	Check	<u>GEM021975E2</u>	QUALITY ASSURANCE FEE 2018 Q4	10000.64000.52001	3,103.29
		<u>GEM051881S2</u>	QUALITY ASSURANCE FEE 2018 Q1	10000.64000.52001	3,229.44
					1,269.72
<u>0312</u>	NEOPOST				
APBWEST	Check	<u>INV024892</u>	POSTAGE MAY 2019	60002.30000.53101	1,213.53
				60002.30000.54703	56.19
				Report Total:	7,602.45



Packet: APPKT04613 - UB 06/25/19
Vendor Set: 01 - Vendor Set 01

Check Date: 06/18/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN02792</u>	FRONTIER CALIFORNIA INC				84.95
APBWEST	Check	<u>INVO24850</u>	310-169-9845-061906-5 SVC 05/16/19 - 06/15/19	60003.30000.55005	84.95
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				29,362.77
APBWEST	Check	<u>INVO24889</u>	2-03-752-0756 SVCS 05/08/19 - 06/07/19	32008.83000.55003	183.02
				38005.83500.55003	20.69
				60001.83200.55003	3,955.72
				71000.81100.55003	24,309.99
		<u>INVO24890</u>	2-03-661-3305 SVC 05/03/19 - 06/04/19	60001.83200.55003	893.35
<u>0942</u>	TELEPACIFIC COMMUNICATIONS				403.47
APBWEST	Check	<u>116957956-0</u>	TI BACKUP SVC 05/23/19 - 06/22/19	60003.30000.55005	403.47
<u>0216</u>	THE GAS COMPANY				619.98
APBWEST	Check	<u>INVO24846</u>	168 618 7700 5 SVCS 05/07/19 - 06/06/19	60001.83200.55004	116.07
		<u>INVO24847</u>	166 518 7700 9 SVC 05/07/19 - 06/06/19	60001.83200.55004	13.89
		<u>INVO24848</u>	135 119 3500 2 SVC 05/08/19 - 06/07/19	60001.83200.55004	57.50
		<u>INVO24849</u>	195 918 7100 9 SVC 05/07/19 - 06/06/19	60001.83200.55004	24.72
		<u>INVO24897</u>	118-261-4788 3 05/01/19 - 06/01/19	60000.83100.55001	407.80
<u>1439</u>	TIME WARNER CABLE				284.52
APBWEST	Check	<u>0179789052719</u>	8448 30 022 0179789 SVC 05/27/19 - 06/26/19	10000.50000.52200	284.52
Report Total:					30,755.69



Packet: APPKT04614 - GEN 06/25/19
Vendor Set: 01 - Vendor Set 01

Check Date: 06/18/2019

Table with columns: Vendor Number, Vendor Name, Bank Code, Payment Type, Invoice #, Invoice Description, Account Number, Distribution Amount, Vendor Total. Includes entries for AIRGAS USA, ALLIANT INSURANCE SERVICES, AMERICAN RIVER BENEFIT ADMINISTRATORS, ARAMARK UNIFORM & CAREER APPAREL GROUP INC, ARNOLD'S FRONTIER HARDWARE - Fire, ARNOLD'S FRONTIER HARDWARE - PW, ARROW AUTOMOTIVE SERVICE, BEE EMERGENCY RESPONSE TEAM, and BLACK & WHITE EMERGENCY VEHICLES.

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
		APBWEST	Check	<u>3079</u>	VEHICLE MAINTENANCE	10000.50000.52302	110.08	
<u>VEN02901</u>	BLAKE SILCOTT							81.00
		APBWEST	Check	<u>INV024845</u>	OVERDEDUCTION P/R #7	10000.00000.48999	81.00	
<u>VEN02208</u>	CALIFORNIA BUILDING STANDARDS COMMISSION							114.00
		APBWEST	Check	<u>INV024844</u>	QUARTERLY BASRF FEES JAN - MARCH 2019	10000.00000.23207	114.00	
<u>VEN03393</u>	CATHERINE OREJUDOS							519.00
		APBWEST	Check	<u>2003628.001</u>	RENTAL SECURITY DEPOSIT REFUND	10000.00000.23200	519.00	
<u>0326</u>	CITY OF PASADENA							1,122.00
		APBWEST	Check	<u>30007332</u>	FY 18-19 BPO- INMATE HOUSING MAY 2019	10000.50000.52003	1,122.00	
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS							2,331.01
		APBWEST	Check	<u>396</u>	FY 18-19 SIERRA MADRE PRODUCTION SERVICE	60003.30000.52100	2,331.01	
<u>VEN02871</u>	CYBERREEF SOLUTIONS INC							299.78
		APBWEST	Check	<u>3257</u>	1 GB DATA PLAN 06/1/19 - 06/30/19	10000.50000.52200	299.78	
<u>0185</u>	D. F. POLYGRAPH							525.00
		APBWEST	Check	<u>2019-4</u>	POLYGRAPH EXAMINATIONS	60007.70101.52100	525.00	
<u>0841</u>	DAPEER, ROSENBLIT & LITVAK,LLP							1,984.31
		APBWEST	Check	<u>15978</u>	SPECIAL LEGAL SERVICE MAY 2019	10000.40000.52201	1,984.31	
<u>VEN03084</u>	DAVID SPERNOW/DEVLYNE NETWORKS LLC							330.00
		APBWEST	Check	<u>CqSM010</u>	Desktop, Server, and Network Support	60003.30000.52100	330.00	
<u>1584</u>	DENRAM PRODUCTS CORP							728.81
		APBWEST	Check	<u>18500</u>	PLUMBING PERMIT	10000.40000.53102	728.81	
<u>VEN03120</u>	DICKS AUTO SUPPLY							310.82
		APBWEST	Check	<u>169075</u>	Vehicle maintenance supplies	60000.83100.53208	143.01	
				<u>169225</u>	Vehicle maintenance supplies	60000.83100.53208	13.80	
				<u>169406</u>	Vehicle maintenance supplies	60000.83100.53208	154.01	
<u>VEN02997</u>	DYNAMIC BUILDING MAINT INC							2,919.00
		APBWEST	Check	<u>25</u>	FY18-19 DYNAMIC BUILDING MAINTENANCE	60001.83200.52200	2,919.00	
<u>VEN02159</u>	ECKERSALL LLC							3,000.00
		APBWEST	Check	<u>20190009</u>	XY MAPS ANNUAL MAINT 6/1/18 - 5/31/19	71000.81100.52100	1,500.00	
						72000.81200.52100	1,500.00	
<u>VEN01449</u>	EL CAMINO COMMUNITY COLLEGE DISTRICT							989.00
		APBWEST	Check	<u>4660</u>	TUITION FOR MARK DUSON	10000.64000.52205	494.50	
						60007.70100.52205	494.50	
<u>1157</u>	EMBLEM ENTERPRISES, INC.							409.95
		APBWEST	Check	<u>756481</u>	PD PATCHES	10000.50000.52999	409.95	
<u>VEN01588</u>	Emergency Medical Services Agency							1,751.00
		APBWEST	Check	<u>INV024893</u>	PTI CLASS 251 MARK DUSON	10000.64000.52205	875.50	
						60007.70100.52205	875.50	
<u>VEN03390</u>	EMERGENCY PLANNING CONSULTANTS							12,500.00
		APBWEST	Check	<u>1</u>	EOC CONSULTANT	10000.64000.52100	12,500.00	
<u>1462</u>	FASCHING'S CAR WASH							281.20
		APBWEST	Check	<u>INV024895</u>	FY 18-19 BLANKET PO APRIL 2019	10000.50000.52302	281.20	
<u>1455</u>	FIRST TRANSIT INC							12,336.92
		APBWEST	Check	<u>11587938</u>	Dial a ride Services MAY 2019	37004.70000.52203	12,336.92	
<u>VEN02778</u>	FORMLA LANDSCAPING INC							833.33
		APBWEST	Check	<u>31716</u>	FY 18-19 CITY HALL LANDSCAPE MAINTENANCE	10000.83300.52200	833.33	
<u>VEN01613</u>	GANAHL LUMBER COMPANY							630.00
		APBWEST	Check	<u>141184047</u>	CONCRETE SUPPLIES	38006.83600.53211	23.65	
				<u>141186984</u>	BUILDING MATERIALS	60000.83100.53205	606.35	
<u>1639</u>	GMS ELEVATOR SERVICES INC							87.50
		APBWEST	Check	<u>97007</u>	FY 18-19 ELEVATOR MAINTENANCE	60001.83200.52200	87.50	
<u>VEN03195</u>	GREATAMERICA FINANCIAL SERVICES							793.92
		APBWEST	Check	<u>24885106</u>	LASERCARE HP MFP	60003.30000.53210	793.92	
<u>VEN03012</u>	GREG FIELDS							237.00
		APBWEST	Check	<u>INV024898</u>	DRIVER OPERATOR 1A REIMBURSEMENT	10000.61000.52205	237.00	
<u>VEN01886</u>	GREGORY TORTELL							1,000.00
		APBWEST	Check	<u>2019-1</u>	4th of JULY PERFORMANCE	10000.00000.13100	1,000.00	
<u>0241</u>	HINDERLITER, DE LLAMAS & ASSOC							319.53
		APBWEST	Check	<u>0031322-JN</u>	AUDIT SERVICES - SALES TAX QTR 4 2018	60002.30000.52100	319.53	
<u>1359</u>	HIRERIGHT, LLC							115.63
		APBWEST	Check	<u>H0165486</u>	BACKGROUND SCREENING SERVICES	60007.70101.52100	115.63	

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
<u>VEN02874</u>	HOWARD R. ROMERO							1,000.00
	APBWEST	Check		<u>SMFD010</u>	Medical Director Service May 2019	10000.64000.52200	1,000.00	
<u>1334</u>	HP MECHANICAL INC.							539.00
	APBWEST	Check		<u>2383</u>	FY 2018-2019 HVAC maintenance	60001.83200.56010	321.00	
				<u>2384</u>	FY 2018-2019 HVAC maintenance	60001.83200.56010	218.00	
<u>VEN01472</u>	Hydrotex Partners Ltd.							530.12
	APBWEST	Check		<u>396334</u>	MAINTENANCE SUPPLIES	71000.81100.53209	530.12	
<u>VEN01969</u>	INLAND EMPIRE STAGES							1,093.83
	APBWEST	Check		<u>54211</u>	SENIOR EXCURSION	37006.72000.52200	1,093.83	
<u>VEN01500</u>	INLAND WATER WORKS SUPPLY CO.							5,644.31
	APBWEST	Check		<u>51023924.001</u>	Distribution supplies	71000.81100.53200	3,247.68	
				<u>51024210.001</u>	Distribution supplies	71000.81100.53200	650.87	
				<u>51024263.001</u>	Distribution supplies	71000.81100.53200	1,745.76	
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF							259.44
	APBWEST	Check		<u>50145591</u>	VEHICLE PARTS	60000.83100.53208	259.44	
<u>VEN02980</u>	IPMA-HR							149.00
	APBWEST	Check		<u>45743-M2Y8H0</u>	MEMBERSHIP FYE 19-20 / HR	60007.70100.53409	149.00	
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC							370.00
	APBWEST	Check		<u>2130-892473</u>	PRE EMPLOYMENT PHISYCALS	60007.70101.52106	370.00	
<u>VEN03395</u>	KAREN BUSTILLOS							200.00
	APBWEST	Check		<u>INV024899</u>	LICENSE REMIBURSEMENT	10000.64000.52205	200.00	
<u>1280</u>	L.A. COUNTY AUDITOR-CONTROLLER							153.42
	APBWEST	Check		<u>18061</u>	VOTED INDEBTEDNESS CHARGES LIGHTING DIST	10000.82000.52100	153.42	
<u>0515</u>	LANDSCAPE WAREHOUSE							320.58
	APBWEST	Check		<u>2595624</u>	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	56.69	
				<u>2595824</u>	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	250.20	
				<u>2595946</u>	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	13.69	
<u>0640</u>	LIFE-ASSIST INC.							731.28
	APBWEST	Check		<u>922063</u>	Paramedic Medical Supplies	10000.64000.53300	392.89	
				<u>923432</u>	Paramedic Medical Supplies	10000.64000.53300	190.39	
				<u>924458</u>	Paramedic Medical Supplies	10000.64000.53300	148.00	
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC							12,000.00
	APBWEST	Check		<u>54099</u>	Exterior Landscape Maintenance MAY 2019	10000.81201.52200	212.40	
						10000.83300.52200	6,810.00	
						32002.83000.52200	560.40	
						32003.83000.52200	172.80	
						32005.83000.52200	524.40	
						32006.83000.52200	105.60	
						32007.83000.52200	655.20	
						32008.83000.52200	992.40	
						38005.83500.52200	595.20	
						60001.83200.52200	1,371.60	
<u>1278</u>	MICHAEL E POWERS & ASSOC INC.							1,997.66
	APBWEST	Check		<u>6723</u>	OFFICE FURNITURE	34002.81000.56010	998.83	
						34002.81200.56010	998.83	
<u>VEN03391</u>	MICHAEL M. BLAZENSKI							450.00
	APBWEST	Check		<u>INV024839</u>	FINANCIAL CONSULTING	60002.30000.52100	450.00	
<u>1613</u>	MUNICIPAL CODE CORPORATION							900.00
	APBWEST	Check		<u>00324419</u>	ONLINE CODE HOSTING 2/1/19 - 1/31/20	10000.12000.52204	900.00	
<u>1642</u>	NBS							9,574.15
	APBWEST	Check		<u>519000115</u>	Downtown Business Assesment District Consult:	32006.83000.52200	4,787.08	
						32007.83000.52200	4,787.07	
<u>0786</u>	OFFICE DEPOT, INC							955.12
	APBWEST	Check		<u>318910993001</u>	OFFICE SUPPLIES	10000.50000.53100	100.92	
				<u>320981982001</u>	OFFICE SUPPLIES	10000.50000.53100	97.01	
				<u>324235618001</u>	OFFICE SUPPLIES	10000.40000.53999	139.50	
				<u>324786690001</u>	OFFICE DEPOT	10000.40000.53999	250.91	
				<u>328855509001</u>	OFFICE SUPPLIES	10000.11000.53999	366.78	
<u>VEN01558</u>	PAT'S TIRE SERVICE							425.83
	APBWEST	Check		<u>41696</u>	TIRE REPAIR	60000.83100.53208	425.83	
<u>VEN03389</u>	PAUL Y. LEE							11,246.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
	APBWEST	Check	INVO24843	WASTE MANAGEMENT PLAN, GRADING, DRAIN/	10000.00000.23306	3,246.00
					10000.40000.23301	8,000.00
<u>0336</u>	POST ALARM SYSTEMS					183.73
	APBWEST	Check	<u>1172393</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	48.92
			<u>1175253</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	43.26
			<u>1178346</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	52.40
			<u>1178510</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	39.15
<u>VEN02937</u>	RCI IMAGE SYSTEMS					1,255.58
	APBWEST	Check	<u>76172</u>	FY 18-19 Document Scanning Services	10000.40000.52200	706.02
			<u>76176</u>	FY 18-19 Document Scanning Services	10000.40000.52200	290.66
			<u>76177</u>	FY 18-19 Document Scanning Services	10000.40000.52200	258.90
<u>0267</u>	REGIONAL TAP SERVICE CENTER					150.00
	APBWEST	Check	<u>60009678</u>	REG SV MAY 2019	37004.70000.52001	150.00
<u>VEN02676</u>	RUSH TRUCK CENTER OF CALIFORNIA INC					2,854.48
	APBWEST	Check	<u>3014730882</u>	VEHICLE MAINTENANCE	60000.83100.53208	2,854.48
<u>2012</u>	SAPPHOS ENVIRONMENTAL					1,197.06
	APBWEST	Check	<u>1485005-01</u>	Historic Assesment Consultant	10000.40000.52213	1,197.06
<u>1443</u>	SHRED-IT USA LLC					497.48
	APBWEST	Check	<u>8127449120</u>	FY 18-19 BLANKET PO	10000.50000.52200	497.48
<u>VEN01941</u>	SIRCHIE					133.66
	APBWEST	Check	<u>0402148-IN</u>	EVIDENCE SUPPLIES	10000.50000.53304	133.66
<u>0378</u>	SMART & FINAL					204.94
	APBWEST	Check	<u>3056650042671</u>	MWTR PASTA FEED	10000.79007.52999	118.81
			<u>3056650048986</u>	SENIOR ACTIVITY	37006.72000.53999	43.53
			<u>3056650050696</u>	JPIA TRAINING REIMBURSEMENT	60007.70100.52205	36.61
			<u>3056650053682</u>	SENIOR ACTIVITY	37006.72000.53999	5.99
<u>0382</u>	SOUTH COAST A Q M D					136.40
	APBWEST	Check	<u>3463738</u>	FLAT FEE FOR LAST FISCAL YEAR EMISSIONS	60001.83200.52401	136.40
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT					63.09
	APBWEST	Check	<u>1905-221187</u>	CONSTRUCTION SUPPLIES	10000.83500.53206	63.09
<u>VEN03154</u>	SPECTRUM TIMING SERVICES					2,300.00
	APBWEST	Check	<u>2019-18</u>	MWTR TIMING	10000.79007.52999	2,300.00
<u>1368</u>	SWANK MOTION PICTURES INC					693.00
	APBWEST	Check	<u>RG2684377</u>	MOVIES IN THE PARK	10000.79008.52999	693.00
<u>1591</u>	TED WALTERS					195.00
	APBWEST	Check	<u>INV024900</u>	CERTIFICATION REIMBURSEMENT	10000.61000.52205	195.00
<u>0399</u>	TELETRONIC ALARM SYSTEMS					62.00
	APBWEST	Check	<u>INV024896</u>	FY 18-19 LIBRARY ALARM MONITORING SERVICE	60001.83200.52200	62.00
<u>VEN02863</u>	THE COUNSELING TEAM INTERNATIONAL					300.00
	APBWEST	Check	<u>72467</u>	PSYCHOLOGICAL ASSESSMENTS	60007.70101.52100	300.00
<u>2004</u>	THE ONLY PLACE IN TOWN					600.44
	APBWEST	Check	<u>INV024842</u>	COUNCIL MEMBERS MTG W/ SUPERVISOR & CO	10000.11000.53999	600.44
<u>1808</u>	TIMECLOCK PLUS					7,054.59
	APBWEST	Check	<u>498658</u>	TIMECLOCK SOFTWARE RENEWAL	60003.30000.52200	7,054.59
<u>VEN03396</u>	TIMOTHY CHAKARIAN					100.00
	APBWEST	Check	<u>INV024891</u>	CITATION REFUND	10000.00000.44002	100.00
<u>0404</u>	TOM'S UNIFORMS					66.78
	APBWEST	Check	<u>13699</u>	FY 18-19 BLANKET PO	10000.50000.53303	66.78
<u>VEN02639</u>	TURNOUT MAINTENANCE COMPANY					351.50
	APBWEST	Check	<u>20842</u>	TURNOUT MAINTENANCE	10000.61000.52302	351.50
<u>0410</u>	UNDERGROUND SERVICE ALERT					49.60
	APBWEST	Check	<u>220190666</u>	UNDERGROUND SERVICE	71000.81100.52200	49.60
<u>1390</u>	VALLEY POWER SYSTEMS					4,503.82
	APBWEST	Check	<u>132513</u>	FY 18-19 FD Vehicle testing and repairs	60000.83100.52200	4,503.82
<u>0158</u>	VULCAN MATERIALS COMPANY					561.28
	APBWEST	Check	<u>72213902</u>	MATERIAL SUPPLIES	71000.81100.53206	561.28
<u>0335</u>	WATERLINE TECHNOLOGIES					2,028.13
	APBWEST	Check	<u>5455172</u>	Chlorine Gas Water Treatment	71000.81100.53209	2,928.13
			<u>5455274</u>	CYLINDER DEPOSIT	71000.81100.53209	-900.00
<u>0425</u>	WILLDAN ASSOCIATES					55,988.64
	APBWEST	Check	<u>002-21067</u>	Plan Check and Inspection services APRIL 2019	10000.40000.52100	24,561.21

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	<u>002-21068</u>	Plan Check and Inspection services MAY 2019	10000.40000.52100	31,427.43
<u>1053</u>	WITTMAN ENTERPRISES, LLC				1,403.30
APBWEST	Check	<u>1905056</u>	Ambulance Billing Service MAY 2019	10000.64000.52200	1,403.30
Report Total:					182,629.24



Packet: APPKT04615 - LIB 06/25/19
Vendor Set: 01 - Vendor Set 01

Check Date: 06/18/2019

Table with columns: Vendor Number, Vendor Name, Bank Code, Payment Type, Invoice #, Invoice Description, Account Number, Distribution Amount, Vendor Total. Includes entries for AMAZON, AMERICAS PRINTER, BAKER & TAYLOR, INC., CARLOS NIETO III, and SHOWCASES.

Item Attachment Documents:

b) NOTICE OF COMPLETION, FY 18-19 STREET IMPROVEMENT PROJECT

Staff recommends that the City Council accept the completed work on behalf of the City and direct staff to file a Notice of Completion with the County Clerk/Recorder.

INVOICE

Contractor: Gentry Brothers, Inc.
Remittance Address: 384 E. Live Oak Ave Irwindale, Ca 91706
PROJECT: FY 2018-19 Street Improvement Project

City of Sierra Madre
 232 West Sierra Madre Blvd
 Sierra Madre, Ca 91024



GENTRY BROTHERS, INC.
 General Engineering Contractor

Date: 6/12/2019
Invoice No: RETENTION (rev)
PO No:

Attention:

Item	Unit	Description	Contract Bid Amount		Payment 1 04/22/19-05/29/19		Payment 2 05/31/19-06/12/19		Payment 3 06/01/00-06/01/00		Total Completed to Date		
			Bid Pricing	QTY	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total
1	LS	Traffic Control	\$85,000.00	1	\$85,000.00	0.5	\$42,500.00	0.5	\$42,500.00			1.00	\$85,000.00
2	LS	Clearing and Grubbing	\$80,000.00	1	\$80,000.00	0.75	\$60,000.00	0.25	\$20,000.00			1.00	\$80,000.00
3	EA	Remove Existing Trees	\$2,200.00	1	\$2,200.00	1	\$2,200.00	0	\$0.00			1.00	\$2,200.00
4	SF	Remove AC Pavement (on Lillano Drive and Auburn Alley where tree roots prevent cold	\$1.20	3650	\$4,380.00	1675	\$2,010.00	1975	\$2,370.00			3650.00	\$4,380.00
5	CY	Unclassified Excavation, Depth per Plan	\$50.00	185	\$9,250.00	185	\$9,250.00	0	\$0.00			185.00	\$9,250.00
6	SF	Cold Mill AC Pavement to a Depth of 1.5"	\$0.40	8500	\$3,400.00	2800	\$1,120.00	2405	\$962.00			5205.00	\$2,082.00
7	SF	Cold Mill AC Pavement to a Depth of 4"	\$0.50	60650	\$30,325.00	59699.5	\$29,849.75	0	\$0.00			59699.50	\$29,849.75
8	EA	Remove Existing and Construct Curb Ramp.	\$3,500.00	17	\$59,500.00	17	\$59,500.00	0	\$0.00			17.00	\$59,500.00
9	LS	per Detail A on Sheet 2. Includes All Work Shown	\$7,000.00	1	\$7,000.00	1	\$7,000.00	0	\$0.00			1.00	\$7,000.00
10	LF	Remove Existing and Construct 6" Curb per	\$50.00	100	\$5,000.00	0	\$0.00	204	\$10,200.00			204.00	\$10,200.00
11	LF	Remove Existing and Construct 10" Curb per	\$55.00	315	\$17,325.00	153	\$8,415.00	0	\$0.00			153.00	\$8,415.00
12	LF	Remove Existing and Construct 12" Curb per	\$60.00	130	\$7,800.00	78	\$4,680.00	0	\$0.00			78.00	\$4,680.00
13	LF	SPPWC Std. Plan No. 120-2, Type A1-12 (includes	\$65.00	65	\$4,225.00	132.5	\$8,612.50	0	\$0.00			132.50	\$8,612.50
14	LF	Remove Existing and Construct 8" Curb and	\$50.00	100	\$5,000.00	283	\$14,150.00	0	\$0.00			283.00	\$14,150.00
15	LF	Gutter per SPPWC Std. Plan No. 120-2, Type A2-	\$55.00	135	\$7,425.00	234.5	\$12,897.50	0	\$0.00			234.50	\$12,897.50
16	LF	Remove Existing and Construct 8" Curb and	\$60.00	60	\$3,600.00	34	\$2,040.00	0	\$0.00			34.00	\$2,040.00
17	SF	SPPWC Std. Plan 122-2 (includes 200 SF as	\$13.00	2200	\$28,600.00	1980.5	\$25,746.50	0	\$0.00			1980.50	\$25,746.50
18	SF	Remove Existing and Construct Sidewalk per	\$8.00	1975	\$15,800.00	2149.75	\$17,198.00	0	\$0.00			2149.75	\$17,198.00
19	SF	Remove Existing and Construct Driveway	\$9.00	2050	\$18,450.00	1033.75	\$9,303.75	215	\$1,935.00			1248.75	\$11,238.75
20	SF	Remove Existing and Construct Alley Intersection	\$12.00	650	\$7,800.00	875.5	\$10,506.00	0	\$0.00			875.50	\$10,506.00
21	SF	Grind Raised Edge on Sidewalk (includes 100 SF	\$25.00	120	\$3,000.00	0	\$0.00	95	\$2,375.00			95.00	\$2,375.00
22	EA	Adjust Manhole to Finished Surface	\$600.00	4	\$2,400.00	0	\$0.00	4	\$2,400.00			4.00	\$2,400.00
23	EA	Adjust Valve to Finished Surface	\$100.00	9	\$900.00	0	\$0.00	9	\$900.00			9.00	\$900.00
24	EA	Frame and Cover. Install New Circular Sewer	\$900.00	10	\$9,000.00	8	\$7,200.00	2	\$1,800.00			10.00	\$9,000.00
25	CY	Construct Crushed Aggregate Base, Depth per	\$45.00	185	\$8,325.00	100	\$4,500.00	24	\$1,080.00			124.00	\$5,580.00

INVOICE

Contractor: Gentry Brothers, Inc.
Remittance Address: 384 E. Live Oak Ave Irwindale, Ca 91706
PROJECT: FY 2018-19 Street Improvement Project
 City of Sierra Madre



Date: 6/12/2019
Invoice No: RETENTION (rev)
PO No:

Attention:

Item	Unit	Description	Contract Bid Amount		Payment 1 04/22/19-05/30/19		Payment 2 05/31/19-06/12/19		Payment 3 06/01/00-06/01/00		Total Completed to Date		
			Bid Pricing	QTY	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total
26	TON	Construct 2.5" AC B-PG 64-10 Base	\$65.00	1040	\$67,600.00	700	\$45,500.00	454.52	\$29,543.80			1154.52	\$75,043.80
27	TON	Construct 1.5" C2 PG 64-10 Overlay	\$65.00	715	\$46,475.00	400	\$26,000.00	569.68	\$37,029.20			969.68	\$63,029.20
28	SY	Crack Seal	\$1.10	6500	\$7,150.00	6500	\$7,150.00	0	\$0.00			6500.00	\$7,150.00
29	SY	Construct Emulsion-Aggregate Slurry (EAS) Type II	\$2.65	23560	\$62,434.00	24560	\$65,084.00	0	\$0.00			24560.00	\$65,084.00
30	SY	Apply Cape Seal Application (Chip Seal and Slurry Emulsion)	\$2.65	885	\$2,345.25	885	\$2,345.25	0	\$0.00			885.00	\$2,345.25
31	LS	Signing & Striping	\$43,000.00	1	\$43,000.00	0.5	\$21,500.00	0.5	\$21,500.00			1.00	\$43,000.00
			subtotal		\$654,709.25	subtotal	\$506,258.25	subtotal	\$174,595.00	subtotal	\$0.00	subtotal	\$680,853.25

C/O	Description	Pricing		Total		C/O subtotal	Total	C/O subtotal	Total	C/O subtotal	Total	C/O subtotal	Total	C/O subtotal	Total
		Qty	Total	Qty	Total										
1	See Attached	1	\$12,000.00	1	\$12,000.00										
2	See Attached	1	\$20,900.00	1	\$20,900.00										
		subtotal		\$32,900.00	\$32,900.00	subtotal	\$12,000.00	subtotal	\$20,900.00	subtotal	\$0.00	subtotal	\$0.00	subtotal	\$713,753.25
		Total		\$687,609.25	\$687,609.25	Total	\$518,258.25	Total	\$195,495.00	Total	\$0.00	Total	\$0.00	Total	\$713,753.25

Payment 1	Payment 2	Retention	Amount Due
04/22/19-05/30/19	05/31/19-06/12/19		
\$518,258.25	\$185,720.25	(\$25,912.91)	\$492,345.34
\$195,495.00	\$35,687.66	(\$9,774.75)	\$185,720.25
RETENTION		(\$0.00)	\$35,687.66
Completed to date		(\$0.00)	\$713,753.25

Contractor: *[Signature]* Date: *6/12/19*

Public Works Department Date



City of Sierra Madre

232 West Sierra Madre Boulevard
Sierra Madre, CA 91024
626.355.7135

CHANGE ORDER

DATE: 5/9/2019

PROJECT NO.
ST81901

CHANGE ORDER NO. 1

Project Name: 2018/19 Street Improvement Project
Project No.- ST81901

To: Gentry Brothers Inc.
385 Live Oak Ave.
Irwindale, CA 91706

TRADE: Procurement

- Owner Change
- Engineer Change
- Field Conditions

You are directed to make the following changes in this contract. Subject to the terms and conditions of the original contract dated 3/26/19, including payment.

REVISED SCOPE OF WORK	QTY	UNIT	UNIT PRICE	TOTAL
Additional Labor, Material and Equipment to Crack Seal Baldwin Ave.	16,000	SY.	\$0.75	\$12,000.00

The Original Contract Amount was: \$ **654,709.25**

Net Change by previously Change Orders: \$ **0**

The Contract Amount prior to this Change Order was: \$ **654,709.25**

This Change Order Amount is: \$ **12,000.00**

The new Contract Amount including this Change Order will be: \$ **666,709.00**

The Contract Completion Time will be shortened/lengthened by this change order: 0 working Days*

This Change Order is not valid until signed by both the Contractor and the City of Sierra Madre.

Recommended by Director of Public Works [Signature] Date 5/9/19

Reviewed by Director of Finance _____ Date _____

By: [Signature] 5/9/19
Responsible Party Date

City of Sierra Madre
By: [Signature] 5/9/19
Gabe Engeland, City Manager Date

GENTRY BROTHERS INC
384 LIVE OAK AVE
IRWINDALE CA 91706



City of Sierra Madre
 232 West Sierra Madre Boulevard
 Sierra Madre, CA 91024
 626.355.7135

CHANGE ORDER

DATE: 5/9/2019	PROJECT NO. ST81901
CHANGE ORDER NO. 2	

Project Name: 2018/19 Street Improvement Project
Project No.- ST81901

To: Gentry Brothers Inc.
385 Live Oak Ave.
Irwindale, CA 91706

TRADE: Procurement

- Owner Change
- Engineer Change
- Field Conditions

You are directed to make the following changes in this contract. Subject to the terms and conditions of the original contract dated 3/26/19, including payment.

REVISED SCOPE OF WORK	QTY	UNIT	UNIT PRICE	TOTAL
Additional Move in, Labor, Material and Equipment to R&R Liliano Place. Removals	8,100	SF.	\$0.50	\$3,200.00
B PG 64-10 Asphalt	130	Tons	\$65	\$8,450.00
B PG 64-10 Asphalt	80	Tons	\$65	\$5,200.00

The Original **Contract Amount** was: \$ **654,709.25**
 Net Change by previously Change Orders: \$ **12,000**
 The **Contract Amount** prior to this **Change Order** was: \$ **666,709.25**
 This **Change Order Amount** is: \$ **20,900.00**
 The new **Contract Amount** including this Change Order will be: \$ **687,609.00**

The Contract Completion Time will be shortened/lengthened by this change order: 0 working Days*

This Change Order is not valid until signed by both the Contractor and the City of Sierra Madre.

Recommended by Director of Public Works [Signature] Date 5/9/19

Reviewed by Director of Finance _____ Date _____

By: [Signature] 5/9/19
 Responsible Party Date

City of Sierra Madre
 By: [Signature] 5/9/19
 Gabe Engeland, City Manager Date

GENTRY BROTHERS INC
 384 LIVE OAK AVE
 IRWINDALE CA 91706



City of Sierra Madre Agenda Report

*John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member*

*Sue Spears, City Clerk,
Michael Amerio City Treasurer*

TO: Honorable Mayor and Members of the City Council
FROM: Chris Cimino, Director of Public Works
REVIEWED BY: Gabriel Engeland, City Manager
DATE: June 25, 2019
SUBJECT: **NOTICE OF COMPLETION, FY 18-19 STREET IMPROVEMENT PROJECT**

STAFF RECOMMENDATION

Staff recommends that the City Council accept the completed work on behalf of the City and direct staff to file a Notice of Completion with the County Clerk/Recorder.

SUMMARY

On March 26, 2019, City Council awarded the FY 2018-19 Street Improvement Project to Gentry Brothers Inc. The project commenced April 28, 2019 and all work was completed to Staff's satisfaction as of June 14, 2019.

ANALYSIS

On January 22, 2019 the City Council directed staff to advertise the 2018-19 Street Improvement Project for bids. The following streets were approved for construction in the 2018-19 Street Improvement Project.

Street	Limits of Work
San Gabriel Court	Sierra Place to Mt. Trail Avenue
San Gabriel Court	Mt. Trail Avenue to Holdman Avenue
Sierra Place	Lowell Avenue to San Gabriel Court.
South Mt Trail Avenue	Orange Grove Avenue to Sierra Madre Blvd
North Baldwin Avenue	Sierra Madre Blvd. to Carter Avenue
Baldwin Alley	Laurel Avenue to Grandview Avenue
Auburn Alley	Montecito Court to End
Liliano Drive	200 feet North of Stonehouse Drive
Liliano Place	Cul-de-sac

NOTICE OF COMPLETION, FY 18-19 STREET IMPROVEMENT PROJECT

June 25, 2019

Page 2 of 3

On March 26, 2019, the City Council awarded the construction of the project to Gentry Brothers Inc., based upon that firm's low bid of \$654,709.25. An additional amount of \$65,390.75 was included in the award to cover contingencies; bringing the project to a not-to-exceed amount of \$720,100.00.

Staff discovered the cul-de-sac of Liliano Place that has been neglected and missed during the past street projects in the neighborhoods. The contractor and staff negotiated a price based on the bid schedule for a grind and overlay of this street for price of \$20,900.00. Staff also discovered on North Baldwin Avenue the Engineer did not design it for a crack seal to be performed under the new slurry Seal process. This is a normal process that should be included when applying slurry. There also is a line item for crack sealing in the bid schedule so quantities for that item were increased by \$12,000.00. Through the change order process staff was able to include the two change orders to this project at a very minimal price and well under the contingency of the amount awarded. The final invoice with the change orders and all quantities accounted for the project came in under the total awarded amount to \$713,753.25. The remaining \$6,346.75 will be included in the Prop C fund for next year's street project. 5% retention will be held by the Finance Department until the 30 day wait period to make sure all sub-contractors have been paid.

Gentry Brothers Inc. completed the project in a timely, safe and efficient manner.

FINANCIAL REVIEW/SOURCE OF FUNDING

Council approved \$720,100.00 for the 2018-19 Street Improvement Project at its March 26, 2018 City Council Meeting. One progress payment was made during the project for \$492,345.34 on June 12, 2019. The second progress and final payment \$185,720.25 for the project, less the retention of 5% are in the warrants tonight for your approval. The retention of (\$35,687.66) will be released thirty days after the NOC is processed. The funding is comprised of Proposition C (\$362,900) and Measure R (\$134,100), Measure M Funds (\$110,970), General Fund (\$151,900) and the new RMRA (SB-1) Funds (\$62,800). Prop C funds are being used for North Baldwin Avenue, South Mt. Trail Avenue, the remaining Measure M and Measure R Funds and General Fund monies will be used for Sierra Place, San Gabriel Court, Merrill Alley, Auburn Alley, Baldwin Ally and Montecito Alley. The final cost reflects a decrease of \$6,346.75 from the total amount awarded.

Upon the full completion of any public works project, it is normal to file a Notice of Completion with the County Clerk/Recorder. The filing and recordation of a Notice of Completion starts a 30-day clock under which all project subcontractors with cause of action must file their liens against the City. At the end of the 30 day period the City releases the bonds held by the City and funds retained from the prime contractor's payment requests of 5%.

NOTICE OF COMPLETION, FY 18-19 STREET IMPROVEMENT PROJECT

June 25, 2019

Page 3 of 3

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and can be accessed on the City's website at www.cityofsierramadre.com.

Attachments

NOC; FY 2016-17 Street Improvement Project

Final Invoice

Change Order 1

Change Order 2

Item Attachment Documents:

- c) Signing of Area D Joint Powers Agreement to Provide for Inter-Agency Cooperation in a Major Natural or Man-Made Disaster



City of Sierra Madre Agenda Report

John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor Harabedian and Members of the City Council

FROM: Brent Bartlett, Acting Fire Captain/Fire Engineer

REVIEWED BY: Gabriel Engeland, City Manager

DATE: June 8, 2019

SUBJECT: **SIGNING OF AREA D JOINT POWERS AGREEMENT TO PROVIDE FOR INTER-AGENCY COOPERATION IN A MAJOR NATURAL OR MAN-MADE DISASTER**

STAFF RECOMMENDATION

Staff recommends that authorization be given to the City Manager to approve and sign a Joint Powers Agreement (JPA) with the County of Los Angeles and the other Area D cities that choose to participate in the JPA.

It is further recommended that Council authorize the City Manager or his/her designee as the representative for emergency services on the Governing Board.

ALTERNATIVES

1. Approve the signing of the Joint Powers Agreement (JPA) with the County of Los Angeles.
2. Deny the signing of the Joint Powers Agreement (JPA) with the County of Los Angeles.
3. Direct staff to return with further information.

SUMMARY

The purpose of the JPA is to promote the coordination of disaster management, planning, and preparedness efforts between all Area D cities through cooperative planning, training and related activities under the direction of a Disaster Management Area D Board (“Governing Board”) and utilizing FEMA grant funding.

ANALYSIS

The State of California has adopted the Standardized Emergency Management System (SEMS) pursuant to Title 19, Division 2 of the State’s Code of Regulations, requiring all local governments within the county geographic area to be organized into a single Operational Area.

In accordance with SEMS, the Board of Supervisors of the County of Los Angeles established the Los Angeles County Operational Area on July 5, 1995, with the County serving as the lead agency of the Los Angeles County Operational Area. The City last executed an agreement to participate in 2001, however either agency is unable to locate that document.

In order to promote greater efficiencies in disaster management, planning, training and preparedness, the

Operational Area was further broken down into Disaster Management Areas (DMA's).

The Federal Government provides funds from the Emergency Management Performance Grant (EMPG) through Operational Areas to the DMA's for the purpose of coordinating emergency activities within a DMA.

CONSISTENCY WITH GENERAL PLAN

The proposed agreement is generally consistent with the goals, policies, and objectives of the General Plan.

FINANCIAL REVIEW/SOURCE OF FUNDING

By signing the JPA and becoming a voting member of the Area D Disaster Management Area Board, the City of Sierra Madre will have access to a portion of the Emergency Management Performance Grant (EMPG) funds, with no match requirement.

ENVIRONMENTAL (CEQA)

N/A

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and can be accessed on the City's website at www.cityofsierramadre.com.

Attachments

Attachment I – Joint Powers Agreement to Provide for Inter-Agency Cooperation in Major Natural or Man-Made Disaster

For Cities with existing Joint Powers Agreement/Coordinator:

**JOINT POWERS AGREEMENT TO PROVIDE FOR INTER-AGENCY COOPERATION
IN MAJOR NATURAL OR MAN-MADE DISASTER**

DISASTER MANAGEMENT AREA D

Los Angeles County Operational Area

WHEREAS, natural or man-made disasters such as earthquakes, fires, floods, civil unrest, acts of terrorism or other physical manifestations may affect the peace, health, safety and general welfare of large numbers of persons and extensive areas; and

WHEREAS, the State of California has adopted the Standardized Emergency Management System ("SEMS") pursuant to Title 19, Division 2 of the State's Code of Regulations requiring all local governments within a county geographic area to be organized into a single Operational Area; and

WHEREAS, in accordance with SEMS, the Board of Supervisors of the County of Los Angeles established the Los Angeles County Operational Area ("Operational Area") on July 5, 1995, with the County of Los Angeles serving as the lead agency of the Los Angeles County Operational Area; and

WHEREAS, to enable the Los Angeles County Operational Area to accomplish the objectives of SEMS by promoting greater efficiencies in disaster management, planning, training, and preparedness, it is essential to coordinate the efforts of the cities within the Los Angeles County Operational Area; and

WHEREAS, such coordination can be accomplished by cooperative management, planning, training, and preparedness action through responsible agencies prior to the time disaster response is required; and

For Cities with existing Joint Powers Agreement/Coordinator:

WHEREAS, there have been established Disaster Management Areas (previously known as "Civil Defense Areas") within the Los Angeles County Operational Area, each having a Disaster Management Area Coordinator who serves as a representative on the Operational Area Advisory Board to facilitate communication between the cities and the Operational Area; and

WHEREAS, the parties to this Agreement are located within Disaster Management Area D of the Los Angeles County Operational Area and, therefore, have mutual interests and objectives to accomplish with reference to disaster management, planning, training and preparedness within said Area D; and

WHEREAS, the power to prepare for and mitigate natural or man-made disasters, and the power to act in case of emergency or disaster, are all powers common to the parties to this Agreement; and

WHEREAS, that in order to efficiently and adequately exercise the powers hereinabove referred to, it is essential that skilled personnel, charged with the duty of coordinating disaster management efforts, should be provided in order to obtain maximum benefits; and

WHEREAS, that the parties to this Agreement believe the arrangements and provisions provided by this Agreement will best serve the public peace, health, safety, and general welfare of said respective parties, and of the Los Angeles County Operational Area and, therefore, shall supersede any prior agreement concerning Civil Defense Areas or Disaster Management Areas.

For Cities with existing Joint Powers Agreement/Coordinator:

NOW THEREFORE, in consideration of the foregoing recitals and of the benefits which will be derived from the coordination of disaster management, planning, training and preparedness efforts, and the availability of skilled personnel with adequate knowledge for coordination purposes, the parties hereto do hereby mutually covenant and agree with each other, under the power and authority to do so granted under the provisions of Chapter 5 of Division 7 of Title 1 (Section 6500 et seq.) of the Government Code of the State of California, as follows:

1.0 Purpose

1.1 The purpose of this Agreement is to promote the coordination of disaster management, planning, training and preparedness efforts of the parties by cooperative planning and related activity under the direction of a Disaster Management Area Board. This Agreement shall supersede any prior agreement by the parties hereto concerning these matters.

2.0 Creation of Disaster Management Area Board

2.1 There is hereby created the Disaster Management Area D Board ("Governing Board").

The Governing Board at a minimum shall consist of one representative from each party who shall be appointed to the Governing Board by the governing body of each party, and who may be removed at any time by such governing body. Each party may appoint an alternate who

For Cities with existing Joint Powers Agreement/Coordinator:

may act in the absence of the designated representative. No representative or alternate shall be appointed who is not an official or employee of the appointing party. At its option, the Governing Board may create an Executive Board or any standing committees as required.

3.0 Powers of the Disaster Management Area Board

3.1 Within 60 days after this Agreement is formally approved by a minimum of three(3) parties, including two (2) cities and the County, the current Coordinator for the existing Civil Defense Area D or Disaster Management Area D, in conjunction with the County Operational Area Office of Emergency Management, shall assist this Governing Board to provide for implementation of the provisions of this Agreement.

3.2 The Governing Board shall determine the most appropriate means to provide direct coordination and communication between the Los Angeles County Operational Area and the parties to this Agreement. This may include retaining a full-time Disaster Management Area Coordinator, or designating a lead agency to serve as Disaster Management Area Coordinator to work cooperatively to strengthen the Disaster Management Area as part of the Operational Area in disaster management, planning, training and preparedness. If the Governing Board designates a Coordinator who is not a lead agency or an employee of a party, the terms and conditions governing the services of the Coordinator shall be established by the Governing Board who shall designate the administrative practices. The Disaster Management Area Coordinator shall act as the Governing Board's representative on the Operational Area Advisory Board.

3.3 Standard duties of the Disaster Management Area Coordinator or designated lead agency functioning in that capacity shall minimally include those identified in the attached

For Cities with existing Joint Powers Agreement/Coordinator:

“Duty Statement”. Optional responsibilities listed in the Duty Statement may be modified as necessary by said Board in meeting its specific needs.

3.4 The Governing Board shall have such powers as are granted by statute to general law cities to perform the duties specified in this Agreement, and such powers are subject to the same restrictions upon the manner of exercising the powers as in a general law city.

3.5 The Governing Board shall have the duty and responsibility to determine if personnel will be employed under this Agreement; the compensation of such personnel; the location of the Office Headquarters; all matters relating to policy and finance; and the overall supervision and direction of the personnel employed.

3.6 Nothing contained in this Agreement shall be construed as granting to any board, person, or other entity, the responsibility or power of each of the parties hereto to protect against the loss of life and property solely within their respective jurisdictions. The parties specifically retain such responsibility and power.

4.0 Rules of the Board

4.1 A simple majority of said Board shall constitute a quorum for the transaction of business unless otherwise designated by the Governing Board. The Governing Board shall elect one of its own members as Chair of the Governing Board.

The Governing Board shall provide for the time and place of its own meetings, shall promulgate its own rules, and conduct its business according to Robert’s Rules of Order. It shall cause to be kept a record of its proceedings and shall furnish a copy thereof to each of the parties hereto.

For Cities with existing Joint Powers Agreement/Coordinator:

5.0 Audit

5.1 If in the process of conducting its duties the Governing Board receives funds, property or other assets from any source, said Governing Board shall be strictly accountable for those assets and shall report all receipts and disbursements, as provided in the Addendum to this Agreement.

5.2 Any party shall have the right during regular business hours to examine, inspect, review and copy, at its own expense, all books, records, accounts and other documents of the Governing Board relating to this Agreement.

6.0 Duration of this Agreement

6.1 This Agreement shall take effect and be in full force as soon as such Agreement shall be duly executed by a minimum of three (3) parties, including two (2) cities and the County, and shall continue in full force and effect until such time as the member parties determine it is in the public interest to dissolve the Disaster Management Area D.

6.2 The parties hereto shall have the right to withdraw from this Agreement effective July 1 of any calendar year by filing a written notice of intention to so withdraw from said Disaster Management Area on or before the first day of April of such year. In the event of the withdrawal from this Agreement of one or more of the parties hereto, this Agreement shall continue and remain in full force and effect insofar as the remaining parties are concerned. Any costs of the program provided for herein shall be borne by the remaining parties in accordance with the Addendum to this Agreement.

For Cities with existing Joint Powers Agreement/Coordinator:

7.0 Disposition of Assets

7.1 The party or parties electing to withdraw from this Agreement prior to final termination shall not be entitled to any refund or payment from any properties or assets accumulated as a result of the joint exercise of powers herein. Upon final termination of this Agreement all property and any surplus or remaining funds acquired hereunder shall be distributed to the parties to this Agreement at the time of such termination in proportion to their contributions for the last calendar year during which the Agreement was effective.

8.0 Amendments

8.1 This Agreement may be amended from time-to-time by the unanimous agreement of the parties.

9.0 Counterparts

9.1 This Agreement may be executed in one or more counterparts and may include multiple signature pages, all of which shall be deemed to be one agreement. Copies of this Agreement may be used in lieu of the original.

10.0 Liability

10.1 Employees of any party performing disaster management services on behalf of the Disaster Management Area shall remain employees of that party for the purposes of workers' compensation and no other party shall have liability for injury to an employee of another party.

10.2 Pursuant to Government Code Section 895.4, each party hereby assumes the liability imposed on it, its officers and employees for injury caused by a negligent or wrongful act or

For Cities with existing Joint Powers Agreement/Coordinator:

omission occurring in the performance of that party's obligations under this Agreement to the same extent that such liability would be imposed in the absence of Government Code Section 895.2. Accordingly, each party shall defend, indemnify and hold harmless the other parties for any claim, demand, cause of action, loss, liability, damage, cost or expense that may be imposed on such party solely by virtue of said Section 895.2.

IN WITNESS WHEREOF each party has caused this Agreement to be duly executed by its authorized officer(s) on the date(s) set forth below.

Signature Page ___ of ___

**JOINT POWERS AGREEMENT TO PROVIDE FOR INTER-AGENCY COOPERATION
IN MAJOR NATURAL OR MAN-MADE DISASTER**

DISASTER MANAGEMENT AREA D

Name of Party

By _____
Name/Title

Date

For Cities with existing Joint Powers Agreement/Coordinator:

ADDENDUM TO JOINT POWERS AGREEMENT
Disaster Management Area D

This addendum is hereby incorporated in the Joint Powers Agreement for Disaster Management Area D to provide for preparation of annual budgets, assessment of fees to the member parties and accounting of assets pursuant to this Agreement.

- (1) The respective parties hereto, with the exception of the County of Los Angeles, agree to pay their respective proportionate shares of the costs and expenses incident to the activities, operations and services covered by this Agreement. Their respective proportionate shares shall be as their respective populations bear to each other, as estimated by Urban Research Regional Population Models, as of January 1 of each year this Agreement is in effect. The shares shall be based on a per capita rate.
- (2) The County of Los Angeles shall pass through Emergency Management Assistance (EMA) grant funding, including funding for unincorporated area populations, in accordance with the approved EMA distribution plan, as appropriated annually by the Board of Supervisors.
- (3) The annual budgets shall be prepared and adopted by the Disaster Management Area D Board. The proportional contribution shall be addressed in the budget preparations and approved by the Disaster Management Area D Board. Minimum assessments may be established by the Area D Board. Any funds remaining at the end of the fiscal year shall be carried over to the budget of the next fiscal year.
- (4) No funds may be expended or obligated by the Disaster Management Area D Board in excess of the total amount received from the participating agencies, plus such grants or gifts as the Board may receive from other sources.
- (5) The adopted budget shall be submitted to the respective parties hereto, on or before the first day of May each year so as to enable legislative bodies of the respective parties to examine same prior to the beginning of each fiscal year and take such action with reference thereto, as they may desire, on their respective parts.
- (6) Payments by the respective parties are to be made to the Disaster Management Area D Board on or before July 31 of each year. The Disaster Management Area D Board shall be strictly accountable for all funds and shall make an annual report of all receipts and disbursements to the parties hereto for each fiscal year.

LOS ANGELES COUNTY DISASTER MANAGEMENT AREA COORDINATORS (DMACS) DUTY STATEMENT

Policy Statement—The first priority of any DMAC will be to the cities within his/her own Area; second priority will be assistance to the other Areas and cities within and to the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) —City Liaison post. Response to assistance requests will be to Areas of greatest need.

NON-EMERGENCY ROLE

Mission Statement—Coordinate with Area cities in planning for preparedness, mitigation and recovery from emergencies/disasters.

Minimum Responsibilities/Services

- Disseminate emergency management information received from the County/County Op Area to the Area cities.
- Work with the Op Area in development and submission of required EMA documents.
- Cooperate and participate with the Op Area and the County Office of Emergency Management (OEM) in operational planning, exercises and training affecting Area jurisdictions.
- Coordinate and communicate with other disaster services organizations during disasters.
- Attend pertinent federal, state, Op Area and other training programs, workshops and seminars to improve emergency programs; brief Area cities on essential or relevant information.
- Represent the Area at appropriate meetings, including Op Area, state, federal, private and non-profit organizations.

Optional Responsibilities/Services as Directed by the Area Board

- Organize, conduct and assist in training programs, conferences, etc.
- Using available federal, state and local guidance, coordinate and assist, as appropriate, in the development of member cities' emergency plans, programs and policies.
- Conduct regular board meetings/workshops on relevant topics.
- Provide public information materials to member cities, general public, schools and businesses; respond to public inquiries; maintain an audio visual library and maintain information on resources available during a disaster.
- Assist member cities in preparation and revisions of necessary ordinances and resolutions and other paperwork required by FEMA, State OES and/or Op Area.
- Assist member cities in planning and organizing preparedness exercises, as requested.

Minimum Responsibilities/Services (Cont.)

- Liaison with the Sheriff's Department, Emergency Operations Bureau (EOB) and Station Coordinator; Red Cross Chapter(s); Los Angeles County (OEM) and other county departments; State OES and FEMA. Coordinate with these agencies in special projects or programs.
- Prepare annual budget information; maintain all financial records.
- Maintain all records necessary for participation in EMA funding.

Optional Responsibilities/Services as Directed by the Area Board (Cont.)

- Consult with and provide expertise for member cities who are developing Emergency Operation Centers (EOCs), including information on appropriate displays, supplies, communications systems, etc., as requested.
- Maintain the Area office, including record keeping, Area-wide information file, correspondence, and all clerical and secretarial duties.

DMAC Mutual Aid

- Subject to availability, provide backup services for absent Area Coordinator. Respond to urgent information requests and disseminate critical information to cities in the absence of their DMAC.

Note: The amount of time given to any one activity will vary depending on the annual emergency management focus and emergency activations.

EMERGENCY ROLE **(Minimum Responsibility)**

Mission Statement—Advocate for Area cities and liaison with the Los Angeles County Operational Area (Op Area) Emergency Operations Center (EOC) (OAEOC) as necessary; assist other Areas as requested; staff City Liaison post at OAEOC.

- Check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be considered outside the normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- Get feedback from the OAEOC as to which DMAC Areas appear to be most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- DMAC or selected city provides shift staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

Item Attachment Documents:

d) CANCELLATION OF BOTH REGULAR AUGUST 2019 CITY COUNCIL MEETINGS

It is recommended that the City Council approve the cancellation of both regular City Council meetings in August and direct staff to pay all necessary expenses during that time.



City of Sierra Madre Agenda Report

John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Jennifer Peterson, Administrative Analyst

REVIEWED BY: Gabriel Engeland, City Manager

DATE: June 25, 2019

SUBJECT: **CANCELLATION OF BOTH REGULAR AUGUST 2019 CITY COUNCIL MEETINGS**

STAFF RECOMMENDATION

It is recommended that the City Council approve the cancellation of both regular City Council meetings in August and direct staff to pay all necessary expenses during that time.

ALTERNATIVES

1. The City Council may choose to cancel one or both the August 13 and August 27 meetings, and direct staff to pay all necessary expenses during that time;
2. The City Council may choose to hold both City Council meetings in August; or
3. The City Council may choose to modify the meeting schedule for August.

SUMMARY

Sierra Madre Municipal Code section 2.04.010 requires that meetings of the City Council shall be held at 6:30 pm on the second and fourth Tuesdays of each calendar month unless and until the City Council establishes another regular meeting time by resolution.

Although it is not formally addressed in the Municipal Code, traditionally in August of each year the City Council has cancelled one or both meetings to allow City Council Members, residents, and staff, many of whom have school-age children, to spend some quality time with their families. Inasmuch as the City Council meetings fall early in the month (August 13) and late in the month (August 27), they often conflict with the permissible time frames during which many families are able to take time off.

FINANCIAL REVIEW/SOURCE OF FUNDING

There is no fiscal impact related to this agenda item.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

Item Attachment Documents:

5. Recommendation that the City Council provide staff with direction regarding the appointment to the Energy, Environment, and Natural Resources Commission.



City of Sierra Madre Agenda Report

John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor Harabedian and Members of the City Council

FROM: Laura Aguilar, Assistant City Clerk, Administrative Services Manager 

REVIEWED BY: Gabriel Engeland, City Manager

DATE: June 25, 2019

SUBJECT: **CONSIDERATION OF APPOINTMENT TO THE ENERGY,
ENVIRONMENT, AND NATURAL RESOURCES COMMISSION**

STAFF RECOMMENDATION

It is recommended that the City Council consider the appointment of Mr. Robert Parkhurst to serve a four-year term on the Energy, Environment, and Natural Resources (EENR) Commission, commencing July 1, 2019 and ending June 30, 2023.

ALTERNATIVES

The City Council may:

1. Take formal action to appoint Mr. Robert Parkhurst to serve a four-year term on the EENR Commission, effective July 1, 2019.
2. Take no action and direct City staff to continue to solicit applications for the vacancies.

SUMMARY

The Energy, Environment, and Natural Resources (EENR) Commission is a seven (7) member commission appointed by the City Council to enhance quality of life in the community by promoting good stewardship of precious environmental and natural resources. A quorum of four (4) members is necessary to conduct City business.

ANALYSIS

The Energy, Environment, and Natural Resources (EENR) Commission currently has one vacancy and will have two more vacancies on July 1, 2019. These vacancies will leave four (4) commissioners remaining.

The City has publicized its need for applications through social media and on the City's electronic newsletter, The Village View, bi-monthly for several months. However, only one application, from Mr. Robert Parkhurst, has been received.

At the May 28, 2019 Mayor Harabedian requested an item be placed on a future Council meeting agenda for appointment of Mr. Robert Parkhurst to the EENR Commission. Mr. Parkhurst was notified of the consideration for appointment.

FINANCIAL REVIEW/SOURCE OF FUNDING

There are no financial impacts associated with the appointment of commissioners. City staff support of the EENR Commission is included in the approved fiscal year 2019-2020 City budget.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available for public review at City Hall, on the City's website at www.Cityofsierramadre.com and at the Sierra Madre Public Library.

Attachments

Application – Robert Parkhurst, EENR 2019

Application for Commissions, Boards, and Committees



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
626.355.7135 Fax 626.355.2251
www.cityofsierramadre.com

Please note: All information provided on this front page is subject to disclosure under the Public Records Act and will be posted on the City's website.

PERSONAL INFORMATION	
NAME Robert Parkhurst	DATE 01/22/18
CITY OF RESIDENCE Sierra Madre	YEARS AS RESIDENT 0.5

COMMISSION/COMMITTEE
COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING Energy, Environment, and Natural Resources Commission
Why are you interested in serving as a member of this commission / board / committee? See attached

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee? See attached

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?
 Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE

You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in evaluation. Supplemental information is subject to disclosure under the Public Records Act.

Application for Commissions, Boards, and Committees

Robert Parkhurst

Why are you interested in serving as a member of this commission / board / committee?

I want to preserve the unique nature of Sierra Madre for my family, community and future generations. Because of our location nestled in the foothills of the San Gabriel Mountains, we live at the urban/wilderness boundary and often have bears, coyotes, deer, owls, and bats living in concert with us. I would like to apply my skills and expertise on how best to manage this co-existence.

We are also at a time when our economy is in transition from one historically based on fossil fuels to one based on renewable energy. We will see large changes in the type of energy used to power our homes and move people and goods through our local economy. In addition, we will continue to see the impacts of climate change through increased droughts and wildfires combined with intense storms and floods. I can help the City navigate the critical energy transition and adapt to a changing climate.

Finally, I feel it is very important for everyone to contribute to their community and, because of my experience, the Energy, Environment, and Natural Resources Commission is a natural fit for me.

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee?

For more than 25 years I have worked to improve the environment through my employment in both the corporate and nonprofit sectors. I have experience working on a diversity of environmental issues from managing and reducing hazardous waste, setting water and solid waste reduction goals for a multi-national corporation, implementing energy programs, and developing programs for farmers and ranchers to employ practices to improve water quality from their operations.

In addition, I have experience working with California state agencies including the California Department of Food and Agriculture, California Energy Commission, California Public Utilities Commission, and the California Air Resources. I have participated in the development of state legislation and regulations and have worked with all levels of state agencies to implement rational policies and programs.

Specific to Sierra Madre, I am a member of the Clean Power Alliance's Community Advisory Committee – a 15-member advisory committee representing 7 sub-regions of Clean Power Alliance territory. The Committee will provide feedback and perspective to the Board of Directors on key policy and planning topics and help engage the public in Clean Power Alliance activities. As this new energy option is rolled out to our community, I can help the City and community navigate the challenges and answer questions of residents, business owners, and community leaders.

Item Attachment Documents:

- 6. CONSIDERATION OF RE-APPOINTMENT OF COMMISSIONERS AND TRUSTEES FOR A SECOND TERM**

2.04.070 - Terms of board and commission appointees.

- A. Unless otherwise provided by law or this code, the provisions of this section shall apply to all members of city commissions and boards other than the board of library trustees, which is governed by the California Education Code, and the emergency services and disaster commission, which is governed by Chapter 2.32 of this code.
- B. The terms of all members of boards and commissions created by this code expire on June 30th of the calendar year in which they are scheduled to expire.
- C. No commission or board member shall serve more than two, consecutive, full terms although a person may be reappointed after a break in service. Completion of a partial term shall not constitute a "full term" for purposes of this section, nor shall service on two different boards or commissions be counted in determining when a commission or board member has reached the term limit provided by this chapter.
- D. All terms of service on city commissions and boards established by this code shall be for four years unless otherwise required by law or specified by this code.
- E. The city council may remove any person from any city board or commission at any time by with or without cause, provided that its action to do so is by a motion supported by the affirmative votes of three members of the city council.

(Ord. 1222 § 1, 2005)



City of Sierra Madre

LOCAL APPOINTMENTS LIST

Notice of Board, Commission, and Committee Appointments
Pursuant to Government Code Section 54972

The City of Sierra Madre encourages residents to apply for positions on City commissions and boards. Each member of a City commission/board shall serve at the pleasure of the City Council. Anyone interested in applying may do so by completing an application available in the City Clerk’s Office at City Hall or by downloading an application found on the City’s website at www.cityofsierramadre.com

Commissioners and trustees are appointed by the City Council to serve one term and do not receive compensation. Each appointed position is eligible for two full terms. Terms begin on July 1st and culminate on June 30 in the term-ending year.

Unless otherwise noted, all meetings are held in Council Chambers located at 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

PLANNING COMMISSION (4-Year Term)

Helps plan for growth and development in Sierra Madre by advising on long-range goals, policies and programs on a broad array of issues related to land use, modification to and administration of zoning regulations, historical preservation and review of other programs and projects which affect city development. Additionally, the Commission has specific responsibility for the stewardship and maintenance of Sierra Madre's General Plan.

Meets the 1st and 3rd Thursday at 7:00 p.m., in the City Hall Council Chambers
Staff Liaison: Vincent Gonzalez, Director of Planning and Community Development

Commissioner	Current Term Began July 1	Current Term Ends June 30	Term Currently Serving
Tom Denison	*2015	2019	Partial
John C. Hutt	2015	2019	1st Term
Manish Desai	2016	2020	2nd Term
William Pevsner	2016	2020	1st Term
VACANT (Frierman-Hunt)	2017	2021	Partial
Joe Catalano	2017	2021	1st Term
Bob Spears	2018	2022	2nd Term

*appointed to a partial term on 9/26/2017 (Hinton)

LIBRARY BOARD OF TRUSTEES (3-Year Term)

Establishes Library policies and programs to ensure that quality programs are provided to the community. Recommends an annual budget to the City Council for approval.

Meets the 4th Wednesday at 7:00 p.m., in City Hall Council Chambers:
Staff Liaison: Christine Smart, City Librarian

Trustee	Current Term Began July 1	Current Term Ends June 30	Term Currently Serving
Patricia Hall	2016	2019	1st Term
Shannon King	2017	2020	2nd Term
Barry Ziff	2017	2020	2nd Term
Richard Procter	2018	2021	2nd Term
Rodney Spears	2018	2021	2nd Term



City of Sierra Madre

LOCAL APPOINTMENTS LIST

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Pursuant to Government Code Section 54972

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Commissioners, committee members, and trustees are appointed by the City Council to serve one term and do not receive compensation. Each appointed position is eligible for two full terms. Terms begin on July 1st and culminate on June 30 in the term-ending year.

COMMUNITY SERVICES COMMISSION (3-Year Term)

Responsible for overseeing the City’s recreation services, programs, special events, parks, and facilities. The Commission provides information and recommendations to the City Council.

Meets the 3rd Monday at 6:30 p.m. in City Hall Council Chambers
Staff Liaison: Rebecca Silva Community Services Manager

Commissioner	Current Term Began July 1	Current Term Ends June 30	Term Currently Serving
David J. Ouch	2016	2019	1st Term
Tom Sullivan	2016	2019	1st Term
Monica Moran	2017	2020	1st Term
Debbie Sheridan	2017	2020	2nd Term
Andy Bencosme	2018	2022	2nd Term
*Karen Rowinsky	2017	2020	Partial
**Liza Kerrigan	2018	2021	1st Term
**London Koprowski – (Youth Non-Voting)	2018	2019	1st Term (one-year term)

*appointed to a partial term on 2/12/2019 (Keith)

**appointed to complete a full term on 2/12/2019

SENIOR COMMUNITY COMMISSION (3-Year Term)

Responsible for defining the needs, locating and publicizing available resources, coordinating and initiating services and opportunities for the senior population of Sierra Madre.

Meets the 1st Thursday at 3:00 p.m., in City Hall Council Chambers
Staff Liaison: Rebecca Silva Community Services Manager

Commissioner	Current Term Began July 1	Current Term Ends June 30	Term Currently Serving
Nina Bartolai	2016	2019	1st Term
Sally Olson	2016	2019	1st Term
Anita Thompson	2017	2020	1st Term
Patrick Holland	2017	2020	1st Term
JoAnn C. Williams	2018	2021	2nd Term
**Marlene Enmark	2018	2021	1st Term
**Patricia Krok	2018	2021	1st Term

* *appointed to complete a full term on 2/12/2019



City of Sierra Madre

LOCAL APPOINTMENTS LIST

Notice of Board, Commission, and Committee Appointments
Pursuant to Government Code Section 54972

The City of Sierra Madre encourages residents to apply for positions on City commissions, boards, and committees. Each member of a City commission/board/committee shall serve at the pleasure of the City Council. Anyone interested in applying may do so by completing an application available in the City Clerk's Office at City Hall or by downloading an application found on the City's website at www.cityofsierramadre.com

Commissioners, committee members, and trustees are appointed by the City Council to serve one term and do not receive compensation. Each appointed position is eligible for two full terms. Terms begin on July 1st and culminate on June 30 in the term-ending year.

Unless otherwise noted, all meetings are held in Council Chambers located at 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024

ENERGY, ENVIRONMENT, AND NATURAL RESOURCES COMMISSION (4-Year Term)

To enhance quality of life in the community by promoting good stewardship of precious environmental and natural resources.

Meets the 3rd Wednesday at 7:00 p.m., in City Hall Council Chambers

Staff Liaison: James Carlson, Management Analyst

Commissioner	Current Term Began July 1	Current Term Ends June 30	Term Currently Serving
Kathleen Blanchard	2015	2019	2nd Term
Cole Butler	2015	2019	1st Term
Renee Cossutta	2015	2019	1st Term
Carolyn Dasher	2017	2021	2nd Term
Kim Clymer Kelley	2017	2021	2nd Term
VACANT (Full Term)	2017	2021	1st Term
VACANT (Full Term)	2019	2023	1st Term

I, Laura M. Aguilar, Assistant City Clerk of the City of Sierra Madre, do hereby certify, under penalty of perjury under the laws of the State of California, that the foregoing Local Appointments List was prepared pursuant to provisions of Government Code Section 54972 and posted in bulletin boards located Sierra Madre City Hall, 232 W. Sierra Madre Blvd. Sierra Madre, at the Sierra Madre Public Library located at 440 W. Sierra Madre Blvd., Sierra Madre, at the Hart Park Senior Center located at 222 W. Sierra Madre Blvd. and on the City's website at www.cityofsierramadre.com on June 17, 2019.

Laura M. Aguilar
Assistant City Clerk
City of Sierra Madre



City of Sierra Madre Agenda Report

John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council
FROM: Gabriel Engeland, City Manager
INITIATED BY: Jennifer Peterson, Administrative Analyst
REVIEWED BY: Laura Aguilar, Assistant City Clerk, Administrative Services Manager
DATE: June 25, 2019
SUBJECT: **CONSIDERATION OF RE-APPOINTMENT OF
COMMISSIONERS AND TRUSTEES FOR A SECOND TERM**

STAFF RECOMMENDATION

It is recommended that the City Council reappoint those Commissioners/Board Members seeking a second term and direct City staff to solicit applications for those Commissions with vacancies.

ALTERNATIVES

1. The City Council may choose to reappoint all Commissioner/Board positions that are eligible for another term.
2. The City Council may take action to reappoint certain eligible Commissioner or Board positions and not reappoint other positions.
3. Any other option desired by the City Council

SUMMARY

Sierra Madre Municipal Code Section 2.04.070 states that terms of all members of boards and commissions created conclude on June 30th of the calendar year in which they are scheduled to expire.

The information below summarizes those positions that have completed a term and are eligible for reappointment. As directed in previous years, staff advertised that the City was accepting applications for City Commissions and Boards. During the past two months, notices have been issued notifying the public that the City is accepting applications for all City Commissions and Boards.

The Council's previously approved appointment process will be used to fill vacant Commissioner/Board members who are eligible for reappointment. If a Commissioner or Board Member is not reappointed, staff will begin recruiting for the vacancy and staff will return to a future meeting for the Council to make the appointment(s).

A listing of all current Commissioners is attached. Pursuant to Sierra Madre Municipal Code Section 2.04.070 the City Council may remove any person from any City Commission or Board at any time without cause.

ANALYSIS

Reappointments:

The following Commissioners are serving a term that is scheduled to expire on June 30, 2019, are eligible for, and have requested reappointment to their respective commission:

<u>Name</u>	<u>Commission/Board</u>
Tom Denison	Planning Commission
John Hutt	Planning Commission
Patricia Hall	Library Board of Trustees
David Ouch	Community Services Commission
Tom Sullivan	Community Services Commission
Sally Olson	Senior Community Commission
Cole Butler	Energy, Environment and Natural Resources Commission
Renee Cossutta	Energy, Environment and Natural Resources Commission

The following Commissioner is serving a term that is scheduled to expire on June 30, 2019, is eligible for a second term, but is not seeking reappointment:

<u>Name</u>	<u>Commission/Board</u>
Nina Bartolai	Senior Community Commission

The following Commissioner is serving a second term that is scheduled to expire on June 30, 2019, and is not eligible for reappointment. The completion of this term will cause the Energy, Environment and Natural Resources Commission to have three vacant seats.

<u>Name</u>	<u>Commission/Board</u>
Kathleen Blanchard	Energy, Environment and Natural Resources Commission

FINANCIAL REVIEW/SOURCE OF FUNDING

There is no financial impact related to the discussion item. Staff time was incurred in the preparation of this staff report.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

Attachments

1. Sierra Madre Municipal Code Section 2.04.070 Terms of Board and Commission Appointees
2. Listing of all Commissioners (Maddy Act Posting)

Item Attachment Documents:

7. ADOPTION OF ORDINANCE 1414 AMENDING TITLE 10-VEHICLES AND TRAFFIC

Staff recommends the City Council introduce and give first reading of Ordinance 1414 by title only, waiving further reading to amend Title 10 of the Sierra Madre Municipal code.

ORDINANCE NO. 1414

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING TITLE 10 (“VEHICLES AND TRAFFIC”) OF THE SIERRA MADRE MUNICIPAL CODE BY AMENDING CHAPTER 10.24.310 (SECTION 2) BY OMITTING FIVE-HOUR TIME LIMIT RESTRICTION AND PROHIBITING OVERNIGHT PARKING; AMENDING CHAPTER 10.24.050 CLARIFYING OVERNIGHT PARKING PROHIBITION; AND AMENDING CHAPTER 10.24.230 (I) EXEMPTING EMERGENCY VEHICLES FROM OVERNIGHT PARKING PROHIBITION

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SMMC 10.24.310 (Section 2)

“No person shall park any commercial and/or recreational vehicle exceeding seven feet in width or seven feet in height ~~for more than five hours~~ in any residential district except (a) while loading or unloading property ~~and time in addition to such five hour period~~ as is reasonably necessary to complete such work. Overnight parking of commercial or recreational vehicles is prohibited except as provided in subsection 10.24.230(G); or (b) when such vehicle is parked in connection with, and in the aid of the performance of a service to or on a property in the block in which such vehicle is parked ~~and time in addition to such five hour period is as~~ reasonably necessary to complete such service. Overnight parking of commercial or recreational vehicles is prohibited except as provided in subsection 10.24.230(G)”

SMMC 10.24.050

“No person who owns or has possession, custody, or control of any vehicles shall ~~store-park~~ such vehicle upon any street or alley for more than a consecutive period of seventy-two hours. This section does not apply to a recreational or commercial vehicle which is subject to section 10.24.310, and may not be parked overnight on any street or alley.”

SMMC 10.24.230 (I)

~~Any city volunteer firefighter shall be entitled to obtain permits pursuant to the provisions of this section without demonstrating need therefore and without the payment of any fee solely to provide parking for his/her personal vehicles so that prompt response to emergencies by city volunteer firefighters is facilitated. Emergency vehicles are exempt from subsection A.~~

PASSED, APPROVED, AND ADOPTED ON this 25th day of June, 2019.

John Harabedian, Mayor

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SIERRA MADRE)

I HEREBY CERTIFY the foregoing ordinance was introduced at a regular meeting of the City Council of the City of Sierra Madre held on the 25th day of June, 2019, and was adopted at its regular meeting on the 25th day of June, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sue Spears, City Clerk



City of Sierra Madre Agenda Report

*John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member*

*Sue Spears, City Clerk,
Michael Amerio City Treasurer*

TO: Honorable Mayor and members of the City Council

FROM: James Carlson, Management Analyst

REVIEWED BY: Gabriel Engeland, City Manager

DATE: June 25, 2019

SUBJECT: **ADOPTION OF ORDINANCE 1414 AMENDING TITLE 10-VEHICLES AND TRAFFIC**

STAFF RECOMMENDATION

Staff recommends the City Council introduce and give first reading of Ordinance 1414 by title only, waiving further reading to amend Title 10 of the Sierra Madre Municipal code.

ALTERNATIVES

1. Adopt Ordinance 1414, amending Commercial and Recreational Vehicle parking regulations and replacing reference to “volunteer firefighters” with “emergency vehicles”.
2. Adopt Ordinance 1414 with modifications.
3. Retain the language in the Sierra Madre Municipal Code as presently codified
4. Provide Direction to staff.

SUMMARY

At the May 8, 2019 City Council meeting, the Council discussed amending the Sierra Madre Municipal Code section 10-24; specifically to prohibit the overnight parking of recreational and commercial vehicles in residential districts (SMMC 10.24.310 Section 2). Staff also recommended amending SMMC 10.24.050 to provide additional clarification on the overnight parking prohibition. And finally staff recommended replacing language that referenced “volunteer firefighters” in SMMC 10.24.230 (I) and replace with “emergency vehicles”. At the conclusion of the discussion, staff was directed to bring the recommendation forward for a public hearing and first reading.

ANALYSIS

Recommendations presented by staff and directed to be returned for first reading are as follows:

SMMC 10.24.310 (Section 2)

“No person shall park any commercial and/or recreational vehicle exceeding seven feet in width or seven feet in height ~~for more than five hours~~ in any residential district except (a) while loading or unloading property ~~and time in addition to such five hour period~~ as is reasonably necessary to complete such work.

Overnight parking of commercial or recreational vehicles is prohibited except as provided in subsection 10.24.230(G); or (b) when such vehicle is parked in connection with, and in the aid of the performance of a service to or on a property in the block in which such vehicle is parked ~~and time in addition to such five hour period is as~~ reasonably necessary to complete such service. Overnight parking of commercial or recreational vehicles is prohibited except as provided in subsection 10.24.230(G)”

SMMC 10.24.050

“No person who owns or has possession, custody, or control of any vehicles shall ~~store park~~ such vehicle upon any street or alley for more than a consecutive period of seventy-two hours. This section does not apply to a recreational or commercial vehicle which is subject to section 10.24.310, and may not be parked overnight on any street or alley.”

Amendments to this section are proposed for consistency and clarification of 10.24.310, the prohibition of recreational and commercial vehicle overnight parking.

SMMC 10.24.230 (I)

~~Any city volunteer firefighter shall be entitled to obtain permits pursuant to the provisions of this section without demonstrating need therefore and without the payment of any fee solely to provide parking for his/her personal vehicles so that prompt response to emergencies by city volunteer firefighters is facilitated. Emergency vehicles are exempt from subsection A.~~

FINANCIAL REVIEW/SOURCE OF FUNDING

There is no financial impact associated with the amendment of this ordinance.

ENVIRONMENTAL (CEQA)

Pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations, additional parking restrictions by ordinance would qualify for an exemption from the Environmental Quality Act.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and can be accessed on the City’s website at www.cityofsierramadre.com.

Attachments

Attachment A: Ordinance 1414

Item Attachment Documents:

8. Projects Eligible for Public Facility Fee Expenditures

Staff recommends the City Council authorize the spending from the applicable Public Facilities Fees and to increase the FY2018-19 budget by an amount corresponding to the total cost of the projects listed in the staff report attachments for Water and Sewer development impact fees.

Staff recommends Council provide direction on the use of Parks and Parkland (Quimby) development impact fees as outlined in the staff report and attachments.



City of Sierra Madre Agenda Report

John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Jose Reynoso, Director of Utilities
Rebecca Silva, Community Services Manager

REVIEWED BY: Gabriel Engeland, City Manager

DATE: June 25, 2019

SUBJECT: PROJECTS ELIGIBLE FOR PUBLIC FACILITY FEES EXPENDITURES

STAFF RECOMMENDATION

Staff recommends the City Council authorize the spending from the applicable Public Facilities Fees and to increase the FY2018-19 budget by an amount corresponding to the total cost of the projects listed in the staff report attachments for Water and Sewer development impact fees.

Staff recommends Council provide direction on the use of Parks and Parkland (Quimby) development impact fees as outlined in the staff report and attachments.

ALTERNATIVES

1. The City Council may direct staff to not expend development impact fees at this time.
2. The City Council may direct staff to provide information on projects not listed in the staff report.
3. The City Council may direct staff to provide more information on the projects listed in the staff report prior to authorizing the expenditure of funds.

SUMMARY

The City of Sierra Madre imposes Public Facilities Fees under authority granted in Sections 66000 through 66008 of the California Government Code. These fees are charged to mitigate the effects of development on the City's public facilities. The fees were developed through a fee study process performed by MuniFinancial Services in 2006 and are periodically updated based on the Construction Cost Index. Annual reporting on the receipt and expenditure of the fees is required under Section 66006 of the California Government Code. Facilities Fees are accumulated until sufficient funds are available for projects to mitigate the impacts of development.

ANALYSIS

Public Facility Fee Categories

The City has seven categories of Public Facilities Fees. They include General Government, Library, Public Safety, Parks, Transportation, Water and Sewer fees. Fees are charged based on the type of development such as single-family, multi-family or non-residential uses. The staff report and

attachments outline the proposed use of Public Facility Fees in the categories of Parks and Parkland (Quimby); Water; and Sewer.

Parks and Parkland (Quimby)

The purpose of the Park and Parkland Public Facility Fee is to ensure that new development funds its fair share of park facilities, maintenance, and development. The current balance of Public Facilities Fees for Parks and Parkland (Quimby) Funds is \$320,103. The Fiscal Year 2019-20 Budget includes \$40,000 for amenity upgrades at the Community Pool (Attachment B) from the total available funding. The balance of these funds (\$280,103) may be used for other eligible projects.

Eligible expenditures include land acquisition for parks or open space, community center improvements and facilities maintenance, the purchase or upgrade of park equipment, and/or other improvements or enhancements of structures or facilities as well as the maintenance of existing amenities (tennis courts, playground equipment, bathrooms, etc.) at Sierra Madre Parks.

The items listed in Attachment C are ranked by priority and include areas of maintenance, repair, and improvement at the Community Center, Community Pool, and Sierra Vista Park. These items will need to be funded now or in the near future and are eligible expenditures of these funds. In addition to these priorities, Attachment D, shows the addition of parking spaces at Sierra Vista Park.

Water/Sewer

The purpose of the Water and Sewer Public Facility Fees is to ensure that new development funds its fair share of the water and sewer facilities. Revenue is used to expand reservoir capacity, groundwater pumping capacity, pipeline size and for other projects to serve increased demand by new development.

Staff recommends the use of \$110,000 in Water impact fees to purchase an additional 275 acre feet (90 million gallons) of imported water for direct groundwater recharge. The additional water will improve groundwater reliability in future years.

In addition, staff recommends the use of \$50,000 from Water impact fees and \$25,000 from Sewer impact fees to help fund the completion of the 1,000 feet of City Yard perimeter fencing along Grandview Ave. The City Yard is the center of the utility operations with all water production, treatment, distribution and groundwater recharge initiating at this facility, as well as the storage and maintenance of all Sewer equipment. New wrought iron fencing would replace the existing failing 4-foot chain link fence and help protect Sewer/Water Department assets.

Alternative expenditures to the proposed use of funds could include:

Alternative A. Water impact fees could be expended for the City's automated meter infrastructure project (AMI).

Alternative B. Water impact fees could be expended for the rehabilitation of Well 4, which would help maintain production reliability for the next 6 years.

Alternative C. Council could direct staff to bring back an analysis of fleet in the Water and Sewer Departments. Though no vehicles are at end-of-life currently it is anticipated the Vacon Combination Sewer Jetter vehicle will need to be replaced as early as 2021. The estimated cost of this vehicle is \$480,000. Current and projected fund balance in Sewer and Water would not pay for the full cost of a replacement vehicle as it approaches end of life.

FINANCIAL REVIEW/SOURCE OF FUNDING

The recommended expenditures are as follows:

Project #	Project Description	Fund	Cost
1	Purchase additional 275 acre feet of water for groundwater sustainability	Water	\$110,000
2	Construct new fencing and gate at City yard along Grandview Avenue	Water	\$50,000
2	Construct new fencing and gate at City yard along Grandview Avenue	Sewer	\$25,000
3	Amenity improvements at Community Pool	Parks (Quimby)	\$40,000

ENVIRONMENTAL (CEQA)

N/A

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and can be accessed on the City’s website at www.cityofsierramadre.com.

Attachments

Attachment A: Cash Flow Analysis

Attachment B: Amenity Improvements Under Consideration for Community Pool

Attachment C: Improvement and Maintenance Items for Consideration at Community Center, Community Pool, and Sierra Vista Park

Attachment D: Proposed Parking at Sierra Vista Park

**City of Sierra Madre Development Fees
Funds Flow of Eligible Projects, 2018-19 & Beyond**

	General Government	Library	Public Safety	Parks (Quimby)	Transportation	Water	Sewer	Total
Sources								
Facility Improvements	\$67,806	\$35,196						\$103,002
Vehicle			\$53,009					\$53,009
Kersting Ct				\$315,027				\$315,027
Parking Lot resurfacing, stripping					\$218,634			\$218,634
AMI						\$319,579		\$319,579
Combo-Truck							\$356,932	\$356,932
Fund Balance, 6/30/18	\$67,806	\$35,196	\$53,009	\$315,027	\$218,634	\$319,579	\$356,932	\$1,366,184
Estimated Interest as of June 30, 2019:	\$1,093	\$567	\$854	\$5,076	\$3,523	\$5,150	\$5,752	\$22,015
Estimated available funds as of June 30, 2019:	\$68,899	\$35,763	\$53,863	\$320,103	\$222,157	\$324,729	\$362,684	\$1,388,199
Projects List #1 (March 2019)								
Projects Completed								
General Government								
City Hall ADA Restrooms	\$28,000							\$28,000
Upgrade Council Chambers, General Seating and ADA Access Areas, Carpeting, AV equip	\$30,000							\$30,000
Water & Sewer								
Maintenance Yard Office Expansion (Assumes Finished)						\$55,402	\$55,402	\$110,803
AMI Project (Funds charged)						\$103,000		\$103,000
Projects In Progress								
Transportation								
State Mandated Traffic Study (spent to date)					\$690			\$690
Approved Uses Pending from March 2019 Council Approval								
General Government								
Emergency Operations Room Carpet	\$9,000							\$9,000
Public Safety								
Debt Service Funds for Fire Engine			\$50,000					\$50,000
Transportation								
Road Resurfacing					\$200,000			\$200,000
State Mandated Traffic Study (\$15,000 original figure)					\$14,310			\$14,310
Total Projects	\$67,000	\$0	\$50,000	\$0	\$215,000	\$158,402	\$55,402	\$545,803
Estimated Available Funds before List #2 below:	\$1,899	\$35,763	\$3,863	\$320,103	\$7,157	\$166,328	\$307,282	\$842,396
Proposed Projects, List #2 (June 2019)								
Parks and Parkland (Quimby)								
Pool Improvements ⁽¹⁾								
Water & Sewer								
Purchase of additional 275 Acre-Feet of Water for Groundwater Sustainability						\$110,000		\$110,000
Construct New Fencing and Gate at City Yard Spreading Grounds along Grandview Avenue						\$50,000	\$25,000	\$75,000
Total Projects, List #2	\$0	\$0	\$0	\$0	\$0	\$160,000	\$25,000	\$185,000
Estimated available funds as of June 30, 2019:	\$1,899	\$35,763	\$3,863	\$320,103	\$7,157	\$6,328	\$2	\$657,396

(1) Pool Improvements figure of \$40,000 is included in the FY2019-2020 Budget.

Waterworks Facility Improvement Suggestions

Name :	Email / Phone :	Suggestion :	
Anonymous	n/a	Indoor Heating esp. in Changing Rooms	
Anonymous	n/a	Whole Building Renewed - Rebuild w/ Heater & A/C	
Laura Diaz	626-824-7754	Heaters in Facility - Shower / Locker Room	
Anonymous	n/a	Hot Showers	
Jen Duerksen	714-746-1469	Outdoor Heater For Parents	
Jennifer Say	jensay@gmail.com	Swim Suit Dryers, pool heater that doesn't fail, filtration system that doesn't fail, PA system that is clearer during swim meets; a cleaning system that requires less manual labor & shaded seating for swim meets...	
Yazmin Trefey	626-824-4931	Hook in one shower stall loose and turns upside down while holding items	
Anonymous	n/a	Partner with YMCA - work together towards kids lessons/discounts or one lump price per month	
Anonymous	n/a	Towel Dryer / Cabinet Space(?)	
Carlos Diaz	626-960-9703	Dryer for Towels / Swim Suits	
De Francisco Family	n/a	Overall Upkeep of changing rooms - looks outdated. Suit Dryer	
Anonymous	n/a	Heat Lamps Outside, more permanent covering for rain	
Nicole Harwell	928-386-0763	Heaters and Suit / towel dryer(s)	
Cynthia Gonzalez	626-482-5664	Heat in office and bathrooms, Hooks in shower stalls, Monthly Rate for aerobics (like Lap Swim), Outdoor Heaters	
Anonymous	n/a	Update Men's Showers - wants more privacy instead of openly sharing and a swim suit dryer	
Annie Wang	626-628-4310	Big Shed(?) for parents to hide during strong winds, rain or being burnt by sun on 100+ degree days	

Waterworks Facility Improvement Suggestions

Margaret Fortmeier	n/a	Suit Dryer, more seating around pools and shade, more rubber mats for floors in locker rooms	
Anonymous	n/a	NEW Building / "looks tacky"	
Anonymous	n/a	coffee / tea for parents / patrons	
Christina Kathol - Miller	626-353-0324	more seating for swim comps; Clearer PA system during meets, longer curtains in shower	
Anonymous	n/a	"Bathing Suit Dryer, Please!"	
Anonymous	n/a	Swimsuit Dryer	
Rose Litty	omalitty@gmail.com	Installing Heat Lamps inside dressing rooms/right outside doors	
Anonymous	n/a	New Bench for break room very wobbly	
Anonymous	n/a	coffee / tea, Warm outside heater, indoor heating	
Betty Glass	jglass1001@aol.com	Please put heat in the locker rooms	
Guisela Calderon	guiz079@gmail.com	Blow Dryers would be great for the girls...	
Laurie Silton	626-826-5443	Heaters inconsistent... Locker Room Heaters... more consistent vacuuming, deep cleaning of algae/mold...	
Anonymous	n/a	More Family - Changing Areas...	
Anonymous	n/a	We want pool heaters, deck heat lamps...	
Anonymous	n/a	1. AC Units 2. Swim Suit Dryer! 3. Heaters around the shower area! 4. Much better working Wifi	
Anonymous	n/a	A swim suit dryer would be awesome, unless you go home straight away you have to carry wet swim wear around.	

Attachment C

Score	Community Center	Cost Estimate
1	Rust protection and paint	\$10,000 - \$15,000
1	Elevator repair/replacement	\$45,000 - \$90,000
2	AC and condenser replacement	\$8,000 - \$12,000
2	Proposed Parking at Sierra Vista Park (attachment D)	\$45,000 - \$65,000
2	Siding paint (potential additional source of funds)	\$20,000 - \$25,000
Total Range:		\$83,000 - \$142,000

Score	Community Pool	Cost Estimate
1	Repair decking	\$5,000 - \$50,000
1	Water pump repair/replacement	\$25,000 - \$35,000
2	Repair pump housing wall	\$20,000 - \$30,000
2	Proposed Parking at Sierra Vista Park (attachment D)	\$45,000 - \$65,000
4	List of amenities (attachment B)	\$40,000 (not to exceed)
Total Range:		\$90,000 - \$155,000

Score	Sierra Vista Park	Cost Estimate
2	Proposed Parking at Sierra Vista Park (attachment D)	\$45,000 - \$65,000
Total Range		\$45,000 - \$65,000

	Cost Estimate
Community Center	\$83,000 - \$142,000
Community Pool	\$90,000 - \$155,000
Parking	\$45,000 - \$65,000
Grand Total Range	\$218,000 - \$362,000

Rating Key:

1	Urgent
2	High Priority
3	Priority
4	Amenity

Attachment D:



Item Attachment Documents:

9. Consideration of City Council Funding for Non-Profits, Arts, and Community-Based Programs; Consideration of Request of Sierra Madre Playhouse for \$8,000 in City Funds for Repair of Marquee Sign and Façade

1. Staff recommends the City Council provide direction to Staff for the implementation of the framework for funding of non-profits, arts, and community-based programs, as described in this report.
 2. Staff recommends the City Council assign the Community Services Commission with the responsibility of establishing an application process, reviewing applications, and making funding recommendations to the City Council for approval.
 3. Staff recommends the City Council approve the request of \$8,000 from the Sierra Madre Playhouse to repair the marquee sign and facade, including making the necessary finding of public benefit for the award of these funds.



City of Sierra Madre Agenda Report

John Harabedian, Mayor
John Capoccia, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
Gene Goss, Council Member

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Gabriel Engeland, City Manager

REVIEWED BY:

DATE: June 25, 2019

SUBJECT: **Consideration of City Council Funding for Non-Profits, Arts, and Community-Based Programs; Consideration of Request of Sierra Madre Playhouse for \$8,000 in City Funds for Repair of Marquee Sign and Façade**

STAFF RECOMMENDATION

1. Staff recommends the City Council provide direction to Staff for the implementation of the framework for funding of non-profits, arts, and community-based programs, as described in this report.
2. Staff recommends the City Council assign the Community Services Commission with the responsibility of establishing an application process, reviewing applications, and making funding recommendations to the City Council for approval.
3. Staff recommends the City Council approve the request of \$8,000 from the Sierra Madre Playhouse to repair the marquee sign and facade, including making the necessary finding of public benefit for the award of these funds.

ALTERNATIVES

1. City Council could determine not to establish a funding mechanism for the described uses.
2. City Council could determine it is best to fund these programs through another mechanism, including having the City Council act as the grant reviewing body, using discretionary funds allocated to individual Council Members for awarding of grants, creating a Council subcommittee to provide program oversight, or selecting an already established community group to provide recommendations on funding in place of the Community Services Commission.
3. City Council could determine more information is necessary prior to direction being given.

SUMMARY

At the June 11, 2019 City Council Meeting, the City Council directed Staff to create a framework for funding non-profits, arts, and community based programs. Please see attachment A for the proposed framework of the policy.

In addition to this, the City Council directed Staff to fund a request from the Sierra Madre Playhouse in the amount of \$8,000 for the repair and improvement of the marquee sign and façade. In order for Staff to provide these funds to the Playhouse the City Council must make the determination that it will provide a direct and identifiable public purpose to the residents and businesses of the City of Sierra Madre, in the form of a social, economic, artistic, historic, or educational purpose. Please see the draft minutes from the Council Meeting on June 11, 2019, as well as the public comments (attachments B and C) for support that this finding can be made.

ANALYSIS

The City Council may choose to fund programs that provide a direct and identifiable benefit to the public. The framework for this policy is outlined in attachment A. Staff recommends these funds are budgeted annually, as part of the normal budget process, pending the availability of funds, as recommended by the City Manager. It is understood that the recommendation from the City Manager may be to not budget any funding for these purposes in a given fiscal year, but the City Council will approve and authorize the final funding amount in the budget, as well as the awarding of the funds. Further, it is recommended the funds from the program will not be used to support any on-going costs, multi-year costs, or programs or projects that would require additional funding from the City outside of the initial award.

Under the proposed policy, the Community Services Commission would establish a mechanism for receiving grant request applications and making recommendations to the City Council on which applications, if any, should be awarded funds. The City Council will make the final approval of funds, based on the recommendation of the Community Services Commission, and only after finding the funding request provides a direct benefit to the public.

FINANCIAL REVIEW/SOURCE OF FUNDING

The 2019-20 Fiscal Year Budget has funded \$25,000 for this purpose. The 2018-19 Fiscal Year budget, does not have funds budgeted, but will absorb the \$8,000 funding request from the Playhouse if direction to approve this request is provided by Council.

ENVIRONMENTAL (CEQA)

N/A

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and can be accessed on the City's website at www.cityofsierramadre.com.

Attachments

Attachment A: City of Sierra Madre Policy for Annual Funding of Non-Profits, Arts, and Community-Based Programs.

Attachment B: Public Comment by Christa Backstrom supporting Sierra Madre Playhouse funding request.

Attachment C: Public Comment by Michele Zack supporting Sierra Madre Playhouse funding request.

Additional Attachment: Please see draft meeting minutes from June 11, 2019 City Council Meeting Discussion, CONSIDERATION OF FUNDING FOR COMMUNITY GROUPS, NON-PROFIT GROUPS, AND ORGANIZATIONS FOCUSED ON THE ARTS.

City of Sierra Madre Policy for Annual Funding of Non-Profits, Arts, and Community-Based Programs.

Policy Statement:

All grants-in-aid, either cash or in-kind, will provide a direct and identifiable public purpose to the residents and businesses of the City of Sierra Madre. Grants will not be approved unless the social, economic, artistic, historic, educational or other benevolent purpose is identified.

Fund Amount and Purpose:

Grant funds will be budgeted as part of the City's annual budget process, the City Manager shall recommend an amount to be set aside for this purpose during each budget approval process. The annual funding amounts will not be finalized unless approved by the City Council. Funds from the program will not be used to support any on-going costs, programs or projects that would require multi-year funding, or any items which would not be sustainable and able to operate sufficiently without the on-going use of City funds.

Grant Type:

Grants-in-aid may provide financial support to non-profit or community-based organizations, such as city staff planning and logistical support, waiver of venue fees, direct financial contribution, and other assistance as needed.

City Council Approval Required:

Promotional fund grant and in-kind services awardees will be required to receive formal approval by the City Council of the City of Sierra Madre, after a recommendation of funding is made by the Community Services Commission. The City Council, prior to awarding any funds, will determine there is a public benefit to the community by awarding aid to the grant recipients.

City Council will find the following: a) The expenditure has a public purpose benefiting the City; b) The expenditure is free of any conflict of interest that may arise from the use of City funds; c) the expenditure is not a gift to any individual, corporation, or municipality but is only used to benefit the general public of the City.

Selection process:

The Community Services Commission will establish a mechanism for receiving and reviewing requests for funding, as directed by the City Council and this policy. The Community Service Commission will make a funding recommendation to the City Council. All grant awards, including financial support and in-kind services, must be approved by the City Council. The City Council will only approve grants when a direct public benefit and purpose have been identified.

Attachment B

From: Christa Backstrom [<mailto:cbackstrom@sierramadreplayhouse.org>]

Sent: Tuesday, June 11, 2019 4:28 PM

To: John Harabedian <jharabedian@cityofsierramadre.com>

Cc: Gabe Engeland <gengeland@cityofsierramadre.com>

Subject: Community Funding of the Arts

Hello Mayor Harabedian,

I am unable to attend tonight's City Council meeting, but would like to contribute my comments to be read into the record.

As a Sierra Madre resident since 2012, and an active member of the local arts and school communities, I ask that the Council consider funding the Sierra Madre organizations which focus on the arts.

Sierra Madre is rare as a city that does not provide public funding for the arts - Arcadia, Monrovia, and Pasadena all have publicly funded programs. The Playhouse District in Pasadena has become a thriving city center. Investing in the arts here in our own town could be a tremendous source of pride for our community.

Research has shown that the arts benefit communities in several ways.

* The arts create culture, providing opportunities for discussion, promoting empathy, and uniting residents in a sense of community. Cities that emphasize art have higher levels of civic and social engagement.

* The arts stimulate business and economic growth. A vibrant arts community not only keeps residents and their discretionary spending invested in the local economy, it also attracts visitors who spend money and help local businesses thrive. In 2017 "Americans for the Arts" published The Arts and Economic Prosperity 5, which stated that on the local level, \$31.47 was spent per person, per event, beyond the cost of admission; one-third of attendees (34 percent) were not from the county in which the arts event took place, and event related spending by "out-of-towners" was more than twice that of their local counterparts.

Beyond a general commitment to designate funding for the arts, I ask that you support the Sierra Madre Playhouse with an initial investment to fix our historic marquee.

As Educational Programming Coordinator, I had the honor and joy of hosting 2,700 schoolchildren and their teachers at forty performances of Stuart Little this spring. I met each group "under the marquee" and told the story of the Playhouse's beginnings, which are deeply rooted in the story of Sierra Madre. Many of these students, some from as far away as Baldwin Park and Glendale and some from just up the street, were seeing a professional production for the very first time - how wonderful that their first impression was that of our marquee!

Please consider the rehabilitation of our marquee the first step in a long-lasting partnership.

Many thanks,

Christa Backstrom
Educational Programming Coordinator
Sierra Madre Playhouse

Attachment C

From: Altadena Heritage [<mailto:altadenaheritage@gmail.com>]

Sent: Monday, June 10, 2019 7:57 PM

To: John Harabedian <jharabedian@cityofsierramadre.com>

Cc: Gabe Engeland <gengeland@cityofsierramadre.com>

Subject: Statement in support of the Sierra Madre Playhouse Proposal to restore its marquee

Dear Mayor Harabedian,

While I'm unable to attend tomorrow evening's City Council meeting (June 11, 2019), I ask that my statement in support of the Sierra Madre Playhouse proposal for a \$8,000 city grant to repair its marquee be read into the public record.

The playhouse and its marquee are on the cover of *Southern California Story: Seeking the Better Life in Sierra Madre* (2009) because they represent the most important, specific, and identifiable town landmark I could find depicted in a painting. Indeed, my research led to the conclusion that the power of theatrical performance — musical, vocal, and other cultural expressions (whistling and poetry readings were popular from the early 1880s) — was among Sierra Madre's most potent binding agents. When Sierra Madreans were still living in tents, imagining the homes and town they would build, they began entertaining each other, drawing from a unique and stunningly rich talent pool.

While settlers were splintered in terms of religious affiliation, socio-economic status, and place of origin, the first Sierra Madreans all came together to entertain each other. They attended performances across church lines, and formed theatrical and musical groups including anyone who had a soliloquy to deliver or song to sing — and there were *so many* in its tiny early population. I gave a paper at the American Association of Architectural Historians meeting in Austin, TX in 2012 entitled "Sierra Madre and the Architecture of Personal and Civic Re-Invention" that used the town to exemplify the power of the arts to culturally define civic space and personal identity.

Preserving the Sierra Madre Playhouse marquee strikes me as a particularly apt and financially responsible use of public resources that will serve to celebrate a key landmark and continue the tradition of civically binding the community via the arts.

Sincerely,

Michele Zack

Southern California Story: Seeking the Better Life in Sierra Madre

Altadena: Between Wilderness and City

(both award-winning histories, honored by the American Association of State and Local History)