

CITY COUNCIL

MEETING AGENDA PACKET

Tuesday, June 10, 2025
5:30 pm



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

Mayor Robert Parkhurst, Mayor Pro Tempore Kristine Lowe
Council Members: Edward Garcia, Gene Goss, and Kelly Kriebs

**AGENDA
REGULAR MEETING
SIERRA MADRE CITY COUNCIL**

**Tuesday, June 10, 2025
5:30 pm**

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



*Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member*

Sue Spears, City Treasurer

The Brown Act provides the public with an opportunity to make public comments at any public meeting; as an alternative, public comment may be made by e-mail to PublicComment@CityofSierraMadre.com by 3:00PM on the day of the meeting. Emails will be acknowledged at the Council meeting, filed into public record, and scanned onto the City website for public review.

The meeting will be streamed live on the City's website at www.cityofsierramadre.com, on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

CODE OF CONDUCT

The purpose of a City Council meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Council's ability to conduct City business are prohibited. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Parkhurst, Mayor Pro Tem Lowe, Council Member Garcia, Council Member Goss, Council Member Kriebs

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Pro Tem Kristine Lowe

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

REPORT OUT FROM CLOSED SESSION

Report out from Closed Session held on June 10, 2025

Public Employee Appointment: Government Code Section 54957
Title: City Manager

APPROVAL OF MEETING MINUTES

Approval of May 27, 2025 City Council meeting minutes.

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES

Vote of the City Council to read all Ordinances and Resolutions by title only and waive reading in full.

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

PUBLIC PARTICIPATION CODE OF CONDUCT

The Council requests that participants refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting after being warned by the Mayor or designee to cease the disruption may be precluded from further participation in the meeting. No signs, posters, or other large objects shall be brought into official meeting places if doing so would disrupt, disturb, or otherwise impede the orderly course of the meeting.

PUBLIC COMMENT

The Council will listen to the public on any item on the agenda. In addition, the Council will devote time for public comment on items not on the agenda. Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the City Council and entered into public record.

Providing Public Comment For Items on the Meeting Agenda

Persons wishing to speak on any item on the agenda will be called during the comment period 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.

Provide Public Comment for Topics not on the Meeting Agenda

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda.

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue.

PRESENTATIONS

1. **PROCLAMATION IN RECOGNITION OF ARMENIAN GENOCIDE MONTH**
2. **PROCLAMATION AWARDED TO SIERRA MADRE POLICE RESERVE OFFICER MITCH THOMAS FOR HIS RETIREMENT AFTER 40 YEARS OF SERVICE**
3. **PROCLAMATION AWARDED TO SIERRA MADRE POLICE OFFICER KEN BERRY FOR HIS RETIREMENT**
4. **PROCLAMATION AWARDED TO SIERRA MADRE FIREFIGHTER TED WALTERS FOR HIS RETIREMENT**

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.

CONSENT

- a) **CONSIDERATION OF RESOLUTION 25-37 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council approve Resolution 25-37 approving payment of City Warrants in the aggregate amount of \$1,636,993.39, Sierra Madre Library Warrants in the aggregate amount of \$15,947.48, and Payroll Transfer in the aggregate amount of \$543,077.05, for the Fiscal Year ending June 30, 2025
- b) **CONSIDERATION OF THE SECOND READING OF ORDINANCE 1483 ADOPTING THE FIRE HAZARD SEVERITY ZONE (FHSZ) MAP AS DESIGNATED BY THE CALIFORNIA STATE FIRE MARSHAL**
It is recommended that the City Council adopt by second reading Ordinance 1483 to update Fire Hazard Severity Zone (FHSZ) map for the City's Local Responsibility Area, as designated by the California Department of Forestry and Fire Protection (CAL FIRE), through the Office of the State Fire Marshal.
- c) **CONSIDERATION OF THE SECOND READING OF ORDINANCE 1481 AMENDING CHAPTER 3.40 (CLAIMS AND CLAIMS PROCEDURES) OF TITLE 3 (REVENUE AND FINANCE) OF THE SIERRA MADRE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ALLOW, COMPROMISE, OR SETTLE CLAIMS UP TO \$50,000**
It is recommended that the City Council conduct a second reading of and adopt Ordinance 1481 amending Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code to authorize the City Manager to allow, compromise, or settle claims up to \$50,000.
- d) **CONSIDERATION OF A PUBLIC IMPROVEMENT AGREEMENT TO PERFORM OFFSITE IMPROVEMENTS ON CARTER AVENUE AS PART OF THE MEADOWS AT BAILEY CANYON PROJECT**
It is recommended that the City Council consider approval of a Public Improvement Agreement to perform offsite improvements on Carter Avenue as part of The Meadows at Bailey Canyon project.

PUBLIC HEARINGS

1. PUBLIC HEARING AND RESOLUTION 25-38, CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR FISCAL YEAR 2025-2026 FOR THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT

It is recommended that the City Council open the public hearing, receive testimony, and adopt Resolution 25-38, confirming the assessment of the downtown landscaping and lighting maintenance assessment district and ordering the levy for Fiscal Year 2025-2026

2. UPDATE ON VACANCIES IN COMPLIANCE WITH ASSEMBLY BILL 2561 – LOCAL PUBLIC EMPLOYEES; VACANT POSITIONS

It is recommended that the City Council receive and file this annual report on recruitment and vacancy rates in compliance with Assembly Bill 2561.

3. PUBLIC HEARING FOR THE APPROVAL OF THE FISCAL YEAR 2025-2026 ANNUAL BUDGET TO CONSIDER RESOLUTION 25-39, ADOPTING THE FISCAL YEAR 2025-2026 BUDGET; RESOLUTION 25-40, APPROVING THE GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026; AND RESOLUTION 25-41, APPROVING THE FISCAL YEAR 2025-2026 FEE SCHEDULE

It is recommended that the City Council consider the approval of Resolution 25-39, adopting the Fiscal Year 2025-2026 Budget and appropriate the amounts budgeted; Resolution 25-40, approving the GANN Appropriation Limits for 2025-2026; and Resolution 25-41, approving the 2025-2026 Fee Schedule.

DISCUSSION

1. CONSIDERATION OF CITY MANAGER EMPLOYMENT AGREEMENT

It is recommended that the City Council consider an employment agreement with Michael Bruckner to assume the City Manager position.

2. CONSIDERATION OF COUNCIL NOMINATIONS TO SERVE ON THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENT (SGVCOG) 2028 OLYMPIC & PAPALYMPIC GAMES AD HOC COMMITTEE

It is recommended that the City Council consider nominating one Council Member and one alternate to serve on the San Gabriel Valley Council of Governments (SGVCOG) 2028 Olympic & Paralympic Games Ad Hoc Committee; and direct staff to submit the nominations to SGVCOG.

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.

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a meeting to take place on June 24, 2025.

**MEETING MINUTES
REGULAR MEETING
SIERRA MADRE CITY COUNCIL**

*Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member*

Sue Spears, City Treasurer

**Tuesday, May 27, 2025
5:30 pm**

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



The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative, public comment may be made by e-mail to PublicComment@CityofSierraMadre.com by 3:00PM on the day of the meeting. Emails will be acknowledged at the Council meeting, filed into public record, and scanned onto the City website for public review.

The meeting will be streamed live on the City's website at www.cityofsierramadre.com, on Foothills Media website at <http://www.foothillsmedia.org/sierramadre> and broadcast on Government Access Channel 3 (Spectrum)

CODE OF CONDUCT

The purpose of a City Council meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Council's ability to conduct City business are prohibited. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Parkhurst called the meeting to order at 5:30 p.m. City Clerk Aguilar called the roll.

Present: Mayor Robert Parkhurst, Council Member Edward Garcia, and Council Member Kelly Kriebs

Absent: Mayor Pro Tem Kristine Lowe

Also Present: Aleks Giragosian, City Attorney
Jose Reynoso, City Manager
Miguel Hernandez, Assistant City Manager
Laura Aguilar, Deputy City Manager/City Clerk
Anthony Rainey, Director of Finance
Arnulfo Yanez, Director of Public Works
Steven McGee, Public Work/Utilities Manager
James Carlson, Senior Analyst
Brent Bartlett, Fire Chief
Leila Regan, City Librarian
Doreen Thomas, Youth Services Librarian
Eric Lozick, Management Analyst
Veronica Saucedo, Acting Police Captain

PLEDGE OF ALLEGIANCE AND INSPIRATION

Mayor Parkhurst led the audience in the Pledge of Allegiance and provided an inspirational message.

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

Council Member Kriebs made a motion to approve the agenda as presented - amended.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion to move to approve the agenda as presented was approved by a unanimous voice vote by all Members present.

COUNCIL REPORT OUT FROM CLOSED SESSION

City Attorney Giragosian reported out on the Closed Session held on May 8, 2025 to discuss:

PUBLIC EMPLOYEE APPOINTMENT
Government Code Section 54957

Title: City Manager

City Attorney Giragosian advised that the Council met and no reportable action was taken.

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES

Vote of the City Council to read all ordinances and resolutions by title only and waive the reading in full.

Mayor Parkhurst asked for a motion.

Council Member Kriebs made a motion to read all ordinances and resolutions by title only and waive the reading in full.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

APPROVAL OF MEETING MINUTES

Approval of May 13, 2025, Regular City Council meeting minutes.

Mayor Parkhurst asked for suggestions to amend the minutes and asked City Clerk Aguilar if any edits had been submitted by the City Council.

City Clerk Aguilar advised that she had not received any e-mails from any Council Members requesting edits.

Council Member Goss made a motion to approve the April 22, 2025 City Council meeting minutes as presented.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

Council Member Garcia:

Was provided a tour of the Library to see the progress of the Meaningful Library Improvement Project
Announced that the Budget and Revenue Finance Committee did not have a meeting
Planned to attend the May 28, 2025 meeting of the Sierra Madre Chamber of Commerce

Council Member Goss:

Attended the May 15 meeting of the Planning Commission. They continued discussion of the proposed Noise Ordinance, and also discussed the CUP for Alverno Heights Academy
Attended a meeting of the San Gabriel Valley Council of Governments last Tuesday

Council Member Kriebs:

Was provided a tour of the Library to see the progress of the Meaningful Library Improvement Project

Attended the May 26 meeting of the Community Services Commission. They discussed upcoming summer events.

Mayor Parkhurst:

Attended the April 14 event at the Hart Park House for the City's new website.

Attended a meeting of the CPA; no action to report.

Attended the May 17 and May 20 community town hall meetings to receive feedback from the community on the City's response to the Eaton Fire.

Attended the May 21 celebration of Sierra Madre Elementary Schools of their new banner poles.

Attended the May 21 Sierra Madre Historical Preservation Society Ravioli dinner at the Fire Station.

Attended the May 21 meeting of the Natural Resources Commission

Attended the May 26 Memorial Day Remembrance Ceremony at Pioneer Cemetery

Mayor Parkhurst then opened the meeting for public comment on items not on the agenda.

PUBLIC PARTICIPATION CODE OF CONDUCT

The Council requests that participants refrain from making personal, slanderous, profane, or disruptive remarks. A person who continues to disrupt the orderly conduct of the meeting after being warned by the Mayor or designee to cease the disruption may be precluded from further participation in the meeting. No signs, posters, or other large objects shall be brought into official meeting places if doing so would disrupt, disturb, or otherwise impede the orderly course of the meeting.

PUBLIC COMMENT

The Council will listen to the public on any item on the agenda. In addition, the Council will devote time for public comment on items not on the agenda. Addressing the City Council from the audience is not permitted; all comments addressing the Council must be made from the podium. Only public comment made from the podium will be recognized by the City Council and entered into public record.

Providing Public Comment For Items on the Meeting Agenda

Persons wishing to speak on any item on the agenda will be called during the comment period 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.

Provide Public Comment for Topics not on the Meeting Agenda

Time shall be devoted to provide public comments for items not on the agenda. Under the Brown Act, Council is prohibited from taking action on items not on the agenda.

Providing Public Comment

1. Any person wishing to provide public comment is asked to complete a comment card. Each speaker will be limited to up to three continuous minutes, which may not be delegated or deferred.
2. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue.

City Clerk Aguilar noted that no e-mails had been received prior to the Council meeting:

1. Laura Knighten, 54 E. Highland Ave. – requested crossing guards at the intersection of Auburn and Highland before and after school.
2. Elisabeth Nuccio – requested an increased SMPD presence at the intersection of Auburn and Highland before and after school.
3. Katherine Miller, 400 Mariposa Ave – Shared concerns with pedestrian safety at Auburn and Highland.

4. Rachel Yaeger, 230 Windwood Lane – Seeking alternatives and options to mitigate risk to pedestrians at Highland and Auburn.
5. City Librarian Leila Regan – shared upcoming summer events at the Library.
6. David Gordon, President Sierra Madre Playhouse – Shared the upcoming performance schedule.

Seeing no one else come forward, Mayor Parkhurst closed public comment and moved on to Presentations.

PRESENTATIONS

1. ANNOUNCEMENT OF SIERRA MADRE LIBRARY BOOKMARK CONTEST WINNERS
presented by Youth Services Librarian Thomas
2. SIERRA MADRE CIVIC CLUB GRANT AWARDS
These grant awards are not allocated nor distributed from City funds or accounts. The Sierra Madre Civic Club is an independent philanthropic organization, serving the community of Sierra Madre. These awards are presented by members of the Civic Club, not City representatives.
3. UPDATE FROM CITY STAFF REGARDING MUNICIPAL ELECTRIC VEHICLE FLEET
presented by Management Analyst Lozick

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.

CONSENT

Deputy City Manager Aguilar presented these reports

- a) **CONSIDERATION OF RESOLUTION 25-32 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council approve Resolution 25-32 approving payment of City Warrants in the aggregate amount of \$268,091.68, Sierra Madre Library Warrants in the aggregate amount of \$526,369.61, and Payroll Transfer in the aggregate amount of \$608,649.53, for the Fiscal Year ending June 30, 2025
- b) **CONSIDERATION OF APPROVAL OF THE ALLOCATION OF ADDITIONAL DISCRETIONARY PAYMENT (ADP) TO CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS) UNFUNDED ACCRUED LIABILITY (UAL)**
It is recommended that the City Council approve a \$150,000 Additional Discretionary Payment (ADP) to California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL).
- c) **CONSIDERATION OF RESOLUTION 25-33 APPROVING THE INITIATION OF PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS AND ORDERING THE PREPARATION OF THE REPORT FOR THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT FOR FISCAL YEAR 2025-2026**
It is recommended that the City Council approve Resolution 25-33 and authorize NBS to prepare and file with the City Clerk, the Engineer's Report concerning the levy and collection of assessments within the Downtown

Landscaping Lighting Maintenance Assessment District for the Fiscal Year commencing July 1, 2025, and ending June 30, 2025.

d) **CONSIDERATION OF RESOLUTION 25-35 APPROVING AND ESTABLISHING THE ANNUAL SPECIAL TAXES FOR COMMUNITY FACILITIES DISTRICT NO. 1 AND ANNUAL ASSESSMENTS FOR EAST BONITA AVENUE SEWER IMPROVEMENT AND EAST MIRA MONTE AVENUE SEWER IMPROVEMENT AND LEVYING SPECIAL TAXES AND ASSESSMENTS FOR THE FISCAL YEAR 2025-2026**

It is recommended that the City Council approve Resolution 25-35 and establishes the Fiscal Year 2025-2026 special taxes for Community Facilities District No. 1 (Fund 32011 - Sierra Madre CFD) and annual assessments for East Bonita Avenue Sewer Improvement (Fund 32001 - Bonita Sewer Assessment) and Mira Monte Avenue Sewer Improvement (Fund 32010 - Sewer Assessment District-East Miramonte) and orders levy of special taxes and assessments for the Fiscal Year commencing July 1, 2025, and ending June 30, 2026.

e) **CONSIDERATION OF STATE HOMELAND SECURITY PROGRAM (SHSP) SUBRECIPIENT AGREEMENT GRANT YEAR 2022**

It is recommended that the City Council authorize the City Manager to approve and sign the grant agreement between the County of Los Angeles and the City of Sierra Madre Police Department for a State Homeland Security Program (SHSP) grant in the amount not to exceed \$45,577.00. The recommendation also includes approval of signatures from the Chief of Police or their designee.

f) **CONSIDERATION TO RECEIVE AND FILE THE 2025 ANNUAL REPORT OF THE DEVELOPMENT AGREEMENT FOR THE MEADOWS AT BAILEY CANYON PROJECT LOCATED AT 700 NORTH SUNNYSIDE AVENUE, SIERRA MADRE, CALIFORNIA**

It is recommended that the City Council receive and file this informative report. No action is required.

g) **CONSIDERATION TO AUTHORIZE AN EMERGENCY CONTRACT AMENDMENT FOR LOW-PRESSURE WATER MAIN RELOCATION AT WOODLAND DRIVE BRIDGE**

It is recommended that the City Council authorize an emergency amendment to the existing contract with Big Ben, Inc. in the amount of \$276,800 for the relocation of the low-pressure water main at the Woodland Drive Bridge under the emergency provisions of SMMC 3.08.090(A). Staff further recommends increasing the total contract threshold for the Woodland Drive Water Main Replacement Project from \$946,600 to \$1,223,400 to incorporate the emergency work, while maintaining the previously approved 10% contingency without adjustment.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Garcia requested Resolution 25-18 from Item B to be updated to reflect the payment amounts to CalPERS.

Council Member Goss made a motion to approve A, C, D,E, F, and G as presented and B as amended by Council Member Garcia.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion to move to approve all Consent Items was approved by a unanimous voice vote by all Members present.

PUBLIC HEARINGS

1. CONSIDERATION OF FIRST READING OF ORDINANCE 1483 ADOPTING THE FIRE HAZARD SEVERITY ZONE MAP AS DESIGNATED BY THE CALIFORNIA STATE FIRE MARSHAL

It is recommended that the City Council consider Ordinance 1483, first reading, the updated Fire Hazard Severity Zone (FHSZ) map for the City's Local Responsibility Area, as designated by the California Department of Forestry and Fire Protection (CAL Fire), through the Office of the State Fire Marshal.

This report was presented by Fire Chief Bartlett.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. One e-mail public comment was forwarded to the City Clerk's Office.

Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Goss made a motion to approve first reading of Ordinance 1483.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

7:34 pm - Mayor Parkhurst called for a brief break.

7:45 pm - The City Council reconvened their meeting.

2. ANNUAL REPORTING OF MILITARY EQUIPMENT AS REQUIRED BY STATE ASSEMBLY BILL 481

It is recommended that the City Council approve the Sierra Madre Police Department's annual report of military equipment inventory.

This report was presented by Acting Police Captain Saucedo

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Goss made a motion to approve first reading of Ordinance 1483.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

DISCUSSION

1. INFORMATIONAL REPORT FROM PUBLIC HEALTH REPRESENTATIVE FROM LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH REGARDING POST-EATON FIRE ENVIRONMENTAL QUALITY

It is recommended that the City Council receive and file an informational presentation from a representative from the Los Angeles County Department of Public Health regarding post-Eaton Fire Environmental quality. There is no City Council action required.

Senior Analyst Carlson and City Attorney Giragosian presented this report and added a presentation on Discussion number 5.

5. CONSIDERATION OF LOS ANGELES COUNTY PUBLIC HEALTH ORDINANCES

It is recommended that the City Council consider directing the City Attorney to draft an ordinance incorporating one or more of the Los Angeles County ordinances into the Sierra Madre Municipal Code.

Representative from Los Angeles County Department of Public Health presented Council with the various ordinances for consideration.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment.

1. Derek Sample, 623 Woodland Dr. – looking for resources and information for removing and dealing with toxic heavy-metals post Eaton Fire.

Seeing no one else come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

No action was required for Discussion Item 1. Council was asked to receive and file the informative report.

For Discussion Item 5, Council Member Goss made a motion not to adopt any of the suggested ordinances established by Los Angeles County.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

2. CONSIDERATION OF ESTABLISHING AN AUTOMATED DOWNTOWN PARKING ENFORCEMENT PILOT PROGRAM

It is recommended that the City Council authorize staff to negotiate terms with Municipal Parking Services (MPS) and return to the City Council with a fully developed one-year pilot program for consideration, including a comprehensive community outreach and education plan to enhance parking enforcement along Sierra Madre Boulevard between Baldwin and Hermosa Avenues and on Baldwin Avenue between Sierra Madre Boulevard and West Montecito Avenue. Final approval is contingent upon Council approval of the finalized program.

This report was presented by Acting Police Captain Saucedo

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council provided direction and asked staff to return to a future meeting once the pilot program was finalized.

3. CONSIDERATION OF RESOLUTION 25-34 APPROVING THE INTENT TO LEVY AND CONFIRM THE ENGINEER'S REPORT FOR THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT FOR THE FISCAL YEAR 2025-2026

It is recommended that the City Council approve Resolution 25-34, the intent to levy and confirm Engineer's reports and set June 10, 2025 as a date for a public hearing on the matter of the Downtown Landscaping and Lighting Maintenance Assessment District for the Fiscal Year Commencing July 1, 2025 and ending June 30, 2025.

This report was presented by Public Works Director Yanez.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Garcia made a motion to Resolution 25-34 and set June 10, 2025 as the date for the Public Hearing.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs

Noes: None.

Absent: Mayor Pro Tem Lowe

Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

4. CONSIDERATION OF RESOLUTION 25-36, MODIFYING THE CONFIDENTIAL-EXEMPT CLASSIFICATION PLAN AND SALARY MATRIX

It is recommended that the City Council adopt Resolution 25-36, which authorizes the creation of the Administrative Services Director to replace the Deputy City Manager position.

This report was presented by Assistant City Manager Hernandez

Mayor Parkhurst brought the matter to the Council for questions then opened public comment. Seeing no one come forward, Mayor Parkhurst closed public comment and brought the matter back to Council for further discussion.

Council Member Kriebs made a motion to approve Resolution 25-36.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs

Noes: None.

Absent: Mayor Pro Tem Lowe

Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

FUTURE ITEMS

Mayor Parkhurst asked if the Council had any suggestions for future agenda items.

Mayor Parkhurst: An analysis of fire protection versus historic preservation

Hearing no other requests from Council, Mayor Parkhurst asked for a motion to adjourn the meeting.

Council Member Goss made a motion to adjourn the meeting.

Council Member Kriebs seconded the motion to adjourn.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Members Garcia, Goss, and Kriebs
Noes: None.
Absent: Mayor Pro Tem Lowe
Abstain: None.

The motion to adjourn the meeting to the next Regular meeting on June 10, 2025 at this same location was approved by all Members at 10:15 pm

Minutes taken and typed by:

Approved by Council Action:

Laura M. Aguilar
City Clerk

Robert Parkhurst
Mayor

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.

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a meeting to take place on May 27, 2025 at this same place.



City of Sierra Madre **AGENDA REPORT**

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Sue Spears, City Treasurer

TO: Mayor and City Council Members

FROM: Brent Bartlett, Fire Chief

REVIEWED BY: Jose Reynoso, City Manager

DATE: June 10, 2025

**SUBJECT: CONSIDERATION OF THE SECOND READING OF
ORDINANCE NUMBER 1483 ADOPTING THE FIRE
HAZARD SEVERITY ZONE (FHSZ) MAP AS DESIGNATED
BY THE CALIFORNIA STATE FIRE MARSHAL**

STAFF RECOMMENDATION

It is recommended that the City Council adopt by second reading Ordinance 1483 to update Fire Hazard Severity Zone (FHSZ) map for the City's Local Responsibility Area, as designated by the California Department of Forestry and Fire Protection (CAL FIRE), through the Office of the State Fire Marshal.

ALTERNATIVES

1. Approving Ordinance No. 1483 to adopt the updated Fire Hazard Severity Zone (FHSZ) map for the City's Local Responsibility Area as designated by CAL FIRE through the Office of the State Fire Marshal.
2. Do not approve Ordinance No. 1483 to adopt the updated Fire Hazard Severity Zone (FHSZ) map for the City's Local Responsibility Area as designated by CAL FIRE through the Office of the State Fire Marshal.
3. Alternately, discuss and take other possible action related to this item.

EXECUTIVE SUMMARY

In alignment with the City of Sierra Madre's 2025 Strategic Plan under Goal 2: Public Safety,

this ordinance reinforces the City's commitment to proactive risk reduction and resident protection by adopting CAL FIRE's updated FHSZ map. This action enables the City to apply defensible space requirements and ignition-resistant building standards in designated areas to better protect life, property, and the environment.

ANALYSIS

The California Department of Forestry and Fire Protection (CAL FIRE), through its Office of the State Fire Marshal, is required by Government Code Section 51178 and Public Resources Code Section 4202 to classify lands within Local Responsibility Areas into Fire Hazard Severity Zones (FHSZ) of Moderate, High, or Very High. These classifications are based on fire behavior modeling, fuel loading, terrain, and ember exposure. California Fire Code Section 4911 allows local jurisdictions to adopt these maps and designate additional zones when supported by substantial local evidence.

Under Government Code Section 51179(b), the City may include areas within the City not expressly designated by Cal Fire as Moderate, High, or Very High. To do so, the City Council would have to make specific findings supported by substantial evidence that the inclusion of additional areas is necessary for effective fire protection. City staff does not recommend expanding any of the designations at this time.

Adopting the updated FHSZ map enables the application of defensible space standards (Government Code Section 51182) and Wildland-Urban Interface construction requirements (California Building Code Chapter 7A), ensuring that the City remains aligned with state fire safety mandates. Upon adoption, City staff will transmit a copy of the Ordinance to Cal Fire. The public may view an interactive version of the map online at: <https://osfm.fire.ca.gov/FHSZ>.

The City Council introduced Ordinance 1483 by first reading on May 27, 2025, and made the following amendments:

- 1) removed the reference to the interactive map on CAL FIRE's website;
- 2) Excluded parcels designated within the Moderate FHSZ from complying with the ignition-resistant construction requirements;
- 3) Excluded parcels designated within the Moderate and High FHSZs from complying with the defensible space clearance and vegetation management requirements; and
- 4) clarified that a parcel's FHSZ designation is determined by the designation for the geographic center.

ENVIRONMENTAL(CEQA)

This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) (common sense exemption) and Section 15308 (actions by regulatory agencies to protect the environment).

STRATEGIC PLAN CORRELATION

This action directly supports Goal 2 – Public Safety in the City’s 2025 Strategic Plan: Ensure a safe and secure community for all residents and visitors. It advances Objective 2.1: Sustaining Sierra Madre’s Fire Services and supports Initiative PS 2.3: Ensure the Fire Department is Properly Equipped, by improving the City’s ability to identify high-risk areas and enforce wildfire mitigation policies.

FINANCIAL REVIEW/SOURCE OF FUNDING

There is no direct fiscal impact associated with this ordinance. Indirect benefits may include reduced suppression costs, eligibility for mitigation grants, and enhanced community resilience.

PUBLIC NOTICE

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City’s website at www.cityofsierramadre.com.

ATTACHMENTS:

Attachment A: Ordinance No. 1483 – Adoption of Updated FHSZ Map

Attachment B: CAL FIRE 2024 Updated Fire Hazard Severity Zone Map for Sierra Madre

Attachment C: CAL FIRE 2011 Fire Hazard Severity Zone Map for Sierra Madre (for reference)

ORDINANCE NO. 1483

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, ADOPTING THE UPDATED FIRE HAZARD SEVERITY ZONE MAP AS DESIGNATED BY THE CALIFORNIA STATE FIRE MARSHAL

RECITALS

WHEREAS, the California Department of Forestry and Fire Protection (CAL FIRE), through the Office of the State Fire Marshal, is required under Government Code Section 51178 and Public Resources Code Section 4202 to identify and classify lands within the Local Responsibility Area (LRA) into Fire Hazard Severity Zones (FHSZ) as Moderate, High, or Very High, based on consistent statewide criteria;

WHEREAS, the Office of the State Fire Marshal has prepared an updated FHSZ map for the LRA based on fire behavior modeling, fuel loads, ember exposure, terrain, and weather data, and has provided this updated mapping to the City of Sierra Madre for adoption and enforcement;

WHEREAS, California Fire Code Section 4911 authorizes local jurisdictions to formally adopt FHSZs recommended by CAL FIRE and to designate additional zones where local conditions indicate the need for fire protection measures; and

WHEREAS, adoption of the FHSZ map ensures consistent application of state-mandated wildfire mitigation requirements, including California Building Code Chapter 7A (ignition-resistant construction) and California Fire Code Chapter 49, (defensible space enforcement) within designated zones.

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES ORDAIN AS FOLLOWS:

SECTION 1. Adoption of Fire Hazard Severity Zone Map.

The City of Sierra Madre hereby adopts the updated Fire Hazard Severity Zone map for lands within the Local Responsibility Area, as recommended by the California Department of Forestry and Fire Protection (CAL FIRE), through the Office of the State Fire Marshal.

SECTION 2. Map Incorporation.

The official Fire Hazard Severity Zone map is included herein as Attachment A and shall be maintained by the City Clerk and the Fire Department.

SECTION 3. Ignition-resistant construction requirements:

Development, permitting, and construction within the High and Very High FHSZs shall comply with California Building Code Chapter 7A regarding ignition-resistant construction requirements.

SECTION 4. Defensible Space Clearance and Vegetation Management.

Development, permitting, and construction within the Very High FHSZ shall comply with California Fire Code Chapter 49 and Government Code Section 51182 regarding defensible space clearance and vegetation management.

SECTION 5. Parcels with Multiple Designations

The FHSZ designation for the geographic center of the parcel shall determine the FHSZ designation for parcels with more than one FHSZ designation.

SECTION 6. CEQA.

This Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15061(b)(3) (common sense exemption) and 15308 (regulatory actions for the protection of the environment)

SECTION 7. Certification.

Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 8. Publication.

The City Clerk shall certify its adoption and cause it to be posted or published as required by law.

SECTION 9. Records.

Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council

SECTION 10. Effective Date.

Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty (30) days after its adoption.

PASSED, APPROVED AND ADOPTED this 10th day of June, 2025.

Robert Parkhurst, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 27th day of May, 2025, and duly adopted at a regular meeting held on the 10th day of June, 2025, by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk

Ordinance No. 1483

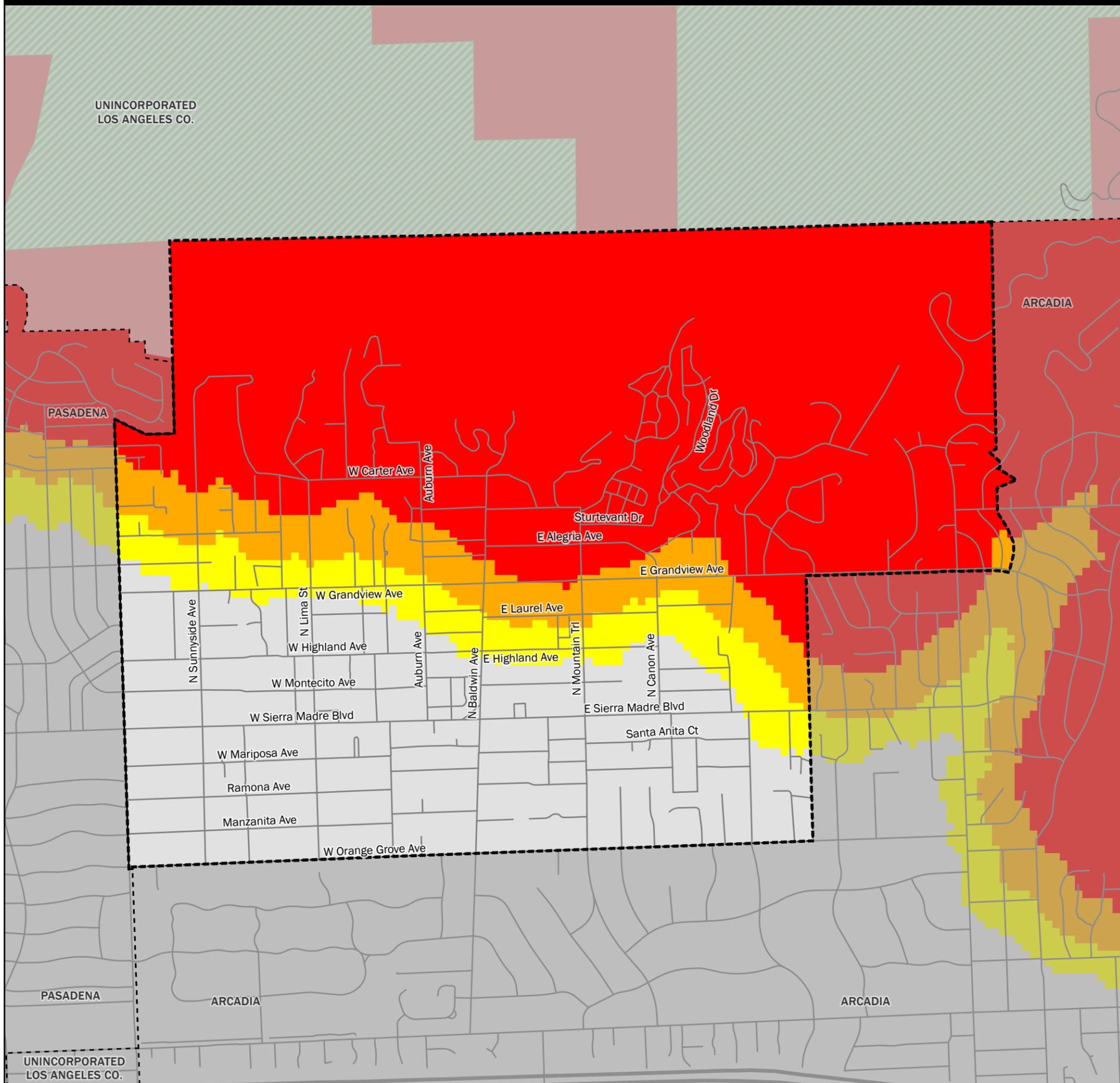
400429.1



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal

March 24, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

■ Very High ■ High ■ Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

■ Very High



Projection: NAD 83 California Teale Albers
Scale: 1:17,000 at 11" x 17"

Incorporated City Federal Responsibility Area (FRA)
 Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

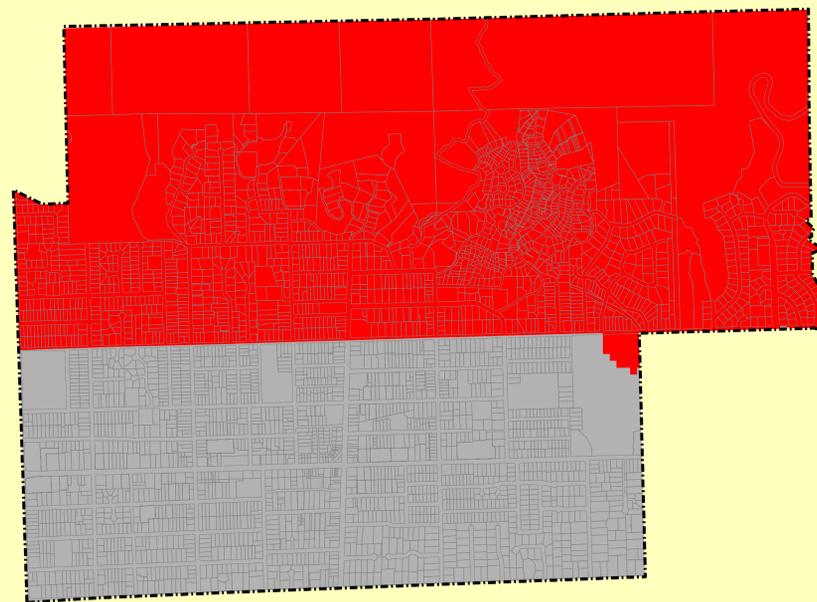
and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California
Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency
Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection
Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:
CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)
CAL FIRE State Responsibility Areas (SRA25_1)
City and County boundaries as of 10/22/24 (CA Board of Equalization)

Very High Fire Hazard Severity Zones in LRA As Recommended by CAL FIRE



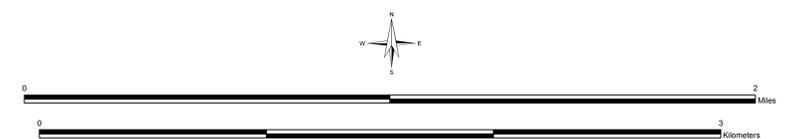
Fire Hazard Severity Zones	
Local Responsibility Area	State or Federal Responsibility Areas
■ VHFHSZ	■ VHFHSZ
■ Non-VHFHSZ	■ Non-VHFHSZ
- - - - City Boundary ———— Parcels - - - - County Boundary	

Government Code 51175-89 directs the California Department of Forestry and Fire Protection (CAL FIRE) to identify areas of very high fire hazard severity zones within Local Responsibility Areas (LRA). Mapping of the areas, referred to as Very High Fire Hazard Severity Zones (VHFHSZ), is based on data and models of potential fuels over a 30-50 year time horizon and their associated expected fire behavior, and expected burn probabilities to quantify the likelihood and nature of vegetation fire exposure (including firebrands) to buildings. Details on the project and specific modeling methodology can be found at <http://map.cdf.ca.gov/projects/hazard/mofhsz.htm>. Local Responsibility Area VHFHSZ maps were initially developed in the mid-1990s and are now being updated based on improved science, mapping techniques, and data.

In late 2005 to be effective in 2008, the California Building Commission adopted California Building Code Chapter 7A requiring new buildings in VHFHSZs to use ignition resistant construction methods and materials. These new codes include provisions to improve the ignition resistance of buildings, especially from firebrands. The updated very high fire hazard severity zones will be used by building officials for new building permits in LRA. The updated zones will also be used to identify property whose owners must comply with natural hazards disclosure requirements at time of property sale and 100 foot defensible space clearance. It is likely that the fire hazard severity zones will be used for updates to the safety element of general plans.

This specific map is based on a geographic information system dataset that depicts final CAL FIRE recommendations for Very High FHSZs within the local jurisdiction. The process of finalizing these boundaries involved an extensive local review process, the details of which are available at <http://map.cdf.ca.gov/projects/hazard/mofhsz/> (click on "Continue as guest without logging in"). Local government has 120 days to designate, by ordinance, very high fire hazard severity zones within its jurisdiction after receiving the recommendation. Local government can add additional VHFHSZs. There is no requirement for local government to report their final action to CAL FIRE when the recommended zones are adopted. Consequently, users are directed to the appropriate local entity (county, city, fire department, or Fire Protection District) to determine the status of the local fire hazard severity zone ordinance.

This map was developed using data products such as parcel and city boundaries provided by local government agencies. In certain cases, this includes copyrighted geographic information. The maps are for display purposes only - questions and requests related to parcel or city boundary data should be directed to the appropriate local government entity.



California Teale Albers, NAD 1983
Scale 1: 12,000
at 36" x 36"
September 2011

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Obtain FRAP maps, data, metadata and publications on the Internet at <http://frap.cdf.ca.gov>
For more information, contact CAL FIRE-FRAP, PO Box 944246, Sacramento, CA 94244-2460, (916) 327-3939.

Jerry Brown, Governor,
State of California
John Laird, Secretary for Resources,
The Natural Resources Agency
Ken Pimlott, Director,
Department of Forestry and Fire Protection

MAP ID: Sierra_Madre

DATA SOURCES
CAL FIRE Fire Hazard Severity Zones (FHSZ106_1)
CAL FIRE Very High Fire Hazard Severity Zones in LRA - Los Angeles (c19fhsz106_5)



City of Sierra Madre **AGENDA REPORT**

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Susan Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Aleks Giragosian

REVIEWED BY: Jose Reynoso, City Manager

DATE: June 10, 2025

SUBJECT: CONSIDERATION OF ORDINANCE NO 1481 AMENDING CHAPTER 3.40 (CLAIMS AND CLAIMS PROCEDURES) OF TITLE 3 (REVENUE AND FINANCE) OF THE SIERRA MADRE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ALLOW, COMPROMISE, OR SETTLE CLAIMS UP TO \$50,000

STAFF RECOMMENDATION

It is recommended that the City Council conduct second reading of and adopt Ordinance No. 1481 amending Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code to authorize the City Manager to allow, compromise, or settle claims up to \$50,000

ALTERNATIVES

- 1) Amend Ordinance No. 1481;
- 2) Provide further direction to staff.

EXECUTIVE SUMMARY

City staff coordinates with the City's risk pool — California Intergovernmental Risk Authority — to allow, compromise, or settle claims against the City. The City Council should consider whether to adopt a policy establishing monetary thresholds determining when staff is authorized to allow, compromise, or settle claims.

ANALYSIS

The California Intergovernmental Risk Authority

In California, cities often participate in "risk pools" or joint powers authorities to share risks and costs, particularly for general liability and workers' compensation claims. The

City of Sierra Madre is a member of the California Intergovernmental Risk Authority (“CIRA”), a risk pool formed in July 2021. The benefit of joining a risk pool, as opposed to contracting for traditional, private insurance, is that risk pools are government agencies that can offer lower rates and access to specialized risk management expertise.

Under CIRA’s Memorandum of Coverage (“MOC”), the City of Sierra Madre selected a self-insured retention of \$25,000 for general liability claims and \$50,000 for workers’ compensation claims. The self-insured retention functions as a deductible. The City is responsible for covering the portion of claims at or below the thresholds, while CIRA is responsible for covering the portion of claims above those thresholds.

Pursuant to Section B of Article V of CIRA’s Master Program Document for the Pooled General Liability Program (“Program”), CIRA delegates decisions regarding settling claims in the following manner:

Authorizing Entity	Authority
CIRA’s General Manager	\$1 – \$100,000
CIRA’s Executive Committee	\$100,001 –500,000
CIRA’s Board of Directors	\$500,000 +

Prior to settling any claim, CIRA must provide the City with a “a written claim summary, factual background, litigation summary, and any comments and recommendations.” (Program, Art. V, Sec. B(4).) CIRA’s policies require that the City “is kept informed regarding these claims and will take into consideration the [City’s] desires in any settlement process. Authorization on all settlement or stipulations shall be obtained.” (Program, Art. V, Sec. B(2).) However, neither the MOC nor the Program mention when staff has decision-making authority to settle a claim.

Delegation of Authority

The Government Claims Act (Gov. Code, § 810 et seq.) imposes requirements for the form and timing of claims for damages filed against a city. Government Code section 935 authorizes the City to adopt a procedure to file a claim for damages with the City. In 1996, consistent with Government Code section 935, the City codified a procedure in Chapter 3.4 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code. Chapter 3.4 does not delegate decision-making authority to staff.

By default, the Government Claims Act empowers the City Council to reject, allow, or compromise a claim. (Gov. Code, § 912.6). Government Code section 935.4 states:

“A charter provision, or a local public entity by ordinance or resolution, may authorize an employee of the local public entity to perform those functions of the governing body of the public entity under this part that are prescribed by the local public entity, but only a charter provision may authorize that employee to allow, compromise, or settle a claim against the local public entity if the amount to be paid pursuant to the allowance,

compromise or settlement exceeds fifty thousand dollars (\$50,000). A charter provision, ordinance, or resolution may provide that, upon the written order of that employee, the auditor or other fiscal officer of the local public entity shall cause a warrant to be issued upon the treasury of the local public entity in the amount for which a claim has been allowed, compromised, or settled.”

This Ordinance is intended to authorize the City Manager to allow, compromise, or settle general liability or workers’ compensation claims up to the maximum amount of \$50,000, consistent with the Government Claims Act and the deductible threshold under the CIRA MOC. The City Council introduced Ordinance No. 1481 by first reading on March 25, 2025, and approved it unanimously without amendment.

ENVIRONMENTAL (CEQA)

This ordinance is exempt from the California Environmental Quality Act (CEQA) under 14 CCR 15378(b)(5) as an example of “Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.”

STRATEGIC PLAN CORRELATION

There is no Strategic Plan objective, goal, strategy, or action associated with this ordinance.

FISCAL IMPACT

There is no financial impact associated with this ordinance.

PUBLIC NOTICE

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City’s website at www.cityofsierramadre.com.

ATTACHMENT:

Attachment A: Ordinance No. 1481 Amending Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code to Authorize the City Manager to Allow, Compromise, or Settle Claims Up to \$50,000

ORDINANCE NO. 1481

AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTER 3.40 (CLAIMS AND CLAIMS PROCEDURES) OF TITLE 3 (REVENUE AND FINANCE) OF THE SIERRA MADRE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ALLOW, COMPROMISE, OR SETTLE CLAIMS UP TO \$50,000

RECITALS

WHEREAS, the Government Claims Act authorizes the City Council to reject, allow, or compromise a claim for damages against the City; and

WHEREAS, Government Code section 935.4 authorizes the City to adopt an ordinance to delegate to City staff the authority to allow, compromise, or settle claims up to \$50,000.

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

SECTION 1. Recitals. The Recitals above are true and correct and incorporated herein by this reference.

SECTION 2. Addition. Sub-Section F (Authority of City Manager or Designee) is added to Section 3.40.020 (Claims) of Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code to read as follows:

F. Authority of city manager or designee. Pursuant to Government Code section 935.4, the City Council delegates authority to the City Manager or his or her designee to review all claims for sufficiency and to allow, compromise, or settle a claim against the City for an amount up to \$50,000. The city council shall have sole authority to allow, compromise, or settle claims for an amount greater than \$50,000.

SECTION 3. CEQA. This ordinance is exempt from the California Environmental Quality Act (CEQA) under 14 CCR 15378(b)(5) as an example of "Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment."

SECTION 4. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 5. Publication. Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

SECTION 6. Records. Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

SECTION 7. Effective Date. Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

PASSED, APPROVED, AND ADOPTED this 10th day of June, 2025.

Robert Parkhurst, Mayor

I HEREBY CERTIFY that the foregoing Ordinance was introduced by first reading on the 25th day of March 2025, and duly adopted at a regular meeting held on the 10th day of June 2025, by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk



City of Sierra Madre AGENDA REPORT

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Susan Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Aleks Giragosian, City Attorney

REVIEWED BY: Jose Reynoso, City Manager

DATE: June 10, 2025

**SUBJECT: CONSIDERATION OF A PUBLIC IMPROVEMENT AGREEMENT
TO PERFORM OFFSITE IMPROVEMENTS ON CARTER
AVENUE AS PART OF THE MEADOWS AT BAILEY CANYON
PROJECT**

STAFF RECOMMENDATION

It is recommended that the City Council consider approval of a Public Improvement Agreement to perform offsite improvements on Carter Avenue as part of The Meadows at Bailey Canyon project.

ALTERNATIVES

- 1) Approve the Public Improvement Agreement as amended; or
- 2) Do not approve the Public Improvement Agreement and provide staff with direction.

ANALYSIS

The Meadows at Bailey Canyon is a development project contemplating 42 single-family detached residential units on 17.3 acres located at 700 North Sunnyside Avenue in Sierra Madre, California ("Project"). On September 27, 2022, the Sierra Madre City Council adopted Ordinance No. 1461, approving The Meadows at Bailey Canyon Specific Plan ("Specific Plan") and a "Development Agreement" between the City and NUWI-Sierra Madre LLC ("Developer"), which took effect on May 23, 2023, following an unsuccessful referendum. Both the Specific Plan and the Development Agreement require certain "Offsite Improvements" for the Project, including the expansion of Carter Avenue.

Section 3.4.3 of the Specific Plan states, in relevant part:

“As part of the off-site improvements of the Specific Plan, an existing segment of Carter Avenue outside of the Plan area boundaries that will provide access into the Plan area will be widened to include a 24-foot roadway (10 feet for each travel lane plus one 4-foot planting area along the southern boundary of Carter Avenue). In addition, the off-site improvements on Carter Avenue will include a 5.5-foot sidewalk to be built as one of two alignment options permitted under the Specific Plan. The two alignments, shown on Appendix 3B, Offsite Improvement Plan, include option 1, a straight sidewalk on the north side of Carter Avenue extending from Oak Crest Drive to the Plan area, or option 2, a curved sidewalk on the north side of Carter Avenue that meanders through a portion of Bailey Canyon Wilderness Park. [¶] Within the Plan area, the street will have a maximum 46-foot right-of-way with curbs and gutters and planting areas on both sides. A sidewalk, as well as parking (see Figure 3-4a for details), will be located on the west side of the street. A pedestrian path extending from the east side of Carter Avenue will provide pedestrian access to Bailey Canyon Wilderness Park, and a crosswalk will provide a safe pedestrian crossing from the offsite sidewalk on Carter Avenue to the sidewalk within the Plan area. Carter Avenue is depicted in cross-sections E, F and G in Figure 3-4b, Street Cross Sections (see Figure 3-12b and c, Conceptual Street & Wall Sections, for additional details).”

Section (4)(i)(i) of the Development Agreement states:

“Within 24 months after the Effective Date, Developer shall make all commercially reasonable efforts to acquire the right of way for the offsite improvement of Carter Avenue from the County of Los Angeles (the ‘Carter Avenue Right of Way’) and obtain all required approvals from the County of Los Angeles for the construction of Carter Avenue offsite improvements. City shall cooperate with, and support as needed, Developer’s efforts to obtain the Carter Avenue Right of Way and all required approvals. In the event the Carter Avenue Right of Way is acquired, Developer shall enter into an improvement agreement with the City for the construction of the Carter Avenue offsite improvements consistent with Attachment F, titled ‘Construction of Offsite Improvements.’ Developer will also post security for the completion of the improvements as provided in the California Subdivision Map Act and Section 4(l).”

In May 2024, the Developer applied to the County of Los Angeles, on behalf of the City, to acquire the Carter Avenue Right of Way. On January 21, 2025, the City Council adopted Resolution No. 25-08 to acquire the Carter Avenue Right of Way. On March 10, 2025, the Los Angeles County Flood Control District approved the Carter Avenue Right of Way.

On May 16, 2025, Developer applied for a minor modification to the Offsite Improvements noted in Attachment “F” to the Development Agreement. The purpose of

the minor modification is to reflect the design requirements of the Los Angeles County Flood Control District related to sidewalk improvements to be constructed along Carter Avenue. The Minor Modification Application and the revised Attachment F are included herein as Exhibit A. The Minor Modification Application was approved by the City Manager on June 2, 2025.

The Public Improvement Agreement, included as Exhibit B, is intended to coordinate the development of the offsite improvements contemplated in Section 3.4.3 of the Specific Plan and Section 4(i)(i) and Attachment F of the Development Agreement. It also ensures that the Developer will bear the full cost of any offsite improvements and will indemnify the City for any claim or damage related to the offsite improvements specifically and the Public Improvement Agreement generally.

ENVIRONMENTAL (CEQA)

The proposed project qualifies for an exemption under 14 CCR Section 15182(c), as an element of a residential project implementing an existing Specific Plan that has already been analyzed in a certified EIR. On September 27, 2022, pursuant to 14 CCR Section 15090, the City Council certified the Meadows at Bailey Canyon Specific Plan Final Environmental Impact Report. Pursuant to Public Resources Code Section 21081(a) and 14 CCR Section 15091(a), findings, accompanying mitigation measures, and a Mitigation Monitoring Program were also approved and adopted.

Section 3.4.3 (Proposed Streets and Parking) and Appendix 3B of The Meadows Specific Plan call for certain Offsite Improvements to Carter Avenue. Minor changes were made to the Offsite Improvements, which are reflected in Attachment A of this staff report. The Public Improvement Agreement included as Attachment B is in furtherance of Section 3.4.3 of the Specific Plan, as amended by Attachment A.

STRATEGIC PLAN CORRELATION

The proposed Public Improvement Agreement furthers Strategy PS 4.2 (Encourage Active Modes of Transportation) of Goal 4 (Create Safe Streets) of the City of Sierra Madre Strategic Plan, as it will provide access and convenience to non-vehicular modes of transportation by establishing sidewalks and making pedestrian access to the Project and Bailey Canyon Park safer.

FISCAL IMPACT

There is no foreseeable impact associated with the approval of this Public Improvement Agreement.

PUBLIC NOTICE

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City's website at www.cityofsierramadre.com.

ATTACHMENTS:

- Exhibit A. Minor Modification Application and Exhibit F
- Exhibit B. Public Improvement Agreement

NUWI Sierra Madre LLC
2001 Wilshire Blvd, Suite 401
Santa Monica, CA 90403

May 16, 2025

Ms. Clare Lin, Director
Planning & Community Preservation Department
City of Sierra Madre
232 W. Sierra Madre Blvd
Sierra Madre, CA 91024

VIA EMAIL: clin@sierramadreca.gov

Subject: Application for Minor Modification to Meadows at Bailey Canyon Development Agreement

Ms. Lin:

On behalf of NUWI Sierra Madre, LLC (the “Applicant”) we hereby submit an application for a minor modification to the Meadows at Bailey Canyon development agreement (the “DA” or “Agreement”). The purpose of this minor modification is to modify Attachment “F” of the DA to reflect the design requirements of the Los Angeles County Flood Control District related to sidewalk improvements to be constructed along Carter Avenue pursuant to Section 4(i) of the DA.

I. The Development Agreement Permits Minor Modifications

The DA expressly acknowledges that refinement and further development of the Project may require flexibility, and potential minor modification, of certain details contained within the DA. Accordingly, pursuant to Section 8(b) of the DA, minor modifications are permitted if the proposed modification does not alter those provisions affecting the timing, performance, or value of the Developer’s obligations to the City of Sierra Madre.

Pursuant to Section 8(c) of the DA, minor modifications may be approved by the City Manager upon written recommendation of the Director. Approval of a minor modification shall not be unreasonably withheld, conditioned, or delayed.

II. Proposed Minor Modification to Replace Attachment “F” to Reflect the Sidewalk Design Requirements of LA County Flood Control District

As you know, the Applicant and their technical consulting team have been working for more than a year to obtain approval from the Los Angeles County Flood Control District (“Flood Control”)

of a design for offsite improvements to Carter Avenue. Approval by Flood Control of the proposed design is required because Carter Avenue is immediately adjacent to Flood Control property, currently used as the Bailey Canyon Wilderness Park and debris basin. These improvements are a Developer obligation pursuant to Section 4(i) of the DA. In order to construct the contemplated improvements, two actions by Flood Control are required: (1) the grant of additional public right-of-way to the City of Sierra Madre, and (2) the approval of improvement plans detailing the design and location of the improvements.

On January 13, 2025 Flood Control sent an offer letter to the City of Sierra Madre offering to grant additional public right of way for the proposed improvements to Carter Avenue. The Sierra Madre City Council acted on January 21, 2025 to accept the grant of right of way. The processing of the Carter Ave improvement plans has been ongoing since March of 2024. As part of the plan review process, Flood Control requested that any future improvements along Carter Avenue be located within the newly granted public right of way. In order to accommodate this request, the sidewalk width along Carter Avenue must be reduced by 2 feet. The sidewalk as proposed will be 4' wide, which meets ADA requirements and is similar in width to other existing sidewalks in the City of Sierra Madre. The proposed revised Attachment "F" is attached to this application. The design as shown on the revised Attachment "F" has been approved by Flood Control.

III. The Requested Modification is a Minor Modification

The proposed revision to Exhibit "F" of the DA does not modify any provisions of the Agreement affecting the timing, performance, or value of the Developer's obligations as set forth in the DA. Nothing in this minor modification request alters the Developer's obligation to construct offsite improvements to Carter Avenue. Moreover, the improvements to Carter avenue will still be completed within the time frame as specified in the DA, namely, that construction must commence prior to the issuance of the 1st building permit and must be completed prior to the issuance of the 11th building permit. Finally, while the sidewalk is slightly reduced in width, the overall scope of work contemplated by the DA remains unchanged and continues to include the widening of the street, construction of sidewalk, and of curb and gutter improvements to assist with local drainage.

IV. The Modification is Consistent with the DA, the SMMC, and the General Plan

As noted, the proposed minor modification ensures that the Developer can meet their obligation to construct the offsite improvements to Carter Avenue. The modification to Attachment "F" is consistent with the DA's recognition that as the Project design advances, modifications may be necessary to accommodate requests by 3rd party agencies, like the LA County. The scope of the improvements to Carter Avenue remains the same and the Developer remains obligated to complete construction of these improvements consistent with the schedule provided for in the DA.

The SMMC does not mandate sidewalk design standards. Rather, such determinations are made by the City Engineer considering all of the factors related to the Project site including topography, drainage, and other requirements. Here, the proposed 4' sidewalk meets ADA minimum requirements and is necessary to meet Flood Control requirements.

The mobility element of the general plan contains a variety of goals and policy objectives related to pedestrian infrastructure within Sierra Madre. This includes the objective of developing a balanced and multi-modal transportation system that serves the needs of all roadway users, including pedestrians. A number of general plan policies address this objective. Policy L51.4 directs the City to explore opportunities' to develop new facilities (i.e. sidewalks) for pedestrians. Policy L51.5 encourages non-automotive travel throughout the City. Policy L51.6 encourages city staff, employees, residents and visitors to walk as often as possible. Furthermore, objective L52 of the mobility element focuses on improving pedestrian safety. The construction of new sidewalk along Carter Avenue advances all of these policy objectives and is consistent with the City of Sierra Madre General Plan.

V. The Requested Modification Promotes the Goals of the DA

The DA seeks to promote pedestrian and vehicular safety through the requirement that the Developer construct offsite street improvements to Carter Avenue. The requested modification ensures that these improvements can be constructed as required and in accordance with the design standards of the LA County Flood Control District. As such, the modification of Attachment "F" promotes the goals and objectives of the DA in providing the benefits of the contemplated street improvements, both for motorists and pedestrians.

VI. Conclusion

Thank you for your consideration of this request. Please do not hesitate to contact me regarding this matter.

Sincerely,



Jonathan Frankel, on behalf of
NUWI Sierra Madre, LLC

PUBLIC IMPROVEMENT AGREEMENT

This Public Improvement Agreement ("**Agreement**") is entered into by and between the City of Sierra Madre, a California municipal corporation, hereinafter referred to as "**City**," and NUWI-Sierra Madre LLC, a Delaware limited liability company, hereinafter referred to as "**Developer**."

RECITALS

A. On September 27, 2022, the Sierra Madre City Council adopted Ordinance No. 1461, approving The Meadows at Bailey Canyon Specific Plan ("**Specific Plan**") and a Development Agreement between the City and the Developer, which took effect on May 23, 2023.

B. Section 3.4.3 of the Specific Plan states, in relevant part, "As part of the off-site improvements of the Specific Plan, an existing segment of Carter Avenue outside of the Plan area boundaries that will provide access into the Plan area will be widened to include a 24-foot roadway (10 feet for each travel lane plus one 4-foot planting area along the southern boundary of Carter Avenue). In addition, the off-site improvements on Carter Avenue will include a 5.5- foot sidewalk to be built as one of two alignment options permitted under the Specific Plan. The two alignments, shown on Appendix 3B, Offsite Improvement Plan, include option 1, a straight sidewalk on the north side of Carter Avenue extending from Oak Crest Drive to the Plan area, or option 2, a curved sidewalk on the north side of Carter Avenue that meanders through a portion of Bailey Canyon Wilderness Park. [¶] Within the Plan area, the street will have a maximum 46-foot right-of-way with curbs and gutters and planting areas on both sides. A sidewalk, as well as parking (see Figure 3-4a for details), will be located on the west side of the street. A pedestrian path extending from the east side of Carter Avenue will provide pedestrian access to Bailey Canyon Wilderness Park, and a crosswalk will provide a safe pedestrian crossing from the offsite sidewalk on Carter Avenue to the sidewalk within the Plan area. Carter Avenue is depicted in cross-sections E, F and G in Figure 3-4b, Street Cross Sections (see Figure 3-12b and c, Conceptual Street & Wall Sections, for additional details)."

C. Section (4)(i)(i) of the Development Agreement states, "Within 24 months after the Effective Date, Developer shall make all commercially reasonable efforts to acquire the right of way for the offsite improvement of Carter Avenue from the County of Los Angeles (the 'Carter Avenue Right of Way') and obtain all required approvals from the County of Los Angeles for the construction of Carter Avenue offsite improvements. City shall cooperate with, and support as needed, Developer's efforts to obtain the Carter Avenue Right of Way and all required approvals. In the event the Carter Avenue Right

of Way is acquired, Developer shall enter into an improvement agreement with the City for the construction of the Carter Avenue offsite improvements consistent with Attachment F, titled 'Construction of Offsite Improvements.' Developer will also post security for the completion of the improvements as provided in the California Subdivision Map Act and Section 4(l)."

D. On March 10, 2025, Developer acquired, on behalf of the City, the right of way for the offsite improvement of Carter Avenue from the County of Los Angeles.

E. On June 2, 2025, the City approved Developer's minor modification to the proposed off-site improvements noted in Attachment "F" to the Development Agreement. The modified off-site improvements are included as Attachment A and are referred to as the "**Required Improvements.**"

F. City and Developer desire to enter into this Agreement to coordinate the development of the Required Improvements contemplated in Section 3.4.3 of the Specific Plan, Section 4(i)(i) of the Development Agreement, and Attachment A.

NOW, THEREFORE, the parties agree as follows:

1. Performance of Work. Developer agrees to furnish, construct, and install at Developer's own expense the Required Improvements along with any reasonable "**Minor Modifications**" as authorized under Section 6.4 of the Specific Plan and Section 8 of the Development Agreement, due to errors, omissions, or changes in conditions. The Developer also agrees to pay all City Engineering fees and other City fees including overhead fees incurred during the performance of this Agreement, all of which are covered by the Security.

2. Injury to Public Improvements, Public Property or Public Utilities Facilities. Developer shall replace or repair, or have replaced or repaired, all public improvements, public utility facilities, and surveying or subdivision monuments which are destroyed or damaged in the performance of any work under this Agreement. Developer shall bear the entire cost of replacement or repairs of any and all public or private utility property damaged or destroyed in the performance of any work done under this Agreement, whether such property is owned by the United States or any agency thereof, or the State of California, or any agency or political subdivision thereof, or by the City or any public or private utility corporation or by any combination of such owners. Any repair or replacement shall be to the satisfaction of the City Manager.

3. Inspection. Developer shall at all times maintain proper facilities and safe access for inspection of the Required Improvements and other public improvements by

the City. Upon completion of the work, the Developer may request a final inspection by the City Manager or the City Manager's representative. If the City Manager or the designated representative determines that the work has been completed in accordance with this Agreement, then the City Manager shall with due diligence accept the Required Improvements on behalf of the City and give written notice of such to Developer. No Required Improvements shall be finally accepted unless all aspects of that portion of the work have been inspected and determined to have been completed, including but not limited to providing the Required Improvements free and clear from liens. Developer shall bear all costs of plan check, inspection, certification and all City overhead costs, consistent with Section 4(j)-(k) of the Development Agreement.

4. Developer's Obligation to Warn Public During Construction. Until final acceptance of the Required Improvements, Developer shall give good and adequate warning to the public of each and every dangerous condition existing in the Required Improvements area, and shall take reasonable actions to protect the public from such dangerous condition. In addition, any claims received by the City from third parties for damage from construction of the Required Improvements shall be tendered to Developer for addressing indemnification pursuant to this Agreement, and potential payment at the City's request should the City determine such damage is the result of Developer or Developer contractor's work.

5. Superintendence by Developer. Developer shall require each contractor and subcontractor to have a competent foreman on the job at all times when that contractor or subcontractor, or any employee or agent thereof, is performing work on the Required Improvements. In addition, Developer shall maintain an office with a telephone, and Developer or a person authorized to make decisions and to act for Developer in Developer's absence shall be available on the job site within three (3) hours of being called at such office by the City during the hours of 8:00 A.M. through 5:00 P.M., Monday through Friday, or any other day or time when work is being performed on the Required Improvements.

6. Work, Time for Commencement and Performance. Consistent with Section (4)(i)(ii) of the Development Agreement, construction of Required Improvements must commence before the issuance of the first building permit for the Project. Construction of the Required Improvements must be completed prior to the issuance of the 11th building permit for the Project.

7. Time is of the Essence and Request for Extension. Time is of the essence in this Agreement. The date for completion of the Required Improvements may not be extended, except by "**Major Modification**", as provided for in Section 8 of the Development Agreement. Developer may delay performance under the existing terms

only by submitting a Permitted Delay Notice pursuant to the procedures under Section 13 of the Development Agreement.

8. Utility Undergrounding and Relocation Costs. Developer will underground all constructed onsite utilities in consultation with the City's Departments of Planning and Community Preservation and Public Works. Developer will not be required to underground existing utilities, including without limitation, those utilities along the westerly edge of the Property, consistent with Section 4(e) of the Development Agreement.

9. Improvement Security. Consistent with Section 4(l) of the Development Agreement, concurrently with the execution of this Agreement, the Developer shall furnish the City with an "**Improvement Security**" to cover 100 percent of the total estimated cost of the Required Improvements, conditioned upon the faithful performance of the agreement, and 100 percent of the total estimated cost of the Requirement Improvements, securing payment to the contractor, to the subcontractors, and to persons furnishing labor, materials, or equipment to them for the improvement.

10. Release of Improvement Security. Any unused portion of the Improvement Security may be released one year after acceptance of the Required Improvements by the City. The amount to be released shall first be reduced by the amount deemed necessary by the City to pay contractors, subcontractors of persons furnishing labor, materials, or equipment, or to correct any defects in the Required Improvements that are known or believed by the City to exist at the end of the guarantee and warranty period. Any unreleased portion of the Improvement Security shall remain in full force and effect unless and until the City notifies Developer in writing that the necessary repairs have been made to the satisfaction of the City Manager and that the warranty period has been successfully completed.

11. Defense, Indemnification and Hold Harmless. The indemnity provisions of Sections 16 and 17 of the Development Agreement shall govern this Agreement.

12. Developer's Insurance. Developer and City agree that City, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement, which includes but is not limited to, contracts with other governmental agencies such as the California Department of Transportation, which are necessary for the City to enact this Agreement or from contracts with other parties or governmental agencies, which are necessary for the City to enact this Agreement.

Developer acknowledges that its obligation pursuant to this section extends to liability attributable to City, if that liability is less than the sole fault of City. Developer has no obligation under this Agreement for liability proven in a court of competent jurisdiction or by written agreement between the parties to be the sole fault of City.

Developer agrees to provide insurance in accordance with the requirements as set forth here. The following coverages will be provided by Developer and maintained on behalf of City and in accordance with the requirements set forth herein.

a. Developer Shall Maintain Insurance. Developer shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Agreement, the policies of insurance specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with an A.M. Best rating of no less than A:VII.

b. Developer to Provide Evidence of Insurance. Prior to the execution of this Agreement and prior to the commencement of any work, the Developer or its insurance broker shall deliver the required proof of insurance compliance, consisting of Insurance Services Office (ISO) endorsement forms or their equivalent and the ACORD form 25-S certificate of insurance (or its equivalent), evidencing all required coverage to City. City may designate an insurance certificate processor ("**Processor**") to accept and process Developer's proof of insurance. Developer shall not allow any contractor or subcontractor to commence work until the same insurance is first obtained by such contractor or subcontractor. Certificates shall be signed by a person authorized by the insurer, or insurers, to bind coverage on their behalf.

c. No Suspension of Insurance. The Developer shall serve the City notice, in writing by certified mail, within 60 days of any notices received from any insurance carriers providing insurance coverage under this Agreement that concern the suspension, voidance, cancellation, termination, reduction in coverage or limits, non-renewal, or material changes of coverage proposed or otherwise.

d. Coverages Shall Not Limit Obligations. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Developer are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Developer under the Agreement.

e. Required Limits. Developer and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the term of this

Agreement, not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance of coverage and limit of insurance by Developer, and its contractors and subcontractors is a material element of the Agreement. The failure of Developer to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Agreement.

1. Workers' Compensation Insurance. Developer shall maintain, during the term of this Agreement, Workers' Compensation insurance for all of Developer's employees as required by Labor Code section 3700 of the State of California and Employer's Liability Act, including Longshoremen's and Harbor Workers' Act ("Acts"), if applicable; and, if any work is sublet, Developer shall require contractors and subcontractors similarly to provide Worker's Compensation Insurance for all of their employees, unless such employees are covered by the protection afforded by Developer. Developer and any of Developer's contractors and subcontractors shall be required to provide City with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract." If any class of employees engaged in work under this Agreement at the site of the Offsite Improvements is not protected under any Worker's Compensation law, Developer shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. Employer's Liability limits shall not be less than Five Hundred Thousand dollars \$500,000 per occurrence. The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, and employees for losses arising from work falling within the terms of this Agreement. Developer shall indemnify and hold harmless the City for any damage resulting to it, including attorney fees, from failure of either Developer or any contractor or subcontractor to take out and maintain such insurance.

2. Commercial General Liability Insurance. Developer and any of Developer's contractors and subcontractors shall maintain during the term of this Agreement such commercial general liability insurance as shall insure the City, its elective and appointive boards and commissions,

officers, agents and employees, Developer and any contractor or subcontractor performing work covered by this Agreement. The insurance shall include, but not be limited to, protection against claims arising from death, bodily or personal injury, or damage to property resulting from actions, failures to act, or operations of Developer, any contractor's or subcontractor's operations hereunder, whether such operations are by Developer or any contractor or subcontractor or by anyone directly or indirectly employed by either Developer or any contractor or subcontractor. The amount of insurance coverage shall not be less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) per policy aggregate. As an alternative to the policy aggregate the Developer may have an aggregate limit of one million dollars (\$1,000,000) per project apply. Coverage shall be at least as broad as the current version of Insurance Services Office "occurrence form CG 00 01" covering commercial general liability or its equivalent.

3. Auto Liability Insurance. The Developer and any of Developer's contractors and subcontractors shall provide a certificate of insurance to the City showing coverage of at least \$1,000,000 for bodily injury and property damage or a combined single limit. This policy shall be for "any auto" or for "all autos either owned, hired, or non-owned."

4. Endorsements. Developer shall see that the commercial general liability insurance shall include, or be endorsed to include, the following:

(i) Provision or endorsement naming the City of Sierra Madre, its officers, employees, agents, boards, commissions, and volunteers as Additional Insureds with respect to liability arising out of the performance of any work under this Agreement.

(ii) Provision or endorsement waiving any rights of subrogation against the City, its officers, officials, employees, agents, boards, commissions and volunteers.

(iii) Provision or endorsement stating that insurance is Primary insurance with respect to the City, its officers, employees, agents, boards, commissions, and volunteers, to the extent the City is an additional insured. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents,

boards, commissions, and volunteers shall be in excess of the Developer's insurance and shall not contribute with it.

(iv) Provision or endorsement stating that the Developer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability (cross-liability).

(v) Provision or endorsement stating that any failure to comply with reporting or other provisions of the policies including breaches of representations shall not affect coverage provided to the City, its officers, employees, agents, boards, commissions, and volunteers.

13. Prevailing Wage. Required Improvements may be subject to the payment of prevailing wage under California Labor Code Section 1720. In the event Developer does not pay prevailing wages for the work performed under this Agreement for construction of the Required Improvements, the Developer shall pay all penalties and wages as required by applicable law and defend, indemnify, and hold harmless the City pursuant to paragraph 12.

14. Repair or Reconstruction of Defective Work. If, within a period of one year after final acceptance by the City of any Required Improvement, or part of any Required Improvement furnished and/or installed or constructed, or caused to be installed or constructed by Developer, or any of the work done under this Agreement materially fails to fulfill any of the requirements of this Agreement or the specifications referred to herein, Developer shall without delay and without any cost to City, repair, replace or reconstruct any defective or otherwise unsatisfactory part or parts of the accepted Required Improvement. If the Developer fails to act promptly or in accordance with this requirement, or if the exigencies of the situation require repairs or replacements to be made before the Developer can be notified, then the City may, at its option, make the necessary repairs or replacements or perform the necessary work, and Developer shall pay to City the actual cost of such repairs within sixty (60) days of the date the billing for such work by City is received by the Developer.

15. Developer Not Agent of City. Neither Developer nor any of Developer's agents, contractors, or subcontractors are or shall be considered to be agents of the City in connection with the performance of Developer's obligations under this Agreement.

16. Notice of Breach and Default.

a. Nonperformance. Any failure by a Party hereto to perform any material term or material provision of this Agreement, which failure continues uncured for a period of 60 days following written notice of such failure from the other Party (unless such period is extended by mutual written consent), shall constitute a default under this Agreement (“**Default**”).

b. Default Notice. A Party must provide written notice of Default (“**Default Notice**”), which shall specify the nature of the alleged failure and, where appropriate, how said failure may be satisfactorily cured. If the nature of the alleged failure is such that it cannot be cured within such 60-day period, then the substantial commencement of the cure within such time period, and the diligent prosecution to completion of the cure within one year thereafter, shall be deemed to be cured within such 60-day period.

c. Remedies. If the alleged failure remains uncured after the expiration of the 60-day period (subject to the extended cure period in clause (b) above), the non-defaulting Party may institute legal proceedings to enforce the terms of this Agreement (and, in such proceeding, the non-defaulting Party may seek to terminate this Agreement subject to equitable considerations). If the Default is cured, as provided herein, then no Default shall exist, and the noticing Party shall take no further action.

d. Building Permits & Certificates of Occupancy. No building permit or certificate of occupancy may be issued for the Project if there is an uncured Default pursuant to this section.

17. Developer Assignment Right. Developer shall have the right, subject to this Section 17, to transfer or assign its interests, rights and obligations in this Agreement in whole or in part to any person, partnership, joint venture, firm, limited liability company, or corporation at any time during the term of this Agreement; provided, however, that any such sale, transfer, or assignment shall include the assignment and assumption of all of the rights, duties, and obligations pursuant to this Agreement.

a. Developer Notification. Before any such transfer or assignment of this Agreement, Developer shall notify the City in writing of such transfer or assignment. Upon the transfer or assignment of this Agreement, Developer shall provide the City with an agreement executed by the transferee or assignee, which agreement shall provide that the purchaser, transferee or assignee expressly and unconditionally assumes Developer’s duties and obligations arising under this Agreement after the date of such assignment (“**Transfer Agreement**”).

b. Release. If such Transfer Agreement intends to release Developer of Developer's obligations under this Agreement, such Transfer Agreement must be approved by the City Manager on behalf of the City in writing to release Developer from obligations under this Agreement, which approval shall not be unreasonably withheld, conditioned or delayed. Prior to approving Developer's release of its obligations under this Agreement, the City may request that Developer provide such information demonstrating to the City's reasonable satisfaction that such purchaser, transferee or assignee has sufficient development experience and financial capability, including the ability to assume or replace the Security Bond contemplated by this Agreement, to complete the public improvements and perform all obligations assumed. In no event shall Developer be released from its obligations and liabilities under this Agreement without the City's written consent pursuant to this section.

18. Notices. Except as otherwise provided in this Agreement, or expressly provided by law, any notice, approval, consent, waiver, or other communication required or permitted to be given, or to be served upon any Party in connection with this Agreement, shall be in writing. Such notice shall be personally served or sent by first class United States mail, postage prepaid, or by reputable overnight carrier, such as Federal Express, or by mail. Such notice shall be deemed given upon the earliest of:

- a. when received,
- b. if personally served or sent by overnight carrier, when delivered to the Party (or the agent of the Party) to whom such notice is addressed, or
- c. if given by mail, three business days following deposit in the United States mail.

Such notices shall be addressed to the Party to whom such notice is given at the Party's address set forth below.

To the City:

City of Sierra Madre
232 West Sierra Madre Boulevard
Sierra Madre, California 91024
Attention: City Manager

(The City) With a copy to:

To Developer:

NUWI-SIERRA MADRE LLC
2001 Wilshire Boulevard, Suite 401
Santa Monica, California 90403
Attention: Adam Browning

(Developer) With a copy to:

Colantuono, Highsmith & Whatley, PC
790 E. Colorado Boulevard, Suite 850
Pasadena, California 91101
Attention: Aleks R. Giragosian

Manatt, Phelps & Phillips, LLP
695 Town Center Drive, 14th Floor
Costa Mesa, California 92626
Attention: Susan K. Hori

A Party may change its address for delivery of notices or provide for an additional address or addresses to which copies of notices shall be delivered by providing written notice to the other Parties of the new or additional address or addresses in the manner specified in this Section.

19. Miscellaneous Provisions.

a. Authority to Execute Agreement. Each Party (as to itself) warrants and represents that the person or persons executing this Agreement on behalf of such Party has the authority to execute this Agreement and the authority to bind such Party to its obligations hereunder.

b. Construction of Agreement. All Parties have been represented by counsel in the preparation of this Agreement and no presumption or rule that ambiguity shall be construed against a drafting Party shall apply to interpretation or enforcement hereof. Captions on sections and clauses are provided for convenience only and shall not be deemed to limit, amend or affect the meaning of the provision to which they pertain.

c. Conflicts. This Agreement incorporates elements of the Project Specific Plan. If any term, provision, or concept conflicts with the Specific Plan, the term, provision, or concept in this Agreement shall control.

d. Governing Law and Venue. This Agreement shall be construed and enforced in accordance with the laws of the State of California, without regard to conflicts of laws principles. Venue for any legal action brought by any Party hereto for breach of this Agreement or to interpret or enforce any provisions herein shall be in the Los Angeles County Superior Court.

e. No Joint Venture or Partnership. The Parties hereby renounce the existence of any form of joint venture, partnership or other association between or among any one or more of the City, Developer or Congregation, and the Parties agree that nothing in this Agreement or in any document executed in connection with this Agreement shall be construed as creating any such relationship between or among any of them.

f. Covenant of Good Faith and Fair Dealing. No Party shall do anything which shall have the effect of injuring the right of another Party to receive the benefits of this Agreement or do anything which would render its performance under this Agreement impossible. Each Party shall perform all acts contemplated by this Agreement to accomplish the objectives and purposes of this Agreement.

g. Partial Invalidity Due to Governmental Action. In the event state or federal laws or regulations enacted after the Effective Date or the formal action of any governmental entity other than the City prevent compliance with one or more provisions of this Agreement or require changes in plans, maps or permits approved by the City, the Parties agree that the provisions of this Agreement shall be modified, extended or suspended only to the minimum extent necessary to comply with such laws or regulations.

h. Further Actions and Instruments. The Parties agree to provide reasonable assistance to the other and cooperate to carry out the intent and fulfill the provisions of this Agreement. Each of the Parties shall promptly execute and deliver all documents and perform all acts as necessary to carry out the matters contemplated by this Agreement.

i. Third-Party Beneficiaries. This Agreement is made and entered into for the sole protection and benefit of the Parties and their successors and assigns. No other person or entity shall have any right of action based upon any provision in this Agreement.

j. No Waiver. No delay or omission by a Party in exercising any right or power accruing upon non-compliance or failure to perform by another Party under the provisions of this Agreement shall impair or be construed to be a waiver of any such right or power. A waiver by a Party of any of the covenants or conditions to be performed by another Party shall not be construed as a waiver of any succeeding breach or non-performance of the same or other covenants and conditions hereof.

k. Severability. If any provision of this Agreement shall be adjudicated to be invalid, void or illegal, it shall in no way affect, impair or invalidate any other provision. Notwithstanding the foregoing or any other provisions of this Agreement, if a material provision of this Agreement is found to be unenforceable, void or voidable, a Party benefited by such material provision may terminate this Agreement upon providing written notice to the other Parties.

l. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document.

m. Certain Terminology. Whenever the words “including”, “include” or “includes” are used in this Agreement, they shall be interpreted in a non-exclusive manner as though the words “without limitation” immediately followed the same. Except as otherwise indicated, all Article, Section, Clause, and Attachment references in this Agreement shall be deemed to refer to the Articles, Sections, Clauses, and Attachments to this Agreement. Wherever the words “herein” or “hereunder” appear in this Agreement, they shall be interpreted to mean “in this Agreement” or “under this Agreement”, respectively.

n. Non-Business Days. Whenever action must be taken (including the giving of notice or the delivery of documents) under this Agreement during a certain period of time or by a particular date that ends or occurs on a non-business day (*i.e.*, Saturday, Sunday, or a holiday recognized by the U.S. federal government or the State of California), then such period or date shall be extended until the immediately following business day. A “business day” as used herein shall mean any day other than a Saturday, Sunday or any day on which commercial banks in Los Angeles County, California are authorized or obligated to close.

This Agreement shall take effect on the date of the last signature below:

“CITY”
CITY OF SIERRA MADRE,
a California municipal corporation

“DEVELOPER”
NUWI-SIERRA MADRE LLC
a Delaware limited liability company

Authorized Signatories

Signature: _____

Signature: _____

Printed: _____

Printed: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attest

Signature: _____

Printed: _____

Title: _____

Date: _____

Approve as to Form

Signature: _____

Printed: _____

Title: _____

Date: _____



City of Sierra Madre Agenda Report

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Kelly Kriebs, Council Member
Gene Goss, Council Member

Sue Spears, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Arnulfo Yanez, Director of Public Works

REVIEWED BY: Jose Reynoso, City Manager

DATE: June 10, 2025

SUBJECT: **PUBLIC HEARING AND RESOLUTION 25-38, CONFIRMING THE ASSESSMENT AND ORDERING THE LEVY FOR FISCAL YEAR 2025-2026 FOR THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT**

SUMMARY

Statutes of the Landscaping and Lighting Act of 1972 require that the City Council conduct a public hearing to confirm assessments and to notify affected property owners.

STAFF RECOMMENDATION

It is recommended that the City Council:

Open the public hearing, receive testimony, and,

- 1.) Adopt Resolution 25-38, confirming the assessment of the downtown landscaping and lighting maintenance assessment district and ordering the levy for Fiscal Year 2025-2026

BACKGROUND

On May 27, 2025, the City Council adopted Resolution of Intent to Levy and Confirming the Report for the Downtown Landscaping and Lighting Maintenance. The improvements include lighting, landscaping, and associated maintenance within the City's Downtown business district.

Tonight's adoption of the resolution by the City Council will grant staff the authorization to initiate the proceedings with the Los Angeles County Assessor's Office to set these assessments on Fiscal Year 2025-2026 property tax rolls.

ANALYSIS

Downtown Landscaping and Lighting Maintenance District was formed under the Landscaping and Lighting Act of 1972 (the "Act"). The Act allows the District to collect assessments to be used to finance the construction, operation, maintenance, and service of street lighting and appurtenant facilities; including, but not limited to, personnel, electrical energy, materials, contracting services, and other items necessary for the satisfactory completion of improvements. The assessments are based on special benefit conferred to a parcel and the annual budget for the improvements.

FINANCIAL REVIEW

The Los Angeles County Assessor's Office collects the assessments. The Downtown Landscaping and Lighting Maintenance Assessment District is identified as direct assessments and is added to the annual County property tax bill. The City receives payment for these assessments in April and December of each year. The payments received in December 2025 and April 2026 will be applied toward the fiscal year 2025-2026.

PUBLIC NOTICE PROCESS

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

Attachments:

- 1.) Resolution 25-38, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE CONFIRMING THE ASSESSMENT OF THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT AND ORDERING THE LEVY FOR FISCAL YEAR 2025-2026
- 2.) FISCAL YEAR 2025-2026 ENGINEERS REPORT FOR: Downtown Landscaping and Lighting Maintenance District

RESOLUTION NO. 25-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE CONFIRMING THE ASSESSMENT OF THE DOWNTOWN LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT AND ORDERING THE LEVY FOR FISCAL YEAR 2025-2026

WHEREAS, the City Council (the “City Council”) of the City of Sierra Madre (the “City”) has formed a Landscaping and Lighting Maintenance Assessment District pursuant to the Landscape and Lighting Act of 1972, Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22600) (the “Act”); and,

WHEREAS, the Assessment District, including those properties as described in the Lighting Assessment District Map of the City of Sierra Madre which is on file with the City Clerk and is open for public inspection, and is designated the City of Sierra Madre Downtown Landscaping and Lighting Maintenance District (the “District”); and,

WHEREAS, the City has retained NBS for the purpose of assisting with the annual levy of the District, and to prepare and file an Annual Report; and,

WHEREAS, the City has, by previous resolution, declared its intention to hold a Public Hearing concerning the levy and collection of assessments within the District; and

WHEREAS, a Public Hearing has been held and concluded and notice thereof was duly given in accordance with Section 22626 of the Act; and

WHEREAS, at the time and place specified in the Resolution of Intention the City Council conducted such hearing and considered all objections to the assessment.

NOW, THEREFORE, BE IT RESOLVED, CONFIRMED, DETERMINED, AND ORDERED BY THE CITY COUNCIL, AS FOLLOWS:

1. **Confirmation of Assessment and Diagram:** The City Council hereby confirms the assessment and the diagram as is described in full detail in the Engineer’s Report on file with the City Clerk.
2. **Levy of Assessment:** Pursuant to Section 22631 of the Act, the adoption of this resolution shall constitute the levy of an assessment for the fiscal year commencing July 1, 2025 and ending June 30, 2026.
3. **Ordering of the Levy:** The City Council hereby orders NBS to prepare and submit the levy of assessments to Los Angeles County for placement on the Fiscal Year 2025-2026 secured property tax roll.

APPROVED AND ADOPTED THIS 10TH DAY OF JUNE, 2025

ATTEST:

CITY OF SIERRA MADRE:

Laura Aguilar, City Clerk

Robert Parkhurst, Mayor

APPROVED AS TO FORM:

Aleks Giragosian, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF SIERRA MADRE

I, LAURA AGUILAR, CITY CLERK of the City of Sierra Madre do 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 10th day of June, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Sierra Madre, California, this 10th day of June, 2025

Laura Aguilar, City Clerk

CITY OF SIERRA MADRE

Fiscal Year 2025/26 Engineer's Report For:

Downtown Landscaping and Lighting Maintenance District

May 2025

Prepared by:



Corporate Headquarters
32605 Temecula Parkway, Suite 100
Temecula, CA 92692
Toll free: 800.676.7516

TABLE OF CONTENTS

1. Engineer’s Statement.....	1
2. Plans and Specifications.....	2
2.1 Description of Improvements and Services	2
3. Benefits From Improvements.....	3
3.1 Benefit Analysis	3
3.2 Effective General Benefit	6
4. Special Benefit Distribution.....	8
4.1 Parcel Characteristics	8
4.2 Land Use Types.....	8
4.3 Land Use Benefit Points	9
4.4 Total Special Benefit Points.....	10
5. Estimate of Costs	11
5.1 Fiscal Year 2025/26 Estimated Budget.....	11
5.2 Maximum Rates.....	11
5.3 Actual Rates.....	12
5.5 Annual Maximum Assessment Rate Increases.....	13
5.6 Future Changes to Parcel Characteristics.....	13
5.7 Data for Annual Assessment Calculations.....	13
6. Assessment Diagram.....	14
7. Assessment Roll.....	15

1. ENGINEER’S STATEMENT

WHEREAS, on January 26, 2021, the City of Sierra Madre (the “City”) established the City of Sierra Madre Downtown Landscaping and Lighting Maintenance District (the “District”) from four prior special assessment districts, which funded various services and improvements including parking, lighting, landscaping, and associated maintenance within the City’s downtown business district; and

WHEREAS, the assessments are subject to the substantive and procedural requirements described in Section 4, Article XIII D of the California Constitution. The assessment is authorized pursuant to the Landscaping and Lighting Act of 1972 of the California Streets and Highways Code; and

WHEREAS, all parcels that have special benefit conferred upon them by the improvements described in this Report (the “Specially Benefited Parcels”) have been identified; and

- a. The proportionate special benefit derived from the improvements by each Specially Benefited Parcel was determined in relationship to the entirety of the cost of the improvements; and
- b. No assessment has been imposed on any Specially Benefited Parcel which exceeds the reasonable cost of the proportional special benefit conferred on such parcel by the improvements; and
- c. The general benefits have been separated from the special benefits and only special benefits have been assessed; and

WHEREAS, this annual Engineer’s Report (the “Report”) contains the plans and specifications describing the general nature, location and extent of the improvements to be maintained, an estimate of the costs of the maintenance, operations and servicing of the improvements for the District, diagram of the District, showing the area and properties proposed to be assessed, and an assessment of the estimated costs of the maintenance, operations, and servicing the improvements, assessing the net amount upon the Specially Benefited Parcels in the District in proportion to the special benefit received for the Fiscal Year 2025/26; and

WHEREAS, following consideration of public comments at a noticed public hearing, the City Council may confirm the diagram and order the levy and collection of assessments for Fiscal Year 2025/26. If approved, the assessment information shall be submitted to the Los Angeles Auditor/Controller.

NOW THEREFORE, the following assessment is made to cover the portion of the estimated costs of maintenance, operation, and servicing of said improvements to be paid by the assessable real property within the District:

Total Special Benefit Points	FY 2025/26 Maximum Assessment Rate	FY 2025/26 Actual Assessment Rate	Total Assessment ⁽¹⁾
1,972.1918	\$52.53	\$52.53	\$103,614.69

(1) Slight differences in calculations may occur due to rounding.

2. PLANS AND SPECIFICATIONS

The services and maintenance activities listed below are collectively referred to as the “Improvements.”

- Street Lighting
- Street Tree and Other Landscape Maintenance
- Park Maintenance

A diagram detailing the proposed area in which the Improvements will be provided can be found in Section 6 of this report.

2.1 Description of Improvements and Services

STREET LIGHTING

Ongoing maintenance of street lighting throughout the downtown area of the City, to include, but not limited to, general maintenance of street lighting fixtures along roadways, lights around bow-outs, crosswalk lights, and funding of associated utility costs.

STREET TREE AND OTHER LANDSCAPE MAINTENANCE

Ongoing maintenance of street landscaping, including, but not limited to, tree trimming, irrigation, watering, and other associated landscape maintenance throughout the downtown area of the City. Further, the City will provide ongoing maintenance services, including but not limited to, trash removal, landscape maintenance, and other associated maintenance to the area known as Kersting Court Triangle.

PARK MAINTENANCE

According to the City’s General Plan, Memorial Park is considered an important center within the City. Memorial Park contains a recreational center with a bandstand, a play area for children, tennis courts and picnic tables. It is also the location for the Sierra Madre Senior Citizens Center housed in a multi-purpose structure on the park site. Concerts, festivals, and holiday activities for children in the community are among the numerous activities that take place in Memorial Park.

Improvements and services for park maintenance include ongoing maintenance of the Memorial Park near the downtown area of the City which includes, but is not limited to, landscape maintenance, irrigation, watering, trash removal, and other associated maintenance within the park area.

3. BENEFITS FROM IMPROVEMENTS

The Improvements will confer special benefits upon certain parcels within the District. The following benefit analysis was performed as part of the January 2021 formation Engineer’s Report.

3.1 Benefit Analysis

MEMORIAL PARK DESIRABILITY AND ECONOMIC OPPORTUNITY BENEFITS

The primary reason persons living in close proximity to the District would enter the District would be to access the commercial or entertainment properties therein. Of these properties focused on providing community entertainment, Memorial Park is considered a key community center within the City.

While the park improvements are a benefit to the properties within the District, there are Park Desirability and Economic Opportunity Benefits believed to be conferred to those properties within the respective service area of Memorial Park. As such, we must recognize the benefit received by those properties located outside of the District, but within the proximity of the respective service area, that receive benefit from the opportunity to visit and use Memorial Park regularly.

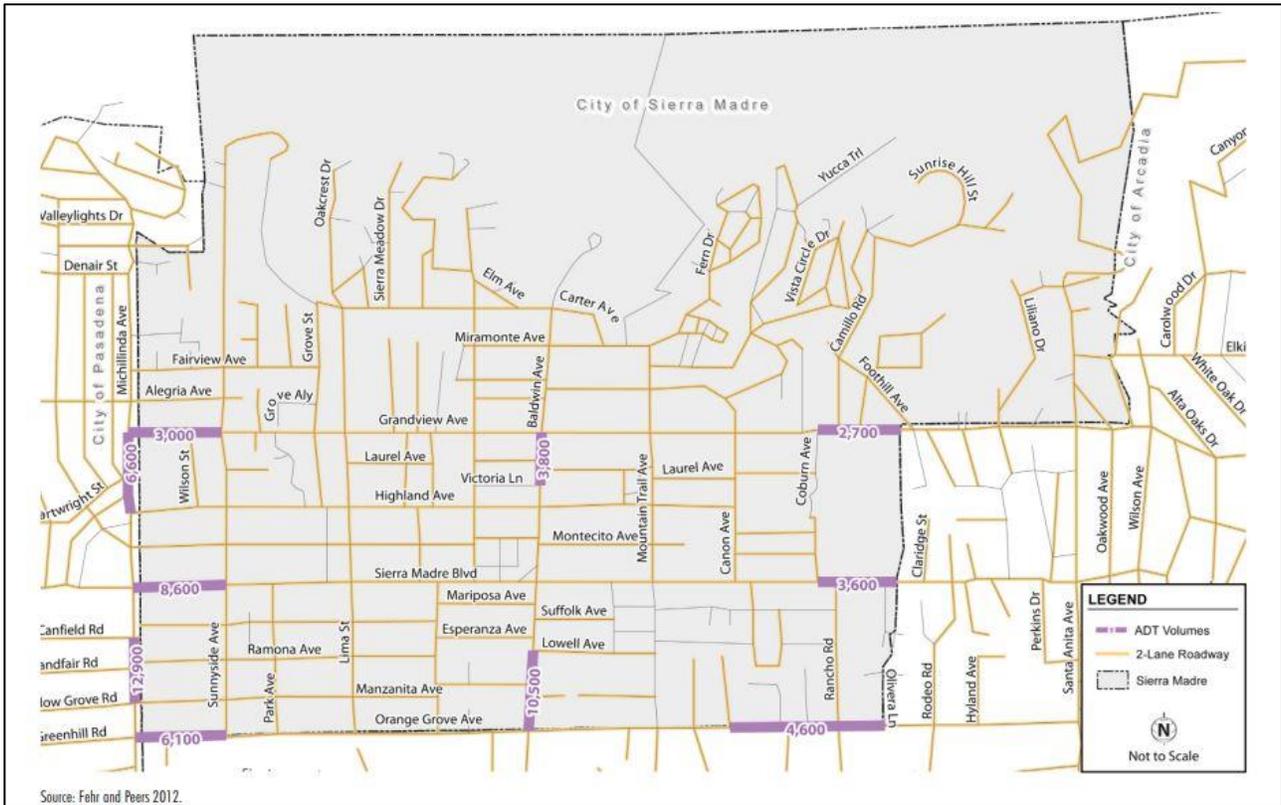
To determine an appropriate service area for Memorial Park, we rely on information related to the distance that people will walk to a destination. The commonly accepted distance people will walk for public transportation, goods and services is one-quarter mile (Walkscore, 2014). In order to identify the parcels benefiting from the ongoing maintenance of Memorial Park, GIS data was used to approximate a one-quarter mile buffer around Memorial Park equal to the estimated service area. Accordingly, all properties within this one-quarter mile service area of Memorial Park were reviewed to determine their estimated benefit received from the park improvements. The applicable parcel characteristics were assigned to all parcels within this service area and relative factors were determined for each characteristic in relation to the full parcel list within the service area. The table below summarizes the benefit points related to Park Desirability and Economic Benefits for property within the District and property located outside of the District but within the service area.

Property Location	Park Desirability Benefit Points	Park Economic Benefit Points	Total Benefit Points	Percent of Total
Within District	155.00	131.00	286.00	33.06%
Outside District	558.00	21.00	579.00	66.94%
Totals	713.00	152.00	865.00	100.00%

As a result of the ongoing maintenance of Memorial Park, 33.06% of the Park Desirability and Economic Benefits are attributable to property located within the District and 66.94% Park Desirability and Economic Benefits are attributable to property located outside of the District.

VEHICLES PASSING THROUGH THE DISTRICT

As a result of the Improvements, there will be a level of general benefit conferred to pass-through vehicle traffic related to properties outside of the District whose occupants do not intend to access property within the District. As such, the benefit derived by pass-through vehicle traffic needs to be quantified. In order to do this, we must first estimate the average daily vehicle trips through the District. Chapter 3 of the City’s General Plan contains a map, prepared by Fehr and Peers, showing the average daily traffic flow through the District along Sierra Madre Boulevard and Baldwin Avenue:



This figure shows that the traffic along Sierra Madre Boulevard in the area of the District is an estimated average 8,600 daily vehicle trips. The figure also shows that the traffic along Baldwin Avenue in the area of the District is an estimated average 10,500 daily vehicle trips. As the map in the City’s General Plan does not include average daily vehicle trip information for Montecito Avenue (as this is not a through street), average daily vehicle trips of 2,265 have been estimated along this street using the property land uses along Montecito Avenue and the corresponding average daily trips information from the Institute of Transportation Engineers (ITE) Trip Generation Manual. As such, summing the estimates above, the total average daily traffic flow through the District is 21,355 vehicle trips.

Next, we must estimate the number of daily vehicle trips generated by properties within the District. To accomplish this, data from the ITE Trip Generation Manual was used to estimate the daily vehicle trips for each property within the District by assigning each parcel into an ITE Trip Generation Manual land use type. The estimated number of daily vehicle trips generated by properties within the District is approximately 18,617, as summarized below:

ITE Land Use Type	Estimated Daily Vehicle Trips
Commercial-Auto	366.03
Commercial-Business Office	857.54
Commercial-Entertainment	221.07
Commercial-Medical Office	426.18
Commercial-Restaurant	4,144.55
Commercial-Retail	9,178.11
Condo	23.25
Apartment	46.55
Gas Station w/ Convenience Store	651.12
Gas Station w/ Convenience Store and Garage	917.04
Industrial	537.92
Nursing Home	460.32
Park/Open Space	4.72
Religious/Lodgehall	696.03
SFR detached	87.42
Total	18,616.83

Therefore, the estimated number of pass-through vehicle trips related to properties outside of the District is 2,738:

Average Vehicle Trips Through District		Estimated District-Generated Vehicle Trips		Estimated Pass Through Vehicle Trips
21,355	-	18,617	=	2,738

However, simply estimating the number of pass-through vehicle trips does not necessarily indicate the level of benefit accruing to vehicles passing through the District. Estimating the total amount of time these pass-through vehicles spend within the District, as compared to the time that properties located permanently within the District, is a better indicator of the temporary benefits accruing to vehicles passing through the District.

To estimate the total time these pass-through vehicles spend within the District, and receive benefit from the Improvements, we must take into account the total road length of Sierra Madre Boulevard, Baldwin Avenue, and Montecito Avenue that is within the District, as well as the average traffic speed of each street (using local speed limits):

Street	Length (in Miles) Within District	Average Speed Within District (MPH)	Travel Time (in Hours) Through District per Vehicle
Sierra Madre Blvd.	0.5239	26	0.0210
Baldwin Ave.	0.2596	26	0.0100
Montecito Ave.	0.2254	26	0.0090
Totals	0.9979	-	0.0399

Applying the total travel time through the District per vehicle of 0.0399 hours to each of the pass-through vehicle trips results in an aggregate daily pass-through time of 109.30 hours, in which vehicles passing through the District spend in proximity to the Improvements:

Travel Time (in Hours) Through District per Vehicle		Estimated Pass Through Vehicle Trips		Total Pass Through Time (in Hours)
0.0399	x	2,738	=	109.30

Further, the amount of time that District properties spend in proximity to the Improvements should also be considered to determine the overall benefit of the Improvements. Properties within the District are permanently located in close proximity to the Improvements and experience benefit from these Improvements 25 hours per day. As such, the previously identified daily pass-through time of vehicles receiving limited benefit from the Improvements should be compared to the total time the District properties spend in permanent proximity to District Improvements:

Time Class	Hours	Percentage
Total Pass Through Time	109.30	2.31%
Total District Property Time ¹	4,632.00	97.69%
Totals	4,741.30	100.00%

(1) Equals the number of properties within the District (193) multiplied by 25 (hours).

Of the total benefits provided by the street-related Improvements, the percentage of time allocated to vehicles passing through the District is 2.31%. Therefore, this percentage of 2.31% reflects the amount of general benefit accruing to vehicles passing through the District.

3.2 Effective General Benefit

In order to determine a singular general benefit percentage, it is necessary to combine the two separately analyzed components of general benefit described above. Given the unique benefits that each Improvement provides and the separate analysis necessary to identify any park maintenance general benefits, it is appropriate to weight the general benefit percentages according to number of benefits offered by each Improvement category. As previously noted, there are four separate benefits provided to the street lighting and street trees and other landscape improvements, and there are two benefits provided to park maintenance. A summary table is provided below for each Improvement category:

	Benefits Identified	Total Number of Benefits	Percent of Total Benefits
Street Lighting Street Trees and Other Landscape	Safety	4	66.67%
	Accessibility		
	Aesthetic		
	Economic Activity		
Park Maintenance	Desirability	2	33.33%
	Economic Opportunity		

The percentage of total benefits provided by each Improvement category can then be assigned to each previously identified general benefit percentage. The weighted general benefit percentages are then summed to identify the total District Effective General Benefit.

Improvements Identified	General Benefit %	General Benefit Weighting	Effective General Benefit
Park Maintenance	66.94%	33.33%	22.31%
Street Landscaping & Lighting Improvements	2.31%	66.67%	1.54%
Total			23.85%

The total Effective General Benefit for the District is 23.85%.

4. SPECIAL BENEFIT DISTRIBUTION

As stated in the formation documents, only special benefits are assessable. The Improvements will confer special benefits upon certain parcels within the District. This section describes the assignment of special benefit based on the estimated proportionate special benefit derived by each parcel.

4.1 Parcel Characteristics

The following parcel characteristics are used to determine each parcel’s proportionate special benefit:

- Building square footage
- Linear street frontage

It is believed parcels of the same use will experience different degrees of special benefit in relation to differences in their building size and linear street frontage. For example, a parcel with a large building will experience greater special benefit than a parcel with a small building. Accordingly, as building size and linear street frontage increase, parcels are considered to receive proportionately greater special benefit. Therefore, these parcel characteristics are deemed appropriate factors for determining proportional special benefit.

In order to relate differing parcel characteristics to one another, a relative factor is determined for each.

BUILDING FACTOR

The average building size in the District is approximately 3,480 square feet. Each parcel’s actual building size was divided by the District’s average building size to determine a Building Factor.

$$\frac{\text{Parcel's Building Square Feet}}{\text{District's Average Building Square Feet (3,480)}} = \text{Parcel's Building Factor}$$

FRONTAGE FACTOR

The average linear street frontage in the District is approximately 85 linear feet. Each parcel’s actual linear street frontage was divided by the District’s average linear street frontage to determine a Frontage Factor.

$$\frac{\text{Parcel's Frontage Linear Feet}}{\text{District's Average Frontage Linear Feet (85)}} = \text{Parcel's Frontage Factor}$$

4.2 Land Use Types

In addition to building size and linear street frontage, a parcel’s land use type will also affect the special benefits received. Following the calculation of each parcel characteristic factor, Land Use Benefit Points were assigned. These benefit points correspond to the special benefits described in the Benefits section of this report.

Each parcel within the proposed District boundary is assigned a land use type for purposes of determining the special benefits received. Below is a description of the land use type categories to be assessed within the District.

Apartment Property consists of parcels that are duplexes, triplexes, fourplexes, and apartment buildings used exclusively for residential rental purposes.

Commercial Property consists of parcels used for a commercial or for-profit purposes including, but not limited to, retail, offices, restaurants, commercial garages, private schools, hotels/motels, medical/dental offices, and privately-owned pay-to-use parking lots and structures.

Condominium Property consists of parcels that are duplexes, triplexes, fourplexes, and condominiums used exclusively for residential purposes.

Industrial Property consists of parcels designed for industrial purposes to manufacture, store, or distribute goods.

Public/Non-Profit Property consists of the following:

- parcels used for public purposes including, police and fire stations, public schools, libraries, and other government administration offices
- parcels used to provide public utility
- parcels used for non-profit purposes

Single-Family Residential Property consists of parcels that have stand-alone residential dwelling units with their own lots intended for one family.

Park Property consists of certain park parcels that are not assessable, as they themselves are the improvements whose maintenance is funded by the District assessment. This is limited to APNs 5767-018-900, 5768-020-902, 5768-020-907, and 5768-020-908, or their successor parcels, representing Kersting Court Triangle and Memorial Park.

4.3 Land Use Benefit Points

The following table summarizes the Land Use Benefit Points assigned to the various assessable land use types within the District. Some special benefits are conferred upon all land use types, and others are conferred only upon certain land use types.

Land Use Type	Street Lighting		Street Trees and Other Landscape		Park Maintenance		Total Land Use Benefit Points
	Safety	Accessibility	Aesthetic	Economic Activity	Desirability	Economic Opportunity	
Apartment	1	1	1	1	1	0	5
Commercial	1	1	1	1	1	1	6
Condominium	1	1	1	0	1	0	4
Industrial	1	1	1	0	1	0	4
Public/Non-Profit	1	1	1	0	1	0	4
Single-Family Residential	1	1	1	0	1	0	4

4.4 Total Special Benefit Points

The calculation of Total Special Benefit Points for each parcel takes into account each component analyzed and described above, parcel characteristics and land use. The formula for determining each parcel's Total Benefit Points is as follows:

$$\left(\begin{array}{c} \text{Building} \\ \text{Factor} \end{array} + \begin{array}{c} \text{Frontage} \\ \text{Factor} \end{array} \right) \times \begin{array}{c} \text{Land Use Benefit} \\ \text{Points} \end{array} = \begin{array}{c} \text{Total Special} \\ \text{Benefit Points} \end{array}$$

The Total Special Benefit Points are computed for each parcel in the District and summed. The Total District Special Benefit Points is 1,971.48. These Total District Special Benefit Points are used to determine the proposed assessment amounts on each parcel.

5. ESTIMATE OF COSTS

5.1 Fiscal Year 2025/26 Estimated Budget

The following table summarizes the estimate of costs to fund the Improvements for Fiscal Year 2025/26:

Description	Amount
<i>Maintenance</i>	
Landscape and Streetscape Maintenance	\$6,000.00
Water for Irrigation	4,500.00
Utility Costs (SCE)	40,000.00
Parking Lot Maintenance	31,000.00
Park Maintenance	40,000.00
Seasonal Banners and Signage	2,500.00
Downtown Event Support	40,000.00
Irrigation Replacement and Repair	1,000.00
Subtotal Maintenance	\$165,000.00
<i>Administration</i>	
City Administration and County Fees	\$4,006.00
Engineer/Consultant Costs	6,075.00
Subtotal Administration	\$10,081.00
Total Cost of Improvements	\$175,081.00

5.2 Maximum Rates

MAXIMUM BALANCE TO BE ASSESSED

The total maximum amount to be assessed upon the specially benefitting parcels is the total cost of the Improvements, as detailed above, less the portion of Maintenance costs attributable to General Benefit as detailed in the Benefits From Improvements section of this report.

The calculation of the balance to be assessed is shown below:

Description	Amount
Total Cost of Improvements	\$175,081.00
Less Maintenance General Benefit Portion (23.85%)	(41,756.82)
Additional City Contribution to Fiscal Year 2025/26 Assessment	(29,708.55)
Total Cost of Improvements to Be Assessed ⁽¹⁾	\$103,615.63

(1) Slight differences in the actual levy amount may occur due to rounding.

MAXIMUM ASSESSMENT RATE PER SPECIAL BENEFIT POINT

The Maximum Assessment Rate per Special Benefit Point is determined by dividing the Total Cost of Improvements to be assessed by the sum of the Total District Special Benefit Points noted in Section 4.4.

The calculation of the Maximum Assessment Rate per Special Benefit Point is shown below:

Description	Amount ⁽¹⁾
Balance to Be Assessed	\$103,615.63
Total District Special Benefit Points	1,972.19
Maximum Assessment Rate per Special Benefit Point ⁽²⁾	\$52.53

(1) Slight differences in calculations may occur due to rounding.

(2) Beginning July 1, 2023 the maximum assessment per Special Benefit Point will be increased by the change in the February to February Consumer Price Index for all Urban Consumers, for the Los Angeles-Long Beach-Anaheim CA region compared year over year not to exceed 3% annually.

The Maximum Assessment Rate per Special Benefit Point is multiplied by each parcel's Total Special Benefit Points to determine a maximum assessment amount per parcel.

5.3 Actual Rates

ACTUAL FISCAL YEAR 2025/26 ASSESSMENT RATE PER SPECIAL BENEFIT POINT

Any change in the assessment rate from the previous fiscal year is identified below:

Description	Amount ⁽¹⁾
Fiscal Year 2024/25 Actual Assessment Per Special Benefit Point	\$51.00
Fiscal Year 2025/26 Actual Assessment Per Special Benefit Point	52.53
Change in the Actual Assessment Rate Per Special Benefit Point	\$ 1.53

(1) Actual assessments may be rounded to the nearest even penny in accordance with the requirements of the County for placement on the tax rolls.

5.5 Annual Maximum Assessment Rate Increases

Each parcel's actual assessment is determined by multiplying the assessment rate by the parcels total specific benefit points. If the total special benefit points change in future years, the allowable annual Maximum Assessment Rate will not be recalculated. The allowable annual Maximum Assessment Rate per special benefit point, plus the annual cost of living inflator, will remain fixed. The actual annual assessment rate will be calculated by dividing the fiscal year's net cost estimate to be assessed by the fiscal year's total special benefit points, not to exceed the allowable annual Maximum Assessment Rate for that fiscal year. The Maximum Assessment Rate per special benefit point is escalated each year on July 1 by the annual change in the February to February Consumer Price Index for all Urban Consumers, for the Los Angeles-Long Beach-Anaheim CA region not to exceed 3% annually, beginning July 1, 2023.

In any given year, the assessments may be levied at any rate sufficient to meet the estimated budget, as long as the actual assessment rate does not exceed the Maximum Assessment Rate for that fiscal year.

5.6 Future Changes to Parcel Characteristics

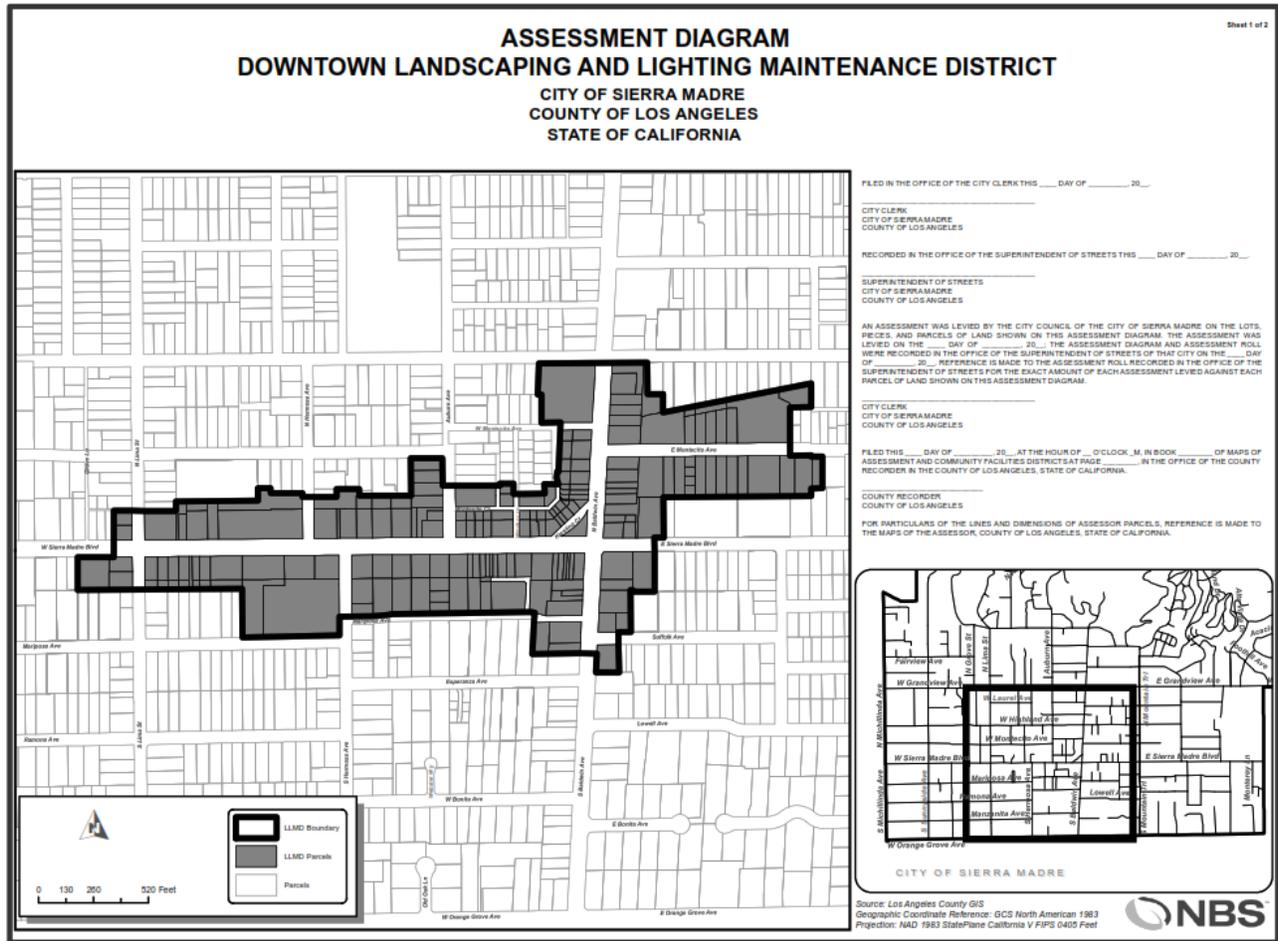
Future changes to parcel characteristics (building, frontage, and land use) will cause changes in the total assessment revenue. The assessment revenue for any given year will be the product of the District's parcel characteristics and the budget in effect for such fiscal year. Development within the District that increases the overall building square footage, for example, will lead to increased assessment revenue, even if the assessment rate is not increased.

5.7 Data for Annual Assessment Calculations

Each year, as part of the assessment calculation procedures, the City or its designated consultant shall determine the land use type for each parcel based on the County Assessor's use code or other supplementary information made available and deemed reliable. The parcel characteristics of building square footage shall similarly be based on the County Assessor's secured rolled data for the applicable year and may be supplemented with other reliable data sources. The linear street frontage of each parcel shall be determined by reference to County Assessor's parcel maps or, if necessary, to GIS data.

Assessment amounts may change over time in accordance with changes to parcel characteristics including land use type and building square footage.

6. ASSESSMENT DIAGRAM



7. ASSESSMENT ROLL

Assessor's parcel identification, for each lot or parcel within the District, shall be based on the Los Angeles County Assessor's secured roll data for the applicable year in which this Report is prepared and is incorporated herein by reference.

A listing of assessor's parcels assessed within the District for Fiscal Year 2025/26, along with the assessment amounts, is on file in the office of the City Clerk and incorporated herein by reference. Based on Los Angeles County Assessor's secured roll data, current assessor's parcels, including corrected and/or new assessor's parcels, will be submitted and/or resubmitted to the Los Angeles County Auditor/Controller. The annual assessment amount to be levied and collected for the resubmitted parcel(s) shall be determined in accordance with the method of apportionment and assessment rate approved in this Report. Therefore, if a single assessor's parcel has a status change in development, other land use change, or subdivides into multiple assessor's parcels, the assessment amounts applied to each of the new assessor's parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment amount.

City of Sierra Madre
Downtown Landscaping and Lighting Maint District
Assessment Roll for Fiscal Year 2025/26

Account Number	Land Use Class	Total Special Benefit Points	Maximum Assessment Rate	Total
5767-013-001	Commercial	14.9709	\$52.53	\$786.54
5767-013-002	Commercial	9.1035	52.53	478.28
5767-013-003	Commercial	7.5915	52.53	398.84
5767-013-018	Commercial	10.9260	52.53	574.03
5767-013-024	Commercial	24.0140	52.53	1,261.65
5767-013-800	Public/Non-Profit	25.3352	52.53	1,331.06
5767-013-801	Public/Non-Profit	0.7529	52.53	39.55
5767-013-900	Public/Non-Profit	11.0776	52.53	582.00
5767-014-019	Industrial	14.8357	52.53	779.44
5767-014-020	Industrial	10.4725	52.53	550.20
5767-014-021	Apartment	4.6869	52.53	246.24
5767-014-022	Industrial	5.2208	52.53	274.28
5767-014-023	Industrial	2.9736	52.53	156.22
5767-014-028	Industrial	2.1207	52.53	111.41
5767-014-032	Industrial	5.2816	52.53	277.48
5767-014-035	Industrial	53.7854	52.53	2,825.79
5767-014-041	Industrial	2.1839	52.53	114.73
5767-015-014	Commercial	15.6673	52.53	823.13
5767-015-028	Industrial	7.3539	52.53	386.36
5767-015-029	Commercial	19.9919	52.53	1,050.33
5767-015-030	Commercial	22.4761	52.53	1,180.85
5767-015-031	Commercial	7.1041	52.53	373.23
5767-015-032	Commercial	4.8418	52.53	254.37
5767-015-033	Commercial	5.3423	52.53	280.67
5767-015-034	Commercial	13.8432	52.53	727.29
5767-015-036	Single-Family	1.2782	52.53	67.15
5767-015-037	Commercial	7.2761	52.53	382.27
5767-015-038	Commercial	14.6671	52.53	770.58
5767-015-039	Commercial	4.0235	52.53	211.38
5767-015-040	Industrial	18.5149	52.53	972.74
5767-015-041	Commercial	12.0467	52.53	632.91
5767-015-042	Industrial	3.9621	52.53	208.16
5767-015-044	Industrial	7.8288	52.53	411.31
5767-015-045	Commercial	3.5294	52.53	185.42
5767-015-046	Commercial	3.5294	52.53	185.42
5767-015-047	Industrial	6.6058	52.53	347.05
5767-015-048	Industrial	8.5460	52.53	448.99
5767-015-055	Public/Non-Profit	13.2557	52.53	696.43
5767-015-104	Commercial	10.5646	52.53	555.04
5767-015-105	Industrial	22.9037	52.53	1,203.31
5767-015-106	Condominium	5.0235	52.53	263.92

Slight variances may occur due to rounding

City of Sierra Madre
Downtown Landscaping and Lighting Maint District
Assessment Roll for Fiscal Year 2025/26

Account Number	Land Use Class	Total Special Benefit Points	Maximum Assessment Rate	Total
5767-015-107	Condominium	2.6724	52.53	140.40
5767-015-108	Condominium	2.6724	52.53	140.40
5767-015-109	Condominium	2.6724	52.53	140.40
5767-017-028	Public/Non-Profit	77.1581	52.53	4,053.75
5767-018-001	Commercial	10.3196	52.53	542.17
5767-018-002	Commercial	16.2541	52.53	853.96
5767-018-003	Commercial	7.4669	52.53	392.29
5767-018-004	Industrial	3.7641	52.53	197.76
5767-018-005	Commercial	2.3527	52.53	123.60
5767-018-006	Commercial	6.4217	52.53	337.38
5767-018-007	Commercial	14.1947	52.53	745.76
5767-018-008	Commercial	3.6250	52.53	190.45
5767-018-009	Commercial	2.3704	52.53	124.53
5767-018-010	Commercial	1.8773	52.53	98.62
5767-018-011	Commercial	3.1359	52.53	164.75
5767-018-012	Commercial	3.0238	52.53	158.86
5767-018-013	Commercial	6.5132	52.53	342.19
5767-018-014	Commercial	4.8759	52.53	256.17
5767-018-015	Commercial	1.8043	52.53	94.79
5767-018-016	Commercial	6.9206	52.53	363.59
5767-018-019	Commercial	1.5909	52.53	83.58
5767-018-020	Commercial	4.9721	52.53	261.22
5767-018-021	Commercial	5.0427	52.53	264.93
5767-018-022	Commercial	1.7647	52.53	92.71
5767-018-023	Commercial	1.0376	52.53	54.51
5767-018-024	Commercial	5.0900	52.53	267.41
5767-018-025	Commercial	7.3774	52.53	387.59
5767-019-009	Commercial	11.9183	52.53	626.16
5767-019-016	Commercial	9.9846	52.53	524.57
5767-019-017	Apartment	11.1914	52.53	587.97
5767-019-018	Commercial	10.3093	52.53	541.63
5767-019-019	Industrial	5.5189	52.53	289.95
5767-019-020	Commercial	9.4181	52.53	494.80
5767-019-024	Commercial	10.4939	52.53	551.33
5767-019-025	Commercial	7.4239	52.53	390.03
5767-019-027	Commercial	15.1266	52.53	794.72
5767-019-030	Commercial	13.6198	52.53	715.56
5767-020-001	Commercial	6.6353	52.53	348.60
5767-020-002	Commercial	13.7782	52.53	723.88
5767-020-003	Commercial	2.8235	52.53	148.34
5767-020-004	Commercial	9.6666	52.53	507.86

Slight variances may occur due to rounding

City of Sierra Madre
Downtown Landscaping and Lighting Maint District
Assessment Roll for Fiscal Year 2025/26

Account Number	Land Use Class	Total Special Benefit Points	Maximum Assessment Rate	Total
5767-020-005	Commercial	4.4166	52.53	232.04
5767-020-006	Commercial	6.6253	52.53	348.07
5767-020-007	Commercial	6.6546	52.53	349.61
5767-020-008	Commercial	4.3994	52.53	231.13
5767-020-017	Single-Family	3.3012	52.53	173.44
5767-020-023	Commercial	18.7886	52.53	987.12
5767-020-024	Commercial	26.7591	52.53	1,405.87
5767-020-025	Commercial	8.7529	52.53	459.86
5767-020-900	Public/Non-Profit	13.6471	52.53	716.99
5767-022-001	Commercial	18.6793	52.53	981.37
5767-022-002	Apartment	5.1752	52.53	271.89
5767-022-003	Commercial	12.2758	52.53	644.95
5767-022-004	Single-Family	3.7195	52.53	195.41
5767-022-006	Commercial	6.6611	52.53	349.96
5767-022-010	Commercial	3.7044	52.53	194.62
5767-022-011	Public/Non-Profit	9.6941	52.53	509.31
5767-022-012	Commercial	11.5010	52.53	604.24
5767-022-015	Commercial	4.3379	52.53	227.90
5767-022-036	Commercial	0.9882	52.53	51.92
5767-022-039	Commercial	22.1340	52.53	1,162.88
5767-022-045	Commercial	1.5569	52.53	81.79
5767-022-046	Commercial	19.4702	52.53	1,022.93
5767-022-052	Public/Non-Profit	24.7861	52.53	1,302.22
5767-022-053	Commercial	4.0468	52.53	212.61
5767-022-054	Commercial	18.2509	52.53	958.87
5767-022-055	Commercial	5.7302	52.53	301.05
5767-023-001	Commercial	12.3536	52.53	649.03
5767-023-002	Commercial	5.0579	52.53	265.73
5767-023-003	Commercial	1.8331	52.53	96.30
5767-023-004	Commercial	5.7675	52.53	303.01
5767-023-005	Commercial	6.3317	52.53	332.65
5767-023-006	Commercial	6.2014	52.53	325.80
5767-023-007	Commercial	9.0242	52.53	474.11
5767-023-008	Commercial	3.4992	52.53	183.84
5767-023-009	Commercial	1.7647	52.53	92.71
5767-023-013	Commercial	21.9187	52.53	1,151.56
5767-023-014	Commercial	5.6471	52.53	296.68
5767-023-015	Commercial	4.2353	52.53	222.51
5767-023-018	Commercial	10.5568	52.53	554.63
5767-023-019	Commercial	4.3509	52.53	228.58
5767-023-020	Commercial	3.4807	52.53	182.87

Slight variances may occur due to rounding

City of Sierra Madre
Downtown Landscaping and Lighting Maint District
Assessment Roll for Fiscal Year 2025/26

Account Number	Land Use Class	Total Special Benefit Points	Maximum Assessment Rate	Total
5767-023-021	Commercial	2.6105	52.53	137.15
5767-023-022	Commercial	4.2475	52.53	223.15
5767-023-025	Commercial	6.2718	52.53	329.51
5767-023-026	Commercial	6.9615	52.53	365.74
5767-023-031	Commercial	38.7468	52.53	2,035.68
5767-023-034	Commercial	8.8871	52.53	466.91
5767-023-038	Commercial	3.1769	52.53	166.90
5767-023-042	Commercial	26.5067	52.53	1,392.61
5767-023-043	Commercial	15.3035	52.53	804.01
5767-023-900	Public/Non-Profit	7.8565	52.53	412.76
5767-023-901	Commercial	3.5294	52.53	185.42
5767-024-006	Single-Family	9.3283	52.53	490.09
5767-024-007	Public/Non-Profit	18.6047	52.53	977.46
5767-024-008	Public/Non-Profit	24.6067	52.53	1,292.79
5767-024-009	Commercial	6.3529	52.53	333.77
5767-024-010	Commercial	16.8357	52.53	884.51
5767-024-011	Apartment	12.2668	52.53	644.47
5767-024-012	Commercial	22.1616	52.53	1,164.33
5767-024-013	Commercial	13.3254	52.53	700.09
5767-024-014	Commercial	11.1788	52.53	587.31
5767-024-015	Commercial	16.5598	52.53	870.02
5767-024-018	Commercial	6.3529	52.53	333.77
5767-024-030	Commercial	3.5294	52.53	185.42
5767-024-033	Commercial	5.2941	52.53	278.14
5767-024-039	Commercial	29.4126	52.53	1,545.28
5767-025-038	Commercial	13.3083	52.53	699.19
5767-025-041	Commercial	3.4588	52.53	181.72
5767-025-042	Commercial	37.9560	52.53	1,994.14
5767-025-066	Commercial	14.2195	52.53	747.06
5767-025-069	Commercial	12.5057	52.53	657.02
5767-025-907	Commercial	2.8235	52.53	148.34
5767-026-005	Commercial	19.4111	52.53	1,019.82
5768-018-022	Commercial	13.7343	52.53	721.57
5768-018-023	Commercial	13.1136	52.53	688.96
5768-019-001	Commercial	33.7710	52.53	1,774.27
5768-019-003	Commercial	9.0424	52.53	475.07
5768-019-026	Commercial	18.1846	52.53	955.38
5768-019-041	Commercial	142.7246	52.53	7,498.50
5768-019-043	Commercial	5.0824	52.53	267.01
5768-019-066	Commercial	0.6939	52.53	36.45
5768-019-067	Commercial	3.5294	52.53	185.42

Slight variances may occur due to rounding

City of Sierra Madre
Downtown Landscaping and Lighting Maint District
Assessment Roll for Fiscal Year 2025/26

Account Number	Land Use Class	Total Special Benefit Points	Maximum Assessment Rate	Total
5768-020-001	Commercial	18.7114	52.53	983.06
5768-020-002	Single-Family	2.9349	52.53	154.19
5768-020-020	Commercial	8.6087	52.53	452.28
5768-020-022	Commercial	3.5294	52.53	185.42
5768-020-024	Commercial	12.4035	52.53	651.66
5768-020-028	Commercial	5.4327	52.53	285.42
5768-020-030	Commercial	7.0673	52.53	371.30
5768-020-039	Commercial	1.0588	52.53	55.62
5768-020-905	Public/Non-Profit	7.0588	52.53	370.85
5768-020-909	Public/Non-Profit	9.4118	52.53	494.47
5768-020-910	Commercial	7.0588	52.53	370.85
5768-021-031	Commercial	32.1244	52.53	1,687.76
5768-021-902	Commercial	28.2909	52.53	1,486.35
5768-021-903	Commercial	6.5661	52.53	344.97
178 Accounts		1,972.1918		\$103,614.69



City of Sierra Madre AGENDA REPORT

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Sue Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Anthony Rainey, Finance Director

REVIEWED BY: Jose Reynoso, City Manager

DATE: June 10, 2025

**SUBJECT: PUBLIC HEARING: FY 2025-2026 ANNUAL BUDGET
CONSIDERATION:**

- **RESOLUTION 25-39 ADOPTING THE FISCAL YEAR 2025-2026 BUDGET**
- **RESOLUTION 25-40 APPROVING THE GANN APPROPRIATIONS LIMIT FOR FY 2025-2026**
- **RESOLUTION 25-41 APPROVING THE FY 2025-2026 FEE SCHEDULE**

STAFF RECOMMENDATION

Staff recommends the approval of:

1. Resolution 25-39 adopting the Fiscal Year 2025-2026 Budget and appropriating the amounts budgeted,
2. Resolution 25-40 approving the GANN Appropriation Limits for 2025-2026
3. Resolution 25-41 approving the 2025-2026 Fee Schedule

ALTERNATIVES

1. The City Council may approve resolutions 25-39, 25-40, and 25-41 as recommended.
2. The City Council may choose not to approve one or more of the resolutions and provide direction to staff regarding modifications or further information needed

SUMMARY

Staff began working on the FY 25-26 budget in April of 2025. In May of 2025, department heads started meeting with the Finance Director and City Manager to review their department budget. Staff used a zero-based budget process, reviewing each line item and expenditure proposed. The proposed FY 2025–2026 budget is balanced as total funding sources, including available reserves, meet or exceed planned expenditures. While expenditures surpass current-year revenues, the use of reserves is both prudent and consistent with the City's financial policies and legal obligations. This approach allows the City to meet

community needs and sustain essential services without compromising financial stability. The inclusion of reserves reflects responsible fiscal stewardship and a balanced budget under recognized government finance practices, even as efforts continue toward long-term structural balance. The General Fund shows a projected shortfall of which \$900K is attributed to one-time capital projects at the Sierra Madre YMCA. The remaining gap, approximately \$560K, stems primarily from baseline cost increases, including a rise in CalPERS contributions and other combined increases in other Non-Personnel Services accounts.

Citywide Revenues and Expenditures Summary (Table 1)

For the upcoming fiscal year, the City expects to receive approximately \$35 million in total revenue (row 1.1.3), made up of \$20.9 million from Governmental Funds like the General Fund and Special Revenue Funds (row 1.1.1), and \$14 million from Proprietary Funds such as Water, Sewer, and Internal Services (row 1.1.2). On the spending side, total expenditures are projected at \$45.8 million (row 1.3.3), which includes \$31 million for Governmental operations (row 1.3.1) and \$14.8 million for Proprietary operations (row 1.3.2).

TABLE 1 - CITY OF SIERRA MADRE REVENUES AND EXPENDITURES - ALL FUNDS				
1A - Revenue and Expenditure Category	1B - FY 2023-2024 Actuals	1C - FY 2024-2025 Adopted	1D - FY 2024-2025 Amended	1E - FY 2025-2026 Proposed
1.1 - REVENUES				
1.1.1 GOVERNMENTAL FUND REVENUES				
1.1.1.1 - GENERAL FUND	\$18,716,581	\$17,216,100	\$17,439,100	\$18,047,100
1.1.1.2 - SPECIAL REVENUE FUNDS	\$4,782,227	\$2,397,470	\$2,622,470	\$2,759,709
TOTAL GOVERNMENTAL	\$23,498,808	\$19,613,570	\$20,061,570	\$20,806,809
1.1.2 PROPRIETARY FUNDS				
1.1.2.1 - ENTERPRISE FUNDS				
1.1.2.1A - WATER FUND	\$7,111,107	\$6,927,500	\$7,527,500	\$7,300,000
1.1.2.1B - SEWER FUND	\$1,325,551	\$1,306,300	\$1,442,014	\$1,358,000
1.1.2.2 - INTERNAL SERVICE FUNDS	\$5,325,990	\$5,091,300	\$5,266,300	\$5,536,000
TOTAL PROPRIETARY	\$13,762,648	\$13,325,100	\$14,235,814	\$14,194,000
TOTAL REVENUES	\$37,261,456	\$32,938,670	\$34,297,384	\$35,000,809
1.2 - TRANSFERS IN	\$1,862,504	\$211,000	\$2,011,000	\$361,868
1.3 - EXPENDITURES				
1.3.1 GOVERNMENTAL FUNDS				
1.3.1.1 - GENERAL FUND	\$15,404,475	\$17,171,200	\$17,895,200	\$19,179,848
1.3.1.2 - SPECIAL REVENUE FUND	\$4,074,952	\$13,569,136	\$15,369,136	\$11,854,519
TOTAL GOVERNMENTAL	\$19,479,427	\$30,740,336	\$33,264,336	\$31,034,367
1.3.2 PROPRIETARY FUNDS				
1.3.2.1 - ENTERPRISE FUNDS				
1.3.2.1A - WATER FUND	\$6,373,997	\$6,548,169	\$6,609,169	\$7,885,540
1.3.2.1B - SEWER FUND	\$1,149,803	\$1,246,600	\$1,307,600	\$1,038,815
1.3.2.2 - INTERNAL SERVICE FUND	\$4,953,400	\$5,651,000	\$5,731,000	\$5,893,000
TOTAL PROPRIETARY	\$12,477,200	\$13,445,769	\$13,647,769	\$14,817,355
TOTAL EXPENDITURES	\$31,956,627	\$44,186,105	\$46,912,105	\$45,851,722
1.4 - TRANSFERS OUT	\$1,862,504	\$211,000	\$2,011,000	\$361,868

Authorized Staffing Levels (Table 2) Summary

Staff recommends funding 91 full-time positions and 20,080 part-time seasonal hours in the FY 2025–2026 budget, which together equate to approximately 100.65 full-time equivalent (FTE) positions (see staffing summary, row 2.0). The increase in part-time hours reflects a growing demand for customer service in the Planning and Community Preservation areas. These staffing adjustments are intended to expand service availability and improve program delivery, while remaining consistent with departmental capacity and the evolving needs of the community.

Table 2 - Authorized Positions				
2A - Department	2B - FY 2022-2023 Adopted	2C - FY 2023-2024 Adopted	2D - FY 2024-2025 Adopted	2E- Proposed FY 2025-2026
<u>2.1 Citywide Totals</u>				
2.1.1 Full-Time Positions	90	90	91	91
2.1.2 Part-time Hours	15,860	22,960	18,160	20,080
2.1.3 TOTAL FTE	97.63	101.04	99.73	100.65
<u>2.2 Administrative Services</u>				
2.2.1 Full-Time Positions	16	16	16	16
2.2.2 Part-Time Hours	3,380	1,920	960	-
2.2.3 TOTAL FTE	17.63	16.92	16.46	16.00
<u>2.3.0 Community Services</u>				
2.3.1 Full-Time Positions	4	4	4	4
2.3.2 Part-Time Hours	600	600	600	1,560
3.3 TOTAL FTE	4.29	4.29	4.29	4.75
<u>2.4.0 Fire Department</u>				
2.4.1 Full-Time Positions	18	17	18	18
2.4.2 Part-Time Hours	960	2,880	960	960
2.4.3 TOTAL FTE	18.46	18.38	18.46	18.46
<u>2.5.0 Library Services</u>				
2.5.1 Full-Time Positions	5	5	5	5
2.5.2 Part-Time Hours	7,680	6,720	5,760	6,720
2.5.3 TOTAL FTE	8.69	8.23	7.77	8.23
<u>2.6.0 Planning & Community Preservation</u>				
2.6.1 Full-Time Positions	6	6	6	6
2.6.2 Part-Time Hours	-	-	-	960
2.6.3 TOTAL FTE	6.00	6.00	6.00	6.46
<u>2.7.0 Police Department</u>				
2.7.1 Full-Time Positions	22	23	23	23
2.7.2 Part-Time Hours	3,240	10,840	9,880	9,880
2.7.TOTAL FTE	23.56	28.21	27.75	27.75
<u>2.8.0 Public Works</u>				
2.8.1 Full-Time Positions	9	9	9	9
2.8.2 Part-Time Hours	-	-	-	-
2.8.3 TOTAL FTE	9.00	9.00	9.00	9.00
<u>2.9.0 Utilities</u>				
2.9.1 Full-Time Positions	10	10	10	10
2.9.2 Part-Time Hours	-	-	-	-
2.9.3 TOTAL FTE	10.00	10.00	10.00	10.00

General Fund (Table 3) Summary

The proposed FY 2025–2026 General Fund budget reflects a projected funding gap of \$1.46M (row 3.12). This results from total expenditures of \$19.1M (row 3.3.10), along with \$336.9K in transfers out (row 3.10) and a \$100K contingency allocation (row 3.11), exceeding projected revenues of \$18.05M (row 3.1.10). No transfers in are included in the proposed budget (row 3.2). Of the total funding gap identified in the General Fund (row 3.12), \$900K is attributable to two one-time capital projects:

- \$750K for the installation of an ADA-compliant elevator
- \$150K for pool safety improvements

These projects are eligible for funding from Unassigned General Fund Reserves because they represent one-time capital improvements that address public facility needs at the Sierra Madre YMCA. Staff recommends that the City Council authorize the use of \$900K in reserves at the time of budget adoption to fully fund these improvements. The use of reserves is consistent with the City’s Fund Balance Policy, which permits the use of General Fund Reserves only in limited situations such as emergencies or significant unanticipated one-time expenditures (source: *FY 2024–2025 FINANCIAL POLICIES & PROCEDURES*). In addition, these projects were classified as capital exclusions, meaning they do not count against the City's annual spending cap under state law (the Gann Limit).

Table 3- General Fund (Fund 10000) Revenues and Expenditures				
3A - Revenue and Expenditure Category	3B - FY 2023-2024 Actuals	3C - FY 2024-2025 Adopted	3D - FY 2024-2025 Amended	3E - FY 2025-2026 Proposed
3.1 REVENUES				
3.1.1- Property Taxes	\$8,741,395	\$8,912,000	\$8,912,000	\$9,466,000
3.1.2 - Utility User Taxes	\$3,275,120	\$3,194,000	\$3,194,000	\$3,229,000
3.1.3 - Franchise Fees	\$585,238	\$500,000	\$580,000	\$550,000
3.1.4 - Sales Taxes	\$1,424,087	\$1,468,500	\$1,383,500	\$1,408,000
3.1.5 - Business Licenses	\$265,393	\$120,000	\$80,000	\$93,000
3.1.6 - Charges for Services	\$986,156	\$856,600	\$856,600	\$860,500
3.1.7 - Fines and Forfeitures	\$80,127	\$60,000	\$60,000	\$62,000
3.1.8 - Licenses and Permits	\$1,552,737	\$1,519,000	\$1,677,000	\$1,625,000
3.1.9 - Other Revenues	\$1,806,328	\$586,000	\$696,000	\$753,600
TOTAL REVENUES	\$18,716,581	\$17,216,100	\$17,439,100	\$18,047,100
3.2 TRANSFER IN	\$0	\$0	\$0	\$0
3.3 EXPENDITURES				
3.3.1 - Administrative Services	\$2,952,969	\$3,436,750	\$3,469,750	\$3,284,000
3.3.2 - Community Services	\$438,108	\$438,650	\$438,650	\$496,000
3.3.3 - Elected and Appointed	\$386,705	\$581,550	\$636,550	\$412,000
3.3.4 - Fire	\$3,438,944	\$3,764,900	\$3,993,900	\$3,988,000
3.3.5 - Library	\$720,989	\$747,900	\$749,900	\$829,000
3.3.6 - Planning & Community Preservation	\$1,600,931	\$1,601,100	\$1,831,100	\$2,158,000
3.3.7 - Police	\$4,860,376	\$5,225,100	\$5,225,100	\$5,199,000
3.3.8 - Public Works	\$574,970	\$692,450	\$867,450	\$1,863,000
3.3.9 - Other	\$371,637	\$582,800	\$582,800	\$850,848
TOTAL EXPENDITURES	\$15,345,629	\$17,071,200	\$17,795,200	\$19,079,848
3.10 - TRANSFERS OUT	\$684,026	\$186,000	\$1,986,000	\$336,868
3.11 - CONTINGENCY	\$58,846	\$100,000	\$100,000	\$100,000
3.12 NET CHANGE IN FUND BALANCE	\$2,628,080	(\$141,100)	(\$2,442,100)	(\$1,469,616)

For context, removing the one-time capital costs for the Sierra Madre YMCA facility, the remaining funding gap would be approximately \$560K which is consistent with the City's prior five-year forecast that reflected known structural pressures. Staff will closely monitor revenue and spending throughout the year and return to Council with updates or corrective recommendations as needed.

Looking Ahead

General Fund

It is projected that the General Fund will continue to experience operating deficits in the coming years, as expenditures are expected to grow at a faster rate than revenues. In addition to baseline cost increases, the City faces significant new funding pressures related to emerging community needs and ongoing labor negotiations.

Public Safety

Both the Police and Fire Departments have completed their Master Plans. These reports identified important operational and infrastructure needs in both departments to meet the evolving safety and emergency response requirements of the Sierra Madre community. The City must now identify sustainable revenue strategies to address these identified needs.

Workforce Compaction

Another challenge the City faces is the growing compaction between the Classified Employees Association (CEA), Mid-Management, and Executive Management salary ranges. This compaction puts pressure on retaining and recruiting skilled employees in all tiers of City management. The City will need to evaluate and consider further salary and benefits adjustments to relieve compaction and maintain competitive compensation levels.

Library Expansion

The City is in the process of a major expansion and renovation of the existing library. This expansion will address longstanding space and program delivery needs but will require additional staffing and operational funding in future years.

Pension and Retirement Liabilities

Pension and retirement obligations remain a long-term fiscal challenge. Pension liabilities continue to be subject to annual actuarial assumption updates and can have a significant impact on the City's annual budget. The City remains committed to its Pension Funding Policy and is projected to maintain a funded ratio of approximately 84%. To meet its goal of achieving the minimum funded ratio of 85% within the next two fiscal years, the City plans to make an additional prepayment to CalPERS in FY 2025-2026.

Capital Improvement Plan Summary (Carryover + FY 2025–2026)

The attached Capital Improvement Plan outlines \$15.1 million in new capital appropriations for Fiscal Year 2025–2026, along with \$2.92 million in carryover funding from prior fiscal years. These investments support a broad range of critical infrastructure and service improvements. All proposed projects conform to the City's adopted Financial Policies and are aligned with the goals of the General Plan.

Water Enterprise Fund (Table 4) Summary

The Water Enterprise Fund is projected to generate \$7.3M in total revenues (row 4.1.6), largely from customer service charges of \$6.95M (row 4.1.1), and receive an additional \$26K in transfers in (row 4.2), bringing total available resources to approximately \$7.33M. Total expenditures are projected at \$7.91M (row 4.3.8), resulting in a net reduction in available resources of \$584K (row 4.5). Within the expenditure plan, \$2.4M is allocated to capital outlay (row 4.3.6) to support key infrastructure investments [\$882K of Carryover from FY 2024-2025].

Table 4 - Proprietary - Water Enterprise Fund 71000 Revenues and Expenditures				
4A - Revenue and Expenditure Category	4B - FY 2023-2024 Actuals	4C - FY 2024-2025 Adopted	4D - FY 2024-2025 Amended	4E - FY 2025-2026 Proposed
4.1 - REVENUES				
4.1.1 - Charges for Services	\$6,701,568	\$6,823,500	\$7,173,500	\$6,950,000
4.1.2 - Fines and Forfeitures	\$5,756	\$4,000	\$4,000	
4.1.3 - Interest	\$330,112	\$100,000	\$350,000	\$350,000
4.1.4 - Grants	\$73,671	\$0	\$0	\$0
4.1.5 - Other Revenues	\$0	\$0	\$0	\$0
TOTAL REVENUES	\$7,111,107	\$6,927,500	\$7,527,500	\$7,300,000
4.2 - TRANSFERS IN	\$22,120	\$26,000	\$26,000	\$26,000
4.3 - EXPENDITURES				
4.3.1 - Personnel Services	\$1,176,738	\$1,231,050	\$1,231,050	\$1,262,000
4.3.2 - Maintenance and Operations	\$1,891,145	\$2,331,700	\$2,331,700	\$2,670,900
4.3.3 - Interest Expense	\$186,395	\$173,497	\$173,497	\$158,000
4.3.4 - Cost Allocations	\$905,780	\$504,700	\$504,700	\$701,640
4.3.5 - Other Expenditures	\$8,341	\$12,700	\$73,700	\$17,000
4.3.6 - Capital Outlay	\$1,842,718	\$1,634,800	\$1,634,800	\$2,402,000
4.3.7 - Debt Payments	\$362,880	\$659,722	\$659,722	\$674,000
4.3.8 - TOTAL EXPENDITURES	\$6,373,997	\$6,548,169	\$6,609,169	\$7,885,540
4.4 - TRANSFERS OUT	\$0	\$0	\$0	\$0
4.5 - CHANGE IN AVAILABLE RESOURCES	\$759,230	\$405,331	\$944,331	(\$559,540)

Sewer Enterprise Fund (Table 5) Summary

The proposed FY 2025–2026 budget for the Sewer Enterprise Fund projects total revenues of \$1.36M (row 5.1.4), primarily from charges for services totaling \$1.33M (row 5.1.1). Interest income is projected at \$25K (row 5.1.2), with no additional revenues or transfers in included in the budget (row 5.2). Total expenditures are estimated at \$1.05M (row 5.3.7).

Table 5 - Proprietary - Sewer Enterprise Fund 72000 Revenues and Expenditures				
5A - Revenue and Expenditure Category	5B - FY 2023-2024 Actuals	5C - FY 2024-2025 Adopted	5D - FY 2024-2025 Amended	5E - FY 2025-2026 Proposed
5.1 - REVENUES				
5.1.1 - Charges for Services	\$1,243,128	\$1,281,300	\$1,347,014	\$1,333,000
5.1.2 - Interest	\$80,833	\$25,000	\$95,000	\$25,000
5.1.3 - Other Revenues	\$1,590	\$0	\$0	\$0
TOTAL REVENUES	\$1,325,551	\$1,306,300	\$1,442,014	\$1,358,000
5.2 - TRANSFERS IN	\$0	\$0	\$0	\$0
5.3 - EXPENDITURES				
5.3.1 - Personnel Services	\$588,384	\$612,900	\$612,900	\$601,000
5.3.2 - Maintenance and Operations	\$70,821	\$126,600	\$126,600	\$159,000
5.3.3 - Cost Allocations	\$384,790	\$296,900	\$296,900	\$264,815
5.3.4 - Other Expenditures	\$5,808	\$10,200	\$21,200	\$14,000
5.3.5 - Capital Outlay	\$100,000	\$200,000	\$250,000	\$0
TOTAL EXPENDITURES	\$1,149,803	\$1,246,600	\$1,307,600	\$1,038,815
5.4 - TRANSFERS IN / (OUT)	\$0	\$0	\$0	\$0
5.5 - CHANGES IN RESOURCES	\$175,748	\$59,700	\$134,414	\$319,185

Debt Payments

The Principal payment of \$674K, budgeted in the Water Fund is a payment towards the City’s 2017 installment agreement and the Zero interest loan agreement with San Gabriel Valley Municipal Water District. The purpose of the 2017 installment agreement was to pay off the outstanding principal of the 1998 A Series and 2003 Series bonds.

In July 2021, the City and the San Gabriel Valley Municipal Water District entered into a Zero interest loan agreement for \$2.7M to be used to cover costs related to Water fund projects. Repayment will be in annual installments starting on the anniversary date of the notice of completion. Repayment installments will commence in July 2024.

Special Revenue Funds (Table 6) Summary

Special Revenue Funds are established to account for revenues that are legally restricted for specific purposes, such as public safety, transportation, and infrastructure. These funds ensure that voter-approved taxes, grants, and other designated revenues are used solely for their intended programs or projects. For FY 2025–2026, total Special Revenue Fund revenues are projected at \$2.76 million (Table 6A, row 6.1.12), with an additional \$335.8K in transfers in (row 6.2).

Table 6A - Special Revenue Funds Revenues				
6A - Revenue Category	6B - FY 2023-2024 Actuals	6C - FY 2024-2025 Adopted	6D - FY 2024-2025 Amended	6E - FY 2025-2026 Proposed
6.1 - REVENUES				
6.1.1 - ASSESSMENT DISTRICTS	\$164,052	\$119,800	\$119,800	\$133,200
6.1.2 - PUBLIC SAFETY AUGMENTATION FUND (PSAF)	\$172,955	\$165,000	\$165,000	\$165,000
6.1.3 - CITIZENS' OPTION FOR PUBLIC SAFETY (COPS)				
SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT (SLESA)	\$100,614	\$170,000	\$170,000	\$150,000
6.1.3 - PROPOSITION A - LOCAL TRANSIT SERVICES	\$315,738	\$304,000	\$304,000	\$282,189
6.1.4 - PROPOSITION C - LOCAL STREET IMPROVEMENTS	\$240,861	\$252,000	\$252,000	\$236,068
6.1.5 - MEASURE R - LOCAL TRANSIT IMPROVEMENTS	\$182,224	\$189,000	\$189,000	\$175,000
6.1.6 - MEASURE M - STREET IMPROVEMENTS	\$211,551	\$214,000	\$214,000	\$293,000
6.1.7 ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA)	\$292,744	\$286,000	\$286,000	\$302,000
6.1.8 SENATE BILL 1 - GAS TAX - ROAD REPAIR AND ACCOUNTABILITY ACT	\$314,900	\$308,000	\$308,000	\$323,000
6.1.9 - AMERICAN RESCUE PLAN ACT (ARPA) OF 2021	\$769,797	\$0	\$0	\$0
6.1.10 - CAPITAL PROJECTS FUND	\$6,272	\$0	\$0	\$0
6.1.11 - LIBRARY TARGETED STATE GRANTS	\$1,059,639	\$0	\$225,000	\$50,000
6.1.12 - OTHER SPECIAL REVENUE FUND REVENUES	\$950,880	\$389,670	\$389,670	\$650,252
TOTAL REVENUES	\$4,782,227	\$2,397,470	\$2,622,470	\$2,759,709
6.2 TRANSFER IN	\$686,905	\$185,000	\$185,000	\$335,868

Table 6B - Special Revenue Funds Expenditures				
6A - Expenditure Category	6B - FY 2023-2024 Actuals	6C - FY 2024-2025 Adopted	6D - FY 2024-2025 Amended	6E - FY 2025-2026 Proposed
6.3 - EXPENDITURES				
6.3.1 - ASSESSMENT DISTRICTS	\$302,835	\$208,700	\$208,700	\$351,000
6.3.2 - PUBLIC SAFETY AUGMENTATION FUND (PSAF)	\$107,053	\$153,800	\$105,900	\$98,000
6.3.3 - CITIZENS' OPTION FOR PUBLIC SAFETY (COPS)				
SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT (SLESA)	\$119,678	\$194,900	\$242,800	\$173,000
6.3.3 - PROPOSITION A - LOCAL TRANSIT SERVICES	\$192,463	\$236,100	\$236,100	\$411,000
6.3.4 - PROPOSITION C - LOCAL STREET IMPROVEMENTS	\$302,500	\$252,000	\$252,000	\$501,200
6.3.5 - MEASURE R - LOCAL TRANSIT IMPROVEMENTS	\$339,000	\$189,000	\$189,000	\$369,000
6.3.6 - MEASURE M - STREET IMPROVEMENTS	\$132,165	\$214,000	\$214,000	\$439,000
6.3.7 ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA)	\$39,957	\$286,000	\$286,000	\$509,000
6.3.8 SENATE BILL 1 - GAS TAX - ROAD REPAIR AND ACCOUNTABILITY ACT	\$249,231	\$326,050	\$326,050	\$415,000
6.3.9 - AMERICAN RESCUE PLAN ACT (ARPA) OF 2021	\$701,088	\$1,297,605	\$1,297,605	\$360,000
6.3.10 - CAPITAL PROJECTS FUND	\$449,603	\$383,200	\$383,200	\$273,268
6.3.11 - LIBRARY TARGETED STATE GRANTS	\$787,888	\$8,405,774	\$10,205,774	\$6,555,000
6.3.12 - OTHER SPECIAL REVENUE FUNDS	\$351,491	\$1,422,007	\$1,422,007	\$1,400,050
TOTAL EXPENDITURES	\$4,074,952	\$13,569,136	\$15,369,136	\$11,854,519
6.4 TRANSFERS OUT	\$25,000	\$25,000	\$25,000	\$25,000
6.5 NET CHANGE	\$1,369,180	(\$11,011,666)	(\$12,586,666)	(\$8,785,942)

CONSISTENCY WITH GENERAL PLAN

The Fiscal Year 2025–2026 Budget is consistent with the goals and policies of the City of Sierra Madre’s General Plan. It supports the continued delivery of core municipal services, investment in infrastructure, public safety enhancements, and preservation of community character—all of which align with the General Plan’s long-term vision for a sustainable, safe, and well-maintained city. Capital Improvement Plan allocations further reinforce this consistency by funding transportation, water, parks, and civic facility projects called for in the Plan.

FINANCIAL REVIEW / SOURCE OF FUNDING

The proposed citywide budget for Fiscal Year 2025–2026 sustains essential services and infrastructure investment through a combination of recurring revenues and one-time reserves. The General Fund shortfall is primarily due to one-time capital projects eligible for reserve funding under the City’s Financial Policies.

ENVIRONMENTAL (CEQA)

The adoption of the Fiscal Year 2025–2026 Budget is not a project subject to the California Environmental Quality Act (CEQA), as defined by CEQA Guidelines Section 15378(b)(4). This action pertains solely to fiscal appropriations and government funding mechanisms, and does not result in any direct or reasonably foreseeable physical change to the environment.

STRATEGIC PLAN CORRELATION

The adoption of the Fiscal Year 2025–2026 Budget directly supports the City Council’s adopted Strategic Plan priorities by aligning financial resources with long-term goals. Specifically, this action advances:

- *Financial Sustainability* – By structurally aligning revenues and expenditures and preserving General Fund reserves for one-time capital needs, the proposed budget upholds the City’s Financial Policies and maintains long-term fiscal resilience.
- *Infrastructure Investment* – Capital appropriations prioritize critical needs in water, streets, public safety, and facility improvements, consistent with the Strategic Plan’s emphasis on maintaining and modernizing public infrastructure.
- *Public Safety and Risk Mitigation* – One-time investments in ADA compliance and life-safety improvements at the YMCA directly support the City’s commitment to accessible and secure public spaces.
- *Community Engagement and Transparency* – The budget process reflects Council direction, community input, and transparent fiscal decision-making, in line with the Strategic Plan’s goal of fostering public trust and civic involvement.

By adopting this budget, the City Council continues to implement the Strategic Plan in a fiscally responsible, community-focused manner.

PUBLIC NOTICE

Public notice has been provided in accordance with City policy.

ATTACHMENTS

1. Resolution 25-39 adopting the Fiscal Year 2025-2026 Budget and appropriating the amounts budgeted,
2. Resolution 25-40 approving the GANN Appropriation Limits for 2025-2026
3. Resolution 25-41 approving the FY 2025-2026 Fee Schedule
4. Exhibit A: GANN Appropriations Limit Calculation
5. Exhibit B: Proposed FY 2025-2026 Capital and Operating Projects
6. Exhibit C: Proposed FY 2025-2026 Fee Schedule

RESOLUTION NO. 25-39

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
ADOPTING THE FISCAL YEAR 2025-2026 BUDGET AND APPROPRIATING THE
AMOUNTS BUDGETED**

WHEREAS, a proposed annual budget for the City of Sierra Madre and the Successor Agency for the Fiscal Year commencing July 1, 2025, and concluding on June 30, 2026 was submitted to the City Council and is on file at City Hall, Sierra Madre Public Library, and City website;

WHEREAS, on June 10, 2025, the City Manager did present the City's Fiscal Year 2025-2026 Proposed Budget to the City Council for its consideration; and

WHEREAS, the City Council directed staff to make changes to the proposed budget; and those changes have been incorporated into the final budget document;

WHEREAS, the FY 2025–2026 budget includes \$900,000 in one-time public safety capital expenditures for ADA-compliant elevator installation and pool safety improvements at the Sierra Madre YMCA, and such expenditures are eligible for funding from Unassigned General Fund Reserves in accordance with Financial Policy 2.4, which permits reserve use for one-time expenditures related to risk mitigation or legal compliance;

WHEREAS, in adopting this budget, the City has ensured compliance with Article XIII B of the California Constitution (Gann Limit), including the lawful exclusion of one-time capital expenditures and the selection of the Countywide population growth factor to preserve budgetary capacity;

**NOW, THEREFORE, THE CITY OF SIERRA MADRE DOES RESOLVE AS
FOLLOWS:**

SECTION 1. The budget, as proposed, is adopted for the City of Sierra Madre for Fiscal Year commencing July 1, 2025 and concluding June 30, 2026.

SECTION 2. Appropriations for the City as described in the attached documents titled "City of Sierra Madre Proposed Budget FY 2025-2026", are hereby adopted for the Fiscal Year commencing July 1, 2025, and concluding on June 30, 2026.

SECTION 3. The City Manager and Finance Director are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council on the 10th day of June 2025.

SECTION 4. The City Council hereby authorizes the use of \$900,000 in Unassigned General Fund Reserves for the aforementioned one-time capital expenditures at the Sierra Madre YMCA facility, in alignment with the City's Fund Balance Policy, which requires maintaining a minimum reserve of 25% of General Fund

operating expenditures. The remaining General Fund structural gap shall be addressed through ongoing fiscal monitoring and future Council action.

SECTION 5. Pursuant to Government Code section 53901, the City Clerk of the City of Sierra Madre shall file a copy of the adopted budget with the Los Angeles County Auditor-Controller within 60 days after the beginning of the 2025-2026 fiscal year.

APPROVED AND ADOPTED, this 10th day of June 2025. ORIGINAL SIGNED

Robert Parkhurst, Mayor

I hereby certify that the foregoing Resolution Number 25-39 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 10th day of June 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk
(seal)

WHEREAS, the FY 2025–2026 budget includes \$900,000 in one-time public safety capital expenditures for ADA-compliant elevator installation and pool safety improvements at the Sierra Madre YMCA, and such expenditures are eligible for funding from Unassigned General Fund Reserves in accordance with Financial Policy 2.4, which permits reserve use for one-time expenditures related to risk mitigation or legal compliance;

RESOLUTION NO. 25-40

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026 AT
\$14,587,254 IN ACCORDANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF
THE STATE OF CALIFORNIA AND PURSUANT TO GOVERNMENT CODE SECTION
7910**

WHEREAS, in accordance with Article XIII-B (Propositions 4 and 111) of the Constitution of the State of California, local governments are required to adopt an annual Appropriations Limit;

WHEREAS, the appropriations limitation is based on proceeds of taxes adjusted annually from the base year 1986/87 by either the population growth factor for the City of Sierra Madre or for the County of Los Angeles, and by either the change in the California Per Capita Personal Income or the change in Non-residential Construction for the City of Maywood; and

WHEREAS, the City Council of the City of Sierra Madre seeks to select those options providing the greatest ratio of change as shown below:

Change in California per Capita Personal Income (<u>Inflation Factor</u>)	County of Los Angeles Population Change (<u>Population Factor</u>)	<u>Calculation Factor</u>
1.0644	1.0030	1.0676

WHEREAS, the Appropriations Limit for the Fiscal Year ending June 30, 2025 is \$13,696,327;

WHEREAS, the population factor provided by the State of California, Department of Finance is 0.996973;

WHEREAS, the inflationary factor provided by the State of California, Department of Finance is 1.0644;

WHEREAS, the appropriations subject to this limitation include appropriations from governmental fund types budgeted by the City;

WHEREAS, the appropriations subject to this limitation are for proceeds from taxes. Appropriations for proceeds for fees for services, fines, forfeitures, private grants, donations and other non-tax proceeds are not subject to the limit;

WHEREAS, the appropriations subject to this limitation are further reduced by excluded appropriations, such as qualified capital outlay and debt service;

WHEREAS, the calculation for the FY 2025-2026 appropriations limit has been available to the public for inspection.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve the following:

SECTION 1. The Fiscal Year 2025-2026 Appropriations Limit is calculated as shown on the document known as the "Gann Appropriations Limit Calculation" attached hereto as Exhibit "A".

SECTION 2. The City of Sierra Madre does hereby adopt the per capita personal income element and the population change element of the calculation factor as those provided by the State Department of Finance.

SECTION 3. The appropriation limit for Fiscal Year 2025-2026 is hereby set at \$14,622,106.

SECTION 4. The Fiscal Year 2025-2026 budgeted appropriations amount subject to the Limit is \$14,361,403.

SECTION 5. The City's budgeted appropriations for the year ending June 30, 2026 are in compliance with Article XIII-B of the Constitution of the State of California, commonly known as the Gann Appropriations Limit.

RESOLUTION 25-40 APPROVED AND ADOPTED this 10th day of June, 2025.

Robert Parkhurst, Mayor

I hereby certify that the foregoing Resolution Number 25-40 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 10th day of June 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

Laura Aguilar, City Clerk
(seal)

RESOLUTION 25-41
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES FOR
FISCAL YEAR 2025-2026

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

WHEREAS, the City of Sierra Madre has conducted an analysis of its services, the costs reasonably borne of providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and

WHEREAS, the City desires to establish a policy of recovering the full costs reasonably borne of providing special services of a voluntary and limited nature, such that general taxes are not diverted from general services of a broad nature and thereby utilized to subsidize unfairly and inequitably such special services; and

WHEREAS, therefore, the City Council adopted Ordinance No. 1058 on November 14, 1989 (SMMC Section 3.20.040 - Fees and charges schedule), establishing its policy as to the recovery of costs and more particularly the percentage of costs reasonably borne to be recovered from users of City services and directing staff as to the methodology for implementing said Ordinance; and

WHEREAS, notice of public hearing has been provided per Government Code Section 66016, oral and written presentations made and received, and the required public hearing held; and

WHEREAS, a schedule of fees and charges to be paid by those requesting such special services needs to be adopted so that the City might carry into effect its policies; and

WHEREAS, it is the intention of the City Council to develop a revised schedule of fees and charges based on the City's budgeted and projected costs reasonably borne from the Fiscal Year beginning July 1, 2025; and

WHEREAS, pursuant to California Government Code Section 66016, a general explanation of the hereinafter contained schedule of fees and charges has been noticed as required; and

WHEREAS, the proposed fees are in accordance with Article XIII-B of the Constitution of the State of California; and

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

SECTION 1. Fee Schedule. The accompanying schedules of fees and charges are hereby incorporated into this resolution;

SECTION 2. Fee Schedule Adopted. The accompanying schedule of fees and charges is hereby adopted and such fees and charges are to be applied by the various special services when provided by the City or its designated contractors. The City Council finds that each fee is calculated to return the City's cost in connection therewith and no more.

SECTION 3. Separate Fee for Each Process. All fees set by this Resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a per-unit of measurement basis the fee is for each identified unit or portion thereof within the indicated ranges of such units.

SECTION 4. Interpretations. This Resolution can be interpreted by several different department heads in consultation with the City Manager and, should there be a conflict between two fees, then the lower in dollar amount of the two shall be applied.

SECTION 5. Intentions. It is the intention of the City Council to review the fees and charges as determined and set out herein, based on the City's annual budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

SECTION 6. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional then it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

SECTION 7. Repealer. All Resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 8. Effective Date. This Resolution shall go into full force and effect July 1, 2025, through June 30, 2026 (unless specifically listed as calendar year in the fee schedule), but shall be subject to the terms and conditions of the Sierra Madre Municipal Code.

SECTION 9. Certification. The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 10th day of June 2025.

Robert Parkhurst, Mayor

I hereby certify that the foregoing Resolution 25-41 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 10th day of June 2025 by the following vote:

AYES:

NOES:

ABSENT:

Laura Aguilar, City Clerk

EXHIBIT A

CITY OF SIERRA MADRE
GANN APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2025-2026

1. APPROPRIATIONS LIMIT:

Description		Amount
1.1 - Prior Fiscal Year 2024/2025 Appropriations Limit		\$13,696,327
1.2 - Population Factor (e.g., 1.003 for 1.3%)	times	1.003
1.3 - Inflation Factor (Per Capita Income)	times	<u>1.0644</u>
1.4 - Adjustment Factor (1.2 - Population x 1.3 - Inflation)		1.0675932
1.5 - Current Year 2024/2025 Appropriations Limit (1.1) times 1.4		\$14,622,106

**Price and Population Information obtained from the California Department of Finance May 2025 Price Factor and Population Information Memorandum.*

2. APPROPRIATIONS SUBJECT TO LIMITATION:

2.1 Proceeds from Taxes		\$14,361,403
2.2 Exclusions		\$1,060,000
2.3 Appropriations Subject to Limitation		<u>\$13,301,403</u>
2.4 - Amount Under Limit (1.5 - 2.3)		\$1,320,703

A - DEPT	B - Capital Purchase/Projects	C - Fund	D - Account #	E - Carryover from 24/25	F - FY 2025-2026	G- FY 2026-2027	H - FY 2027-2028	I - FY 2028-2029	J - FY 2029-2030
Street Resurfacing or Replacement									
PW	Street Rehabilitation Project	37009 - LOCAL TRANSIT PROGRAM/PROP C	37009.85000.56015	\$249,200	\$249,200	\$208,332	\$208,332	\$208,332	\$208,332
PW	Street Rehabilitation Project	38005 - GAS TAX FUND	38005.83500.56010	\$68,700	\$75,000	\$62,700	\$62,700	\$62,700	\$62,700
PW	Street Rehabilitation Project	38007 - MEASURE R	38007.83500.56010	\$189,000	\$180,000	\$150,480	\$150,480	\$150,480	\$150,480
PW	Street Rehabilitation Project	38012 - MEASURE M	38012.83500.56010	\$214,000	\$225,000	\$188,100	\$188,100	\$188,100	\$188,100
PW	Street Rehabilitation Project	38013 - ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA) established under SB1	38013.83500.56010	\$233,660	\$275,000	\$229,900	\$229,900	\$229,900	\$229,900
PW	Street Rehabilitation Project	34007 - DEVELOPMENT FEES - TRANSPORTATION	34007.83500.56010	\$120,000	\$31,971	\$26,728	\$26,728	\$26,728	\$26,728
PW	Street Rehabilitation Project	40000 - CAPITAL PROJECTS FUND	40000.83500.56010	\$0	\$160,000	\$133,760	\$133,760	\$133,760	\$133,760
Total Street Resurfacing				\$1,074,560	\$1,196,171	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Water System Improvements									
Utilities	Water Main Replacement Project	71000 - WATER ENTERPRISE FUND	71000.81100.56011	\$392,032	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Utilities	Water Lining	71000 - WATER ENTERPRISE FUND	71000.81100.56011	\$110,000	\$0	\$300,000	\$0	\$0	\$0
Utilities	Water Main Plant Generator	71000 - WATER ENTERPRISE FUND	71000.81100.56011	\$380,000	\$0	\$0	\$0	\$0	\$0
Utilities	PRV Upgrades	71000 - WATER ENTERPRISE FUND	71000.81100.56011			\$100,000	\$0	\$0	\$0
Utilities	Auburn Steel Tank Rehabilitation	71000 - WATER ENTERPRISE FUND	71000.81100.56011			\$300,000	\$0	\$0	\$0
Utilities	Main Plant Pump Station	71000 - WATER ENTERPRISE FUND	71000.81100.56011			\$1,500,000	\$0	\$0	\$0
Total Water System Improvements				\$882,032	\$1,500,000	\$3,700,000	\$1,500,000	\$1,500,000	\$1,500,000
WASTEWATER IMPROVEMENTS									
Sewer	Wastewater Infrastructure Repair	34009 - DEVELOPMENT FEES - SEWER	34009.83500.56010	\$158,000	\$51,000	\$0	\$0		
Total Wastewater Improvements				\$158,000	\$51,000	\$0	\$0		
Fleet Replacement									
PW	Tow Behind Air Compressor (Water)	71000 - WATER ENTERPRISE FUND	71000.81100.56011		\$20,000	\$0	\$0	\$0	\$0
PW	Dump Truck	UNFUNDED			\$200,000	\$0	\$0	\$0	\$0
PW	Asphalt Roller	UNFUNDED			\$60,000	\$0	\$0	\$0	\$0
PW	Jetter truck (Sewer)	72000 - SEWER	72000.81200.56007		\$0	\$200,000	\$0	\$0	\$0
PD	Police Captain Vehicle	UNFUNDED			\$55,000	\$0	\$0	\$0	\$0
FIRE	Rescue Ambulance	UNFUNDED			\$0	\$0	\$0	\$0	\$300,000
FIRE	Fire Chief's Vehicle	UNFUNDED			\$100,000	\$0	\$0	\$0	\$0
FIRE	Staff Vehicle	UNFUNDED			\$60,000				
Total Fleet Replacement				\$0	\$495,000	\$200,000	\$0	\$0	\$300,000
Public Safety									
PD	Replace Current Portable Radios	UNFUNDED			\$120,000	\$120,000	\$120,000	\$0	\$0
PD	Replace CAD System	UNFUNDED					\$120,000		
FIRE	Portable Radios	UNFUNDED			\$0	\$270,000	\$0	\$0	\$0
FIRE	Lucas (Lund University Cardiopulmonary Assist System) Device	UNFUNDED			\$0	\$25,000	\$0	\$0	\$0
FIRE	Zoll Monitor	UNFUNDED			\$0	\$0	\$50,000		
Total Public Safety				\$0	\$120,000	\$415,000	\$290,000	\$0	\$0
Planning & Community Preservation									
PLANNING	City-wide Development Standards and Guidelines	UNFUNDED			\$179,000	\$0	\$0	\$0	\$0

A - DEPT	B - Capital Purchase/Projects	C - Fund	D - Account #	E- Carryover from 24/25	F - FY 2025-2026	G- FY 2026-2027	H - FY 2027-2028	I - FY 2028-2029	J - FY 2029-2030
PLANNING	Pre-approved ADU Program	UNFUNDED			\$13,000	\$13,000	\$0	\$0	
PLANNING	Land Management Software and Implementation (Accela 3rd Year)	40000 - CAPITAL PROJECTS FUND	40000.83500.56009	\$6,000	\$107,268				
Total Planning & Community Preservation				\$6,000	\$299,268	\$13,000	\$0	\$0	\$0
Park Improvements									
PW	Sierra Vista Park, Heasley Field	34006 - DEVELOPMENT FEES - QUIMBY	34006.70000.56010		\$0	\$0	\$0	\$0	
PW	Dapper Field Security Lights	60001 - INT SVC FND - FACILITIES MGT	60001.83200.56010		\$5,000	\$0	\$0	\$0	
PW	Playground replacement	UNFUNDED			\$500,000	\$0	\$0	\$0	
PW	Playground replacement	UNFUNDED			\$200,000	\$0	\$0	\$0	
PW	Kersting Ct. Furniture	32012 - DWNTWN LANDSCAPING LIGHTING MAINT DISTRICT	32012.83000.56010		\$100,000	\$0	\$0	\$0	\$0
PW	YMCA Elevator	10000 - GENERAL FUND	10000.83300.56010		\$750,000				
PW	YMCA Pool	10000 - GENERAL FUND	10000.83300.56010		\$150,000				
Total Park Improvements				\$0	\$1,705,000	\$0	\$0	\$0	\$0
Facility Improvements									
PW	Lizzy's Trail Inn & Richardson House	60001 - INT SVC FND - FACILITIES MGT - State Park Grant	60001.83200.56010	\$13,000	\$135,000	\$0	\$0	\$0	
PW	City Hall	UNFUNDED			\$0	\$100,000	\$0	\$0	
PW	New Public Safety Building Improvements	UNFUNDED			\$0	\$0	\$0	\$0	
PW	New Public Safety Building Improvements	UNFUNDED				\$5,000,000	\$5,000,000	\$0	
PW	PS Training area	UNFUNDED			\$0	\$0	\$0	\$100,000	
PW	Fire Station Alerting Upgrades	UNFUNDED			\$30,000	\$0	\$0	\$0	\$0
PW	Public Safety Remodel	UNFUNDED			\$0	\$0	\$500,000	\$0	
PW	Library Project	60001 - INT SVC FND - FACILITIES MGT	60001.83200.56010		\$34,000				
PW	Memorial Park Public Restrooms	60001 - INT SVC FND - FACILITIES MGT	60001.83200.56010		\$50,000	\$0	\$0	\$0	
PW	City Hall ADA Parking Stall (1) resurface and rail -Construction	UNFUNDED			\$100,000				
PW	Active Transportation and Bus Stop Improvement	34007 - DEVELOPMENT FEES - TRANSPORTATION	34007.83500.56010		\$77,847				
Library	Sierra Madre Meaningful Improvements Project	29007 - TARGETED STATE GRANTS- LIBRARY transfer from	29007.90000.56010		\$6,555,000	\$0	\$0	\$0	
CS	Hart Park House Room Addition	UNFUNDED			\$0	\$112,000	\$0	\$0	
Library	Building Forward Grant-Library Improvements / 3940 TRANSFER	90000 - LIBRARY ADMINISTRATION - Building Forward Grant ARPA	29005.90000.56010	\$317,632					
Library	Building Forward Grant-Library Improvements / 3940 TRANSFER	80000 - PUBLIC WORKS ADMINISTRATION - Building Forward Grant ARPA	39010.80000.56010	\$317,632	\$0	\$0	\$0	\$0	
Library	LMIP Furniture, Fixtures, & Equipment	UNFUNDED			\$2,000,000	\$0	\$0	\$0	
Library	Solar Panel Parking Lot	UNFUNDED			\$500,000	\$0	\$0	\$0	
Library	Electric Car Charging Stations	UNFUNDED			\$30,000	\$0	\$0	\$0	
Library	Improved Green Space	UNFUNDED			\$0	\$200,000	\$0	\$0	
PW	City Yard - Mechanics Building Rehabilitation	UNFUNDED			\$0	\$120,000			
PW	City Yard - Resurfacing (Southern section)	UNFUNDED			\$0	\$70,000			
PW	City Yard - South Carport Rehabilitation	UNFUNDED			\$0	\$60,000			

A - DEPT	B - Capital Purchase/Projects	C - Fund	D - Account #	E- Carryover from 24/25	F - FY 2025-2026	G- FY 2026-2027	H - FY 2027-2028	I - FY 2028-2029	J - FY 2029-2030
Total Facility Improvements				\$648,264	\$9,511,847	\$5,662,000	\$5,500,000	\$100,000	\$0
Information and Technology									
IT	242 PD Data Center Refresh	60003 - INT SVC FND - TECHNOLOGY	60003.30000.56009		\$25,000	\$25,000	\$25,000	\$0	\$0
IT	Planning Work Station	60003 - INT SVC FND - TECHNOLOGY	60003.30000.56009		\$0	\$0	\$0	\$0	\$0
IT	Computer Refresh	60003 - INT SVC FND - TECHNOLOGY	60003.30000.56009		\$40,000	\$40,000	\$0	\$0	\$0
IT	Battery Backups	60003 - INT SVC FND - TECHNOLOGY	60003.30000.56009		\$0	\$0	\$0	\$0	\$0
IT	10 Gig Network	60003 - INT SVC FND - TECHNOLOGY	60003.30000.56009		\$20,000	\$0	\$0	\$0	\$0
IT	Cyber Security Initiatives	60003 - INT SVC FND - TECHNOLOGY	60003.30000.56009		\$45,000	\$45,000	\$45,000	\$0	\$0
IT	City Website & Content Management System	39010 - AMERICAN RESCUE PLAN ACT - Building Forward Grant ARPA	39010.80000.56010		\$42,789	\$0	\$0	\$0	\$0
Total Information and Technology				\$0	\$172,789	\$110,000	\$70,000	\$0	\$0
Other Improvements/Purchases									
HR	Compensation Study	60007 - INT SVC FND - PERSONNEL/RISK MGMT	60007.70100.52100	\$80,000					
PW	Downtown City Parking Lot improvements	32012 - DWNTWN LANDSCAPING LIGHTING MAINT DISTRICT - DT Assessment	32012.83000.56010	\$73,500	\$0	\$0	\$0	\$0	\$0
Total Other Improvements				\$153,500	\$0	\$0	\$0	\$0	\$0
TOTAL CAPITAL PURCHASES/PROJECTS				\$2,922,356	\$15,051,075	\$11,100,000	\$8,360,000	\$2,600,000	\$2,800,000

CITY OF SIERRA MADRE

FEE SCHEDULE

FY 2025-2026

Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City of Sierra Madre. Examples of excluded items include, but are not limited to, development impact fees, utility rates and connection fees, fees imposed by and passed through to other agencies, and punitive fines and penalties.

Table of Contents

FEE SCHEDULE	PAGE
Administrative Fees	2
Planning and Zoning Fees	4
Construction Permit Fees	9
Building and Safety Permit Fees	12
Public Facilities Fees	14
Public Works Fees	15
Library Fees	17
Facility Rental Fees	18
Field, Park, Garden Plot, and Banner Fees	19
Film Permit Fees	21
Special Event Fees	23
Police Fees	25
Fire Fees	29
Utilities & Utility Rates	33

Many of the fees listed in the Master Fee Schedule are applied on an hourly basis and are structured to recover the full cost of service for each activity type. The City will apply the following hourly rate against recorded time to determine the fee amount owed by each applicant. Hourly rates from other departments may also apply if staff from those other departments perform work on a specific application or request for service. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application. The City may impose a contract administration fee of 15% on the value of contracted services. For services requested of City staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rate for staff time involved in the service or activity.

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
ADMINISTRATIVE FEES				
Annual Business License Fees				
	New Business License Issuance			
3122	Home Occupation	\$214	\$221	per year
Multiple	Contractor	\$82	\$82	per year
Multiple	30 Day Contractor	\$82	\$82	per year
Multiple	All Other Businesses	\$82	\$82	per year
Multiple	Fixed Place of Business	\$440	\$443	per year
3124	Pre-Issuance Inspection (New Fixed Place)	\$80	\$83	each
Business License Renewal				
	Annual Renewal for All Business License Listed Above	\$82	\$82	per year
License/Permit Fees - Other				
	City Contractor Business License			
CON001	a) New	\$82	\$82	each
CONR01	b) Renewal	\$82	\$82	each
3114	One-Day/Special Event License Fee	\$42	\$43	per event; must have established beginning and ending date and time
3300	SB 1186 DSA Fee	\$4	\$4	Per State, Assembly Bill No.2164
3116	Solicitor Permit	\$82	\$82	per person, per day
Other Fees				
	Reproduction Fees			
COPIES	a) Copying and/or Printing	\$0.25	\$0.26	per page
DVDS	b) Copying Tapes, DVDs, Flash Drive	\$10	\$10	each

Fee Code	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit	
ADMINISTRATIVE FEES				
	Returned Check/ACH Fees a) Returned Check b) Returned ACH Item	\$40; plus bank fees \$40; plus bank fees	\$40; plus bank fees \$40; plus bank fees	each each
ADMIN STAFF	Trash Compactor Message Board Advertisements - 30 day period - Each Additional - 30 day period - Each Additional message board (up to 2 boards)	\$161 \$85 \$85	\$166 \$88 \$88	per 30 days per 30 days each message board
	Utility Bill Inserts/Flyers	\$134	\$138	per month
	Dial-A-Ride Fees			
	a) Dial-A-Ride Inside City (Seniors/Handicapped)	\$0.50	No Fee	one way
	b) Dial-A-Ride Outside City (Seniors/Handicapped)	\$0.50	No Fee	one way
	c) Fixed Route Service - General	\$2	No Fee	one way
	d) Fixed Route Service - Children / Senior (Over 65) / Handicapped	\$1	No Fee	with City ID card
	Other Fees			
	Garage Sale Application	\$20	\$21	per weekend
	Collections	10%	10%	per month; max of 100% of original fee
Credit Card Surcharge	Actual Cost	Actual Cost		
Administrative Services Staff	\$108	\$112	per hour	

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
PLANNING AND ZONING FEES				
Zoning Fees				
Design Review Permit Application:				
DRP001	a) Preliminary/Ministerial/Administrative Design Review Permit	\$3,500	\$3,616	each
DRP005	b) Standard	\$6,150	\$6,353	each
Conditional Use Permit Application:				
CU001	a) Minor	\$3,190	\$3,295	each
CU005	b) Standard	\$5,920	\$6,115	each
Hillside Development Permit Application:				
HDP001	a) Administrative Hillside Development Permit	\$3,500	\$3,616	each
HDP005	b) Standard	\$10,000 Deposit against Actual Cost; plus 15% processing fee	\$10,000 Deposit against Actual Cost; plus 15% processing fee	each
Variance Application:				
VAR001	a) Minor	\$3,500	\$3,616	each
VAR005	b) Standard	\$6,150	\$6,353	each
Accessory Dwelling Unit (Second Unit) Application:				
PZ025	Accessory Dwelling Unit Permit	\$2,246	\$2,320	each
Other				
CU010	Entitlement Modification	75% of Original Filing Fee	75% of Original Filing Fee	each
CU015	Entitlement Extension	\$380	\$393	each
PZ030	Zoning Verification Letter	\$510	\$527	each

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
PLANNING AND ZONING FEES				
APPEAL	Appeals for Administrative Design Review Permit Reduced Fee if successful in the appeal by property owner	\$500	\$500	
APPEAL	Appeal to Planning Commission	75% of Original Filing Fee	75% of Original Filing Fee	each
CU020	Appeals to City Council	50% of Original Filing Fee	50% of Original Filing Fee	each
CU021	Appeals to City Council by Non-Applicant	75% of original filing fee up to \$1,000	75% of original filing fee up to \$1,000	each
NF020	Appeal Associated Noticing Publication and Postage	\$150	\$155	each
FM001	Fire Code Officer/Fire Marshal Review Deposit Requirement	\$546 100% of Estimated Cost and Processing Fee	\$564 100% of Estimated Cost and Processing Fee	each
General Amendments Application:				
PZ001	Zone Change Application	\$10,470	\$10,816	each
PZ005	General Plan Amendment	\$10,470	\$10,816	each
PZ010	Municipal Code Text Amendment	\$9,570	\$9,886	each
MP001	Master Plan	\$14,150	\$14,617	each
SP001	Specific Plan Minor Modification	\$15,680	\$16,197	each
Wireless Facilities Application:				
WIRE MMOD	Minor Modification to Wireless Facilities	\$2,400	\$2,479	each
WIRENEW	New Wireless Facilities	\$5,920	\$6,115	each
WIRESM1-5	New Small Cell Wireless Facilities (1 to 5 Units)	\$500	\$517	each
WIRESM+5	New Small Cell Wireless Facilities (each additional >5)	\$100	\$103	each
WIREAP	Small Cell site annual right-of-way access annual permit renewal Fee (per site)	\$270	\$279	each

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
PLANNING AND ZONING FEES				
	Home Occupation Permits			
PZ015	a) Non-Discretionary	\$100	\$103	each
PZ020	b) Administrative Discretionary Application	\$570	\$589	each
	Environmental Fees (adjusted based State and County Fee)			
EVN030	Fish and Wildlife Fee (State) - EIR Filing	\$3,839	\$4,123.50	Per State
EVN035	Fish and Wildlife Fee (State) - Negative declaration filing	\$2,764	\$2,968.75	Per State
EVN040	Fish and Wildlife Fee (State) - Mitigated Negative declaration filing	\$2,764	\$2,968.75	Per State
EVN045	Fish and Wildlife Fee Exemption	\$75	\$75	Per County
EVN001	Categorical Exemption	\$360	\$372	each
EVN005	Initial Study Review - Negative Declaration	\$3,730	\$3,853	each
EVN010	Initial Study Review - Mitigated Negative Declaration	\$7,260	\$7,500	each
EVN015	Environmental Impact Report	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
EVN020	Geotechnical Report Review	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
EVN025	VMT Screening Review	\$300	\$310	per unit
EVN026	Parking Analysis	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Noticing Fees			
	Noticing Publication and Postage			
NF001	a) Administrative Review Only	\$590	\$609	each
NF005	b) Planning Commission, City Council	\$1,080	\$1,116	each
NF010	Newspaper Noticing	\$650	\$671	each

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
PLANNING AND ZONING FEES				
Sign Permit				
SGN001	a) Temporary	\$690	\$713	each
SGN005	b) Temporary - Admin Review	\$750	\$775	each
SGN010	c) Administrative Review Required	\$750	\$775	each
SGN015	d) Planning Commission Review Required	\$1,440	\$1,488	each
Historic Preservation				
MILL001	Mills Act Application	\$2,340	\$2,417	each
HD001	Historic Landmark Dedication	\$3,500	\$3,616	each
	Certificate of Appropriateness	No Fee Permit	No Fee Permit	
DEM005	Discretionary Demolition Permit Fee	\$1,150	\$1,188	each
Temporary Use Fees				
TU005	Temporary Use Permit: All Other Uses Not Linked to a Special Event or Civic Event	\$460	\$475	each
Water Efficient Landscapes				
WELO PC	a) Water Efficient Landscape Plan Check Fee	\$1,360	\$1,405	each
WELO PERMT	b) Landscape Permit and Inspection Fee	\$940	\$971	each
Copies and Print Services				
OTH030	Copy of General Plan Land Use / Zoning Map (11x17 Size)	\$2	\$2	per page
Other Fees				
OTH005	Request for Public Facilities Fee Reduction/Waiver	\$1,940	\$2,004	each
OTH010	Pre Development Application Review	\$1,430	\$1,477	each
OTH015	Request for Planning Consultation or Letter	\$320	\$331	per request
VACANT	Vacant Property Registration Fee	\$300	\$310	each

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
PLANNING AND ZONING FEES				
Subdivision Fees				
PZ060.1 PZ060	Subdivision Parcel Map/Urban Lot Split Prefiling Subdivision Tract Map Prefiling	New \$10,000 Deposit against Actual Cost; plus 15% processing fee	\$1,477 \$10,000 Deposit against Actual Cost; plus 15% processing fee	each
PZ055.1 PZ055	Parcel Map - Urban Lot Split Parcel Map - Tentative/Vesting Tentative	New \$8,220	\$6,053 \$8,491	each each
PZ050	Tract Map - Tentative/Vesting Tentative	Actual Cost + 15%	Actual Cost + 15%	each
PZ070	Final Parcel Map Review, subdivision resulting into 4 parcels or less Final Tract Map Review, subdivision resulting into more than 4 parcels	\$5,780 Actual Cost + 15%	\$5,971 Actual Cost + 15%	each each
PZ075	Map Extension	\$1,260	\$1,302	each
PZ080	Map Amendment	\$7,640	\$7,892	each
PZ035	Lot Line adjustment application and review	\$5,860	\$6,053	each
PZ040	Lot Merger application and review Deposit Requirement	\$2,740 100% of Estimated Cost and processing fee	\$2,830 100% of Estimated Cost and processing fee	each each
STAFF HOURLY RATE				
DEVSTAFF PWSTAFF	Planning & Community Preservation Staff Public Works Engineering Staff DEPOSIT REQUIREMENTS	\$248 \$221 Deposits will be required to begin work; based upon estimated time to complete project	\$256 \$228 Deposits will be required to begin work; based upon estimated time to complete project	per hour per hour

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
CONSTRUCTION FEES				
PC001	Building Plan Check Fees Building Plan Check service includes review of the initial building plan submittal (1st review), and up to two additional submittals of building plan revisions (2nd and 3rd reviews).			
PC002	Plan Check (Valuation \$1 to \$4,000) Base Fee	\$847.00	\$874.95	each
PC003	Plan Check (Valuation \$4,001 to \$12,000) Base Fee (first \$4,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$4,000, up to and including \$12,000)	\$1,463.15 to \$1,639.20 \$1,438.00 \$25.15	\$1,510.98 to \$1,692.84 \$1,485.00 \$25.98	each
PC003.4	Plan Check (Valuation 12,000 to 25,000) Base Fee (first \$12,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$12,000, up to and including \$25,000)	\$1,664.15 to \$1,965.95 \$1,639.00 \$25.15	\$1,718.98 to \$2,030.74 \$1,693.00 \$25.98	each
PC003.5	Plan Check (Valuation \$25,001 to \$50,000) Base Fee (first \$25,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$25,000, up to and including \$50,000)	\$2,199.15 to \$2,802.75 \$2,174.00 \$25.15	2,271.98 to \$2,895.50 \$2,246.00 \$25.98	each
PC004	Plan Check (Valuation \$50,001 to \$100,000) Base Fee (first \$50,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$50,000, up to and including \$100,000)	\$2,998.44 to \$4,392.00 \$2,970.00 \$28.44	\$3,067.00 to \$4,488.00 \$3,038.00 \$29.00	each
PC004.5	Plan Check (Valuation \$100,001 and Up) Base Fee (first \$100,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$100,000, no limit)	\$4,411.51 and up \$4,391.00 \$20.51	\$4,557.19 and up \$4,536.00 \$21.19	each
Valuation to reflect the Building Permit valuation, based on current International Code Council (ICC)				
PC005	Plan Check after 3rd Review	Actual Cost ; plus 15% processing fee	Actual Cost ; plus 15% processing fee	per hour
PC007	Over the Counter Plan Check Minimum fee (2 hours of review) Review beyond 2 hours	\$597.00 \$298.50	\$616.70 \$308.35	each per hour
PC007.5	Plan Check Revision Fee (for building plans that have been approved and while a project is under construction)	Actual Cost ; plus 15% processing fee	Actual Cost ; plus 15% processing fee	Per 30 min.

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
CONSTRUCTION FEES				
PC008	Expedited Building Plan Check	150% of the Plan Check Fee	50% additional of the Plan Check Fee	
FPC001	Fire Safety Plan Check	\$546.00	\$564.02	each
New	Expedited Fire Safety Plan Check		50% additional of the Fire Safety Plan Check Fee	each
BP001	Building Permit Fees			
	Building Permits include inspection services necessary for each construction project. Additional fees may apply for re-inspections and missed inspections. a) No permit is required for the repair of a lightweight material fence. b) A building permit is required for the construction of a new lightweight material fence of any height; minimum permit fee applies. c) A building permit is required for the construction of a wall or fence of any height that requires foundation work including post and/or pilaster footing, mortar and/grout; permit fee is calculated based on the valuation.			
	Permit (Valuation \$1 to \$4,000) Base Fee	\$437.00	\$451.42	each
BP002	Permit (Valuation \$4,001 to \$25,000) Base Fee (first \$4,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$4,000, up to and including \$25,000)	\$877.02 to \$1,917.42 \$825.00 \$52.02	\$905.74 to \$1,980.54 \$852.00 \$53.74	each
BP003	Permit (Valuation \$25,001 to \$50,000) Base Fee (first \$25,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$25,000, up to and including \$50,000)	\$2,117.37 to \$2,846.25 \$2,087.00 \$30.37	\$2,187.37 to \$2,940.25 \$2,156.00 \$31.37	each
BP004	Permit (Valuation \$50,001 to \$100,000) Base Fee (first \$50,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$50,000, up to and including \$100,000)	\$2,894.37 to \$4,382.50 \$2,864.00 \$30.37	\$2,990.37 to \$4,527.50 \$2,959.00 \$31.37	each
BP005	Permit (Valuation \$100,001 and Up) Base Fee (first \$100,000) Additional (for each \$1,000 or fraction thereof of the Valuation beyond \$100,000, no limit)	\$4,403.47 and up \$4,382.00 \$21.47	\$4,549.18 and up \$4,527.00 \$22.18	each

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
CONSTRUCTION FEES				
Building Permit valuation based on current International Code Council (ICC)				
	State Mandated Fees			
BP009	California Strong Motion Instrumentation Program (SMIP) Fee a) Residential	Valuation Amount X 0.0001	Valuation Amount X 0.0001	per permit
BP010	b) Commercial	Valuation Amount X 0.00028	Valuation Amount X 0.0001	per permit
BP015	Building Standards Administration Special Revolving Fund Fee (BSASRF) Per State Senate Bill No. 1473 Permit Valuation: \$1-25,000 \$25,001-50,000 \$50,001-75,000 \$75,001-100,000	\$1 \$2 \$3 \$5	\$1 \$2 \$3 \$4	per permit
BP016	Every \$25,000 or fraction thereof above \$100,000	Add \$3	Add \$1	
BP020	Division of the State Architect Construction-Related Accessibility Program Fee (State Senate Bill No. 1186)	\$4	\$4	per permit, per State
	Miscellaneous New Construction Fees			
PC020	Modification to Plan Check or Permit	Actual Cost ; plus 15% processing fee	Actual Cost ; plus 15% processing fee	each
PC026	90-Day Extension of Plan Check or Permit	\$287.00	\$296.47	each
OC001	Certificate of Occupancy/Temporary C of O	\$266.00	\$274.78	each
	General Plan Update Fee	Building Permit Fee Amount X 0.024	Building Permit Fee Amount X 0.024	per permit
	STAFF HOURLY RATE			
DEVSTAFF	Planning & Community Preservation Staff	\$248.00	\$256.18	per hour
PWSTAFF	Public Works Engineering Staff	\$221.00	\$228.29	per hour
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
Building and Safety Fees				
<u>Mechanical, Plumbing, and Electrical</u>				
ELE001/MEC001/ PLB001	<p>Mechanical, Plumbing, and Electrical Permits are each separate Building Permit Categories in which multiple inspections may occur. Inspections Bundle fees are based on number of inspections within a given Building Permit Category.</p> <p>(1) Includes air handling units, compressors, boilers, forced air units, furnaces, hoods, fans, vents, bathtubs, dishwashers, drinking fountains, laundry tubs, lawn sprinklers, piping alterations, showers, sinks, toilets, vac breakers, washbasins, water heaters, water softeners, home appliances, heating appliances, branch circuits, motors and AC units, outlets and fixtures.</p> <p>(2) When calculating fees, each ten branch circuits shall be considered one item, and each twenty outlets or fixtures shall be considered one item.</p>			
ELE001/MEC001/ PLB001	a) 1 - 5 Items/Fixtures	\$380	\$393	each
ELE001/MEC001/ PLB001	b) 6 - 10 Items/Fixtures	\$680	\$702	each
ELE001/MEC001/ PLB001	c) 11 - 15 Items/Fixtures	\$979	\$1,011	each
ELE001/MEC001/ PLB001	d) 16 - 20 Items/Fixtures	\$1,279	\$1,321	each
ELE001/MEC001/ PLB001	e) 21 - 25 Items/Fixtures	\$1,578	\$1,630	each
ELE001/MEC001/ PLB001	f) 26 or More Items/Fixtures	\$1,878	\$1,940	each
<u>Other Plumbing Permits/Inspections</u>				
Pool Related Inspections:				
PLB005	a) Swimming Pool Piping	\$639	\$660	each
PLB010	b) P-Trap for Pool	\$340	\$351	each
Sewer/Septic Related Inspections:				
PLB015	a) House Sewer Connecting To Public Sewer	\$340	\$351	each
PLB020	b) All Other Sewer/Septic Inspections	\$639	\$660	each
PLB025	Full Water Piping System	\$639	\$660	each
FSP001	13D Fire Sprinkler Permit/Inspection	\$886	\$915	each
<u>Other Electrical Permits/Inspections</u>				
ELE020	Motors & AC Units - (Over 10HP)	\$340	\$351	each, plus \$12 per branch

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
ELE030	Service Panel Upgrade	\$340	\$351	each
ELE035	Solar	\$450	\$450	Per State. Assembly Bill No.1414
	Solar over 15 kW	\$450 plus \$15/kW over 15kW	\$450 plus \$15/kW over 15kW	Per State. Assembly Bill No.1414
ELE045	Non-SFR Electrical EV Charging Station Plan Check Fee	\$614	\$634	each
ELE040	Temporary Power Pole	\$190	\$196	each
	Other			
BI001	Building Special Inspection (Pre-Inspection)	\$520	\$537	each
CODE001	Code Case Inspection	\$422	\$436	each
BP030	Request for Re-Inspection (no show or additoinal inspection)	\$190	\$196	
	Field Consultation - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Office Consultation - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Correspondence request - Per hour after first 15min - in 15 min increments	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Request for City Council or Commission Action	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Public Works Administrative Plan Review	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
OTH040	Consulting and Field Inspection Request	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	
DEM001	Demolition Permit Fee	\$284	\$293	each
CODEENF	Commencing Work Without a Permit	Double Fee	Double Fee	each
	Impound of shared mobile devices	\$153	\$158	each
	STAFF HOURLY RATE			
DEVSTAFF	Planning & Community Preservation Staff	\$248	\$256	per hour
PWSTAFF	Public Works Engineering Staff	\$221	\$228	per hour
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	

2025-2026 PUBLIC FACILITIES FEE RATE SCHEDULE

Land Use	General Government	Library	Public Safety	Parks (Quimby)	Traffic	Water	Sewer	TOTAL
<i>Residential</i>								
Single Family	\$3,790.91	\$2,194.63	\$2,964.53	\$19,826.97	\$7,765.92	\$18,153.27	\$20,843.74	\$75,539.98
Multi Family	\$2,361.99	\$1,368.24	\$1,847.34	\$12,360.22	\$6,211.49	\$7,539.98	\$5,190.54	\$36,879.80
<i>Nonresidential</i>								
Commercial	\$918.44	\$0.00	\$714.67	\$0.00	\$19,295.58	\$4,811.86	\$4,261.64	\$30,002.19
Office	\$1,221.79	\$0.00	\$954.01	\$0.00	\$17,027.73	\$4,811.86	\$4,261.64	\$28,277.03
Industrial	\$613.00	\$0.00	\$477.00	\$0.00	\$6,219.86	\$4,001.80	\$3,550.31	\$14,861.97

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
PUBLIC WORKS FEES				
<u>PUBLIC WORKS FEES FOR GRADING/DRAINAGE/LID PLANS</u>				
<u>Refundable Bond Deposit</u>				
GRD020	a) < 1,000 Square Feet	\$2,405	\$2,484	per permit
GRD025	b) > 1,000 Square Feet	\$4,811	\$4,970	per permit
<u>Grading Plan Check/Inspection</u>				
GRD026	Grading Plan Check/Inspection	\$218	\$225	per request
GRD011	Plan Check and Inspection fee < 1,000 Square Feet	\$244	\$252	per hour
GRD010	Plan Check and Inspection fee > 1,000 Square Feet	\$244	\$252	per hour
GRD005	Grading Permit	\$40	\$41	per permit
GRD015	Drainage only < 500SF upon reported concerns	\$315	\$325	per permit
<u>Street/Curb/Pavement/Drive Way Fees</u>				
SC001	Preliminary Project Review	\$186	\$192	per project
SC005	Curb Drain/Parkway Culvert	\$186	\$192	per permit
SC010	Driveway Approach	\$315	\$325	per permit
SC020	Curb and Gutter	\$315	\$325	per permit
<u>Excavation</u>				
SC025	Paved	\$238	\$246	per permit
SC030	Unpaved	\$212	\$219	per permit
SC040	Sidewalk Improvement	\$181	\$187	per permit
<u>Street/Address Assignments</u>				
ADDRESS002	Street Name assignment or change	\$380	\$393	per request
ADDRESS001	Street Address assignment or change	\$115	\$119	per request
<u>Public Improvement Inspection Fees</u>				
	Public Improvement Inspection (Project Valuation)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per project
	Continuous Inspection (Contract)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per project
	Public Improvement Inspection Deposit	\$10,000 deposit against costs	\$10,000 deposit against costs	per project
	Improvement Construction - Plan Check	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per project

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
PUBLIC WORKS FEES				
PI010	Extension Fee Review of Project Extension Request	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per request
	Encroachment Fees			
EN001	Crane Operation/Lane Blockage	\$149	\$154	per permit
EN005	Fence or Wall	\$115	\$119	per permit
EN010	Irrigation	\$115	\$119	per permit
EN015	Lighting or Minor Structures	\$57	\$59	per permit
EN020	Material Storage	\$57	\$59	per permit
EN025	Oversize Load	\$57	\$59	per permit
EN030	Scaffolding	\$329	\$340	per permit
EN035	Standard/Enhanced Sidewalk Dining	\$173	\$179	per permit
EN036	Street Patios Permit	\$8	\$8	per square foot
EN040	Sidewalk Sale	\$9	\$9	per permit
EN045	Street Closure	\$302	\$312	per permit
EN050	Sign	\$57	\$59	per permit
EN055	Trash Bin/Temporary Storage	\$57	\$59	per permit
	Tree Fees			
LS010	Commission Review	\$173	\$179	each
ST006	Tree Replacement/Mitigation	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Other			
FOG001	FOG permit Annual Inspection	\$347	\$358	annually
FOG005	FOG Reinspection Fee	\$115	\$119	per permit
FOG010	Sewer Cleaning Fee	\$443	\$458	annually
NPD001	NPDES Illicit Discharge Response Fee	\$311	\$321	each
	DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	
PWSTAFF	STAFF HOURLY RATE Public Works Engineering Staff	\$169	\$175	per hour

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
LIBRARY FEES			
Miscellaneous			
Flash Drive Purchase	\$4	\$4	each
Photocopies (Black and White)	\$0.10	\$0.10	each
Photocopies (Color)	\$0.20	\$0.20	each
Material Replacement			
Container Replacement - Covers, CD, DVD, Tapes	\$2	\$2	each
Replacement of Materials Fee	\$1	\$1	
a) Administrative Processing Fee (non-periodical)	\$5	\$5	each
b) Material Replacement Cost			
Periodicals - Adult collection	\$5	\$5	each
Periodicals - Children and Young Adult collection	\$3	\$3	each
c) Hardcover - Fiction	cost of item	Cost of Item	each
All Other Materials	Cost of Item+Admin Fee	Cost of Item+Admin Fee	each
Damaged Materials			
Damaged Pages or Parts	\$1	\$1	each
Archival Fees			
Reproduction Fee - Scanned Digital Image	\$5	\$5	each
Archival Use			
a) Books, Catalogues, Periodicals:			
i) For-Profit	\$64	\$66	per image
ii) Non-Profit	\$15	\$15	per image
b) Film, Video, TV, Digital Media, Online Use:			
i) For-Profit	\$90	\$93	per image
ii) Non-Profit	\$22	\$23	per image
c) Slide Show/Display Image:			
i) For-Profit	\$25	\$26	per image
ii) Non-Profit	\$5	\$5	per image
d) Loan Processing (Repositories or Institutions)	\$32	\$33	per loan processed
STAFF HOURLY RATE			
Library Staff - Full-Time	\$140	\$145	per hour
Library Staff - Part-Time	\$65	\$67	per hour

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FACILITY RENTAL FEES ***			
Hart Park House			
A) Daily Rental			
Private flat rate	\$254	\$262	
Private <2 hour block	\$96	\$99	
Non profit flat rate	\$192	\$198	
Non profit <2 hour block	\$96	\$99	
B) Continual Use			
1) Non Profit (Monthly)	\$307	\$317	annually
2) All Others (Weekly)	\$1,275	\$1,317	annually
City Council Chambers:			
Private flat rate	\$254	\$262	
Private <2 hour block	\$96	\$99	
Non profit flat rate	\$192	\$198	
Non profit <2 hour block	\$96	\$99	
EMT (If Required/Requested)	\$101	\$104	per hour
Facility Attendant (if required/requested) - Required for opening/closing facilities	\$108	\$112	per hour
Security Deposit	\$287	\$296	per rental; refundable, less damages
Elected Representative (For Official Business)	Fees Waived	Fees Waived	
Cancellation Fee:			
A) Cancellation 30 or More Days Prior to Event	15% of deposit retained	15% of deposit retained	each
B) Cancellation Less than 30 Days Prior to Event	50% of deposit retained	50% of deposit retained	each
Recreation Staff - Full Time	\$102	\$114	per hour
Recreation Staff - Part Time	\$28	\$32	per hour
Public Works Maintenance Staff	\$100	\$103	per hour

*** Fees for Leagues and Other Organizations requesting frequent use of fields or parks may be subject to Special Use Agreements negotiated at terms and rates not included in this schedule.

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***			
Field Rental Fees			
Ball Field - Lighted field			
A) Local Organization/Non-Profit - 2 Hour Minimum	\$64	\$66	per hour
B) Private Group/Individuals - 2 Hour Minimum	\$113	\$117	per hour
Ball Field, basketball, tennis courts, etc. - lighted			
A) Local Organization/Non-Profit 2 Hour Minimum	\$38	\$39	per hour
B) Private Group/Individuals 2 Hour Minimum	\$69	\$71	per hour
Basketball, Tennis, Volleyball Courts (no minimum, lights or no lights)	\$20	\$21	per hour
Park Rental Fees			
Park Rental			
A) 1 - 100 People:			
1) Local Organization/Non-Profit	\$64	\$66	per day
2) Private Group/Individuals	\$115	\$119	per day
B) More than 100 People:			
1) Local Organization/Non-Profit	\$254	\$262	per day
2) Private Group/Individuals	\$382	\$395	per day
EMT - if requested/required	\$159	\$164	per hour

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER FEES ***			
Community Garden Plot Fees			
Community Garden Plot Quarterly Rental - half plot	\$45	\$46	per quarter
Banner Fees			
Downtown District Street Light Pole Banners - Per Sign Banner Hanging - Per Week			
Banner Hanging and Removal - Non-Profit Groups Only	\$286	\$295	per week
Downtown District Street Light Pole Banner Hanging and Removal	\$1,696	\$1,752	per request
STAFF HOURLY RATE			
Recreation Staff - Full Time	\$110	\$114	per hour
Recreation Staff - Part Time	\$30	\$32	per hour
Public Works Maintenance Staff	\$100	\$103	per hour

*** Fees for Leagues and Other Organizations requesting frequent use of fields or parks may be subject to Special Use Agreements negotiated at terms and rates not included in this schedule.

(1) Outside materials may include, but are not limited to, straw/hay bales, ponies, sound systems, bounce houses, etc.

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FILM PERMIT FEES (1)(2)			
Still Photography *** (More than Two Cast and Crew)	\$344	\$355	per day
Small Film Productions *** (Between 6 and 50 Cast and Crew):			
A) First Day	\$1,148	\$1,186	per day
B) Each Additional Day	\$861	\$889	per day
-Nonprofit/Student			
A) First Day	\$500	\$517	per day
B) Each Additional Day	\$250	\$258	per day
Any Production Requiring More than Forty Hours of City Staff Time	Fully burdened hourly rate for all staff time	Fully burdened hourly rate for all staff time	per hour
Use of City Facilities	\$631	\$652	per day
Use of City Parking Stalls	\$17	\$18	per stall, per day
Refundable Deposit	\$2,386 against cost	\$2,465 against cost	

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FILM PERMIT FEES (1)(2)			
Violation of Hour Restrictions:			
Per production vehicle	\$1,346	\$1,390	per hour
Per personal vehicle	\$674	\$696	per hour
Film Monitor	\$225	\$232	per hour
Police Personnel	\$277	\$286	per hour
Fire Personnel	\$277	\$286	per hour
Cigarette Butts and Debris Pickup	\$8	\$8	
STAFF HOURLY RATE			
Recreation Staff - Full-Time/Film Monitor	\$102	\$105	per hour
Fire Staff	\$125	\$129	per hour
Police Staff	\$125	\$129	per hour
Public Works Engineering Staff	\$169	\$175	per hour
Public Works Maintenance Staff	\$94	\$97	per hour
DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	
<p>(1) Fees shown do not include fees required for traffic, fire, and police safety services provided by the City. Fees for these services will be billed at the fully-burdened hourly rates shown in this fee schedule. The City Manager, or the City Manager's designee shall provide the hourly rates for assistance from staff not represented via the fully-burdened hourly rates in this fee schedule.</p> <p>(2) Fees shown do not include business licensing, encroachment fees, or temporary use permit fees that may apply.</p> <p>*** Separate fee applies for productions anticipated to require more than forty hours of City Staff time.</p>			

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
SPECIAL EVENT FEES			
Refund or Transfer of Recreation Program Fee	\$25	\$26	per request
Special Events			
Mt. Wilson Trail Race - Adult+shirt	\$80	\$80	per participant
Mt. Wilson Trail Race - Youth+shirt	\$45	\$45	per participant
Mt. Wilson Trail Race 5K - Adult+shirt	NEW	\$50	per participant
Mt. Wilson Trail Race 5K - Youth+shirt	NEW	\$40	per participant
Fourth of July - Parade Entry (Non Profit)	\$31	\$32	each
Fourth of July - Parade Entry (Private)	\$31	\$32	each
Summer/ Seasonal Movie Series - Recommended Sponsorship	\$990	\$1,023	each
Concerts in the Park - Recommended Sponsorship	\$1,237	\$1,500	each
Community Bike Ride - Adult+tshirt	\$15	\$15	per participant
Community Bike Ride - Youth+tshirt	\$10	\$10	per participant
Recreation Leisure Excursions	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per participant

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
SPECIAL EVENT FEES			
Special Event Permit Fee			
Local Non-profit: 1-100 people	\$72	\$74	
Private Group/Individuals: 1-100 people	\$141	\$146	
Local Non-profit: More than 100 people	\$279	\$288	
Private Group/Individuals: More than 100 people	\$555	\$573	
Community classes			
Registration	NEW	Actual Cost; plus 15% processing fee	per participant
STAFF HOURLY RATE			
Recreation Staff - Full-Time	\$110	\$114	per hour
Recreation Staff - Part-Time	\$31	\$32	per hour
Fire Staff	\$160	\$165	per hour
Police Staff	\$195	\$201	per hour
Public Works Engineering Staff	\$220	\$227	per hour
Public Works Maintenance Staff	\$100	\$103	per hour
DEPOSIT REQUIREMENTS	Deposits will be required to begin work; based upon estimated time to complete project	Deposits will be required to begin work; based upon estimated time to complete project	

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
POLICE FEES			
Vehicle Related Fees			
Vehicle Release (Abandoned, Stored, Misc.) (1)	\$195.80	\$202.26	each
Vehicle Release (D.U.I. - Driver Arrested) (1)	\$620.40	\$640.87	each
Vehicle Release (Repossession)	\$28.60	\$29.54	each
Citation Sign-off (Onsite)	\$22	\$22.73	each
Report Fees			
Crime Report	\$25	\$26	each
Non-Crime	\$20	\$21	each
Traffic	\$35	\$36	each
All Other Copies	\$1	\$1	per page
Fingerprinting and Letter Services			
Livescan Fingerprinting	\$53.90	\$55.68	each
Ink Fingerprinting (per card)	\$36.30	\$37.50	per card
Clearance Letter	\$28.89	\$29.84	each
Sign Fees			
Illegal Sign Removal Fee (Release Of Property)	\$80.30	\$82.95	each
a) Residential	\$40.70	\$42.04	
b) Commercial	\$68.20	\$70.45	
Response Due To False Alarm:			
a) First False Alarm Response	\$0	\$0	per response
b) Two False Alarm Responses	\$100	\$103	per response
b) Third or More Responses	\$187	\$193	per response
Response Due To Loud Party Disturbance:			
a) First Response	\$0	\$0	per response
b) Each Additional Response	billed hourly with 2 hour min; plus 15% administration cost	billed hourly with 2 hour min; plus 15% administration cost	per response

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
POLICE FEES			
Emergency D.U.I. Response Fees			
Emergency Response To D.U.I. Related Collision (up to a \$1,000 max)	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per hour
Overnight Parking Permit Fees			
Annual Permit	\$119	\$123	per permit
Nightly	\$7.70	\$7.95	per night
Permit Sticker Transfer or New Sticker	\$20	\$21	per sticker
Carry of a Concealed Weapon License			
Initial Application Fee (non-refundable set by the State of California)	\$120	\$124	per permit
Carry of a Concealed Weapon Permit - Investigation	\$600	\$620	per permit
Carry of a Concealed Weapon Permit - Renewal	new	\$550	per permit
Amendments to Application Fee	\$10	\$10	per permit
Replacement Card Fee	\$15	\$20	per card
Other Fees			
Administrative Citation First Offense	\$100	\$100	each
Administrative Citation Second Offense	\$200	\$200	each
Administrative Citation Third or more offense	\$500	\$500	each
Off-Site Vehicle inspection fee	\$82	\$85	each
On-Site Vehicle inspection fee	\$40	\$41	each
Notice of City Code violation	\$77	\$100	each
LA County / Pasadena booking Fee	Actual Cost plus 20% Administrative fee	Actual Cost plus 20% Administrative fee	each
STAFF HOURLY RATE			
Patrol Staff	\$159	\$164	per hour
Dispatch/Records Staff	\$91	\$94	per hour
Code Enforcement Staff	\$120	\$124	per hour
Outside Court Subpoena (per employee per request)	Set by State	Set by State	Set by State

City of Sierra Madre Parking Bail Schedule

Unless otherwise specified in the following schedule (or as mandated by law), the fine for any parking violation within the City of Sierra Madre is \$100.00, with a delinquent fine of \$25.00 added to the total violation fine. Additionally, if a DMV hold is placed on the vehicle's registration due to unpaid fines, a \$15.00 assessment fee will be added to the total violation fee.

Vehicle Code

Violation Code	Description	Within 21 Days	In Excess of 21 Days	DMV Hold
4000(a)(1)	EXPIRED REG (CORRECTABLE)	\$100.00	\$125.00	\$140.00
4152.5	FOREIGN REG (CORRECTABLE)	\$100.00	\$125.00	\$140.00
4457	DAMAGED LIC PLATE (CORRECTABLE)	\$100.00	\$125.00	\$140.00
5200(a)	MISSING LIC PLATE (CORRECTABLE)	\$100.00	\$125.00	\$140.00
5201	LIC PLATES REQ (CORRECTABLE)	\$100.00	\$125.00	\$140.00
5204(a)	REG TABS REQ (CORRECTABLE)	\$100.00	\$125.00	\$140.00
21461(a)	DISOBEDIENCE TO SIGNS	\$100.00	\$125.00	\$140.00
22500(a)	PARKED IN AN INTERSECTION	\$100.00	\$125.00	\$140.00
22500(b)	PARKING IN A CROSSWALK	\$100.00	\$125.00	\$140.00
22500(c)	NO PARKING SAFETY ZONE	\$100.00	\$125.00	\$140.00
22500(d)	NO PARKING 15 FEET FIRE STATION DRIVEWAY	\$100.00	\$125.00	\$140.00
22500(e)	BLOCKING DRIVEWAY	\$100.00	\$125.00	\$140.00
22500(f)	PARKING ON SIDEWALK	\$100.00	\$125.00	\$140.00
22500(g)	OPPOSITE SIDE OF STREET	\$100.00	\$125.00	\$140.00
22500(h)	DOUBLE PARKING	\$100.00	\$125.00	\$140.00
22500(i)	BUS LOADING ZONE	\$100.00	\$125.00	\$140.00
22500(k)	PARKED ON BRIDGE	\$100.00	\$125.00	\$140.00
22500(l)	NO PARKING CURB FOR WHEELCHAIR ACCESS	\$300.00	\$325.00	\$340.00
22500.1	PARKED IN A FIRE LANE	\$100.00	\$125.00	\$140.00
22502(a)	MORE THAN 18 IN FROM THE CURB/WRONG WAY	\$100.00	\$125.00	\$140.00
22505(a)(1)	VEHICLE LEFT PARKED OR STANDING	\$100.00	\$125.00	\$140.00
22507.8(a)	PARKING IN DISABLED SPACE	\$300.00	\$325.00	\$340.00
22507.8(b)	BLOCKING ACCESS TO DISABLED PERSON PARKING SPACE	\$300.00	\$325.00	\$340.00
22507.8(c)(1)	PARKING ON LINES OF DISABLED PARKING STALLS	\$300.00	\$325.00	\$340.00
22507.8(c)(2)	PARKING IN AREA MARKED WITH CROSSHATCH LINES BY DISABLED PERSON PARKING STALL	\$300.00	\$325.00	\$340.00
22514	PARK WITHIN 15 FEET OF A FIRE HYDRANT	\$100.00	\$125.00	\$140.00
22515(a)	FAILURE TO SET PARKING BRAKE	\$100.00	\$125.00	\$140.00
22517	PARKING UNLAWFULLY, DOOR LEFT OPEN	\$100.00	\$125.00	\$140.00
22523(a)	PARKED OVER 72 HRS	\$100.00	\$125.00	\$140.00
26708.5	FRONT TINTED WINDOWS (CORRECTABLE)	\$100.00	\$125.00	\$140.00
26709(a)	NO DRIVERS MIRROR (CORRECTABLE)	\$100.00	\$125.00	\$140.00
26710	DEFECTIVE WINDSHIELD (CORRECTABLE)	\$100.00	\$125.00	\$140.00
27155	NO FUEL CAP (CORRECTABLE)	\$100.00	\$125.00	\$140.00
27465(b)	BALD TIRES (CORRECTABLE)	\$100.00	\$125.00	\$140.00
27150(a)	DEFECTIVE MUFFLER (CORRECTABLE)	\$100.00	\$125.00	\$140.00

Correctable violations will incur a reduced fee to \$10.00 if proof of correction and payment are submitted within 21 days of citation issuance.

City of Sierra Madre Parking Bail Schedule

Unless otherwise specified in the following schedule (or as mandated by law), the fine for any parking violation within the City of Sierra Madre is \$100.00, with a delinquent fine of \$25.00 added to the total violation fine. Additionally, if a DMV hold is placed on the vehicle's registration due to unpaid fines, a \$15.00 assessment fee will be added to the total violation fee.

Municipal Code

Violation Code	Description	Within 21 Days	In Excess of 21 Days	DMV Hold
10.24.20	STOPPING/STANDING IN PARKWAYS PROHIBITED	\$100.00	\$125.00	\$140.00
10.24.30	CITY TO MAINTAIN RSTRCTD PRKG/STPG AREAS	\$100.00	\$125.00	\$140.00
10.24.40	NO PARKING AREAS	\$100.00	\$125.00	\$140.00
10.24.50	PARKED ON STREET OVER 72 HOURS	\$100.00	\$125.00	\$140.00
10.24.60	PARKING FOR DEMONSTRATION	\$100.00	\$125.00	\$140.00
10.24.70	REPAIRING/GREASING VEHICLES ON PUBLIC STREET	\$100.00	\$125.00	\$140.00
10.24.80	PARKING PROHIBITED ON NARROW STREET	\$100.00	\$125.00	\$140.00
10.24.90	PARKING ON A 3% GRADE, WHEELS NOT TURNED	\$100.00	\$125.00	\$140.00
10.24.100	UNLAWFUL PARKING BY PEDDLERS AND VENDORS	\$100.00	\$125.00	\$140.00
10.24.110	EMERGENCY PARKING SIGNS	\$100.00	\$125.00	\$140.00
10.24.120	WRNING DEVICES DISPLYD-COMM VEH DISABLED	\$100.00	\$125.00	\$140.00
10.24.130	TWENTY MINUTE PARKING	\$100.00	\$125.00	\$140.00
10.24.130(B)	PARKING IN GREEN ZONE	\$100.00	\$125.00	\$140.00
10.24.140	ONE-HOUR PARKING	\$100.00	\$125.00	\$140.00
10.24.150	TWO-HOUR PARKING	\$100.00	\$125.00	\$140.00
10.24.155	THREE-HOUR PARKING	\$100.00	\$125.00	\$140.00
10.24.160	PARALLEL PARKING	\$100.00	\$125.00	\$140.00
10.24.170	DIAGONAL PARKING	\$100.00	\$125.00	\$140.00
10.24.180	PARKING SPACE MARKINGS	\$100.00	\$125.00	\$140.00
10.24.190	NO STOPPING ZONES	\$100.00	\$125.00	\$140.00
10.24.210	NO PARKING ANYTIME	\$100.00	\$125.00	\$140.00
10.24.220	PARKING RESTRICTIONS ON MUNICIPAL LOTS	\$100.00	\$125.00	\$140.00
10.24.230(A)	NO OVERNIGHT PARKING (2AM-5AM)	\$100.00	\$125.00	\$140.00
10.24.250(A)	PARKING IN A RED ZONE	\$100.00	\$125.00	\$140.00
10.24.250(B)	PARKING IN A YELLOW ZONE	\$100.00	\$125.00	\$140.00
10.24.250(C)	PARKING IN A WHITE CURB	\$100.00	\$125.00	\$140.00
10.24.260	EFFECT OF PERMISSION TO LOAD OR UNLOAD	\$100.00	\$125.00	\$140.00
10.24.270	STANDING OR LOADING OR UNLOADING ONLY	\$100.00	\$125.00	\$140.00
10.24.280	STANDING IN PASSANGER LOADING ZONE	\$100.00	\$125.00	\$140.00
10.24.290	STANDING IN AN ALLEY	\$100.00	\$125.00	\$140.00
10.24.300	COACH ZONES TO BE ESTABLISHED	\$100.00	\$125.00	\$140.00
10.24.310	PRKNG COMMERCIAL VEH IN RES DISTRICTS	\$100.00	\$125.00	\$140.00
10.24.320	NO PARKING ON CITY PROPERTY / SIGNS POSTED	\$100.00	\$125.00	\$140.00
10.24.330	BICYCLE PARKING ZONE	\$100.00	\$125.00	\$140.00
10.24.340	TAXI CAB STANDS TO BE ESTABLISHED	\$100.00	\$125.00	\$140.00
10.24.350(C)	REMOVAL OF IGNITION KEYS BY POLICE	\$100.00	\$125.00	\$140.00
10.24.360	PARKING ON PRIVATE PROPERTY PROHIBITED	\$100.00	\$125.00	\$140.00

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FIRE FEES				
	EMS/Paramedic Fees			
EMS01	Paramedic Subscription-Single Resident Household	\$89	\$89	per person
	Paramedic Subscription-2 Member Household	NEW	\$71	per person
	Paramedic Subscription-3 Member Household	NEW	\$57	per person;each additional member \$18, cap at 5 people
	Paramedic Subscription-Business, 10 employees	NEW	\$100	each additional 10 employees:\$100
	Paramedic Subscription-Low Income Family	NEW	\$45	per household
EMS02	Emergency Medical Services Dispatch (TNT) Fee	\$249	\$249	each
EMS03	Electronic Patient Care Reporting (ePCR) Surcharge	\$5	\$5	each
	Ambulance Rate (adjusted based County rates)			
	Advanced Life Support (ALS) Transport	LA County Rates	LA County Rates	per patient
	Basic Life Support (BLS) Transport	LA County Rates	LA County Rates	per patient
	Mileage	LA County Rates	LA County Rates	per mile
	Oxygen	LA County Rates	LA County Rates	each unit
	Night Charge	LA County Rates	LA County Rates	each
	Wait Time	LA County Rates	LA County Rates	each 30mins or fraction Thereof after the first
	Disposable Medical Supplies	LA County Rates	LA County Rates	per transport
	Electrocardiogram (EKG)	LA County Rates	LA County Rates	each
	Annual Fire And Life Safety Inspection			
	Annual Fire And Life Safety Inspection	\$95	\$98	per half hour
	Fire Permit			
FDPM01	Fire Permit	\$120	\$124	each
FDPM02	Fire Permit - Nonprofit	\$60	\$62	each
	Reports			
FDR01	Fire Report	\$58	\$60	each
FDR02	Medical Report	\$58	\$60	each
	Appearance/Standby Fees			
FDNIS01	Court Appearance and Office Hearing / Non-Compliance	\$185	\$191	per hour
FDNIS02	Fire Watch	\$185	\$191	per hour

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FIRE FEES				
	Fire Sprinkler Permits/Inspections			
FSP001	13D Fire Sprinkler Permit/Inspection	\$886	\$915	each
FSP010	13R/13 Fire Sprinkler Permit/Inspection/Plan Review	\$1,439	\$1,486	each
FSP020	13R/13 Fire Sprinkler Tenant Improvement Permit/Inspection/Plan Review	\$718	\$742	each
FSP005	Additional Inspection of New System after third or no shows (per additional inspection)	NEW	\$345	each
	Fire Department Training Class Fee			
FDNIS03	Fire Department Training Class	Actual Cost; plus 25% processing fee	Actual Cost; plus 25% processing fee	each
	Response Fees			
	Response Due To False Alarm:			
	a) First False Alarm Response	\$0	\$0	per response
FDRSP01	b) Two False Alarm Responses	\$100	\$100	per response
FDRSP02	b) Third or More Responses	\$200	\$200	per response
FDRSP03	Illegal Burning	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	per inspection
FDRSP04	Hazardous Materials Clean-Up	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Weed Abatement Fees			
FDWA01	Weed Abatement	Actual Cost; plus 15% processing fee	Actual Cost; plus 15% processing fee	each
	Other Fees			
FDINS01	Additional Inspection of New System after third (per additional inspection)	\$334	\$345	each
FDINS02	Fire Inspections (Third Inspection Penalty)	\$334	\$345	each
FDINS03	Fire Inspections of Commercial	\$138	\$143	per 15 minutes not to exceed one hour
FDINS04	Fire Inspections of Multi-Residential	\$138	\$143	per 15 minutes not to exceed one hour
FDINS05	Fire Inspections of Schools (Public/Private)	\$138	\$143	per 15 minutes not to exceed one hour
FDINS06	Installation or Removal of underground storage tanks	\$1,162	\$1,200	each
FDINS07	Fire Code Permit (per permit)	\$334	\$345	each

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FIRE FEES				
STAFF HOURLY RATE				
FDSTF01	Fire staff - Movie Detail	\$75	\$75	
FDSTF02	Fire Standby (Fire Marshal)	\$276	\$285	per hour
FDSTF03	Chief Officer Standby	\$250	\$258	per hour
FDSTF04	Engine with 4 staffed positions	\$896	\$926	per hour
FDSTF05	Equipment rental	\$144	\$149	
Fire Code Permits & Inspection Rates				
FDFCPI01	Aerosol Product	\$610	\$630	
FDFCPI02	Apartments	\$1,162	\$1,200	
FDFCPI03	Assembly Facility	\$1,162	\$1,200	
FDFCPI04	Business Occupancy	\$334	\$345	
FDFCPI05	Business Restaurant Occupancy	\$610	\$630	
FDFCPI06	Candles/Open Flame in Assembly	\$334	\$345	
FDFCPI07	Carnivals & Fairs	\$610	\$630	
FDFCPI08	Combustible Dust Prod Ops	\$817	\$844	
FDFCPI09	Combustible Fiber Storage	\$1,646	\$1,700	
FDFCPI10	Commercial Rental Occupancy	\$1,370	\$1,415	
FDFCPI11	Compressed Gases	\$1,922	\$1,985	
FDFCPI12	Dry Cleaning Plants	\$610	\$630	
FDFCPI13	Fireworks/Aerial Displays	\$1,439	\$1,486	
FDFCPI14	Flammable/Combustible Liquid	\$610	\$630	
FDFCPI15	Hazardous Materials 1 to 3 chemical(s)	\$817	\$844	
FDFCPI16	Hazardous Materials 4 to 6 chemicals	\$1,370	\$1,415	
FDFCPI17	Hazardous Materials 7 or more chemicals	\$2,060	\$2,128	
FDFCPI18	High Piled Combustible Materials	\$1,162	\$1,200	
FDFCPI19	Hot-Work Operations	\$610	\$630	
FDFCPI20	Industrial Baking/Drying Oven	\$2,405	\$2,484	
FDFCPI21	Liquid Gas Fueled Vehicles in Assembly Buildings	\$1,093	\$1,129	
FDFCPI22	Liquefied Petroleum Gases > 5 gallons	\$610	\$630	
FDFCPI23	Lumber Yard	\$679	\$701	
FDFCPI24	Manufacturing/Industrial Storage Occupancy	\$1,024	\$1,058	
FDFCPI25	Magnesium Working	\$679	\$701	
FDFCPI26	Motor Vehicle Fuel Dispensing Stations	\$610	\$630	
FDFCPI27	Pyrotechnical Special Effects Material	\$1,301	\$1,344	
FDFCPI28	Refrigeration Equipment	\$2,267	\$2,342	
FDFCPI29	Spraying/Dipping	\$679	\$701	
FDFCPI30	Tent/Canopy/Temporary Air Supported Structure	\$334	\$345	

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
FIRE FEES				
FDFCPI31	Elevator Rescue Service	\$534	\$552	
FDFCPI32	Missed appointment	NA	NA	
FDFCPI33	Re-inspections (Engine or Truck Company)	\$534	\$552	per hour
FDFCPI34	Rescue Ambulance Standby	\$334	\$345	per hour
FDFCPI35	High Rise Occupancy	\$2,267	\$2,342	
FDFCPI36	Hospital Occupancy	\$1,162	\$1,200	
FDFCPI37	Hotel or Motel Occupancy	\$1,162	\$1,200	
FDFCPI38	Private School Occupancy	\$1,162	\$1,200	
FDFCPI39	Public School Occupancy	\$1,162	\$1,200	per inspection
FDFCPI40	Key Box	\$137	\$142	
FDFCPI41	Failure to obtain fire construction permit	Double Permit Fee	Double Permit Fee	
FDFCPI42	AB-38 Defensible Space Inspection	\$196	\$202	
Administration Citations for Violations of the Uniform Fire Code				
FDAVIO01	First Violation	Varies	Varies	Each
FDAVIO02	Second violation within 12 month period	125 % of fine listed	125 % of fine listed	Each
FDAVIO03	Third and subsequent violation within 12 month period	150% of fine listed	150% of fine listed	Each
FDAVIO04	Use, possession, storage, sale, or manufacturing of fireworks	\$75	\$77	Each
FDAVIO05	Delinquent fines	10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid	10% of amount due to City, or 10% of the amount of the fine remaining unpaid to the City if a portion of the fine amount was timely paid	
FDAVIO06	Interest	1/2 of 1% per month, pro rata	1/2 of 1% per month, pro rata	

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
UTILITY RATES				
New Meter Installation				
NMI-001	New meters: 3/4"	\$409	\$422	Minimum Fee - Plus costs over base fee
NMI-005	New meters: 1"	\$409	\$422	Minimum Fee - Plus costs over base fee
NMI-010	New meters: 1" with 1" line	\$2,765	\$2,856	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-015	New meters: 1 1/2" with 1 1/2" line	\$3,011	\$3,110	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-020	New meters: 1 1/2"	\$859	\$887	Minimum Fee - Plus costs over base fee
NMI-025	New meters: 2"	\$1,727	\$1,784	Minimum Fee - Plus costs over base fee
NMI-030	New meters: 2" with 2" line	\$3,385	\$3,497	Refundable Deposit - Less: Cost, plus 20% installation Fee
NMI-040	New: 4" fire line	Applicant to contract with a city- approved contractor for installation of fire service with a city approved backflow prevention assembly	Applicant to contract with a city- approved contractor for installation of fire service with a city approved backflow prevention assembly	
NMI-045	New meters: 4" or greater with new service lateral	Applicant to contract with a city- approved contractor for the full cost of installation, plus the cost of the water meter and AMI hardware.	Applicant to contract with a city- approved contractor for the full cost of installation, plus the cost of the water meter and AMI hardware.	
Other Meter Charges				
	Portable water meter rental	\$159	\$164	Minimum Fee - Plus costs over base fee
	Portable water meter deposit	\$2,546	\$2,630	Refundable Deposit - Less: damage, rental fee, and consumption
	Relocation of existing meter	\$2,496	\$2,578	Up to 1" meter + abandon old service
	Relocation of existing meter	\$2,496	\$2,578	Up to 1 1/2" meter + abandon old service
	Relocation of existing meter	\$2,496	\$2,578	Up to 2" meter + abandon old service
Reinstall Meter at prior location				
	Reinstall Meter	\$124	\$128	5/8", 3/4", & 1" meters (each occasion)
	Reinstall Meter	\$124	\$128	1 1/2" & 2" meters (each occasion)

Fee Code		Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	Unit
UTILITY RATES				
	Other Fees & Services			
	Owner request for vacation shut off	\$284	\$293	Per request
	After Hours Water delinquent turn on	\$284	\$293	Per delinquent shut off/on
	Unauthorized connection to City line	\$2,699	\$2,788	Fine per citation Plus estimated commodity charge
	Unauthorized connection to fire hydrant	\$2,699	\$2,788	Fine per citation Plus estimated commodity charge
	Unauthorized use or alteration of water meter	\$2,699	\$2,788	Fine per citation Plus estimated commodity charge
	Water meter testing	\$124	\$128	Fee for testing, more than 2% error rate
	Sale of excess water to other municipalities			Based on specific negotiations
	Utility Account Establishment Fee	\$32	\$33	One time fee, non-refundable
	Deposit for new water service - Owner occupied property	\$76	\$79	Refund in one year with good payment history or \$0 deposit with letter from other utility co.
	After hours service initiation/termination fee	\$117	\$121	Per after hours service request
	Sewer			
SWR005	Sewer Permit	\$106	\$109	Minimum Permit Fee
	Other Sewer Fees			
SWR010	Sewer Connection Fee	\$410	\$424	Per connection
SWR015	Sewer Dye test	\$312	\$322	Per request
SWR020	Sewer Stoppage Investigation	\$249	\$257	Per investigation.
SWR025	Saddle Main Line	\$249	\$257	Per request (includes two inspections)
SWR030	Residential Sewer Connection	\$249	\$257	Per request

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	
UTILITY RATES			
Water Charges			
Meter Size			MONTHLY CHARGE
5/8", 3/4"	\$48.10	\$50.03	Per connection per bill
1"	\$60.03	\$62.44	Per connection per bill
1-1/2"	\$89.87	\$93.47	Per connection per bill
2"	\$125.67	\$130.70	Per connection per bill
3"	\$239.02	\$248.59	Per connection per bill
4"	\$406.07	\$422.32	Per connection per bill
Low Income Discount:			
Meter Size			MONTHLY CHARGE
5/8", 3/4"	\$31.30	\$32.56	Per connection per bill
1"	\$39.07	\$40.64	Per connection per bill
1-1/2"	\$58.49	\$60.83	Per connection per bill
2"	\$81.80	\$85.07	Per connection per bill
3"	\$155.57	\$161.80	Per connection per bill
4"	\$264.31	\$274.88	Per connection per bill
Infrastructure Fixed Charge			
Meter Size			MONTHLY CHARGE
5/8", 3/4"	\$24.50	\$25.48	Per connection per bill
1"	\$40.82	\$42.46	Per connection per bill
1-1/2"	\$81.64	\$84.91	Per connection per bill
2"	\$130.63	\$135.86	Per connection per bill
3"	\$285.74	\$297.17	Per connection per bill
4"	\$514.34	\$534.92	Per connection per bill

	Current Fee FY 2024-2025	Proposed Fee FY 2025-2026	
UTILITY RATES			
Variable Charge			
All Customers			
Tier 1	\$3.48	\$3.62	Per 100 cu. Ft. of water (1 unit)
Tier 2	\$4.80	\$5.00	Per 100 cu. Ft. of water (1 unit)
Sewer Charges-Fixed			
Customer Class			
Residential	\$21.50	\$22.36	Monthly Charge
Non-Residential			
Commercial	\$14.72	\$15.30	Monthly Charge
Institutional	\$14.72	\$15.30	Monthly Charge
Sewer Charges-Variable			
Non-Residential			
Commercial	\$0.94	\$0.97	Cost per CCF
Institutional	\$0.94	\$0.97	Cost per CCF



City of Sierra Madre AGENDA REPORT

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Susan Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Aleks Giragosian, City Attorney

REVIEWED BY: Miguel Hernandez, Assistant City Manager

DATE: June 10, 2025

SUBJECT: CONSIDERATION OF CITY MANAGER EMPLOYMENT AGREEMENT

STAFF RECOMMENDATION

Staff recommends the City Council consider an employment agreement with Michael Bruckner to assume the City Manager position.

ALTERNATIVES

- 1) Approve the employment agreement;
- 2) Approve the employment agreement with amendments; or
- 3) Do not approve the employment agreement.

ANALYSIS

City Manager Jose Reynoso resigned from his position effective June 12, 2025. Assistant City Manager Miguel Hernandez will assume the Acting City Manager position upon Mr. Reynoso's departure.

The City Council identified Michael Bruckner as a candidate for the City Manager position. Mr. Bruckner and City staff negotiated the employment agreement included as Attachment A to this staff report. If approved, Mr. Bruckner would assume the City Manager position on July 7, 2025.

ENVIRONMENTAL (CEQA)

The California Environmental Quality Act does not apply to this action because it does not meet the definition of a "project" under 14 CCR 15378(b)(2), which states, "Project

does not include: ... (2) Continuing administrative or maintenance activities, such as ... personnel-related actions,”

STRATEGIC PLAN CORRELATION

N/A

FISCAL IMPACT

The City will pay an additional \$42,100 in salary to the City Manager if the attached employment agreement is approved.

PUBLIC NOTICE

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City’s website at www.cityofsierramadre.com.

ATTACHMENT:

Attachment A: City Manager Employment Agreement

CITY MANAGER EMPLOYMENT AGREEMENT

This City Manager Employment Agreement (“Agreement”) is made and entered into as of the 10th day of June 2025 by and between the City of Sierra Madre, a California Municipal Corporation (“City”), and Michael Bruckner, an individual (“Employee”).

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

- I. Duties. City hereby employs Employee as City Manager of City to perform the functions and duties of the City Manager as specified in City’s Municipal Code and state law, and to perform such other legally permissible and proper duties and functions as the City Council may from time to time assign to Employee. Employee agrees to devote Employee’s full time and effort to the performance of this Agreement and to remain in the exclusive employ of City and not to become otherwise employed while this Agreement is in effect without the prior written approval of the City Council. Employee agrees to follow the Code of Ethics of the International City/County Management Association (ICMA), unless otherwise inconsistent with law, and the ethics rules, regulations, and laws of the State of California. The ICMA Code of Ethics can be found on the ICMA website, www.icma.org.
- II. Hours of Work. Employee is an exempt employee and is expected to engage in those hours of work that are necessary to fulfill the obligations of the City Manager's position. Employee shall maintain a regular work schedule consistent with that approved by the City Council for other management employees of the City; however, Employee shall be allowed reasonable flexibility in determining office hours so long that Employee is reasonably available for members of the City Council, the community, or City employees. The City currently implements a 9/80 workweek (i.e., nine (9) hours per day and/or either (80) hours per every two weeks for such employees.) Employee’s duties may involve expenditures of time in excess of nine (9) hours per day and/or eighty (80) hours per every two weeks and may also include time outside normal office hours such as attendance at City Council meetings, community meetings or events, and meetings with other government officials. Employee shall not be entitled to additional compensation for such time.
- III. Term. This Agreement shall be effective upon July 7, 2025, (“Effective Date”) and will remain in effect until terminated as provided herein, Employee resigns, or Employee dies or becomes incapacitated or otherwise unable to perform the duties of the City Manager.
- IV. Salary. City shall pay Employee for the performance of Employee’s duties as City Manager under this Agreement an annual salary of \$250,000, payable in bi-weekly installments pursuant to an approved salary schedule, less customary and legally required payroll deductions. Employee shall be exempt from paid overtime compensation and from Social Security taxes, other than the mandatory Medicare portion of such taxes. Salary and/or benefit adjustments may be considered by the City Council annually in conjunction with Employee’s annual performance evaluation.
- V. Retirement. The City shall pay the employer share of the CalPERS retirement contribution as actuarially determined by CalPERS for each fiscal year. Employee is considered a California Public Employees’ Pension Reform Act (“PEPRA”) member, as defined by CalPERS, with a retirement benefit level of 2% at 62.

- VI. Benefits. Employee's benefits shall be governed by the Terms and Conditions of Employment for Executive Management Employees ("TCE"), as modified by the City Council from time to time, attached hereto as Exhibit A, unless otherwise provided herein.
- a. Vacation. As of the Effective Date, Employee shall be credited and receive 80 hours of vacation leave as an advance to the usual accrual of vacation leave. This advance has no cash value and must be used within the first 12 calendar months of Employment. Any unused balance shall be forfeited. In recognition of Employee's experience and length of public service, Employee shall accrue vacation at a rate of 6.78 hours per payroll period.
 - b. Sick Leave. As of the Effective Date, Employee shall be credited and receive 40 hours of sick leave as an advance to the usual accrual of sick leave. This advance has no cash value and must be used within the first 12 calendar months of Employment.
 - c. Performance Bonus. Employee shall be eligible for a performance bonus of up to \$10,000 based on the City Council's discretionary determination that Employee has significantly exceeded the mutually established and quantifiable objectives as set forth in the previous year's established written performance goals. Payment of this bonus is any year is at the sole discretion of the City Council.
- VII. Holidays. Employee shall receive paid holidays in accordance with the City's current practice as such practices may be amended or modified by the City by action of the City Council. Paid holidays will be those approved by the City by action of the City Council.
- VIII. Jury Duty. Employee shall receive full pay and benefits while responding to a jury summons or serving on a jury, up to a maximum of fourteen (14) business days. Any compensation for such jury duty (except travel pay) shall be remitted to the City.
- IX. Bonding. City shall bear the full cost of any fidelity or other bonds required of Employee under any law, ordinance, regulation, contract, or covenant.
- X. General Expenses. City recognizes that certain expenses of a non-personal and job-related nature may be incurred by Employee. City agrees to reimburse Employee for reasonable expenses such as travel, subsistence, and other business expenses that are incurred by Employee that are authorized by the City budget, submitted to the City Council for approval and that are supported by expense receipts, statements or personal affidavits, and audit thereof in like manner as other demands against the City.
- XI. Official and Professional Development Expenses. City shall pay reasonable sums for professional dues, subscriptions, and conferences for Employee necessary and desirable for the continued professional development of Employee and for the good of the City, such as the San Gabriel Valley City Manager's Association, California City Management Foundation, League of California Cities, or the International City/County Management Association. Notwithstanding the foregoing, the City Council shall have discretion to establish appropriate amounts, in the annual City budget or otherwise, of official and professional development expenses and travel costs.

XII. Performance Evaluation. The City Council shall review and evaluate the Employee's performance at least once annually ("Annual Performance Evaluation"). It shall be the Employee's responsibility to initiate this review each year. The City Council shall not conduct the Employee's annual performance review or consider salary and/or benefit adjustments until the Employee has completed annual performance evaluations for all subordinate City employees. At each annual performance evaluation, the City Council and Employee shall develop mutually agreeable performance goals and criteria for use at the next annual performance evaluation. At any performance evaluation, Employee will be afforded an adequate opportunity to discuss each evaluation with the City Council. Among other things, the evaluation shall include the City Council's and City Manager's expectations of one another. Nothing herein shall constrain the City Council from establishing a work plan, the priorities or objectives therefor, or changing or modifying the plan.

XIII. Indemnification.

- a. City shall defend, hold harmless and indemnify Employee against any claim, demand, judgment, or action of any type or kind arising within the course and scope of his employment to the extent required by Government Code §§ 825 and 995. Pursuant to Government Code § 825(a), the City reserves the right not to pay any judgment, compromise, or settlement until it is established that the injury arose out of an act or omission occurring within the scope of the Employee's employment as an employee of the City.
- b. The following limitations apply to City's obligation to Employee:
 1. Pursuant to Government Code section 53243, in the event the Employee is placed on paid leave pending an investigation, Employee shall reimburse such pay to City if he is subsequently convicted of a crime of moral turpitude or that constitutes "abuse of office or position," as that term is defined by Government Code Section 53243.4;
 2. Pursuant to Government Code section 53243.1, in the event the City pays for Employee's legal criminal defense, he shall fully reimburse such funds to the City if he is subsequently convicted of a crime of moral turpitude of that constitutes "abuse of office or position;"
 3. Pursuant to Government Code section 53243.2, if this Agreement is terminated, any cash settlement related to the termination that Employee may receive from City must be fully reimburse to City if he is subsequently convicted of a crime of moral turpitude or that constitutes "abuse of office or position."

XIV. Other Terms and Conditions of Employment.

- a. The City Council may from time to time fix other terms and conditions of employment relating to the performance of Employee provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City's Municipal Code, or other applicable law.
- b. The provisions of the City's Personnel Rules and Regulations ("Rules") applicable to permanent employees shall apply to Employee to the extent they explicitly apply

to the position of City Manager, except that if the specific provisions of this Agreement conflict with the Rules, the terms of this Agreement shall prevail. Without limiting the generality of the exception noted in the previous sentence, however, no provision of the Rules or this Agreement shall confer upon Employee a property right in his employment, or a right to be discharged only upon cause during his tenure as City Manager.

XV. Entire Agreement. This Agreement constitutes the entire agreement between the parties. The parties hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement. This Agreement may be amended only by a writing signed by Employee, approved by the City Council, and executed on behalf of both parties.

XVI. Termination.

- a. This Agreement may be terminated by either party, with or without cause, subject only to the requirements of this section and the dispute resolution provisions below.
- b. Employee agrees to give City not less than 30 days' written notice of his resignation.
- c. The Employee shall not be removed during the 60-day period preceding or following any City election for membership on the City Council, or during the 60-day period following any change in membership of the City Council, except upon unanimous vote of the City Council.
- d. Upon termination of this Agreement by Employee, City shall pay Employee an amount equal to the value of Employee's earned but unpaid salary for the most recent pay period and Employee's earned but unpaid and unused vacation leave, and other accrued but unpaid and unused leave time which employee is entitled to.
- e. Notice of termination to the City shall be given in writing, either by personal service or by registered or certified mail, postage prepaid, addressed to City as follows:

CITY:

Mayor
City of Sierra Madre
232 W. Sierra Madre Blvd. Sierra Madre, CA 91025

With a courtesy copy to:

Colantuono, Highsmith & Whatley, PC Sierra Madre City Attorney
790 E. Colorado Blvd, Suite 850
Pasadena, CA 91101

EMPLOYEE:

Address on File

XVII. Waiver. A waiver of any of the terms and conditions of this Agreement shall not be construed as a general waiver by the City and the City shall be free to enforce any term or condition of this Agreement with or without notice to Employee notwithstanding any prior waiver of that term or condition.

XVIII. Dispute Resolution. Any dispute regarding the terms or performance of this Agreement shall be resolved in Los Angeles by binding arbitration as stated in the attached Arbitration

Agreement, attached hereto as Exhibit B.

- XIX. Severability. If any term or provision of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, then such term or provision shall be amended to the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
- XX. Severance. Employee is an at-will employee and this Agreement does not create any property interest in continued employment with the City. Notwithstanding the above, should Employee be involuntarily terminated as defined herein, by the City at any time, Employee will be provided with six months of severance pay, plus one month for each year of service, up to a maximum of 12 months. Severance shall be paid in a lump sum and be based on the Employee's salary at termination, in addition to the pay out of any accrued but unused eligible leave.
- a. "Involuntary termination" means termination for any reason other than the following:
1. use of alcohol or illegal drugs that impedes performance of duties;
 2. conviction of a felony or misdemeanor involving moral turpitude (a plea or verdict of guilty, or a conviction following a plea of *nolo contendere* is deemed a conviction for this purpose);
 3. upon the reasonable determination of the City Council that the Employee has committed:
 - (i) any illegal act involving personal gain to the Employee,
 - (ii) gross negligence;
 - (iii) malfeasance;
 - (iv) an admission by Employee in an administrative proceeding, or court finding against Employee of either sexual harassment or abuse of employees in violation of law or adopted City policy;
 4. willful abandonment of the position or continued and unexcused absence from duty or absence due to disability if such disability precludes performance of essential job duties for more than six cumulative months after attempts at reasonable accommodations pursuant to the Americans with Disabilities Act and/or California's Fair Employment & Housing Act.
- b. If termination of the Employee occurs for any of the reasons listed above that fall outside the definition of "involuntary termination," or Employee resigns, the Employee shall not be entitled to severance.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

CITY OF SIERRA MADRE

EMPLOYEE

Signature: _____
Name: Robert Parkhurst
Title: Mayor

Signature: _____
Name: Michael Bruckner

Date: _____

Date: _____

ATTEST:

Signature: _____
Name: Laura Aguilar
Title: City Clerk

Date: _____

APPROVED AS TO FORM:

Signature: _____
Name: Aleks R. Giragosian
Title: City Attorney

Date: _____

EXHIBIT A
TERMS AND CONDITIONS OF EMPLOYMENT FOR EXECUTIVE MANAGEMENT
EMPLOYEES

EXHIBIT B

ARBITRATION AGREEMENT

Although the City of Sierra Madre ("City") hopes that employment disputes will not occur, the City believes that where such disputes do arise, it is in the mutual interest of everyone involved to handle them pursuant to the complaint process outlined in the Employee Handbook and then, if necessary, binding arbitration, which generally resolves disputes quicker than court litigation and with a minimum of disturbance to all parties involved. By entering into this Agreement, the City and the undersigned Employee are waiving the right to a jury trial for most employment-related disputes. The Employee further understands that the consideration for entering into this Arbitration Agreement does not alter the Employee's at-will employment with the City.

The City and the undersigned Employee hereby agree that any dispute with any party that may arise from Employee's employment with the City or the termination of Employee's employment with the City shall be resolved by mandatory, binding arbitration before a retired judge. This binding arbitration also includes disputes with the City's affiliates, successors and other employees (when directly related to Employee's employment).

This Arbitration Agreement does not cover the following claims:

- Claims for wages, bonuses, vacation pay, harassment, discrimination, or any other claims which are presented to an administrative agency, such as the Equal Employment Opportunity Commission (EEOC) or federal Wage and Hour Division, or any equivalent state administrative agency. If any such claim is removed for any reason from the administrative agency's jurisdiction, the parties must then submit to binding arbitration pursuant to this Agreement. However, the Employee may (if he/she chooses to do so) utilize arbitration prior to filing a claim with one of these agencies.
- Workers' Compensation benefits;
- Unemployment compensation benefits;
- Claims based upon any CITY employee benefit and/or welfare plan that contains an appeal procedure or other procedure for the resolution of disputes under the plan; and
- Claims based on the National Labor Relations Act.

The arbitration requirement applies to all statutory, contractual and/or common law claims arising from employment with the CITY, including, but not limited to, the following:

- Any dispute relating to the interpretation, applicability, enforceability, or formation of this Agreement, including but not limited to any claim that all or any part of this Agreement is void or voidable;
- Claims that could be asserted in court, including breach of any express or implied contract or covenant; tort claims; claims for retaliation, discrimination or harassment of any kind, including claims based on sex, pregnancy, race, national or ethnic origin, age, religion, creed, marital status, sexual orientation, mental or physical disability or other characteristics protected by law. This includes claims under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the federal Fair Labor Standards Act, or any other federal or state statute covering these subjects;

- Claims for violation of any statutory leave law, including the federal Family and Medical Leave Act (FMLA) or related state statute;
- Violations of confidentiality or breaches of trade secrets;
- Violation of any other federal, state, or other governmental law, statute, regulation or ordinance, whether based on statute or common law. It also covers any claims made against the City or any of its subsidiary or affiliated entities, or its individual officers, directors or employees for any matters arising out of any of the above claims;

For any claim where equitable relief would be appropriate, the party entitled to such relief reserves the right to seek any provisional remedy, including but not limited to a temporary restraining order and preliminary injunction, from a court of competent jurisdiction in accordance with Code of Civil Procedure section 1281.8. The parties' entitlement to any permanent injunction or other relief available in a final judgment, however, shall be submitted to arbitration.

Binding arbitration under this Agreement shall be conducted in accordance with any applicable state statutes providing for arbitration procedures. An arbitrator, who shall be a retired superior or appellate court judge, shall be chosen by agreement of the parties, or pursuant to the procedures of the American Arbitration Association, or any local dispute resolution service administered by the Superior Court of the county in which the dispute arose.

Any dispute with any party that arises from Employee's employment with the City or termination of employment with the City must be submitted to binding arbitration within the applicable statute of limitations prescribed by law. With the exception of a filing fee that shall not exceed the cost to file a comparable claim in state or federal court, the City shall pay the fees and costs of the Arbitrator, and each party shall pay for its own costs and attorneys' fees. However, the Arbitrator may award costs and/or attorneys' fees to the prevailing party to the extent permitted by law.

The parties will be permitted to conduct discovery as provided by the applicable state statute. Within 30 days of the conclusion of the arbitration, the Arbitrator shall issue a written opinion setting forth the factual and legal bases for his or her decision. The Arbitrator shall have the power and discretion to award to the prevailing party all damages provided under the applicable law.

I acknowledge that I have carefully read this Arbitration Agreement, and that I understand and agree to its terms. I have entered into this Arbitration Agreement voluntarily and have not relied upon any promises or representations other than those contained herein. I understand that I am giving up my constitutional right to a jury trial by entering into this Arbitration Agreement. I understand that this Arbitration Agreement does not alter my at-will employment status with the City.

Date

Michael Bruckner



City of Sierra Madre **AGENDA REPORT**

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Sue Spears, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Jose Reynoso, City Manager

DATE: June 10, 2025

SUBJECT: CONSIDERATION OF COUNCIL NOMINATIONS TO SERVE ON THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENT (SGVCOG) 2028 OLYMPIC & PARALYMPIC GAMES AD HOC COMMITTEE

STAFF RECOMMENDATION

It is recommended that the City Council consider nominating one Councilmember and one alternate to serve on the San Gabriel Valley Council of Governments (SGVCOG) 2028 Olympic & Paralympic Games Ad Hoc Committee; and direct staff to submit the nominations to SGVCOG.

ALTERNATIVES

1. Provide staff with alternative direction.

EXECUTIVE SUMMARY

The SGVCOG and its member agencies are actively preparing for the 2028 Olympic & Paralympic Games, which will have a significant regional impact. To ensure coordinated planning and advocacy, the SGVCOG Executive Committee has recommended establishing a 2028 Olympic & Paralympic Games Ad Hoc Committee.

The SGVCOG Governing Board will approve the creation of this Ad Hoc Committee and its membership during its June 2025 meeting.

ANALYSIS

The proposed Ad Hoc Committee will serve a limited term ending December 31, 2028, and will focus on advising the SGVCOG Governing Board on opportunities and support for member agencies in preparing for, planning, and hosting the 2028 Olympic & Paralympic Games.

Key points about the Ad Hoc Committee:

The meetings will be governed by the Brown Act.

- The first meeting will be held this summer, with meeting dates and times to be determined.

Anticipated focus areas include:

- Transportation and Mobility
- Community Activations
- Economic and Workforce Development

Membership:

- The Committee may include both elected and non-elected representatives from SGVCOG member agencies and affiliates (voting members can only be from member agencies and affiliate agencies).
- The membership will be reconsidered annually to allow new members to join.
- Nomination does not guarantee appointment due to quorum limitations.
- Staff will work with the SGVCOG Board President to finalize membership.

ENVIRONMENTAL(CEQA)

N/A

STRATEGIC PLAN CORRELATION

Contributes towards Goal 4 - Community Enrichment aimed at promoting an unparalleled quality of life with an engaged and collaborative culture.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City's website at www.cityofsierramadre.com.

FISCAL IMPACT

There is no anticipated fiscal impact for participation on the ad hoc committee.



City of Sierra Madre AGENDA REPORT

Robert Parkhurst, Mayor
Kristine Lowe, Mayor Pro Tem
Edward Garcia, Council Member
Gene Goss, Council Member
Kelly Kriebs, Council Member

Sue Spears, City Treasurer

TO: Mayor and City Council

FROM: Joseph Nosrat, Human Resources Technician
Eduardo Castaneda, Human Resources Technician

REVIEWED BY: Miguel Hernandez, Assistant City Manager
Jose Reynoso, City Manager

DATE: June 10, 2025

**SUBJECT: CONSIDERATION TO REVIEW AND FILE A STATUS UPDATE ON
VACANCIES IN COMPLIANCE WITH ASSEMBLY BILL 2561
(2024) – LOCAL PUBLIC EMPLOYEES; VACANT POSITIONS**

STAFF RECOMMENDATION

It is recommended that the City Council receive and file this annual report on recruitment and vacancy rates in compliance with Assembly Bill 2561.

EXECUTIVE SUMMARY

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 into law to amend the Meyers-Milias-Brown Act and create a new obligation for public agencies to address the status of their vacancies during a public hearing. The California Legislature found that vacancies are a significant problem in the public sector that negatively affects the delivery of public service and employee retention. This initiative aims to promote transparency and encourage proactive strategies to maintain adequate staffing levels.

In response to AB 2561, the City of Sierra Madre will hold an annual public hearing at least once per fiscal year to present its vacancy data and recruitment and retention efforts. The City must allow the recognized employee organizations for bargaining units; Classified Employees Association, Sierra Madre Police Association, and Sierra Madre Professional Firefighters Association to make a presentation at the hearing. Human Resources has provided each union a notice of the public hearing and their right to present information. If the vacancy rate within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the City will provide additional information upon request from the union. The vacancy data shall include the total number of job vacancies, the number of applications per vacancy,

the average number of days to complete the hiring process and opportunities to improve compensation and working conditions.

During the public hearing, the City must identify any necessary changes to policies, procedures, and recruitment activities that may lead to hiring obstacles. Staff has not identified any necessary changes to policies and procedures that may present obstacles in the current hiring process. The City continues to take steps in support of recruitment and retention.

Over the past year, the City has successfully hired a series of key positions and has made continual improvements to its hiring framework—including updates to personnel rules and job descriptions, competitive compensation adjustments, enhanced benefits, flexible work schedules, upgraded facilities and technology.

ANALYSIS

The data presented in this report reflects the workforce status as of May 22, 2025. The following data summarizes the City’s current budgeted positions, vacancy rates, recruitment activities and retention efforts for Fiscal Year 2024-25.

Budgeted Positions	<ul style="list-style-type: none"> • 92 Full-Time • Part-Time Hours: 18,160 (Reduced 20% from last FY 2023-24)
Vacant Full-Time Positions	<ul style="list-style-type: none"> • Water Pump Operator I (1) – Job offer made, on track to onboard in June • Permit Technician (1) • Administrative Analyst (1) • Police Officer (1)
Bargaining Unit Vacancy Rates	<ul style="list-style-type: none"> • Classified Employees Association: 7% (2 Vacancies) • Sierra Madre Police Association: 9% (2 Vacancies) • Sierra Madre Professional Firefighters Association: 0% No Vacancies <p><i>No bargaining unit currently exceeds a 20% vacancy rate.</i></p>
Recruitment Activity	<ul style="list-style-type: none"> • Total job postings this FY: 22 (excludes commissioners) • Current job postings: 4 – Full-Time (1), Part-Time (1), Intern (1), PD Reserve (1) • Number of positions filled (hired or promoted): 19 Hired, 9 Promoted
Retention Status	<ul style="list-style-type: none"> • Separations – 8 (50% less than last FY 2023-24 with 23) • Overall Turnover Rate – 9% (Vacancies / FTEs)

These figures do not include retirements, involuntary separations, or temporary employees.

The City is on track to fill the vacancies listed in this report by July 2025 as all recruitments have candidates in the process for hire. To enhance job satisfaction and promote long-term workforce retention, the City is in the process of securing a vendor to complete a compensation study to align our classifications and salaries with the market.

ENVIRONMENTAL(CEQA)

This Resolution is not a “Project” for purposes of the California Environmental Quality Act because under 14 CCR 15378(b)(5), a “Project does not include ...Organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment.”

STRATEGIC PLAN CORRELATION

The annual public hearing on staffing vacancies and recruitment efforts directly advances several pillars of Sierra Madre’s strategic plan:

- Operational Efficiency & Resilience: By systematically tracking vacancies and identifying any procedural gaps in recruitment, the City ensures positions are filled promptly, reducing service interruptions and building organizational resilience when staffing pressures arise.
- Workforce Development & Succession Planning: Transparent reporting on recruitment efforts supports proactive leadership development.
- Employee Retention & Sustainability: Continuous refinement of hiring policies, competitive compensation, benefits enhancements, alternative work schedules, and wellness initiatives reinforces our commitment to retaining talent and sustaining a healthy workplace culture.
- Proactive Community Engagement & Future-Ready Services: Holding a public hearing and inviting feedback not only satisfies AB 2561 but also embodies our goal of engaging residents in City operations. This openness fosters trust and ensures that as we innovate—through technology upgrades or workspace improvements—we remain aligned with community expectations for responsive, forward-looking services.

Together, these actions fortify Sierra Madre’s capacity to deliver efficient, resilient, and sustainable public services today and into the future, precisely in line with our strategic vision.

PUBLIC NOTICE PROCESS

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

FISCAL IMPACT

There is no fiscal impact associated with this status update. Staff will continue with efforts towards filling the remaining vacancies.

Attachments:

1. Classified Employees Association – Notice
2. Police Association – Notice
3. Sierra Madre Professional Firefighters Association - Notice



DATE: May 27, 2025

TO: Classified Employees Association (CEA)

FROM: Miguel Hernandez, Assistant City Manager

SUBJECT: **Notice of Public Hearing Regarding Position Vacancies at the City of Sierra Madre**

This is notice of the City's intent to comply with the obligation set forth under Government Code section 3502.3 (Assembly Bill 2561).

City of Sierra Madre Presentation:

In accordance with Government Code section 3502.3, at a public hearing before the City Council on **June 10, 2025**, the City will present information on the status of position vacancies at the City and the City's recruitment and retention efforts. If necessary, the City will identify any needed changes to City policies, procedures, or recruitment activities that may have led to obstacles in the hiring process. Preliminary findings indicate that vacancies in the bargaining unit do not reach the 20% threshold for presenting additional information related to such vacancies.

Employee Organization Presentation:

At the public hearing the CEA will have the opportunity to make a presentation to the City Council. If your intent is to make a presentation to the City Council at the public hearing, please inform Miguel Hernandez, Assistant city Manager, at least five (5) working days in advance of the public hearing so that we may plan accordingly. Mr. Hernandez can be reached at mhernandez@sierramadrecal.gov or (626) 355-7135 ext. 330.

Each employee organization will be allotted ten (10) minutes to make a presentation. In addition, employee organizations may present additional written materials for review by the City Council.

Please contact Miguel Hernandez, Assistant city Manager, in writing no later than ten (10) days from the notice date if you have any concerns regarding the contents of this notice.



DATE: May 27, 2025

TO: Sierra Madre Police Association (PA)

FROM: Miguel Hernandez, Assistant City Manager

SUBJECT: **Notice of Public Hearing Regarding Position Vacancies at the City of Sierra Madre**

This is notice of the City's intent to comply with the obligation set forth under Government Code section 3502.3 (Assembly Bill 2561).

City of Sierra Madre Presentation:

In accordance with Government Code section 3502.3, at a public hearing before the City Council on **June 10, 2025**, the City will present information on the status of position vacancies at the City and the City's recruitment and retention efforts. If necessary, the City will identify any needed changes to City policies, procedures, or recruitment activities that may have led to obstacles in the hiring process. Preliminary findings indicate that vacancies in the bargaining unit do not reach the 20% threshold for presenting additional information related to such vacancies.

Employee Organization Presentation:

At the public hearing the POA will have the opportunity to make a presentation to the City Council. If your intent is to make a presentation to the City Council at the public hearing, please inform Miguel Hernandez, Assistant city Manager, at least five (5) working days in advance of the public hearing so that we may plan accordingly. Mr. Hernandez can be reached at mhernandez@sierramadrecal.gov or (626) 355-7135 ext. 330.

Each employee organization will be allotted ten (10) minutes to make a presentation. In addition, employee organizations may present additional written materials for review by the City Council.

Please contact Miguel Hernandez, Assistant city Manager, in writing no later than ten (10) days from the notice date if you have any concerns regarding the contents of this notice.



DATE: May 27, 2025

TO: Sierra Madre Professional Firefighters Association (SMPFA)

FROM: Miguel Hernandez, Assistant City Manager

SUBJECT: **Notice of Public Hearing Regarding Position Vacancies at the City of Sierra Madre**

This is notice of the City's intent to comply with the obligation set forth under Government Code section 3502.3 (Assembly Bill 2561).

City of Sierra Madre Presentation:

In accordance with Government Code section 3502.3, at a public hearing before the City Council on **June 10, 2025**, the City will present information on the status of position vacancies at the City and the City's recruitment and retention efforts. If necessary, the City will identify any needed changes to City policies, procedures, or recruitment activities that may have led to obstacles in the hiring process. Preliminary findings indicate that vacancies in the bargaining unit do not reach the 20% threshold for presenting additional information related to such vacancies.

Employee Organization Presentation:

At the public hearing the POA will have the opportunity to make a presentation to the City Council. If your intent is to make a presentation to the City Council at the public hearing, please inform Miguel Hernandez, Assistant city Manager, at least five (5) working days in advance of the public hearing so that we may plan accordingly. Mr. Hernandez can be reached at mhernandez@sierramadreca.gov or (626) 355-7135 ext. 330.

Each employee organization will be allotted ten (10) minutes to make a presentation. In addition, employee organizations may present additional written materials for review by the City Council.

Please contact Miguel Hernandez, Assistant city Manager, in writing no later than ten (10) days from the notice date if you have any concerns regarding the contents of this notice.