

**AGENDA
REGULAR MEETING
SIERRA MADRE CITY COUNCIL,
SUCCESSOR AGENCY, AND
PUBLIC FINANCE AUTHORITY**

Tuesday, November 27, 2018

6:30 pm

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

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

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



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.

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

Time shall be devoted to audience participation early on the agenda.

**CALL TO ORDER/ROLL CALL
MEMBERS OF THE CITY COUNCIL**

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

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Mayor Denise Delmar

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MEETING MINUTES

Approval of City Council minutes from the Special Joint study Session on October 23, 2018 and Regular meeting on November 13, 2018.

REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

ACTION ITEMS

1. CONSENT

a) ADOPTION OF RESOLUTION 18-60 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 18-60 for approval of payment of City warrants in aggregate amount of \$736,239.88; Library warrants in the aggregate amount of \$2,998.83, and payroll transfer in the aggregate amount of \$333,159.77 for the fiscal year ending June 2019.

b) CONSIDERATION OF RESOLUTION 18-61CASTING A VOTE FOR ROSEMEAD MAYOR PRO-TEM MARGARET CLARK TO REPRESENT CITIES WITHOUT PRESCRIPTIVE WATER PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

Recommendation that the City Council read by title only, waive further reading, and approve Resolution 18-61casting its vote for Rosemead Mayor Pro Tem Margaret Clark to represent cities without prescriptive rights on the Board of the San Gabriel Basin Water Quality Authority.

c) CONSIDERATION OF APPROVAL OF CHANGE ORDER No. 1 TO THE CONSTRUCTION CONTRACT FOR THE FISCAL YEAR 2018-2019 WATER MAIN REPLACEMENT PROJECT IN AN AMOUNT OF \$122,520.00

Recommendation that the City Council approve Change Order Number 1 to the construction contract to T.A. Rivard, Inc. in the amount of \$122,520.00 for the inclusion of 860 feet of 8-inch water main in Mountain Trail Avenue from Sierra Madre Boulevard to Lowell Avenue in the Fiscal Year 2018-2019 Water Main Replacement Project.

DISCUSSION

2. CONSIDERATION OF AGREEMENT WITH NBS TO CONDUCT A STUDY OF THE DOWNTOWN BUSINESS ASSESSMENT DISTRICT

Recommendation that the City Council enter into an agreement with NBS for \$65,000 for a study of the Downtown Business District to consider establishing a new Downtown Business Assessment District.

3. CONSIDERATION OF REQUEST FOR CITIZEN CODE ENFORCEMENT

Recommendation that the City Council provide staff with direction.

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 Manager'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 Tuesday, December 13, 2018.



CITY OF SIERRA MADRE
SPECIAL JOINT STUDY SESSION OF THE CITY COUNCIL
AND PLANNING COMMISSION MINUTES

SIERRA MADRE CITY COUNCIL,
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, October 23, 2018 – 7:00 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 Denise Delmar called the meeting to order at 7:17 p.m. City Clerk Sue Spears called the roll.

Present: Mayor Denise Delmar, Mayor Pro Tem John Harabedian, and Council Members Rachelle Arizmendi, John Capoccia, and Gene Goss

Absent: None

Also Present: Gabe Engeland, City Manager
Lindsey Zwicker, Assistant City Attorney
Laura Aguilar, Assistant City Clerk
James Carlson, Management Analyst
Chris Cimino, Director of Public Works
Vincent Gonzalez, Planning & Community Preservation Director
Joe Ortiz, Police Chief
Christine Smart, Library Services Manager
Sue Spears, City Clerk

INTRODUCTION OF THE PLANNING COMMISSION

Planning Commission members in attendance were Chair John Hutt and Commissioners Joe Catalano, Manish Desai, and Bob Spears. Planning Commission members not in attendance were Vice Chair Tom Denison and Commissioners Gina Frierman-Hunt and Bill Pevsner.

Mayor Delmar expressed her gratitude to the Planning Commission for the awesome work that it does, said that it accomplishes a great deal of work, and that she agrees with their decisions as they contemplate, discuss, and think out of the box. She thanked the Planning Commission members for their service to our community.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mayor Delmar opened the meeting for Public Comment on items not on the agenda. Seeing no one come forward, Mayor Delmar closed Public Comment.

AGENDA ITEMS FOR DISCUSSION:

1. Consideration of Citywide Historic Resources Survey

City Manager Engeland gave a report on this item, which included a PowerPoint Presentation, "Citywide Historic Resources Survey." A summary of which follows:

a. Historic Resources Protection and Identification

- Policy direction from the Council is to create a program which (1) discourages demolition or substantial alteration of potentially historic structures and (2) identifies, documents, and evaluates properties with historical significance.
- Staff is proposing an ordinance amendment that meets Council policy objectives (above), while reducing the regulatory burden and costs to property owners.

b. Current Sierra Madre Ordinance - Discretionary Demolition Permit (effective 2/2017)

- Requires all structures 75 years or greater to be viewed as a potential historic resource.
- Requires property owners to provide a historic resources report determining the property's cultural and/or historic significance.
- To date, 43 Historic Resource Evaluation Reports have been submitted at a cost of approximately \$2,500 - \$5,000 each, with each report taking multiple months to complete.
- A review of the Historic Resource Evaluation Reports submitted found that 32 of 43 properties had no historic significance.
- Of the 32 properties, many were known to have no significance, but owners were required to complete the historic resources report, per the Ordinance.

c. Proposed Sierra Madre Ordinance Amendment

- Properties seeking a permit or entitlement 75 years of age or greater will be required to provide an abbreviated survey.
- Survey will be conducted assuming the property is historic.
- Abbreviated report costs between \$800 - \$1,200, with a quicker completion turnaround.
- If the property is eligible for cultural or historic significance designation, a full historic survey will be required.
- The abbreviated survey will be required to provide a "primary record," regardless of historic significance.
- Staff will attempt to bid work to a sole provider to further reduce property owners' cost and increase turnaround time.

Mayor Delmar asked if any Member of the Council or Planning Commission had questions on this item.

Commissioner Desai asked whether, in the case of the abbreviated survey, would the City provide a template or form that indicates the required information as a way to inform property owners of what material/documentation is mandatory. Director Gonzalez responded that Staff would like to establish the criteria that is to be included in the abbreviated survey report and, most importantly,

what is needed to create a “primary record” so that the City can compile a complete record of these properties, whether is it determined that they have a 6Z Status Code (no significance) or is a potential eligible historic property.

Commissioner Catalano expressed his agreement and suggested that there should be a list of basic requirements clearly articulated, similar to the five criteria under Federal law and the five criteria under CA State guidelines.

In response to a question by Council Member Capoccia regarding determining the cost basis for an abbreviated survey, Director Gonzalez said that the Staff conducted a test on one project, knowing that the property was so altered that it would most likely not require a full report. That test project survey was conducted by one of the City’s consultants on the pre-approved list, who priced it out at approximately \$1,200.

In response to a question by Council Member Capoccia regarding the cultural research part of the abbreviated survey report, City Manager Engeland responded that, at this time, the Library will provide that service at no charge for the abbreviated survey. However, if the property is determined to have historic significance such that the property requires a full unabbreviated survey report, then the contractor would be responsible for completing that research.

Mayor Pro Tem Harabedian stated that, his understanding of an unabbreviated survey report, is that it requires looking at whether the house is architecturally significant or is culturally historically significant. He asked whether the abbreviated survey is addressing a determination about either the architectural side or the cultural side. Mayor Pro Tem Harabedian questioned whether a SM Library Staff review of documents/records there was sufficient to actually determine the property’s significance, either architecturally or culturally. Director Gonzalez said that the goal is to determine architectural significance.

City Manager Engeland stated that determining the cultural significance is more subjective and more difficult to determine, i.e. the community standards of what is culturally significant. He acknowledged that the initial proposal of the drive-by surveys did not address cultural significance, which is a portion of the City’s code. City Manager Engeland said that Staff is researching how to meet that obligation under the code, without a real clear mechanism to do so on what is subjective by its nature. Director Gonzalez added that the cultural determination does not prevent a property owner from altering the structure and a plaque can be added to the site to designate its cultural importance.

In response to question by Council Member Capoccia about what happens if it is determined that the property has cultural significance, Director Gonzalez said that Staff would investigate further, make a determination, and bring that information to the Planning Commission for review/consideration, if the cultural significance is associated with a permit application. Furthermore, he stated that, if the Planning Commission determines that the property is culturally significant, the options are to (1) photographic record and file in the SM Library Archives, (2) put a plaque in front of the property, or (3) preserve the entire structure.

Commission Chair Hutt emphasized that architectural and cultural significance go hand in hand and, except in limited cases, properties with cultural significance absent architectural significance are rare. He stressed that the properties that we really want to save have both architectural and cultural significance. Commissioner Spears stated that there is an effort to balance the structural with its cultural contribution.

Commission Chair Hutt commented that a problem with the manner in which the current ordinance is implemented is that the decision maker of the replacement application is the one who makes the final determination on the historic nature. He suggested that an abbreviated survey report up front that can guide people as to what is going to happen, then smarter choices can be made.

Commissioner Catalano reflected that, per the Federal and CA State underlying requirements and the five criteria, (1) the most significant criteria refers to significant people or architecture, (2) the first issue refers to the “integrity” of the property and whether it meets certain tests for what it can convey about the history, and (3) absent those findings, the other criteria are pretty much off the table.

In response to a question by Mayor Delmar regarding how property owners with a house 75+years or older are made aware that they would need an abbreviated survey report, City Manager Engeland responded that they likely will not, until such time that they applied for a permit to alter their property. He said that there was consideration to have that as part of a disclosure statement at the time of sale but, in consultation with the City attorney at the time, had determined that the disclosure statement would not be sufficient.

Commissioner Spears commented that (1) Sierra Madre went through a huge building boom in the 1950's, (2) there will be lots of home that fall under that 75+ year rule, and (3) it will be an overwhelming burden pretty soon, thus requiring a great deal of Staff time, unless the process is fine-tuned.

Council Member Arizmendi commented that it may be necessary to review and/or re-evaluate whether 75 years is the magic number. However, Commissioner Catalano said that, regardless of the number, the City is going to hit that critical mass at one point or another, whether it is 75 years or is pushed back, as there was a huge building boom after World War II (1943 = 75 years from 2018). He said that this huge rush just emphasizes the need to move forward with the abbreviated survey report now.

Council Member Capoccia expressed his concern that the sole-sourcing for the abbreviated survey report gives the impression that the determination is somehow rigged. City Manager Engeland said that the sole-sourcing is an attempt (1) to make it less expensive on the property owner, (2) to provide consistency on how the surveys are approached, (3) provides the City with oversight into who is completing the reports, and (4) the sole-source contract can be revoked if it is determined that the City is not getting sufficient results.

Commission Chair Hutt said that, absent the sole-sourcing, the property owner/developer gets to pre-select a person to complete their report that best meets the property owner/developer needs, which may not meet the City's established criteria in making the determination. Furthermore, he said that sole-sourcing ensures quality reports and that a citywide historic survey would be created with a consistent application of the established criteria.

Mayor Delmar said that requiring the abbreviated survey report is a good alternative to conducting a citywide historic survey and is less costly to property owners.

Delmar opened the meeting for Public Comment on this item.

- Robert Gjerde, Sierra Madre, questioned the 75 years as a trigger for a possible historical structure.

Mayor Delmar responded that the 75 years was decided after the City Council had conducted an extensive review and discussion. Commissioner Catalano said that the norm for most cities nationwide is 50 years and that 75 years is a conservative choice.

Mayor Delmar commented that the individual abbreviated surveys will be more accurate than a drive-by citywide survey. Commissioner Catalano said that a drive-by would only cover a small part of the necessary criteria considerations.

- Barry Gold, Preserve Sierra Madre member, thanked the City Council for preserving the historical assets in Sierra Madre and provided a list of potential historical Sierra Madre properties.
- Margaret Schuster, Sierra Madre, expressed that she is in favor of a citywide historical survey.
- Ann Chester, Sierra Madre, stated that, regardless of what is decided, the program needs oversight.

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

Mayor Pro Tem Harabedian suggested that the consultant contract should be written such that property owners who are paying for the abbreviated survey report and then it is determined that they need the full survey report are not being charged for each report separately (\$1,200 + \$5,000). City Manager Engeland said that Staff is still working on the exact mechanism on how it works out. Commission Chair Hutt suggested that sole-sourcing should be done for both the abbreviated survey reports and the full survey reports.

Mayor Delmar summarized that the next steps is for Staff to bring these issues back to the Planning Commission for review/recommendation and then return to the City Council for final determination.

2. Mills Act Contract Update

Planning & Community Preservation Director Gonzalez gave a report on this item, which included a PowerPoint Presentation, "Mills Act Contract Update." A summary of which follows:

a. Background

- Sierra Madre Properties under Mills Act Contract = 22.
- Mills Act Contract agreements (since 2013) in compliance = 3.
- Properties non-compliant due to lack of submission of an annual rehabilitation and maintenance report = 19.
- Properties 'discovered to have Mills Act Contract' during collaboration with the LA County Tax Assessors Office = 3. Of those, 2 have provided Mills Act documentation and 1 property remains outstanding.

b. Flaws in Current Reporting Requirement

- No inspections required, either upon Mills Act agreement or annual reporting.
- No clear determination on work allowed/disallowed.

- No distinction between interior vs. exterior vs. internal systems.

c. Current Mills Act Ordinance

- Exterior and interior improvements qualify.
- Allow system improvements.
- Mills Contract term of 10 years, with auto renewal at the end of contract on a yearly basis.
- Submit annual reports to maintain compliance.

d. Proposed Changes to Mills Act Ordinance

- Exterior building improvements only qualify.
- Allow limited system improvements (electrical, plumbing, & mechanical).
- Mills Contract term of 10 year maximum, with no auto-renewal.
- After expiration, can submit for new contract with new work.
- Submit annual report documenting work completed.
- Non-compliant properties will not be renewed and may trigger cancellation versus – failure to comply may automatically trigger cancellation and can result in the demand of payment of a fee of 12.5% of the current fair market value of the property.

Mayor Delmar asked if any Member of the Council or Planning Commission had questions on this item.

Mayor Delmar asked if there was an issue that brought Mills Act properties to the City's/Planning Commission's attention.

Commissioner Spears commented that, for over his 10+ year tenure on the Planning Commission, the Mills Act was been brought up, but there has been no mechanism in place to check that the Mills Act houses were being kept in the manner in which the contract required and to ensure the spirit of the house is being maintained. Commission Chair Hutt noted that (1) in the past, Mills Act contracts were reviewed by the Cultural Heritage Commission and (2) when the Cultural Heritage Commission was dissolved, those duties were assigned to the Planning Commission, and the issue fell through the cracks.

In response to a question by Council Member Arizmendi regarding the "annual work plan," Director Gonzalez said that work does need to be done such that the Maintenance and Restoration Plan will itemize almost on a yearly basis, but overall over a 10-year period, all of the systems or the exterior improvements that would occur on the property.

In response to a request by Mayor Delmar for an example, Director Gonzalez cited the following: if the owner wanted to install a new roof on the house, (1) it would be listed on the Maintenance and Restoration Plan, (2) and if that was the first project completed that year, receipts or evidence would be provided to Staff to verify that it had occurred, and (3) Staff can inspect to see the particular scoop of work has been completed. City Manager Engeland added that the property tax subsidy can be as high as 60% and a review of projects that have been permitted, it was common to find no improvements over the past 25 years or adding an exterior fence, hot tub, etc. He referenced that the intent of reviewing the work plan annually is to ensure that the house is being kept in historic condition and that the Mills Act subsidy can be used to do so.

In response to a question from Council Member Capoccia about when a Mills Act application is received and a calculation of the property tax relief compared to the work plan, Director Gonzalez said that (1) Staff conducts a financial analysis, which is a conceptual snapshot of what the tax savings/benefit would be to the applicant and how much money the City would be deferring, (2) the actual property assessment is calculated/determined by the LA County Assessor's Office, (3) the LA County Assessor's Office utilizes potential rental income in calculating a property's Mills Act property assessment, upon which property taxes are paid, and (4) the LA County Assessor's Office does not look at the scope of the work (in the work plan) in its calculation.

Commission Chair Hutt added that (1) the calculation of the Mills Act property assessment is based on a formula of current market value and rental analysis and has nothing to do with the work plan, (2) when the Planning Commission reviews a Mills Act application and the work plan, they want to make sure that the scope of work is commensurate/equitable to what the property owner would get in property tax savings, and (3) Mills Act applications could be approved absent a work plan, but the tendency is to determine that a commensurate amount of work is required.

Council Member Capoccia asked a question regarding (given that the initial Mills Act contract is for 10 years and when a process of monitoring the Mills Act properties is in place that includes requiring annual reports) whether Mills Act contracts can be cancelled for non-compliance of the approved work plan. Commission Chair Hutt said the penalty for cancellation is pretty draconian at 12½% of current fair market value of the property. He suggested that what would probably happen is to let the Mills Act contract expire after the 10 years, unless it was an egregious situation.

City Manager Engeland said that (1) the 12½% penalty is very strict so that cancellation would be the very last option considered, (2) non-renewal is an option, (3) non-renewal is determined by Staff, who has broad authority, (4) non-renewal of the contract would not occur without bringing it to the City Council because of the subsidy that is involved, (5) certified letters are going to be sent to the 19 non-compliant Mills Act properties and deliver a final certified notice to the one property for which no signed Mills Act contract has been provided, and (6) upon receipt, Staff will review the work plans and start the annual report process.

In response to a question by Commissioner Desai regarding Mills Act contract monitoring, City Manager Engeland acknowledged that (1) Staff has not managed this program in the past, (2) most of the Mills Act property owners have not been contacted by the City since the Mills Act contract application was approved, (3) there are likely people who have their annual reports, but have never been asked to submit them, and (4) and there may be others who do not know that their property has a Mills Act contract. He added that, moving forward, (1) property owners will be required to submit the annual work plan and (2) Staff will conduct an exterior inspection upon receipt of that work plan.

Commission Chair Hutt asked a question regarding the automatic renewal period after 10-year contract and whether the non-renewal (for non-compliance) be done on an annual basis or does the contract renew for another 10 years. City Manager Engeland stated that there are differing legal opinions regarding Mills Act Contract renewal terms as follows: (1) after the initial 10-year contract period, the contract renews on an annual basis for a one-year period OR (2) after each one-year contract period, the contract renews for another 10-year period, ensuring that the contract is always a 10-year period. He said that both are Evergreen contracts, but the non-renewal would be different depending on how it is approached, and suspects that a review of the City's current Mills Act contracts would probably find a mixture of both. He said that the City cannot go back unilaterally and change existing Mills Act contracts, but that Mills Act contracts could be non-

renewed for any number of reasons and property owners could be asked to re-apply for a Mills Act contract with the new terms.

Council Member Goss asked whether the costs incurred in the maintenance of these properties is at all related to the property tax subsidy received and expressed that he would like to see a tighter accounting of that. Commissioner Spears commented that the initial purpose of the Mills Act contracts is to help preserve historic structures and the minute a property goes off Mills Act contract, the City loses that leverage, as there may be historic properties who are no longer on the "Sierra Madre Designated Historical Properties List". He expressed his concern that the City not lose any historical structures, while he is sympathetic to the cost issue (deferred property tax revenue). Commissioner Spears stated that his Mills Act contract is providing him no property tax reduction, as his Prop 13 property tax is lower than the Mills Act property tax.

City Manager Engeland added that the Mills Act contract goes with a property and, at some point, the subsidy may not be valuable to the current land owner, but the next landowner would benefit. He commented that it is a benefit to the community if the property tax subsidy is being applied to the preservation.

Discussion occurred on verifying the costs cited in a Mills Act work plan and the magnitude of the work as compared to the property tax relief. Director Gonzalez pointed out that any work/additions/alterations to a historic resource with a Mills Act contract requires a Certificate of Appropriateness and the review body for that is the Planning Commission.

Mayor Delmar opened the meeting for Public Comment on this item. Seeing no one come forward, Mayor Delmar closed Public Comment and brought the matter back to the Council and Planning Commission for discussion.

Mayor Delmar confirmed with City Manger Engeland that sufficient direction has been provided.

Commission Chair Hutt commented that the internal systems discussed did not cover the internal nice/cosmetic things and there is a need to include structural and foundation. Director Gonzalez said that would be part of the building improvements to the foundation structure itself and, for the internal system, the plan is to look more at the mechanical electrical systems.

3. First Soft-Story and Unreinforced Masonry Buildings

Commissioner Spears gave a report on this item, which included a PowerPoint Presentation, "Protecting Sierra Madre – 'Soft' First-Story Multiple Occupancy Buildings and Unreinforced Masonry Structures," the problems of both will be evident following an earthquake. A summary of which follows below. Commissioner Spears acknowledged the expertise and assistance received from Rod Spears, Licensed Structural Engineer and Sierra Madre Resident, in conducting the Soft-First Story Survey and the Unreinforced Masonry Buildings Survey. He expressed that, now that these buildings have been identified, it is of concern.

a. Soft-Story Buildings

- Definition – a multi-story building in which one or more floors have windows, wide doors, large unobstructed commercial spaces where a shear wall would normally be required for stability as a matter of earthquake engineering design.

- A typical soft-story building is an apartment building located over a ground level with large openings, such as a parking garage or series of retail businesses with large windows.
- Soft-story buildings are vulnerable to collapse in a moderate to severe earthquake, in a phenomenon known as soft-story collapse. An example is the soft-story collapse resulting from the 1991 Northridge Earthquake, in which 16 people were killed at the Northridge Meadows Apartment Complex.

b. Sierra Madre Soft-First Story Survey Information

- The survey was a “windshield survey” performed by driving only through the section of Sierra Madre zoned for multi-occupancy.
- The survey is an “initial first pass” and does not represent a final, definitive list of all of the soft-first story buildings in Sierra Madre.
- In some cases, there were two floors of residences over the parking place.
- The survey identified buildings with “tuck under parking” and those that needed further review. All inspections were done visually from public areas.

c. Survey Results - Soft-Story Buildings in Sierra Madre

<u>TYPE OF STRUCTURE – SOFT-STORY BUILDINGS</u>	<u>NUMBER OF STRUCTURES</u>
Tuck Under Parking (27%)	33
Need Further Review (27%)	33
Appear to Meet Standards (46%)	57
TOTAL BUILDINGS	123

d. Unreinforced Masonry Buildings (URM Buildings)

- Definition – a type of building where the load bearing walls, non-load bearing walls, or other structures are made of brick, cinderblock, tiles, adobe, or other masonry material that is not braced by reinforcing material, such as rebar in a concrete or cinderblock.
- Hazard - URM structures are vulnerable to collapse in an earthquake. One problem is that most of the mortar used to hold bricks together is not strong enough.
- Additional Hazard – masonry elements may “peel” from the building and fall onto occupants or passersby outside.

e. Current California Regulations

- In California, construction of new unreinforced masonry (URM) buildings was prohibited in 1933.
- California State law enacted in 1986 requires seismic retrofitting of existing structures.
- Retrofits are generally intended to prevent injury and death to people, but not necessarily to protect the building.

f. Survey Results – Unreinforced Masonry (URM) Buildings in Sierra Madre

- Records Survey shows 60 possible URM structures, almost all near the intersection of Sierra Madre Blvd. and Baldwin Ave.

<u>TYPE OF STRUCTURE – UNREINFORCED MASONRY BUILDINGS</u>	<u>NUMBER OF STRUCTURES</u>
Permits and Final Inspection Sign-off (48%)	27
No evidence of Permit or Final Inspection on File (45%)	29
Buildings Demolished (7%)	4
TOTAL STRUCTURES	60
Evidence of Exterior Work Completed (19 standalone buildings)	
No permits or final on 55 W. Sierra Madre Blvd. (Original SM City Hall & Fire Station)	

Mayor Delmar asked if any Member of the Council or Planning Commission had questions on this item.

In response to a question by Council Member Arizmendi regarding the soft-story buildings and those that “appeared to meet standards”, Commissioner Spears said that Rod Spears is a Structural Engineer and his expertise was utilized to make those determinations. He commented that the compiled list referenced above is far from being the definitive list and the recommendation is that the City have a definitive list that is made public, because the City cannot manage what it does not know.

Mayor Delmar asked a question about the City’s liability for private property. City Manager Engeland said that, per CA State law enacted in 1986 for unreinforced masonry buildings, the drop-dead date for property owners to address this was 1996 (10 years from when law enacted) and some cities have actually red-tagged buildings that were not retrofitted and not allowed people to be in them. He commented that it is difficult to determine the City’s liability at this point and that the City’s base level of responsibility is to perform our due diligence by creating a list and determine appropriate steps moving forward on how we can help property owners come into compliance.

In response to a question by Commissioner Chair Hutt, Commissioner Spears stated that there is no corresponding CA State law for first-soft story buildings, but that some cities have enacted such ordinances, i.e. Los Angeles for example, which resulted from the 1991 Earthquake and Northridge Garden Apartment collapse.

Commission Chair Spears said that it appears that the unreinforced masonry (URM) buildings issue has not been on the City’s radar to be addressed due to Staff turnover over time. He said that first-soft story buildings have never been on the City’s/Planning Commission’s agenda.

Council Member Capoccia commented that we have an obligation to protect our residents in town and that the people who live in these apartment buildings are probably not aware of the danger.

City Manager Engeland said that, at this point, the City's obligation is clearer and easier to understand than the liability. He stated that it is something to be addressed and would be consulting with the City Attorney and a number of other experts moving forward. Commissioner Spears expressed that the good news is that other cities are farther along in addressing this issue and being proactive so that Sierra Madre can utilize the best from those other city's policies and procedures.

Commission Chair Hutt expressed that, with unreinforced masonry (URM), there is the CA State law that gives the City the vehicle to require compliance, but at least the need to provide information to property owners for the first-soft story buildings. He also stressed that the Sierra Madre Fire Department should have an inventory of these buildings and understand how to respond in the event of an earthquake and the potential for multiple building collapses. Commissioner Spears referenced that the SM Fire Department may have a role in this because (1) these are all buildings that are either multiple occupancy buildings or commercial structures that are on an annual inspection schedule and (2) the SM Fire Department can help confirm the list.

In response to a question by Commissioner Catalano regarding responding to a collapse of a soft-story building and possible people trapped inside, Commissioner Spears said that it is going to be a hellacious task to identify who was in the building by (1) searching the initial structure, which could require heavy equipment, and (2) confirming that everyone who lived there was either gone or has been accounted for. Furthermore, he said that some of these buildings have a lot of people living in them and, if there is more than one building that collapses at the same time, the SM Fire Department will be very challenged to manage those tasks. He added that, in the 1991 pancake building collapse of the Northridge Meadows Apartments, people died waiting to be rescued.

In response to a question by Commission Chair Hutt regarding retrofitting, Commissioner Spears said that there are contractors who specialize in retrofitting soft-story buildings 24/7 because other cities have implemented laws requiring retrofitting and there are standard procedures for doing so. In the case of unreinforced masonry (URM) buildings, he said that it depends on how much you want to preserve the building. Commissioner Catalano said that the City of Los Angeles has recently published technical guidelines to address this. Commission Chair Hutt said that the good news is that the City has recently updated its non-forming ordinances and structural updates like this are totally allowed, even if the building is non-conforming.

Mayor Delmar opened the meeting for Public Comment on this topic.

- Robert Gjerde, Sierra Madre CERT Vice President, stated that, in the event of a building collapse, Sierra Madre CERT would not be able to respond/assist because CERT members are volunteers who do not have the necessary training or equipment to do so.

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

Mayor Delmar commented that both the City Council and Planning Commission are in agreement that these issues need to be pursued and the City Manager has been tasked with that.

ADJOURNMENT:

Mayor Delmar 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 Harabedian.

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

Noes: None

Absent: None

Abstain: None

The motion to adjourn was passed unanimously.

THIS SPECIAL JOINT STUDY SESSION OF THE CITY COULCIL AND PLANING COMMISSION WAS ADJOURNED at 8:41 p.m. to a Regular Meeting to be held on Tuesday, November 13, 2018, in the Sierra Madre City Hall Council Chambers.

Denise Delmar, Mayor

Minutes taken and prepared by:

Sue Spears, City Clerk



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, November 13, 2018 - 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 Denise Delmar called the meeting to order at 6:36 p.m. City Clerk Sue Spears called the roll.

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

Absent: None

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
Miguel Hernandez, Human Resources Manager
Colby Konisek, Finance Director
Kurt Norwood, Interim Fire Chief
Joe Ortiz, Police Chief
Jose Reynoso, Utility Services Director
Rich Snyder, Fire Captain
Sue Spears, City Clerk

Mayor Delmar announced that, because she was not feeling well, Mayor Pro Tem Harabedian would chair the remainder of the meeting

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Council Member Goss led the Pledge of Allegiance and remarked that this has been a “tough week for Southern California,” with the recent tragedies of the mass murder and the brutal set of wild fires. He asked that we pause and take a moment of silence and show respect for the people who have died and all of the people who are suffering.

APPROVAL OF AGENDA AS PRESENTED:

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

Council Member Arizmendi moved to approve the agenda as presented.

Council Member Capoccia seconded the motion to approve the agenda as presented.

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

The motion to approve the agenda as presented was passed unanimously.

APPROVAL OF MINUTES:

Mayor Pro Tem Harabedian asked for the approval of the Minutes of the Regular Council Meeting of October 23, 2018.

Council Member Capoccia moved to approve the Minutes of the Regular Council Meeting of October 23, 2018 as presented.

Council Member Goss seconded the motion to approve.

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

The motion to approve the Minutes of the Regular Council Meeting of October 23, 2018 as presented was passed unanimously.

REPORT ON THE CLOSED SESSION SPECIAL MEETING

Assistant City Attorney Whatley reported that the City Council met in Closed Session on a matter of anticipated litigation and that no reportable action was taken.

MAYOR AND CITY COUNCIL REPORTS:

- A. Mayor Denise Delmar (1) introduced the City's new Finance Director, Colby Konisek, (2) wished everyone a Happy Thanksgiving, and (3) commented that, even though this has been a tough week, we do always have things to be thankful for.
- B. Pro Tem John Harabedian (1) thanked all the Veterans who work and live in the City for their service and (2) expressed sadness about the passing of long time Sierra Madre resident, Charlie Kissinger, who had been such an active member of the community and will be sorely missed.
- C. Council Member Rachelle Arizmendi (1) reported that this year's Halloween activities were a great success and thanked the Civic Club, Sierra Madre CERT, SM Community Services Department, SM Police Department, and SM Fire Department for their efforts in creating safe events for all, (2) thanked all of the volunteers and everyone who participated, (3) in honor of Veterans Day, thanked all of our Veterans, those in our City and throughout the US, (4) said that Sierra Madre's VFW 3208 had a nice event at the Hart Park House to recognize our local veterans, (5) extended condolences to the family of long time Sierra Madre resident, Charlie Kissinger, who passed away recently, and (6) reported that she has received extremely positive feedback and excitement over the new crosswalk flashing signs and thanked Public Works for the installation.

- D. Council Member John Capoccia reported that (1) he attended the San Gabriel Valley Council of Governments Water Committee meeting today, (2) the water situation is very dire, as there is no snow (to speak of) in the Sierras for this season, (3) the Upper Colorado Basin rainfall has been low, causing the Colorado River, Lake Mead, and Lake Powell water levels to be at all-time lows, and (4) he urged residents to continue to conserve water.
- E. Council Member Gene Goss (1) stated that the City's Halloween activities were fantastic, well organized, kids were having a blast, it was an All-American event that brought joy to many children that night and was well attended and (2) extended kudos to everyone who volunteered and attended as well.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Mayor Pro Tem Harabedian opened the meeting for Public Comment on items not on the agenda. Seeing no one come forward, Mayor Pro Tem Harabedian closed Public Comment.

PRESENTATION – PROCLAMATION FOR A “DIMENTIA-FRIENDLY SIERRA MADRE,” ACCEPTED BY STEVE SCIURBA, DIRECTOR OF COMMUNITY OUTREACH, THE KENSINGTON SIERRA MADRE

Mayor Pro Tem Harabedian introduced Steve Scieurba, Director of Community Outreach, The Kensington Sierra Madre, who spoke about the devastating impact of Alzheimer's disease on individuals, families, and care givers. He announced that, beginning 2019, The Kensington Sierra Madre will begin offering monthly classes to families and caregivers on dealing with people with Alzheimer's. Mayor Pro Tem Harabedian presented “A Proclamation Proclaiming the City of Sierra Madre as a Dementia Friendly Community.”

AGENDA ACTION ITEMS:

1. CONSENT CALENDAR:

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

- a) ADOPTION OF RESOLUTION 18-18 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS – Recommendation that the City Council approve Resolution 18-57 for approval of payment of City warrants in aggregate amount of \$1,033,822.16; Library warrants in the aggregate amount of \$6,590.87, and payroll transfer in the aggregate amount of \$328,339.71 for fiscal years ending June 2018 and June 2019.
- b) CONSIDERATION OF RESOLUTION 18-58: ADOPTING THE CITY'S YOUTH EMPLOYMENT PLAN FOR THE KERSTING COURT REMODEL PROJECT THROUGH THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FIFTH SUPERVISORIAL DISTRICT - Recommendation that the City Council read by title only, waive further reading, and approve Resolution 18-58, a Resolution of the City Council approving the application for grant funds from the Los Angeles County Regional Park and Open Space District Fifth Supervisorial District excess funds for the Kersting Court Remodel Project and approving the adoption of the Youth Employment Plan.

- c) CONSIDERATION OF AWARD OF THE RENOVATION PLAN OF THE PUBLIC WORKS/UTILITY SERVICES OFFICES AT THE CITY CORPORATE YARD TO INTER-PLAN WEST GENERAL CONTRACTING - Recommendation that the City Council award the renovation plan of the Public Works/Utility Services Offices at the City Corporate Yard to Inter-Plan West General and authorize the City Manager to execute an agreement in an amount not to exceed \$112,000.

Mayor Pro Tem Harabedian asked if any Member of the Council had questions on items on the Consent Calendar. Council Members did not ask any questions.

In response to a question from Council Member Arizmendi regarding Consent Item 1b, City Manager England said that the Youth Employment Plan must be adopted, even though the Kersting Court Remodel Project does not qualify for youth employment.

In response to a question from Mayor Pro Tem Harabedian regarding when the City could anticipate receiving the \$300,000 LA County grant funds (Consent Item 1b), City Manager England said that the LA County Board of Commissioners will hear it at their last meeting in November and then it will be a reimbursement contract once awarded. He also stated that the City believes the grant will be awarded as requested.

Mayor Pro Tem Harabedian opened the meeting for Public Comment on the Consent Calendar. Seeing no one, Mayor Pro Tem Harabedian closed Public Comment and brought the matter back to the Council for discussion. No additional discussion occurred.

Council Member Goss made a motion to approve Consent Items 1a, 1b, and 1c as presented.

Council Member Arizmendi seconded the motion for approval.

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

Noes: None

Absent: None

Abstain: None

The motion to approve Consent Calendar Items 1a, 1b, and 1c as presented was passed unanimously.

2. **PUBLIC HEARING - CONSIDERATION OF ORDINANCE 1405 AMENDING SECTION 10.52.030 "PARKING PROHIBITIONS" OF THE SIERRA MADRE MUNICIPAL CODE TO FURTHER DEFINE RED FLAG EVENT AND TO ADD ADDITIONAL STREETS TO THE LIST OF STREETS WITH RESTRICTED PARKING ON RED FLAG DAYS - Recommendation that the City Council read by title only and waive further reading Ordinance 1405, an Ordinance of the City of Sierra Madre amending Section 10.52.030 "Parking Prohibitions" of the Sierra Madre Municipal Code.**

Mayor Pro Tem Harabedian opened the issue for Public Hearing.

Fire Captain Snyder gave a report on this item with the recommendation that the City Council City Council read by title only and waive further reading of Ordinance 1405, an Ordinance of the City of Sierra Madre amending Section 10.52.030 "Parking Prohibitions" of the Sierra Madre Municipal

Code to further define Red Flag Event and to add 14 additional streets to the list of streets with restricted parking on Red Flag Days.

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

In response to questions by Council Member Capoccia, Captain Snyder said that (1) specific criteria has been established to determine when a Red Flag Event is declared, which could be due to heat, wind, low humidity, potential adjacent fire, etc. (2) once a Red Flag Event is declared, signs and flags are posted on the designated streets, with as much advance notice as possible, but that the SM Police Department has the responsibility to notify vehicle owners of the need to move their vehicles, (3) vehicles can be moved to any street that is not listed on the Yellow Flag Alert Day or Red Flag Alert Day prohibited list, and (4) overnight parking restrictions would be suspended during this time.

In response to a question by Council Member Arizmendi regarding the resident Red Flag Event notification system, Captain Snyder said that (1) it started out as red flags, (2) Public Works has now ordered signs that can be “flipped over” when a Red Flag Event is in effect and will be posted at the entrances to the Canyon, (3) social media, (4) Channel 3, and (5) news media.

Mayor Pro Tem Harabedian said that this is a Public Hearing and asked if anyone would like to come forward to comment on this item. Seeing no one, Mayor Pro Tem Harabedian closed Public Comment and brought the matter back to the Council for discussion.

Mayor Delmar commented that this is very apropos to what other California communities have been facing recently. All Council Members concurred.

Mayor Pro Tem Harabedian made a motion to approve Ordinance 1405 as written.

Council Member Arizmendi seconded the motion for approval.

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

The motion to approve Ordinance 1405 was passed unanimously.

3. DISCUSSION - CONSIDERATION OF CHANGES TO THE CURRENT BOARD AND COMMISSIONER CITY COUNCIL LIAISON PROCESS

Council Member Capoccia discussed his experience as a Liaison to the Planning Commission and expressed that it was not personally valuable for him to attend individual Planning Commission meetings as an observer. He spoke about the value of his quarterly meetings with the Planning Commission Chairperson and the Director of Planning & Community Preservation as being more meaningful and a way to facilitate dialogue back and forth regarding goals, what they are trying to achieve, where they need support, etc. Council Member Capoccia suggested that format for other Council Members in their role as City Commission/Committee Liaison, although it would still be optional for Council Members to attend individual Commission/Committee meetings as well.

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

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

- Pat Alcorn, Sierra Madre – said that it was a great idea for the individual City Council members to meeting quarterly with the Commission Chairpersons on a quarterly basis and expressed her belief that Council Member Liaisons can benefit by attending commission meetings.

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

Council Members concurred with Council Member Capoccia's idea as an efficient and practical way of going about this process and that it would lead to better growth and knowledge among the Council Members as they work with their assigned commission/committee.

Staff was provided with direction to contact the Chairperson of each Commission/Board to schedule quarterly meetings with their assigned City Council Member commission liaison.

4. DISCUSSION – CONSIDERATION OF RESOLUTION 18-59 AMENDING THE CITY'S COMPENSATION PLAN AND SALARY MATRIX - Recommendation that the City Council approve Resolution 18-59, Amending the City's Compensation Plan and Salary Matrix.

Human Resources Manager Hernandez gave a report on this item with the recommendation that the City Council approve Resolution 18-59, Amending the City's Compensation Plan and Salary Matrix for the following positions:

- Creating a new full-time position of Administrative Services Manager @ Range 28. The new position will be combined with the Assistant City Clerk Position (Range 24) and will oversee all customer service staff seated in the City Hall Reception Area.
- Creating a new full-time position of IT Senior Network Administrator @ Range 26. This position will be responsible for the management of the Supervisory Control and Data Acquisition (SCADA) system in water, as well as the management of ARC GIS in Sewer, managing and maintaining the City's website, and monitoring and responding to all help-desk requests.
- Updating the position of Public Works Foreman to Public Works Supervisor/Foreman, with no impact on the compensation structure and no fiscal impact on the current budget.
- Updating the position of Water Foreman to Water Foreman/Supervisor, with no impact on the compensation structure and no fiscal impact on the current budget.

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

In response to a question from Mayor Delmar, Manager Hernandez said that the Administrative Services Manager position is not an additional FTE position, as the Administrative Services Manager will perform the duties of the Assistant City Clerk as well.

In response to a question by Council Member Capoccia regarding how the City is currently handling the management of the SCADA system, City Manager Engeland said that (1) an outside contractor currently manages overall SCADA, but we have discovered that the City does not have an integrated system citywide, (2) the day-to-day activities on the SCADA system will not change as far as our personnel at Water and our contractors are involved, but who manages and oversees it in the IT Department will shift, with this one position to be added, (3) based on a year-long study of IT requests, it was determined that 94% are General Fund, 6% are Utilities, (4) the budget increases in the Staff Report did not explain that the new position is 35% Water, 5% Sewer, 25% General Fund, and the remainder (35%) is IT, and (5) the current IT Manager is shifting to 25% Water, 5% Sewer, 50% IT, with the remainder (20%) General Fund.

In response to a question by Council Member Goss regarding security implications, City Manager Engeland said that (1) currently one IT person is responsible for the management of all of the City's systems 24 hours per day/365 days per year, with no assistance or backup and (2) the new IT Senior Network Administrator will share that load and reduce some of the outside contracting as a way to facilitate immediate response.

In response to a question by Mayor Pro Tem Harabedian regarding the new IT Senior Network Administrator position, City Manager Engeland stated that it is one new position to the City, but that the net impact on FTE is likely less than .25, as we are going to be shifting off one part time position and some hours as well.

Mayor Pro Tem Harabedian opened the meeting for Public Comment on this item. Seeing no one, Mayor Pro Tem Harabedian closed Public Comment and brought the matter back to the Council for discussion.

Discussion occurred in support of the recommended changes as follows: (1) agreement with the focus on customer services, (2) to make all of these changes and reorganization with only a 2.25 FTE is awesome/amazing and an example of innovation in government, (3) is reassured that time studies support the allocation changes, (4) this change is needed, (5) IT is continually a concern for all municipalities, especially with privacy and confidentiality concerns, (6) would like to see a way to measure customer service, and (7) would like to see a comprehensive view/report to show the specific personnel changes that have taken place.

City Manager Engeland added that, if at the end of the year, it is determined that the allocation is not correct with the three positions, then changes will be recorded appropriately. He also said that a goal is to develop Customer Service Standards and report to Council.

Council Member Arizmendi made a motion to approve Resolution 18-59 as presented.

Council Member Goss seconded the motion for approval.

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

The motion to approve Resolution 18-59 as presented was passed unanimously.

NEW ITEMS PLACED FOR FUTURE AGENDA:

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

The following items were requested to be added to a future agenda: (1) Citizen Code Enforcement Committee and (2) invite a representative from the Southern California Edison to make a presentation to the City Council.

ADJOURNMENT:

Mayor Pro Tem Harabedian asked for a motion to adjourn.

Council Member Capoccia made a motion to adjourn the meeting.

The motion to adjourn was seconded by Council Member Goss.

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

The motion to adjourn was passed unanimously.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 7:26 p.m. to a Regular Meeting to be held on Tuesday, November 27, 2018, in the Sierra Madre City Hall Council Chambers.

Denise Delmar, Mayor

Minutes taken and prepared by:

Sue Spears, City Clerk

RESOLUTION NUMBER 18-60

**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 \$736,239.88; Sierra Madre Library Warrants in aggregate amount of \$2,998.83 and Payroll Transfer in the aggregate amount of \$333,159.77 for the fiscal year ending June 30, 2019.

APPROVED AND ADOPTED this 27th day of November, 2018.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 18-60 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 27th day of November, 2018.

AYES:

NOES:

ABSTAIN:

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of November 27, 2018**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants	\$736,239.88
Sierra Madre Library Warrants	\$2,998.83
Payroll #23 Transfer.....	\$333,159.77

Warrant Register 11/27/18**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY 18-19	Manual Warrants	1,731.01	1-3
FY 18-19	General Warrants - Utility Bills	61,536.84	4-6
FY 18-19	General Warrants	672,972.03	7-11
	Total	736,239.88	

Fiscal Year	Description	Amount	
FY 18-19	Library Warrants	2,998.83	12
	Total	2,998.83	

Date: 11/15/2018	Payroll #23 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	333,159.77	
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Packet: APPKT04303 - SFANDHMDOT110818
Vendor Set: 01 - Vendor Set 01

Check Date: 11/15/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0378</u>	SMART & FINAL						
APBWEST	Check			<u>3056650050814</u>	HALLOWEEN HAPPENINGS	10000.79004.53999	31.98
				<u>3056650044938</u>	HALLOWEEN HAPPENINGS	10000.79004.53999	67.51
Fund 10000 Total:							99.49
Fund: 37006 - SENIOR CENTER							
<u>0378</u>	SMART & FINAL						
APBWEST	Check			<u>3056650050815</u>	SUPPLIES FOR SENIOR ACTIVITIES	37006.72000.53999	5.99
Fund 37006 Total:							5.99
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>0833</u>	HOME DEPOT						
APBWEST	Check			<u>11866</u>	MAINTENANCE SUPPLIES	60001.83200.53200	249.54
				<u>7741100</u>	MAINTENANCE SUPPLIES	60001.83200.53200	141.26
				<u>1095311</u>	MAINTENANCE SUPPLIES	60001.83200.53200	146.73
Fund 60001 Total:							537.53
Report Total:							643.01



City of Sierra Madre, CA

Check Approval Register

Page 2.

Packet: APPKT04304 - NEOFUNDS110818
Vendor Set: 01 - Vendor Set 01

Check Date: 11/15/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
Fund: 60002	- INT SVC FND - ADMINISTRATION							
<u>VEN03173</u>	NEOFUNDS BY NEOPOST							
APBWEST	Check			<u>7900044080533890-1</u>	FY 18-19 POSTAGE REFILL	60002.30000.53101	1,000.00	
						Fund 60002 Total:	1,000.00	
						Report Total:	1,000.00	



City of Sierra Madre, CA

Check Approval Register

Page 3

Packet: APPKT04300 - MNCKHWBRT110818

Check Date: 11/08/2018

Vendor Set: 02 - Vendor Set 02

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>VEN03204</u>	PAULA HOWBERT				
APBWEST	Check	<u>INV023537</u>	FINGERPRINTING REFUND	10000.00000.47026	88.00
				Fund 10000 Total:	88.00
				Report Total:	88.00



Packet: APPKT04295 - UB110518
Vendor Set: 01 - Vendor Set 01

Check Date: 11/08/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0129</u>	AT&T						
APBWEST	Check			<u>81824637835914-10</u>	TELECOM DIV 10/23-11/22/18	10000.50000.55005	211.15
<u>VEN02792</u>	FRONTIER CALIFORNIA INC						
APBWEST	Check			<u>20915157430511995</u>	LA CNTY SHRFF 10/28-11/27/18	10000.50000.55005	482.07
				<u>31000157630511995</u>	LA CNTY SHRFF PH CHGS 10/28-11/27/18	10000.50000.55005	279.03
Fund 10000 Total:							972.25
Fund: 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			<u>2011946423-110318</u>	ELECTRICAL CHGS 10/1-11/1/18	32005.83500.55003	140.51
Fund 32005 Total:							140.51
Fund: 32006 - LIGHTING DISTRICT - ZONE A							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			<u>2011946423-110318</u>	ELECTRICAL CHGS 10/1-11/1/18	32006.83000.55003	243.69
Fund 32006 Total:							243.69
Fund: 32007 - LIGHTING DISTRICT - ZONE B							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			<u>2011946423-110318</u>	ELECTRICAL CHGS 10/1-11/1/18	32007.83000.55003	1,037.78
Fund 32007 Total:							1,037.78
Fund: 32008 - PARKING ASSMNT DIST							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			<u>2037520756-110718</u>	ELEC CHGS 10/5-11/5/18	32008.83000.55003	343.13
Fund 32008 Total:							343.13
Fund: 38005 - GAS TAX FUND							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			<u>2037520756-110718</u>	ELEC CHGS 10/5-11/5/18	38005.83500.55003	50.82
				<u>2011946423-110318</u>	ELECTRICAL CHGS 10/1-11/1/18	38005.83500.55003	4,155.94
Fund 38005 Total:							4,206.76
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			<u>2037520756-110718</u>	ELEC CHGS 10/5-11/5/18	60001.83200.55003	6,567.11
				<u>2036613305-110118</u>	ELECTRICAL CHGS	60001.83200.55003	1,110.51
				<u>2011946423-110318</u>	ELECTRICAL CHGS 10/1-11/1/18	60001.83200.55003	164.09
<u>0216</u>	THE GAS COMPANY						
APBWEST	Check			<u>16651877009-110718</u>	GAS CHGS 10/4-11/5/18	60001.83200.55004	0.90
				<u>16861877005-110718</u>	GAS CHGS 10/4-11/5/18	60001.83200.55004	89.05
				<u>19591871009-110718</u>	GAS CHGS 10/4-11/5/18	60001.83200.55004	22.11
Fund 60001 Total:							7,953.77
Fund: 60003 - INT SVC FND - TECHNOLOGY							
<u>VEN02792</u>	FRONTIER CALIFORNIA INC						
APBWEST	Check			<u>62635514140920145</u>	PH CHGS 11/1-11/30/18	60003.30000.55005	581.87
<u>VEN03086</u>	GC PIVOTAL LLC						
APBWEST	Check			<u>INV1389127</u>	DSL MON CHGS 12/1-12/31/18	60003.30000.52200	1,557.52
<u>0942</u>	TELEPACIFIC COMMUNICATIONS						
APBWEST	Check			<u>109283708-0</u>	PH SVCS 10/23-11/22/18	60003.30000.55005	461.12
<u>1439</u>	TIME WARNER CABLE						
APBWEST	Check			<u>8448300220131806-1</u>	CABLE SVCS PD EQUIP 1-12	60003.30000.52200	439.29
<u>0642</u>	VERIZON WIRELESS - LA						
APBWEST	Check			<u>9817267111</u>	CELL PH CHGS 10/26-11/25/18	60003.30000.55005	1,636.46
Fund 60003 Total:							4,676.26
Fund: 71000 - WATER ENTERPRISE FUND							

Packet: APPKT04295 - UB110518
Vendor Set: 01 - Vendor Set 01

Check Date: 11/08/2018

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBWEST	Check	<u>2037520756-110718</u>	ELEC CHGS 10/5-11/5/18	71000.81100.55003	41,202.50
				Fund 71000 Total:	41,202.50
				Report Total:	60,776.65



Packet: APPKT04311 - UB111318
Vendor Set: 01 - Vendor Set 01

Check Date: 11/19/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>1439</u>	TIME WARNER CABLE						
APBWEST	Check			<u>8448300220027467-1</u>	FD CABLE SVCS 11/1-11/30/18	10000.61000.52200	60.35
Fund 10000 Total:							60.35
Fund: 60000 - INT SVC FND - FLEET							
<u>0216</u>	THE GAS COMPANY						
APBWEST	Check			<u>11826147883-11061</u>	NATURAL GAS 10/1-11/1/18	60000.83100.55001	390.51
Fund 60000 Total:							390.51
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>0216</u>	THE GAS COMPANY						
APBWEST	Check			<u>13511935002-11081</u>	GAS CHGS 10/5-11/6/18	60001.83200.55004	49.35
Fund 60001 Total:							49.35
Fund: 60003 - INT SVC FND - TECHNOLOGY							
<u>1439</u>	TIME WARNER CABLE						
APBWEST	Check			<u>8448300220137019-1</u>	CABLE SVCS 11/6-12/5/18	60003.30000.52200	259.98
Fund 60003 Total:							259.98
Report Total:							760.19



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Packet: APPKT04324 - GEN112718
Vendor Set: 01 - Vendor Set 01

Check Date: 11/20/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>087694</u>	Misc Hardware and Station Supplies	10000.61000.53204	4.14
				<u>087267</u>	Misc Hardware and Station Supplies	10000.61000.53204	5.46
				<u>087550</u>	Misc Hardware and Station Supplies	10000.61000.53204	3.92
				<u>087430</u>	Misc Hardware and Station Supplies	10000.61000.53204	2.18
<u>1662</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>087727</u>	HALLOWEEN SUPPLIES	10000.79004.53999	18.68
				<u>087747</u>	HALLOWEEN SUPPLIES	10000.79004.53999	28.75
				<u>087721</u>	HALLOWEEN SUPPLIES	10000.79004.53999	14.08
				<u>087748</u>	HALLOWEEN SUPPLIES	10000.79004.53999	6.31
				<u>087767</u>	HALLOWEEN SUPPLIES	10000.79004.53999	-46.33
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>087611</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	8.74
				<u>087327</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	19.69
<u>VEN02965</u>	CALIFORNIA ASSOC. OF CODE ENFORCEMENT OFFICERS						
APBWEST	Check			<u>300009343</u>	MEMBERSHIP DUES	10000.40000.53402	95.00
<u>VEN02208</u>	CALIFORNIA BUILDING STANDARDS COMMISSION						
APBWEST	Check			<u>INV023580</u>	QUARTERLY BASRF FEES JULY-OCT 2018	10000.00000.23207	122.15
<u>VEN03213</u>	CBS TV STUDIOS						
APBWEST	Check			<u>INV023582</u>	DEPOSIT REFUND- CBS TV STUDIOS	10000.00000.23001	2,000.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC						
APBWEST	Check			<u>31748A</u>	LEGAL FEES- OCTOBER 2018	10000.21000.52201	728.48
				<u>37419</u>	LEGAL FEES- OCTOBER 2018	10000.21000.52201	148.00
				<u>37417</u>	FY 18-19 BPO - LEGAL SVCS RETAINER	10000.21000.52201	8,400.00
				<u>37421</u>	LEGAL FEES- OCTOBER 2018	10000.21000.52201	799.00
				<u>37420</u>	LEGAL FEES- OCTOBER 2018	10000.40000.52201	117.50
				<u>37422</u>	LEGAL FEES - OCTOBER 2018	10000.40000.52201	470.00
				<u>37423</u>	LEGAL FEES - OCTOBER 2018	10000.81201.52202	70.50
<u>1584</u>	DENRAM PRODUCTS CORP						
APBWEST	Check			<u>18014</u>	PRINTING	10000.40000.53999	268.23
<u>0507</u>	DIRECT CONNECTION						
APBWEST	Check			<u>73265</u>	PRINTING	10000.61000.53102	145.77
<u>VEN01613</u>	GANAHL LUMBER COMPANY						
APBWEST	Check			<u>141079196</u>	LUMBER AND HARDWARE	10000.83500.53205	25.17
<u>0398</u>	HONG L. TAM						
APBWEST	Check			<u>1804</u>	Residential structural plan check	10000.40000.52100	8,067.47
<u>0515</u>	LANDSCAPE WAREHOUSE						
APBWEST	Check			<u>2576830</u>	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	49.92
<u>0640</u>	LIFE-ASSIST INC.						
APBWEST	Check			<u>884569</u>	Paramedic Medical Supplies	10000.64000.53300	425.74
				<u>884729</u>	Paramedic Medical Supplies	10000.64000.53300	369.10
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
APBWEST	Check			<u>52958</u>	Exterior Landscape Maintenance	10000.81201.52200	212.40
						10000.83300.52200	6,810.00
<u>0786</u>	OFFICE DEPOT, INC						
APBWEST	Check			<u>226556975001</u>	OFFICE SUPPLIES	10000.40000.53100	498.53
				<u>223195786001</u>	OFFICE SUPPLIES	10000.40000.53100	8.75
<u>VEN02937</u>	RCI IMAGE SYSTEMS						
APBWEST	Check			<u>75940</u>	FY 18-19 Document Scanning Services	10000.40000.52200	1,554.25
				<u>75954</u>	FY 18-19 Document Scanning Services	10000.40000.52200	48.31
				<u>75930</u>	FY 18-19 Document Scanning Services	10000.40000.52200	1,388.03
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT						
APBWEST	Check			<u>1810-150719</u>	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	129.16

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APBWEST	Check	<u>1810-141620</u>	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	55.40
<u>VEN03220</u>	STEPHANIE FRANKLIN				
APBWEST	Check	<u>2003590.001</u>	SECURITY DEPOSIT REFUND	10000.00000.23200	519.00
<u>VEN03219</u>	SUSIE BERTEAUX				
APBWEST	Check	<u>2003588.001</u>	SECURITY DEPOSIT REFUND	10000.00000.23200	519.00
<u>1368</u>	SWANK MOTION PICTURES INC				
APBWEST	Check	<u>RG 2595744</u>	MOVIES IN THE PARK	10000.79008.52999	613.00
<u>0404</u>	TOM'S UNIFORMS				
APBWEST	Check	<u>11542</u>	FY 18-19 BLANKET PO	10000.50000.53303	9.86
		<u>12554</u>	Paramedic Uniforms	10000.64000.53303	248.57
<u>VEN03218</u>	UNIVERSAL TELEVISION				
APBWEST	Check	<u>INV023581</u>	DEPOSIT REFUND-UNIVERSAL TELEVISION	10000.00000.23001	2,000.00
<u>0425</u>	WILLDAN ASSOCIATES				
APBWEST	Check	<u>002-20093</u>	Plan Check and Inspection services	10000.40000.52100	21,337.54
Fund 10000 Total:					58,319.45
Fund:	32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	32002.83000.52200	560.40
Fund 32002 Total:					560.40
Fund:	32003 - LANDSCAPE DIST #2-FANE/WINWOOD LANE				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	32003.83000.52200	172.80
Fund 32003 Total:					172.80
Fund:	32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	32005.83000.52200	524.40
Fund 32005 Total:					524.40
Fund:	32006 - LIGHTING DISTRICT - ZONE A				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	32006.83000.52200	105.60
Fund 32006 Total:					105.60
Fund:	32007 - LIGHTING DISTRICT - ZONE B				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	32007.83000.52200	655.20
Fund 32007 Total:					655.20
Fund:	32008 - PARKING ASSMNT DIST				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	32008.83000.52200	992.40
Fund 32008 Total:					992.40
Fund:	35005 - STATE COPS GRANT				
<u>0326</u>	CITY OF PASADENA				
APBWEST	Check	<u>30004523</u>	FY 18-19 BPO-ANNUAL RENEWAL	35005.50000.52200	12,072.00
Fund 35005 Total:					12,072.00
Fund:	37004 - LOCAL TRANSPORTATION/PROP A				
<u>0267</u>	REGIONAL TAP SERVICE CENTER				
APBWEST	Check	<u>6007857</u>	CPOS TAP CARD	37004.70000.52001	165.00
Fund 37004 Total:					165.00
Fund:	37006 - SENIOR CENTER				
<u>VEN03030</u>	KATHERINE ANN BOYCE				
APBWEST	Check	<u>310</u>	SENIOR MONTHLY ACTIVITIES	37006.72000.52200	80.00
		<u>311</u>	SENIOR MONTHLY ACTIVITIES	37006.72000.52200	80.00
Fund 37006 Total:					160.00
Fund:	38005 - GAS TAX FUND				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	38005.83500.52200	595.20
Fund 38005 Total:					595.20
Fund:	60000 - INT SVC FND - FLEET				

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
<u>VEN03180</u>	DICKS AUTO SUPPLY				
APBWEST	Check	<u>155875</u>	Vehicle maintenance supplies	60000.83100.53208	32.72
<u>1454</u>	JDS TANK TESTING & REPAIR INC				
APBWEST	Check	<u>12438</u>	tank	60000.83100.55001	140.00
<u>VEN02202</u>	PINNACLE PETROLEUM INC				
APBWEST	Check	<u>0181065</u>	FY 18/19 FUEL PURCHASE	60000.83100.55001	5,404.47
		<u>0181064</u>	FY 18/19 FUEL PURCHASE	60000.83100.55001	15,322.59
<u>0403</u>	TRIANGLE TRUCK PARTS				
APBWEST	Check	<u>328979</u>	FY 18-19 TRUCK EQUIPMENT AND PARTS	60000.83100.53208	515.91
<u>1390</u>	VALLEY POWER SYSTEMS				
APBWEST	Check	<u>131115</u>	FY 18-19 FD Vehicle testing and repairs	60000.83100.52200	668.23
		<u>130987</u>	FY 18-19 FD Vehicle testing and repairs	60000.83100.52200	3,254.95
Fund 60000 Total:					25,338.87
Fund:	60001 - INT SVC FND - FACILITIES MGT				
<u>VEN02961</u>	ARAMARK UNIFORM & CAREER APPAREL GROUP INC				
APBWEST	Check	<u>533768583</u>	FY 18/19 JANITORIAL SUPPLIES	60001.83200.53200	281.71
		<u>533768582</u>	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	60.65
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>087663</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	63.44
		<u>087746</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	29.53
		<u>087286</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	15.87
		<u>087485</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	45.08
		<u>087398</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	13.67
		<u>087648</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	19.68
		<u>087607</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	21.19
		<u>087646</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	24.48
		<u>087608</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	39.37
		<u>087558</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	7.11
		<u>087321</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	13.86
<u>0714</u>	CINTAS CORPORATION #693				
APBWEST	Check	<u>693159728</u>	CLEANING	60001.83200.53303	127.82
<u>VEN02997</u>	DYNAMIC BUILDING MAINT INC				
APBWEST	Check	<u>18</u>	FY18-19 DYNAMIC BUILDING MAINTENANCE	60001.83200.52200	2,919.00
<u>1639</u>	GMS ELEVATOR SERVICES INC				
APBWEST	Check	<u>93642</u>	ELEVATOR SERVICES	60001.83200.52200	175.00
		<u>93875</u>	ELEVATOR SERVICES	60001.83200.52200	575.00
		<u>93275</u>	ELEVATOR SERVICES	60001.83200.52200	175.00
		<u>93988</u>	ELEVATOR SERVICES	60001.83200.52200	175.00
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>52958</u>	Exterior Landscape Maintenance	60001.83200.52200	1,371.60
<u>0336</u>	POST ALARM SYSTEMS				
APBWEST	Check	<u>1112155</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	49.27
		<u>1120035</u>	EQUIPMENT MAINTENANCE	60001.83200.53202	956.24
Fund 60001 Total:					7,159.57
Fund:	60002 - INT SVC FND - ADMINISTRATION				
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBWEST	Check	<u>37417</u>	FY 18-19 BPO - LEGAL SVCS RETAINER	60002.21000.52201	2,100.00
<u>1584</u>	DENRAM PRODUCTS CORP				
APBWEST	Check	<u>18013</u>	BL PAPER 2019 RENEWAL	60002.30000.53102	270.65
<u>0507</u>	DIRECT CONNECTION				
APBWEST	Check	<u>73265</u>	PRINTING	60002.30000.53102	107.85
<u>0786</u>	OFFICE DEPOT, INC				
APBWEST	Check	<u>229196423001</u>	Office Supplies	60002.30000.53100	12.46
		<u>229196422001</u>	Office Supplies	60002.30000.53100	51.22
Fund 60002 Total:					2,542.18
Fund:	60003 - INT SVC FND - TECHNOLOGY				
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS				
APBWEST	Check	<u>349</u>	FY 18-19 SIERRA MADRE PRODUCTION SERVICE	60003.30000.52100	2,331.01
<u>VEN02696</u>	WEST INTERACTIVE SERVICES CORPORATION				
APBWEST	Check	<u>98993</u>	CITY WEBSITE SUPP AND MAINT	60003.30000.52100	5,062.00

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0429</u>	XEROX CORPORATION				
APBWEST	Check	<u>095089116</u>	BPO- COPIER LEASE	60003.30000.53210	461.26
		<u>095033287</u>	BPO- COPIER LEASE	60003.30000.53210	419.70
		<u>095033286</u>	BPO- COPIER LEASE	60003.30000.53210	527.54
Fund 60003 Total:					8,801.51
Fund:	60007 - INT SVC FND - PERSONNEL AND RISK MGMT				
<u>VEN02012</u>	BETTER IMPACT				
APBWEST	Check	<u>INV102506</u>	ANNUAL SUBSCRIPTION VOLUNTEER	60007.70100.53409	835.00
<u>1636</u>	CAL POLY POMONA FOUNDATION INC				
APBWEST	Check	<u>INV023583</u>	TRAINING JO	60007.70100.52205	425.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBWEST	Check	<u>37418</u>	LEGAL FEES- OCTOBER 2018	60007.70100.52201	352.50
		<u>37421A</u>	LEGAL FEES- OCTOBER 2018	60007.70100.52201	188.00
<u>1428</u>	DAN GINTER				
APBWEST	Check	<u>INV023586</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	404.32
<u>0209</u>	FEDERAL EXPRESS CORPORATION				
APBWEST	Check	<u>6-351-01032</u>	POSTAGE	60007.70100.53101	35.18
		<u>6-357-81702</u>	POSTAGE HR	60007.70100.53101	62.31
<u>1359</u>	HIRERIGHT, LLC				
APBWEST	Check	<u>H142627</u>	BACKGROUND SCREENING SERVICES	60007.70101.52100	15.75
<u>1044</u>	JESSE TORIBIO				
APBWEST	Check	<u>INV023585</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	202.16
<u>1156</u>	JOHN FORD				
APBWEST	Check	<u>INV023588</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	283.02
<u>1348</u>	LANDS' END BUSINESS OUTFITTERS				
APBWEST	Check	<u>SIN6793734</u>	CITY UNIFORMS	60007.70100.53303	38.10
<u>VEN01660</u>	LISA VOLPE				
APBWEST	Check	<u>INV023587</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	323.45
<u>1113</u>	RUBEN ENRIQUEZ				
APBWEST	Check	<u>INV023590</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	404.32
<u>0364</u>	SIERRA MADRE CHAMBER OF COMMERCE				
APBWEST	Check	<u>2358</u>	2018 Honor's Dinner	60007.70100.53403	4,000.00
<u>2016</u>	STEVE POCK				
APBWEST	Check	<u>INV023584</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	404.32
<u>VEN02863</u>	THE COUNSELING TEAM INTERNATIONAL				
APBWEST	Check	<u>70745</u>	DISPATCH SCREENING SERVICES	60007.70101.52100	300.00
Fund 60007 Total:					8,273.43
Fund:	71000 - WATER ENTERPRISE FUND				
<u>0146</u>	BYRD INDUSTRIAL ELECTRONICS				
APBWEST	Check	<u>1018-18</u>	CL2 Leak Detection	71000.81100.52200	1,020.48
<u>0507</u>	DIRECT CONNECTION				
APBWEST	Check	<u>73265</u>	PRINTING	71000.32000.53102	268.30
<u>VEN01500</u>	INLAND WATER WORKS SUPPLY CO.				
APBWEST	Check	<u>S1014379.002</u>	Distribution supplies	71000.81100.53200	74.46
		<u>S1018106.002</u>	Distribution supplies	71000.81100.53200	554.20
		<u>D1017547.002</u>	Distribution supplies	71000.81100.53200	30.66
		<u>S1017620.001</u>	Distribution supplies	71000.81100.53200	19.71
		<u>S1017547.001</u>	Distribution supplies	71000.81100.53200	118.84
<u>0786</u>	OFFICE DEPOT, INC				
APBWEST	Check	<u>223195786001A</u>	FY 18-19 BPO-OFFICE SUPPLIES	71000.32000.53100	39.70
<u>VEN03199</u>	SO CAL MAILING SERVICES				
APBWEST	Check	<u>62575</u>	FY18-19 BPO- MAILING AND WATER BILLING	71000.32000.53101	1,152.91
<u>0382</u>	SOUTH COAST A Q M D				
APBWEST	Check	<u>3358581</u>	EMISSION FEES FY 18-19	71000.81100.52401	131.79
		<u>3319227</u>	EMISSIONS FY 18-19	71000.81100.52401	151.56
		<u>3357125</u>	GAS TURBINE FEES	71000.81100.52401	1,697.48
<u>VEN03051</u>	T A RIVARD INC				
APBWEST	Check	<u>2-1567A</u>	RET PAY WATER MAIN REP FY18-19 PROJ#WT81	71000.00000.23500	-57,700.00
		<u>INV023591</u>	Emergency repair of water main - 839 Woodlanc	71000.81100.53212	19,700.00
		<u>2-1567</u>	2018-19 Water Main replacement Project Spc #1	71000.81100.56011	577,000.00

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0410</u>	UNDERGROUND SERVICE ALERT				
APBWEST	Check	<u>1020180671</u>	UNDERGROUND ALERT SERVICES - DIGALERT	71000.81100.52200	95.80
<u>0335</u>	WATERLINE TECHNOLOGIES				
APBWEST	Check	<u>5435371</u>	CREDIT FIR A CYLINDER	71000.81100.53209	-750.00
		<u>5435249</u>	Chlorine Gas Water Treatment	71000.81100.53209	2,928.13
Fund 71000 Total:					546,534.02
Report Total:					672,972.03



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Packet: APPKT04318 - LIB112718
Vendor Set: 01 - Vendor Set 01

Check Date: 11/19/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>4012369635</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	8.90
				<u>4012366262</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	11.69
				<u>4012371896</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	5.48
				<u>4012359715</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	18.04
				<u>4012367346</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	10.41
				<u>4012363127</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	22.47
				<u>40123667345</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	214.50
				<u>4012366261</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	263.05
				<u>4012359714</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	467.15
				<u>4012371895</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	142.59
				<u>4012369634</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	436.33
				<u>4012363126</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	545.74
				<u>4012368468</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	149.12
<u>1488</u>	FEDEX OFFICE	APBWEST	Check	<u>370100019798</u>	MAIL AND POSTAGE	10000.90000.53999	59.13
<u>0786</u>	OFFICE DEPOT, INC	APBWEST	Check	<u>228961637001</u>	OFFICE SUPPLIES	10000.90000.53100	73.45
				<u>228897969001</u>	OFFICE SUPPLIES	10000.90000.53100	65.36
Fund 10000 Total:							2,493.41
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL							
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>4012373698</u>	BOOKS AND REFERENCE	39002.90000.53406	226.75
<u>0218</u>	GAYLORD BROTHERS	APBWEST	Check	<u>2567412</u>	LIBRARY SUPPLIES	39002.90000.53999	37.39
Fund 39002 Total:							264.14
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND							
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>T89254810</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	32.84
				<u>T89035590</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	7.36
				<u>T89362040</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	32.85
				<u>T89254811</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	49.23
				<u>T89254812</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	86.15
				<u>T89035592</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	32.85
Fund 39006 Total:							241.28
Report Total:							2,998.83



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor Delmar and Members of the City Council

FROM: James Carlson, Management Analyst 

REVIEWED BY: Gabriel Engeland, City Manager 

DATE: November 27, 2018

SUBJECT: **CONSIDERATION OF RESOLUTION 18-61 - VOTE FOR SAN GABRIEL BASIN WATER QUALITY AUTHORITY BOARD MEMBER**

STAFF RECOMMENDATION

Staff recommends that the City Council adopt Resolution 18-61 thereby casting its single vote for City of Rosemead Mayor Pro-Tem Clark to the Board of the San Gabriel Basin Water Quality Authority.

ALTERNATIVES

1. The City Council may decline to adopt Resolution 18-61.
2. The City Council may vote for another nominee.

SUMMARY

Staff is in receipt of a letter dated October 30, 2018 from the San Gabriel Basin Water Quality Authority which includes a ballot for 1 vote to be cast for a qualified nominee to the Board of the San Gabriel Basin Water Quality Authority. The letter is included with this report as **Attachment A**. The nominees are:

- Rosemead Mayor Pro Tem Margaret Clark
- San Gabriel City Council Member Juli Costanzo
- La Puente City Council Member Valerie Muñoz

ANALYSIS

At its October 9, 2018 Council meeting, the City Council unanimously voted to nominate City of Rosemead Mayor Pro-Tem Margaret Clark to the San Gabriel Basin Water Quality Authority. A formal vote by the City Council is required to register the City's vote. Draft Resolution 18-61 (**Attachment B**) reflects the vote for Rosemead Mayor Pro

Tem Clark. The formal resolution must be submitted to the Authority's office no later than December 18, 2018 at 12:00pm.

FINANCIAL REVIEW

There is no fiscal impact associated with this item other than the staff time to prepare the report.

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 (2)

Attachment A: Letter from San Gabriel Basin Water Quality Authority dated October 30, 2018.

Attachment B: Resolution 18-61



San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

October 30, 2018

RE: ELECTION FOR WQA BOARD MEMBER AND ALTERNATE REPRESENTING CITIES WITHOUT WATER PUMPING RIGHTS

Dear City Manager:

The nomination period for the election of the WQA board member and alternate representing cities without water pumping rights was closed on October 19, 2018 at 5:00 p.m. Enclosed is an election ballot, a sample resolution, a list of nominees, and a list of cities without pumping rights and the number of votes each is entitled.

Each city may cast their votes for only **one** of the listed nominees in the form of a resolution. ***The resolution must be received at the above address by December 18, 2018 at 12:00 p.m. via hand delivery, certified mail, FedEx, or UPS WITH SIGNATURE REQUIRED.***

ANY RESOLUTIONS THAT ARE RECEIVED AFTER 12:00 P.M. ON DECEMBER 18, 2018 WILL NOT BE ACCEPTED.

Our office hours are Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Votes will be officially counted during the Water Quality Authority's regular meeting on December 19, 2018 at 12:00 p.m.

Each city has one vote for each 10,000 residents or majority thereof, as determined by the 2010 U.S. census data. The enclosed ballot indicates the number of votes your city may cast. Please note that a city must cast all of their votes to only one candidate and cannot split their votes. Please also note that a city is not limited to voting for its own city council members and that a city may vote in an election whether or not it nominated a candidate.

If you should have any questions, please contact me at (626) 338-5555 or by email at Stephanie@wqa.com

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephanie Moreno', is written over a blue circular stamp.

Stephanie Moreno
San Gabriel Basin Water Quality Authority
Stephanie@wqa.com

Enclosures

BALLOT

ELECTION OF CITY MEMBERS AND ALTERNATES FROM
CITIES WITHOUT PUMPING RIGHTS
TO THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY
PURSUANT TO SB 1679

CITY: SIERRA MADRE

NUMBER OF VOTES TO BE CAST: 1

TO THE CITY COUNCIL:

The following candidates have been duly nominated by qualified cities for the office of city member and alternate of the Board of the San Gabriel Basin Water Quality Authority ("the Authority") from cities without pumping rights.

The election of the city member and alternate will take place at an adjourned meeting of the Board of the Authority set for December 19, 2018, at 12:00 p.m., at 1720 W. Cameron Ave., Suite 100, West Covina, California.

Your city may cast its votes for one candidate by resolution of the city council. The number of votes to which your city is entitled, based upon population, is set forth above.

The resolution of the city council casting its votes must be delivered by certified mail, FedEx, UPS with **signature required** or hand delivered to the Authority **by December 18, 2018 at 12:00 p.m. or will not be counted.**

This Ballot may accompany the resolution of the city council casting its votes for city member and alternate from cities without pumping rights.

(SAMPLE RESOLUTION) 18-61

If you would like an electronic version of this resolution please email Stephanie Moreno to request one at: stephanie@wqa.com

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____, CALIFORNIA, CASTING ITS VOTE(S) FOR COUNCILMEMBER TO REPRESENT CITIES WITHOUT PRESCRIPTIVE PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive pumping rights, and one elected city council person from cities in the San Gabriel Basin without prescriptive pumping rights, and two appointed members representing water producers; and

WHEREAS, the City of _____ is one of the cities in the San Gabriel Basin without prescriptive pumping rights;

WHEREAS, the City of _____ may cast its vote(s) for a representative by resolution and delivered to the San Gabriel Basin Water Quality Authority no later than December 18, 2018 at 12:00 p.m.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____, CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of _____ casts its full vote(s) for Councilmember _____ as the representative for cities in the San Gabriel Basin without prescriptive pumping rights.

PASS, APPROVED AND ADOPTED this _____ day of _____, 20_____.

October 19, 2018

**ELECTION FOR WQA BOARD MEMBER
AND ALTERNATE MEMBER
REPRESENTING CITIES WITHOUT
PRESCRIPTIVE PUMPING RIGHTS**

LIST OF NOMINATIONS

(In the order in which they were received)

Name

Nominated by

Margaret Clark
City of Rosemead

City of Rosemead
City of San Dimas
City of La Verne
City of Bradbury
City of Temple City
City of Sierra Madre

Juli Costanzo
City San Gabriel

City of San Gabriel

Valerie Munoz
City of La Puente

City of South El Monte
City of La Puente

Cities without Pumping Rights

2010 U.S. Census Data

City	2010 Population	# of Votes
Baldwin Park	75,390	8
Bradbury	1,048	1
Duarte	21,321	2
La Puente	39,816	4
La Verne	31,063	3
Rosemead	53,764	5
San Dimas	33,371	3
San Gabriel	39,718	4
San Marino	13,147	1
Sierra Madre	10,917	1
South El Monte	20,116	2
Temple City	35,558	4
West Covina	106,098	11
	Total votes	49

SB 1679, Article 5. Sec. 505 (a)

Each City has one vote for each 10,000 residents or majority fraction thereof, as determined by the most recent U. S. decennial census data.

I, _____, City Clerk of the City of Sierra Madre, hereby certify that the foregoing Resolution No. 18-61 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on this 27th Day of November by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RESOLUTION NO. 18-61

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA CASTING ITS VOTE FOR ROSEMEAD MAYOR PRO-TEM MARGARET CLARK TO REPRESENT CITIES WITHOUT PRESCRIPTIVE WATER PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AURTHORITY

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive water pumping rights, one elected city council person from cities in the San Gabriel Basin without prescriptive water pumping rights, and two members representing water producers and;

WHEREAS, the City of Sierra Madre is one of the cities in the San Gabriel Basin without prescriptive water pumping rights; and

WHEREAS, the City of Sierra Madre may cast its vote for a representative by resolution and delivered to the San Gabriel Basin Water Quality Authority no later than December 18, 2018 at 12:00pm.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Sierra Madre casts its vote for The City of Rosemead Mayor Pro-Tem Margaret Clark as the representative for cities in the San Gabriel Basin without prescriptive water pumping rights.

PASSED, APPROVED, AND ADOPTED this 27th day of November, 2018.

Denise Delmar, Mayor

ATTEST:

Sue Spears, City Clerk

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



City of Sierra Madre Agenda Report

*Denise Delmar, Mayor
John Harabedian, Mayor Pro Tem
Rachelle Arizmendi, Council Member
John Capoccia, 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
Jose Reynoso, Director of Utilities

REVIEWED BY: Gabriel Engeland, City Manager 

DATE: November 27, 2018

SUBJECT: RECOMMENDATION TO APPROVE CHANGE ORDER
1 TO THE CONSTRUCTION CONTRACT FOR THE
2018-19 WATER MAIN REPLACEMENT PROJECT IN
AN AMOUNT OF \$122,520

STAFF RECOMMENDATION

Staff recommends the City Council approve Change Order #1 to the construction contract to T.A. Rivard Inc. in an amount not to exceed \$122,520 for the inclusion of 860' of 8" water main in Mt. Trail Avenue from Sierra Madre Blvd. to Lowell Avenue to the 2018-19 Water Main Replacement Project.

ALTERNATIVES

1. The City Council may approve the addition of the Mt Trail Avenue 8" water main.
2. The City Council may deny the request and allow the contractor to connect to the existing water main in its current condition.

SUMMARY

Staff is recommending the replacement of the 1924 riveted steel pipe due to the condition of the pipe. This existing pipe is on the top of the list to be replaced by age but was not considered a replacement priority because it has not experienced leaks. Staff was not aware of the condition of the pipe until it was uncovered by the contractor during installation of the new water mains. The Mt Trail Avenue water main was installed initially in 1924 and the department had the main lined with concrete in the 1950s. The concrete lining preserved the pipe for over eighty years. Once the pipe was disturbed it began to sweat and drip giving Staff the indication that when it is tapped

potential leaks or failures may occur. Due to this unforeseen condition staff is recommending the replacement of the water main in Mt. Trail Avenue from Sierra Madre Blvd to Lowell Avenue.

ANALYSIS

Staff solicited bids for the construction replacement of the following water mains.

Base bid;

1. Santa Anita Court from Sierra Place to Rancho Road,
2. South Canon cul-de sac,
3. Oak Meadow cul-de-sac,
4. San Gabriel Court from Sierra Place to Holdman Avenue,
5. Colony Avenue,

Alternate #1;

6. Holdman Avenue,
7. Fane Street,
8. San Gabriel Court from Colony Avenue to Rancho Road,
9. Rancho Road from Sierra Madre Blvd. to San Gabriel Court,

Alternate #2;

10. West Montecito Avenue from Auburn Avenue to Baldwin Avenue,
11. Winsor Lane.

At the October 9, 2018 City Council meeting, the Council awarded the contract in an amount of \$1,400,000 to T.A. Rivard, Inc. for the FY 2018-2019 Water Main Replacement Project. The awarded amount included a contingency of \$60,000, which can be applied towards this change order, assuming the original contract comes in at or below budget. The awarded project is for the base bid plus Alternate #1. With the addition of Mt Trail Avenue most of the area will be completed with new water mains and service lines.

FINANCIAL REVIEW

The bid for accomplishing the recommended main replacements exceeds the amount of funding available in the FY 2018-2019 budget. The \$63,164 additional expenditure is warranted and recommended due to the age and condition of the water mains in question. The additional funds may be absorbed in the Water budget through a change in operations or a budget adjustment may be necessary. If a budget adjustment is required it will come before Council as a mid-year or 3rd quarter adjustment.

CEQA / ENVIRONMENTAL

This project, consisting of the replacement of existing water mains with similarly sized pipelines, is categorically exempt from review under CEQA pursuant to Guidelines section 15302, subdivision (c), which exempts “replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including... (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.”

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.

Attachment:

1. Change order form
2. T.A. Rivard Inc. (Proposal)



City of Sierra Madre

232 West Sierra Madre Boulevard
Sierra Madre, CA 91024
626.355.7135

CHANGE ORDER

DATE: 11/16/18	PROJECT NO. WT81901
CHANGE ORDER NO. 1	

Project Name: 2018-19 Water Main Replacement Project
Project No. WT81901 – Spec #18-01

To: T.A. Rivard Inc.
8884 Jurupa Road
Riverside, CA 92509

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 5/10/17, including payment.

REVISED SCOPE OF WORK	QTY	UNIT	UNIT PRICE	TOTAL
Additional 8" water main on Mt. Trail Ave. to tie in the new mains on Santa Anita Ct. and San Gabriel Ct. The condition of the water main on Mt. Trail was discovered during the construction. See attached for details of change.	860	L.F.	\$00.00	\$122,520.00

The Original **Contract Amount** was: \$ **1,340,644.00**

Net Change by previously Change Orders: \$ 0

The **Contract Amount** prior to this **Change Order** was: \$ **1,340,644.00**

This **Change Order Amount** is: \$ **122,520.00**

The new **Contract Amount** including this Change Order will be: \$ **1,463,164.00**

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 _____ Date _____

Reviewed by Director of Finance _____ Date _____

By: _____
City of Sierra Madre
By: _____

Responsible Party _____ Date _____
Gabe Engeland, City Manager _____ Date _____

T.A. RIVARD, INC.
8884 JURUPA RD.
RIVERSIDE, CA. 92509
951-360-8596 (FAX) 951-360-8637

11/16/2018

CITY OF SIERRA MADRE

ATTN: CHRIS

**REFERENCE: 8" WATERMAIN ON MOUNTAIN TRAIL
SOUTH OF SIERRA MADRE**

PROPOSAL

ITEM	DESCRIPTION	QUANT.	@	TOTAL
1	8" PVC	860 LF	107.00	92,020.00
2	8X6 TEE	5 EA	600.00	3,000.00
3	6" GATE VALVE	5 EA	1,000.00	5,000.00
4	45 DEGREE ELBOW	4 EA	500.00	2,000.00
5	1" SERVICE	5 EA	1,400.00	7,000.00
6	CONNECTING	2 EA	2,000.00	4,000.00
7	2" SERVICE	1 EA	2,000.00	2,000.00
8	6" FIRE HYDRANT	1 EA	7,500.00	7,500.00
				\$122,520.00

T.A. RIVARD INC.

.....
T. A. Rivard, President



City of Sierra Madre Agenda Report

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

REVIEWED BY: Gabriel Engeland, City Manager *GE*

DATE: November ²⁷~~18~~, 2018

SUBJECT: DOWNTOWN BUSINESS ASSESSMENT DISTRICT

STAFF RECOMMENDATION

It is recommended that the City Council enter into an agreement with NBS for an amount not to exceed \$65,000 to study the downtown business district and establish a new Downtown Business Assessment District. If the City Council determines that the new district will be based on property ownership, NBS would also oversee the proposition 218 process to implement the district. Alternatively, if the City Council determines that the new district will assess businesses, NBS will oversee the notice and protest requirements under Streets and Highways Code section 54954.6.

SUMMARY

The City of Sierra Madre has established four assessment districts for the benefit of the downtown area; one landscaping, one parking, and two lighting districts. Each of the parcels and businesses located within the Downtown Business Assessment Districts receive certain benefits from the City in the form of maintenance of improvements, costs associated with lighting, and a general maintenance of the benefit area.

At this time the City would like to combine the four separate districts into one Downtown Business Assessment District, which could be based on property ownership or business ownership. Currently two of the districts do not collect enough revenue to cover their costs and are subsidized by the General Fund, and two districts collect more revenue than necessary to provide the benefit, which has resulted in an annual surplus. The combined district would cover the existing parking lot maintenance, ground maintenance, and lighting. The new district could also include other services such as downtown improvements, beautification projects and/or events, all for the benefit of the businesses of downtown.

Staff solicited firms through the RFP process to assist in the restructuring and consolidation of the existing districts. Under this proposed plan the consolidation of the four downtown districts into one district would be accomplished. The goal is to combine the cost centers of the different districts into one single district, and charge the parcels within the district to defray the actual cost of maintaining the downtown business area. A shortfall in one district could be compensated by a surplus in another district, resulting in potential overall reduction of the charges.

In response to the RFP, the City received two proposals from qualified firms. After interviewing both firms, staff recommends that NBS assist in the formation of a Downtown Assessment District and the Proposition 218 process, which would be implemented if the City Council decides to form the new district on the basis of property ownership. Alternatively, if the City Council decides to form the district on the basis of business ownership, NBS would assist in complying with the notice and protest requirements for a business-based district under the Property and Business Improvement District Law of 1994 ("1994 Act," Sts. & Hy, Code §§ 36600 et seq.).

NBS is a well-qualified firm that has nearly two decades of experience and has administered over 30 Special Financing Districts throughout California. NBS' work plan will consist of property and business owner outreach, formation of the new district, including a management plan, and engineering report. NBS will prepare and implement a petition campaign and oversee either the Proposition 218 ballot process for a property-based district, or the notice and protest procedures for a business-based district under the 1994 Act. To complete the process NBS will attend the Public Hearings and will be available to address questions and/or concerns.

If the City Council decides to form a property-based district, the Proposition 218 process under Government Code section 53753 requires mailing of ballots to property owners, a noticed public hearing no later than 45 days after ballots are mailed, and the tabulation of ballots weighted by the financial obligation of each property owner. If weighted ballots in favor of formation of the new district exceed weighted ballots in opposition, the City Council may adopt resolutions forming the district, levying the assessment, and dissolving the four current districts. If the ballot results do not allow formation of the new district, the four current districts would remain in place.

Alternatively, if the City Council decides to form a business-based district, the 1994 Act requires mailed notice to business owners, weekly publication for three weeks, a public meeting no sooner than 10 days after the first publication, and a public hearing at least 45 days after notice is mailed. If business owners who would pay more than 50% of the new assessment file a written protest, the new district cannot be formed, but the four current districts would remain in place. If a majority protest does not occur, the City Council may adopt resolutions forming the new district, levying the assessment, and dissolving the four current districts.

ANALYSIS

The districts for consideration of consolidating are:

Direct assessment districts: Based on benefits received by the parcels charged

Central Business District Landscaping Maintenance	District No. 3
Central Business Parking District	District No. 5

Ad valorem districts (Benefits received charged based on property values)

Maintenance District No 3, Zone A
 Maintenance District No 3, Zone B

Sierra Madre Landscape District No. 3, Central Business District Landscape (Fund 32002, County Account 256.94)

This district finances the annual trimming of parkway trees located in the Central Business District. The funds may also be used for landscape maintenance, irrigation water, and replacement of damaged landscaping materials in Sierra Madre Boulevard and Baldwin Avenue landscape bow-outs.

The district is comprised of 78 parcels. The annual assessment is currently divided among the 78 parcels based on the size of the lot and the frontage width. This district was formed in 1982 under Resolution 82-41.

District No. 3 Fund activity overview:

Projected Revenues for 2018-2019	\$6,200
Expenditures (Estimated) for 2018-2019	\$17,800
Projected Subsidy	\$11,600

Current assessments vary between \$45 and \$205, based on the lot frontage.

Sierra Madre Parking District No. 5, (Fund 32008, County Account 256.99)

This Assessment District was established by the City Council on June 9, 1992, with the adoption of Resolution of Intention 92-21. The district provides for the lighting, energy, maintenance, water supply, street sweeping, and landscaping costs for the City's four parking lots. Parcels are assessed based on their respective areas as shown on the Los Angeles County Assessor's rolls.

District No. 5 Fund activity overview:

Projected Revenues for 2018-2019	\$8,800
Expenditures (Estimated) for 2018-2019	\$28,600
Projected Subsidy	\$19,800

The maximum assessment per parcel per owner is set at \$200 per year. The rate table is based on an evaluation of the use and benefit each parcel receives from the City's public parking lots. The parking lots, which are part of this district, are Mariposa, North Auburn, North Baldwin Avenue and South Baldwin Avenue.

MUNICIPAL LIGHTING AND MAINTENANCE DISTRICTS (AD VALOREM)

The two Lighting Districts were established in the early 1960s under the Street Lighting Act of 1919 ("1919 Act," Sts. & Hy. Code §§ 18000 et seq.) and impose assessments based on the property values as assessed by the Los Angeles County Assessor's office. The Districts are identified by the County Auditor-Controller as Sierra Madre Lighting and Maintenance District 3, Zone A; and Sierra Madre Lighting and Maintenance District 3, Zone B.

Lighting and Maintenance District No. 3, Zone A is comprised of commercial parcels on the north and south sides of West Sierra Madre Boulevard from Hermosa Avenue to just west of Lima Street. Parcels in this district are charged approximately 31 cents per \$100 of assessed value.

Lighting and Maintenance District No. 3, Zone B is also comprised of commercial parcels, on West Sierra Madre Boulevard, from Hermosa Avenue to Baldwin Avenue, and on both sides of North and South Baldwin Avenue from Suffolk Avenue to West Montecito. Parcels in this district are charged approximately 31 cents per \$100 of assessed value.

The projected expenses and revenues, for FY 2018-2019, under the Municipal Lighting and Maintenance Districts are as follows:

Zone A (Fund 32006, County Account 256.53)	
Estimated Fund balance:	\$273,100
Revenues	\$61,000
Expenses	\$41,100
Fund balance 6/30/2019	\$293,000

Zone B (Fund 32007, County Account 256.54)	
Estimated Fund balance 6/30/2018	\$287,300
Revenues	\$70,000
Expenses	\$55,400
Fund balance 6/30/2019	\$301,900

The New Business District Assessment

NBS will prepare a Management District Plan that will include a description of the legislative context within which the district will be formed, the vision for the downtown area as expressed by the owners' association, a summary of the District's compatibility with the City's General Plan, a map of the boundaries, a description of the improvements and activities, the number of years the assessment will be levied, and any other items required by statute.

FINANCIAL REVIEW

The formation of the new district will be funded from the existing Zone A and Zone B fund balances, as permitted under section 18191 of the 1919 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.

Attachment:
Downtown Business Assessment District, RFP
NBS Proposal

CITY OF SIERRA MADRE
REQUEST FOR PROPOSALS
TO SELECT A DOWNTOWN SIERRA MADRE BUSINESS DISTRICT
FORMATION CONSULTANT



REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR A BUSINESS DISTRICT (BD) CONSULTANT

SUMMARY

The Sierra Madre Public Works Department is requesting proposals and qualifications for a consultant interested in assisting the City with forming and launching a Business District (BD) in Downtown Sierra Madre.

The project will include, but not be limited to, attending a kick-off meeting, preparing a scope of work, budget, schedule, management plan, evaluation of revenue components, and navigation through a Proposition 218 ballot process.

BACKGROUND

Downtown Sierra Madre currently has four special assessment districts: one parking district, one maintenance district, and two lighting districts. The City would like to combine all four districts into one "Business District". The new district would be utilized to pool revenues from the pre-existing districts and thereby eliminating individual deficiencies and surpluses among the four separate funds.

SCOPE OF SERVICES

The proposed BD is anticipated to cover the traditional roles filled by the four previously identified districts in a more financially efficient manner and is envisioned to potentially provide additional resources to the Downtown area. Some additional areas identified for improvements may include enhanced safety & security, upgrades to lighting and electrical components, physical improvements such as hardscape and bow-out improvements, parking lot upgrades, and management and operation functions.

The following scope of work is organized into two phases. Phase One will build a foundation from which the selected consultant and the City will work collaboratively on developing the most effective scope of services, schedule and management plan to achieve formation of a BD (to be drafted in Phase Two). This Phase will also determine the most effective community/stakeholder outreach and participation processes.

- PHASE ONE -

1.1 Prepare and Submit Information Needs/Logistics Checklist: The consultant will submit to the City an information needs checklist outlining specific data needs required in preparation for the formation of a BD.

1.2 Kick-Off and Scoping Meeting: The consultant will attend a project kick-off meeting with the City in order to tour the Downtown area, review needs and goals in detail, discuss possible boundaries, process milestones, critical path, obtain project-related information (per Task 1.1) and discuss consultant's recommendations regarding community/stakeholder outreach and participation.

1.3 Community/Stakeholder Outreach and Participation: Per discussions between the City and consultant at Kick-Off and Scoping Meetings (1.2) the Consultant will initiate activities as identified. The

consultant will prepare necessary graphics and presentation materials as deemed necessary for use during any outreach activities.

- PHASE TWO -

2.1 Community/Stakeholder Outreach: As determined in (1.2) the consultant will attend outreach events and participate in conference calls to coordinate such events. Staff generally anticipates a maximum of (4) events per month.

2.2 Project Coordination and Management: The consultant will work closely with the City and any additionally identified community or stakeholder ad-hoc committees that may be formed based on discussions (1.2)

2.3 Downtown Sierra Madre BD Management Plan: The consultant will prepare two (2) Administrative Drafts, one (1) Public Review Draft, and one (1) Final Downtown Sierra Madre BD Management Plan document with the following general components:

- a. Introduction (regulatory framework, purpose of BDs, etc.)
- b. Vision of Sierra Madre BD (purpose, objectives, guiding policies, etc.)
- c. District Boundaries
- d. Programs and Services to be provided
- e. BD Budget
- f. Assessment Methodology
- g. Governance of the BD
- h. Length/Duration of the BD
- i. Sierra Madre General Plan Consistency

2.4 Petition Campaign and Proposition 218 Ballot Process: Prepare and implement a petition campaign, including the preparation and distribution of communication materials and petitions, and the collection of signed petitions. Prepare and implement all steps necessary pursuant to the "Right to Vote on Taxes Act" (Proposition 218).

2.5 Public Hearing Attendance: In addition to any Community Workshops and Progress/Coordination Meetings (max 4 per month), the consultant will attend up to four (4) City Council Public Hearings pertinent to the Downtown Sierra Madre BD Formation. One meeting shall be conducted at the beginning of the BD formation process as an introduction of the consultant and BD formation process. The consultant will prepare necessary graphics and presentation materials for use during the public hearings.

Interested parties and consultants should submit the following:

PROPOSALS

Please provide one (1) full color PDF file, one (1) full color, copy ready master, and three (3) full color, bound copies. Interested parties and consultants should submit the following:

1. STATEMENT OF QUALIFICATIONS

The statement of qualifications shall be organized as follows:

- **Section A: General Approach** to Business District (BD) Formation and working in a collaborative role with the City of Sierra Madre (Agency/staff) and the general experiences and strategies for community/stakeholder outreach strategies.
- **Section B: Firm and Staff Qualifications** with BD Formation and Downtown Strategies, including general narrative, key staff resumes, and 3-5 representative projects (maximum of 10 pages).
- **Section C: Budget**, comprised of a Total Not-to-Exceed Budget for Phase One (itemized by task) and an Estimated Budget for Phase Two (itemized by task), including standard rate sheet for key staff (maximum of 2 pages).
- **Section D: Schedule**, comprised of a Statement of Ability to meet a 6-month schedule to arrive at a complete Draft BID Management Plan, subsequent to the initial kick-off meeting (maximum of 1 page).
- **Section E: Statement of Assumptions** by the Consultant pertaining to the project (maximum of 2 pages).

2. WORK SAMPLES

Along with the Statement of Qualifications, please submit (in PDF format) one (1) BD Management Plan prepared by firm within the past three (3) years. Please include the adoption date for the sample submitted.

ASSUMPTIONS

- Consultant will serve at the collective direction of City staff.
- Consultant contract would be with the City.

SELECTION PROCESS

Responses that are received will be reviewed for completeness, consultant experience with BID formation and proposed scope of services. The most highly qualified consultants will be invited to an oral interview. The interview panel may include Agency Board members, staff, and representatives from the Downtown Business Steering Committee. Selection of the consultant will be made by the Agency staff, with significant input from the Downtown Business Steering Committee. The recommended consultant may be asked to make a public presentation before the City Council.

SCHEDULE

- Request for proposals sent to selected firms September 26, 2018

- Deadline for receiving proposals October 11, 2018
- Review of proposals October, 12-17, 2018
- Consultant interviews week of October 24-25, 2018
- Selection of consultant by November 1, 2018

SUBMITTAL

Responses must be received by **5:00 p.m., October 11, 2018**. Please forward responses to:

Laura Aguilar
Assistant City Clerk
City of Sierra Madre
232 West Sierra Madre Blvd.
Sierra Madre, CA 91024

If you have any questions, please do not hesitate to contact Chris Cimino at ccimino@cityofsierramadre.com.

Aerial view of City of Sierra Madre
via Google Earth



CITY OF SIERRA MADRE

Statement of Qualifications for:

Downtown Business District Formation

October 11, 2018

Prepared by:



nbsgov.com



32605 Temecula Parkway, Suite 100
Temecula, CA 92592
Toll free: 800.676.7516

nbsgov.com

October 11, 2018

Laura Aguilar
Assistant City Clerk
City of Sierra Madre
232 West Sierra Madre Boulevard
Sierra Madre, CA 91024

RE: Proposal for Downtown Business District Formation

Dear Ms. Aguilar,

Thank you for the opportunity to submit this proposal to the City of Sierra Madre ("City") for the formation of Business Improvement Districts ("BID") within the City. We reviewed the City's RFP and are confident the contents included herein demonstrate our ability to perform the tasks necessary to handle this BID formation for the City.

Our experience includes working with over 250 local governments, representing hundreds of districts, performing many types of Special Financing District Formation projects. NBS has the strongest team in the industry. To demonstrate this, please note our experience as it applies to this project and what differentiates us from our competition:

- NBS works with public agencies and stakeholder groups across California. NBS has been responsible for the formation, administration, and renewal of districts representing over one million parcels.
- NBS works extensively within Los Angeles County, including the Cities of Los Angeles, Long Beach, Palmdale, La Habra Heights, and Santa Clarita, and is very familiar with the County processes and data sources.
- NBS performed the first Proposition 218 ballot process in California.
- NBS claims the fastest full formation of a Property and Business Improvement District in California.
- NBS has been involved in some of California's most successful revitalization efforts including Downtown Long Beach and the Town of Mammoth Lakes.

Please review this proposal and contact me at 800.676.7516 or via email at amccargo@nbsgov.com if you have any questions or concerns. We would genuinely like to work on this project and help the City move forward.

Sincerely,


Adina McCargo
Manager

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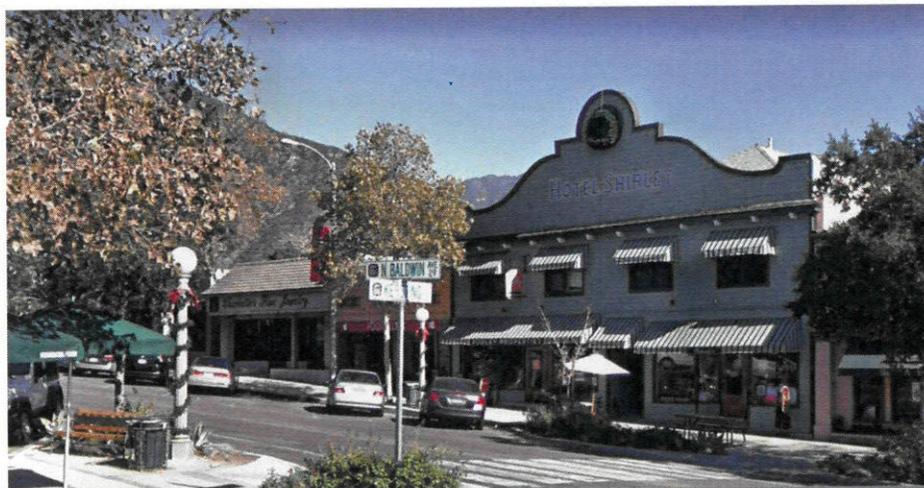


Image of downtown Sierra Madre taken via Google Earth.

SECTION A | APPROACH

Work Plan

The following tasks comprise NBS' approach and detailed work plan for this formation process. These tasks represent the typical requirements of a business district formation, and will be adapted to meet the specific requirements of this project. This scope of services pertains to the proposed formation of a property and business improvement district ("PBID") in the downtown area of the City of Sierra Madre ("City"). Hereafter, the proposed PBID is referred to as the "District."

PHASE 1 – PROPERTY AND BUSINESS OWNER OUTREACH

Goals. NBS will communicate with the City throughout the duration of the project in an effort to clarify the City's goals, identify any special circumstances, and develop a realistic project schedule.

Task 1.1 Data Request. NBS will compile and submit to the City, a checklist describing data needed to facilitate the formation of the District.

Task 1.2 Kick-Off Meeting. NBS will attend a meeting with City staff and other stakeholders including property and business owners. NBS will tour the area, discuss possible boundaries, propose a project timeline containing key tasks and deliverables, and recommend outreach strategies.

Task 1.3 Outreach and Communications. NBS will coordinate the development of a comprehensive outreach and communications strategy that can be implemented to support the petition drive and public hearing phases of formation. Further details of the tasks that NBS will perform to assist with outreach are as follows:

Task 1.3a Informational Flyer. NBS will prepare a flyer (one to two pages in length) that will provide an overview of PBIDs and the formation process. The City may use the flyer as a communication tool and may distribute it among the property and business owners.

Task 1.3b Survey. NBS will coordinate preparation of a survey to be distributed by the City among the applicable property and business owners. The survey will gauge interest in the formation of a PBID and the desired improvements and activities to be funded.

PHASE 2 – FORMATION

At the direction of the Client, NBS will commence Phase 2 after it is determined there is reasonable support from the property and business owners to pursue the formation of the District.

Task 2.1 Outreach Events. NBS will coordinate and attend outreach events as determined in Task 1.2, as well as participate in conference calls designed to promote communication among interested groups and advance understanding of the proposed District.

Task 2.2 Project Management. NBS will work with City staff and other stakeholders to manage the statutory, procedural requirements of forming a PBID, ensure project tasks and assigned and completed as necessary, and facilitate communication between and among all interested groups.

Task 2.3 Management District Plan. NBS will prepare a Management District Plan that will include a description of the legislative context within which the District will be formed, the vision for the downtown area as expressed by the owners' association, a summary of the District's compatibility with the City's General Plan, a map of the boundaries, a description of the improvements and activities, the number of years the assessment will be levied, and any other items required by statute. Tasks associated with the preparation of the Management District Plan are as follows:

Task 2.3a Parcel Data. NBS will compile relevant data for those parcels within the proposed boundaries of the District. The data will include the County Assessor's property characteristics, ownership, and address information. NBS may also compile GIS data relevant to the project in order to facilitate the formation.

Task 2.3b Improvements and Activities. NBS will work with the City to define the improvements and activities to be funded by the District. NBS will also work with the City to create a Baseline Services Agreement.

Task 2.3c Budget. NBS will work with the City to develop a budget that will fund the desired improvements and activities. The budget should also include incidental cost categories including but not limited to insurance, legal fees, and the costs of calculating the assessments and placing them on the County tax roll annually.

Task 2.3d Benefit Analysis. NBS will analyze the benefits to be conferred by the proposed District improvements and activities. NBS will separate and quantify the benefits in order to establish the percentages attributable to both special and general benefits. NBS will prepare a Findings Report describing the Benefit Analysis. The City may use the Findings Report to determine the amount of any general fund contribution and the amount that can be assessed upon properties through District assessments. The City will engage legal counsel's review and approval of the Benefit Analysis and Findings Report before proceeding to use them as a basis for the formation of the District and creation of the Engineer's Report.

Task 2.3e Assessment Methodology. NBS will use the Benefit Analysis findings to create an assessment methodology for the District that will incorporate the statutory requirements of special benefit and proportionality.

Task 2.3f Engineer's Report. NBS will prepare an Engineer's Report for the proposed District that will include a diagram of the District boundaries, a list of parcels in the District along with their proposed assessment amounts, the separation and quantification of special and general benefits, the assessment methodology, and any other items required by statute.

Task 2.4 Petition Campaign and Proposition 218 Ballot Process. NBS will prepare and implement a petition campaign, including the preparation and distribution of communication materials and petitions, and the collection of signed petitions. Prepare and implement all steps necessary pursuant to the "Right to Vote on Taxes Act" (Proposition 218). Tasks associated with the management of the Proposition 218 process are as follows:

Task 2.4a Petition. NBS will prepare the property owner petition and coordinate its distribution. NBS will work with the City and the owners' association to gather the signatures of those property owners in support of the proposed District.

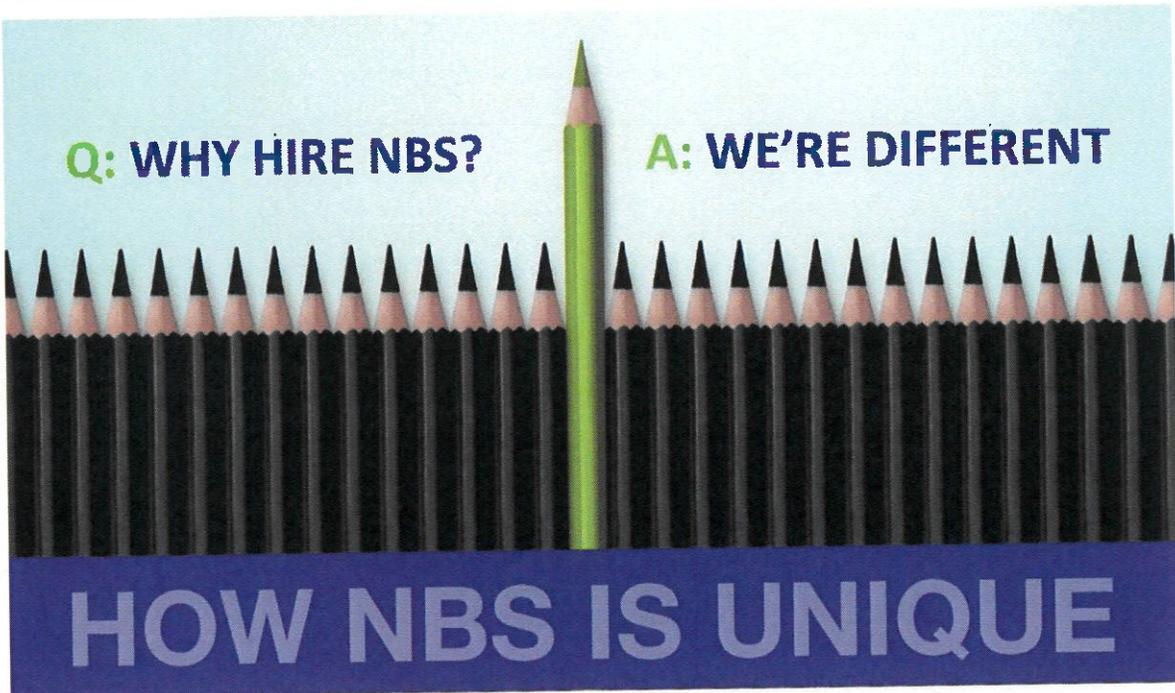
Task 2.4b Resolutions, Notices, and Ballots. NBS will work with the City's legal counsel to prepare the resolutions, notices, and ballots related to the formation of the proposed District. NBS will review the legal notice of the public hearing to be published by the City Clerk. NBS will coordinate mailing of the ballots to the applicable property owners.

Task 2.5 Public Hearing and Ballot Tabulation. NBS will attend the Public Hearing and will be available to address questions and/or concerns. NBS will tabulate the ballots returned using the most appropriate method (bar code or other) and report the results to the City Council.

Meeting Attendance. In addition to the Kick-Off Meeting and Public Hearing, NBS will attend other meetings and events as are necessary to facilitate the formation of the District.

Project Support. NBS will provide a toll-free phone number for use by the City and the City's legal counsel. NBS staff will be available to answer questions regarding the Management District Plan, Engineer's Report, and formation procedures.

SECTION B | QUALIFICATIONS



Revenue Versatility.

All of our clients have the ultimate goal of maintaining the highest possible level of services to all who live, work and play in their communities. We focus on each municipality's unique needs and circumstances by supporting a wide range of revenues.



Uncommon Expertise.

We proactively seek to educate the public. From creating guidebooks; to helping navigate the laws, codes, and regulations affecting local governments; to sponsoring workshops, NBS University and other speaking engagements: we forge the way in industry expertise. Our team members are often asked to speak at seminars and conferences as well as serve as expert witnesses.



Registered with MSRB and SEC.

We studied it, we passed the exams, and now we eat, breathe, and live revenue analysis. Being a Municipal Advisor registered with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) means that we have a fiduciary duty to municipal entities to help protect them and the public interest while promoting transparency.



AT-A-GLANCE: HELPING COMMUNITIES FUND TOMORROW

22
YEARS

In
Business

100%
ESOP

NBS is a 100%
employee-owned
S-Corporation



NBS HEADQUARTERS
32605 Temecula Pkwy | Suite 100
Temecula, CA 92592

SAN FRANCISCO REGIONAL OFFICE
870 Market Street | Suite 1223
San Francisco, CA 94102



CONTACT
Adina McCargo | 800.676.7516
amccargo@nbsgov.com



LEGAL NAME DBA
NBS Government NBS
Finance Group



**INDIVIDUAL AUTHORIZED TO NEGOTIATE
AGREEMENT**
Michael Rentner, President

Since 1996, NBS has supported California municipalities with the implementation and ongoing administration of local funding tools.

While the firm originally focused on Special Financing Districts (SFDs), specifically the formation and administration of special assessments and taxes, we have evolved with our clients' needs and now provide a full range of revenue consulting services. We focus on sustainable water and wastewater utility rate programs, cost allocation plans, cost recovery, and legally-justified fee design. Across all practice areas, we have worked with more than **400 public agencies** to date, including cities, counties, school districts, utilities, and special districts.



District Consulting Group

The NBS District Consulting Group ensures your Special Financing Districts (SFD) and related revenue tools are well-developed from their inception, and then administered robustly over their lifetime.



We act as strong advocates for our public agency clients to ensure that any SFD or other revenue tool is appropriate and well-crafted for the need. Throughout our engagement, we provide sage guidance and recommendations. We are often called upon to present complex issues to councils, boards and interested parties.



We have supported thousands of SFDs including millions of parcels, and have worked through virtually every conceivable challenge in their use. Our experience is with all manners of special assessments, special taxes – including Community Facilities Districts (CFDs) – and other fees.



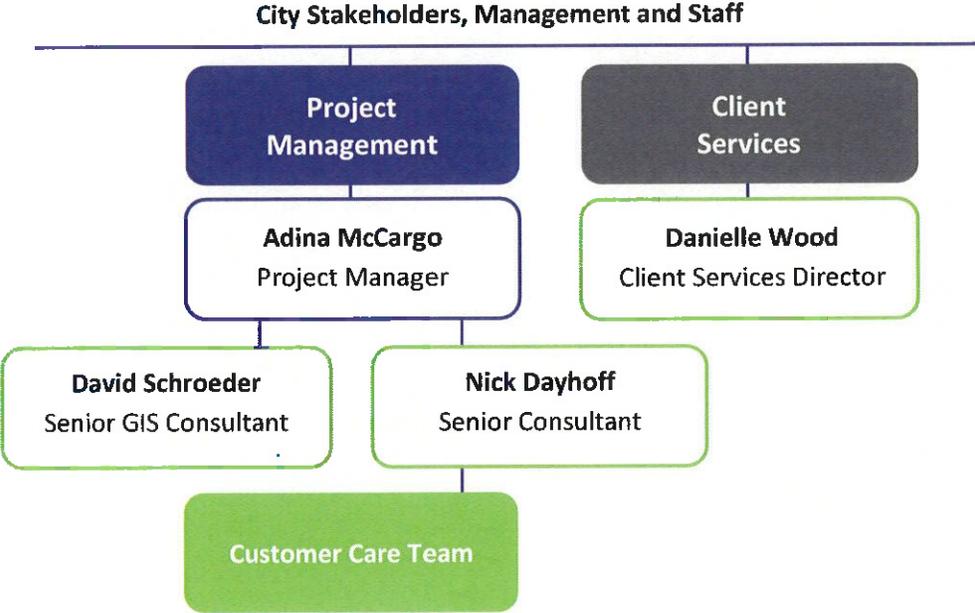
Whether the need is identifying and funding negative fiscal impacts, financing needed infrastructure, or providing community-desired services, our expert consultants have deep experience and help navigate the challenges.

Staff Qualifications

One of our greatest strengths and a critical element in successful project execution is a team that works cohesively, efficiently, and has expertise in resolving complex issues. Our proposed project team has an **in-depth understanding of recent changes to laws, codes, and regulations** affecting local governments, including Proposition 218. We treat our clients as partners by developing an intimate knowledge of their needs and responding with strategic and timely solutions.

The functional relationships of our proposed project team are detailed as follows:

Project Organizational Chart



Full resumes for the project team are included in Appendix A

ADINA MCCARGO, SENIOR CONSULTANT

Role and Responsibilities: Adina McCargo is a Manager with NBS. She has 16 years of experience working on consulting projects for Special Financing Districts (SFDs), including Assessment Districts. Adina has experience working with all aspects of the formation/annexation process, including planning, project management, budget analysis, development of special assessment/tax formulas, and presentations. She will serve as the City's primary contact for the project.

Work Experience: Adina has 16 years of experience working with all aspects of SFD formation and administration including creation of rate and method of apportionments, levy calculation and submittal, continuing disclosure reporting and delinquency management.

NICK DAYHOFF, SENIOR CONSULTANT

Role and Responsibilities: Under the direction of the project manager, Nick Dayhoff will be actively involved in the daily management of district formation operations.

Work Experience: Nick Dayhoff has been with NBS for more than 12 years. As a Senior Consultant, he forms and administers Special Financing Districts (SFDs), and is actively involved with new district formations and bond issuance/refunding analysis, feasibility studies, as well as daily management of district administration operations. With more than 10 years of administration and public finance consulting experience, Nick has been responsible for preparing the annual levy of more than 1.2 million parcels. He is an expert with SFD administration, sewer charge administration, and continuing disclosure reporting for municipal bond issues.

DAVID SCHROEDER, GIS SENIOR CONSULTANT

Roles and Responsibilities: David Schroeder will assist with the initial review and set up of current parcel owners within the Districts, including the analysis of County Assessor's Parcel Maps, Tax Rate Areas, and City Boundary Maps.

Work Experience: David has over 12 years of experience as a GIS Senior Consultant. He creates and analyzes maps and data associated with County Assessor's Parcels, District Boundaries, and custom images utilizing the latest GIS technology. In addition, David is able to display GIS maps over satellite imagery in order to view properties and maps with a high degree of detail as well as extract GIS parcel data to compare to other data sources, such as county-secured property tax rolls.

DANIELLE WOOD, CLIENT SERVICES DIRECTOR

Roles and Responsibilities: Danielle Wood will be responsible for obligating NBS to all commitments, schedule, and pricing for the project. She will ensure that the City's fundamental objectives are being met at all times. She is included on the team as an active representative of our corporate commitment to the highest level of service.

Work Experience: Danielle has more than 16 years of experience with NBS as a seasoned professional in Special District Formation, Administration and Assessment.

Past and Ongoing Relevant Projects

We have provided references below in order to show the breadth and depth of NBS’ experience with funding tools. This most notably reflects many PBID formations we have completed. NBS also has formed hundreds of other districts, from traditional assessment districts to business-based BIDs to CFDs.

Furthermore, NBS is currently in the process of renewing three (3) Business Districts in the City of San Francisco, Civic Center CBD, Fisherman’s Wharf CBD and Union Square CBD. Additionally, NBS has completed formations and renewals for Business Districts for multiple clients recently including, City of Long Beach Uptown BID, Koreatown/Northgate CBD in the City of Oakland, City of Morgan Hill Downtown BID, and others.

**CENTRAL MARKET
COMMUNITY BENEFIT DISTRICT RENEWAL**



Contact:
Tracy Everwine
Executive Director
P: 415.957.5985
E: teverwine@central-market.org

NBS was selected to assist in the effort to renew and expand the Central Market CBD. NBS provided professional guidance to review the current CBD structure, services and boundaries. The general and special benefit criteria were examined as the landscape changes since the CBD was previously formed. NBS developed a defensible assessment formula and Engineer’s Report via a study of the related property and budget data. The Engineer’s Report included the “assessment diagram,” to support the Management Plan, with NBS guidance to the team along the way.

**EMERYVILLE
BUSINESS IMPROVEMENT DISTRICT**



Contact:
Susan Hsieh
Finance Director
P: 510.596.4352
E: shsieh@emeryville.org

NBS was hired by the City of Emeryville to form and subsequently renew the City of Emeryville Business Improvement District (PBID) which funds the Emery-go-round. In addition, NBS was previously asked to provide a feasibility study and implementation plan for the City to provide additional revenues for park and landscaping needs throughout the City via a special tax or assessment.

CITY OF CULVER CITY
CFD FEASIBILITY FOR TRANSIT SERVICES AND BID FORMATION



Contact:
Elaine Gerety Warner
Management Analyst
P: 310.253.5777
E: elaine.gerety@culvercity.org

NBS explored and performed significant outreach for a potential CFD for transit services, including pursuing charter city legislation, though the City decided against the final formation. NBS separately formed a BID for another effort.

NBS was also contracted to perform Benefit Assessment District (BAD) Formation/Engineering services for the Washington Corridor Phases 2 and 3. The City was pleased with the service provided by NBS and has contracted NBS to perform additional formation work.

LOWER POLK NEIGHBORS COMMUNITY BENEFIT DISTRICT
BUSINESS IMPROVEMENT DISTRICT FORMATION



Contact:
Christian Martin
Executive Director
P: 415.845.7094
E: cmartin@lowerpolkcbd.org

NBS was hired by the Lower Polk Neighbors to assist with the new formation of a Lower Polk Neighbors Community Benefit District (CBD)/Business Improvement District (BID). NBS provided the CBD with professional guidance to develop a defensible assessment formula and the appropriate Engineer's Report, via a study of the related property and budget data. NBS developed alternative assessment methods which link the benefits of the CBD to prospective assessed properties.

CITY OF LONG BEACH
SPECIAL TAX AND SPECIAL FINANCING DISTRICT ADMINISTRATION



Service Dates: November 2011 - Ongoing

Contact Information
David Nakamoto
Treasurer
333 W. Ocean Blvd., Sixth Floor
Long Beach, CA 90802
P: 562.570.6845
E: david.nakamoto@longbeach.gov

NBS was selected to assist in the effort to renew the Uptown Long Beach PBID. NBS provided professional guidance to review the current PBID structure, services and boundaries. NBS developed a defensible assessment formula and Engineer's Report via a study of the related property and budget data. The Engineer's Report included the "assessment diagram," to support the Management Plan, with NBS guidance to the team along the way.

SECTION C | BUDGET

Our professional fees are based on our understanding of the City’s needs and the effort we believe is necessary to complete the scope of services described.

CITY OF SERRA MADRE Business District Formation Project Budget	Grand Totals
	Consultant Costs (\$)
PHASE 1: PROPERTY AND BUSINESS OWNER OUTREACH	
Task 1.1 – Data Request	\$ 1,400
Task 1.2 – Kick-off Meeting	\$ 1,600
Task 1.3 – Outreach and Communications	\$ -
1.3a - Informational Flyer	\$ 2,500
1.3b - Survey	\$ 4,500
<i>Subtotal: Phase 1</i>	<i>\$10,000</i>
PHASE 2: FORMATION	
Task 2.1 – Outreach Events ¹	\$ 6,400
Task 2.2 – Project Management	Included
Task 2.3 – Management District Plan	
2.3 – Management District Plan	\$ 5,325
2.3a - Parcel Data	\$ 4,800
2.3b - Improvements and Activities	\$ 3,360
2.3c - Budget	\$ 1,600
2.3d - Benefit Analysis	\$ 6,285
2.3e - Assessment Methodology	\$ 3,405
2.3f - Engineer’s Report	\$ 4,685
Task 2.4 – Petition Campaign and Proposition 218 Ballot Process	
2.4a - Petition	\$ 3,405
2.4b - Resolutions, Notices and Ballots	\$ 4,890
2.4b - Print and Mail Notices ²	\$ 500
Task 2.5 – Public Hearing and Ballot Tabulation	\$ 1,920
<i>Subtotal: Phase 1</i>	<i>\$46,575</i>
Reimbursable Expenses ³	\$ 2,500
TOTAL COST	\$ 59,075

1. Estimates attendance at eight (8) meetings

2. The cost to print and mail Prop. 218 notices is estimated at \$1/recipient; direct cost to NBS will be passed on directly to the City. Estimated cost is shown here.

3. Estimated travel expenses for project team to attend on-site meetings/presentations.

EXPENSES

Customary out-of-pocket expenses will be billed to the Client at actual cost to NBS. These expenses may include, but are not limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the Client but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director	\$205
Associate Director	\$190
Senior Consultant / Engineer / Manager	\$160
Consultant	\$140
Analyst	\$120
Clerical/Support	\$ 95

TERMS

Consulting services will be invoiced on a monthly basis as tasks are completed. Expenses will be itemized and included in the next invoice. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party may cancel the engagement with 30 days written notice.

SECTION D | SCHEDULE

Tentative Timeline

The following proposed schedule shall be adjusted as necessary and appropriate. Please note, this intentionally formatted differently to improve legibility of the table below.

CITY OF SIERRA MADRE PROJECT SCHEDULE	November 2018					December				January 2019					February				March				April					June													
	Week	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4	5	1	2	3	4	5												
<i>PHASE 1 - PROPERTY AND BUSINESS OUTREACH</i>																																									
Task 1.1 Data Request																																									
Task 1.2 Kick-Off Meeting																																									
Task 1.3 Outreach and Communications																																									
<i>PHASE 2 - FORMATION</i>																																									
Task 2.1 Outreach Events																																									
Task 2.2 Project Management																																									
Task 2.3 Management District Plan																																									
Task 2.4 Petition Campaign and Prop 218 Ballot Process																																									
Task 2.5 Public Hearing and Ballot Tabulation																																									

SECTION E | STATEMENT OF ASSUMPTIONS

- Consultant will serve at the collective direction of City staff.
- Consultant contract would be with the City.
- The City or owners' association will help gather the petition signatures.
- For purposes of estimating fees, a total of 10 in-person meetings is assumed.
- The City or owners' association will provide an adequate venue for any community outreach events, meetings, or workshops.
- The City can provide Consultant with building permit and business license information relevant to the formation of the District.
- The City attorney will review the Engineer's Report as it relates to special and general benefit determinations.

CLIENT'S RESPONSIBILITIES

The Client shall furnish Consultant with any pertinent information that is available to Client and applicable to the Services. The Client shall designate a person to act with authority on its behalf in respect to the Services. The Client shall promptly respond to Consultant's requests for reviews and approvals of its work, and to its requests for decisions related to the Services. Client understands and agrees that Consultant is entitled to rely on all information, data and documents (collectively, "Information") supplied to Consultant by Client or any of its agents, contractors or proxies or obtained by Consultant from other usual and customary sources including other government sources or proxies as being accurate and correct and Consultant will have no obligation to confirm that such Information is correct and that Consultant will have no liability to Client or any third party if such Information is not correct.

APPENDICES

These Appendices contain:

- Appendix A | Project Team Resumes
- Appendix B | Work Samples

APPENDIX A | PROJECT TEAM RESUMES

RESUME HIGHLIGHTS

- Seasoned professional and project manager for Special Financing District (SFD) consulting projects
- Nearly two decades of experience actively managing formations, annexations and ongoing administration
- Registered Municipal Advisor

EDUCATION

- Master of Public Administration (MPA), Public Sector Management and Leadership, California State University Northridge
- Bachelor of Science, Accounting, DeVry University

BIOGRAPHY

Adina McCargo is a Manager with NBS where she forms and administers SFDs including Property and Business Improvement Districts, Landscape Maintenance Districts, 1913/1915 Act Assessment Districts, and Community Facilities Districts (CFDs). Adina is actively involved with district formations and bond issuance/refunding analysis, as well as the ongoing management of district administration operations. She also performs feasibility studies and related financial projects. She has worked directly with more than 100 agencies administering 450 districts.

- **District Formation:** Adina has formed SFDs including, CFDs, Benefit Assessment Districts, Business Improvement Districts and 1972 Act Landscape and Lighting Maintenance Districts.
- **District Administration:** In addition to nearly two decades of district administration expertise, Adina has trained numerous staff members and has provided consulting services related to curing troubled districts (some of which have involved judicial foreclosure), refinancing, and property-owner bond tender programs.
- **Speaking Engagements:** Beyond serving for seven years on the Annual Conference Planning Committee for CSMFO, Adina has been a featured speaker at several CSMFO chapter luncheons.
- **Proposition 218:** Adina also provides Proposition 218 consulting services related to the establishment or increase of fees, charges, and assessments.
- **Financial Projects:** Adina performs revenue audits, special fund analysis, parcel audits, tax roll billing services, district closeouts, analyses for bond issuance, and has led the formation of various SFDs.
- **Continuing Disclosure:** While Adina has prepared and disseminated Municipal Disclosure Reports for numerous California agencies, she is currently involved with the preparation and approval of disclosure reports for 1915 Act, CFDs, tax allocations, and general obligation bonds.
- **Special District Refunding:** Adina has participated in several refundings of CFD and 1913/1915 Act districts and has prepared the analyses and reports as the Special Tax/Assessment consultant on these projects.

RESUME HIGHLIGHTS

- More than a decade of industry experience
- Administers more than 30 Special Financing Districts (SFDs) throughout California
- Responsible for preparing the annual levy of more than 1.2 million parcels
- Registered Municipal Advisor

EDUCATION

- Bachelor of Arts, Finance, California State University, San Diego

BIOGRAPHY

Nick Dayhoff is a Senior Consultant with NBS where he forms and administers SFDs and is actively involved with district formations and bond issuance/refunding analysis, feasibility studies as well as daily administration various special financing districts. Nick develops per-parcel cost estimates, and perform the research and analysis.

- **District Administration:** Nick's administrative functions include calculation of annual levies, analysis of district finances, calculation of redemption of bonds from prepayments, apportionment of liens and annual report preparation. Nick works with county agents including the Auditor Controller's Office, Treasurer Tax Collector, and County Assessor's Office. He understands county timetables and requirements for transmittal and processing of data critical to the successful administration of special districts. In addition, he is available to assist district property owners with questions or concerns and provide explanations of bond covenants and government code in a manner understandable to professionals and the layperson.
- **Sewer Charge Administration:** Nick works with multiple agencies as their Sewer User Charge Administrator. This includes processing water consumption data, matching water meter numbers/service addresses to assessor's parcel numbers, and calculating the sewer charges based upon water consumption and user category. He has also helped several of those agencies transition their rate structure from flat-fees per parcel to volumetric based charges.
- **NPDES Administration:** Nick administers annual NPDES, where ongoing tasks involve using the secured roll property tax data to determine the charge based upon various property characteristics.
- **Special Projects:** In addition to the above listed responsibilities, Nick has experience in special projects including Proposition 218 compliance and notification, district closeouts, assisting public agencies with the coordination of public hearings, assisting cities and districts with code compliance on several topics related to land-based financing, assistance with judicial foreclosure processes and pre-formation and pre-bond disclosure analysis.
- **Continuing Disclosure:** Nick has prepared and disseminated municipal disclosure reports for several California agencies. He prepares and disseminates ongoing disclosure reports for SFDs including 1915 Act Assessment Districts, Community Facilities Districts, Revenue Bonds and Local Obligation Disclosure Reporting in compliance with Securities Exchange Commission regulation 15c2-12.

RELEVANT PROJECT EXPERIENCE

East Bay Regional Park District, CFD No. AC-3. Formation of CFD, subject to voter approval on November 6, 2018. CFD funds maintenance of parks, trails, open space, public safety services, recreation and open space program services, flood and storm protection services, etc. Formation completed in 2018.

Contact: Debra Auker, Assistant General Manager/CFO | Phone: 510.544.2101

Valley-Wide Recreation and Park District, French Valley CFD Zones 4-14, Winchester CFD Zones 1-13, Menifee Parks CFD Zones 1 & 2. Formation of CFDs. CFD funds park and landscape maintenance. Formations completed 2015-2018.

Contact: Loretta Domenigoni, Park Planner | Phone: 951.654.1505

Additional CFD Formations in Progress: Valley-Wide Recreation and Park District and City of Sacramento.

RESUME HIGHLIGHTS

- GIS expertise with creating electronic and hard copy detailed maps and analyzing spatial data related to all aspects of Special Financing Districts (SFDs)
- Experience with formation, administration and debt financing of SFDs
- Administrator for SFDs throughout California
- *Over 14 years of experience*

EDUCATION

- Bachelor of Science, Business Administration, Accounting Information Systems Concentration with a Minor in Finance, California State University, San Bernardino
- Certificate, Geographic Information Science, University of West Florida

BIOGRAPHY

David Schroeder is GIS Senior Consultant at NBS where he administers SFDs, including Property-Based Business Improvement Districts (PBIDs), 1913/1915 Act Assessment Districts (ADs), Mello-Roos Community Facilities Districts (CFDs), Benefit Assessment Districts (BADs) and Landscape and Lighting Districts (LLDs). David has experience working with all aspects of SFD administration, including initial and continuing disclosures. He is actively involved in the daily administration of SFD operations.

- **District Administration:** David has experience in ongoing administration for PBIDs, 1913/1915 Act ADs, Mello-Roos CFDs, Water and Sewer Standby Districts, BADs and LLDs. His experience includes preparing annual assessment levy calculations, direct assessment billings, district fund analyses, and monitoring delinquent assessments to ensure timely debt service repayment. He administers numerous districts with an aggregate parcel count of over 200,000 parcels.
- **GIS:** David creates maps and analyzes data associated with county assessor's parcels, district boundaries, public facilities and improvements as well as captures custom images utilizing the latest in GIS technology. In addition, David is able to create custom web-based GIS applications for internal and external use by NBS clients.
- **District Closeouts:** David has worked with many agencies on dozens of district closeouts requiring thousands of refunds to property owners. Millions of dollars have been refunded through calculations David has created.
- **District Audits:** David has worked with agencies on auditing SFDs including preparing funds analyses, determining current and future bond debt variances, preparing bond call analyses and instruction letters, auditing parcel levy histories, and preparing recommendations for ongoing administration.
- **Special Projects:** David has worked on several special projects, including assisting districts with coordination of public hearings, assisting cities and districts with code compliance on several topics related to SFDs, assistance with judicial foreclosure processes, and initial bond disclosures.

RESUME HIGHLIGHTS

- Seasoned professional in Special Financing District formation and administration
- Experienced special tax consultant
- *Nearly two decades of experience with NBS*

EDUCATION

Bachelor of Science, Business Administration, Finance, California State University San Bernardino

PROFESSIONAL AFFILIATIONS

- California Society of Municipal Finance Officers (CSMFO)
- Business Industry Association (BIA)
- Women in Public Finance (WPF)

BIOGRAPHY

Danielle Wood is an associate director with NBS where she currently provides client services and project management efforts for a number of our Southern California clients. Danielle has worked in the following consulting areas:

- **District Formation and Administration:** Her experience in formation and ongoing administration of Special Financing Districts has been as varied as Landscape Maintenance Districts, 1913/1915 Act Improvement Districts, Drainage Assessment Districts, Special Safety Services Districts, Benefit Assessment Districts, Community Facilities Districts, and Property-Based Business Improvement Districts. Her work in this area included annual levy calculations, direct assessment billings, fund analyses, and monitoring delinquent assessments to ensure timely debt service repayment. She has prepared levies for CFDs and numerous LMDs.
- **Delinquency Management:** Danielle has also worked extensively on delinquency management. Her areas of responsibility included gathering county data, sending letters, setting up payment plans, and ensuring productive communications with foreclosure attorneys and property owners.
- **Street Maintenance, Landscape and Lighting, and Other District Administration:** Danielle is experienced with the ongoing administration and annual levy calculations for 1982 Act Street Maintenance and/or Storm Drain Districts as well as 1972 Act Landscape and Lighting Districts.
- **District Closeouts:** Danielle has worked with many agencies on hundreds of district closeouts requiring thousands of refunds to property owners. Millions of dollars have been refunded using calculations Danielle created.
- **Assessment District Audits:** Danielle has worked with agencies on auditing Assessment Districts including preparing funds analyses, determining current and future bond debt variances, preparing bond call analyses and instruction letters, auditing parcel levy histories, and preparing recommendations for ongoing administration.

APPENDIX B | WORK SAMPLES

As requested in the RFP, the Work Samples are located on the accompanying USB in PDF format only and include the following reports for the City of Long Beach Uptown Business Improvement District:

- Special and General Report
- Engineer's Report
- Management District Plan



City of Sierra Madre Agenda Report

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

DATE: November 27, 2018

SUBJECT: Consideration of Request for Citizen Code Enforcement

STAFF RECOMMENDATION

At the November 13, 2018 Council meeting, Mayor Denise Delmar asked staff to return to a future meeting with information pertaining to Citizen Code Enforcement. It is recommended that the City Council provide direction.

ALTERNATIVES

1. The City Council may direct staff to return to a future meeting with the formation of a Citizen Code Enforcement group.
2. The City Council may provide any other direction.
3. The City Council may receive and file.

SUMMARY

Mayor Delmar and Council Member Arizmendi were contacted by a resident asking the Council to consider the creation of a citizen-led code enforcement group. Once properly trained, the group would seek to report violations of the City Municipal Code under their purview.

ANALYSIS

The City currently has one full-time Code Enforcement Officer assigned to oversee code enforcement for the City. The Code Enforcement Officer works Monday through Thursday and occasional Fridays. Currently staff is able to respond to 100% of complaints and requests for service with regards to construction, development and yard sales (the items specifically mentioned in the request), however, the City does not always proactively enforce these areas of the Municipal Code. In addition, the City's Code Enforcement does not regularly work on weekends.

FINANCIAL REVIEW

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

CEQA / ENVIRONMENTAL

Pursuant to Section 15269(c) this project is categorically exempt from the California 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.
Attachment: