

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



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

**Tuesday, June 14, 2016  
Closed Session 6:00 pm / Open Session 6:30 pm**

*Melinda Carrillo, City Clerk  
Michael Amerio, City Treasurer*

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

**and**

**Council Member Denise Delmar via  
teleconference from Holiday Inn Express  
1836 El Camino Real  
Redwood City, California 94063**

**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.

**CLOSED SESSION**

**CALL TO ORDER/ROLL CALL**

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

**PUBLIC COMMENT**

Regarding Closed Session Items

**RECESS TO CLOSED SESSION REGARDING:**

**CONFERENCE WITH LEGAL COUNSEL**

Pursuant to Calif. Government Code Section 54956.9(a)

The City Council/Agency finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

Existing Litigation: Case No. ADJ10149463  
Morrison Christopher a de, Lori v City of Sierra Madre

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**OPEN SESSION**

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

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

**PLEDGE OF ALLEGIANCE AND  
INVOCATION/INSPIRATION**

Mayor Gene Goss

**REPORT OUT FROM CLOSED SESSION**

City Attorney report from the closed session.

**APPROVAL OF AGENDA**

Vote of the Council to proceed with City business.

**APPROVAL OF MINUTES**

Approval of [minutes from the Regular City Council meeting on May 10, 2016.](#)

**MAYOR AND CITY COUNCIL REPORTS**

Council Member activities relating to City business.

**PUBLIC COMMENT**

Regarding items not on the Agenda.

**PRESENTATION**

Introduction of new PCC Superintendent/President Rajen Vurdien, PhD

**PRESENTATION**

Recognition of Creative Arts Group volunteer David Williams

**PRESENTATION**

Introduction of new Sierra Madre Library and Community Services Director Ryan Baker

**PRESENTATION**

Introduction of new Sierra Madre Police Department Police Officers

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**ACTION ITEMS**

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1. **CONSENT**

- a) **[ADOPTION OF RESOLUTION 16-37 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS](#)**

Recommendation that the City Council approve Resolution 16-37 for approval of payment of City Warrants in aggregate amount of \$238,806.52; Library warrants in the aggregate amount of \$1,558.19, and payroll transfer in the aggregate amount of \$288,326.90 for fiscal year ending June 2016.

- b) **[EXTENSION OF TEMPORARY POLICE SERVICES CONTRACT WITH LOS ANGELES COUNTY SHERIFF'S DEPARTMENT](#)**

Recommendation that the City Council approve the extension Supplemental Law Enforcement Services Agreement and direct staff to include the necessary funding, in the amount of \$400,000, in the 2016-2017 budget.

- c) **[CITY COUNCIL LIAISON APPOINTMENTS](#)**

Recommendation that the City Council accept the Mayor's revised assignment to the Planning Commission.

d) RESOLUTION 16-40 ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SIERRA MADRE AND POLICE OFFICERS' ASSOCIATION AND ADOPTING THE AMENDED CLASSIFICATION PLAN AND SALARY MATRIX; RESOLUTION 16-38 ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR FULL-TIME SAFETY EMPLOYEES REPRESENTED BY THE POLICE ASSOCIATION; RESOLUTION 16-39 ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR FULL-TIME MISCELLANEOUS EMPLOYEES REPRESENTED BY THE POLICE ASSOCIATION

Recommendation that the City Council approve Resolution 16-40 Adopting the Memorandum of Understanding between the City of Sierra Madre and the Police Officers Association and the amending the Classification Plan and Salary Matrix; Resolution 16-38 and 16-39 Amending the Percentage paid by the Employer of the Employees' Contribution to CalPERS for full-time employees represented by the Police Association.

e) FIRE HORN REVIEW

Recommendation that the City Council approve maintaining the City's Fire Horn weekly Friday 5:00 testing schedule.

f) NOTICE OF COMPLETION OF HART PARK HOUSE SENIOR CENTER STORAGE ROOM ADDITION

Recommendation that the City Council accept the building improvements to the Hart Park House Senior Center as complete and direct staff to issue a Notice of Completion to the office of the Registrar-Recorder/County Clerk for the construction work done by contractor M.C. Alyea Construction, Inc.

g) SECOND READING OF ORDINANCE 1376 AMENDING CHAPTER 17.38 OF TITLE 17 OF THE SIERRA MADRE MUNICIPAL CODE

Recommendation that the City Council introduce and approve for second reading, by title only, and waive further reading, Ordinance 1376 and direct the City Attorney to prepare a summary of Ordinance 1376 pursuant to Government Code Section 36933(c)(1).

## PUBLIC HEARINGS

2. RECOMMENDATION TO ADOPT RESOLUTION 16-35 APPROVING THE SIERRA MADRE 2015 URBAN WATER MANAGEMENT PLAN

Recommendation that the City Council open a Public Hearing, read Resolution 16-35, by title only, and waive further reading of Resolution 16-35; adopting the 2015 Urban Water Management Plan.

## **ITEMS FOR DISCUSSION**

3. **CONSIDERATION OF APPOINTMENT OF YOUTH SEAT TO THE COMMUNITY SERVICES COMMISSION**  
Recommendation that the City Council agree to consider the appointment to the Youth Seat of the Community Services Commission and select an appointee.
4. **RECOMMENDATION THAT THE CITY COUNCIL SUBMIT A LETTER IN SUPPORT OF PROPOSED LEGISLATION SB 1283 REGARDING REGISTRATION REQUIREMENTS FOR GROUP HOMES**  
Recommendation that the City Council direct staff to prepare a letter of support for Senate Bill 1283 – Substance abuse: Structured Sober Living Homes by Senator Patricia Bates.
5. **RECOMMENDATION TO ADOPT RESOLUTION 16-36 CONTINUING PHASE III WATER CONSERVATION**  
Recommendation that the City Council adopt Resolution 16-36 continuing Phase III water conservation per Sierra Madre Municipal Code 13.24.100 and extending the existing moratorium on new or enlarged water service connections under the provisions of SMMC 13.24.220

## **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.

## **PUBLIC HEARING**

The appellant and/or applicant will each be provided a total of ten (10) minutes to address their item. A portion of their allotted time may be reserved for rebuttal or a summary conclusion at the close of public comment. All other speakers will be limited to a total of three continuous minutes, which cannot be delegated.

## **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](http://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 Regular Meeting at this same place on Tuesday, June 28, 2016

## MINUTES

### Agenda - Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority

Tuesday, May 10, 2016 – 6:30 p.m.

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

Mayor, Gene Goss, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:00 p.m. The mayor asked for public comment and there was none, therefore the mayor immediately recessed to closed session. The City Council returned from closed session at 6:30 p.m. City Clerk, Melinda Carrillo, read the roll, noting that all City Council members were present.

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

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

Absent: None

Also Present: Elaine Aguilar, City Manager  
Teresa Highsmith, City Attorney  
Vincent Gonzalez, Director of Planning and Community Preservation  
Larry Giannone, Safety Director and Police Chief  
Marcie Medina, Finance Director  
Steve Heydorff, Fire Chief  
Elisa Cox, Assistant City Manager  
James Carlson, Management Analyst  
Bruce Inman, Director of Public Works  
Joe Ortiz, Captain, Sierra Madre Police Department  
Toni Buckner, Director of Library Services  
Melinda Carrillo, City Clerk

#### **PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:**

Council Member, Denise Delmar, led the Pledge of Allegiance and followed with an allegory

#### **APPROVAL OF AGENDA:**

Moved: Council Member John Harabedian

Seconded: Council Member Denise Delmar

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

Noes: None  
Absent: None  
Abstain: None

**REPORT OUT OF CLOSED SESSION:**

City Attorney Highsmith reported that the Council met in closed session to discuss a matter of pending litigation and direction was provided, but no action was taken. The Council also met in closed session regarding negotiations with the Police Association, and direction was provided, but no action was taken.

**APPROVAL OF MINUTES from April 26, 2016:**

Moved: Council Member John Capoccia  
Seconded: Mayor Pro Tem Rachelle Arizmendi  
Ayes: Mayor Gene Goss, Mayor Pro Tem Rachelle Arizmendi, Council Members John Capoccia and John Harabedian  
Noes: None  
Absent: None  
Abstain: Council Member Denise Delmar, absent from meeting (excused)

**MAYOR AND CITY COUNCIL REPORTS:**

- 1) Council Members, John Harabedian and John Capoccia had no reports.
- 2) Council Member, Denise Delmar, announced the birth of her granddaughter.
- 3) Mayor Pro Tem, Rachelle Arizmendi, recognized our Fire Department 41 for a successful pancake breakfast.
- 4) Mayor, Gene Goss, recognized and praised the delicious pancake breakfast held by our own Fire Station 41. He also recognized the Art Fair that was at Memorial Park over the weekend.

**PUBLIC COMMENT ON NON-AGENDA ITEMS:**

*Rich Proctor, Member, Library Board of Trustees*

Mr. Proctor announced the activities going on at the Library:  
-One book/One City Summer Reading Program featuring the Pulitzer Prize book, *The Natural* by Bernard Malamud. The movie will be shown on July 8th at 8:00PM at Memorial Park.  
-Library encourages teen volunteers to run summer reading program  
-Volunteers needed as teen docents  
-Kids programs include:

June 11- Animal Magic workshop  
June 13- Music workshop  
June 16- Art workshop  
June 23- Harry Potter Art workshop  
June 27- Animals Around the World  
June 29- Robotics workshop

*Leslie Ziff, President Historical Society*

Ms. Ziff announced the 3rd annual dinner of Lizzie's Famous Chicken and Ravioli Dinner on Saturday, June 25th at 5:00 PM at Lizzie's Trail Inn. Museum tours will be available and tickets for the event are on sale now at the Library, Arnold's, Lizzie's Trail Inn and at Savor the Flavor.

*Mayor Goss closed public comment.*

### **PRESENTATION:**

Recognition Of Sierra Madre Police Officer Edward Delcoure by Sierra Madre Police Chief Larry Giannone, who gave the background of service of Officer Delcoure that lead to his current promotion of Sergeant. Sergeant Delcoure was sworn in by City Clerk, Melinda Carrillo.

### **AGENDA ACTION ITEMS:**

Elaine Aguilar, City Manager, gave the following report under the Consent Calendar:

#### **1. CONSENT CALENDAR**

**a) ADOPTION OF RESOLUTION 16-22  
OF THE CITY COUNCIL OF THE  
CITY OF SIERRA MADRE  
APPROVING CERTAIN DEMANDS**

Recommendation that the City Council approve Resolution 16-22 for approval of payment of City Warrants in aggregate amount of \$278,473.40; Library warrants in the aggregate amount of \$8,289.22, and payroll transfer in the aggregate amount of \$306,700.26 for fiscal year ending June 2016.

**b) RESOLUTION 16-23 ESTABLISHING  
A REVISED VOLUMETRIC  
PENALTY RATE FOR WATER  
CONSUMED IN EXCESS OF  
CUSTOMERS' WATE**

## CONSERVATION GOALS

Recommendation that the City Council adopt Resolution 16-23 setting the new volumetric rate for water consumed in excess of a customer's assigned water conservation goal at 2 times the Tier 4 rate per billing unit used in excess of the conservation target.

### **c) WILLDAN ENGINEERING BUILDING INSPECTION AND PLAN CHECK SERVICES – PROFESSIONAL SERVICES AGREEMENT**

Recommendation that the City Council enter into a three-year professional services agreement with Willdan Engineering and authorize the City Manager to execute the contract to Willdan for plan check services and full-time building inspection services on a "percentage of fees" basis, in a form acceptable to the City Attorney.

### **d) PART-TIME PARAMEDIC PROGRAM**

Recommendation that the City Council authorize a total of six part-time paramedics to work more than 960 hours in Fiscal Year 2015-2016 and direct staff to study options for Fire Department's' long-term sustainability.

### **e) THE AMERICAN'S WITH DISABILITY ACT EVALUATION AND TRANSITION PLAN**

Recommendation that the City Council approve the expenditure necessary to participate in the CJPIA' pilot program to develop an ADA Transition Plan.

### **f) RECOMMENDATION TO APPROVE AN ADDITIONAL EXPENDITURE OF \$5,000 IN SUPPORT OF THE ACTIVITIES OF THE FIVE-CITIES ALLIANCE**

Recommendation that the City Council approve an

additional expenditure of \$5,000 from General Fund Reserves to cover additional costs incurred by the 5-Cities Alliance in preparing comments on the State Route 710 North Study Alternatives draft Environmental Impact Report/Statement, Cost Benefit Analysis, and the Southern California Association of Governments Regional Transportation Plan/Sustainable Communities Strategy Program Environmental Impact Report.

*After Council discussion, Mayor Goss opened for Consent Calendar public input.*

- Barbara Lee Kline:

Commented on items 1C regarding the cost of the contract versus a city employee; and 1D regarding the paramedic program; and 1E regarding American's with Disability Act indicating that the City should do its own plan

- Debbie Sheridan:

Commented on items 1B about the highest water users in Sierra Madre and 1F urging to approve the \$5,000 against Fwy 710 expansion

- Margaret Fullermyer:

Commented on item 1B regarding the penalties for exceeding the water conservation goal

*Mayor Goss closed Consent Calendar public input.*

**APPROVAL OF CONSENT CALENDAR AS PRESENTED:**

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachelle Arizmendi

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

Noes: None

Absent: None

Abstain: None

**ITEMS FOR DISCUSSION:**

**2. FY 2015-2016 MID YEAR BUDGET REVIEW; THIRD QUARTER FINANCIAL REPORT; CONSIDERATION OF RESOLUTION 16-26: ADOPTING THE MIDYEAR BUDGET FOR FISCAL YEAR 2015-2016 AND APPROPRIATING THE**

PROJECTED AMOUNTS;  
CONSIDERATION OF RESOLUTION 16-24  
COMBINING LIBRARY SERVICES  
DEPARTMENT AND COMMUNITY  
SERVICES DEPARTMENT AND  
AMENDING THE CLASSIFICATION PLAN  
AND SALARY MATRIX TO REFLECT  
POSITIONS IN THE COMBINED DEPARTMENT  
Recommendation that the City Council approve  
Resolution 16-26 adopting the Fiscal Year 2015-2016  
Midyear budget and appropriating the projected  
amounts; and approve Resolution 16-24 combining the  
Library Services Department and Community Services  
Department and amending the Classification Plan and  
the Salary Matrix to reflect positions in the combined  
Department.

Midyear Budget Review (1st. Part) presented by Finance Director Medina.  
Budget Review combining Library and Community Services Departments presented by Assistant  
City Manager, Elisa Cox.

*Mayor Goss opened for public input.*

- Rob Stockley: against combining library and community services departments
- Barry Zif, Library Board of Trustees: concerned with combining both departments
- Barbara Lee Kline: concerned with combining both departments
- Debbie Sheridan: concerned with combining both departments
- Bob Spears: concerned with combination and what the advantage would be
- Pat Alcorn: concerned with combining both departments
- Jackie Pergola, Chairman of the Senior Commission: concerned with combination
- Rodney Spears: concerned with combining both departments
- Barry Gold: concerned about the City's Calpers liabilities, and asked about where funds raised at the Fire Association's Pancake Breakfast are shown on the budget

*Mayor Goss closed public input.*

**APPROVAL OF RESOLUTION 16-26 MIDYEAR BUDGET AS PRESENTED:**

Moved: Mayor Pro Tem Rachele Arizmendi

Seconded: Council Member Denise Delmar

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

Noes: None

Absent: None  
Abstain: None

**DIRECTION OF RESOLUTION 16-24 COMBINING LIBRARY/COMMUNITY SERVICES DEPARTMENTS:**

City Council concurred that a special joint meeting with all three commissions (Library Board of Trustees, Senior Commission and Community Services Commission) should be scheduled to gain further input regarding Resolution 16-24, and staff should return at the next meeting regarding this item.

**3. FISCAL YEAR 2016-2017 ASSESSMENT  
DISTRICTS – CITY ENGINEER’S REPORT AND  
CONSIDERATION OF RESOLUTION OF INTENT 16-25**

Recommendation that the City Council adopt Resolution 16-25 initiating assessment proceedings for Assessment Districts 3, 5, CDF No. 1, the 2 sewer districts for Fiscal Year 2016-2017, and directing the City Engineer to prepare and file and Engineer’s Report; and set a Public Hearing on said assessments for May 24, 2016.

**APPROVAL OF RESOLUTION 16-25 AS PRESENTED:**

Moved: Council Member John Capoccia

Seconded: Mayor Pro Tem Rachelle Arizmendi

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

Noes: None

Absent: None

Abstain: None

**4. CITY CLERK COMPENSATION**

Recommendation that the City Council provide direction.

*Mayor Goss opened for public input.*

- Rob Stockley: against compensation to City Clerk
- Barbara Lee Kline: for maintaining compensation to City Clerk
- Debbie Sheridan: spoke for former City Clerk Shollenberger for keeping the current compensation for City Clerk; Debbie spoke for keeping compensation as is
- Ann Chester: for keeping compensation
- Pat Alcorn: for keeping compensation
- Barry Gold: for maintaining current compensation for current City Clerk

- Dee Alcorn: for maintaining current compensation for current City Clerk  
*Mayor Goss closed public input.*

**DIRECTION OF CITY CLERK COMPENSATION:**

City Council directed staff to return with a Resolution at the next meeting to establish the City Clerk's compensation at \$900 per month for a two year period and to include a list of duties and responsibilities. The City Clerk would continue to receive additional compensation for administering municipal elections, with the compensation established by a Resolution at election time. The City Clerk's monthly compensation is to return to the Council for consideration prior to the next municipal election in 2018.

**5. CITY COUNCIL LIAISON APPOINTMENTS  
AND CONSIDERATION OF RESOLUTIONS  
16-27, 16-28, AND 16-29, PERTAINING TO  
APPOINTMENTS TO THE L.A.  
SANITATION DISTRICTS, SAN GABRIEL  
VALLEY COUNCIL OF GOVERNMENTS,  
AND CALIFORNIA JOINT POWERS  
INSURANCE AUTHORITY,  
RESPECTIVELY**

Recommendation that the City Council accept the Mayor's designation of City Council Members to various commissions/organizations/agencies, and the City Council adopt Resolutions 16-27, 16-28, and 16-29.

**APPROVAL OF RESOLUTION 16-27; 16-28; 16-29:**

Moved: Council Member John Harabedian

Seconded: Council Member Denise Delmar

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

Noes: None

Absent: None

Abstain: None

**FUTURE AGENDA ITEMS:**

Mayor Goss placed the topic of Group Living Facilities on a future agenda.

**ADJOURNMENT at 10:00 p.m. :**

Moved: Council Member Denise Delmar

Seconded: Council Member John Harabedian

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

Noes: None

Absent: None

Abstain: None

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Gene Goss, Mayor

Minutes taken and typed by:

Melinda Carrillo  
City Clerk

**RESOLUTION NUMBER 16 – 37**

**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 \$238,806.52 ; Sierra Madre Library Warrants in aggregate amount of \$1,558.19 and Payroll Transfer in the aggregate amount of \$288,326.90 for the fiscal year ending June 30, 2016.

**APPROVED AND ADOPTED** this 14th day of June, 2016.

\_\_\_\_\_  
Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 – 37 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 14th day of June, 2016.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
City Clerk, City of Sierra Madre, California

**FOR CITY COUNCIL AGENDA**\_\_\_\_\_

**AGENDA ITEM#** 1A

**City of Sierra Madre  
Department of Finance  
Warrant Register Recap  
City Council Meeting of June 14, 2016**

**CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY**

City of Sierra Madre Warrant .....	\$238,806.52
Sierra Madre Library Warrant .....	\$1,558.19
Payroll #11 Transfer.....	\$288,326.90

**Warrant Register 6/14/16****Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	9,601.15	1-3
FY 1516	General Warrants - Utility Bills	6,941.73	4
FY 1516	General Warrants	222,263.64	5-10
	Total	238,806.52	

Fiscal Year	Description	Amount	
FY 1516	Library Warrants	1,558.19	11
	Total	1,558.19	

Date: 6/2/2016	Payroll #11 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	288,326.90	
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City of Sierra Madre, CA

# Check Approval

P.1

Packet: APPKT02938 - MAN 6/14/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 06/07/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 37006 - SENIOR CENTER</b>							
<u>VEN02815</u>	TEDESCO ENTERPRISESLLC						
APBWEST	Check			<u>61216</u>	Concert in the Park - Senior Community Commis	37006.72000.52200	1,300.00
<b>Fund 37006 Total:</b>							<b>1,300.00</b>
<b>Report Total:</b>							<b>1,300.00</b>



Packet: APPKT02927 - MAN 6/14/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 06/04/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>					
<u>0823</u>	BANK OF AMERICA				
APBWEST	Check	<u>INV018536</u>	EA- LEAGUE OF CALIFORNIA/CITY COUNCIL RECI	10000.11000.53999	739.90
		<u>INV018543</u>	LG-CONFERENCE/SUPPLIES/POSTAGE	10000.50000.53402	404.85
		<u>INV018545</u>	JO - CONFERENCE/TRAINING/ INTERVIEW LUNC	10000.50000.53402	783.30
		<u>INV018537</u>	LG- SUPPLIES	10000.50000.53999	14.95
		<u>INV018543</u>	LG-CONFERENCE/SUPPLIES/POSTAGE	10000.50000.53999	147.70
		<u>INV018544</u>	SH - OFFICE SUPPLIES	10000.61000.53100	529.24
<u>1497</u>	MOUNTAIN VIEWS NEWS				
APBWEST	Check	<u>CM140324</u>	Publications of Ordinances and Public Hearings	10000.12000.52206	882.77
<b>Fund 10000 Total:</b>					<b>3,502.71</b>
<b>Fund: 34001 - DEVELOPMENT FEES</b>					
<u>0823</u>	BANK OF AMERICA				
APBWEST	Check	<u>INV018538</u>	VG-INTERVIEW PANEL LUNCH	34001.40000.53999	71.87
		<u>INV018542</u>	EC- RECRUITMENT SOFTWARE/FLSA GUIDE/SUP	34001.40000.53999	326.98
<b>Fund 34001 Total:</b>					<b>398.85</b>
<b>Fund: 35004 - PUB SAFETY AUGMENTATION FUND</b>					
<u>0823</u>	BANK OF AMERICA				
APBWEST	Check	<u>INV018543</u>	LG-CONFERENCE/SUPPLIES/POSTAGE	35004.50000.53999	918.14
<b>Fund 35004 Total:</b>					<b>918.14</b>
<b>Fund: 60002 - INT SVC FND - ADMINISTRATION</b>					
<u>0823</u>	BANK OF AMERICA				
APBWEST	Check	<u>INV018536</u>	EA- LEAGUE OF CALIFORNIA/CITY COUNCIL RECI	60002.30000.53402	80.00
<b>Fund 60002 Total:</b>					<b>80.00</b>
<b>Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT</b>					
<u>0823</u>	BANK OF AMERICA				
APBWEST	Check	<u>INV018542</u>	EC- RECRUITMENT SOFTWARE/FLSA GUIDE/SUP	60007.70100.52205	97.00
				60007.70100.53999	27.50
				60007.70101.52100	79.00
<b>Fund 60007 Total:</b>					<b>203.50</b>
<b>Fund: 71000 - WATER ENTERPRISE FUND</b>					
<u>0823</u>	BANK OF AMERICA				
APBWEST	Check	<u>INV018539</u>	CC-RAIN BIRD TRAINING	71000.81100.52205	1,329.00
<b>Fund 71000 Total:</b>					<b>1,329.00</b>
<b>Fund: 77003 - SPECIAL EVENTS</b>					
<u>0823</u>	BANK OF AMERICA				
APBWEST	Check	<u>INV018540</u>	EC - MWTR RIBBONS	77003.79007.53999	385.00
<b>Fund 77003 Total:</b>					<b>385.00</b>
<b>Report Total:</b>					<b>6,817.20</b>



City of Sierra Madre, CA

# Check Approval

P.3

Packet: APPKT02922 - Man Cks 06.01.16  
Vendor Set: 01 - Vendor Set 01

Check Date: 06/01/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund:</b> 71000 - WATER ENTERPRISE FUND					
<u>VEN02806</u>	GOLDSTREET DESIGN AGENCY INC				
APBWEST	Check	<u>00002859</u>	WATER QUALITY REPORT 2016 POSTAGE	71000.81100.53101	1,483.95
<b>Fund 71000 Total:</b>					<b>1,483.95</b>
<b>Report Total:</b>					<b>1,483.95</b>



City of Sierra Madre, CA

# Check Approval

P.4

Packet: APPKT02928 - UTILITIES 6/14/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 06/04/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
<u>0641</u>	AT&T						
APBWEST	Check			<u>62691178140662-05C</u>	Power Radio Monthly Maint	10000.50000.53301	345.25
<b>Fund 10000 Total:</b>							<b>345.25</b>
<b>Fund: 60001 - INT SVC FND - FACILITIES MGT</b>							
<u>0129</u>	AT&T						
APBWEST	Check			<u>81824637835914-05C</u>	TELECOM DIV 911 PRGM	60001.83200.55005	128.08
<u>VENO2792</u>	FRONTIER CALIFORNIA INC						
APBWEST	Check			<u>31016998450619065</u>	TELEPHONE	60001.83200.55005	85.99
				<u>20918837570307075</u>	TELEPHONE	60001.83200.55005	1,959.69
<u>VENO2715</u>	MCI COMM SERVICE						
APBWEST	Check			<u>6263552835-051116</u>	TELEPHONE	60001.83200.55005	36.45
<u>1749</u>	PACIFIC TELEMAGEMENT SERVICE						
APBWEST	Check			<u>837527</u>	PAY PHONE/PD	60001.83200.55005	82.64
<u>0835</u>	SPRINT						
APBWEST	Check			<u>922935083-052516</u>	LONG DISTANCE PHONE SVC	60001.83200.55005	118.25
<u>0942</u>	TELEPACIFIC COMMUNICATIONS						
APBWEST	Check			<u>78748832-0</u>	PHONE SVC	60001.83200.55005	3,948.23
<b>Fund 60001 Total:</b>							<b>6,359.33</b>
<b>Fund: 60003 - INT SVC FND - TECHNOLOGY</b>							
<u>1439</u>	TIME WARNER CABLE						
APBWEST	Check			<u>8448300220027467-C</u>	CABLE SVC	60003.30000.52200	51.50
<u>VENO2100</u>	TIME WARNER CABLE-BROADBAND						
APBWEST	Check			<u>040107401-050116</u>	BROADBAND HSD SVC	60003.30000.52200	134.99
<b>Fund 60003 Total:</b>							<b>186.49</b>
<b>Fund: 71000 - WATER ENTERPRISE FUND</b>							
<u>VENO2792</u>	FRONTIER CALIFORNIA INC						
APBWEST	Check			<u>20918837570307075</u>	TELEPHONE	71000.81100.55005	50.66
<b>Fund 71000 Total:</b>							<b>50.66</b>
<b>Report Total:</b>							<b>6,941.73</b>



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Packet: APPKT02930 - GEN 06/14/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 06/07/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
<u>0107</u>	ADAMSON INDUSTRIES, INC.						
APBWEST	Check			<u>SC044389</u>	Summit Vest	10000.50000.53300	7,193.89
				<u>208130</u>	Firearms supplies	10000.50000.53302	885.35
<u>1644</u>	AMAZON						
APBWEST	Check			<u>231705877743</u>	Canopy 10 x 10	10000.70000.53999	126.87
<u>1288</u>	ARC, LLC						
APBWEST	Check			<u>8645101</u>	PRINTS AND REPRODUCTION	10000.81201.53102	38.68
<u>1662</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>074328</u>	Keys (3 sets) for the SMR storage closets	10000.70000.53999	11.88
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>073920</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	9.25
<u>1786</u>	AXONTECH LLC						
APBWEST	Check			<u>7362</u>	computer keyboards	10000.50000.53103	108.98
<u>VEN02052</u>	CITY OF SOUTH PASADENA						
APBWEST	Check			<u>11160</u>	5 CITIES ALLIANCE	10000.83500.52001	5,000.00
<u>0183</u>	CRPOA						
APBWEST	Check			<u>1896</u>	Ca Reserve Peace Officers Assoc	10000.50000.53409	360.00
<u>1157</u>	EMBLEM ENTERPRISES, INC.						
APBWEST	Check			<u>649837</u>	PD Patches	10000.50000.53303	834.97
<u>1649</u>	EMERGENCY RESPONSE CRIME SCENE CLEANING						
APBWEST	Check			<u>T2016-397</u>	Jail clean-up	10000.50000.52006	450.00
<u>2010</u>	ENVIRO-CHEM, INC.						
APBWEST	Check			<u>1605228-IN</u>	STORMWATER SAMPLING FOR YARD	10000.81201.52001	150.00
<u>VEN01708</u>	EXSTREEM PEST CONTROL						
APBWEST	Check			<u>9616</u>	PEST CONTROL BEES	10000.83300.52200	189.00
<u>VEN01936</u>	FOOTHILL COMMUNICATIONS LLC						
APBWEST	Check			<u>1675</u>	KENWOOD RADIOS	10000.50000.53301	3,364.83
<u>1745</u>	FOOTHILL FIRE CHIEFS ASSOC.						
APBWEST	Check			<u>INV018551-2016</u>	FOOTHILL FIRE CHIEFS DUES- 2016	10000.61000.53409	110.00
<u>1510</u>	GARVEY EQUIPMENT CO.						
APBWEST	Check			<u>92632</u>	EQUIPMENT MAINTENACE	10000.83300.53202	65.95
<u>VEN02609</u>	GIANNI GALATI						
APBWEST	Check			<u>018478</u>	REFUND GRADING BOND INSPECTION	10000.00000.47011	3,306.75
<u>1185</u>	KEYSTONE UNIFORM						
APBWEST	Check			<u>074439</u>	Police Uniforms	10000.50000.53303	8.00
				<u>074399</u>	Police Uniforms	10000.50000.53303	45.63
				<u>074395</u>	Police Uniforms	10000.50000.53303	20.00
				<u>074431</u>	Police Uniforms	10000.50000.53303	69.26
				<u>074400</u>	Police Uniforms	10000.50000.53303	12.00
				<u>074420</u>	Police Uniforms	10000.50000.53303	11.82
				<u>074394</u>	Police Uniforms	10000.50000.53303	188.08
				<u>074430</u>	Police Uniforms	10000.50000.53303	38.36
<u>0266</u>	L.A. COUNTY SHERIFF'S DEPT.						
APBWEST	Check			<u>164037NH</u>	Deputy Services	10000.50000.52200	6,408.89
<u>0515</u>	LANDSCAPE WAREHOUSE						
APBWEST	Check			<u>2484985</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	14.02
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
APBWEST	Check			<u>47631</u>	LANDSCAPE MAINTENANCE	10000.83300.52200	9,883.00
<u>VEN02756</u>	PATRICK MICHAEL BUCHANAN						
APBWEST	Check			<u>051916</u>	Recruit Background Investigations	10000.50000.52100	6,700.00
<u>0333</u>	PETTY CASH FUND-PD						
APBWEST	Check			<u>INV018546</u>	SUPPLIES/ VOLUNTEERS LUNCH/ TRAINING/FTO	10000.50000.52005	78.00
						10000.50000.52205	45.00

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	<u>INV018546</u>	SUPPLIES/ VOLUNTEERS LUNCH/ TRAINING/FTO	10000.50000.53102	74.04
				10000.50000.53204	4.35
				10000.50000.53300	17.43
				10000.50000.53999	243.32
<u>VEN01858</u>	PF DISTRIBUTION CENTER INC				
APBWEST	Check	<u>24616</u>	Power Flares	10000.50000.53300	1,242.89
<u>VEN01608</u>	Phoenix Group Information Systems				
APBWEST	Check	<u>042016200</u>	PARKING CITATION SVCS	10000.50000.52200	1,272.85
<u>1483</u>	PRO PRINTING INC				
APBWEST	Check	<u>45627</u>	New Officer Business Cards	10000.50000.53102	111.18
		<u>45610</u>	Dept Letterhead	10000.50000.53102	320.20
<u>1381</u>	PROFORCE LAW ENFORCEMENT				
APBWEST	Check	<u>273646</u>	Tasers	10000.50000.53300	10,870.72
<u>0691</u>	RIO HONDO COLLEGE				
APBWEST	Check	<u>001018257</u>	POST FTO Training	10000.50000.52005	38.00
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT				
APBWEST	Check	<u>1106141-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	187.48
		<u>1101747-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	187.48
<u>0404</u>	TOM'S UNIFORMS				
APBWEST	Check	<u>4959</u>	New recruit uniforms	10000.50000.53303	368.42
		<u>4952</u>	New recruit uniforms	10000.50000.53303	409.84
		<u>4677</u>	Uniforms	10000.50000.53303	125.35
		<u>3893</u>	New recruit uniforms	10000.50000.53303	19.62
		<u>4678</u>	Uniforms	10000.50000.53303	137.34
		<u>4960</u>	New recruit uniforms	10000.50000.53303	459.98
		<u>3908</u>	New recruit uniforms	10000.50000.53303	6.54
		<u>3910</u>	New recruit uniforms	10000.50000.53303	6.54
		<u>4961</u>	New recruit uniforms	10000.50000.53303	418.56
				<b>Fund 10000 Total:</b>	<b>62,250.59</b>
<b>Fund:</b>	35004 - PUB SAFETY AUGMENTATION FUND				
<u>0569</u>	CENTER FOR CRIMINAL JUSTICE				
APBWEST	Check	<u>1419</u>	Mental Health Training	35004.00000.46999	438.00
				<b>Fund 35004 Total:</b>	<b>438.00</b>
<b>Fund:</b>	36001 - EMERGENCY MEDICAL SERVICES				
<u>VEN02018</u>	Suzette Otlewis				
APBWEST	Check	<u>INV018548</u>	CE/QI SERVICES- MAY2016	36001.64000.52205	600.00
<u>1053</u>	WITTMAN ENTERPRISES, LLC				
APBWEST	Check	<u>1604056</u>	EMS BILLING SERVICES (FY 2015-16)	36001.64000.52200	1,375.80
				<b>Fund 36001 Total:</b>	<b>1,975.80</b>
<b>Fund:</b>	37004 - LOCAL TRANSPORTATION/PROP A				
<u>1455</u>	FIRST TRANSIT INC				
APBWEST	Check	<u>11220108</u>	Dial-A-Ride Transportation	37004.70000.52203	11,747.70
<u>1717</u>	LACMTA				
APBWEST	Check	<u>800063728</u>	TAP CARDS/SENIORS & DISABLES/ APRIL 2016	37004.70000.52001	296.00
				<b>Fund 37004 Total:</b>	<b>12,043.70</b>
<b>Fund:</b>	37006 - SENIOR CENTER				
<u>1206</u>	B & H SIGN CO.				
APBWEST	Check	<u>1070</u>	Community Yard Sale Banner Date Change	37006.72000.52200	38.15
<u>VEN01969</u>	INLAND EMPIRE STAGES				
APBWEST	Check	<u>47784</u>	Transportation for Senior Excursions	37006.72000.52200	653.00
<u>1717</u>	LACMTA				
APBWEST	Check	<u>800063728</u>	TAP CARDS/SENIORS & DISABLES/ APRIL 2016	37006.72000.52999	84.00
<u>VEN02739</u>	MARK C ALYEA				
APBWEST	Check	<u>15-01</u>	HART PARK SENIOR CENTER STORAGE ROOM AL	37006.72000.52200	56,979.10
				<b>Fund 37006 Total:</b>	<b>57,754.25</b>
<b>Fund:</b>	37007 - SM COMMUNITY FOUNDATION				
<u>VEN02740</u>	SHAFFER AWARDS				
APBWEST	Check	<u>0002545</u>	CITY HALL LANDSCAPE SIGN	37007.83200.52209	35.83
<u>1466</u>	UNITED SITE SERVICES OF CA INC				

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	<u>114-4019601</u>	Portable Restroom for Sierra Madre Sports Leagl	37007.70000.52999	116.90
<b>Fund 37007 Total:</b>					<b>152.73</b>
<b>Fund: 38004 - ENVIRONMENTAL FUND</b>					
<u>0574</u>	WEST COAST ARBORISTS, INC.				
APBWEST	Check	<u>115099</u>	ANNUAL TREE MAINTENANCE	38004.83300.52200	12,600.00
		<u>113535</u>	ANNUAL TREE MAINTENANCE	38004.83300.52200	2,160.00
<b>Fund 38004 Total:</b>					<b>14,760.00</b>
<b>Fund: 38005 - GAS TAX FUND</b>					
<u>1024</u>	ATHENS				
APBWEST	Check	<u>2206577</u>	STREET SWEEPING/MAY 2016	38005.81201.52200	7,669.89
<b>Fund 38005 Total:</b>					<b>7,669.89</b>
<b>Fund: 38006 - BIKEWAY/SIDEWALK FUND</b>					
<u>VEN01613</u>	GANAHL LUMBER COMPANY				
APBWEST	Check	<u>R645020</u>	LUMBER AND HARDWARE	38006.83600.53211	40.46
<u>1032</u>	PUEENTE READY MIX, INC.				
APBWEST	Check	<u>81591</u>	READY MIX - SIDEWALK	38006.83600.53211	981.00
		<u>81525</u>	READY MIX - SIDEWALK	38006.83600.53211	1,051.00
<b>Fund 38006 Total:</b>					<b>2,072.46</b>
<b>Fund: 60000 - INT SVC FND - FLEET</b>					
<u>0741</u>	BEAR FRAME & WHEEL #3				
APBWEST	Check	<u>66209</u>	PD#2098 VEHICLE MAINTENANCE	60000.83100.53208	788.70
<u>0207</u>	ERNIE'S AUTO PARTS				
APBWEST	Check	<u>14IN229135</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	9.74
		<u>14IN231837</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	8.86
		<u>14IN229275</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	9.48
		<u>14IN231826</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	8.56
		<u>14IN232082</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	11.28
		<u>14IN231619</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	60.30
		<u>14IN229291</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	142.26
		<u>14IN230338</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	69.04
		<u>14IN230641</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	19.23
		<u>14IN228893</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	31.26
		<u>14IN230107</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	34.10
		<u>14IN230112</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	49.71
		<u>14IN230001</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	38.42
<u>VEN02750</u>	FOOTHILL TOWING				
APBWEST	Check	<u>103872</u>	VEHICLE TOWING	60000.83100.53208	45.00
<u>VEN02179</u>	HONDA OF HOLLYWOOD				
APBWEST	Check	<u>16025890/1</u>	VEHICLE SERVICES - PD	60000.83100.53208	312.76
<u>0243</u>	HOSE MAN				
APBWEST	Check	<u>2312427-0001-02</u>	FLEET MAINTENANCE WATER DEPT	60000.83100.53208	77.64
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF				
APBWEST	Check	<u>50129057</u>	CAR BATTERIES #4044 BATALLION/ FD	60000.83100.53208	115.49
		<u>50129230</u>	CAR BATTERIES #5118 BLDG & PARKS MAINTEN.	60000.83100.53208	132.93
		<u>50129234</u>	CAR BATTERIES	60000.83100.53208	-16.00
		<u>50129067</u>	CAR BATTERIES	60000.83100.53208	-115.49
		<u>018430</u>	CAR BATTERIES	60000.83100.53208	120.20
		<u>50129293</u>	CAR BATTERIES #3332 VAN- REC DEPT	60000.83100.53208	121.29
		<u>50129530</u>	CAR BATTERIES	60000.83100.53208	68.97
<u>1454</u>	JDS TANK TESTING & REPAIR INC				
APBWEST	Check	<u>8917</u>	TANK TESTING AND MAINTENANCE/ MAY 2016	60000.83100.55001	140.00
<u>1790</u>	MD HYDRAULICS INC				
APBWEST	Check	<u>25972</u>	FLEET MAINTENANCE	60000.83100.53208	1,740.00
<u>0296</u>	MERRIMAC ENERGY GROUP				
APBWEST	Check	<u>2161329</u>	FUEL - UNLEADED AND DIESEL	60000.83100.55001	3,842.88
		<u>2161328</u>	FUEL - UNLEADED AND DIESEL	60000.83100.55001	14,101.13
<u>VEN02634</u>	P. F. SERVICES INC				
APBWEST	Check	<u>12497</u>	MAINTENANCE FUEL	60000.83100.55001	914.58
<u>1390</u>	VALLEY POWER SYSTEMS				
APBWEST	Check	<u>123941</u>	FD E41 REPAIR	60000.83100.53208	5,095.52

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Packet: APPKT02930 - GEN 06/14/16  
 Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 60001 - INT SVC FND - FACILITIES MGT</b>							
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>074060</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	15.77
				<u>073960</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	7.15
				<u>073940</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	6.51
				<u>074234</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	-32.69
				<u>074270</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	42.24
				<u>074063</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	8.68
				<u>074142</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	30.26
				<u>074118</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	6.27
				<u>074062</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	5.97
				<u>074092</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	21.48
				<u>074088</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	22.62
<u>0714</u>	CINTAS CORPORATION #693						
APBWEST	Check			<u>693645534</u>	UNIFORM CLEANING	60001.83200.53303	282.93
				<u>693649551</u>	UNIFORM CLEANING	60001.83200.53303	280.43
				<u>693647564</u>	UNIFORM CLEANING	60001.83200.53303	287.93
				<u>693653580</u>	UNIFORM CLEANING	60001.83200.53303	287.55
				<u>693651576</u>	UNIFORM CLEANING	60001.83200.53303	280.43
<u>0169</u>	CITY WHOLESALE ELECTRIC CO.						
APBWEST	Check			<u>216729</u>	ELECTRICAL SUPPLIES	60001.83200.53200	43.60
				<u>216709</u>	ELECTRICAL SUPPLIES	60001.83200.53200	-12.97
				<u>216720</u>	ELECTRICAL SUPPLIES	60001.83200.53200	-17.99
				<u>216914</u>	ELECTRICAL SUPPLIES	60001.83200.53200	179.22
				<u>216721</u>	ELECTRICAL SUPPLIES	60001.83200.53200	105.03
				<u>216708</u>	ELECTRICAL SUPPLIES	60001.83200.53200	35.97
<u>VEN02259</u>	DAVE'S REFRIGERATION SERVICE						
APBWEST	Check			<u>05052016</u>	FACILITY MAINTENANCE - HART PARK SENIOR CI	60001.83200.53201	225.00
<u>0551</u>	FOOTHILL LOCK & KEY						
APBWEST	Check			<u>37446</u>	LOCK AND DOOR SERVICES	60001.83200.53200	95.00
<u>1724</u>	LAWRENCE ROLL-UP DOORS INC						
APBWEST	Check			<u>1619484</u>	FD ROLL UP DOOR MAINTENANCE	60001.83200.53200	244.00
<u>0336</u>	POST ALARM SYSTEMS						
APBWEST	Check			<u>869707</u>	ALARM MONITORING	60001.83200.52200	43.50
				<u>863186A</u>	ALARM MONITORING	60001.83200.52200	40.00
				<u>874471</u>	ALARM MONITORING/JUNE 2016	60001.83200.52200	34.00
				<u>870173</u>	ALARM MONITORING	60001.83200.52200	19.50
				<u>870926A</u>	ALARM MONITORING/JUNE2016	60001.83200.52200	40.00
				<u>866513</u>	ALARM MONITOR - REC/MAY 2016	60001.83200.53200	48.45
				<u>863186</u>	ALARM MONITOR - REC/MAY2016	60001.83200.53200	40.95
				<u>870926</u>	ALARM MONITOR - REC/JUNE2016	60001.83200.53200	40.95
				<u>874309</u>	ALARM MONITOR - REC/JUNE 2016	60001.83200.53200	48.45
<u>0382</u>	SOUTH COAST A Q M D						
APBWEST	Check			<u>2960582</u>	CALIFORNIA AIR TOXICS "HOT SPOTS" PROGRAM	60001.83200.52401	122.53
<u>VEN01027</u>	STUBBIES						
APBWEST	Check			<u>15119</u>	UNIFORM T-SHIRT	60001.83200.53303	306.33
<u>1373</u>	UNITED MAINTENANCE SYSTEMS						
APBWEST	Check			<u>13355</u>	JANITORIAL SERVICES/MAY2016	60001.83200.52200	3,370.64
				<u>13327</u>	JANITORIAL SERVICES/APR2016	60001.83200.52200	3,305.64
<b>Fund 60001 Total:</b>							<b>9,911.33</b>
<b>Fund: 60002 - INT SVC FND - ADMINISTRATION</b>							
<u>0820</u>	ACCOUNTEMPS						
APBWEST	Check			<u>45811398</u>	Account Temp	60002.30000.52100	720.00
<u>0241</u>	HINDERLITER, DE LLAMAS & ASSOC						
APBWEST	Check			<u>0025496-IN</u>	Prof Svc/Sales Tax Reports	60002.30000.52100	303.77
<u>0786</u>	OFFICE DEPOT, INC						
APBWEST	Check			<u>840245569001</u>	Office Supplies/CH	60002.30000.53100	343.39
<u>1659</u>	TOTALFUNDS BY HASLER						
APBWEST	Check			<u>018479</u>	Postage Refill	60002.30000.53101	46.91

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Packet: APPKT02930 - GEN 06/14/16  
 Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 60003 - INT SVC FND - TECHNOLOGY</b>							
<u>1786</u>	AXONTECH LLC						
APBWEST	Check			<u>7368</u>	Monthly Datto Backup Servers	60003.30000.52200	858.00
				<u>7367</u>	Monthly Datto Backup Servers	60003.30000.52200	858.00
				<u>7361</u>	COMPUTER SUPPLIES	60003.30000.53103	37.16
<u>VEN02677</u>	CLIENTFIRST CONSULTING GROUP INC						
APBWEST	Check			<u>6386</u>	IT Master Plan	60003.30000.52200	2,457.00
<u>1641</u>	RICOH AMERICAS CORP						
APBWEST	Check			<u>50214216</u>	Copier Lease	60003.30000.53210	1,546.88
<u>1476</u>	RICOH AMERICAS CORPORATION						
APBWEST	Check			<u>5041999411</u>	Copier Supplies	60003.30000.53210	153.84
<u>0429</u>	XEROX CORPORATION						
APBWEST	Check			<u>084823780</u>	Copier Lease	60003.30000.53210	750.44
				<u>084615819</u>	Copier Lease	60003.30000.53210	613.45
<b>Fund 60003 Total:</b>							<b>7,274.77</b>
<b>Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT</b>							
<u>0333</u>	PETTY CASH FUND-PD						
APBWEST	Check			<u>INV018546</u>	SUPPLIES/ VOLUNTEERS LUNCH/ TRAINING/FTO	60007.70101.53999	88.39
<b>Fund 60007 Total:</b>							<b>88.39</b>
<b>Fund: 71000 - WATER ENTERPRISE FUND</b>							
<u>0109</u>	AIRGAS USA						
APBWEST	Check			<u>9048882604</u>	EQUIPMENT AND SUPPLIES - REPLACEMENT	71000.81100.53205	954.20
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.						
APBWEST	Check			<u>189913</u>	WATER EQUIPMENT AND PARTS	71000.81100.53200	37.25
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>074110</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	3.80
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBWEST	Check			<u>698278</u>	ASPHALT - WATER DEPARTMENT	71000.81100.53206	165.59
				<u>695903</u>	ASPHALT - WATER DEPARTMENT	71000.81100.53206	265.70
				<u>698973</u>	ASPHALT - WATER DEPARTMENT	71000.81100.53206	223.41
				<u>695809</u>	ASPHALT - WATER DEPARTMENT	71000.81100.53206	217.48
				<u>694197</u>	ASPHALT - WATER DEPARTMENT	71000.81100.53206	102.94
<u>0171</u>	CLINICAL LABORATORY OF SAN BERNARDINO, INC.						
APBWEST	Check			<u>949990</u>	WATER TREATMENT TESTING MONTHLY	71000.81100.52200	3,002.00
<u>0567</u>	GENERAL PUMP COMPANY						
APBWEST	Check			<u>#24939</u>	PUMP EQUIPMENT REPAIR	71000.81100.56011	2,247.00
<u>0226</u>	GRAINGER INC.						
APBWEST	Check			<u>9116977647</u>	SMALL TOOLS	71000.81100.53205	4.55
<u>0276</u>	LESLIE'S POOL SUPPLIES, INC.						
APBWEST	Check			<u>206-371373</u>	WATER TREATMENT SUPPLIES	71000.81100.53209	50.50
<u>1820</u>	TARGET MAILING SERVICES INC						
APBWEST	Check			<u>34510</u>	Mailing Services	71000.32000.53101	1,164.87
<u>0410</u>	UNDERGROUND SERVICE ALERT						
APBWEST	Check			<u>320160678</u>	DIG ALERT SERVICES	71000.81100.52200	60.00
<u>0158</u>	VULCAN MATERIALS COMPANY						
APBWEST	Check			<u>71085745</u>	ASPHALT	71000.81100.53206	509.62
<b>Fund 71000 Total:</b>							<b>9,008.91</b>
<b>Fund: 72000 - SEWER</b>							
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBWEST	Check			<u>692556</u>	STREET MAINTENANCE MATERIAL	72000.81200.53206	510.99
<u>VEN02151</u>	HAAKER EQUIPMENT COMPANY						
APBWEST	Check			<u>C21072</u>	PARTS AND EQUIPMENT	72000.81200.53200	2,579.66
<u>1399</u>	MANUEL A. MERCADO						
APBWEST	Check			<u>018480</u>	DROP BOWL AND PIPE SUPPORTS INSTALLATION	72000.81200.52202	2,500.00
<b>Fund 72000 Total:</b>							<b>5,590.65</b>
<b>Fund: 77003 - SPECIAL EVENTS</b>							
<u>1484</u>	ALLIANT INSURANCE SERVICES						
APBWEST	Check			<u>454288</u>	Event Insurance	77003.79006.52999	651.00

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1663</u>	JOHN MINOGUE				
APBWEST	Check	<u>10135</u>	MWTR T-shirts	77003.79007.53999	270.00
<u>VEN01358</u>	RUN WITH US				
APBWEST	Check	<u>5516A</u>	MWTR Mens Asics Tees	77003.79007.52999	258.27
<u>VEN02740</u>	SHAFFER AWARDS				
APBWEST	Check	<u>0002494</u>	MWTR Metal Award Trophies	77003.79007.52999	130.69
		<u>0002476</u>	MWTR Metal Award Trophies	77003.79007.52999	28.17
<u>1466</u>	UNITED SITE SERVICES OF CA INC				
APBWEST	Check	<u>114-3949182</u>	Deluxe Restroom & Sinks	77003.79006.52999	332.13
<u>VEN01855</u>	WATERWORKS AQUATICS				
APBWEST	Check	<u>051716</u>	Lifeguards for Huck Finn Fishing Derby	77003.79006.52999	210.00
<b>Fund 77003 Total:</b>					<b>1,880.26</b>
<b>Report Total:</b>					<b>222,263.64</b>



City of Sierra Madre, CA

# Check Approval

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Packet: APPKT02936 - LIB 6/14/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 06/07/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>					
<u>VEN02711</u>	AMERICAS PRINTER				
APBWEST	Check	<u>1087477</u>	Youth Summer Reading Flyers	10000.90000.53102	378.92
<u>0598</u>	DEMCO, INC.				
APBWEST	Check	<u>5866458</u>	Library Office Supplies	10000.90000.53100	289.73
<u>0786</u>	OFFICE DEPOT, INC				
APBWEST	Check	<u>839295158001</u>	Office Supplies	10000.90000.53100	392.39
		<u>839295150001</u>	Office Supplies	10000.90000.53100	106.51
		<u>839293875001</u>	Office Supplies	10000.90000.53100	390.64
<b>Fund 10000 Total:</b>					<b>1,558.19</b>
<b>Report Total:</b>					<b>1,558.19</b>



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Larry Giannone, Director of Public Safety

REVIEWED BY: Elisa Cox, Assistant City Manager

DATE: June 14, 2016

**SUBJECT: Extension of Temporary Police Services Contract with LASD**

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## **SUMMARY**

The City is seeking to extend the Temporary Police Services Contract from the Los Angeles County Sheriff's Department (LASD) for the hours of 6 PM to 6 AM daily. The City is currently in a contract with LASD for their services through June 30, 2016. In order to continue using LASD services, a new contract needs to be implemented starting July 1, 2016.

In February 2016 Staff negotiated a contract with LASD for Supplemental Police Services. At the February 23, 2016 City Council Meeting the City Council approved the LASD Supplemental Police Services Contract. At that time the City was anticipating a 4% price increase starting July 1, 2016. The actual price increase starting July 1, 2016 resulted in a 6.65% increase, which increases our monthly cost by \$6,863.

Recruitment to rebuild the Police Department is still a work in progress. We have two new officers in field training, one new dispatcher in training, two new officers and one sergeant in backgrounds. We have an ongoing active recruitment for a fourth sergeant, dispatchers and have two recruits scheduled to attend the LASD Academy on July 28<sup>th</sup>.

Staff is hopeful that if the probationary officers pass their training modules as scheduled, making it possible for the Sierra Madre Police Department (SMPD) to resume policing the City fulltime starting October 1, 2016.

## **ANALYSIS**

Staff contacted the LASD, who has been providing this temporary service to the City of Sierra Madre, and they have agreed to continue to provide services to the community.

LASD will continue to provide 2 dedicated patrol units to the City of Sierra Madre from 6 PM to 6 AM daily, including times where the city may be faced with natural disasters, such as an earthquake, flood, or fire. Since the start of the Temporary Service Contract in February 2016 thru the end of May 2015 LASD has handled 428 calls for service, which includes traffic and pedestrian stops, for the City and the Community.

SMPD will continue to staff a Dispatcher in the Sierra Madre Police Station during the nighttime hours. This will allow the Dispatcher to handle walk-in lobby traffic, routine business calls such as overnight parking permits and other questions, and perform the other ancillary duties the night time dispatcher is required to complete. Additionally this will lessen the impact to the citizens when they call the Police Department.

During the months of June through September existing Police Department Staff will be training four new officers, and hopefully two new sergeants. Providing that the training goes as planned the new hires should be able to be on their own by the end of September; at which time we are anticipating that we will have the minimum level of staffing available to allow us to resume full time patrol and investigative coverage of the City.

### **FINANCIAL REVIEW**

LASD will charge \$103,261 a month for their services starting July 1, 2016. This is a \$6,863 a month increase from the previous contract cost of \$96,397. This price will remain in effect until June 30, 2017, however Staff is hoping to end the contract on September 30, 2016. Staff has proposed an increase of \$400,000 in the Contract Services 2016 – 2017 Budget, which will be presented to the City Council on June 28, 2017. Should the City Council not approve the increase during the budget approval process, funds would need to be appropriated from the General Fund Reserves.

### **PUBLIC NOTICE**

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City public counter, and the Sierra Madre Public Library. Notice of this item was also made by eBlast, and press releases to the local papers.

### **ALTERNATIVES**

1. The City Council may approve the proposed extension of the Supplemental Law Enforcement Services Agreement with LASD for temporary nighttime patrol services continuing on starting July 1, 2016 and approve the necessary funding from either the 2016-2017 Budget or the General Fund Reserves.

Subject: Extension of Temporary Police Services Contract with LASD

Date: June 14, 2016

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2. The City Council may deny the proposed Supplemental Law Enforcement Services Agreement with LASD for temporary nighttime patrol services and provide staff with alternate direction.

### **STAFF RECOMMENDATION**

Staff recommends the City Council approve the extension Supplemental Law Enforcement Services Agreement approve the necessary funding in the amount of \$400,000 from either the 2016-2017 Police Contract Services Budget or the General Fund Reserves

Attachment (1):

“A” - Supplemental Law Enforcement Services Agreement between LASD and the City of Sierra Madre for Temporary Nighttime Patrol Services.

# ATTACHMENT

## SUPPLEMENTAL LAW ENFORCEMENT SERVICES AGREEMENT BY AND BETWEEN COUNTY OF LOS ANGELES AND CITY OF SIERRA MADRE

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#### EXHIBIT A - SUPPLEMENTAL LAW ENFORCEMENT SERVICES RATES

**SUPPLEMENTAL LAW ENFORCEMENT SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF LOS ANGELES  
AND  
CITY OF SIERRA MADRE**

This Supplemental Law Enforcement Services Agreement ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the County of Los Angeles ("County") and CITY OF SIERRA MADRE ("Public Entity.")

**RECITALS**

- (a) Whereas, the Public Entity is desirous of contracting with the County for the performance of the supplemental law enforcement functions described herein by the Los Angeles County Sheriff's Department ("Sheriff's Department"); and
- (b) Whereas, the County is agreeable to rendering such supplemental law enforcement services within the County on the terms and conditions set forth in this Agreement; and
- (c) Whereas, this Agreement is authorized by the provisions of Section 56-1/2 and/or 56-3/4 of the Charter of the County of Los Angeles and/or Section 51301 of the California Government Code; and
- (d) Whereas, the County is agreeable to rendering such supplemental law enforcement services, as available, on the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

**1.0 SCOPE OF SERVICES**

- 1.1 The County agrees, as available, through the Sheriff's Department, to provide supplemental law enforcement services to the Public Entity. The classification and approximate numbers of personnel provided by the County shall be determined and mutually agreed upon by the Sheriff's Department and the Public Entity prior to the provision of supplemental law enforcement services, and set forth in an operations plan which shall be attached hereto as an Amendment to this Agreement and

incorporated herein by this reference. The hours of duty performed by County employees will be established and agreed upon in accordance with the requested supplemental law enforcement services.

- 1.2. The request for supplemental law enforcement services shall be a written request on official Public Entity letterhead. The request shall contain specific dates of service, hours of operation, number of personnel requested, classification of personnel requested, and duties and responsibilities associated with the type of service requested.
- 1.3. The request shall be signed by a representative of the Public Entity who is duly authorized to enter into such agreements for supplemental law enforcement services. The request shall be submitted to the Los Angeles County Sheriff's Department's Contract Law Enforcement Bureau located at 211 W. Temple Street, 7th Floor, Los Angeles, California 90012.
- 1.4. For the purpose of performing said services, County shall furnish and supply, as available, all necessary labor, supervision, personnel, helicopters, equipment, communications, fuel, and supplies necessary to provide the supplemental law enforcement services to be rendered hereunder. Notwithstanding the foregoing, the Public Entity may provide additional resources for the County to utilize in the performance of the supplemental law enforcement services.
- 1.5. If applicable, the Public Entity hereby grants to the County, the Sheriff's Department, and its personnel responding to requests for supplemental law enforcement services herein the right to transmit and broadcast communications to the Public Entity's police department's units via the primary dispatch frequency and/or any other law enforcement frequency for which the Public Entity is licensed by FCC.
- 1.6. Except as otherwise specifically set forth in this Agreement, supplemental law enforcement services shall encompass duties and functions within the jurisdiction of and customarily rendered by the Sheriff's Department under the Charter of the County and the statutes of the State of California.

## **2.0 ADMINISTRATION OF PERSONNEL**

- 2.1 In the event of a dispute between the parties to this Agreement as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, the Public Entity shall be consulted and a mutual determination thereof shall be made by both the Sheriff's Department and the Public Entity
- 2.2 The rendition of the services performed by the Sheriff's Department, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.
- 2.3 With regard to Paragraphs 2.1 and 2.2 above, in the event of an unresolved dispute over the minimum level of performance of services, the County shall have final and conclusive determination as between the parties hereto.
- 2.4 All Public Entity employees who work in conjunction with the Sheriff's Department pursuant to this Agreement shall remain employees of the Public Entity and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No Public Entity employees shall become employees of the County.
- 2.5 For the purpose of performing services and functions pursuant to this Agreement and only for the purpose of giving official status to the performance thereof and not to establish an agency relationship, every County officer and/or employee engaged in performing any such service and function shall be deemed to be an officer or employee of the Public Entity while performing such service for the Public Entity, as long as the service is within the scope of this Agreement and is a Public Entity function.
- 2.6 The Public Entity shall not be called upon to assume any liability for the direct payment of any Sheriff's Department salaries, wages, or other compensation to any County personnel performing services hereunder for said Public Entity. Except as herein otherwise specified, the Public Entity shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the Public Entity.

2.7 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Service Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this Agreement be read and understood to prohibit discrimination on the basis of sexual orientation.

### **3.0 INDEMNIFICATION**

3.1 Public Entity shall indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the Public Entity's acts and/or omissions arising from and/or relating to this Agreement.

3.2 County shall indemnify, defend, and hold harmless the Public Entity, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the County's acts and/or omissions arising from and/or relating to this Agreement.

### **4.0 TERM OF AGREEMENT**

The term of this Agreement shall commence July 1, 2016 or upon execution by the Sheriff, whichever is later, and shall terminate September 30, 2016, unless sooner terminated or extended in whole or in part as provided for herein.

### **5.0 RIGHT OF TERMINATION**

5.1 Either party may terminate this Agreement with or without cause by giving not less than sixty (60) calendar days advance written notice to the other party.

5.2 Notwithstanding the foregoing, the Sheriff may cancel the provision of services with only ten (10) calendar days advance notice, or less in the event of exigent circumstances, if the Sheriff concludes that there are insufficient personnel to provide the agreed upon services and still perform other Sheriff's duties as required by law.

- 5.3 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and, except as otherwise provided herein, each party shall be released from all obligations, which would otherwise accrue subsequent to the date of termination.

## **6.0 BILLING RATES**

- 6.1 For and in consideration of the rendition of the supplemental law enforcement services to be performed by the County for the Public Entity under this Agreement, the Public Entity shall pay County for said services provided by County under the terms of this Agreement at the appropriate and prevailing billing rates set forth on Exhibit A, Supplemental Law Enforcement Services Rates, as established by the County Auditor-Controller. The billing rates listed shall be readjusted annually by the County Auditor-Controller effective July 1 of each year to reflect the cost of such service. In such case, the annual rate adjustment shall be reflected in a revised Attachment A and attached to this Agreement as an Amendment consistent with Section 8.0, Amendments, of this Agreement to reflect the change in billing rates each fiscal year.
- 6.2 The billing rates depicted on Exhibit A, Supplemental Law Enforcement Services Rates, are developed and deemed appropriate by the County Auditor-Controller to reflect the County's actual costs in the compensation of employees at premium overtime rates (except Deputy Sheriff - Reserves), the administration of workers' compensation benefits, and the overhead of the County attributable to the provision of services pursuant to this Agreement. The foregoing rates are adjusted annually pursuant to the policies and practices adopted by the Los Angeles County Board of Supervisors governing the determination of such actual costs.

## **7.0 PAYMENT PROCEDURES**

- 7.1 The County, through the Sheriff's Department, shall render to the Public Entity a summarized invoice which covers all services performed during said month, and the Public Entity shall pay County for all undisputed amounts within sixty (60) calendar days after date of said invoice.

7.2 If such payment is not delivered to the County office, which is described on said invoice, within sixty (60) calendar days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the Public Entity shall provide the County with written notice of the dispute including the invoice date, amount, and reasons for dispute within ten (10) calendar days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within sixty (60) calendar days after the dispute resolution is memorialized.

7.3 Said interest shall be at a rate of ten percent (10%) per annum or any portion thereof, calculated from the date payment was due pursuant to Paragraphs 7.1 and 7.2 above.

## **8.0 AMENDMENTS**

All changes, modifications, or amendments to this Agreement must be in the form of a written Amendment duly executed by authorized personnel of the County and the Public Entity.

## **9.0 ASSIGNMENT, DELEGATION, AND SUBCONTRACTING**

A party shall not assign its rights and/or subcontract, or otherwise delegate, its duties under this Agreement, either in whole or in part, without the prior written consent of the other party, and any attempted assignment or delegation without such consent shall be null and void.

## **10.0 AUTHORIZATION WARRANTY**

The Public Entity represents and warrants that the person executing this Agreement for the Public Entity is an authorized agent who has actual authority to bind the Public Entity to each and every term, condition, and obligation of this Agreement and that all requirements of the Public Entity have been fulfilled to provide such actual authority.

## **11.0 GOVERNING LAW, JURISDICTION, AND VENUE**

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The parties agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agree and

consent that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

## **12.0 NOTICES**

Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties at the following addresses and to the attention of the person named. Addresses and persons to be notified may be changed by either party by giving ten (10) calendar days prior written notice thereof to the other party.

Notices to the County shall be addressed as follows:

Los Angeles County Sheriff's Department  
Contract Law Enforcement Bureau  
Attn: Richard T. Mouwen, Captain  
211 W. Temple Street, 7th Floor  
Los Angeles, California, 90012

Notices to the Public Entity shall be addressed as follows:

SIERRA MADRE POLICE DEPARTMENT  
Attn: Chief Larry Giannone  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
626-355-7135

## **13.0 VALIDITY**

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

## **14.0 WAIVER**

No waiver by the parties of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the parties to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

**15.0 ENTIRE AGREEMENT**

This Agreement, including Exhibit A, Supplemental Law Enforcement Services Rates, and any executed Amendments hereto or thereto, constitute the complete and exclusive statement of understanding of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Section 8.0, Amendments, of this Agreement and signed by both parties.

**SUPPLEMENTAL LAW ENFORCEMENT SERVICES AGREEMENT  
BY AND BETWEEN  
COUNTY OF LOS ANGELES  
AND  
CITY OF SIERRA MADRE**

IN WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Agreement to be executed by its Sheriff, and the Public Entity has caused this Agreement to be executed on its behalf by its authorized officer, on the dates written below.

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Jim McDonnell, Sheriff

Date \_\_\_\_\_

CITY OF SIERRA MADRE

By \_\_\_\_\_  
Elaine I. Aguilar  
City Manager, City of Sierra Madre

Date \_\_\_\_\_

ATTEST:

By \_\_\_\_\_  
Melinda Carrillo  
City Clerk

APPROVED AS TO FORM:  
MARY WICKHAM  
County Counsel

By \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO FORM:

By \_\_\_\_\_  
Terri Highsmith  
City Attorney, City of Sierra Madre



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

TO: Members of the City Council

FROM: Gene Goss, Mayor

INITIATED BY: Elaine I. Aguilar, City Manager 

DATE: June 14, 2016

**SUBJECT: CITY COUNCIL LIAISON APPOINTMENTS**

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## **SUMMARY**

Due to a schedule conflict, Council Member Capoccia cannot attend Planning Commission meetings. Council Member Delmar, who was previously the Planning Commission Alternate is available to serve as the Delegate, while Mayor Pro Tem Arizmendi is available to serve as the Alternate.

## **ANALYSIS**

With liaison appointments, the intent of the assignments is to ensure that the City Council can enjoy the reciprocal communication with the respective commissions, committees and organizations. Similarly, the City Council liaisons actively participate in inter-jurisdictional organizations to ensure the interests of the community are represented in regional public policy discussions.

Council Liaison appointments are normally assigned by the Mayor each April or May. Council Member Capoccia was assigned as the Delegate Liaison to the Planning Commission, but he has indicated that he has a schedule conflict on the first and third Thursdays of the month, when the Planning Commission meets. Council Member Delmar was the Alternate Liaison to the Planning Commission and she is willing to serve as the Delegate, while Mayor Pro Tem Arizmendi is available to serve as the Alternate Liaison.

A revised Liaison assignment chart is attached. Only the Planning Commission Delegate and Alternate Liaison appointments are revised.

### **FINANCIAL REVIEW**

There is no direct financial impact associated with the appointments; other than staff time preparing this report.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

The City Council has the following options:

1. The City Council could accept the revised assignments.
2. The City Council could reject the revised assignments.
3. The City Council could make other modifications to the assignments.

### **RECOMMENDATION**

It is recommended that the City Council accept the Mayor's revised assignments.

Attachments:

1. Liaison Chart

# ATTACHMENT

## Sierra Madre City Council Liaisons

<b>Commission/Committee</b>	<b>15-16* Liaison</b>	<b>15-16* Alternate</b>	<b>16-17* Liaison</b>	<b>16-17* Alternate</b>
Planning Commission 1 <sup>st</sup> & 3 <sup>rd</sup> Thursday, 7 PM	Capoccia	Arizmendi	Capoccia Delmar	Delmar Arizmendi
Senior Community Commission 1 <sup>st</sup> Thursday, 3 PM	Arizmendi	Harabedian	Goss	Capoccia
Community Services Commission 3 <sup>rd</sup> Monday, 6 PM	Goss	Capoccia	Delmar	Arizmendi
Energy, Environment and Natural Resources Commission 3 <sup>rd</sup> Wednesday, 7 pm	Harabedian	Delmar	Harabedian	Goss
Library Board of Trustees 4 <sup>th</sup> Wednesday, 7 PM	Delmar	Goss	Arizmendi	Harabedian

<b>Ad Hoc Committee/Organization Standing Sub-Committee</b>	<b>15-16 Liaison</b>	<b>15-16 Alternate</b>	<b>16-17 Liaison</b>	<b>16-17 Alternate</b>
Volunteer Fire Department Wednesday (odd months) 7 PM	Delmar	Goss	Harabedian	Delmar
Chamber of Commerce	Arizmendi	Harabedian	Arizmendi	Goss
Sierra Madre Elementary School	Arizmendi	Capoccia	Arizmendi	Harabedian
LA County Sanitation District 4 <sup>th</sup> Wednesday, 1:30 PM	Capoccia	Goss	Goss	Arizmendi
Sierra Madre Police Dept.	Goss	Arizmendi	Capoccia	Arizmendi
Council Water Sub-Committee	Capoccia	Goss	Goss	Capoccia
Public Safety Committee	Goss	Arizmendi	Delmar	Capoccia

<b>Associations</b>	<b>15-16 Liaison</b>	<b>15-16 Alternate</b>	<b>16-17 Liaison</b>	<b>16-17 Alternate</b>
San Gabriel Valley COG 3 <sup>rd</sup> Thursday, 6 PM	Harabedian	Capoccia	Capoccia	Goss
Southern California Association of Governments	Arizmendi	Delmar	Arizmendi	Delmar
League of Calif. Cities 1 <sup>st</sup> Thursday, 6 PM	Delmar	Harabedian	Capoccia	Delmar
Foothill Workforce Investment Board	Harabedian	Delmar	Arizmendi	Harabedian
Calif. Joint Powers Ins. Authority 4 <sup>th</sup> Wed. 5:30 PM	Delmar	Arizmendi	Delmar	Arizmendi
Independent Cities Assoc.	Goss	Delmar	Harabedian	Goss



## City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amario, City Treasurer*

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Miguel Hernandez, Human Resources Analyst

REVIEWED BY: Elisa C. Cox, Assistant City Manager 

DATE: June 14, 2016

**SUBJECT: Resolution 16-40 Adopting the Memorandum of Understanding between the City of Sierra Madre and Police Officers Association and adopting the Amended Classification Plan and Salary Matrix**  
**Resolution 16-38 Eliminating the Percentage Paid by the Employer of the Employees' Contribution to the California Public Employees Retirement System for Full-time Safety Employees represented by the Police Association**  
**Resolution 16-39 Eliminating the Percentage Paid by the Employer of the Employees' Contribution to the California Public Employees Retirement System for Full-time Miscellaneous Employees represented by the Police Association**

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### SUMMARY

Staff is seeking Council approval on resolution 16-40 adopting the Police Officers Association Memorandum of Understanding (MOU) and approving the amended Classification Plan and Salary Matrix in order to implement the negotiated cost of living adjustments. Furthermore, staff is seeking the City Council's approval of resolutions 16-38 and 16-39 to implement the increases to the employees' contributions and eliminating the percentage paid by the employer to the California Public Employees Retirement System (CalPERS).

### ANALYSIS

The City's contract with the employees represented by the Police Officers Association expired on June 30, 2015. Over the past months the City's Negotiating Team has served as the intermediary between the City Council and the POA for a new comprehensive MOU concerning terms and conditions of employment for the City employees represented by the Police Officers Association. The following items were agreed upon by both parties:

1. Two year contract in which there will be a cost of living increase upon ratification and again July 1, 2017;
2. Changing the six-step meritorious program to a five step program;
3. Eliminating the percentage paid by the employer (City) of the Employees' contribution to the California Employees Retirement System in exchange for an increase in salary of an equal percentage;
4. Pro-rated Holiday Leave;
5. Limiting training stipends for employees training a probationary employee to those who train for 36 hours or more.

The new MOU provides for a 6% salary increase effective July 12, 2016. Beginning July 1, 2016, Police Association members will increase their individual contributions to their pensions with CalPERS so that each member is paying the full employee share of his/her pension; in exchange, the City will provide an equal percentage (5% for non-sworn and 4% for sworn employees) salary increase. Moreover, effective July 1, 2017, Police Association members will receive an additional 6% salary increase.

Resolutions 16-38 and 16-39 will amend the City's practice of paying 4% for sworn and 5% for non-sworn Police Association members. In doing so, this will eliminate the City's contribution towards the employees' share of California Public Employees Retirement System. This resolution would require that full-time Police Association members contribute the full 9% for sworn and the full 8% for non-sworn of the employees' salary towards their pensions beginning with Fiscal Year 2016-2017 resulting in the City no longer reporting EPMC for any employee represented by the Police Association.

#### **FINANCIAL REVIEW**

The new MOU is expected to increase the Police Department by \$227,500 over the next two fiscal years. Specifically, an increase of \$7,500 is expected in Fiscal Year 2015-2016, \$90,000 in Fiscal Year 2016-2017, and \$130,000 in Fiscal Year 2017-2018.

#### **LEGAL REVIEW**

The Memorandum of Understanding has been reviewed by the City's employment and labor relations attorney and has been approved as to form.

#### **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 and the Sierra Madre Public Library and on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

#### **ALTERNATIVES**

1. The City Council may adopt Resolutions 16-38, 16-39, and 16-40 Adopting the Memorandum of Understanding between the City of Sierra Madre and the Police Officers Association, approving the amended Classification Plan and Salary Matrix, and to approve the Percentage paid by the Employer of the Employees'

Contribution to CalPERS for full-time employees represented by the Police Association

2. City Council may choose to deny the resolutions and provide alternate direction to staff.
3. The City Council may ask additional information.

**STAFF RECOMMENDATION**

Staff recommends the City Council approve Resolution 16-40 Adopting the Memorandum of Understanding between the City of Sierra Madre and the Police Officers Association and the amending the Classification Plan and Salary Matrix; Resolution 16-38 and 16-39 Amending the Percentage paid by the Employer of the Employees' Contribution to CalPERS for full-time employees represented by the Police Association.

Attachments (3):

1. Resolution 16-40 Adopting the Memorandum of Understanding between the City of Sierra Madre and Police Officers Association City of Sierra Madre and amending the Classification Plan and Salary Matrix.
2. Resolution 16-38 Eliminating the Percentage Paid by the Employer of the Employees' Contribution to the California Public Employees Retirement System for Full-time Safety Employees represented by the Police Association.
3. Resolution 16-39 and Eliminating the Percentage Paid by the Employer of the Employees' Contribution to the California Public Employees Retirement System for Full-time Miscellaneous Employees represented by the Police Association.

# ATTACHMENT

## RESOLUTION NO. 16-40

### **ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SIERRA MADRE AND POLICE OFFICERS ASSOCIATION AND AMENDING THE CLASSIFICATION PLAN AND SALARY MATRIX TO REFLECT CHANGES IN THE POLICE ASSOCIATION SALARY SCHEDULE**

#### **THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:**

**WHEREAS**, the City of Sierra Madre employs full-time employees who are members of the Sierra Madre Police Association; and

**WHEREAS**, the City Council recognizes the Sierra Madre Police Association under Section 2.48.040 of the City of Sierra Madre Municipal Code; and

**WHEREAS**, the City Council negotiated a memorandum of understanding (MOU) with the Association for all covered employees.

**WHEREAS**, the City Council is authorizing changing the Police Association salary schedule in the Classification Plan and Salary Matrix.

**WHEREAS**, in the amended Classification Plan and Salary Matrix, the information contained within the plan in regards to duties, responsibilities, training and experience for all other positions remains status quo; and

**WHEREAS**, in the amended Classification Plan and Salary Matrix, the salary information contained within the plan for all other positions remains status quo;

#### **NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY DETERMINE AND ORDER AS FOLLOWS:**

Section 1. The City of Sierra Madre approves the June 12, 2016 – June 30, 2018 MOU with the Police Association as presented in Exhibit A.

Section 2. The City of Sierra Madre amends the salary matrix as presented in Exhibit B.

Section 3. Effective Date. This Resolution shall go into effect June 12, 2016.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of June, 2016.

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Gene Goss, Mayor  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 14<sup>th</sup> day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

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Melinda Carrillo, City Clerk  
City of Sierra Madre, California

CITY OF SIERRA MADRE

# Memorandum of Understanding

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Sierra Madre Police Association

June 12, 2016 – June 30, 2018

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## **Article 1 PREAMBLE**

It is the intent and purpose of this Agreement to set forth the understanding of the parties reached as a result of meeting and conferring in good faith regarding matters related to wages, hours and/or other items and conditions of employment between the employees of the Police Department represented by the Sierra Madre Police Association ("Association") and the City of Sierra Madre ("City"), in accordance with California Government Code section 3500, et seq. and Chapter 2.48 of the Sierra Madre Municipal Code. The term of this Agreement is from June 12, 2016 through June 30, 2018.

## **Article 2 PERSONNEL RULES AND REGULATIONS**

This document is intended to be used in conjunction with the City of Sierra Madre Personnel Rules and Regulations. The Personnel Rules and Regulations address items including, but not limited to, employee evaluations, personnel files and computer loan program. Current Rules and Regulations of the City that do not deal with matters covered by this agreement shall remain in full force and effect.

## **Article 3 IMPLEMENTATION**

This Agreement constitutes a mutual recommendation to be jointly submitted to the City Council of the City of Sierra Madre. It is agreed that this Agreement shall not be binding upon the parties either in whole or in part unless and until the City Council acts, by a majority vote, formally to approve and adopt said Agreement.

## **Article 4 RECOGNITION**

The City recognizes the Association as the Recognized Employees' Organization for all classified employees of the Sierra Madre Police Department except the Chief of Police, any Captain(s), and any Lieutenant(s), in accordance with Section 2.48.040 of the Sierra Madre Municipal Code.

## **Article 5 MANAGEMENT RIGHTS**

The rights of the City include and are not limited to all rights provided under State law, and the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards and levels of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; determine style and/or types of City-issued wearing apparel, equipment or technology used; establish and enforce dress and grooming standards; assign work to and schedule employees in accordance with requirements as determined by the City; establish and change work schedules and assignments as necessary; and exercise complete discretion over its organization and the technology of performing its work. The City may exercise its management rights without the obligation to meet and confer on the decision to exercise such rights. However, the City shall meet and confer on the impact of the exercise of such rights, unless the matter of the exercise of

such rights is provided for in this Memorandum of Understanding, the Personnel Rules and Regulations or Municipal Code. By agreeing to meet and confer as to the impact of any of the City's rights, management's discretion in the exercise of these rights shall not be diminished.

## **Article 6 EMPLOYEE RIGHTS**

Each employee shall have the following rights which he/she may exercise in accordance with all applicable laws, ordinances, rules and regulations, and provisions of this Memorandum of Understanding:

- The right to form, join, and participate in the activities of employee organizations of his/her own choosing for the purpose of representation on matters of his/her employee relations with the City, and the right to refuse to join or participate in the activities of any employee organization.
- The right to pay dues to such employee organizations through the regular payroll deduction.
- The right to be free from interference, intimidation, restraint, coercion, discrimination, or reprisal for membership or non-membership in any employee organization or with respect to any lawful activity associated therewith which is within the scope of representation.
- The right to represent himself/herself individually in his/her employee relations with the City.
- The right to review his/her personnel files by making a request in writing to the Personnel Officer or the Chief of Police.
- The right to have citizen initiated formal personnel complaints removed after five years, non-sustained non-citizen complaints removed after two years, and Employee Performance Reviews (EPR) removed with each annual evaluation.

## **Article 7 ASSOCIATION RIGHTS**

### **Section 1 Recognition**

The City recognizes the right of the Association to govern its internal affairs.

### **Section 2 Dues**

Upon the receipt of a written request and authorization from an employee for deduction of Association "dues," the City shall withhold such dues and deductions from the salary of the employee on a bi-weekly payroll basis and remit the withholdings to the Association in a timely manner. The City shall continue to withhold such deductions unless the employee files a written statement with the City withdrawing authorization for the continued withholding of the deductions.

### **Section 3 Bulletin Board**

The Association shall have sole and exclusive use of specific bulletin board space. Such space shall be clearly marked and identified as such, approximately three feet by four feet in dimension and located in the Police Department. The Chief of Police shall designate the authorized bulletin board space and said space shall be the only space which is authorized for the posting of

Association business. Material placed on the bulletin board shall be at the discretion of the Association with the understanding that materials so posted shall be for legitimate communications with its members. Said posting shall not be offensive to good taste, defamatory, involve support or opposition to candidates for political office within City government, or violate City policies regarding harassment, discrimination or retaliation. The Chief of Police or his/her designee shall have the right to remove any such materials upon prior notice to the Association representative. The Association shall be responsible for maintaining the bulletin board space in an orderly condition and shall promptly remove outdated materials. No other space in the Police Station is authorized for use by the PA.

#### Section 4 Association Member's Representative

An employee shall be allowed to designate a representative to assist said employee in: preparing and presenting grievances, preparing and processing material for disciplinary hearing, and preparing and presenting material for any legitimate employer-employee relations which representation is granted pursuant to existing law. This representative may be a member of the association as long as the representative is not potentially involved in the matter.

#### Section 5 Representing the Association

Subject to the needs of the Department and the approval of the Chief of Police, a designated employee representative of the association shall be allowed: 1) reasonable release time from regularly scheduled duties to present grievances and material for disciplinary hearings on behalf of an affected employee if said employee requests said assistance, and 2) to meet with City management representative relative to matters of employer-employee relations.

#### Section 6 Chief Selection Process

During any selection process for hiring a Chief of Police, the PA Board will meet with the City Manager prior to the City Manager's interview with prospective candidate(s) to give input regarding what the PA would like to see in a new Chief.

### **Article 8 PUBLIC EMPLOYEES RETIREMENT SYSTEM**

#### Section 1 CalPERS Membership

Consistent with the Government Code, employees who are local safety or miscellaneous members of the California Public Employees Retirement System are entitled to the benefits as indicated in the most recent amendment to the contract between the Board of Administration of CalPERS and the City Council.

This memorandum of understanding provides for military buy-back and/or sick leave conversion options: Employees who have been temporarily relieved from their assignment to serve in the U.S. military may elect to buy back, at a 1:1 ratio, their military service time in exchange for PERS service credit. The cost of such a transaction shall be borne entirely by the employee. PERS members may purchase up to four years of service credit for any continuous active military or merchant marine service. The member must contribute an amount equal to the contribution for current and prior service that the employee and the employer would have made with respect to

that period of service. Should changes in state law disallow military buy-back and/or sick leave conversion options, such benefits will cease to be offered.

#### Section 2 City Payment of Employee Contribution for CalPERS Retirement

From June 12, 2016 – June 30, 2016, the City shall continue to pay four percent of the Employer Paid Member Contribution (EPMC) for safety employees and five percent of the EPMC for non-safety employees. Beginning July 1, 2016, the City will no longer pay any portion of the Member Contribution; each employee will be responsible for paying the full employee portion, which is 9% for safety employees and 8% for miscellaneous employees.

#### Section 3 Salary Subject to PERS

The City will include the EPMC as “salary subject to PERS” through June 30, 2016. The City will follow “CalPERS Public Agency & Schools Procedures Manual” as it pertains to “reportable and unreportable wages”. Total hours reported will not exceed 160 in a 28 day FLSA work period.

#### Section 4 City Payment of Employer Contribution for CalPERS Retirement

The City shall pay the employer share of the CalPERS retirement contribution as actuarially determined by CalPERS for each fiscal year covered by this Memorandum of Understanding. For classic members as defined in Section 5 of this Article, the retirement benefit is the 3% at 55 for safety employees; 2.5% at 55 for miscellaneous employees. For new members, as defined in Section 5 of this Article, the retirement benefit is 2.7% at 57 for safety employees and 2% @ 62 for miscellaneous employees.

#### Section 5 The California Public Employees’ Pension Reform Act of 2013 (PEPRA)

All provisions of PEPRA will be applied to applicable employees. Employees who join CalPERS on or after January 1, 2013 will have an alternate retirement benefit level of 2.7% at 57 for the safety employees and 2% at 62 for miscellaneous employees. New CalPERS members must pay at least 50% of “normal cost” as determined by CalPERS. New members are not eligible for EPMC. Final compensation for new CalPERS members will be determined by the highest 36 consecutive month period.

## **Article 9 INSURANCE**

#### Section 1 Employee Insurance

The City shall maintain the following overall level of insurance benefits for each employee covered by this Memorandum of Understanding. The specific coverage is subject to the provisions of the individual insurance company’s master contract(s) as issued to the City of Sierra Madre for each type of insurance.

Insurance Benefits offered by the City include:

- Health Insurance
- Dental Insurance
- Life and Accidental Death Insurance (for the employee only)
- Vision Insurance

The City has participated in the CalPERS medical program since 1999 to provide health coverage for association members. Pursuant to Government Code Section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA), for the calendar year beginning January 2016, the City will contribute \$125 for each association member towards the PERS Health Care Plan. This amount is adjusted annually.

The City will contribute an amount over its contribution under PEMHCA (which is \$125 per month for the calendar year beginning January 2016). The total contribution, including the City's contribution under PEMHCA, shall be up to \$650 per month for health, dental and vision insurance coverage, plus 25% of premiums in excess of \$650 per month, through an IRS Section 125 Flexible Benefit Plan (FBP) administered by either the City or its designee. In addition, the City provides a Flexible Spending Plan to allow employees to contribute to their health, dental and vision insurance coverage on a pre-tax basis.

The specific benefits are subject to change by the insurance carrier. The exact provisions governing each benefit program are contained in the Master Contract issued by the insurance carrier to the City of Sierra Madre. Refer to the certificate of coverage for a complete description of benefits and coverage. The City reserves the right to select any insurance carrier or other method of providing coverage to fund the benefits of the employees under the terms of this Agreement, provided that the benefits to employees shall be not less than those in existence as of implementation of this Agreement. All insurance benefits offered by the City are subject to COBRA upon an employee's resignation, retirement or other COBRA defined event.

#### Section 2 Medical Stipend

An employees who elects not to purchase medical, dental, and vision insurance through the City's plan and provides proof of coverage by another group insurance plan, will receive a medical stipend of \$325 per month. The medical stipend will not be provided for and shall not be used for the purpose of purchasing either an individual health plan or insurance on the exchange.

#### Section 3 Retiree Medical Insurance

The City has participated in the CalPERS medical program since 1999 for association members. As such, the City is obligated to contribute toward the cost of retiree medical coverage for the retiree's and spouse's lifetime so long as they remain eligible for and covered by this medical program. The City provides additional benefits based this Memorandum of Understanding beyond those required under PEMHCA. The following is a summary of these benefits:

All association members who retire from the City (including disability retirement) and continue coverage in the CalPERS medical program are eligible for the benefit provided in the PEMHCA resolutions. Those resolutions provide for the City to contribute toward retiree premiums at an unequal amount to the active employees, for 2016 this amount is \$106.25.

In addition to the benefits described above, the City also provides the following monthly subsidy, toward retiree (single coverage) medical premiums until the retiree reaches age 65:

For employees hired after December 21, 2011, upon retirement from the City and with an application approved by PERS for retirement benefits, an employee will be extended "employee only" health insurance coverage for the lowest cost plan available from the City at the time of retirement until age 65. An employee must be a minimum of age 60 on the effective date of retirement and have worked 30 years of full-time service with the City to be eligible for this coverage.

For employees hired prior December 21, 2011, upon retirement from the City and with an application approved by PERS for retirement benefits, employee only health insurance coverage will be extended for the lowest cost plan available through the PERS Health Program upon retirement to age 65, based on the vesting level the employee has reached. All other insurance coverage (vision, dental, life) terminate upon retirement and are subject to COBRA. Partial vesting shall be accrued at 5% per full year of service. Employees are subject to the CalPERS vesting schedule described in the table below, which establishes specific percentages of employer contributions based on an employee's credited years of service.

Credited Years of Service	Percentages of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

## **Article 10. EDUCATIONAL PROGRAM / TUITION REIMBURSEMENT PROGRAM**

The Tuition Reimbursement Program is intended to encourage permanent and full-time employees in good standing to enroll in college level undergraduate, graduate, and post-graduate courses and/or study majors that bear a reasonable and rational relationship to the job classification held by the employee at the time of such enrollment. Subject to the approval of the Personnel Officer, this program may be utilized to earn certifications related to an employee's current position.

### **Section 1. Eligibility**

Permanent and full-time employees shall be considered eligible to participate in this program after completing 18 months of satisfactory City service.

Additional requirements for participation in the Tuition Reimbursement Program are as follows:

- No employee shall receive greater than \$10,000 of tuition reimbursement during his/her cumulative term of employment with the City.
- Tuition shall be reimbursed in an amount not to exceed the per unit tuition charged by the California State University system for classes comparable in content to that in which the employee has enrolled or intends to enroll. If the California State University system does not offer a comparable class, then the Personnel Officer shall make the final determination as to whether reimbursement shall be provided. In no case shall reimbursement exceed the per unit California State University system tuition fee.
- The precise amount of tuition reimbursement shall be based upon all criteria stated herein, including the grade received by the employee in the class(es) for which reimbursement is sought. If an employee receives a grade of "B" or higher (or its numerical equivalent), then the employee shall be eligible for 100% tuition reimbursement as described above. If the employee receives a grade of "C" (or its numerical equivalent), then the employee shall be eligible for 50% tuition reimbursement as described herein. Courses in which the employee/student receives a grade lower than a "C" (or its numerical equivalent) will not be reimbursed.
- Tuition reimbursement shall not be advanced and is contingent upon the employee's submission to the Personnel Officer of official college transcripts or comparable documentation indicative of the employee's grade(s).
- An employee seeking tuition reimbursement for eligible class(es) shall submit the official transcript documentation to the Personnel Officer in conjunction with a City provided form for said use. The Personnel Officer shall conduct any necessary investigation to verify the employee's eligibility for the tuition reimbursement. The decision of the Personnel Officer shall be final and binding and shall not be subject to administrative or judicial appeal.

## Section 2. Impact of Resignation upon Restitution to the City of Funds Distributed

### Pursuant to the Tuition Reimbursement Program

In the event that an employee's resignation from City service is tendered one year or less from the date that tuition reimbursement is approved by the City Manager, then the employee agrees by participation in the tuition reimbursement program to fully reimburse the City for said amount no later than 90 calendar days after the effective date of the employee's resignation or termination. Upon the employee's request, this amount can be deducted from the employee's final paycheck. If the City commences litigation to recover said monies, then the employee agrees that any judgment for the amount to be reimbursed shall also include attorney's fees and costs expended by the City in said litigation.

## **Article 11 UNIFORMS AND SAFETY EQUIPMENT**

### **Section 1 Uniform Stipend**

Each employee is responsible for purchasing his or her own uniforms. Each employee will receive a uniform stipend of \$55 on the 28<sup>th</sup> day of the work period.

### **Section 2 New Hires**

At the time of hire, new employees on the department will receive:

- 1 Long Sleeve Shirt
- 2 Short Sleeve Shirts
- 2 Pair of Trousers
- 1 Uniform Basket weave belt
- 1 Name Tag
- 1 Field Jacket

Shoes shall be purchased at the employees' expense.

New employees will not receive a uniform stipend until after he/she has completed probation.

### **Section 3 Safety Equipment**

The City will provide job related safety equipment which may include: protective vest, duty belts, weapon, handcuffs, pepper spray, and baton.

## **Article 12 PROBATIONARY PERIOD**

The probationary test period for all personnel hired in an entry level position shall be 18 months. Additionally, the probationary test period for promotional positions shall be 12 months. Further, the probationary test period for all lateral entry sworn personnel in any classification shall be 12 months.

In all instances, the probationary test period shall commence upon the employee being classified in the position to which the test period applies. Additionally, the probationary test period shall automatically be extended by a number of days equivalent to the number of workdays that the employee did not perform services during the test period. The extension applies regardless of the cause for the employee being unable to perform services. The probationary period may be extended by up to six months for any reason at the discretion of the Chief of Police. The exercise of such discretion is not subject to administrative or judicial appeal. Although the probationary period may be extended, the employee's anniversary date will remain the same.

## **Article 13 SENIORITY**

Seniority shall be based on the length of time of uninterrupted service of an employee in the classified service of the City.

## Article 14 SHIFTS

The Police Department's normally assigned shifts for uniform patrol and desk duty begin at 0600 hours and at 1800 hours daily.

Patrol officers shall work three 12.50 hour shifts per workweek, plus one 10 hour payback shift during each 28 day work period cycle. If an officer is held over scheduled time, he/she will continue to work at straight time until he/she reaches 171 hours in a 28 day work period cycle.

The City has allocated \$30,000 from the time of adoption until June 30, 2015 for payment of time and a half overtime to an officer who is held over to cover another employee because the employee has called in sick. Therefore, if an officer is held over to cover another employee because the employee has called in sick, the held over officer shall receive time and a half his/her base pay for time worked related to the hold over even if the officer has worked less than 171 hours in a 28 day work period, so long as the City has not expended \$30,000 in paid overtime related to this form of overtime work. Once this \$30,000 allocation is exhausted, if an officer is held over to cover another employee because the employee has called in sick, the held over officer shall receive straight time pay until the officer reaches 171 hours in the 28 day work period.

Employees assigned to the Dispatch, Traffic, Detective Bureau, and Administration shall work 40 hours per a week as assigned.

Personnel reporting after the designated time or leaving prior to the designated end of shift without authorization shall be considered tardy and absent without leave. Reasonable efforts shall be made to have on-duty personnel relieved on time without inconvenience or delay in service to the community.

### Section 1 Shift Assignments

A shift shall be defined as the working hours during a day shift assignment, an overlap assignment or a night shift assignment. No employee shall be authorized to remain on the same shift for a period exceeding one year, with the following exceptions.

- Administration or Administrative Assistants
- Employees assigned to a Specialized Assignment
- Approval by the Chief of Police

Employees who move to a new shift will normally stay on that shift for a minimum of six months, but no longer than twelve months.

### Section 2 Exchange of Days Off

An exchange of days off shall be defined as a "day trade." Requests for a day trade shall be made on a Department approved "day trade form" and shall be submitted at least 10 calendar days in advance of the day trade, unless otherwise agreed to by the Chief of Police or designee. Day trades must be done within the 28 day work period in which the requesting employee needs the

day off. All non-overtime hours worked during exchanged days off shall be paid at the employee's base rate.

### Section 3 Work Day

A work day shall include "roll call," two 15 minute rest periods and one 30 minute meal break; all on a paid status, but subject to recall.

### Section 4 Work Period

For sworn officers, a work period shall constitute 28 calendar days per the 7(k) exemption of the Fair Labor Standards Act. For non-sworn employees the work period shall constitute seven calendar days.

### Section 5 Pay Period

A pay period shall constitute 14 calendar days. There is no minimum hours for each pay period; the City will report 160 hours of base pay worked to CalPERS each 28-day period unless the employee was absent without pay at any time during the work period.

## Article 15 SALARY ADJUSTMENTS

The six-step meritorious program will be changed to a five-step program, with step 1 of the pay scale in place on June 11, 2016 being eliminated. Those employees at step 6 will keep the pay rate of step 6, but will be at step 5 on June 12, 2016; those in step 5 on June 11, 2016 will be in step 4 on June 12, 2016 and so on and so forth.

Upon ratification of this agreement, Police Association members will receive a 6% salary increase effective June 12, 2016.

Beginning July 1, 2016, association members will receive a salary increase of 4% for safety employees and 5% for miscellaneous employees, in exchange for employees paying the entire employee portion of the CalPERS retirement.

Effective July 1, 2017, Police Association members will receive a 6% salary increase.

## Article 16 OVERTIME

Overtime shall be paid in accordance with the Federal Fair Labor Standards Act ("Act") and specifically in accordance with the partial overtime exemption of Section 7(k) of the Act. In determining an employee's eligibility for overtime compensation in a work period, paid leaves of absence and unpaid leaves of absence shall be excluded from the total hours worked. Paid leaves of absence include, but are not limited to the following:

- Vacation Leave
- Holiday Leave
- Sick Leave
- Administrative Leave
- Compensatory Leave

- Worker's Compensation Leave
- 4850 Time
- Jury Duty
- Bereavement Leave
- Military Leave

#### Section 1 Sworn Officers

Overtime will be paid at a rate of one and one half after an employee has worked 171 hours in a 28 day work period. In addition to the minimum overtime requirements of the Act and other applicable laws, all unscheduled overtime shall be paid at the employee's base rate multiplied by one and one-half when a shift is assigned and worked without 48-hours' notice.

#### Section 2 Non-sworn Employees

Overtime will be paid at a rate of one and one half after an employee has worked 40 hours in a seven day work period. In addition to the minimum overtime requirements of the Act and other applicable laws, all unscheduled overtime shall be paid at the employee's base rate multiplied by one and one-half when a shift is assigned and worked without 48-hours' notice.

#### Section 3 Compensatory Time

Any employee working overtime may designate either payment or "credit" to the employee's Compensatory Time Account. The "Compensatory Time Account" for any employee shall be limited to 200 hours. An employee shall notify the Department at least seven calendar days prior to taking time off credited to "Comp Time," except that pursuant to current practice, when a position is already staffed and does not require coverage by another employee working overtime, the seven calendar days' notice shall not apply.

City-wide emergencies, special events, movie details, bicycle patrol and special details are cash payment only assignments and are not eligible for compensation time account credits.

### **Article 17 ADDITIONAL COMPENSATION**

#### Section 1 Signing Bonus / Finder's Fee

In order to improve the City's ability to recruit sworn officers, a \$5,000 signing bonus and a \$1,000 finder fee has been implemented. One half of the \$5,000 signing bonus will be paid to a new sworn officer on her/her first day of work and the other half will be paid to them when the successfully complete probation. If a sworn officer leaves prior to serving the City for three years, the second half of the signing bonus will be returned to the City. Further, \$1,000 would be available to any city employee who is identified on the employment application as referring the newly hired police officer to the City. One half of the \$1,000 finder's fee will be paid to the individual on the day the new police officer is hired and the other half will be paid to them when the officer successfully completes probation. If two or more employees are identified as referring a new police officer, the stipend will be split accordingly.

## Section 2 Special Security Detail

Employees covered under this Memorandum of Understanding electing to serve special security detail for movies and other special security detail for non-City events must be trained in traffic control regulations. Compensation will be at time and a half the employee's base pay. This time is not counted as "time worked" towards an employee's FLSA overtime. Payment for special security details are not eligible for Compensatory Time "credit" and must be taken as a cash payment.

This provision shall not apply towards any special security detail performed as a part of a City sponsored event. Current City events are subject to change, but currently include the Mount Wilson Trail Race, Halloween, and 4<sup>th</sup> of July. Whether an event is City or non-City sponsored will be designated on the schedule. Special security detail performed as part of a City event will be counted towards an employee's FLSA overtime and overtime will be compensated after an employee has worked 171 hours in the work period.

Eligibility and assignment for special security detail shall be determined by the Chief of Police or designee.

## Section 3 On-Call / Standby Compensation

Pursuant to operational needs, any employee who is on "stand-by" shall receive \$50 for each 24 hour period. Standby duty requires that the employee:

- Be ready to respond immediately to calls for service;
- Be reachable by telephone, pager, or police radio;
- Be enroute to work as soon as possible, but no longer than 30 minutes after receiving call;
- Refrain from intoxicants or other activities which might impair the ability of the officer to perform the assigned duties.

An employee trained in other operational duties may be placed on "stand by" for another capacity other than his/her regular duties.

Failure to be reachable by telephone, pager, and/or police radio and/or to report for duty when on call will result in forfeiture of the \$50 stipend.

## Section 4 Criminal Court Compensation

The minimum pay for DMV, traffic related and criminal court appearances shall be two hours at time and a half of the employee's base pay. If said employee's court appearance is for more than two hours, said employee shall be paid for all hours in conjunction with said court appearance at time and a half of the employee's base pay.

Employees will be paid beginning with the time to appear listed on the subpoena. Employees shall have the court clerk time stamp the subpoena upon completion of the court appearance, signifying the end of the employee's court time. Additional preparation time must be pre-approved by the Chief or his/her designee.

The watch commander is required to contact the handling attorney 24 hours or the business day prior to the date of the scheduled court appearance to verify the necessity to appear. Said employee, if excused from appearance, must be notified by the end of the business day prior to the court appearance, otherwise the employee is entitled to the minimum court appearance pay. Court standby will continue to be two hours for each session (morning and afternoon). It is the responsibility of the officer to determine if afternoon on-call is required.

Each employee shall be entitled to a maximum of two hours of base pay at time and a half for “on-call” status per each day regardless of the number of subpoenas.

#### Section 5 Administrative and Job Related Civil Appearance

Employees who are required to participate in administrative and job related civil appearances will be paid straight time for time served. Time will be counted towards FLSA overtime.

#### Section 6 Training Compensation and Reimbursement

When City employees must travel for training during the day, a City vehicle, if available, should be used. If a City vehicle is not available, the City will reimburse the employee for business use of a personal vehicle at the IRS established rate (revised periodically) in effect on the day of travel. This reimbursement is calculated from the Police Station to the training location and subject to the Vehicle Usage Policy. No meal reimbursement will be provided for day travel should an employee travel outside the City during a regularly scheduled meal break. If any employee is scheduled for less than eight hours on a scheduled work day, the employee must report back to work upon completion of the training. Any training scheduled for eight or more hours on an employee’s regularly scheduled work day will be considered the employee’s regular work day.

Overnight travel must comply with the policies outlined in the Personnel Rules and Regulations.

#### Section 7 Training Officer

Employees who engage in training a probationary employee will receive a \$275 stipend on the 28<sup>th</sup> day of the work period provided they are actively training such new employee during that work period, and provided the employee has trained the probationary employee for a minimum of 36 hours during the work period. A “Request for Training Compensation” form must be completed each period to receive compensation. This special assignment is subject to testing per the Personnel Rules and Regulations.

#### Section 8 Detective and Traffic Bureau

A sworn officer assigned to either the Detective or Traffic Bureau will receive a \$275 stipend on the 28<sup>th</sup> day of the work period. The stipend may be prorated depending on number of day assigned to the bureau. This special assignment is subject to testing per the Personnel Rules and Regulations and holds a term of two years with up to two six month extensions at the discretion of the Chief of Police.

## Section 9 POST Stipends

POST Stipends will be paid on the 28<sup>th</sup> day of the work period.

- Intermediate POST Certificate: Any officer who has an Intermediate POST Certificate shall receive an additional 5% pay over said officer's base salary.
- Advanced POST Certificate: Any officer who has an Advanced POST Certificate shall receive an additional 10% pay over said officer's base salary. This may not be combined with any other POST Stipend.
- Supervisory POST Certificate: Any sergeant who has a Supervisory POST Certificate shall receive an additional 15% pay over said sergeant's base salary. This may not be combined with any other POST Stipend.

## Article 18 SICK LEAVE

Sick leave is leave from duty which may be granted by the City to an employee because of illness, injury, exposure to contagious disease, illness or injury of a member of the employee's immediate family requiring the employee's attendance and medical, dental and optical appointments to the extent that such appointments cannot be scheduled outside the work day.

An employee's immediate family shall consist of the employee's spouse or domestic partner, children, step-children, the employee's, the spouse's or the domestic partner's mother, father, brother, sister, grandchildren or grandparents or other members of the employee's family residing in the employee's home or other member of the employee's family primarily dependent upon the employee.

### Section 1. Sick Leave Use

An employee may be granted sick leave only in case of actual sickness as defined above or as otherwise required by law. In the event that an employee or a member of the employee's immediate family recovers from any such sickness after being granted sick leave, and during the regularly scheduled hours of work, then such employee shall notify the appropriate immediate supervisor and be available to return to duty.

In order to apply for sick leave use, an employee shall notify the appropriate immediate supervisor within one hour after the time established at the beginning of the employee's workday, unless the City determines that the employee's duties require more restrictive reporting. Additionally, each department may have its own guidelines for reporting in sick. Failure to provide notice without good cause shall result in that day of absence being treated as leave of absence without pay.

If the employee is absent on sick leave for more than one day the employee shall keep their immediate supervisor informed as to the date the employee expects to return to work.

Sick leave shall not be granted to any employee absent from duty as a result of any sickness, injury or disability purposefully self-inflicted or caused by willful misconduct.

Sick leave shall not be granted to any employee absent from duty after separation from City service or during a City authorized leave of absence without pay or any other absence from duty not authorized by the City.

Sick leave shall not be granted to any employee to permit the extension of the employee's vacation.

The City may require a physician's certification at any time as to the sickness or injury of the employee or their immediate family member and the date of the employee's intended return to work.

Employees will not be permitted to use vacation or other leave in lieu of sick leave unless approved by the Personnel Officer.

#### Section 2. Sick Leave Accrual

Employees shall accrue 3.69 hours of sick leave per pay period for a total of 96 hours per year. Accrual shall occur on a daily basis. No accrual shall take place for any day in which the employee has performed less than a full day of service.

Sick leave may be accrued to a maximum of 2,000 hours except as provided below.

Sick leave granted by the City and used by an employee shall be deducted from the employee's accrued sick leave balance.

Employees granted a leave of absence with pay or other approved leave with pay shall accrue sick leave during such leave as provided therein.

Sick leave shall not be accrued by an employee absent from duty after separation from City service or during a City authorized leave of absence without pay, or any other absence from duty not authorized by the City.

### **Article 19 VACATION LEAVE**

Full-time employees are entitled to annual vacation leave with pay. Vacation leave shall be earned from the first day of probationary employment and may be used only as it is earned. Requests for vacation leave exceeding the amount of leave will require the prior approval of the Personnel Officer.

#### Section 1 Vacation Accrual

Every full-time probationary and regular employee shall accrue paid vacation leave per payroll period and annually as follows:

<u>Years</u>	<u>Length of Service</u>	<u>Per Payroll</u>	<u>Annually</u>
1 – 4	0 - 48 months	3.385 hours	88.010 hours
5	49 – 60 months	3.693 hours	96.018 hours
6	61 - 72 months	4.000 hours	104.000 hours
7	73 - 84 months	4.308 hours	112.008 hours
8	85 - 96 months	4.616 hours	120.016 hours
9	97 - 108 months	4.923 hours	127.998 hours
10	109 - 120 months	5.231 hours	136.006 hours
11	121 - 132 months	5.539 hours	144.014 hours
12	133 - 144 months	5.847 hours	152.022 hours
13	145 - 156 months	6.154 hours	160.004 hours
14	157 - 168 months	6.462 hours	168.012 hours
15	169 – 180 months	6.770 hours	176.02 hours
16	181 – 192 months	7.077 hours	184.002 hours
17	193 – 204 months	7.385 hours	192.010 hours
18	205+ months	7.693 hours	200.018 hours

Vacation shall accrue bi-weekly on a pro rata basis and increases shall occur at the beginning of the month. For purposes of this section, continuous service shall include time in which an employee is on an authorized leave of absence with pay.

Section 2      Accumulated Vacation

Employees may accumulate up to a total of 135 hours vacation time, not including the current year's allocation, of any given year. For example, if an employee's annual accrual is 104 hours annually, the employee may accumulate 104 hours + 135 hours, up to 239 hours. This employee will cease to accumulate any vacation leave over 239 hours.

After 80 hours of Vacation Leave have been taken in a 12 month period, the employee may request payment in cash at the employee's regular hourly rate, as long as 40 hours of vacation leave remains on the books.

**Article 20    HOLIDAY LEAVE**

On July 1 of each year, each Association Member will be granted 104 hours of Holiday Leave. For employees who are hired by the City and/or leave the City and only work a portion of the fiscal year, employees will be granted prorated hours of Holiday Leave. A *Request for Leave of Absence* form shall be submitted fifteen working days prior to any use of holiday leave, unless otherwise authorized by the Chief of Police or his/her representative. The balance of any Holiday Leave will be automatically cashed out at the employee's regular hourly rate when the employee leaves the City or on June 30<sup>th</sup> on the regular paycheck for that pay period (generally the first paycheck in July). This leave may not be cashed out at any other time during the fiscal year.

## **Article 21 JURY LEAVE AND COURT APPEARANCES**

Every employee who is called or required to serve as a juror shall be entitled to be absent from his or her duties during the period of such service. Unless otherwise stated in an applicable MOU, there is no limit to the amount of time employees may serve on jury duty. The City will continue to pay an employee his/her regular salary so long as proof of service is submitted within five calendar days. Employees are entitled to retain any mileage reimbursement received in connection with jury service. If any employee is released from jury service prior to the end of his/her normal workday / scheduled shift, the employee must report to work unless otherwise authorized by his/her supervisor.

An employee who is subpoenaed to appear in court in a matter regarding an event or transaction which arose in the course and scope of his or her City employment shall be allowed to do so without loss of compensation. An employee subpoenaed to appear in court in a matter unrelated to his or her official capacity as a City employee shall be permitted time off without pay or, if the employee chooses, to use accrued non-sick leaves for this purpose.

## **Article 22 LIGHT DUTY**

At the discretion of the Department, a limited number of temporary light duty positions may be identified. The Department may assign employees injured on duty to light duty positions. The Department has the discretion to consider approving requests that involve off-duty injuries for light duty positions; however, on-duty or industrial injuries will take precedence.

Light duty assignments will be limited to 90 calendar days. The Personnel Officer may approve a one-time extension of that time frame where circumstances warrant. If an extension is granted, it does not create a permanent light duty position, but is intended solely to reasonably accommodate an employee on a temporary basis.

If the Chief of Police determines that the department is unable to accommodate the restrictions, the employee will be subject to the City's Transitional Return to Work Policy.

## **Article 23 OUTSIDE EMPLOYMENT**

No full-time employee shall engage in any outside employment without first obtaining permission of the Chief of Police prior to the commencement of employment. Once permission is granted, the employee must provide the City with written notification of a change in job responsibilities or classification, and if the employee discontinues his/her employment with the outside agency. The request for outside employment must be done in writing and it must be completed for any outside employment regardless of length or classification of employment. The Chief of Police may deny permission to an employee to engage in any outside employment which is incompatible with City employment as described in Government Code section 1126 or if the Chief determines that the outside employment would render the employee incapable of, or less effective in performing his/her duties as an employee of the City.

## Article 24 DISCIPLINE

### Section 1 Disciplinary Action

Disciplinary action may be imposed upon any employee for any of the causes set forth in this Article. For the purposes of this Article, "disciplinary action" (hereafter "action") shall mean suspension without pay, reduction in class or position, or any combination thereof, or dismissal.

### Section 2 Cause for Disciplinary Action

Any of the following shall be cause for the imposition of disciplinary action:

- Violations of any provision of this memorandum of understanding;
- Violations of any provision of the SMPD Policies & Procedures Manual;
- Violations of any provision of the Personnel Rules and Regulations;
- Incompleteness or inefficiency in the performance of the employee's duties;
- Insubordinate conduct directed at a supervisor or Department Head;
- Violation of any official regulation or order;
- Final conviction including a plea of guilty or *nolo contendere* of any criminal offense involving moral turpitude;
- Negligent or willful conduct by any employee which results in, or causes damage to public property or waste of public supplies;
- Absence without authorized leave;
- Excessive absence without good cause; and
- Other good and sufficient cause.

### Section 3 Imposition of Disciplinary Action

Disciplinary action may be imposed upon an employee as follows:

The Chief of Police shall serve a notice of intended disciplinary action upon the employee stating the disciplinary action that is being proposed, the charges upon which the proposed disciplinary action is based, and a general description of the facts and/or circumstances supporting the charges. The notice shall inform the employee that he or she may respond to the notice in writing and/or in person. Any written response must be submitted to the City Manager within 15 calendar days of receipt of the notice. If the employee wishes to respond to the notice in person, he/she must submit a written request for a meeting with the City Manager. The request must be submitted to the City Manager within 15 calendar days of receipt of the notice.

If a timely request is made by the employee, the City Manager shall conduct an informal meeting with the employee to permit the employee to respond to the notice. The employee is entitled to be represented at the meeting by an attorney or association representative. The meeting shall be conducted at a time and in the manner determined by the City Manager. The City Manager shall have the authority to impose, reject, or modify the proposed disciplinary action. If a timely request for a meeting is not made by the employee, the City Manager may immediately impose the proposed disciplinary action.

The City Manager shall give the employee written notice of his/her decision which shall, in the

absence of an appeal, be considered final and conclusive. At this time the disciplinary action shall be imposed.

#### Section 4 Appeals

A permanent employee, against whom disciplinary action has been taken, may appeal to the City Council within 15 calendar days after receiving a copy of the City Manager's decision and by filing a written answer to such decision with the City Manager. Appeal can be made on the following grounds:

- That the procedures set forth herein have not been followed.
- That the action taken was not in accord with the facts.

Upon receipt of a timely appeal, the City Manager shall advise the City Council thereof and shall forward a copy of the statement of charges, the City Manager's notice of decision and the employee's answer to such decision. The City Council shall give the appealing party written notice of the time and place of the hearing to be held before the City Council upon such appeal. The hearing shall be limited to items which are disputed by the employee and contained within employee's written answer to the City Manager's decision. All items not disputed by the employee shall be deemed admitted by the employee for the purposes of the hearing.

#### Section 5 Hearing Procedure

Hearings shall be conducted in the manner most conducive to determination of the truth, and the City Council shall not be bound by technical rules of evidence. Decisions made by the City Council shall not be invalidated by any informality of the proceedings.

The formal rules of evidence shall not apply. All hearings shall be conducted in an orderly and expeditious manner with a view to the presentation of all material facts so that a fair and impartial decision may be made. The City Council shall have full authority at all times to maintain orderly procedure and to restrict the hearing to facts and witnesses that are relevant to the appeal, and that are not unduly time consuming, cumulative, prejudicial, confusing or misleading.

Each side will be permitted an opening statement (City Manager or designee first) and closing arguments (City Manager or designee first, employee second, followed by rebuttal by City Manager or designee). The City Manager or designee shall first present the witnesses and evidence to sustain the charges. Then, the employee shall present his/her witnesses and evidence in defense. Each side will be allowed to examine and cross-examine witnesses. The hearing shall be recorded by a certified shorthand reporter.

The City Council shall have the authority to issue subpoenas to compel the attendance of witnesses. If any person in proceedings before the City Council disobeys or resists any lawful order or fails to respond to a lawfully issued subpoena, refuses to take the oath or affirmation as a witness, or thereafter refuses to be examined, or is guilty of misconduct during the hearing or so near the hearing location as to obstruct the proceeding, the City Council may, pursuant to the authority of Government Code sections 11455.10 et seq., certify the facts to the Superior Court and request the Court to issue an order directing the person to appear before the Court to show

cause why he or she should not be punished for contempt.

Each party may be represented by an attorney. Each party shall bear its own costs, including attorney fees, in connection with the proceeding.

In his/her discretion, the City Council may designate a neutral hearing officer to conduct the hearing. The hearing officer will be selected through from strike list in conjunction with the employee. The hearing officer shall have the same powers as the City Council in conducting the hearing on behalf of the City Council. The hearing officer shall render a recommended decision to the City Council who shall set forth proposed findings of fact and conclusions of law in support of the recommended decision. The City Council may adopt, modify, or reject the recommended decision. The City and the employee shall equally split the costs of the neutral hearing officer.

The final decision by the City Council shall be subject to judicial review under Code of Civil Procedure section 1094.5 within the time limits described in Code of Civil Procedure section 1094.6.

## **Article 25 ADMINISTRATIVE APPEAL PROCEDURE**

The following administrative appeal process is established pursuant to Government Code § 3304.5. It shall supplement, though not replace, the disciplinary appeal process established in Article 11.

This procedure shall not apply to disciplinary actions for which officers already are entitled to receive an appeal hearing pursuant to the City's Municipal Code or existing personnel rules. It shall only apply to punitive actions, as that term is defined by Government Code § 3303, for which officers do not already receive an appeal hearing under Article 11.

### **Section 1 Right to Administrative Appeal**

Any public safety officer (as defined by Government Code § 3301), who is subjected to punitive action (as defined by Government Code § 3303) other than dismissal, demotion, or suspension without pay is entitled to an administrative appeal pursuant to this procedure. An officer shall not be entitled to appeal an action prior to its imposition.

An officer who appeals a punitive action under this procedure shall bear his/her own costs in association with the appeal hearing, including but not limited to any and all attorney fees.

### **Section 2 Notice of Appeal**

Within five calendar days of receipt by an officer of notification of punitive action, the officer shall notify the Chief of Police in writing of the officer's intent to appeal the punitive action.

The notice of appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.

### Section 3 Hearing Officer

The City Manager shall serve as the hearing officer. Alternatively, the City Manager may designate a hearing officer of his or her choosing at his or her sole discretion who will issue an advisory opinion to the City Manager. The City Manager may adopt, modify, or reject the hearing officer's advisory decision and the City Manager's decision shall be final and binding.

### Section 4 Burden of Proof/Persuasion

Unless the action being appealed involves allegations of misconduct (i.e., allegations that the officer has violated one or more federal, state, or local laws, and/or City or Police Department regulations, procedures, or rules) the limited purpose of the hearing shall be to provide the officer the opportunity to establish a record of the circumstances surrounding the action. The Department's burden shall be satisfied if the Department establishes that the action was reasonable, even though reasonable persons might disagree about whether the action was the best one under the circumstances.

If the punitive action involves charges of misconduct, (i.e., allegations that the officer has violated one or more laws, regulations, procedures, or rules), the Department shall have the burden of proving by a preponderance of the evidence the facts which form the basis for the charge of misconduct and the burden of persuasion that the punitive action was reasonable under the circumstances.

### Section 5 Conduct of Hearing

The formal rules of evidence do not apply, although the hearing officer shall have discretion to exclude evidence that is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time.

The parties may present opening statements.

The parties may present evidence through documents and direct testimony.

The parties shall not be entitled to confront and cross-examine witnesses.

Following the presentation of evidence, if any, the parties may present closing arguments.

### Section 6 Recording of the Hearing

The hearing shall be audio recorded. A stenographer may be used in lieu of an audio recording at the discretion of the hearing officer.

### Section 7 Representation

The officer may be represented by a representative of his or her choice at all stages of the proceedings. All costs associated with such representation shall be borne by the officer.

The Department shall also be entitled to representation at all stages of the proceedings.

## Section 8 Decision

The City Manager shall serve the parties with written notice of his/her decision within 30 calendar days of submission of the case by the parties for decision (or receipt of the recommended decision by the hearing officer).

The decision shall be served by first class mail upon the officer or the officer's attorney or representative. The decision shall be final upon mailing of the decision.

If judicial relief is available pursuant to Code of Civil Procedure Section 1094.5, then a petition must be filed within 90 days as specified in Code of Civil Procedure Section 1094.6.

## Article 26 GRIEVANCE PROCEDURE

### Section 1 Purpose

The purpose of this Article is to provide employees a grievance procedure within the scope and framework of the City's personnel system. For the purpose of this Article, the word "grievance" shall mean and include any complaint arising out of alleged violations of written rules and regulations, policies, administrative procedures, or this memorandum of understanding, except that the same shall not include any disciplinary action or proceedings.

### Section 2 Individual Petition Procedure

An employee or group of employees having a complaint or grievance (hereinafter "Grievant") shall present their grievance in a written statement to the immediate supervisor for resolution within 10 calendar days of the alleged violation being grieved. The immediate supervisor shall have 10 calendar days to respond to the grievance in writing. If the grievance cannot be resolved with the immediate supervisor, the grievant may present his/her written grievance up the Chain of Command, with the grievance going to the Chief of Police last. Each supervisor will have 10 days to review of the decision by previous supervisor. The Chief of Police shall have 14 calendar days to respond in writing to the grievance.

If the grievance cannot be resolved by the Chief of Police, then the grievant may submit the written grievance to the City Manager not more than 10 calendar days from the date of the Chief's decision.

The City Manager may conduct an investigation into the grievance as he or she deems necessary. The City Manager shall issue a written decision on the grievance within 14 calendar days of his/her receipt of the grievance.

The timelines for filing and/or responding to any grievance may be extended by mutual agreement of the parties. Any such agreement must be confirmed in writing. If any response to a grievance is not timely, then the grievance shall be considered to have been denied and may proceed to the next step. The decision of the City Manager is final and binding.

### Section 3 Association Petition Procedure

The Association may file a grievance on behalf of the Association as a whole for any violation of this memorandum of understanding. The Association shall present their grievance in writing to the Chief of Police. The Chief of Police shall have 14 calendar days to respond in writing to the grievance.

In the event of failure to resolve the case of the dispute with the Chief of Police, the Association, by a majority vote of the Board of Directors and by notifying any/all employees affected by this grievance may then request a meeting with the City Manager and the City Manager shall hold said meeting for the discussion and attempted resolution of the matter.

If the Association is dissatisfied with the determination of the City Manager, the Association may appeal such a decision by filing a written letter of appeal with the City Council within 30 calendar days after the giving of notice by the City Manager. The City Council, upon receiving a timely appeal, shall instruct the City Manager to give the appealing party (or parties) written notice of the time and place of the hearing.

At the time of the hearing before the City Council, all interested parties shall be given reasonable opportunity to be heard upon the merits of the grievance and the positions taken with reference thereto. Upon conclusion of such hearing, the City Council shall review the testimony given and shall approve, disapprove or approve with modification, the decision rendered by the City Manager. The City Council's decision shall be final and conclusive in all cases.

In his/her discretion, the City Council may designate a neutral hearing officer to conduct the hearing. The hearing officer shall have the same powers as the City Council in conducting the hearing on behalf of the City Council. The hearing officer shall render a recommended decision to the City Council. The City Council may adopt, modify, or reject the recommended decision. The City shall bear the costs of the neutral hearing officer.

### **Article 27 AGREEMENT, MODIFICATION, WAIVER**

No agreement, alteration, understanding, variation, waiver or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed in writing and affixed hereto by all-parties and approved by the City Council.

The waiver of any breach, term or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all of its terms and provisions.

### **Article 28 PROVISIONS OF LAW**

This Agreement is subject to all future and current applicable Federal and State laws and regulations.

If any part or provision of this Agreement is in conflict with such applicable provisions of Federal and State laws and regulations, or is otherwise held to be invalid or unenforceable by any tribunal of competent jurisdiction, such part of the provision shall be suspended and superseded by such

applicable law or regulations, and the remainder of the Agreement shall not be affected.

The Association and/or the City shall have the right to meet and confer within 30 days concerning said section. This Agreement shall supersede all City rules or ordinances which are in conflict with the Agreement.

Current rules, regulations, and ordinances of the City that do not deal with matters covered by this Agreement shall remain in full force and effect.

## **Article 29 EFFECT**

This Agreement shall remain in full force and effect until a new Memorandum of Understanding is negotiated by the City and Association and said Memorandum of Understanding has been approved and ratified by both the Association and the City.

In exercising the above rights the City shall comply with all applicable provisions of this agreement. In exercising the above rights, the City shall not in any way, directly or indirectly, be subject to the grievance procedure herein, provided the City has complied with all applicable provisions of this Agreement and all applicable State laws.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed this 12<sup>th</sup> day of June, 2016:

Sierra Madre Police Association  
Representatives:

City of Sierra Madre Management  
Representatives:

\_\_\_\_\_  
Ken Berry, Association President

\_\_\_\_\_  
Elaine Aguilar, City Manager

\_\_\_\_\_  
Henry Amos, Association Vice President

\_\_\_\_\_  
Elisa Cox, Assistant City Manager

\_\_\_\_\_  
Chief Larry Giannone, Public Safety Director

Police Association Salary Matrix  
June 12, 2016 - June 30, 2018

**Effective June 12, 2016**

Dispatcher	1	2	3	4	5
Annual Salary	40,426	42,448	44,570	46,798	49,138
Monthly Salary	3,369	3,537	3,714	3,900	4,095
Bi-weekly Salary	1,555	1,633	1,714	1,800	1,890
Hourly Salary	19.44	20.41	21.43	22.50	23.62

Recruit	1
Annual Salary	50,776
Monthly Salary	4,231
Bi-weekly Salary	1,953
Hourly Salary	24.41

Police Officer	1	2	3	4	5
Annual Salary	59,235	62,197	65,306	68,572	72,000
Monthly Salary	4,936	5,183	5,442	5,714	6,000
Bi-weekly Salary	2,278	2,392	2,512	2,637	2,769
Hourly Salary	28.48	29.90	31.40	32.97	34.62

Corporal	1	2	3	4	5
Annual Salary	62,209	65,320	68,586	72,015	75,616
Monthly Salary	5,184	5,443	5,715	6,001	6,301
Bi-weekly Salary	2,393	2,512	2,638	2,770	2,908
Hourly Salary	29.91	31.40	32.97	34.62	36.35

Sergeant	1	2	3	4	5
Annual Salary	73,856	77,548	81,426	85,497	89,772
Monthly Salary	6,155	6,462	6,785	7,125	7,481
Bi-weekly Salary	2,841	2,983	3,132	3,288	3,453
Hourly Salary	35.51	37.28	39.15	41.10	43.16

**Police Association Salary Matrix**  
 June 12, 2016 - June 30, 2018

**Effective July 1, 2016**

<b>Dispatcher</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Annual Salary	42,447	44,570	46,798	49,138	51,595
Monthly Salary	3,537	3,714	3,900	4,095	4,300
Bi-weekly Salary	1,633	1,714	1,800	1,890	1,984
Hourly Salary	20.41	21.43	22.50	23.62	24.81

<b>Recruit</b>	<b>1</b>
Annual Salary	50,776
Monthly Salary	4,231
Bi-weekly Salary	1,953
Hourly Salary	24.41

<b>Police Officer</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Annual Salary	61,604	64,685	67,919	71,315	74,881
Monthly Salary	5,134	5,390	5,660	5,943	6,240
Bi-weekly Salary	2,369	2,488	2,612	2,743	2,880
Hourly Salary	29.62	31.10	32.65	34.29	36.00

<b>Corporal</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Annual Salary	64,697	67,932	71,329	74,895	78,640
Monthly Salary	5,391	5,661	5,944	6,241	6,553
Bi-weekly Salary	2,488	2,613	2,743	2,881	3,025
Hourly Salary	31.10	32.66	34.29	36.01	37.81

<b>Sergeant</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Annual Salary	76,810	80,651	84,683	88,917	93,363
Monthly Salary	6,401	6,721	7,057	7,410	7,780
Bi-weekly Salary	2,954	3,102	3,257	3,420	3,591
Hourly Salary	36.93	38.77	40.71	42.75	44.89

Police Association Salary Matrix  
June 12, 2016 - June 30, 2018

**Effective July 1, 2017**

Dispatcher	1	2	3	4	5
Annual Salary	44,994	47,244	49,606	52,086	54,690
Monthly Salary	3,749	3,937	4,134	4,340	4,558
Bi-weekly Salary	1,731	1,817	1,908	2,003	2,103
Hourly Salary	21.63	22.71	23.85	25.04	26.29

Recruit	1
Annual Salary	53,823
Monthly Salary	4,485
Bi-weekly Salary	2,070
Hourly Salary	25.88

Police Officer	1	2	3	4	5
Annual Salary	65,300	68,565	71,994	75,593	79,373
Monthly Salary	5,442	5,714	5,999	6,299	6,614
Bi-weekly Salary	2,512	2,637	2,769	2,907	3,053
Hourly Salary	31.39	32.96	34.61	36.34	38.16

Corporal	1	2	3	4	5
Annual Salary	68,579	72,008	75,608	79,389	83,358
Monthly Salary	5,715	6,001	6,301	6,616	6,946
Bi-weekly Salary	2,638	2,770	2,908	3,053	3,206
Hourly Salary	32.97	34.62	36.35	38.17	40.08

Sergeant	1	2	3	4	5
Annual Salary	81,419	85,490	89,764	94,252	98,965
Monthly Salary	6,785	7,124	7,480	7,854	8,247
Bi-weekly Salary	3,131	3,288	3,452	3,625	3,806
Hourly Salary	39.14	41.10	43.16	45.31	47.58

# ATTACHMENT

## RESOLUTION NO. 16-38

### **ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR FULL-TIME SAFETY EMPLOYEES REPRESENTED BY THE POLICE ASSOCIATION**

**THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:**

**WHEREAS**, the governing body of the City of Sierra Madre has the authority to implement Government Code Section 20691; and

**WHEREAS**, the governing body of the City of Sierra Madre has a written labor policy or agreement which specifically provides for the normal member contribution to be paid by the employer; and

**WHEREAS**, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Sierra Madre of a Resolution to commence said Employer Paid Member Contributions (EPMC);

**WHEREAS**, the governing body of the City of Sierra Madre has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all safety employees of the Police Officers Association.
- This benefit shall consist of paying 0% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2016.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY DETERMINE AND ORDER AS FOLLOWS:**

Section 1. The City of Sierra Madre elects to no longer pay EPMC, as set forth above.

Section 2. This Resolution shall go into effect July 1, 2016.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of June, 2016.

---

Gene Goss, Mayor  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 14<sup>th</sup> day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

---

Melinda Carrillo, City Clerk  
City of Sierra Madre, California

# ATTACHMENT

## RESOLUTION NO. 16-39

### ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR FULL-TIME MISCELLANEOUS EMPLOYEES REPRESENTED BY THE POLICE ASSOCIATION

#### THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

**WHEREAS**, the governing body of the City of Sierra Madre has the authority to implement Government Code Section 20691; and

**WHEREAS**, the governing body of the City of Sierra Madre has a written labor policy or agreement which specifically provides for the normal member contribution to be paid by the employer; and

**WHEREAS**, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the City of Sierra Madre of a Resolution to commence said Employer Paid Member Contributions (EPMC);

**WHEREAS**, the governing body of the City of Sierra Madre has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all miscellaneous employees of the Police Officers Association.
- This benefit shall consist of paying 0% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2016.

#### NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY DETERMINE AND ORDER AS FOLLOWS:

Section 1. The City of Sierra Madre elects to no longer pay EPMC, as set forth above.

Section 2. This Resolution shall go into effect July 1, 2016.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of June, 2016.

---

Gene Goss, Mayor  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 14<sup>th</sup> day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

---

Melinda Carrillo, City Clerk  
City of Sierra Madre, California



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager *EIA*

INITIATED BY: James Carlson, Management Analyst *sc*

REVIEWED BY: Steve Heydorff, Fire Chief *SH*

DATE: June 14, 2016

**SUBJECT: FIRE HORN REVIEW**

---

## **SUMMARY**

Staff recommends that the City Council approves maintaining the City's Fire Horn weekly Friday 5:00pm testing schedule.

## **ANALYSIS**

### **Background**

On June 9, 2015 the City Council approved a weekly testing of the City's historic Fire Horn. Staff was instructed to monitor the condition of the Fire Horn, report any malfunctions, and return the item to City Council in one year.

Detailed reports on the Fire Horn's history and efforts to rehabilitate the equipment are included with this reports as **Attachment A**. This includes previous staff reports from June 9, 2015, October 28, 2008, and associated minutes from these discussions.

Staff is pleased to report that there were no malfunctions over the past year. Staff was able to hear the test an average of 3 times per month. The Fire Horn's timing equipment has been very consistent and automatically adjusted for the Daylight Savings time changes.

Furthermore, there have been no formal complaints to the Public Works or Fire Departments regarding the change of the testing.

Staff recommends that the City Council approves maintaining the City's Fire Horn weekly Friday 5:00pm testing schedule.

**FINANCIAL REVIEW**

There are no financial considerations associated with keeping, eliminating, or changing the weekly tests.

**PUBLIC NOTICE PROCESS**

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

**ALTERNATIVES**

1. The City Council may approve maintaining the City's Fire Horn weekly Friday 5:00pm testing schedule.
2. The City Council may direct staff to discontinue the testing and use of the Fire Horn.
3. The City Council may direct staff to change the testing schedule of the Fire Horn.

**STAFF RECOMMENDATION**

Staff recommends that the City Council approves maintaining the City's Fire Horn weekly Friday 5:00pm testing schedule.

Attachments (1):

Attachment A: Previous staff reports from June 9, 2015, October 28, 2008, and associated minutes from these discussions.



## City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Mayor and Members of the City Council

INITIATED BY: Elaine I. Aguilar, City Manager

DATE: June 9, 2015

**SUBJECT:** CONSIDERATION OF ALTERNATE SCHEDULE FOR TESTING AND USE OF THE EMERGENCY HORN

### SUMMARY

Mayor Capoccia requested consideration of this item. In October 2008, the City Council provided direction regarding the reactivation of the fire/emergency horn. The horn had been inoperable for a period of time, when a group of residents requested that the horn be repaired and used for emergency notification. The Council authorized the horn to be repaired, and authorized the 5:00 pm daily testing of the horn. It took longer than anticipated until the horn was put into daily testing mode.

The horn began daily testing in approximately January 2015. Since that date, staff has received complaints from two residents regarding the horn. The Council was also contacted. The item was placed on the agenda so that the Council could discuss this matter and determine whether the testing schedule should be altered.

### ANALYSIS

Attached is the staff report and minutes from the October 28, 2008 Council meeting, where direction was provided regarding the repair and testing of the horn. The horn is intended to serve an emergency response purpose. In the event of an emergency, the horn is activated and residents should tune to the City's radio station. To make sure the horn is operational, it is tested at 5 pm daily.

It is possible for the Council to change the testing schedule. Or to discontinue use of the horn entirely. Staff is requesting direction on the testing schedule and the continued use of the horn.

If the horn continues to be used for emergency notification purposes, it is recommended that the horn be periodically tested, to make sure it is operational in the event of an emergency. Possible alternate testing schedules would be once weekly, or

one day per month. Staff does not recommend testing the horn less than one day a month, because too much time could lapse before staff was aware that the horn was inoperable, should an emergency occur. If the testing schedule is modified, the Council would need to provide direction regarding the day of the week, or day of the month, and the time.

### **FINANCIAL REVIEW**

There are minimal costs associated with the operation of the horn. There would be a few minutes of staff time used to reset the horn to be tested on an alternate schedule.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

The City Council has the following options:

1. The City Council could take no action, in which case the testing schedule would be unchanged.
2. The City Council may make modifications to the testing schedule.
3. The City Council could discontinue the use and testing of the horn.
4. The City Council could discontinue the testing of the horn, but allow the horn to be used in emergencies only.
5. The City Council could request additional information and direct staff to return to a future meeting.

### **RECOMMENDATION**

It is recommended that the City Council provide staff with direction.

### **Attachments:**

1. Staff Report and Minutes for the October 28, 2008 meeting

# ATTACHMENT

# COPY



## City of Sierra Madre Agenda Report

*Kurt Zimmerman, Mayor*  
*MaryAnn MacGillivray, Mayor Pro Tem*  
*John Buchanan, Council Member*  
*Joseph Mosca, Council Member*  
*Donald Watts, Council Member*

*Nancy Shollenberger, City Clerk*  
*George Enyedi, City Treasurer*

TO: Honorable Mayor Zimmerman and Members of the City Council

FROM: Elaine I. Aguilar, City Manager *EIA*

INITIATED BY: James Carlson, Management Analyst *JC*

DATE: October 28, 2008

**SUBJECT: CONSENSUS ON UTILIZATION OF THE CITY'S FIRE HORN**

---

### SUMMARY

Staff recommends that the City Council discuss the consensus recommendation regarding the utilization of the city's fire horn and direct staff to implement procedures for use of the horn.

### ANALYSIS

#### Background

At the August 19, 2008 regular City Council meeting, staff presented a report regarding the reactivation of the City's fire horn. The impetus of the consideration was a letter from Hank Landsberg, President of the Sierra Madre Kiwanis Club, citing both the desire to preserve the historical tradition of a daily horn test as well as its use as an emergency notification system. Staff was able to test the horn and report to City Council that the mechanics and timing device of the horn were in good repair, and sought direction from Council on whether the fire horn should be put back into use, and how it should be utilized if reactivated.

After public comments and City Council's discussion, a decision was made to reactivate the fire horn. The City Council directed staff to obtain additional input regarding the use of the fire horn from the community. The Sierra Madre Chamber of Commerce, the Sierra Madre Kiwanis Club, and the Sierra Madre Fire Safe Council were specifically identified in City Council's direction for this community input.

#### Historical Considerations

Two topics naturally emerged from City Council's direction. Throughout the compilation of the August report, as well as following City Council's direction, staff received many comments in support of the traditional, nostalgic, and historical value of testing the fire

horn daily. Conversely, staff also received comments that there was no need to sound the horn everyday, as it was extremely loud and alarming, especially to individuals and businesses in close proximity to its North Baldwin and East Montecito location.

#### Emergency Considerations

The second topic that was discussed addressed the use of the fire horn in emergency situations. It was generally accepted that the use of the fire horn to alert residents, as opposed to its use of notifying emergency services, was warranted and desirable. Staff also received a variety of recommendations on how the fire horn should be used during certain specific emergencies. However, a majority opinion was evident that the emergency use be a "general alert" to residents, and not be a complicated system of incident or location specific codes. In this scenario, the fire horn would sound the emergency signal, and it would let residents know that they should immediately be aware that there is a situation, or potential situation that they need to be aware of. The residents should tune in to City or regional news outlets, or at a minimum, simply go outside and become aware of their surroundings.

#### Community Organization Efforts

Soon after City Council's direction at the August 19<sup>th</sup> meeting, Sierra Madre Kiwanis Club member George Maurer, with input from the Chamber of Commerce, set off to distribute a survey to the businesses in the downtown district. The survey was intended to gauge the preferences of the potential fire horn testing procedures. The survey included a "check box" for testing at noon, 7:00pm, or "other".

The Sierra Madre Chamber of Commerce, as well as city staff, received additional comments from residents and businesses in regards to opinions on how the newly reactivated fire horn should be used. The Sierra Madre Fire Safe Council also presented preferences in regards to how the fire horn should be used, especially in regards to its use during emergencies.

On Wednesday, October 22, 2008, staff organized a meeting to determine the results of the various community organizations' attempts to measure the prevailing feelings of the community about the use of the fire horn. This meeting included representatives of city staff, the Sierra Madre Fire Department, the Sierra Madre Police department, the Sierra Madre Kiwanis Club, the Sierra Madre Chamber of Commerce, and the Sierra Madre Fire Safe Council. Nine individuals participated in a constructive discussion that not only reviewed the existing considerations, but also yielded new ideas in regards to the use of the City's fire horn. At the conclusion of the meeting, a consensus recommendation was unanimously presented to staff in order to be included with this report.

#### Consensus

Following a productive discussion of existing considerations, as well as some new ideas, the participants of the October 22<sup>nd</sup> meeting made the following recommendations:

1. The fire horn should be used for emergencies. The emergency signal should be a "general" alert.
2. Since the fire horn should be used for emergencies, it should be regularly tested in some manner.
3. The test blast should be distinctly different than the emergency blast. And the test blast should be one short blast, and the emergency blast should be 3 blasts, or a series of 3 blasts.
4. The test blasts should be conducted seven days a week.
5. These test blasts should occur at 5:00pm.
6. There should be signage around the location of the horn indicating the schedule, and possibly additional information, of the use of the fire horn.

These six recommendations were all unanimously agreed upon by eight of the meeting's participants. City Manager Elaine Aguilar did not raise her hand to vote and was in attendance primarily as an observer. In addition, in reference to recommendation number 4 regarding the testing the fire horn seven days a week, staff observed a small degree of hesitation in consensus with a segment of the participants.

This meeting also produced two major new ideas to the conversation of using the fire horn. One idea was incorporated into the consensus recommendation. Although the survey directly asked for a preference between noon and 7:00pm, the concept of a 5:00pm test was presented and debated. It was ultimately determined that 5:00pm was a better option for a number of reasons. For one, some businesses that were adverse to the noon horn were no longer operating at this time. Additionally, the number of outside diners would be limited at this time as opposed to a noon or 7:00pm test. And lastly, it carried a nostalgic feeling of a "factory whistle" that signified the end of a work day.

The second prospective idea presented was delivered by the Sierra Madre Fire Safe Council. Local engineer Hank Landsberg, who also penned the initial letter that brought this subject to staff and City Council, presented an outline for the creation of a low-frequency and local radio station. During discussions of the emergency use of the fire horn, it was deemed that a "general" alert would advise residents to seek additional information. The city currently has a number of communication tools at their disposal to inform the residents to the situation, such as SMTV3, the City's website and the City's blog. Mr. Landsberg's proposal included the use of an AM radio frequency that would be accessible to virtually every car and battery-operated radio within the city limits. It was noted that this tool would operate in the event that phone, internet, television, and power services were interrupted. The participants of this meeting all agreed that a local, low-frequency radio communication tool would be valuable addition to existing

communication tools. Mr. Landsberg was informed that staff would like to pursue this concept as a consideration of communication efforts within the City as a whole.

#### **FINANCIAL REVIEW**

The staff has determined that the fire horn is mechanically operational, and that the timing device that would produce regular test blasts is also operational. However, the recommendations for the fire horn's use in emergency situation will require the capability of overriding the programmed timing device for manually delivering the three emergency blasts. Staff has learned that there will need to be an installation of a manual relay that would be used for this. This manual relay may be connected to a simple button at the site of the horn, or may be activated by other technologies such as phone or wireless methods. The estimated cost of the additional manual relay is no more than \$200.00, and installation labor would be donated.

#### **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 and the Sierra Madre Public Library.

#### **ALTERNATIVES**

1. The City Council may elect to accept the consensus recommendation of the October 22<sup>nd</sup> meeting and direct staff to implement the procedures.
2. The City Council may elect amend some or all of the recommendations and direct staff to implement the modified procedures.
3. The City Council may instruct staff to return with additional information.

#### **STAFF RECOMMENDATION**

Staff recommends that the City Council approve the consensus recommendation regarding the utilization of the city's fire horn and direct staff to implement the recommended procedures for use of the city fire horn.

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21 SKYLAND PROJECT EQUIPMENT PURCHASE

Elaine Aguilar, City Manager, gave the staff report. City staff is requesting authorization to make a one-time large equipment purchase for equipping the California Conservation Corps workers with adequate and safe hillside equipment to perform the debris and bulkhead removal from the Skyland area slope. The amount of this purchase is conservatively estimated to be \$35,000.

Staff is recommending that the City Council authorizes this one-time purchase of equipment that is a required element of the Skyland debris and bulkhead removal project.

Council Member Mosca moved and it was seconded by Mayor Pro Tem MacGillivray for approval of the Consent Calendar, with Council Member Buchanan abstaining on Item H. It passed by unanimous voice vote.

3. CONSENSUS ON UTILIZATION OF THE CITY'S FIRE HORN

James Carlson, Management Analyst, gave the staff report. Staff recommends that the City Council discuss the consensus recommendation regarding the utilization of the city's fire horn and direct staff to implement procedures for use of the horn.

At the August 19, 2008 Regular City Council Meeting, staff presented a report regarding the reactivation of the City's fire horn. The impetus of the consideration was a letter from Hank Landsberg, President of the Sierra Madre Kiwanis Club, citing both the desire to preserve the historical tradition of a daily horn test as well as its use as an emergency notification system. Staff was able to test the horn and report to City Council that the mechanics and timing device of the horn were in good repair, and sought direction from Council on whether the fire horn should be put back into use, and how it should be utilized if reactivated.

After public comments and City Council's discussion, a decision was made to reactivate the fire horn. The City Council directed staff to obtain additional input regarding the use of the fire horn from the community. The Sierra Madre Chamber of Commerce, the Sierra Madre Kiwanis Club, and the Sierra Madre Fire Safe Council were specifically identified in the City Council's direction for this community input.

The Sierra Madre Chamber of Commerce, as well as city staff, received additional comments from residents and businesses in regards to opinions on how the newly reactivated fire horn should be used. The Sierra Madre Fire Safe Council also presented preferences in regards to how the fire horn should be used, especially in regards to its use during emergencies.

On Wednesday, October 22, 2008, staff organized a meeting to determine the results of the various community organizations' attempts to measure the prevailing feelings of the community about the use of the fire horn. This meeting included representatives of city staff, the Sierra Madre Fire Department, the Sierra Madre Police Department, the Sierra Madre Kiwanis Club, the Sierra Madre Chamber of Commerce, and the Sierra Madre Fire Safe Council. Nine individuals participated in a constructive discussion that not only reviewed the existing considerations, but also yielded new ideas in regards to the use of the City's fire horn. At the conclusion of the meeting, a consensus recommendation was unanimously presented to staff in order to be included with this report.

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Following a productive discussion of existing considerations, as well as some new ideas, the participants of the October 22<sup>nd</sup> meeting made the following recommendations:

1. The fire horn should be used for emergencies. The emergency signal should be a "general" alert.
2. Since the fire horn should be used for emergencies, it should be regularly tested in some manner.
3. The test blast should be distinctly different than the emergency blast. And the test blast should be one short blast, and the emergency blast should be three blasts or a series of three blasts.
4. The test blasts should be conducted seven days a week.
5. These test blasts should occur at 5:00 p.m.
6. There should be signage around the location of the horn indicating the schedule, and possibly additional information, of the use of the fire horn.

These six recommendations were all unanimously agreed upon by eight of the meeting's participants. City Manager, Elaine Aguilar, did not raise her hand to vote and was in attendance primarily as an observer. In addition, in reference to recommendation number 4 regarding the testing the fire horn seven days a week, staff observed a small degree of hesitation in consensus with a segment of the participants.

This meeting also produced two major new ideas to the conversation of using the fire horn. One idea was incorporated into the consensus recommendation. Although the survey directly asked for a preference between noon and 7:00 p.m., the concept of a 5:00 p.m. test was presented and debated. It was ultimately determined that 5:00 p.m. was a better option for a number of reasons. For one, some businesses that were adverse to the noon horn were no longer operating at this time. Additionally, the number of outside diners would be limited at this time as opposed to a noon or 7:00 p.m. test. And lastly, it carried a nostalgic feeling of a "factory whistle" that signified the end of a work day.

The second prospective idea presented was delivered by the Sierra Madre Fire Safe Council. Local engineer, Hank Landsberg, who also penned the initial letter that brought this subject to staff and City Council, presented an outline for the creation of a low-frequency and local radio station. During discussions of the emergency use of the fire horn, it was deemed that a "general" alert would advise residents to seek additional information. The city currently has a number of communication tools at their disposal to inform the residents to the situation, such as SMTV3, the City's website and the City's blog. Mr. Landsberg's proposal included the use of an AM radio frequency that would be accessible to virtually every car and battery-operated radio within the city limits. It was noted that this tool would operate in the event that phone, internet, television, and power services were interrupted. The participants of this meeting all agreed that a local, low-frequency radio communication tool would be valuable addition to existing communication tools. Mr. Landsberg was informed that staff would like to pursue this concept as a consideration of communication efforts within the City as a whole.

The staff has determined that the fire horn is mechanically operational, and that the timing device that would produce regular test blasts is also operational. However, the recommendations for the fire horn's use in emergency situation will require the capability of overriding the programmed timing device for manually delivering the three emergency blasts. Staff has learned that there will need to be an installation of a manual relay that would be used for this. This manual relay may be connected to a simple button at the site of the horn, or may be activated by other technologies such as phone or wireless methods. The estimated cost of the additional manual relay is no more than \$200, and installation labor would be donated. It would not take more than two weeks to complete.

Staff recommends that the City Council approve the consensus recommendation regarding the utilization of the City's fire horn and direct staff to implement the recommended procedures for use of the City fire horn.

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Mayor Zimmerman opened for public comment.

Barbara Leigh, Sierra Madre Blvd.

Ms. Leigh stated that she will miss the "noon" horn, but 5:00 p.m. is okay. This could be in conjunction with Search & Rescue.

Council Member Mosca feels this is a good compromise. Should it go off seven days a week?

Mayor Pro Tem MacGillivray stated that it should be seven days per week if it is used for emergencies.

Mayor Pro Tem MacGillivray moved and Council Member Buchanan seconded staff's recommendation to initiate the firehorn seven days a week at 5:00 pm each day and execute three blasts for emergencies. Passed by unanimous voice vote.

4. STATUS UPDATE ON COUNTY DEBRIS BASIN CAPACITY AND MAINTENANCE OPERATIONS.

Bruce Inman, Director of Public Works, gave the staff report.

The City Council has requested an update on the status of debris basin capacity in Sierra Madre. Staff recommends that the city Council receive and file this informational report.

There are seven debris basins in the foothills above Sierra Madre. Six of those facilities are owned, operated and maintained by the Los Angeles County Department of Public works. The seventh, is owned, operated, and maintained by the City.

Mr. Inman reviewed the debris basins in Sierra Madre (listed West to East):

Bailey Canyon Debris Basin (County)  
Floral Canyon Debris Basin (City)  
Auburn Debris Basin (County)  
Carter Debris Basin (County)  
Sierra Madre Dam (County)  
Sturtevant Debris Basin (County)  
Lannan Debris Basin (County)

Mr. Inman also reviewed the status of the County debris-related projects:

One Carter Rail and Timber Structure

Yucca Canyon Structures  
Sturtevant Debris Basin  
Stonehouse Rail and Timber Structure

Staff recommends that the City Council receive and file this informational report.

Mayor Pro Tem MacGillivray questioned whether the basins that are being cleaned out will be cleaned out to capacity, and what is being done with Floral Canyon. Mr. Inman stated that this canyon wasn't impacted by the fire. Ms MacGillivray asked whether the county will put in a more comprehensive plan to clear out all the basins? Mr. Inman said that they must have 15% of capacity, and they are restricted during the time of

4). CONSIDERATION OF ALTERNATE SCHEDULE FOR TESTING AND USE OF THE EMERGENCY HORN  
Elaine Aguilar, City Manager, gave the staff report.

Mayor Capoccia requested consideration of this item. In October 2008, the City Council provided direction regarding the reactivation of the fire/emergency horn. The horn had been inoperable for a period of time, when a group of residents requested that the horn be repaired and used for emergency notification. The Council authorized the horn to be repaired, and authorized the 5:00 p.m. daily testing of the horn. It took longer than anticipated until the horn was put into daily testing mode.

The horn began daily testing in approximately January 2015. Since that date, staff has received complaints from two residents regarding the horn. The Council was also contacted. The item was placed on the agenda so that the Council could discuss this matter and determine whether the testing schedule should be altered.

Alternatives:

1. The City Council could take no action, in which case the testing schedule would be unchanged.
2. The City Council may make modifications to the testing schedule.
3. The City Council could discontinue the use and testing of the horn.
4. The City Council could discontinue the testing of the horn, but allow the horn to be used in emergencies only.
5. The City Council could request additional information and direct staff to return to a future meeting.

Staff is recommending that the City Council provide staff with direction.

Council Member, Denise Delmar, asked our staff promotes the Radio Station 1630?

The City Manager stated, "We did e-blasts in January and not much has been done publicly since.

Mayor Capoccia remarked that Ed Tracy, former Fire Chief, cut the horn back in 1999 to once per month. What was original purpose of horn?

The City Manager noted that the horn was installed in 1940's. Volunteer firefighters responded previously – there is a different use now. Firefighters dispatch now. An event that we would use the horn would be the wind storms we had. The No. 1 complaint, everything is technology based. There was no cell phones. The only way to receive emergencies was your radio in your car or battery operated radio for information.

Mayor Capoccia asked how the horn could help?

The City Manager stated that the emergency radio station could tell you where to avoid, pick up batteries, charge phone, etc.

Council Member, Denise Delmar, asked what the decimal level was on the horn?

The City Manager stated that she didn't know. It hasn't been tested for 8 years. Under horn the decimal level is 90 and three blocks away about 80 decimals.

Larry Giannone, Police Chief, remarked that the actual equipment is on metered scale.

Mayor Capoccia opened for public comment.

George Maurer, Suffolk Avenue

Mr. Maurer wanted to comment on the horn. It was done by volunteers. We go back many years. The bell was in Old North Church and would summon the Search and Rescue Team. It was followed with air raid siren. It was decided that we needed another system. The air horn would blow a certain number that would alert the firefighters as to the area of concern. The residents would turn their radio on to get information. I responded to 5,000 emergency calls.

The Mayor thanked Mr. Maurer for his comments.

Anna Lisa Law, North Baldwin

Ms. Law stated that the horn was on once a month at one time. Our business resides in a house. Fourteen years ago the horn sounded off at noon, not 5:00 p.m. You knew the horn would ring. You could feel vibration inside of you. You felt it. It could cause a heart attack. I saw a woman drop her mother off and then park. We have a lawn and wall. The horn blasted as her daughter got back in her car. The woman used the wall to help her. She was very scared. I called City Hall then. I would be on the resident's side if injuries. A client of mine believes that short bursts, she doesn't feel are detrimental, environmental engineers can measure. Maybe someone could come and diminish sound. I have a video done by an employee a couple weeks ago of family walking by and family member fell.

Barbara Leigh Cline, E. Sierra Madre Blvd.

Ms. Cline stated, "I love the fire horn". We are fortunate to still have George Maurer. The fire horn told me the time. I would like the fire horn in Kersting Court. I would like the horn to be kept in our unique town. We are very lucky to have it.

Paul Housepian

Mr. Housepian remarked that the horn goes off at 5:00 p.m. In the downtown area it could be disturbing. Every day is unnecessary. Test once a month. It's a nuisance.

Glenn Putnam, Oak Crest

Mr. Putnam stated that a former citizen was in favor of the horn – Father Gara was a special person and wore a t-shirt "Save the Horn"!

Caroline Brown, Alta Vista Drive

Ms. Brown remarked that she was involved in the horn for emergency purposes. We need to be educated in emergencies. Changes to test at different sequence works. Residents can go to Radio station 1630 for emergencies. Three blasts has to be loud. Maybe go to normal siren. Three blasts is not a test.

Bill Coburn

I understand we have an old system. Maybe have two levels of sound.

Gary Hood, N. Baldwin

Mr. Hood stated, "This is great! Maybe once a day is too much. We are reminding people that we have a radio station. We are lucky to have the fire horn and radio station. If sound is concern, re-evaluate a suitable time. Horn is good for the community.

Mayor Capoccia closed public input.

Mayor Capoccia asked staff if we could have two different levels of sound.

The City Manager, "Not really".

Mayor Pro Tem, Gene Goss, asked if the horn could be moved to Kersting Court?

The City Manager stated that it needs a back-up generator and install a pole. We also need electricity.

Steve Heydorff, Fire Chief,

Fire Chief Heydorff noted that the bell was at the Old City Hall in the 1940's. It was moved to Montecito.

George Maurer

Mr. Maurer stated that the horn is mechanical equipment. If you don't test every day, how will we know when it isn't working. Reliability is the whole thing. The horn is enough for emergency service. The Ted Willis property, north of Carter, geological engineer noted that there is a fault at Carter to Catholic Church. There is a MWD water pipe.

Mayor, John Capoccia, asked the City Council how often should we test?

Council Member, Rachele Arizmendi, noted that the first time she heard the siren, it was a tornado. I realize the importance of emergency response time. It's important for the City. I like the horn. We should continue using the fire horn. I would like once a week. Be consistent with it. Go to the radio station 1630 to tune into for emergencies. I will consider.

Council Member, Denise Delmar, noted that we were all used to tornado sirens in Okhahoma. We are by a freeway. I live two blocks from the horn. Dogs get scared. I heard about height difference. Is it only at 80 decimals? I prefer once a week, and not at busy time. Friday's at 5:00 p.m. are good.

Mayor Pro Tem, Gene Goss, stated that he can be persuaded that it is necessary as part of emergency preparedness. If the test is less frequent, maybe less dependable. For once a week, move to higher level. We need to mitigate the problems we are hearing.

Mayor, John Capoccia, stated that to sound the horn once a week, we don't know if it would malfunction. Let's try once a week and discuss in one year. Staff needs to log incidences.

Council Member, Rachele Arizmendi, stated that if staff finds that the horn is experiencing not working, let us know.

Mayor, John Capoccia, stated that once a week, Friday at 5:00 p.m. for now. Suggest communicate with residents about Radio 1630 if three blasts it is an emergency.

Mayor, John Capoccia, moved for approval to change the Fire Horn test to once per week, and revisit in one year. Log maintenance and complaints. Council Member, Rachele Arizmendi seconded the motion and asked that if there is a malfunction, notify the City Council. The motion passed by unanimous voice vote.

Fire Chief, Steve Heydorff, stated that it will take one week to change.



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager *EIA*

INITIATED BY: Bruce Inman, Director of Public Works *BI*

DATE: June 14, 2016

**SUBJECT: NOTICE OF COMPLETION OF HART PARK HOUSE SENIOR CENTER STORAGE ROOM ADDITION**

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## **SUMMARY**

The storage room addition to the Senior Center is complete. Staff recommends that the City Council accept the building improvements to the Hart Park House Senior Center as complete and direct staff to issue a Notice of Completion to the office of the Registrar-Recorder/County Clerk for the construction work done by contractor M. C. Alyea Construction, Inc.

## **ANALYSIS**

On January 12 the City Council awarded a construction contract in an amount not to exceed \$68,975 to M. C. Alyea Construction, Inc. (Contractor) for the construction of a storage room addition on the northwest corner of the Hart Park House. The award was based on the Contractor's low bid of \$59,976. The additional not-to-exceed amount was approved to cover contingencies.

The work was completed May 31, 2016 with painting of the exterior of the addition, correction of a leak discovered in the retaining wall on the west side of the new room, addition of rain gutters to the new room, and removal of the security fencing.

The work has been inspected by the city's building inspector and by public works staff and has been deemed satisfactory. There were no problems noted during construction, although a succession of rain events turned the building excavation into an unworkable mud hole, delaying the project.

## **FINANCIAL**

The construction phase of the project was funded entirely by a \$60,000 grant from the Senior Commission. The \$8,999 from General Fund reserves that was approved for

contingencies was not expended, so those funds will remain in the General Fund Reserves. The final amount of the construction contract was \$59,976.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

Staff recommends that the City Council accept the building improvements to the Hart Park House Senior Center as complete and direct staff to issue a Notice of Completion to the office of the Registrar-Recorder/County Clerk for the construction work done by contractor M. C. Alyea Construction, Inc.

Attached:            Notice of Completion, M.C. Alyea Construction

# ATTACHMENT

When recorded mail to:

City of Sierra Madre  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

## **NOTICE OF COMPLETION OF WORK**

NOTICE IS HEREBY GIVEN, that the City of Sierra Madre, of Los Angeles County, California, as Owner of the Property hereinafter described, caused improvements to be made to said property, to wit: HART PARK HOUSE SENIOR CENTER STORAGE ROOM ADDITION; the contract for the doing of which was heretofore entered into on the 12<sup>TH</sup> day of JANUARY, 2016, which contract was made with M. C. ALYEA CONSTRUCTION, INC., as Contractor; that the work on said improvements was substantially completed on the 31<sup>ST</sup> day of MAY, 2016; and accepted on the 14th day of JUNE, 2016; that title to said property vests in the City of Sierra Madre of Los Angeles County, California; that the property hereinafter referred to and on which said improvements were made is described as follows: CONTRACTOR PROVIDED LABOR, MATERIALS AND EQUIPMENT FOR THE CONSTRUCTION OF A ROOM ADDITION TO THE HART PARK HOUSE SENIOR CENTER LOCATED AT 222 WEST SIERRA MADRE BOULEVARD, IN THE CITY OF SIERRA MADRE, CALIFORNIA.

STATE OF CALIFORNIA     ) ss.  
COUNTY OF LOS ANGELES )

by \_\_\_\_\_  
Bruce N. Inman

Bruce N. Inman, being first duly sworn, deposes and says: that he is Director of Public Works of the City of Sierra Madre of Los Angeles County, California; that the City of Sierra Madre of Los Angeles County, California, is the Owner of said property described in the foregoing notice; that he has read the foregoing notice and knows the contents thereof, and that the facts stated herein are true.

SUBSCRIBED AND SWORN BEFORE ME

This \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public in and for said County and State

On \_\_\_\_\_ before me, \_\_\_\_\_,  
Notary Public personally appeared Bruce N. Inman who proved to me on the basis of  
satisfactory evidence to be the person whose name is subscribed to the within  
instrument and acknowledged to me that he executed the same in his authorized  
capacity, and that his signature on the instrument the person, or the entity upon behalf  
of which the person acted, executed the instrument..

I certify under PENALTY OF PERJURY under the laws of the State of California that  
the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager *EA*

INITIATED BY: Vincent Gonzalez, Director of Planning & Community Preservation *VG*

REVIEWED BY: Leticia Cardoso, Planning Manager

DATE: June 14, 2016

**SUBJECT: SECOND READING OF ORDINANCE NO. 1376 AMENDING CHAPTER 17.38 (INSTITUTIONAL ZONE ORDINANCE) OF TITLE 17 OF THE SIERRA MADRE MUNICIPAL CODE.**

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## SUMMARY

On May 24, 2016, the City Council introduced for first reading Ordinance No. 1376 amending Title 17, Chapter 17.38 (Institutional Zone Ordinance) of the Sierra Madre Municipal Code.

The changes include revisions to the purpose and intent of the Institutional Zone, permitted uses, uses subject to approval of a conditional use permit, master plan requirements, development standards and criteria for modification of development standards.

The City Council did not make any modifications to the Municipal Code Text Amendments as recommended for approval by the Planning Commission on April 21, 2016. After discussion of the proposed amendments, the City Council, in a noticed public hearing approved for first reading, Ordinance No. 1376 on May 24, 2016.

Staff recommends that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1376, and designate the City Attorney to prepare a summary of Ordinance No. 1376, pursuant to Government Code Section 36933(c)(1). A clean copy of the ordinance is attached as Exhibit A. A redline version representing the changes to Ordinance No. 1376 is included as Exhibit B.

## **ANALYSIS**

The proposed amendments are required out of public necessity, convenience and general welfare (SMMC 17.64.010) as they would further the goals of preserving the small town character of the community while allowing institutional uses to be located on those properties designated as Institutional.

The amendments to the Institutional Zone Ordinance consist of a reorganization of Chapter 17.38. Revisions include submission of a “master plan” whenever a conditional use permit is required (17.38.040), while offering reasonable flexibility for repairs and minor additions and alternations without a conditional use permit or master plan (17.38.020); The amendments also include updates to permitted and conditionally permitted uses (17.38.030); Consolidating Master Plan Objectives and Requirements that were spread across many provisions (Redline Revisions: 17.38.040 A, C & D and 17.38.050); Revised Development Standards (17.38.040 C), and criteria for Modifications to Development Standards (17.38.050).

Additional amendments also include omission of the right to “downzone” from institutional to residential zoning (17.38.010); Provides additional guidance for school conversions (17.38.0030 B); Further reinforces requirements to protect the “village character” (17.38.040 A), conserving water (17.38.040 A 5 & 6), protecting hillside views (17.38.040 A 7), and maintaining commercial vitality (17.38.040 A 8).

## **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City’s website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City Hall public counter, and the Sierra Madre Public Library. Notice of the hearing was published consistent with the requirements of Government Code Section 65090, including publication of a summary notice of public hearing in the local adjudicated newspaper.

## **ALTERNATIVES**

The City Council can consider the following alternatives:

1. Introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1376. Designate the City Attorney to prepare a summary of Ordinance No. 1376 pursuant to Government Code Section 36933(c)(1).
2. Introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1376, as amended by the City Council. Designate the

City Attorney to prepare a summary of Ordinance No. 1376 pursuant to Government Code section 36933(c)(1).

3. Recommend staff to modify Ordinance No. 1376 for further consideration.

### **STAFF RECOMMENDATION**

Staff recommends Alternative No. 1 above, that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1376 in accordance with proposed text amendments to Chapter 17.38 pursuant to Planning Commission Resolution 16-02, and to Designate the City Attorney to prepare a summary of Ordinance No. 1376 pursuant to Government Code Section 36933(c)(1).

Attachments (3):

Exhibit A: Institutional Zone Ordinance No. 1376

Exhibit B: Institutional Zone Municipal Code Text Amendments 16-01– Redlined  
Version

Exhibit C: Planning Commission Resolution 16-02

## ORDINANCE NO. 1376

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING MUNICIPAL CODE CHAPTER 17.38, TITLED "INSTITUTIONAL ZONE."

**SECTION 1.** Chapter 17.38 ("Institutional Zones") is revised to read as follows:

**17.38.010 - Purpose and intent.**

The institutional zone ("I") is established to:

- A. Allow public and private uses which provide public services to the community.
- B. Allow for the integration of adjacent commercially zoned property into the institutional environment, provided there is no net loss of commercial space.

(Ord. 1143 § 1 (part), 1997)

**17.38.020 - Permitted uses.**

The following uses shall be permitted in the "I" zone:

- A. Repairs, maintenance, interior alterations, minor exterior alterations, and minor structural alterations that do not result in expansion of the use as determined by the Director;
- B. Minor accessory structures customarily used in conjunction with a permitted use;
- C. Construction equipment, supplies and offices during a construction period (as permitted in the "I" zone, and for thirty days after completion of such construction, provided the same is on the subject lot or an adjacent lot (with the consent of the owner thereof), and is shielded from the street by a construction fence;
- D. Parks, playgrounds, recreational areas, and open space; and,
- E. Signs, as provided by Chapter 17.72.

(Ord. 1143 § 1 (part), 1997)

**17.38.030 - Conditional use permit required.**

A. The following are permitted only after a conditional use permit is approved pursuant to Chapter 17.60, as supplemented by this Chapter 17.38:

- 1. Arboretums or botanical gardens;
- 2. Cemeteries or columbariums;
- 3. Churches and other places of religion;
- 4. Civic uses;
- 5. Communal residential facilities;
- 6. Cultural centers;
- 7. Daycare/preschool facilities;
- 8. Hospitals, convalescence facilities;
- 9. Housing for institutional uses such as dormitories;

10. Museums;
11. Places of assembly
12. Public recreation facilities;
13. Retreat centers, health spas and similar uses;
14. Schools;
15. Social service offices, but excluding "for profit" activities;
16. Any of the above (as a principal use) may be combined with a conditional use permit for a subordinate use permitted (or conditionally permitted) in an abutting "C" zone; and,
17. Any new structure or addition to, structural alteration of, or intensification of an existing use or structure except as permitted in Section 17.38.020.

B. Conversion of school sites is only allowed if the site is no longer needed to meet further educational needs of the city. In addition, priority should be given to uses that fulfill open space and recreational needs of the city, such as, without limitation, arboretums or botanical gardens in determining the substitute uses for school sites to the extent possible.

(Ord. 1143 § 1 (part), 1997)

**17.38.040 – Master Plan.**

Any application for a conditional use permit in the "I" zone shall also require a master plan which shall comply with all of the following:

- A. Master Plan Objectives and Requirements. In addition to the findings required for a conditional use permit, the planning commission, and city council on appeal, shall find that the proposed master plan is consistent with the general plan and that all of following provisions are met:
  1. Structures shall convey the village theme in their siting, massing, scale, use of open space and architectural character, and shall otherwise be consistent and compatible with adjacent uses;
  2. Historic structures shall be preserved to the maximum extent possible, and the project improvements shall be located and designed in a manner that does not adversely affect properties in the immediate neighborhood nor adversely affect cultural, historic, and environmental resources;
  3. Structures should be designed to a high level of architectural quality, being a visual asset in the area in which they are located;
  4. Buildings and sites shall be designed to enhance the pedestrian character of the city, by opening directly onto sidewalks, providing walkways, other pedestrian linkages, and other amenities and incorporating public open activity spaces;
  5. Landscaping shall be incorporated with the building design and reflect the overall visual character of the district which surrounds it, and shall consist of a combination of trees, shrubs and ground cover with careful consideration given to eventual size, form, susceptibility to disease and pests, durability, and adaptability to existing soil and climate conditions;

6. The project shall incorporate water conservation practices such as, but not limited to, greywater plumbing, permeable ground surfaces, drought tolerant landscaping, green building materials, rainwater capture devices, and low-flow fixtures;
7. Any development of a site located north of the "Hillside view line" defined in Section 17.52.080 of this title or adjacent to R-H-zoned property shall protect the natural environment from change, preserve and protect views and preserve and maintain the identity, image and environmental quality of the R-H zone; and
8. The project will not displace or encroach into existing commercial uses.

**B. Contents of a Master Plan. A master plan shall include the following components:**

1. A diagram encompassing all parcels owned or controlled by the applicant, showing the following:
  - a. Existing buildings, structures, yards, walls, walks, vehicle parking areas, and landscaping and their respective date of original construction;
  - b. Street alignments, grades and widths;
  - c. Drainage and sanitary facilities and utilities, including alignments and grades thereof;
  - d. Location and size of all required easements and rights-of-way;
  - e. Location of fire hydrants, fire roads and firebreaks;
  - f. Lot size and configuration;
  - g. Traffic access;
  - h. Grading;
  - i. Land to be dedicated for park and/or recreational purposes, if any; and
  - j. Other specific physical requirements in the plan and configuration as may be necessary to ensure consistency with, or implementation of, the general plan, or other applicable specific plan.
2. A plan showing the proposed development on the site and any expansion or new or intensified principal use (under the institution's ownership or control), shall indicate the following:
  - a. All proposed changes or alterations to existing buildings, structures, yards, walls, walks, vehicular parking areas, landscaping, building setback lines, flood hazard zones, seismic lines and setbacks, geologic mapping, and archaeological sites, and other such features as may be needed to make the development attractive, adequately buffered from adjacent uses and compatible with the character of the surrounding area; and
  - b. The plan shall include a boundary survey prepared by, or under, the direction of a registered civil engineer or licensed land surveyor. If the applicant does not have a record title ownership interest in the premises, the applicant shall provide satisfactory evidence that the persons with the record title ownership have consented to the proposed development. For

the purposes of this paragraph, "record title ownership" shall mean fee or lesser interest of record. Record title ownership does not include ownership of mineral rights or other subsurface interests which have been severed from ownership of the surface.

3. A landscape plan, or plans, prepared by a licensed landscape architect, or other qualified landscape professional, drawn to scale of not less than one inch equals ten feet, and includes the following information:
    - a. Total square footage of all landscaped areas;
    - b. Square footage of each landscaped area;
    - c. Percentage of the total premises devoted to landscaping;
    - d. Type of plant materials, i.e., the botanical and common names;
    - e. Location, container size and number of all new plant materials;
    - f. Type, size and location of a permanent irrigation system adequate for the proposed landscaping; and
    - g. Location of existing trees four inches or greater in diameter, measured eighteen inches above ground level, and an indication of whether they are to be retained or removed.
- C. Development Standards. The following development standards shall guide the design of the institutional ("I") zone sites and except as modified in an approved master plan, shall apply to sites in the institutional ("I") zone:

1. Height.

- a. Adjacent to R-1 and Commercial ("C") Zones. Building height shall not exceed the height limits set forth below when located within the distances specified from the boundary line of a lot classified in the following zones:

Zone	Distance	Height
R-1 or more restrictive	0 to 49 feet	25 feet
	50 feet and greater	33 feet
Commercial	0 to 49 feet	25 feet
	50 feet and greater	33 feet

- b. Special Design Features. Notwithstanding subsection (A)(1) of this section, architectural elements such as but not limited to towers, belfries and pedimented entryways may exceed the mandatory height limits; provided that it is in keeping with the architectural style of the building.
2. Permissible Lot Coverage. Maximum coverage of all buildings, accessory buildings and structures, and enclosed porches, excluding courtyards, breezeways and covered walkways, shall not exceed the following amount:

Adjacent Zone	Percentage
R-1 or more restrictive	35
Commercial	60

The percentage may be increased up to a maximum of seventy percent site coverage, by an amount equal to the area of required on-site vehicle parking which is reduced through off-site joint use of parking facilities pursuant to Section 17.68.060(D) of this title. Minimum site open space shall be thirty percent of the site area. As used in this chapter, open space are those areas of the site not improved for vehicle parking, buildings, accessory buildings and structures, and enclosed porches and includes landscaped areas, playing fields (but not viewing stands), walkways, front, side and rear yard areas, and required buffers.

3. Yards. Same as specified in the immediately adjacent zone.
4. Facades. Building facades shall not be blank, but shall be modulated and articulated compatible with the design and architectural context of adjacent structures.
5. Exterior Lighting. All lighting shall be shielded and directed onto the site. No floodlighting shall be located so as to shine directly onto any adjacent residential property. This condition shall not preclude the installation of low-level security lighting. All lighting shall be designed and located so as to confine direct rays to premises.
6. Access and Parking. Parking spaces as required by Chapter 17.68 shall be provided as well as adequate provisions for vehicular access and loading to prevent undue congestion on adjacent streets and highways.
7. Loading Space. Loading spaces as provided in Chapter 17.36.
8. Landscaping. All open areas including vehicular accessways and parking areas, pedestrian walkways and paved and/or covered recreational facilities shall be landscaped and irrigated if planted. Parking areas shall be screened from the street by landscaping trees and shrubs to a height of at least forty-two inches. Such landscaping and irrigation systems shall be permanently maintained. If an existing tree with a diameter of four inches or greater, measured eighteen inches from ground level is removed, it shall be replaced with a similar or acceptable substitute specimen tree (minimum thirty-inch box container size) elsewhere on the site.

(Ord. 1258 § 1, 2006; Ord. 1256 § 1 (Exh. A (part)), 2006; Ord. 1143 § 1 (part), 1997)

**17.38.050 - Modifications to development standards.**

Adjustments to the development standards of this chapter may be permitted in the master plan provided the planning commission finds that the project:

- A. Contains activities and functions which will be a significant asset for the city;
- B. Adequately mitigates impacts attributable to any increase in floor area ratio and height; and
- C. Provides additional benefits to the community above those which can be exacted to account for the development's direct impact. Such benefits would include, without limitation, making available parking to the public when not needed for the use,

dedication of on-site recreational space or parkland, facilities for public meetings, and child care available to the public.

(Ord. 1143 § 1 (part), 1997)

**SECTION 2. Severability:** If any selection, subsection, subdivision, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, subdivision, sentence, clause and phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional.

**SECTION 3. CEQA:** This amendment is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) as it can be seen with certainty that there is no possibility that the changes would have a significant effect on the environment because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts.

**SECTION 4. CERTIFICATION.** The City Clerk shall certify to the adoption of this ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED AND ADOPTED this 24<sup>th</sup> day of May, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Gene Goss, Mayor

ATTEST:

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Melinda Carrillo, City Clerk

# ATTACHMENT

## EXHIBIT B

### Chapter 17.38 - INSTITUTIONAL ZONE

#### Sections:

#### 17.38.010 - Purpose and intent.

The institutional zone ("I") is established to:

- A. Allow public and private uses which provide public services to the community.
- B. Allow for the ~~reuse of large institutional properties (over twenty acres), recognizing that such parcels in urban areas are unique and shall be considered eligible for future conversion to other uses, including, but not limited to, public recreational facilities and low density residential, subject to appropriate regulatory and zoning procedures.~~
- C. ~~Allow for the~~ integration of adjacent commercially zoned property into the institutional environment, provided there is no net loss of commercial space.

(Ord. 1143 § 1 (part), 1997)

#### 17.38.020 - Permitted uses.

The following uses shall be permitted in the "I" zone:

- A. ~~Principal Use. Any use, to the extent lawfully existing on a parcel on the date such property is rezoned into the "I" zone, may be continued as a permitted use together with any and all restrictions such as conditional use permits or variances applicable thereto. Any structural alterations or additions and any new use substantially superseding such existing use shall not be deemed a permitted use. Repairs, maintenance, interior alterations, minor exterior alterations, and minor structural alterations that do not result in expansion of the use as determined by the Director;~~
- B. ~~Accessory Uses.~~
  - 1. ~~Accessory~~ Minor accessory structures customarily used in conjunction with a permitted use ~~(as set forth in subsection A of this section);~~
  - 2C. Construction equipment, supplies and offices during a construction period (as permitted in the "I" zone, and for thirty days after completion of such construction, provided the same is on the subject lot or an adjacent lot (with the consent of the owner thereof), and is shielded from the street by a construction fence;
  - 3D. Parks, playgrounds, recreational areas, and open space; and,
  - 4E. Signs, as provided by Chapter ~~1217~~.72.

(Ord. 1143 § 1 (part), 1997)

#### 17.38.030 - Conditional use permit required.

A. The following ~~uses~~ are permitted only after a conditional use permit is approved pursuant to Chapter 17.60, as supplemented by this Chapter 17.38:

- 1. Arboretums or botanical gardens;
- 2. Cemeteries or columbariums;

3. Churches and other places of religion;
  4. D. ~~Cultural centers; Civic uses;~~
  5. E. ~~Daycare/preschool; Communal residential~~ facilities;
  6. ~~F. Hospitals, convalescence facilities; Conversion of school sites is only allowed if the site is no longer needed to meet further educational needs of the city. In addition, priority should be given to uses that fulfill open space and recreational needs of the city in determining the substitute uses for school sites to the extent possible; \_\_\_\_\_~~
  7. ~~6. G. Museums; Cultural centers;~~
  8. ~~7. H. Places of assembly; Daycare/preschool facilities;~~
  9. ~~8. I. Retreat centers, health spas and similar uses; Hospitals, convalescence facilities;~~
  10. ~~9. J. Schools (educational) of every type, but excluding vocational schools; Housing for institutional uses such as dormitories;~~
  11. ~~10. K. Communal residential facilities; Museums;~~
  12. ~~11. L. Social service offices, but excluding "for profit" activities; and; Places of assembly;~~
  12. M. ~~Public recreation facilities;~~
  13. N. ~~Retreat centers, health spas and similar uses;~~
  14. O. ~~Schools;~~
  15. P. ~~Social service offices, but excluding "for profit" activities;~~
  16. ~~13. Q. Any of the above (as a principal use) may be combined with a conditional use permit for a subordinate use permitted (or conditionally permitted) in an abutting "C" zone; and,~~
  17. ~~P. Any new structure or addition to, structural alteration of, or intensification of an existing use or structure except as permitted in Section 17.38.020.~~
- B. ~~Conversion of school sites is only allowed if the site is no longer needed to meet further educational needs of the city. In addition, priority should be given to uses that fulfill open space and recreational needs of the city, such as, without limitation, arboretums or botanical gardens in determining the substitute uses for school sites to the extent possible.~~

(Ord. 1143 § 1 (part), 1997)

~~17.38.040 – Requirements for new structures or new principal uses. – Master Plan.~~

~~Any application for a new structure, or structural alteration of an existing structure, or any new principal conditional use of an existing property, permit in the "I" zone shall also require a master plan which shall comply with all of the following, except as may be found to be not applicable by the city manager.:~~

- A. ~~Development Master Plan Objectives and Requirements.~~ In addition to the findings required by ~~Section 17.60.040 for a conditional use permit,~~ the planning commission, and city council on appeal, shall find that the proposed ~~development master plan~~ is consistent with the general plan, ~~with respect to the and that all of following provisions: are met:~~
  1. ~~Building Structures shall convey the village theme in their siting, massing and, scale, use of open space and architectural character, and shall otherwise be consistent and compatible with adjacent uses;~~
  2. ~~Historic structures shall be preserved to the maximum extent possible, and the project improvements shall be located and designed in a manner that does not adversely affect~~

properties in the immediate neighborhood nor adversely affect cultural, historic, and environmental resources;

3. Structures should be designed to a high level of architectural quality, being a visual asset in the area in which they are located;
- ~~3. Landscaping shall be incorporated with the building design and reflect the overall visual character of the district which surrounds it;~~
4. BuildingBuildings and sites shall be designed to enhance the pedestrian character of the city, by opening directly onto sidewalks, providing walkways, other pedestrian linkages, and other amenities and incorporating public open activity spaces; ~~and~~
5. ~~Compatible with adjacent uses~~ Landscaping shall be incorporated with the building design and reflect the overall visual character of the district which surrounds it, and shall consist of a combination of trees, shrubs and ground cover with careful consideration given to eventual size, form, susceptibility to disease and pests, durability, and adaptability to existing soil and climate conditions;
- ~~B. Contents of a Site Development Plan. A site development~~<sup>6.</sup> The project shall incorporate water conservation practices such as but not limited to greywater plumbing, permeable ground surfaces, drought tolerant landscaping, green building materials, rainwater capture devices, and low-flow fixtures;
7. Any development of a site located north of the "Hillside view line" defined in Section 17.52.080 of this title or adjacent to R-H-zoned property shall protect the natural environment from change, preserve and protect views and preserve and maintain the identity, image and environmental quality of the R-H zone; and
8. The project will not displace or encroach into existing commercial uses.

B. Contents of a Master Plan. A master plan shall include the following components:

1. A diagram encompassing all parcels owned or controlled by the applicant, showing the following:
  - a. Existing buildings, structures, yards, walls, walks, vehicle parking areas, and landscaping and their respective date of original construction;
  - b. Street alignments, grades and widths;
  - c. Drainage and sanitary facilities and utilities, including alignments and grades thereof;
  - d. Location and size of all required easements and rights-of-way;
  - e. Location of fire hydrants, fire roads and firebreaks;
  - f. Lot size and configuration;
  - g. Traffic access;
  - h. Grading;
  - i. Land to be dedicated for park and/or recreational purposes, if any; and
  - j. Other specific physical requirements in the plan and configuration as may be necessary to ensure consistency with, or implementation of, the general plan, or other applicable specific plan.
2. A ~~proposed development~~ plan showing the proposed development on the site and any "expansion" ~~(as defined herein)~~ or new or intensified principal use (under the institution's ownership or control), shall indicate the following:
  - a. All proposed changes or alterations to existing buildings, structures, yards, walls, walks, vehicular parking areas, landscaping, building setback lines, flood hazard zones, seismic lines and setbacks, geologic mapping, and archaeological sites, and other such

features as may be needed to make the development attractive, adequately buffered from adjacent uses and compatible with the character of the surrounding area; and

- b. The plan shall include a boundary survey prepared by, or under, the direction of a registered civil engineer or licensed land surveyor. If the applicant does not have a record title ownership interest in the premises, the applicant shall provide satisfactory evidence that the persons with the record title ownership have consented to the proposed development. For the purposes of this paragraph, "record title ownership" shall mean fee or lesser interest of record. Record title ownership does not include ownership of mineral rights or other subsurface interests which have been severed from ownership of the surface.
3. A landscape plan, or plans, prepared by a licensed landscape architect, or other qualified landscape professional, drawn to scale of not less than one inch equals ten feet, and includes the following information:
    - a. Total square footage of all landscaped areas;
    - b. Square footage of each landscaped area;
    - c. Percentage of the total premises devoted to landscaping;
    - d. Type of plant materials, i.e., the botanical and common names;
    - e. Location, container size and number of all new plant materials;
    - f. Type, size and location of a permanent irrigation system adequate for the proposed landscaping; and
    - g. Location of existing trees four inches or greater in diameter, measured eighteen inches above ground level, and an indication of whether they are to be retained or removed.

~~Landscaping shall consist of a combination of trees, shrubs and ground cover with careful consideration given to eventual size, form, susceptibility to disease and pests, durability, and adaptability to existing soil and climate conditions.~~

- C. ~~Site Development Plan Objectives. In addition to the findings required by Section 17.60.040, the planning commission, and city council on appeal, shall find that the proposed development plan is consistent with the general plan, with respect to the following provisions: Standards. The following development standards shall guide the design of the institutional ("I") zone sites and except as modified in an approved master plan, shall apply to sites in the institutional ("I") zone:~~

- ~~1. Building, siting, massing and scale shall be consistent and compatible with adjacent uses;~~
- ~~2. Structures should be designed to a high level of architectural quality, being a visual asset in the area in which they are located;~~
- ~~3. Landscaping shall be incorporated with the building design and reflect the overall visual character of the district which surrounds it;~~
- ~~4. Building and sites shall be designed to enhance the pedestrian character of the city, by opening directly onto sidewalks, providing walkways, other pedestrian linkages, and other amenities and incorporating public open activity spaces; and~~
- ~~5. Compatible with adjacent uses.~~

- D. ~~Plan Design Objectives. The site development plan shall include the following:~~

- ~~1. Fully mitigate all impacts attributable to any increase in floor area ratio and height above that prescribed in Chapter 17.20;~~
- ~~2. Convey the village theme in its siting of structures, massing, scale, use of open space and architectural character;~~

3. ~~Contain improvements located and designed in a manner that does not adversely affect properties in the immediate neighborhood nor adversely affect cultural, historic, and environmental resources;~~
4. ~~Any development of a site located north of the "Hillside view line" defined in Section 17.52.080 of this title or adjacent to R-H zoned property shall protect the natural environment from change, preserve and protect views and preserve and maintain the identity, image and environmental quality of the R-H zone.~~

~~E. Development Standards. The following development standards shall guide the design of the institutional ("I") zone sites and except as modified in an approved plan of site development, shall apply to sites in the institutional ("I") zone:~~

1. Height.

- a. Adjacent to R-1 and Commercial ("C") Zones. Building height shall not exceed the height limits set forth below when located within the distances specified from the boundary line of a lot classified in the following zones:

Zone	Distance	Height
R-1 or more restrictive	0 to 49 feet	25 feet
	50 feet and greater	33 feet
Commercial	0 to 49 feet	25 feet
	50 feet and greater	33 feet

- b. Special Design Features. Notwithstanding subsection (A)(1) of this section, architectural elements such as ~~but not limited to~~ towers, belfries and pedimented entryways may exceed the mandatory height limits; provided ~~that it is in keeping with the width architectural style of the special design feature does not exceed twenty percent of the lot frontage building.~~

2. Permissible Lot Coverage. Maximum coverage of all buildings, accessory buildings and structures, and enclosed porches, excluding courtyards, breezeways and covered walkways, shall not exceed the following amount:

Adjacent Zone	Percentage
R-1 or more restrictive	35
Commercial	60

The percentage may be increased up to a maximum of seventy percent site coverage, by an amount equal to the area of required on-site vehicle parking which is reduced through off-site joint use of parking facilities pursuant to Section 17.68.060(D) of this title. Minimum site open space shall be thirty percent of the site area. As used in this chapter, open space are those areas of the site not improved for vehicle parking, buildings, accessory buildings and

structures, and enclosed porches and includes landscaped areas, playing fields (but not viewing stands), walkways, front, side and rear yard areas, and required buffers.

3. Yards. Same as specified in the immediately adjacent ~~commercial ("C") zone or residential zone. In these situations when there are more than one zone immediately adjacent, the design of the structures on the institutional ("I") zone site shall be such as to harmonize with neighboring structures.~~
4. Facades. Building facades shall not be blank, but shall be modulated and articulated compatible with the design and architectural context of adjacent structures.
5. Exterior Lighting. All lighting shall be shielded and directed onto the site. No floodlighting shall be located so as to shine directly onto any adjacent residential property. This condition shall not preclude the installation of low-level security lighting. All lighting shall be designed and located so as to confine direct rays to premises.
6. Access and Parking. Parking spaces as required by Chapter 17.68 shall be provided as well as adequate provisions for vehicular access and loading to prevent undue congestion on adjacent streets and highways.
7. Loading Space. Loading spaces as provided in Chapter 17.36.
8. Landscaping. All open areas including vehicular accessways and parking areas, pedestrian walkways and paved and/or covered recreational facilities shall be landscaped and irrigated if planted. Parking areas shall be screened from the street by landscaping trees and shrubs to a height of at least forty-two inches. Such landscaping and irrigation systems shall be permanently maintained. If an existing tree with a diameter of four inches or greater, measured eighteen inches from ground level is removed, it shall be replaced with a similar or acceptable substitute specimen tree (minimum thirty-inch box container size) elsewhere on the site.

(Ord. 1258 § 1, 2006; Ord. 1256 § 1 (Exh. A (part)), 2006; Ord. 1143 § 1 (part), 1997)

#### 17.38.050 - Modifications to development standards.

Adjustments to the development standards of this chapter may be permitted in the ~~site development master plan approved by provided the planning commission, provided additional findings can be made as follows: finds that the project:~~

- A. ~~The project as proposed will be consistent with the general plan content and design objectives;~~
- B. ~~Contain~~Contains activities and functions which will be a significant asset for the city;
- C. ~~Preserve historic structures to the maximum extent possible; and,~~
- D. ~~Provide~~B. Adequately mitigates impacts attributable to any increase in floor area ratio and height; and
- C. Provides additional benefits to the community above those which can be exacted to account for the development's direct impact. Such benefits would include, without limitation, making available parking to the public when not needed for the use, dedication of on-site recreational space or parkland, facilities for public meetings, and child care available to the public, ~~contribution to park site acquisition, offsets impacts to historic structures with monetary contribution to a preservation fund.~~

(Ord. 1143 § 1 (part), 1997)

## PC RESOLUTION 16-02

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL OF ORDINANCE NO. 1376 TO AMEND CHAPTER 17.38 (INSTITUTIONAL ZONE) OF THE SIERRA MADRE MUNICIPAL CODE.**

WHEREAS, the Institutional Zoning Ordinance (Chapter 17.38 of the Municipal Code), was adopted to regulate institutional uses and provide development standards for properties located in the Institutional Zone of the City;

WHEREAS, the City Council adopted a General Plan Update in July 2015 and as part of the General Plan Implementation Program, the City is currently in the process of amending various ordinances in the Municipal Code, including the Institutional zoning ordinance, to translate the new goals and policies of the updated document into specific zoning standards;

WHEREAS, the City is also seeking to clarify and reorganize the conditional use permit and master plan requirements in the existing ordinance as they are unclear and difficult to follow in their current form;

WHEREAS, the proposed amendments to Chapters 17.38 of the Municipal Code have been drafted to revise the purpose and intent of the institutional zone, permitted uses, uses subject to approval of a conditional use permit, master plan requirements, development standards and criteria for modification of development standards;

WHEREAS, the Planning Commission discussed these revisions at two meetings and wish to recommend to the City Council the subject Municipal Code text amendment as the proposed changes will help preserve the City's institutional properties while ensuring their compatibility with the surrounding residential and commercial neighborhoods;

WHEREAS, the amendments are generally consistent with the goals, policies, and objectives of the General Plan in that it would help provide for institutional uses that are consistent with the small-town character of the City;

WHEREAS, the Planning Commission has received the report and recommendations of staff;

WHEREAS, the amendment qualifies for an Exemption, pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) as it can be seen with certainty that there is no possibility that the changes would have a significant effect on the environment because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts; and

**WHEREAS**, notice was duly given of the public hearing on the matter, which public hearing was held before the Planning Commission on April 21, 2016, with all testimony being received being made part of the public record;

NOW THEREFORE, in consideration of the evidence received at the hearing, and for the reasons discussed by the Commissioners at said hearing, the Planning Commission now resolves as follows:

Recommend that the City Council approve the ordinance amending Chapter 17.38 attached hereto as Exhibit A.

APPROVAL RECOMMENDED, the 21<sup>st</sup> day of April, 2016, by the following vote:

AYES: 6

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Commissioner Frierman-Hunt)



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Ken Goldstein, Chair  
Planning Commission



ATTEST:



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Vincent Gonzalez, Director  
Planning and Community Preservation



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: June 14, 2016

**SUBJECT: RECOMMENDATION TO ADOPT RESOLUTION 16-35 APPROVING THE SIERRA MADRE 2015 URBAN WATER MANAGEMENT PLAN**

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## **SUMMARY**

The California Urban Water Management Planning Act requires every urban water supplier providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre-feet (AF) of water annually, to prepare and adopt, in accordance with prescribed requirements, an Urban Water Management Plan (UWMP).

These plans must be filed with the California Department of Water Resources (DWR) every five years describing and evaluating reasonable and practical efficient water uses, reclamation, and conservation activities. (See generally Water Code § 10631).

The last update of the City's Urban Water Management Plan took place in 2011. The update to that 2010 document is due in June 2016.

Staff recommends that the City Council:

- 1.) Open a Public Hearing and receive public testimony; and,
- 2.) Adopt Resolution 16-35 approving the Sierra Madre 2015 Urban Water Management Plan

## **ANALYSIS**

The Urban Water Management Planning Act (AB 797) was passed in 1983. The UWMP is a planning tool intended to assist water agencies in long term water use planning, land use/development planning, and water conservation. The purpose of the Plan is to achieve conservation and efficient use of urban water supplies to protect the people of Sierra Madre and their water sources, and ensure that sufficient water supplies will be available for future beneficial use. In order for an UWMP to receive approval from the state, the water agency must provide evidence that all programs and water

conservation efforts outlined in the document have been or are currently being implemented. Thus, the preparation of the document is only the first step in the UWMP process; it may be necessary to modify existing water conservation programs or implement new programs as outlined in the UWMP, depending on the success seen in meeting the 2020 conservation goal.

Senate Bill x7-7, The Water Conservation Act of 2009, was enacted in November 2009, requiring all water suppliers to increase water use efficiency. The legislation set an overall goal of reducing per capita urban water use by 20% by December 31, 2020. The state intended to make incremental progress towards this goal by reducing per capita water use by at least 10% by December 31, 2015. Each urban retail water supplier was required to develop water use targets and an interim water use target by July 1, 2011. As stated in the City's 2010 UWMP, the 2015 Gallons Per Capita Daily target for Sierra Madre was 262 GPCD. The year 2020 target was 210 GPCD.

Section 2 of the Sierra Madre 2015 UWMP describes the community's water demands and re-calculates the year 2015 target as 231.9 GPCD and the year 2020 target as 206.2 GPCD.

Due to the ongoing drought and the Governor's subsequent Executive Orders, more stringent water conservation levels have been mandated by the State. As a result of the Sierra Madre community efforts to conserve, the City's 2015 GPCD was well below the target at 170.4. Based on current water use in the City, it appears that the City is set to surpass the 2020 goal as well.

Section 3 of the 2015 UWMP describes the City's water supply/sources. Through a series of tables at the end of that Section, the UWMP quantifies the City's water supplies under normal conditions, single-year dry conditions, and multiple year dry conditions. The UWMP notes that under some of these conditions, the City may not have adequate water to meet expected demand. It should be noted that the expected demand over the 25-year UWMP study period is considerably lower than it was in 2012-13, the base year for the State's current mandated conservation regulations. The message therefore, is that conservation will need to continue indefinitely.

In summary, Section 3 states:

*"Based on the data contained in Tables 3-15 to 3-21, Sierra Madre can expect to meet future demands for normal years through 2040. On the other hand, the City may not expect to meet all future demands through 2040 for multiple dry year periods. This is partly due to unpredictable supplies from SGVMWD via the SWP, which ultimately affects the amount of imported water that the City can purchase from SGVMWD via MWD. As mentioned previously in Section 3.7.2, since the City is currently dependent on imported water and projected to rely on imported water in the future, the City may need to consider alternative imported water*

*agreements. In addition, to meet future water supply needs during dry years, the City will need to keep an eye on SWP supplies and maintain a positive Cyclic Storage account during normal or wet years when supplies are high. The "500-foot rule" also impacts the City's supply reliability. However, with continued use of imported water, spring water, and any other viable sources for groundwater recharge, the City can expect the "500-foot rule" restriction to be uplifted, which will allow the City to resume full pumping capabilities."*

### **FINANCIAL**

A financial impact for the adoption of the 2015 UWMP has not been quantified. Most of the programs required for implementation under the Plan are already in place and ongoing. However it is noted that as efforts to improve water conservation are successful, water revenue will decrease.

### **ALTERNATIVES**

The state does not have enforcement authority to require agencies to prepare Urban Water Management Plans. Instead, water agencies are disqualified from receiving state water funding (when available) in the form of grants or loans if the agencies do not have an approved UWMP on file with the state. Further, agencies without approved UWMP's are subject to legal challenge.

### **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City Hall public counter, and the Sierra Madre Public Library. The Public Hearing Notice was published in the Mountain Views on May 21 and June 4. Letters of notification of the public hearing went out to multiple nearby water agencies including the City of Arcadia, SGVMWD, the City of Monrovia, City of Pasadena, and Los Angeles County.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council:

- 1.) Open a Public Hearing and receive public testimony; and,
- 2.) Adopt Resolution 16-35 approving the Sierra Madre 2015 Urban Water Management Plan

Attachments:       Public Hearing Notice  
                              Resolution 16-35  
                              2015 Draft UWMP

# ATTACHMENT

## Notice of Public Hearing

SUBJECT: Resolution 16-35 Adopting City of Sierra Madre 2015 Urban Water Management Plan

The City of Sierra Mare is intending to review and update its 2015 Urban Water Management Plan pursuant to California State Water Code Section 10610-10610.4. A public hearing for the City's Urban Water Management Plan is scheduled to take place at 6:30 p.m. on June 14, 2016, at the Sierra Madre City Hall, 232 W. Sierra Madre Blvd., Sierra Madre.

Interested parties are welcome to attend and provide testimony on this subject matter during said public hearing. The draft 2015 Urban Water Management Plan will be available for public review on June 9, 2016 at the Public Works office in Sierra Madre City Hall.

Posted May 17, 2016

Bruce Inman  
Director of Public Works

# ATTACHMENT

## RESOLUTION 16-35

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE ADOPTING THE YEAR 2015 URBAN WATER MANAGEMENT PLAN

**WHEREAS**, the California Legislature enacted the California Urban Water Management Planning Act (The Act) in 1983 and has amended said Act numerous times since, (California Water Code Section 10610 - 10657); and

**WHEREAS**, the Act mandates that every urban water supplier providing municipal water directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually to develop an Urban Water Management Plan; and

**WHEREAS**, the City of Sierra Madre is an urban water supplier of water providing water to more than 3,000 customers, and has therefore prepared an Urban Water Management Plan in compliance with the requirements of AB 2853 and the City Council has considered any and all evidence presented at a duly noticed public hearing regarding said Plan by the City Council on June 14, 2016.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Sierra Madre as follows:

**SECTION 1.** The 2015 Urban Water Management Plan on file with the City is hereby adopted and ordered filed with the City Clerk.

**SECTION 2.** The Director of Public Works is hereby authorized and directed to file a copy of the City's adopted 2015 Urban Water Management Plan with the California Department of Water Resources.

**SECTION 3.** The Director of Public Works is hereby further authorized and directed to file copies of the City's adopted 2015 Urban Water Management Plan with the California State Library, the County of Los Angeles, and the Sierra Madre Public Library, and to post a copy of the Plan on the Public Counter at City Hall.

**APPROVED AND ADOPTED** by the City Council of the City of Sierra Madre at a regular City Council meeting held on the 14<sup>th</sup> day of June, 2016.

ATTEST:

\_\_\_\_\_  
Mayor

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

I, MELINDA CARRILLO, City Clerk of the City of Sierra Madre, California, DO HEREBY CERTIFY that the foregoing Resolution was adopted by the City Council of said City at a regular meeting of said City Council held on the 14<sup>th</sup> day of June, 2016, and that it was so adopted by called vote as follows:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

---

City Clerk



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

**TO:** Honorable Mayor Goss and Members of the City Council

**FROM:** Elaine I. Aguilar, City Manager 

**DATE:** June 14, 2016

**SUBJECT:** Consideration of Appointment of Youth Seat to the Community Services Commission

---

## **SUMMARY**

Per the Council's Commissioner appointment resolution, three applications need to be received for a single Commission vacancy. The City has been advertising the vacancy in the Community Services Youth Commissioner position since January 2016, and only two applications have been received.

Staff is seeking the Council's direction regarding the consideration of the appointment, with only two applications. The Council may, by majority vote, proceed with making an appointment. The Council may also vote to not consider the current applicants and direct staff to bring the matter back when three applications have been received.

Staff is seeking the Council's direction because the Youth appointment is basically a one-year term that expires on June 30<sup>th</sup>. (The term expires no later than June 30<sup>th</sup>, following the date of appointment.) The appointment would be for the period of July 1, 2016 to June 30, 2017.

Applications have been received from Ms. Emma Marie Allen and Mr. Owen Braudrick. Copies of their applications were forwarded to the City Council in advance of tonight's meeting, to permit the Council the opportunity to interview Ms. Allen and Mr. Braudrick. Both applicants were invited to attend tonight's Council meeting.

## **ALTERNATIVES**

The City Council may consider one of the following:

1. The City Council can first take action to agree to consider the appointment to the Youth Seat on the Community Services Commission, with only two applications received for the position. Secondly, the City Council can take action on the actual appointment.

2. The City Council could direct staff to return when three applications are received.
3. Any other action the Council desires.

### **FINANCIAL REVIEW**

There is no financial impact associated with the appointment, other than staff time in preparing this staff 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, the City's website, and the Sierra Madre Public Library.

### **STAFF RECOMMENDATION**

It is recommended that the City Council agree to consider the appointment to the Youth Seat of the Community Services Commission and select an appointee.

Attachments:  
Copy of Commissioner Applications for  
Ms. Emma Marie Allen  
Mr. Owen Braudrick

Youth

# Application for Commissions, Boards, and Committees



City of Sierra Madre

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

**RECEIVED**  
FEB 16 4:45 PM  
FEB 16 2016

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

CITY OF SIERRA MADRE

## PERSONAL INFORMATION

NAME Emma Marie Allen	DATE 2/8/16
CITY OF RESIDENCE Sierra Madre	YEARS AS RESIDENT 16

## COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING

Youth Community Services Commission

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

- to gain knowledge of my local government.
- to be an active member of my community.

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

- I'm good at problem solving, conflict resolution
- I have leadership skills from Girl Scout camp.

## SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes     No

NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE

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

# Application for Commissions, Boards, and Committees



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

**RECEIVED**

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

**JUN 07 2016**

**CITY OF SIERRA MADRE**

## PERSONAL INFORMATION

NAME Owen Braudrick	DATE 6-4-16
CITY OF RESIDENCE Sierra Madre	YEARS AS RESIDENT 16 years (2000-2016)

## COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING  
Community Services Commission.

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

I have lived in the city of Sierra Madre my entire life, and have a building interest to help the town. Throughout my life I have been using the parks and have seen them develop into the recreational facilities they are today. I would love to ~~continue to~~ have a part into the continuing development of these facilities. ~~I~~ I will be able to bring a fresh perspective that will properly represent the views of Sierra Madres youth.

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

I have been involved in sports and events for the last 16 years and know first hand what has been successful and what has not been. I have been using the baseball field for most of my life as part of Sierra Madre Little League and Pony. Due to my time as a Patrol leader in my Boy Scout troop, I have developed valuable leadership skills. I have strong study skills with a 4.1 GPA, which I will put to use to review and fully understand the packet provided by the Community Services Department. I also assisted my dad in updating the Parks and Facilities Master Plan. I want to do whatever I can to continue to make this town a great place for kids of all ages. I love this town and

## SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes  No

NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE

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



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, Secretary*  
*Michael Amerio City Treasurer*

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Vincent Gonzalez, Planning & Community Preservation Director 

PREPARED BY: Vincent Gonzalez

DATE: June 14, 2016

**SUBJECT: RECOMMENDATION THAT THE CITY COUNCIL SUBMIT A LETTER IN SUPPORT OF PROPOSED LEGISLATION SB 1283 REGARDING REGISTRATION REQUIREMENTS FOR GROUP HOMES.**

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## SUMMARY

The Planning Commission (Commission) is currently discussing the regulation of unlicensed group homes and licensed group homes with greater than six (6) persons. The Commission is also updating the definitions section of the zoning code to conform to current Health and Safety Code definitions. There are many specific types of group living facilities, both licensed and unlicensed, but they fall largely within the following four categories for regulatory purposes: "licensed group homes," unlicensed group homes," "supportive housing," and "transitional housing."

### Licensed Group Homes

There are at least two California statutory programs which regulate and license group homes. The first is the California Community Care Facilities Act (California Health and Safety Code Section 1500 et seq). This Act, specifically excludes "recovery houses from regulation or other similar facilities providing group living arrangements for persons recovering from alcoholism or drug addiction while the facility provides care or supervision" such as a sober living home. [Health and Safety Code Section 1505(I).]

The second statutory framework is the California Department of Alcohol and Drug Programs (DADP). This program provides for group living homes for alcohol and drug abuse recovery or treatment facilities. Such licensed facilities that provide "24 hour

residential services” and have six (6) or fewer persons must be treated under zoning laws as a single family residence (Health and Safety Code Section 11834.23). In order to provide “24 hour residential services,” these facilities must include certain counseling services. Note that a “sober living home” is not a licensed facility under either DADP or the Community Care Facilities Act because it provides no care (treatment) or supervision.

A licensed group home serving six (6) or fewer residents is considered a residential use as a matter of state law under either the Community Care Facilities Act or the DADP, and is therefore exempt from local regulation. Group homes licensed through either the state Department of Social Service (Community Care Facilities Act) or the DADP may locate within any residential zone as a matter of right, without any use permit or notice to the neighborhood. The only constraint on location of a group home licensed through the Community Care Facilities Act is a finding of “overconcentration” by the state Department of Social Services, e.g. when the new proposed licensed group home would be within 300 feet of an existing licensed group home, the state Department of Social Services shall not approve the license application without the approval of the City. (Health & Safety Code Section 1520.5(a, b); however, the “overconcentration” limitation does not apply to group living homes for alcohol and drug abuse recovery or treatment facilities.

By contrast, licensed group homes with greater than six (6) persons, excluding the licensee or member of the licensee’s family or persons employed as facility staff are subject to local zoning regulations and may be required to obtain a conditional use permit.

While a city may establish reasonable zoning regulations and discretionary permit requirements applicable to licensed group homes serving greater than six persons, it is important to note that such regulations may not have a discriminatory impact on the disabled. The Federal Fair Housing Act (42 USC Section 3601 et seq) (“FFHA”) prohibits a local government from enacting zoning legislation that excludes or otherwise discriminates against protected persons. Under the Act it is unlawful to utilize land use policies or actions that treat groups of persons with physical or intellectual disabilities less favorably than groups of non-disabled persons. The U.S. Supreme Court has held that alcoholism and drug addictions are disabilities for purposes of the FFHA. Similarly, the Americans with Disabilities Act also prohibits governmental entities from implementing or enforcing housing policies in a discriminatory manner against persons with disabilities.

### Unlicensed Group Homes

Unlicensed group homes, regardless of the number of persons served are not preempted by state law and are subject to regulation by the City. An unlicensed group home, which is in the nature of a boarding house, is more commercial in nature, and is

subject to zoning regulation and the requirement of a conditional use permit, if required by a local agency municipal code. A “sober living home,” which provides no care (treatment services) or supervision on site, is a kind of unlicensed group home. As with licensed group living facilities serving greater than six persons, such regulations must be carefully drafted to avoid a discriminatory impact on the disabled, under either state or federal law.

### Supportive housing

Supportive housing means housing with no limit on length of stay that is occupied by the “target population” (low income population with one or more disabilities) as defined in the Health and Safety Code 53260(d), and that is linked to onsite or offsite services that assist the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. Supportive housing for six or fewer persons does not require state licensing and is considered a residential use as a matter of right. Accordingly, a city may not regulate its zoning placement or require a conditional use permit.

### Transitional housing

Transitional housing means rental housing provided to facilitate the movement of homeless individuals or families to conventional housing. Transitional housing may take the form of single-family or multi-family units, and may include supportive services operated under program requirements to allow individual or families to gain necessary life skills in support of independent living. Transitional housing may or may not require a state license. This type of housing may be occupied by a program recipient for a minimum of six months up to a maximum of two years, at which time the living quarters will be recirculated to another eligible program recipient. Transitional housing is treated the same as any residential use.

### Pending State Legislation

The State Legislature is considering registration requirements of sober living facilities authorizing a city, county, or city and county to adopt by ordinance health and safety standards and enforcement mechanisms for structured sober living homes that comply with state and federal housing laws and the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). This proposed legislation is helpful because “sober living facilities” are not regulated by either the Community Care Facilities Act or the DADP and require no licensing or oversight, or on-site care or supervision. According to the proposed legislation, a local ordinance shall include, but need not be limited to, all of the following:

1. Mandatory registration requirements for all structured sober living homes, to ensure that the residents are living in a safe environment. The registration requirements, at a minimum, shall include the following:
  - (A) The name and address of the structured sober living home.
  - (B) Information regarding the property.
  - (C) If the property is leased.
  - (D) In-home supervision requirements.
  - (E) Establishment and maintenance of an operation plan including discharge planning, and that addresses maintenance of the property and noise abatement.

Senate Bill 1283 (SB-1283) Substance abuse: structured sober living homes (2015-2016), is attached for your reference as Exhibit A.

#### City Council Action

The City Council has the authority to submit a letter supporting efforts authorizing cities and counties to require mandatory local registration requirements for all sober living facilities located in the State of California. Attached is a draft letter for City Council consideration offering support of the proposed legislation.

#### **FINANCIAL REVIEW**

There is no financial impact related to the discussion item. Staff time was incurred in the preparation of the report and draft letter in support of legislation SB 1283.

#### **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City Hall public counter, and the Sierra Madre Public Library. Notice of the hearing was published consistent with the requirements of Government Code Section 65090.

#### **ALTERNATIVES**

1. Direct staff to prepare a letter of support for Senate Bill (SB 1283) – Substance abuse: Structured Sober Living Homes by Senator Patricia Bates.
2. The City Council could request additional information and direct that this matter be placed on a future agenda.
3. The City Council could take no action.

4. Any other alternative the Council desires.

### **STAFF RECOMMENDATION**

Staff Recommends Alternative No. 1, that the City Council direct staff to prepare a letter of support for Senate Bill (SB 1283) – Substance abuse: Structured Sober Living Homes by Senator Patricia Bates, and authorize the Mayor to execute and staff to send the letter of support, when determined to be appropriate by the City Manager pending advancement of the Bill through the legislative process.

#### Attachment(s):

Exhibit A – Senate Bill 1283

Exhibit B – Letter from City Council in Support of Senate Bill 1283

SB-1283 Substance abuse: structured sober living homes. (2015-2016)

BILL START

AMENDED IN SENATE APRIL 07, 2016

AMENDED IN SENATE APRIL 04, 2016

CALIFORNIA LEGISLATURE— 2015–2016 REGULAR SESSION

SENATE BILL

No. 1283

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**Introduced by Senator Bates**  
**(Principal coauthor: Assembly Member Brough)**

February 19, 2016

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An act to add Chapter 5 (commencing with Section 11759.70) to Part 1 of Division 10.5 of the Health and Safety Code, relating to substance abuse.

LEGISLATIVE COUNSEL'S DIGEST

SB 1283, as amended, Bates. Substance abuse: structured sober living homes. Existing law provides for the licensure and regulation of alcoholism or drug abuse recovery or treatment facilities serving adults by the State Department of Health Care Services, as prescribed.

This bill would authorize a city, county, or city and county to enact an ordinance to register structured sober living homes, consistent with specified state and federal law, and with specified exclusions. The bill would define a structured sober living home as any premises, place, or building that provides groups of unrelated adults recovering from drug or alcohol addiction with alcohol-free and drug-free housing, promotes independent living and life skill development, and provides structured activities that are directed primarily toward recovery from substance use disorders in a supervised setting. The bill would specify registration and other requirements applicable to structured sober living homes. A structured sober living home, as defined by and registered pursuant to the bill, would not be subject to existing state licensure and regulation requirements for alcoholism or drug abuse recovery or treatment facilities. *The bill would provide that it does not establish a new category of state-licensed facility, or otherwise authorize a structured sober living home registered pursuant to an ordinance adopted under the bill to provide any service for which a license is required by state law.*

DIGEST KEY

Vote: MAJORITY Appropriation: NO Fiscal Committee: NO Local Program: NO

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## BILL TEXT

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

### SECTION 1.

Chapter 5 (commencing with Section 11759.70) is added to Part 1 of Division 10.5 of the Health and Safety Code, to read:

#### **CHAPTER 5. Structured Sober Living Homes**

##### **11759.70.**

(a) (1) For the purposes of this section, "structured sober living home" means any premises, place, or building that provides alcohol-free or drug-free housing, promotes independent living and life skill development, and provides structured activities that are directed primarily toward recovery from substance use disorders in a supervised setting to a group of unrelated adults who are recovering from drug or alcohol addiction, and who are receiving outpatient behavioral health services for substance abuse or addiction treatment while living in the home.

(2) "Structured sober living home" does not include a private residence in which a related family member is required to receive outpatient behavioral health services for substance abuse or addiction treatment as a condition of continuing to reside in the family dwelling.

(b) A structured sober living home registered pursuant to ~~this section~~ *an ordinance adopted under this chapter* is not subject to state licensure and regulation as an alcoholism or drug abuse recovery or treatment facility. *This chapter does not establish a new category of state-licensed facility, or otherwise authorize a structured sober living home registered pursuant to an ordinance adopted under this chapter to provide any service for which a license is required by state law.*

##### **11759.71.**

(a) In accordance with this section, a city, county, or city and county may adopt by ordinance health and safety standards and enforcement mechanisms for structured sober living homes that comply with state and federal housing laws and the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) and amendments thereto. The ordinance shall include, but need not be limited to, all of the following:

(1) Mandatory registration requirements for all structured sober living homes, to ensure that the residents are living in a safe environment. The registration requirements, at a minimum, shall include the following:

(A) The name and address of the structured sober living home.

(B) The following information regarding the property:

(i) ~~If the property is owned, the~~ *The property* owner's name, address, and contact telephone number.

(ii) If the property is leased, a copy of the lease, that includes a statement that the property will be used as a structured sober living home.

(2) In-home supervision requirements for the residents of the structured sober living home during all hours of operation.

(3) The establishment and maintenance of an operation plan that facilitates the rehabilitative process, including discharge planning, and that addresses maintenance of the property and noise abatement consistent with local ordinances.

(b) A city, county, or city and county that adopts health and safety standards and enforcement mechanisms for structured sober living homes pursuant to subdivision (a) may exclude from

regulation any structured sober living home that is subject to adequate oversight by another governmental entity or contractor that meets or exceeds the requirements of this chapter.

**11759.72.**

*This chapter shall not be interpreted to require the adoption of a structured sober living home ordinance by any city, county, or city and county. The authority granted to a city, county, or city and county to adopt an ordinance under this chapter shall be in addition to any other authority that may be exercised by the city, county, or city and county to regulate the use of property within its jurisdiction.*

END OF BILL



# City of Sierra Madre

Office of the City Council

June 15, 2016

Senator Patricia Bates  
State Capital, Room 4048  
Sacramento, California 95814

RE: Support of Senate Bill 1283

Dear Honorable Bates:

The City Council of the City of Sierra Madre write in strong support of Senate Bill 1283, State legislation requiring the State Department of Health Care Services to develop and adopt emergency regulations governing the licensing of adult recovery maintenance facilities. The City of Sierra Madre also supports the language of the Bill that would authorize a city or county to adopt by ordinance registration requirements and enforcement mechanisms for structured sober living homes that comply with state and federal housing laws and the federal Americans with Disabilities Act.

Like many cities, the City of Sierra Madre continues to receive complaints from residents on the proliferation of congregate living facilities, such as sober living homes and the impacts to neighborhoods in our City. These impacts can include second-hand smoke, noise, poor property maintenance, and on-street parking impacts. Due to the lack of clarity regarding the ability of state or local laws to regulate sober living facilities, these facilities begin operation without notice to the City or compliance with any reasonable zoning regulations. Sober living facilities may not require state licensing or oversight. Without the specific authority provided by this legislation, local municipalities are powerless to regulate such uses without the risk of a claim of disability discrimination. The Sierra Madre City Council hopes that the passage of SB-1283 will enable the ability to adopt reasonable regulation through the local level.

Thank you for your consideration on this matter. I believe it is an important issue, and would like to see the legislation pass to ensure effective regulation and registration of sober living facilities.

Respectfully Submitted,

Gene Goss, Mayor

232 W. Sierra Madre Boulevard  
Sierra Madre California, 91024  
[ggoss@cityofsierreamadre.com](mailto:ggoss@cityofsierreamadre.com)  
(626) 355-7135

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



# City of Sierra Madre Agenda Report

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

*Melinda Carrillo, City Clerk*  
*Michael Amerio, City Treasurer*

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager

INITIATED BY: Bruce Inman, Director of Public Works

DATE: June 14, 2016

**SUBJECT: RECOMMENDATION ADOPT RESOLUTION 16-36 CONTINUING  
PHASE III WATER CONSERVATION**

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## **SUMMARY**

In light of Governor Brown's recent Executive Order, there have been questions and speculation as to the direction Sierra Madre's water conservation efforts will take. Staff recommends that the City Council adopt Resolution 16-36 continuing Phase III water conservation per SMMC 13.24.100 and extending the existing moratorium on new or enlarged water service connections under the provisions of SMMC 13.24.220.

## **ANALYSIS**

### **New State Conservation Regulations**

As has been widely reported in the media, the State Water Resources Control Board (SWRCB, Board) approved new emergency regulations May 18th in response to the Governor's May 9<sup>th</sup> Executive Order B-37-16 regarding water conservation. Under the new regulations, water agencies may develop their own conservation standard using the SWRCB guidelines described in the regulation, or the local agencies may continue under the previous mandated percentage reductions over 2012-2013 water use.

Under the new SWRCB regulations some of the prohibitions of prior Board actions remain. These have been adopted by the City and will remain in place in Sierra Madre:

- (1) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
- (2) The use of a hose that dispenses potable water to wash a motor vehicle, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;

- (3) The application of potable water to driveways and sidewalks;
- (4) The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
- (5) The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
- (6) The irrigation with potable water of ornamental turf on public street medians;
- (7) The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.

The methodology for determining a new local conservation target under the new Board regulations can be represented as follows:

X = Average annual water production, water years 2013 and 2014

(Water year is defined as October through September)

Y = Projected total water availability from all of Sierra Madre's water sources, for water year 2019

Y/X = Z = Percentage of average annual 2013-14 water production that will be available for use in Sierra Madre following three more years of drought.

Staff has calculated the average annual water production for water years 2013 & 2014 as 2,595 acre feet. However, the projected total water availability for water year 2019 cannot be calculated until such time as San Gabriel Valley Municipal Water District provides the City with its projected water availability for that year. Thus we cannot say with certainty what the value of Y will be in the illustration above. Using the values shown below in Table A it is possible to make an assumption regarding water availability in WYE 2019.

**TABLE A**

Source	Amount Available (AF)		
	WYE '17	WYE 18'	WYE 19'
1984 Raymond Basin Adjudication (500 Foot Rule Limitation) <sup>1</sup>	940	940	940
Salvage Credits (6/30/15) per Watermaster Annual Report <sup>2</sup> (6,008 AF total)	2,002	2,002	2,002
MWD/SGVMWD Exchange Agreement <sup>3</sup>	2,500	2,500	2,500
Cyclic Storage Water/Main Basin <sup>4</sup> (2,970 AF total)	990	990	990
<b>Total</b>	<b>6,432</b>	<b>6,432</b>	<b>6,432</b>

Table A is a snapshot in time illustrating the water sources available to the City as of June 1, 2016. The City has 6,008 acre feet banked as salvage credits, 2,970 acre feet held in cyclic storage in the Main San Gabriel Basin, and the General Manager of SGVMWD has previously advised staff that the District will be able to provide the City

as much as 2,500 acre feet each of the next three water years, regardless of MWD's available supply. So simply spreading the available water resources evenly across three years the available supply of 6,432 acre feet per year is well over the 2,595 acre-foot demand, so one might assume that there is no need to continue conservation under the new regulations.

However, that assumption will likely be incorrect; as explained below, the Table A values are subject to change. Sierra Madre has some unique considerations relative to its water sources. The City was at 30% conservation due to the low condition of our aquifer before the current 32% restriction was adopted by the state. The East Raymond Basin is likely to remain at that level indefinitely, as the aquifer is slow in recovering under the continuing drought in Southern California. There are significant concerns regarding the long-term viability of these water sources:

<sup>1</sup>1984 Raymond Basin Adjudication (500 Foot Rule Limitation)

Under the 500 foot rule in the 1984 Raymond Basin Adjudication, the City's annual production right from the Raymond Basin has been reduced from 1764 acre feet to 940 acre feet. This rule was initiated in order to slow or possibly stop the gradual decline of water levels in the East Raymond Basin. Since October of 2013 when the City shut down its wells, the aquifer gained 50 feet in elevation and the level has stabilized at current levels of well production. Because the basin recovery has stopped, there are discussions continuing with Arcadia and the Watermaster's office about further limiting production or about establishing an annual safe yield for the Basin. In short, the 940 acre feet per year is not guaranteed.

<sup>2</sup>Salvage Credits (6/30/15) per Watermaster Annual Report

The Watermaster calculates salvage credits on behalf of Sierra Madre each year. For each acre-foot that the City spreads for recharge, the City is provided .75-.80 acre foot in salvage credit, which is an amount of water the City can produce from the East Raymond Basin in addition to its adjudicated right of 1764 (940) acre feet. As of June 30, 2015 the city has amassed 6,008 acre feet in salvage credits. Salvage credits are of limited use under the present condition of the East Raymond Basin. To begin pumping salvage credits in addition to adjudicated right, the City would (in theory) cause the water level in the Basin to decline. This is counter to the efforts that Arcadia, Sierra Madre and the Watermaster are making to restore the Basin. Furthermore, if the salvage credits are extracted from the Basin, the levels could decline back to the level they reached in October 2013, leaving the City no alternative but to take the imported water back directly into the distribution system and to begin again with water discoloration problems.

<sup>3</sup>MWD/SGVMWD Exchange Agreement

The imported water purchased from SGVMWD is currently being used strictly for groundwater recharge. The City is purchasing water to make up the difference between the 940 acre feet right and the city's water demand and is spreading the purchased

water. This has allowed the city's wells to meet demand without decreasing groundwater levels.

It should be noted however, that the spreading program was approved by the Raymond Basin Management Board as a one-year pilot program. While there have not been indications from the Watermaster's office that the program will be stopped, groundwater quality in the East Raymond Basin is being closely monitored for sulfate and TDS (salts) levels. Because the imported water is significantly higher in Sulfates and TDS than is the groundwater, continued introduction of the imported water to the basin may increase the sulfate and TDS levels to concentrations approaching the Los Angeles Regional Water Quality Control Board's Basin Plan limits for those substances. Should that occur, the City will have to discontinue spreading the imported water, potentially having to return to taking the water directly into the distribution system.

Furthermore, water wholesalers such as SGVMWD are not required by the State to release their water availability projections to the public until June 15<sup>th</sup>. The General Manager of San Gabriel Valley Municipal Water District has recently indicated that it is unclear what method will be used to determine what the water availability will be from the State Water Project. In other words, it is not a given that there will be 2,500 acre feet available to Sierra Madre from SGVMWD.

#### <sup>4</sup>Cyclic Storage in Main Basin

The City still has 2,970 acre feet of water in a cyclic storage account in the Main San Gabriel Basin. The City can access that water by way of the City of Arcadia pumping it from their wells and through its transmission/distribution system to Sierra Madre. Because of hydraulic limitations within Arcadia's system, that city cannot supply our entire demand through the single interconnection that Sierra Madre has with that city. As such, this water source should be considered useful only to supplement some other source of water in Sierra Madre's system.

On July 8, 2014 the City Council adopted Resolution 14-58 initiating Phase III water conservation and declaring a moratorium on new water service connections. As noted in the staff report for that agenda item, the resolution was effective immediately and is not time-limited, as long as the conditions that resulted in imposition of the resolution continue. The resolution required a simple majority to be approved, and the resolution could be rescinded by formal Council action at any time. Resolution 14-58 included 32 findings which necessitated the implementation of Phase III conservation and the accompanying moratorium.

Many of the 32 findings made in July 2014 remain true today. The drought remains in place in Southern California and recovery of the East Raymond Basin has stalled. The City still relies on imported water, albeit at this time for groundwater recharge rather than for direct use. Resolution 16-36 provides some additional findings, such as the imported water cannot be directly distributed to Sierra Madre customers without

severely impacting water quality and the imported water used for recharge may not be a long-term solution for the City's water provision.

**FINANCIAL**

Continued water conservation at the current level will also extend the period of less than expected water fund revenue,

**ALTERNATIVES**

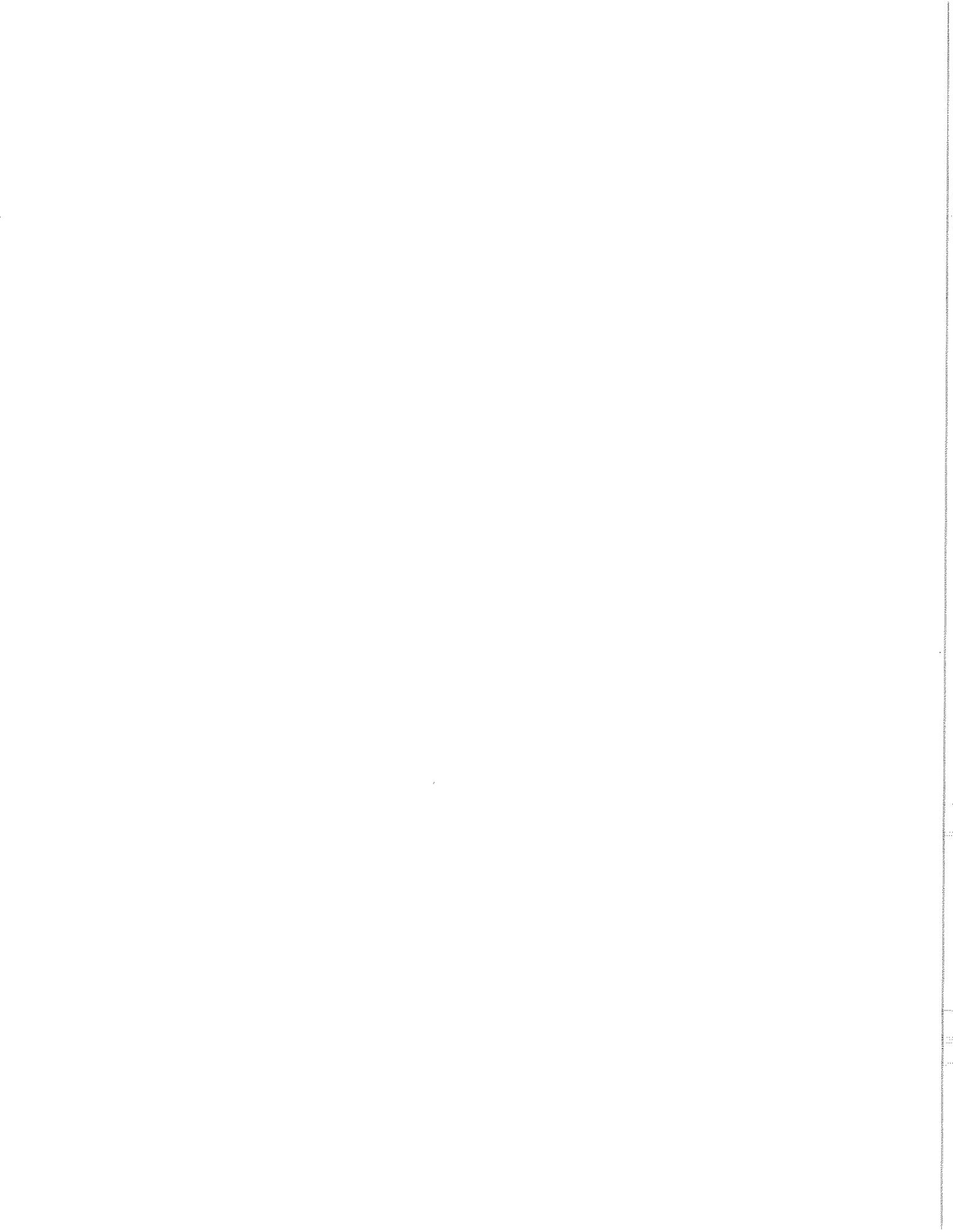
- 1.) The City Council may adopt Resolution 16-36 continuing Phase III water conservation and extending the accompanying moratorium on the installation of new or upsized water meters.
- 2.) The City Council may continue this item until additional information on water availability is available from SGVMWD and Raymond Basin Watermaster.
- 3.) The City Council may decline to take action, in which case the City will remain at the 32% conservation goal that was previously set by the State.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

Staff recommends that the City Council adopt Resolution 16-36 continuing Phase III water conservation per SMMC 13.24.100 and extending the existing moratorium on new or enlarged water service connections under the provisions of SMMC 13.24.220.



# ATTACHMENT

## RESOLUTION NO. 16-36

### A RESOLUTION OF THE CITY COUNCIL OF CITY OF SIERRA MADRE EXTENDING PHASE III (30%) WATER CONSERVATION PURSUANT TO SIERRA MADRE MUNICIPAL CODE SECTION 13.24.210 AND CONTINUING A MORATORIUM ON NEW WATER SERVICE CONNECTIONS PURSUANT TO SIERRA MADRE MUNICIPAL CODE SECTION 13.24.220

**WHEREAS**, on January 17, 2014, the Governor of the State of California proclaimed a state of emergency in the State of California due to current drought conditions in the state; and

**WHEREAS**, the Governor's proclamation also noted that the snowpack in California's mountains are approximately 20 percent of the normal average for January 2014, and that the state is experiencing extremely dry conditions that have persisted since at least 2012; and

**WHEREAS**, the Governor's proclamation called upon all Californians to reduce their water usage by 20 percent; and

**WHEREAS**, on January 17, 2014, the California State Water Resources Control Board notified all water rights holders in California that the coming months, if dry weather persists, the State Water Board will notify water rights holders in critically dry watersheds of the requirement to limit or stop diversions of water under their water right, based upon the priority of their rights; and

**WHEREAS**, Sierra Madre is a public water supply distributor to the resident customers within its jurisdiction and produces and delivers potable water from four wells located with the Eastern Unit of the Raymond Basin; and

**WHEREAS**, Sierra Madre has the adjudicated right to extract up to 1,764 acre feet annually of ground water from the Eastern Unit of the Raymond Basin, plus the amount of water it can salvage through its efforts to spread water and recharge the Eastern Unit of the Raymond Basin; and

**WHEREAS**, the average annual water consumption in Sierra Madre since 2013 is approximately 2,600 acre feet, exceeding the adjudicated right; the annual additional groundwater production is allowable and offset by the amount of rainwater captured and spread for recharge; and

**WHEREAS**, during the rainy season of 2012-2013 the City received only 9.72 inches of precipitation, compared to the City's 25 year mean of 25.01 inches; because of the lack of rainfall and the restriction on diversion of water, Sierra Madre, which is the only entity which spreads water in the East Raymond Basin for recharge, has been able

to capture and spread only a fraction of the necessary water at the spreading grounds;  
and

**WHEREAS**, on May 25, 2014, the Governor of the State of California proclaimed a continued state of emergency in the State of California due to current drought conditions in the state; and

**WHEREAS**, on May 28, 2013 City implemented mandatory Phase II (20% reduction in use) water conservation on its existing customers and on July 8, 2014 implemented Phase III (30% reduction in use); and

**WHEREAS**, the historically low precipitation, low recharge and continued pumping of ground water have led to an over-draft of the East Raymond Basin such that the water levels in the aquifer have fallen below 500 feet above mean sea level; accordingly, the Raymond Basin Management Board acting in its capacity as Watermaster of the Raymond Basin, has enacted the "500 foot rule" which reduces Sierra Madre's adjudicated ground water extraction right by 47%; and

**WHEREAS**, prior to October, 2013, due to the extended drought and over draft condition of the Eastern Unit of the Raymond Basin, the water levels of the aquifer had fallen to the extent that Sierra Madre could not pump water for delivery from any of its four production wells; and

**WHEREAS**, for the first time in the history of the water department, Sierra Madre has become completely dependent on imported water from the San Gabriel Valley Municipal Water District (SGVMWD) via the Metropolitan Water District ("MWD") to serve its existing customers; and

**WHEREAS**, Recital I of the September 9, 2013 Agreement for Exchange and Purchase of Water between Metropolitan Water District and the San Gabriel Valley Municipal Water District under which Sierra Madre receives its imported water supply states, "It is not intended that the service connection will be used by Sierra Madre or others to increase the total amount of available water to accommodate growth or to accommodate sale or leasing of Sierra Madre's groundwater supplies to any other agency;" and,

**WHEREAS**, the current use of MWD water, which is of a slightly different chemistry from the City's groundwater, has produced water discoloration problems for many of its existing customers, which is likely due to chemical reaction with the city's distribution system or the customer's plumbing. The City hired a consultant to study the problem and provide solutions for the discoloration problem; and

**WHEREAS**, there was no solution for the discoloration identified which relieved the problem citywide, forcing the City to seek other options for the utilization of the imported water; and

**WHEREAS**, the City has been allowed by the Regional Water Quality Control Board and the Raymond Basin Watermaster, to begin utilizing the imported water for groundwater recharge on a trial basis; and

**WHEREAS**, since the cessation of Sierra Madre's well production in October 2013, the introduction of imported water into the aquifer, and the resumption of well production, the water level in the East Raymond Basin has improved and stabilized, although at a very low level, well below the 500 foot elevation required to resume full well production; and

**WHEREAS**, during the rainy season of 2013-2014, the City received only 5.9 inches of precipitation, compared to the City's 25 year mean of 25.01 inches; worsening the drought and further reducing the City's ability to capture rain water for groundwater recharge; and

**WHEREAS**, it is estimated that even with a return of normal rainfall and the renewed ability to spread water for effective recharge, that it will take at least three to five years for the East Raymond Basin aquifer water levels to recover sufficiently to enable the City to return to the use of its four wells for extraction and deliver any portion of its adjudicated ground water to its existing water customers; and

**WHEREAS**, given the overdraft condition of the East Raymond Basin, the Raymond Basin Management Board has initiated a study of the Basin and review its safe yield. A reduction in the safe yield of the East Raymond Basin will further negatively impact the City's ability to access sufficient ground water to supply its existing water customers; and

**WHEREAS**, the City of Sierra Madre is located in a high fire hazard area, and the on-going drought and the overdraft condition of the East Raymond Basin increase the danger of fire, especially in the high fire season of the summer months, which increases the need for a reliable and sustainable supply of water; and

**WHEREAS**, on July 8, 2014 the City Council adopted Resolution 14-58 implementing Phase III water conservation and under the authority of Water Code Sections 356 and 375 and Sierra Madre Municipal Code Section 13.24.220, enacted a moratorium on new, or additional water service connections; and

**WHEREAS**, on September 18, 2014, the Governor of the State of California signed Executive Order B-26-14 taking action to assist Californians in drought-relief actions; and

**WHEREAS**, on December 28, 2014, the Governor of the State of California signed Executive Order B-28-14 taking action to suspend CEQA in drought-relief actions; and

**WHEREAS**, on April 1, 2015, the Governor of the State of California signed Executive Order B-29-14 requiring at 25% reduction in water production state-wide; and

**WHEREAS**, on May 18, 2015, acting upon Governor Brown's Executive Order B-29-15 the State Water Resources Control Board (SWRCB) adopted new water conservation regulations requiring that the City of Sierra Madre meet a conservation goal of a 32% reduction in Gallons per Capita Daily water use as compared to a 2013 base year water use; and

**WHEREAS**, on November 13, 2015, the Governor of the State of California signed Executive Order B-36-15 extending the terms of prior Executive Orders; and

**WHEREAS**, on May 9, 2016, the Governor of the State of California signed Executive Order B-37-16 directing State water agencies to develop new emergency regulations which would provide local agencies greater flexibility in setting conservation goals while still meeting a 25% reduction in water production state-wide; and

**WHEREAS**, on May 18, 2016 the SWRCB adopted new emergency regulations allowing for local agencies to adopt their own conservation goals based upon the difference between calendar years 2013 and 2014 average water demand and the projected water supply for three more consecutive drought years; and

**WHEREAS**, said SWRCB regulations allowed for agencies which do not adopt their own local conservation goals to continue conservation at the local goals established by the May 18, 2015 SWRCB action; and

**WHEREAS**, during the rainy season of 2014-2015, the City received only 13.77 inches of precipitation, compared to the City's 25 year mean of 25.01 inches; worsening the drought and further reducing the City's ability to capture rain water for groundwater recharge; and

**WHEREAS**, during the rainy season of 2015-2016, the City received only 14.17 inches of precipitation, compared to the City's 25 year mean of 25.01 inches; worsening the drought and further reducing the City's ability to capture rain water for groundwater recharge; and

**WHEREAS**, the City Council intends to continue the review and updating of the provisions of its development and zoning code to implement new zoning and development requirements and conditions of approval which will address water conservation requirements for all development, and consider mitigation measures, such as "in lieu impact fees," and regulations creating "no net water use increase;" and

**WHEREAS**, the City has undertaken scientific studies of the composition of its well water and imported water to determine the feasibility of mixing water sources in order to for allow supplementation of local water sources with imported water rather than the current replacement of local water sources with imported water.

**WHEREAS**, the scientific studies indicated that the two sources of water cannot be mixed within the water distribution system; and

**WHEREAS**, oscillation between using ground water from the East Raymond Basin and imported MWD water will not resolve the discoloration problems that many customers are having with the water. It is important to stabilize conditions in the East Raymond Basin to enable the City to return to the use of its four wells for production, delivery and distribution of its adjudicated ground water and a return of customer confidence in the water quality; and

**WHEREAS**, if construction, that requires a new connection to the city's water system, continues in light of the present water shortage conditions and without the benefit of additional regulations and conditions requiring water conservation measures which do not presently exist, the water shortage conditions faced by the City will be exacerbated; and

**WHEREAS**, if construction, that requires a new connection to the city's water system, continues without a better understanding of the amount of water that the City can plan on in the long term the water shortage conditions faced by the City may be exacerbated; and

**WHEREAS**, approval of any additional subdivisions, use permits, variances, building permits or any other applicable entitlement for use which would require a new water service connection, which are not authorized by this Resolution would result in these threats to the public health, safety and welfare; and

**WHEREAS**, given the continuing drought, the low water level conditions in the East Raymond Basin and the uncertainty of the ability to continue to obtain imported water from SGVMWD/MWD for existing customers, it is necessary to mandate continued conservation measures for the preservation of resources for existing customers, as authorized by Sierra Madre Municipal Code Section Chapter 13.24, "Mandatory Water Conservation Plan;" and

**WHEREAS**, Water Code section 375 authorizes any public entity, including a city, which supplies water at retail or wholesale for the benefit of persons within the service area of the jurisdiction of the public entity to adopt and enforce a water conservation program to reduce the quantity of water used by those persons for the purpose of conserving the water supplies of the public entity, by ordinance or resolution adoption by majority of the members of the governing body after holding a noticed public hearing and making appropriate findings of necessity for the adoption of a water conservation program; and

**WHEREAS**, in accordance with Water Code Section 376, any ordinance or resolution adopted pursuant to Section 375 is effective upon adoption and shall be published pursuant to Government Code Section 6061 in full within 10 days of adoption in a newspaper of general circulation.

**WHEREAS**, on June 14, 2016, the City Council held a duly noticed public meeting to consider the continuation of mandatory water conservation measures.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES RESOLVE AS FOLLOWS:**

1. Pursuant to its authority under Water Code Sections 350 and 375 and Sierra Madre Municipal Code Section 13.24.020, and based on the findings specified above, the City Council finds and declares that a water shortage emergency condition continues to exist, requiring the urgent necessity of establishing further mandatory conservation measures.

2. Pursuant to its authority under Water Code Section 375 and Sierra Madre Municipal Code Sections 13.24.100 and 13.24.210, mandatory Phase III (30%) water conservation is hereby declared and extended.

3. Pursuant to its authority under Water Code Sections 356 and 375 and Sierra Madre Municipal Code Section 13.24.220, a moratorium on new, or additional water service connections is hereby declared and extended, including, as follows:

A. No new potable water service shall be provided, no new temporary meters, and no new permanent meters shall be provided, and no statements of immediate ability to serve or provide potable water service (such as "will serve" letters) shall be issued, except under the following circumstances:

- 1 A valid, unexpired building permit has been issued for the project; or
2. The project, as determined by the City Manager, in consultation with the City Attorney, is necessary to protect the public's health, safety and welfare; or
3. The repair, maintenance, or renovation of existing structures or facilities, which have a water service connection on the effective date of the passage of this resolution; the repair or replacement of water service connections that are lawfully existing as of the effective date of this Resolution, where the repair or replacement complies with all applicable laws, rules and regulations; or
4. The replacement of an existing water service connection with a higher capacity water service connection, where necessary to accommodate installation of fire sprinklers or other fire protection facilities consistent with all applicable laws, rules and regulations.

B. Annexations to the city's water service area will be suspended.

C. Other water uses may be prohibited, as determined by the water superintendent after public notice to customers. This section shall not be construed to preclude the resetting or turn-on of meters to provide continuation of water service or to restore service that has been interrupted for up to a period of one year.

4. This Resolution shall become effective immediately upon adoption by the City Council and shall be published once in the newspaper of general circulation.

APPROVED AND ADOPTED on the 14<sup>th</sup> day of June, 2016.

I, the undersigned, hereby certify that the foregoing Resolution Number No.16-36 was duly adopted by the Sierra Madre City Council following a roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Gene Goss, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Melinda Carrillo, City Clerk

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney