

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



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

Tuesday, March 8, 2016

6:30 pm

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

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

PUBLIC COMMENT

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

PUBLIC COMMENT FOR ITEMS ON THE AGENDA:

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

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

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

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

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Mayor Pro Tem Gene Goss

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MINUTES

Approval of minutes from the Regular City Council meeting on [February 23, 2016](#).

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Recognition of employees with 10 or more years of employment service with the City of Sierra Madre.

10 Years:

Elisa Cox, Administration

Rolando Gutierrez, Public Works

35 Years:

Daniel Rodriguez, Public Works

ACTION ITEMS

1. CONSENT

- | | |
|--|--|
| a) <u>ADOPTION OF RESOLUTION 16-15 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS</u> | Recommendation that the City Council approve Resolution 16-15 for approval of payment of City Warrants in aggregate amount of \$276,718.44; Library warrants in the aggregate amount of \$1,777.16, and payroll transfer in the aggregate amount of \$308,739.56 for fiscal year ending June 2016. |
| b) <u>QUARTERLY FINANCIAL REPORT – SECOND QUARTER OF FISCAL YEAR 2015-2016</u> | Recommendation that the City Council receive and file. |
| c) <u>RECOMMENDATION TO REJECT ALL BIDS FOR THE REPLACEMENT OF WATER MAINS IN SIERRA PLACE AND IN MANZANITA AVENUE</u> | Recommendation that the City Council reject all bids received February 22, 2016 for the replacement of water mains in Sierra Place and in Manzanita Avenue. |
| d) <u>DECLARATION OF CITY OWNED VEHICLES AND MISCELLANEOUS PROPERTY TO BE SURPLUSED</u> | Recommendation that the City Council declare the listed properties surplus and authorize staff to work with an auction house to have the surplus vehicle and equipment auctioned off. |

ITEMS FOR DISCUSSION

- | | |
|---|---|
| 2. <u>ANNUAL PUBLIC SAFETY REPORTS FROM FIRE DEPARTMENT AND POLICE DEPARTMENT</u> | Recommendation that the City Council receive and file. |
| 3. <u>DISCUSSION REGARDING LONG-TERM FINANCIAL STABILITY COMMITTEE</u> | Recommendation that the City Council decide upon a method to select Committee members and decide upon the charge and responsibility of a Long-Term Financial Stability Committee. |
| 4. <u>STRATEGIC PLAN UPDATE FROM OCTOBER 20, 2015 RETREAT</u> | Recommendation that the City Council receive and file. |

ACTION ITEMS

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

PUBLIC HEARING

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

AVAILABILITY OF AGENDA MATERIALS

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

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at this same place on Tuesday, March 22, 2016

Agenda
Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority
Tuesday, February 23, 2016
Closed Session: 5:30 p.m.; Open Session: 6:30 p.m.
City Hall Council Chambers, 232 W. Sierra Madre Blvd.

Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 5:30 p.m. The Mayor asked for public comment and there was none so the Mayor immediately adjourned to a Closed Session. The City Council returned from Closed Session at 6:36 p.m. and the Mayor opened the Open Session at 6:38 p.m. City Clerk, Nancy Sue Shollenberger, read the Roll noting that all City Council Members were present.

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

Present: John Capoccia, Mayor; Gene Goss, Mayor Pro Tem, Council Members
Rachelle Arizmendi, Denise Delmar and John Harabedian
Absent: None
Also Present: Elaine Aguilar, City Manager
Teresa Highsmith, City Attorney
Marcie Medina, Finance Director
Vincent Gonzalez, Director of Planning and Community Preservation
Bruce Inman, Director of Public Works
James Carlson, Management Analyst
Larry Giannone, Director of Public Safety
Antoinette Buckner, Interim Director of Library
Joe Ortiz, Captain, Sierra Madre Police Department
Steve Heydorff, Fire Chief
Nancy Sue Shollenberger, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Mayor, John Capoccia, led the Pledge of Allegiance and followed with announcing that we lost a long-time resident this past week, Fay Angus, a noted Author, and Community Activist. A woman of strong convictions, Mrs. Angus was recognized around town for her unique accent, the result of her Australian birth, and early childhood in Shanghai, China. She was passionate about preserving the quality of life in Sierra Madre and was absolutely fearless when confronting opposition. Getting on the wrong side of Mrs. Angus could be quite uncomfortable. You wanted her to like you!

REPORT OUT FROM CLOSED SESSION:

Personnel – Pursuant to Calif. Government Code Section 54957
Public Employee Performance Evaluation: Title – City Manager
City Attorney, Teresa Highsmith, announced that the City Council met in Closed Session to discuss the Annual Performance Evaluation of the City Manager. It has been completed.

Conference with Labor Negotiator – Pursuant to Calif. Government Code Section 54957.6
City Negotiators: City Manager Elaine Aguilar and Assistant City Manager Elisa Cos
Employee Organization: Police Association
City Attorney, Teresa Highsmith, announced that with regard to the Police Association, the City Council will discuss in Closed Session after the Regular Meeting this evening.

Conference with Legal Counsel: Anticipated Litigation Pursuant to Calif. Government Code Section G.C. 54956.9d(2)

Number of Potential Cases: 1

The City Attorney reported that the City Council received a briefing, but no action was taken.

APPROVAL OF AGENDA:

Council Member, John Harabedian moved and it was seconded by Council Member, Denise Delmar, for approval of the Agenda as presented. The motion passed by unanimous voice vote.

APPROVAL OF MINUTES OF FEBRUARY 9, 2016:

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, Rachelle Arizmendi for approval of the Minutes of February 9, 2016 as presented. The motion passed by unanimous voice vote.

MAYOR AND CITY COUNCIL REPORTS:

- 1) Gene Goss, Mayor Pro Tem, announced that he attended the Friends Wine Tasting, and complimented all the volunteers – it was a fantastic event. Attended the Little League Opening Day. Pony League Baseball Team – a great team. Charley Hines played the Guitar. Attended Community Services Meeting.
- 2) Council Member, John Harabedian did not have a report.
- 3) Council Member, Denise Delmar, also thanked the Friends of the Library for the Wine Tasting. All volunteers did a tremendous job.
- 4) Council Member, Rachelle Arizmendi hopes to hear the results of the Wine Tasting. The Little League Event was great with Charley playing the guitar.
- 5) Mayor Capoccia attended the L. A. County Meeting. They elected new officers.

PUBLIC COMMENT:

Dr. Garry Rapkin

Dr. Rapkin wished to compliment the City Council on moving forward with the Sheriff Department. In 20 years of experience as Superintendent, the Sheriff's Department did as well as the Police. My understanding is that Sierra Madre is facing a deficit of \$500,000-\$700,000. The Sheriff's Department would be quite a savings. Filling vacancies in the Police Department is difficult. I would hope that the Mayor and City Council would not use the Library, etc. as motivator. Moving the Sheriff's Department in would be a savings and continue with all services. All services will be taken care of.

Steve Stafford

Mr. Stafford lives in Temple City and has for his whole life. The homeless situation is getting better. The Sheriff's Department does a very good job. I see problems if you don't move forward. Thank you.

Christiine Soldate, Ramona Avenue

Ms. Soldate remarked that she has friends throughout the San Gabriel Valley. They don't get good service from the Sheriff's Department. My alarm went off – our Police Department was there immediately. How can two Sheriff's personnel handle our City. There are concerned residents.

Emmett McGuire, San Gabriel Court

Mr. McGuire remarked that we are in a funny condition. The Sheriff's Department is to cover overnight. I support it. To close our Police Department, I do not support. I support the UUT. I am grateful that the Sheriff's Department will come in for an interim time. I thought savings were minimal. I like our local cops.

Mayor Capoccia closed public input portion of meeting.

PRESENTATION:

Bruce Inman, Director of Public Works, gave an update regarding water conservation and the City's Water Quality Report. A slide presentation was given by Mr. Inman.

- June 2015 through January 2016 total reduction: 14.7%
- February 2016 reduction: 17.99%
- Water level at Well 3 =380.4 AMSL (An improvement of 45 feet higher from historic low of October 9, 2013).
- Leaks repaired since January 26: 4. Average number of Leaks per month June – December 2015: 43.
- 30 Top Water Users List Created from February Billing – 15 of those were at or below their conservation goal. Staff attempted to contact only those who were exceeding their goals.
- Skyland/Idle Hour main replacement project wrapping up this week.
- Manzanita/Sierra Place project set for award of construction March 8th, but we might reject bids.

Mr. Inman stated that Water Conservation has been extended through October of next year.

ACTION ITEMS:

1) CONSENT CALENDAR

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

1a). WARRANTS

Staff recommends approval of Resolution No. 16-12 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVIING CERTAIN DEMANDS" and approval of City Warrants in the aggregate amount of \$216,606.44; Sierra Madre Library Warrants in aggregate amount of \$4,257.38 and Payroll Transfer in the aggregate amount of \$295,963.81 for the fiscal year ending June 30, 2016.

1b). AUTHORIZATION TO SIGN CENIC AGREEMENT FOR INCREASED BROADBAND FOR LIBRARY

Staff is requesting that the City Council authorize the City Manager to sign the “Agreement Between Sierra Madre Public Library and Califa for the Provision, Installation and Maintenance of Advanced Network (Data) Services” by the contract due date on March 1, 2016 (Attachment 1 in Agenda). The City may terminate the agreement without penalty if done within sixty days of its signing. The sixty day timeframe is adequate for the City to determine General Fund revenues based on the outcome of Measure UUT at the April 12, 2016 election.

Staff recommends that the City Council authorize the City Manager to execute the “Agreement Between Sierra Madre Public Library and Califa for the Provision, Installation and Maintenance of Advanced Network (Data) Services”; and to terminate the agreement within sixty days of signing if Measure UUT does not pass on April 12, 2016.

The City Council on January 12, 2016, approved the submittal of the grant application to the State Library for the California Public Library Broadband Project to purchase equipment for increased broadband at the Library and designate \$18,660 from the Library’s Gift and Memorial Account for the remaining equipment purchases. The State Library has determined that the Sierra Madre Public Library is eligible to join the California Research and Education Network (CalREN), a high capacity fiber network with broadband speed up to 1 gigabit and sent an agreement between the City Library and Califa, a California public benefit corporation acting on behalf of the California State Library. The signed agreement is due on March 1, 2016.

The City may cancel its participation in the program without a financial impact if the Library notifies Califa by April 30, 2016.

1c). CONSIDERATION OF PROPOSED EXCHANGE OF \$196,515 IN FEDERAL SURFACE TRANSPORTATION PROGRAM – LOCAL (STP-1) HIGHWAY FUNDS WITH ETRO FOR \$192,584.70 IN LOCAL HIGHWAY FUNDS

Staff recommends that the City Council approve the exchange of \$196,515 in federal Surface Transportation program – local funds with Los Angeles Metro for an amount of \$192,584.70 in local highway funds and direct staff to send a letter to Metro authorizing the exchange.

Staff was notified on February 9th by Metro that the City has qualified for an exchange of its annual allocations of federal highway funds for federal fiscal years 2014 through 2019. The exchange may include \$32,700 in FFY 2014 funds. The current FFY allocation of \$32,763 and the combined allocations of the next four years. The total of the six years’ funds is \$196,515.

Alternatives:

- 1). The City Council may approve the exchange of \$196,515 in federal Surface Transportation – local funds with Los Angeles METRO for an amount of \$192,584.70 in local highway funds and direct staff to send a letter to METRO authorizing the exchange.

- 2). The City Council may direct staff to retain the full amount of available STP-1 funding and proceed through the process of developing a Caltrans-approved street resurfacing project. This will require re-allocation of funding to other qualifying streets and will result in a limitation types of resurfacing work to be done. It will also raise design and construction costs and delay the project approval process.

1d). CONSIDERATION OF RESOLUTION NO. 16-14 APPROVING THE RENEWAL OF GENERAL SERVICES AGREEMENT WITH LOS ANGELES COUNTY

The General Services Agreement (GSA) between the City of Sierra Madre and Los Angeles County provides authority for the County to provide services, as requested by the City of Sierra Madre. It is recommended that the City Council approve the renewal of a General Services Agreement between the City of Sierra Madre and the County of Los Angeles.

The General Service Agreement specifies the method by which the City request for and pays for the service and provides for the annual adjustment of rates. Services under the GSA are miscellaneous in nature and occur on an "as-needed" basis. The scope of services includes health code enforcement, prosecution of city ordinances, direct assessment collection and a variety of public works services.

It is recommended that the City Council approve Resolution No. 16-14 "A RESOLUTION OF THE CITY OF SIERRA MADRE APPROVING THE RENEWAL OF THE GENERAL SERVICES AGREEMENT BETWEEN THE CITY OF SIERRA MADRE AND THE COUNTY OF LOS ANGELES".

Mayor Capoccia opened for public comment and there was none.

Council Member, John Harabedian, moved and it was seconded by Council Member, Rachele Arizmendi, for approval of the Consent Calendar as presented by staff. The motion passed by unanimous voice vote.

2) COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR FISCAL YEAR ENDED JUNE 30, 2015

Marcie Medina, Finance Director, gave the staff report.

It is recommended that the City Council receive and file the FY 2014-2015 Comprehensive Annual Financial Report and related reports.

Attached to the Agenda was the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2015, and related reports: Auditor's Report on Internal Control and Compliance Matters and SAS 14 Letter.

Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

Ms. Medina also gave a slide presentation which is available for anyone wishing a copy.

Council Members Delmar and Harabedian thanked Ms. Medina for her comprehensive report.

Danny Hernandez, Auditors – Rogers, Anderson, Malody & Scott, LLP, CPA since 1948

Mr. Hernandez also thanked staff for their help throughout the audit process.

Scott Manno followed with a slide presentation. This also is available at City Hall for anyone wanting a copy.

Mayor Capoccia opened for public comment and there was none.

City Manager, Elaine Aguilar, thanked Marcie and her staff for the comprehensive financial report. Her skills and technical ability are superb.

Mayor Capoccia also thanked Marcie Medina for her report and noted that this is a receive and file agenda item.

3) TEMPORARY SUPPLEMENTAL POLICE SERVICES FOR NIGHT-TIME PATROL

Larry Giannone, Director of Public Safety, gave the staff report.

The City is seeking to secure temporary Police Services from the Los Angeles County Sheriff's Department (LASD) for the hours of 6:00 p.m. to 6:00 a.m. daily. The Sierra Madre Police Department has been providing patrol services, but due to numerous staff vacancies, the officers are working at an overtime pace that cannot be sustained and it is necessary to secure supplemental services.

Staff has negotiated an agreement with LASD and a copy of the Supplemental Law Enforcement Services Agreement is included with this report. Should the City Council approve the contract, LASD will begin patrolling Sierra Madre in the evening/early morning hours beginning on February 28, 2016. The cost to provide these services is \$98,000.00 a month. The current contract and cost is valid through June 30, 2016.

The Sierra Madre Police Department is budgeted for 20 full-time employees, including the Police Chief, and Captain. In addition there are several part-time employees who compliment the full time staff. Over the course of several months, nine full-time employees, three part-time Community Service Officers, and one part-time Police Officer, have resigned. Additionally, there is the possibility that the SMPD may lose a few more employees. Employees are leaving for a variety of reasons including retirement, opportunity to work for high paying departments, and a perceived lack of job security in light of the scheduled decrease of the Utility User Tax and the pending revenue measure on the April 2016 ballot.

Recruitment efforts have been difficult for some time due to the City's lower salaries and more recently, discussions regarding possible service level reductions (such as contracting police services), has resulted in some employees seeking employment opportunities elsewhere. Additionally, cities that had reduced hiring during the recession, have begun to recruit and there are more positions available than there has been in the past.

Fortunately, the City has been able to hire three additional part-time LAPD Officers, however, their training and schedules will only allow for them to assist us approximately two or three times a month, once they complete a short training process. The new part-time officers are scheduled to start in March. Furthermore, with new recruiting efforts the Police Department has successfully recruited and hired three Dispatchers and has one Police Officer Recruit in background, with a potential hiring date by mid-March.

LASD will charge \$98,000 a month for their services. This price will remain in effect until June 30, 2016. Starting July 1, 2016, the monthly cost will increase to \$101,645 a month (4% projected increase), at which time the City Council will review a new contract to continue services.

Alternatives:

- 1) The City Council may approve the proposed Supplemental Law Enforcement Services Agreement with LASD for temporary night-time patrol services beginning February 28, 2016 and approve the necessary funding from the General Fund Reserves.
- 2) The City Council may deny the proposed Supplemental Law Enforcement Services Agreement with LASD for temporary night-time patrol services and provide staff with alternate direction.

Staff recommends the City Council approve the Supplemental Law Enforcement Services Agreement that provides for LASD to provide temporary night-time patrol services beginning February 28, 2016 and approve the necessary funding in the amount of \$400,000 (February 28 to June 30, 2016) from the General Fund Reserves.

Mr. Giannone stated that the City will cover services during the day as usual. The Sheriff's Department will provide two deputies and two vehicles. They will staff whatever is needed for the evening hours. Any new contracts will have a 4% increase. The Sheriff's Department will have access to our Police Station, but they will work out of Temple City.

Mayor Capoccia opened for public input.

Barry Gold, Ramona Avenue

Good evening Mayor Capoccia and Council Members,

I am Barry Gold, the first Write-In Candidate for City Council here in Sierra Madre in 25 years. Concerning the Sheriff providing us with night patrol protection, after you get over the sticker shock one realizes there really is no choice. The staff reached out to Arcadia, Monrovia, Irwindale, Azusa, South Pasadena, San Gabriel, San Marino, and Pasadena, who are all facing the same recruiting problems we have. A small town like Sierra Madre cannot compete with the larger cities for police personnel and we do not have to compete, we can contract with the County Sheriff to patrol our city in the day time as well as the night. By contracting for full time services the Sheriff will provide us with more protection at a lower cost. And they can be based right here in our own police station. I understand why people want to keep our police department - It is in character with our cherished small town image. But we have to realize that it is no longer possible. Yes, it is sad, but sooner or later will need to contract with the Sheriff. I just wish it would be sooner rather than later so the savings can be used for fixing our streets, sidewalks, and most important, more of our water pipes. To solve our immediate night patrol problem you should bring in the Sheriff. I would have gone to the Sheriff first since I believe it is in the best interest of all Sierra Madre residents to have the best possible protection available. Thank you for your time.

Joan McGuire, San Gabriel Court

Ms. McGuire questioned if we were to permanently contract with the Sheriff's Department, they would be based out of Temple City – am I wrong? That is my issue. We aren't saving that much going with the Sheriff's Department. I am for temporary, part-time patrol. I am not convinced that going with the Sheriff's Department full-time is what we want.

Mayor Capoccia remarked that we are not discussing full-time Sheriff's Department tonight.

Steve Stafford, Temple City

Mr. Stafford remarked that the Sheriff's Department will use the Sierra Madre Station. It will be good and you will be proud.

Mayor Capoccia thanked Mr. Stafford for his interest in Sierra Madre.

Mayor Capoccia closed public input portion.

Council Member, John Harabedian, is in favor of temporary Sheriff's Department services. If we go past June, we would have a 4% increase. Hope we don't have to do that. I am in favor and hope truly temporary services will only be needed.

Council Member, Rachele Arizmendi remarked that we don't have any other option. I am in favor of supporting.

Mayor Capoccia remarked that services will be provided as needed. There is a 90 day clause for cancellation. If we don't use their services, we wouldn't pay.

Council Member, Denise Delmar, stated that we are being asked to take this amount of money out of Reserves.

Council Member Delmar stated that she is looking at the cost, and has sticker shock. We need them. We will see if we can recruit in our Department. We must do now, we have no other choice.

Mayor Pro Tem, Gene Goss, agrees with everything that has been said. I would have liked Arcadia. I will support reluctantly.

Mayor Capoccia stated, "We need to do".

Council Member, Rachele Arizmendi, moved and it was seconded by Council Member, John Harabedian, for approval of staff's recommendation.

Public Safety Director, Larry Giannone, reported that they have dates set for four orals. On February 29th, we have six people and March 9-10 we have 223 individuals to review. On April 2nd, we have 122 to take agility.

4). DISCUSSION REGARDING CONSOLIDATED ELECTION FOR THE "STOP THE UTILITY USERS' TAX MEASURE

Elaine I. Aguilar, City Manager, gave the staff report.

At a previous meeting, the City Council requested information regarding a special election that could be consolidated with a County election for the voters to consider the "Stop the Utility Users' Tax" measure. In particular, the Council requested information regarding the costs and the other measures or offices that would be voted upon at the June 7, 2016 and November 8, 2016 elections.

Consolidating the election would mean that Sierra Madre voters would vote on the "Stop the UUT Measure", along with other items that are on the County ballot pertaining to state, Federal, Special Districts, County offices, ballot measures, etc. The City's budget does not include funds for a Special Election, estimated at \$20,000 to \$35,000.

According to the Registrar-Recorder's office, the last date for the City Council to adopt a resolution requesting to consolidate with the June 7, 2016 election is March 11, 2016. This is the last day for the City Clerk to file the resolution with the Board of Supervisors and the Registrar-Recorder/County Clerk. The Resolution placing the measure on the ballot must contain the ballot wording, which cannot exceed 75 words. The last day to submit the Impartial Analysis to the City Clerk is March 18, 2016, which is also the last day to submit arguments "For" or "Against" any city measure. Arguments cannot exceed 300 words. The last day to submit rebuttals to the City Clerk "For" or "Against" any measure is March 28th, and the rebuttal shall not exceed 250 words. Sample ballot booklets would be mailed between April 28th and May 28th.

According to the Registrar-Recorder's Office, the current deadline for filing resolutions requesting to consolidate with the November 8, 2016 General Election is 88 days before the election, or August 12, 2016 (For measures only). The Impartial Analysis and arguments "For" and "Against" would be due to the City Clerk on August 19th. August 29th would be the last day to submit rebuttals.

There are no financial impacts associated with the preparation of this report other than staff time. The estimated cost to consolidate with the County is approximately \$20,000 to \$35,000, plus any costs for the City Clerk. The financial impact of the "Stop the Utility Users' Tax" was presented at the February 9th Council meeting, and amounts to an approximate \$2.5M reduction in General Fund revenues.

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

Council Member, Denise Delmar, remarked that this item was brought back because the City Council wanted dates and amounts. There are no proponents present and they didn't request a special election.

Mayor Capoccia opened for public input

Emmett McGuire

Mr. McGuire wanted to speak against doing this – it is a ridiculous measure. Wait until April 2018. We have until August for November ballot. Take no action until results from UUT. Urge you to take my recommendation.

Christine Soldate

Ms. Soldate questioned if the UUT passes, and the Stop UUT passes, it will stop it.

Mayor Capoccia closed public input.

Teresa Highsmith, City Attorney, stated that Ms. Soldate has a good question. If you have the April Election and the UUT has a majority and later, if you get a majority of those who vote, the repeal would happen.

Mayor Capoccia stated that the people need to vote.

Council Member Harabedian stated that he would propose the April 2018 election for the Repeal.

Council Member Delmar agrees that April 2018 is okay.

Mayor Pro Tem, Gene Goss, also agrees with April 2018 election.

Council Member Arizmendi also agrees with April 2018.

The City Manager stated, "No action is necessary".

FUTURE AGENDA ITEMS: None

ADJOURNMENT:

The City Council adjourned at 8:15 p.m. to a Closed Session to discuss the Labor Negotiations with the Police Association with its labor negotiator. The City Council received a briefing and provided direction to its labor negotiator. The Closed Session adjourned at 8:55 p.m.

John Capoccia, Mayor

Minutes taken and typed by:

Nancy Sue Shollenberger, City Clerk

RESOLUTION NUMBER 16 – 15

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$276,718.44; Sierra Madre Library Warrants in aggregate amount of \$1,777.16 and Payroll Transfer in the aggregate amount of \$308,739.56 for the fiscal year ending June 30, 2016.

APPROVED AND ADOPTED this 8th day of March, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 – 15 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 8th day of March, 2016.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of March 08, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrant	\$276,718.44
Sierra Madre Library Warrant	\$1,777.16
Payroll #3 Transfer.....	\$308,739.56

Warrant Register 3/8/16**Attachment A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	5,220.95	1-2
FY 1516	General Warrants - Utility Bills	7,414.19	3
FY 1516	General Warrants	264,083.30	4-8
	Total	276,718.44	

Fiscal Year	Description	Amount	Page #
FY 1516	Library Warrants	1,777.16	9
	Total	1,777.16	

Date:	Payroll #4 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	308,739.56	
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City of Sierra Madre, CA

Check Approval

P.1

Packet: APPKT02755 - MAN 3/8/16
Vendor Set: 01 - Vendor Set 01

Check Date: 02/25/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0680</u>	POSTMASTER				
APBNK	Check	<u>INV017970</u>	UUT Booklet and Envelopes Mailer	10000.12000.52207	958.17
				Fund 10000 Total:	958.17
Fund: 60002 - INT SVC FND - ADMINISTRATION					
<u>1659</u>	TOTALFUNDS BY HASLER				
APBNK	Check	<u>7900011002367830-C</u>	Postage Refill	60002.30000.53101	1,000.00
				Fund 60002 Total:	1,000.00
				Report Total:	1,958.17



City of Sierra Madre, CA

Check Approval

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Packet: APPKT02750 - MAN 3/8/16
Vendor Set: 01 - Vendor Set 01

Check Date: 02/25/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT					
<u>0842</u>	ANTOINETTE BUCKNER				
APBNK	Check	<u>INV017919-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	466.11
<u>1428</u>	DAN GINTER				
APBNK	Check	<u>INV017918-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	466.11
<u>1044</u>	JESSE TORIBIO				
APBNK	Check	<u>INV017917-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	233.06
<u>1156</u>	JOHN FORD				
APBNK	Check	<u>INV017916-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	326.28
<u>VEN01660</u>	LISA VOLPE				
APBNK	Check	<u>INV017915-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	372.89
<u>1711</u>	MARIO OLANO				
APBNK	Check	<u>INV017914-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	466.11
<u>0704</u>	STEPHEN ABERNETHY				
APBNK	Check	<u>INV017913-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	466.11
<u>2016</u>	STEVE POCK				
APBNK	Check	<u>INV017912-0316</u>	RETIREE HEALTH INSURANCE/03-16	60007.70100.51302	466.11
Fund 60007 Total:					3,262.78
Report Total:					3,262.78



City of Sierra Madre, CA

Check Approval

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Packet: APPKT02757 - UTILITIES 3/8/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/02/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 10000 - GENERAL FUND					
<u>0641</u>	AT&T				
APBNK	Check	<u>62691178140662-02C</u>	Power Radio Monthly Maint	10000.50000.53301	355.25
Fund 10000 Total:					355.25
Fund: 60001 - INT SVC FND - FACILITIES MGT					
<u>0129</u>	AT&T				
APBNK	Check	<u>81829102416611-02C</u>	TELECOM DIV 911 PRGM	60001.83200.55005	147.74
<u>VEN02715</u>	MCI Comm Service				
APBNK	Check	<u>6263552835-021116</u>	TELEPHONE	60001.83200.55005	36.54
<u>1749</u>	PACIFIC TELEMAGEMENT SERVICE				
APBNK	Check	<u>816119</u>	PAY PHONE/PD	60001.83200.55005	82.64
<u>0942</u>	TELEPACIFIC COMMUNICATIONS				
APBNK	Check	<u>75784493-0</u>	PHONE SVC	60001.83200.55005	3,859.00
<u>1781</u>	VERIZON				
APBNK	Check	<u>1169766197-021616</u>	INTERNET SVC	60001.83200.55005	85.99
<u>0221</u>	VERIZON CALIFORNIA				
APBNK	Check	<u>6261970352-020416</u>	PHONE SVC	60001.83200.55005	2,457.14
Fund 60001 Total:					6,669.05
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>1439</u>	TIME WARNER CABLE				
APBNK	Check	<u>8448300220027467-C</u>	CABLE SVC	60003.30000.52200	51.50
<u>VEN02100</u>	TIME WARNER CABLE-BROADBAND				
APBNK	Check	<u>040107401-020116</u>	BROADBAND HSD SVC	60003.30000.52200	134.99
		<u>039966201-020116</u>	BROADBAND HSD SVC	60003.30000.52200	144.99
Fund 60003 Total:					331.48
Fund: 71000 - WATER ENTERPRISE FUND					
<u>0221</u>	VERIZON CALIFORNIA				
APBNK	Check	<u>6261970352-020416</u>	PHONE SVC	71000.81100.55005	58.41
Fund 71000 Total:					58.41
Report Total:					7,414.19



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Packet: APPKT02767 - GEN 3/8/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/02/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 10000 - GENERAL FUND					
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.				
APBNK	Check	<u>187505</u>	SUPPRESSION EQUIPMENT	10000.61000.53300	48.80
<u>1200</u>	BLUE DIAMOND MATERIALS				
APBNK	Check	<u>651641</u>	ASPHALT	10000.83500.53206	306.69
		<u>649036</u>	ASPHALT	10000.83500.53206	162.17
<u>1087</u>	CITY OF ARCADIA				
APBNK	Check	<u>15-002</u>	BATTALION CHIEF SERVICES	10000.61000.52100	1,870.00
<u>1462</u>	FASCHING'S CAR WASH				
APBNK	Check	<u>INV017971-JAN16</u>	JANUARY 2016 CAR WASHES	10000.50000.52302	219.92
<u>VENO1831</u>	FBI-LEEDA INC				
APBNK	Check	<u>9212-16</u>	FBI-LEEDA MEMBERSHIP	10000.50000.53409	50.00
<u>VENO1936</u>	FOOTHILL COMMUNICATIONS LLC				
APBNK	Check	<u>1612</u>	WIRELESS MODEMINSTALLATION	10000.50000.53103	150.00
<u>VENO1613</u>	GANAHL LUMBER COMPANY				
APBNK	Check	<u>R613495</u>	LUMBER AND HARDWARE SUPPLIES/STREET	10000.83500.53206	24.93
		<u>R606409</u>	LUMBER AND HARDWARE SUPPLIES/STREET	10000.83500.53206	14.15
		<u>R606768</u>	LUMBER AND HARDWARE SUPPLIES/STREET	10000.83500.53206	53.41
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC				
APBNK	Check	<u>2130-648396</u>	Physicals	10000.50000.52106	1,135.00
				10000.61000.52100	50.00
<u>1788</u>	J. W. LOCK CO. INC.				
APBNK	Check	<u>INV017973</u>	LOCK BOXES FOR GATES	10000.50000.53204	87.09
<u>VENO2088</u>	JCL TRAFFIC SUPPLIES AND EQUIPMENT				
APBNK	Check	<u>83623</u>	STREET MAINT.- 4 WAY STOP SIGN/HIGHLAND 8	10000.83500.53206	644.72
<u>0397</u>	KEVORK TCHARKHOUTIAN				
APBNK	Check	<u>16-301</u>	RETAINER/FEB16	10000.82000.52100	800.00
		<u>16-302</u>	CITY ENGINEER SERVICES PLAN CHECK/FEB16	10000.82000.52100	660.00
<u>0515</u>	LANDSCAPE WAREHOUSE				
APBNK	Check	<u>2477619</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	62.50
<u>VENO1982</u>	Mary McKernan				
APBNK	Check	<u>INV017976</u>	UUT REFUND	10000.00000.42003	22.88
<u>VENO2738</u>	MODERN TOUCH WINDOW FILMS, INC				
APBNK	Check	<u>229</u>	TINTING OF DISPATCH WINDOW	10000.50000.53300	775.00
<u>0359</u>	NANCY SHOLLENBERGER				
APBNK	Check	<u>INV017974</u>	Minute Taking/FEB2016	10000.12000.52100	520.00
		<u>INV017975</u>	ELECTION PROCESS	10000.12000.52207	1,500.00
<u>VENO1784</u>	Pasadena Embroidery & Silkscreening				
APBNK	Check	<u>6932</u>	BADGE EMBROIDERY	10000.50000.53303	152.60
		<u>6966</u>	BADGE EMBROIDERY	10000.50000.53303	38.15
		<u>6982</u>	NAME BADGES	10000.50000.53303	27.25
<u>0124</u>	PATTON SALES CORP.				
APBNK	Check	<u>3033117</u>	STEEL FABRICATION SUPPLIES	10000.83500.53206	20.49
<u>0332</u>	PETTY CASH FUND-ADMIN				
APBNK	Check	<u>INV017981</u>	SENIOR CINEMA/STORM WATCH VIDEO/POSTA	10000.00000.42003	22.16
<u>0336</u>	POST ALARM SYSTEMS				
APBNK	Check	<u>852044</u>	UPGRADED SECURITY SYSTEM	10000.50000.53300	379.91
		<u>852045</u>	UPGRADED SECURITY SYSTEM	10000.50000.53300	459.70
<u>1483</u>	PRO PRINTING INC				
APBNK	Check	<u>45102</u>	FALSE ALARM NOTIFICATIONS	10000.50000.53102	528.00
<u>1032</u>	PUENTE READY MIX, INC.				
APBNK	Check	<u>80596</u>	READY MIX SIDEWALK PARTNERSHIP	10000.83600.53211	934.68
<u>VENO2718</u>	ROADLINE PRODUCTS INC				
APBNK	Check	<u>12205</u>	STREET MAINTENANCE EQUIPMENT	10000.83500.53206	8,984.33

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1264</u>	RWP	APBNK	Check	<u>137570</u>	PARK MATERIAL AND SUPPLIES	10000.83300.53001	4,997.65
<u>1443</u>	SHRED-IT	APBNK	Check	<u>9409407203</u>	SHREDDING SVCS /02-11-16	10000.50000.52200	199.70
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT	APBNK	Check	<u>1073357-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	72.92
				<u>1072947-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	333.65
				<u>1077868-1</u>	STREET CONSTRUCTION MATERIAL/ STREET	10000.83500.53206	44.91
<u>VENO2014</u>	SUSAN SAXE CLIFFORD, Ph.D. APC.	APBNK	Check	<u>16-0210-8</u>	Pre-Employment - Dispatcher SJ	10000.50000.52106	450.00
<u>1245</u>	THE WORKSHOP	APBNK	Check	<u>61436</u>	Wistaria Newsletter - Spring	10000.70000.53102	1,875.00
<u>0404</u>	TOM'S UNIFORMS	APBNK	Check	<u>4558</u>	DISPATCHER UNIFORMS	10000.50000.53303	396.22
				<u>3297</u>	UNIFORM	10000.50000.53303	70.85
				<u>3314</u>	DISPATCHER UNIFORM	10000.50000.53303	408.48
<u>VENO2702</u>	Vital Medical Services LLC	APBNK	Check	<u>1020</u>	INMATE MEDICAL CLEARANCE	10000.50000.52100	960.00
<u>VENO2721</u>	Waterous Company	APBNK	Check	<u>P2K3713001</u>	FLOTO PUMP PARTS	10000.61000.52302	542.42
<u>2005</u>	WEST COAST LIGHTS & SIRENS INC	APBNK	Check	<u>12771</u>	COMPUTER SUPPLIES	10000.50000.53103	606.87
				<u>12748</u>	COMPUTER SUPPLIES	10000.50000.53103	606.87
Fund 10000 Total:							32,270.07
Fund: 36001 - EMERGENCY MEDICAL SERVICES							
<u>VENO2731</u>	PHYSIO-CONTROL INC	APBNK	Check	<u>116076030</u>	ePCR HEALTHEMS ACTIVATION	36001.64000.53999	3,995.00
<u>VENO2018</u>	Suzette Otlewis	APBNK	Check	<u>INV017972-FEB2016</u>	CE/QI SERVICES/FEB2016	36001.64000.52205	500.00
<u>1053</u>	WITTMAN ENTERPRISES, LLC	APBNK	Check	<u>1601056</u>	EMS BILLING SERVICES (FY 2015-16)/JAN2016	36001.64000.52200	348.83
Fund 36001 Total:							4,843.83
Fund: 36002 - FIRE DEPT DONATIONS							
<u>VENO2704</u>	Shop at Home Blinds	APBNK	Check	<u>5219</u>	BLINDS	36002.61000.53999	1,533.53
Fund 36002 Total:							1,533.53
Fund: 37004 - LOCAL TRANSPORTATION/PROP A							
<u>1717</u>	LACMTA	APBNK	Check	<u>800062991</u>	TAP CARDS/SENIORS & DISABLES	37004.70000.52001	372.00
Fund 37004 Total:							372.00
Fund: 37006 - SENIOR CENTER							
<u>1717</u>	LACMTA	APBNK	Check	<u>800062991</u>	TAP CARDS/SENIORS & DISABLES	37006.72000.52999	96.00
<u>0332</u>	PETTY CASH FUND-ADMIN	APBNK	Check	<u>INV017981</u>	SENIOR CINEMA/STORM WATCH VIDEO/POSTA	37006.72000.53999	1.64
Fund 37006 Total:							97.64
Fund: 37007 - SM COMMUNITY FOUNDATION							
<u>VENO2710</u>	RTC Memorial Markers, Inc.	APBNK	Check	<u>INV017980</u>	Brick Engraving	37007.83200.52209	332.01
<u>1466</u>	UNITED SITE SERVICES OF CA INC	APBNK	Check	<u>114-3766681</u>	Portable Restroom for Sierra Madre Sports League	37007.70000.52999	116.90
Fund 37007 Total:							448.91
Fund: 50001 - CITYWIDE DEBT SERVICE							
<u>VENO1220</u>	CITY NATIONAL BANK	APEFT	Electronic Funds Transfer	<u>INV017978</u>	City Master Lease Payment	50001.30000.58004	21,651.77
						50001.30000.58005	69,394.71
Fund 50001 Total:							91,046.48
Fund: 60000 - INT SVC FND - FLEET							
<u>0108</u>	ADVANTAGE FORD						

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	<u>158147</u>	FORD PARTS AND SERVICES #3388 BUS REC DEP	60000.83100.53208	79.90
<u>VEN01541</u>	ALTURDYNE						
		APBNK	Check	<u>19447</u>	MAINTENANCE AND REPAIR	60000.83100.53208	1,412.98
<u>0125</u>	ARROW AUTOMOTIVE SERVICE						
		APBNK	Check	<u>1037412</u>	VEHICLE MAINTENANCE/ PD#2102 PU	60000.83100.53208	486.82
<u>VEN01220</u>	CITY NATIONAL BANK						
		APEFT	Electronic Funds Transfer	<u>INV017978</u>	City Master Lease Payment	60000.30000.58004 60000.30000.58005	3,333.44 10,685.69
<u>0207</u>	ERNIE'S AUTO PARTS						
		APBNK	Check	<u>14IN218960</u>	VEHICLE MAINTENANCE SUPPLIES #2092/#2100	60000.83100.53208	76.39
				<u>14IN219901</u>	VEHICLE MAINTENANCE SUPPLIES/ RUFF SERVIC	60000.83100.53208	7.72
				<u>14IN219517</u>	VEHICLE MAINTENANCE SUPPLIES/GARAGE	60000.83100.53208	26.03
				<u>14IN218938</u>	VEHICLE MAINTENANCE SUPPLIES/GARAGE ALL	60000.83100.53208	9.74
<u>VEN01936</u>	FOOTHILL COMMUNICATIONS LLC						
		APBNK	Check	<u>1593</u>	FRAZER RA WIFI INSTALLATION	60000.83100.56006	296.80
<u>1818</u>	GMS AUTOGLASS						
		APBNK	Check	<u>1236729</u>	VEHICLE MAINTENANCE - WINDSHIELD	60000.83100.53208	392.32
<u>0243</u>	HOSE MAN						
		APBNK	Check	<u>2308543-0001-02</u>	VEHICLE MAINTENANCE #5200 LOADER STREET	60000.83100.53208	134.35
				<u>2308713-0001-02</u>	VEHICLE MAINTENANCE	60000.83100.53208	34.89
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF						
		APBNK	Check	<u>50128099</u>	CAR BATTERIES #3389 REC DEPT/#6121 BLDG DI	60000.83100.53208	182.97
<u>1608</u>	MUNICIPAL MAINTENANCE EQUIP IN						
		APBNK	Check	<u>0107832-IN</u>	SEWER TRUCK #5134 VAC-CON SEWER DEPT	60000.83100.53208	341.41
<u>0360</u>	QUINN COMPANY						
		APBNK	Check	<u>PC810732949</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	9.42
				<u>PC810732948</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	156.56
				<u>WO810177406</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	4,381.45
				<u>PR810277364</u>	HEAVY EQUIPMENT PARTS	60000.83100.53208	-9.42
<u>1390</u>	VALLEY POWER SYSTEMS						
		APBNK	Check	<u>161025</u>	ANNUAL SERVICES	60000.83100.52200	5.87
Fund 60000 Total:							22,045.33
Fund:	60001 - INT SVC FND - FACILITIES MGT						
<u>0714</u>	CINTAS CORPORATION #693						
		APBNK	Check	<u>693623506</u>	UNIFORM CLEANING	60001.83200.53303	386.27
				<u>693625493</u>	UNIFORM CLEANING	60001.83200.53303	269.05
<u>0169</u>	CITY WHOLESALE ELECTRIC CO.						
		APBNK	Check	<u>214052</u>	ELECTRICAL SUPPLIES	60001.83200.53200	-71.47
				<u>214399</u>	ELECTRICAL SUPPLIES	60001.83200.53200	347.06
				<u>214362</u>	ELECTRICAL SUPPLIES	60001.83200.53200	17.53
<u>0196</u>	DUNN EDWARDS CORPORATION						
		APBNK	Check	<u>2026507976</u>	FACILITIES SUPPLIES/ FACILITY	60001.83200.52301	11.75
<u>1724</u>	LAWRENCE ROLL-UP DOORS INC						
		APBNK	Check	<u>1617163</u>	FD ROLL UP DOOR MAINTENANCE	60001.83200.53200	244.00
<u>0332</u>	PETTY CASH FUND-ADMIN						
		APBNK	Check	<u>INV017981</u>	SENIOR CINEMA/STORM WATCH VIDEO/POSTA	60001.83200.53200	26.11
<u>0336</u>	POST ALARM SYSTEMS						
		APBNK	Check	<u>846863</u>	ALARM MONITORING/MAR2016	60001.83200.52200	19.50
				<u>847643A</u>	ALARM MONITORING/MAR2016	60001.83200.52200	40.00
				<u>851030</u>	ALARM MONITORING/MAR2016	60001.83200.52200	34.00
				<u>846379</u>	ALARM MONITORING/MAR2016	60001.83200.52200	43.50
				<u>850864</u>	ALARM MONITOR - REC/MAR2016	60001.83200.53200	48.45
				<u>844526</u>	ALARM MONITOR - REC	60001.83200.53200	125.00
				<u>847643</u>	ALARM MONITOR - REC/MAR2016	60001.83200.53200	40.95
<u>1373</u>	UNITED MAINTENANCE SYSTEMS						
		APBNK	Check	<u>13276</u>	JANITORIAL SERVICES/FEB2016	60001.83200.52200	3,185.64
Fund 60001 Total:							4,767.34
Fund:	60002 - INT SVC FND - ADMINISTRATION						
<u>0507</u>	DIRECT CONNECTION						
		APBNK	Check	<u>55682</u>	ENVELOPES	60002.30000.53102	1,641.19

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0814	HDL, COREN & CONE	APBNK	Check	0022329-IN	Prof Svc/Property Tax Report 2016-1STQUARTE	60002.30000.52100	1,800.00
0359	NANCY SHOLLENBERGER	APBNK	Check	INV017974	Minute Taking/FEB2016	60002.12000.52100	130.00
0786	OFFICE DEPOT, INC	APBNK	Check	824679894001	Office Supplies/CH	60002.30000.53100	348.35
0332	PETTY CASH FUND-ADMIN	APBNK	Check	INV017981	SENIOR CINEMA/STORM WATCH VIDEO/POSTAI	60002.30000.53102	39.20
1709	PRIORITY NEOPOST	APBNK	Check	SWINV428272	Postage Machine Ink Cartridge	60002.30000.53101	271.65
Fund 60002 Total:							4,230.39

Fund: 60003 - INT SVC FND - TECHNOLOGY

VENO2677	ClientFirst Consulting Group LLC	APBNK	Check	6080	IT Master Plan/JAN2016	60003.30000.52200	2,016.00
1641	RICOH AMERICAS CORP	APBNK	Check	49150562	Copier Lease 02/15/16-03/14/16	60003.30000.53210	773.44
0429	XEROX CORPORATION	APBNK	Check	083632518	Copier Lease/PD-FEB16	60003.30000.53210	471.65
				083632517	Copier Lease/ LIB-FEB2016	60003.30000.53210	393.77
				083414401	Copier Lease/ CH-JAN16	60003.30000.53210	632.85
Fund 60003 Total:							4,287.71

Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT

1562	CASA DEL REY TEMPLE CITY	APBNK	Check	02252017	SMERL	60007.70100.53403	340.00
0190	DECCO AWARDS INC	APBNK	Check	16-9950	Employee Event	60007.70100.53403	353.96
0913	IRWINDALE INDUSTRIAL CLINIC	APBNK	Check	2130-648396	Physicals	60007.70100.52100	50.00
						60007.70101.52106	110.00
0277	LIEBERT CASSIDY WHITMORE	APBNK	Check	INV017979	Billing Summary 1-31-16	60007.70100.52201	7,130.70
0332	PETTY CASH FUND-ADMIN	APBNK	Check	INV017981	SENIOR CINEMA/STORM WATCH VIDEO/POSTAI	60007.70100.53403	36.70
Fund 60007 Total:							8,021.36

Fund: 71000 - WATER ENTERPRISE FUND

1200	BLUE DIAMOND MATERIALS	APBNK	Check	651641	ASPHALT	71000.81100.53206	153.34
				649036	ASPHALT	71000.81100.53206	81.08
0871	GOLDEN WEST ELECTRIC	APBNK	Check	3018	ELECTRICAL SERVICES	71000.81100.52200	5,200.40
0236	HACH COMPANY	APBNK	Check	9797550	ANNUAL MAINTENANCE	71000.81100.52200	4,148.00
VENO1500	INLAND WATER WORKS SUPPLY CO.	APBNK	Check	281504	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	397.09
VENO1529	METRON-FARNIER LLC	APBNK	Check	21931	AMI CITY WATER METER	71000.81100.56011	228.68
VENO1080	PACIFIC COAST TOOL & SUPPLY	APBNK	Check	0155579-00	TOOLS	71000.81100.53205	391.35
VENO2699	Rain for Rent	APBNK	Check	039031761	WATER MAIN PROJECT	71000.81100.56011	21,716.58
0447	RAYMOND BASIN MANAGEMENT BOARD	APBNK	Check	06-15-0007	2015 SAMPLING AND ADMIN STETSON ENGINEE	71000.81100.52100	602.89
0158	VULCAN MATERIALS COMPANY	APBNK	Check	71037784	ASPHALT COLD MIX	71000.81100.53206	600.59
				71016448	ASPHALT COLD MIX	71000.81100.53206	759.58
0426	WESTERN WATER WORKS	APBNK	Check	397314-00	DISTRIBUTION SYSTEM REPAIR	71000.81100.53200	2,331.83
				399087-00	DISTRIBUTION SYSTEM REPAIR	71000.81100.53200	260.61
Fund 71000 Total:							36,872.02

Fund: 72000 - SEWER

Packet: APPKT02767 - GEN 3/8/16
 Vendor Set: 01 - Vendor Set 01

Check Date: 03/02/2016

P. 8

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1200</u>	BLUE DIAMOND MATERIALS				
APBNK	Check	<u>651641</u>	ASPHALT	72000.81200.53206	61.34
		<u>649036</u>	ASPHALT	72000.81200.53206	32.43
<u>VEN01220</u>	CITY NATIONAL BANK				
APEFT	Electronic Funds Transfer	<u>INV017978</u>	City Master Lease Payment	72000.30000.58004	38,646.07
				72000.30000.58005	12,056.45
<u>0346</u>	RED WING SHOES				
APBNK	Check	<u>150000003050</u>	SAFETY BOOTS	72000.81200.53303	2,360.40
				Fund 72000 Total:	53,156.69
Fund: 77003 - SPECIAL EVENTS					
<u>0332</u>	PETTY CASH FUND-ADMIN				
APBNK	Check	<u>INV017981</u>	SENIOR CINEMA/STORM WATCH VIDEO/POSTA	77003.79003.52999	90.00
				Fund 77003 Total:	90.00
				Report Total:	264,083.30



City of Sierra Madre, CA

Check Approval

P.9

Packet: APPKT02759 - LIB 3/8/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/02/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0132</u>	BAKER & TAYLOR, INC.				
APBNK	Check	<u>4011517981</u>	Processing Fees	10000.90000.52200	37.18
		<u>4011511856</u>	Processing Fees	10000.90000.52200	31.36
		<u>4011504644</u>	Books and Reference	10000.90000.53406	426.06
		<u>4011517980</u>	Books and Reference	10000.90000.53406	672.68
<u>1688</u>	BAYSCAN TECHNOLOGIES				
APBNK	Check	<u>47092</u>	Library Supplies	10000.90000.53100	82.00
<u>0145</u>	BRODART				
APBNK	Check	<u>425635</u>	Library Supplies	10000.90000.53100	45.35
<u>0201</u>	EBSCO				
APBNK	Check	<u>0044988</u>	Annual Periodicals FY 2015-2016	10000.90000.53501	3.00
Fund 10000 Total:					1,297.63
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND					
<u>0132</u>	BAKER & TAYLOR, INC.				
APBNK	Check	<u>T35552381</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	40.86
		<u>4011511855</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	145.16
		<u>T326725CM</u>	BOOKS	39006.90000.53406	-24.45
		<u>T326726CM</u>	BOOKS	39006.90000.53406	-39.02
		<u>T35552380</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	32.69
		<u>T326727CM</u>	BOOKS	39006.90000.53406	-8.75
		<u>T35599640</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	24.51
		<u>T35369481</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	115.19
		<u>B09611770</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	18.79
		<u>T35369480</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	22.58
<u>1688</u>	BAYSCAN TECHNOLOGIES				
APBNK	Check	<u>47072</u>	Computer Supplies	39006.90000.53103	83.00
<u>0786</u>	OFFICE DEPOT, INC				
APBNK	Check	<u>823868625001</u>	Friends Programs	39006.90000.53999	45.22
		<u>823873903001</u>	Friends Programs	39006.90000.53999	23.75
Fund 39006 Total:					479.53
Report Total:					1,777.16



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

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

City of Sierra Madre Agenda Report

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

SUBMITTED BY: Marcie Medina, Finance Director 

DATE: March 8, 2016

SUBJECT: Quarterly Financial Report – Second Quarter of FY 2015-16

SUMMARY

Attached is the Quarterly Financial Report for second quarter of the 2015-16 fiscal year.

ANALYSIS

The attached Quarterly Financial Report summarizes the City's overall financial position for the period of July 1, 2015 through December 31, 2015. General Fund Revenues and Expenditures at this time are on target with budget projections.

FISCAL IMPACT

There is no financial impact from this action.

PUBLIC NOTICE PROCESS

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

RECOMMENDATION

Receive and file the Quarterly Financial Report for the quarter ending December 31, 2015.

ATTACHMENTS

Quarterly Financial Report for the Second Quarter of FY 2015-16.



QUARTERLY FINANCIAL REPORT

Second Quarter of FY 2015-16

The City has completed the second quarter of fiscal year 2015-16. This report summarizes the overall financial performance of the City for the period of July 1, 2015 through December 31, 2015, but is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for Enterprise Funds and Special Revenue Funds. The information presented is unaudited. This report is intended only to provide the City Council and the public with an overview of the City's general fiscal condition.

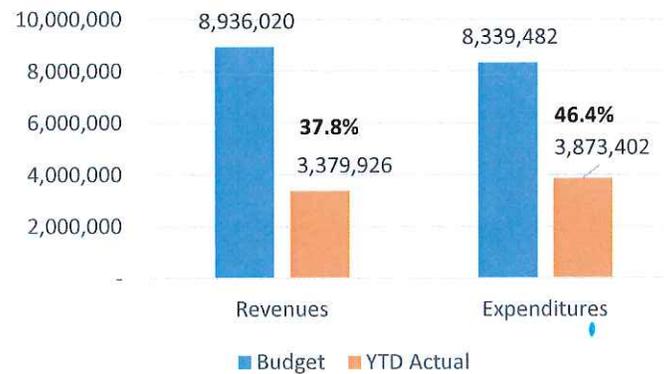
The revenue projections and expenditure budgets include adjustments for carryovers and any appropriations made by the City Council as of December 31, 2015. The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year end to account for such activity in the correct fiscal year.

GENERAL FUND

The General Fund is the general operating fund for the City. It provides the resources to sustain the day-to-day activities and services to the community. All nine departments receive support, either directly or indirectly from the General Fund.

The General Fund budget for FY 2015-16 is \$8,936,020 for revenues and \$8,339,482 for expenditures. With 50% of the year complete, General Fund revenues are at 37.8% of budget and expenditures are at 46.4%. Revenues for the second quarter are a higher percent of budget as compared to the second quarter of the prior year. Expenditures for the second quarter are also a higher percent of budget as the same period of the prior year.

**General Fund
Budget to Year-to-Date Actual**



GENERAL FUND REVENUES	BUDGET	YTD ACTUAL	%
Property Tax	5,424,430	1,746,333	32.2%
Utility User's Tax	1,996,000	984,670	49.3%
Other Taxes	674,886	128,786	19.1%
Licenses & Permits	442,212	156,293	35.3%
Charges for Services	5,919	1,704	28.8%
Fines & Penalties	233,600	87,572	37.5%
Interest & Rents	140,750	73,720	52.4%
Other Revenues	18,223	200,848	1102.2%
TOTAL	8,936,020	3,379,926	37.8%

The City's two major General Fund revenue sources are Property Taxes and Utility User Taxes, which make up over 80% of the General Fund Revenues.

- **Property Taxes:** The first major apportionment distribution to the City for FY 2015-16 was received on December 2015. Also, the revenues received in July and August are mainly for prior year and accrued as such. Included in this line item are Property Taxes in Lieu of VLF and residual

payments from the dissolution of the former redevelopment agency.

- **Utility User Taxes:** Taxes are due the month after vendors collect it. Revenues received in July are for June Taxes which are accrued to the prior year. Therefore, revenues as of the end of the second quarter are for about five months of the year.
- **Other Revenues:** Revenues received include \$ 154,500 of state mandated costs reimbursed for prior years. This amount was expected to be received the end of FY 2014-15, but was received via various payments during this year. Budgeted revenues will be adjusted at mid-year.

GENERAL FUND EXPENDITURES	BUDGET	YTD ACTUAL	%
Administrative Services	1,542,546	862,326	55.9%
Community Services	142,343	69,503	48.8%
Elected and Appointed	386,710	90,950	23.5%
Fire	1,048,767	542,254	51.7%
Library	807,632	321,701	39.8%
Police	3,891,064	1,769,580	45.5%
Public Works	520,420	217,088	41.7%
TOTAL	8,339,482	3,873,402	46.4%

As of December 31, 2015, \$3.9 million or 46.4% of the General Fund budget has been expensed. Although, the report is for the second quarter, or 50% of the year, the expenditures paid typically reflect about five months of the year. This is due to the year-end accrual of June expenditures that were paid in fiscal year 2015-16 and that most of December expenditures will be paid in January. Expenditures for Community Services and Fire are typically higher as a percentage of budget for the second quarter than other departments. This is because both operations have more activities and

expenditures during the summer months, the first quarter of the year. The percentage of budget for both departments is about the same as the second quarter of the prior year. Police and Administrative Services Department expenditures as a percentage of budget are higher than other departments due to annual payments paid during the first months of the year. At this time General Fund expenditures seem to be on target as budgeted.

ENTERPRISE FUNDS

The following tables summarizes the revenues and expenditures for enterprise funds.

ENTERPRISE FUNDS REVENUES	BUDGET	YTD ACTUAL	%
Business Fund	273,720	131,924	48.2%
Sewer	886,100	417,107	47.1%
Water	4,857,160	2,406,957	49.6%
TOTAL	6,016,980	2,955,988	49.1%

ENTERPRISE FUNDS EXPENDITURES	BUDGET	YTD ACTUAL	%
Business Fund	251,564	287,760	114.4%
Sewer	1,077,222	344,845	32.0%
Water	5,422,195	1,368,069	25.2%
TOTAL	6,750,981	2,000,674	29.6%

The Business Fund includes the following operations: Strike team services, aquatics, special events, filming and recreation classes. The revenues and expenditures fluctuate with activity. The expenditures are high due to strike team services that have not been reimbursed. Both, revenues and expenditures will be adjusted after the mid-year analysis.

Sewer and Water Fund revenues are at 47.1% and 49.6% of budget respectively. This is just under the

50% where the revenues should be at the end of the second quarter. Expenditures for both Sewer and Water are both low as a percentage of budget. This is mainly due to the fact that a significant amount of expenditures are project based and fluctuate with activity. For both, Sewer and Water operations, repairs or maintenance project activity usually has a long lead time. The expenditures will vary based on need, budget and timing of project activity. Also, water expenditures for purchased water will occur at the end of the fiscal year.

OTHER FUNDS

Budget versus actual comparisons for both revenue and expenditures for Special Revenue Funds are presented below. Special Revenue Funds are restricted in their use for specified purposes.

SPECIAL REVENUE FUNDS REVENUES	BUDGET	YTD ACTUAL	%
Assessments	107,659	78,915	73.3%
COPS Fund	100,000	59,036	59.0%
Environment Fund	90,189	22,873	25.4%
Friends of the Library	155,000	15,044	9.7%
Gas Tax	241,859	111,762	46.2%
Library Gift & Memorial	65,100	3,945	6.1%
Measure R	124,629	51,232	41.1%
Paramedic Fund	187,000	117,047	62.6%
Community Development	525,164	261,810	49.9%
Prop A	212,480	84,492	39.8%
Prop C	166,170	68,231	41.1%
Senior Donations	20,300	49	0.2%
Other Special Revenues	265,396	107,484	40.5%
TOTAL	2,260,946	981,920	43.4%

SPECIAL REVENUE FUNDS EXPENDITURES	BUDGET	YTD ACTUAL	%
Assessments	103,088	32,794	31.8%
COPS Fund	122,185	73,985	60.6%
Environment Fund	118,004	38,051	32.2%
Friends of the Library	55,000	18,239	33.2%
Gas Tax	231,599	148,400	64.1%
Library Gift & Memorial	34,100	12,357	36.2%
Measure R	95,002	5,676	6.0%
Paramedic Fund	891,953	364,539	40.9%
Community Development	1,067,441	433,414	40.6%
Prop A	172,812	70,271	40.7%
Prop C	114,899	6,180	5.4%
Senior Donations	74,380	19,890	26.7%
Other Special Revenues	184,898	34,266	18.5%
TOTAL	3,265,361	1,258,062	38.5%

FOR MORE INFORMATION

This summary report is derived from detailed financial information generated by the City's Administrative Services Department. Additional financial information is available online at www.cityofsierramadre.com.



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: March 8, 2016

**SUBJECT: RECOMMENDATION TO REJECT ALL BIDS FOR THE
REPLACEMENT OF WATER MAINS IN SIERRA PLACE AND IN
MANZANITA AVENUE**

SUMMARY

Staff recommends that the City Council reject all bids received February 22, 2016 for the replacement of water mains in Sierra Place and in Manzanita Avenue.

ANALYSIS

On October 19th, the City Council approved two phases of water main replacement projects for FY 2015-16. Subsequently, the first phase was bifurcated into two sub-phases and the first sub-phase was awarded on an emergency basis, to replace the mains in Skyland Drive and Idle Hour Lane. The remainder of Phase 1 consists of Sierra Place from Sierra Madre Boulevard to Lowell Avenue and a portion of Manzanita Avenue, between South Lima Street and South Hermosa Avenue.

One reason why the leaking mains in Manzanita and Sierra Place were elevated to Phase 1 is because design drawings were already done for main replacements in these street sections as part of uncompleted prior years' projects. Proceeding with these streets allows the City to get a quicker start on priority main replacements than if we had to wait on the design of new plans. The design for Phase 2 can begin while advertisement and construction of Phase 1 is under way.

Staff combined the plans for Sierra Place and for Manzanita Avenue into a single set of attachments to a new set of bid documents/specifications for Phase 1B. The plans and specifications were advertised for bids. The plans call for replacement of the existing water mains, plus allow an option for lining the pipes in place; an option which could result in savings to the City on the project of up to 30%. The estimated cost of the pipe

replacement option for the project was \$238,400. On January 12, the City Council approved the advertisement of the Phase 1B project for bids.

Nine bids were received for the project:

	Pipeline Replacement	Pipe Lining
Dominguez General Engineering	\$431,250	\$307,000
Stephen Doreck Equip. Rental	\$386,830	No bid
Perry C. Thomas Construction	\$375,174	No bid
Ramona, Incorporated	\$374,350	\$564,100
Gentry Brothers	\$358,495	No bid
Cedro Construction, Inc.	\$348,210	No bid
Vido Samarzich, Inc.	\$261,735	No bid
MCC Pipeline, Inc.	\$244,389	No bid
EL Engineering	\$208,315*	\$182,650*

*EL Engineering was the apparent low bidder. However, as staff reviewed the EL bid, we found numerous mathematical and clerical errors. Inasmuch as staff was unable to ascertain from the EL bid what the contractor's actual costs were and whether the contractor could actually build the project for the amount stated in the bid (\$208,315), the contractor was allowed to withdraw his bid.

The second low bid was from MCC Pipeline of Yucaipa in the amount of \$244,389. The Third low bidder, Vido Samarzich, Inc. protested the MCC bid on grounds that required bid information was not provided by MCC. Both the second and third bidders omitted the pipe lining option, which could have disqualified them.

Staff has been contacted by Aquapipe/Sanexen with a proposal to line the existing mains in place in lieu of pipe replacement. The lining process has been described as less disruptive of neighborhoods and less costly than outright main replacement. Staff structured the bid documents for this project in such a manner as to allow for a pipe lining alternate to pipe replacement. Sanexen did not bid on the project and only three of the nine bidders provided a cost for the lining alternative. The lining alternative did not provide for cost savings in the case of this project. In re-bidding the project, the option to line the existing mains will be removed from the project.

FINANCIAL

At a cost of \$244,389 to \$261,735 (less contingencies), award of the proposed project to either of the two remaining lowest bidders would reduce the remaining water fund reserves from \$835,000 to as low as \$573,265. Such a reduction is not recommended at this time.

Considering the incomplete nature of the lowest bids, the protest filed by the third low bidder, and the significant impact that proceeding with the project would have upon the remaining water fund reserves, staff recommends rejecting all bids for the project.

ALTERNATIVES

- 1.) The City Council may reject all bids for the project and direct staff to re-bid the project at a later date.
- 2.) The City Council may reject all bids on the project and defer further action on the project until additional funding is available in Water Fund reserves.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Staff recommends that the City Council reject all bids received February 22, 2016 for the replacement of water mains in Sierra Place and in Manzanita Avenue.



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Miguel Hernandez, Human Resources Analyst 

REVIEWED BY: Bruce Inman, Director of Public Works 

DATE: March 8, 2016

**SUBJECT: DECLARATION OF CITY OWNED VEHICLES AND
MISCELLANEOUS PROPERTY TO BE SURPLUSED**

SUMMARY

City policy requires that prior to unused City property being disposed of, the property be declared surplus by the City Council. Staff recommends that the City Council declare the vehicles and equipment listed in this report to be surplus and approve of the disposal of the items as described herein.

ANALYSIS

City staff has prepared a list of out-of-service vehicles and miscellaneous property to designate as surplus and to be auctioned-off. There are two vehicles and several pieces of property items that are no longer being used that have been identified as surplus (Attachment A) and staff is requesting authorization to dispose of these identified assets.

Vehicles to be designated as surplus have reached their useful life due to high mileage or high repair and maintenance costs. This property is currently being stored at City Yards. In order to keep the City Yard free from debris, the vehicles and miscellaneous property need to be removed from the maintenance facility. This is normally done by contacting an auction house to have the vehicles and equipment hauled off and sold per the requirements of SMMC §3.08.100(C). The auction house is contacted once the City Council declares the vehicles and miscellaneous property surplus.

FINANCIAL REVIEW

The proceeds from the sale of City vehicles and equipment are recorded as revenue in the Fleet Internal Services Fund. Due to the age and condition of the vehicles and equipment being recommended for surplus, it is not possible to estimate the amount of revenue that will be realized at auction.

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 on the City's website at www.cityofsierramadre.com.

ALTERNATIVES

1. The City Council may declare the City owned vehicles and miscellaneous property listed in Attachment A to be surplus.
2. The City Council may choose not to declare the City owned vehicles and miscellaneous property to be surplus.
3. The City Council can provide further direction to staff on this item.

STAFF RECOMMENDATION

Staff recommends that the vehicles and miscellaneous property in Attachment A be declared surplus by the City Council and authorize City staff to work with an auction house to have the surplus vehicle and equipment auctioned off.

Attachment: Declaration of Surplus Property

Attachment A

DECLARATION OF SURPLUS PROPERTY

City ID#	Item/Vehicle Description	VIN# (If Applicable)	Department	Mileage	Department Head Authorization	Recommend for Disposition	Type of Item
2095	Dodge Charger	2B3KA43H68H299825	Police	124,535	Y	Public Surplus	Vehicle
1997	GMC Sonoma	1GTCS14X5VK515091	Public Works	106,879	Y	Public Surplus	Vehicle
	Piano	N/A	Community Services (YAC)		Y	Public Surplus	Recreation Room Furniture
	Piano	N/A	Community Services (Senior Center)		Y	Public Surplus	Senior Center Furniture
	Two (2) Air Hockey Tables	N/A	Community Services (YAC)		Y	Public Surplus	Recreation Room Games/Furniture
	Two (2) Pool Tables	N/A	Community Services (YAC)		Y	Public Surplus	Recreation Room Games/Furniture
	Old Shelving and Partitions (Not reusable)	N/A	Police Department Dispatch Area		Y	Public Surplus	Shelves and Partitions



Sierra Madre Fire Department 2015 Annual Report



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Message from the Fire Chief

Chief's Message

Let me begin by thanking the men and women of the Sierra Madre Fire Department for their dedication and professionalism throughout 2015. Service to our community has been the central value of the Sierra Madre Fire Department since our founding in 1921. Our members all demonstrate professionalism, integrity and commitment to protecting the citizens of Sierra Madre.

Our combination department, with both career members and volunteer members, is made up of a diverse and talented group of individuals. Through excellent training, strong camaraderie, and dedication to serving our neighbors, the men and women of the Sierra Madre Fire Department stand ready in preparedness to meet the needs of our neighbors. As part of a larger emergency response community, we serve alongside the neighboring communities and the fire service throughout the state of California through the mutual aid system.

As Fire Chief, I would encourage our residents to drop by the fire station and take the time to meet the men and women of our Fire Department. Many of these numbers are "neighbors helping neighbors". In addition, I would encourage everyone in Sierra Madre to find out ways to be part of our program to help make Sierra Madre a safer community.

The members of the Sierra Madre Fire Department are proud of our traditions and those of the fire service. We take pride in the delivery of fire prevention, fire control, emergency medical care and public education services with an unconditional commitment to those we serve.

Stephen F. Heydorff

Fire Chief



Mission Statement



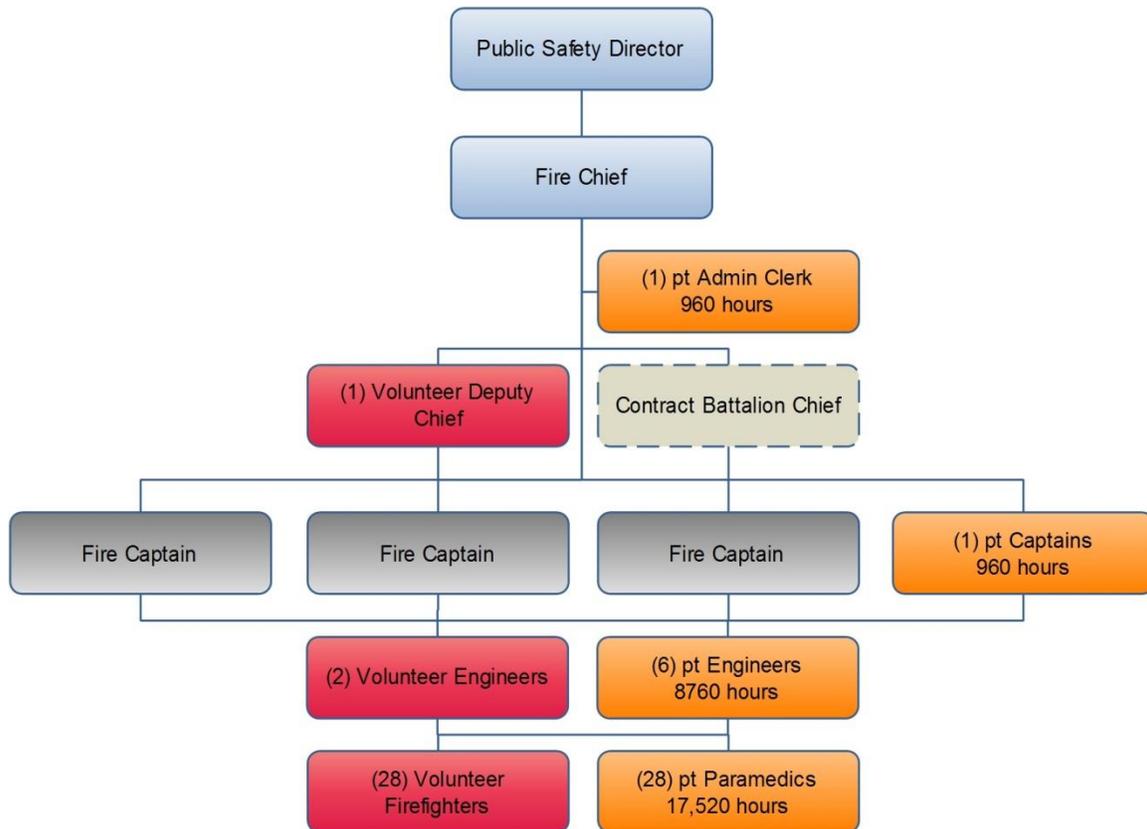
“Neighbors Helping Neighbors”

The mission of the Sierra Madre Fire Department is to provide superior community service through the delivery of fire prevention, fire control, and emergency medical and public education services.

We will support our mission with an absolute commitment to community service, customer support, cost effective operation, training, and education.



Organizational Chart



Volunteer Firefighters on the Sierra Madre Fire Department are required to work one 24-hour shift per week. On average, Firefighters volunteer 1.5 years with the Department before being hired by a full-time career department.

In addition to each Captain's duties as a Fire Suppression shift Captain, each Captain is responsible for the oversight of a Division within the Fire Department: Emergency Medical Services, Fire Prevention, and Training.

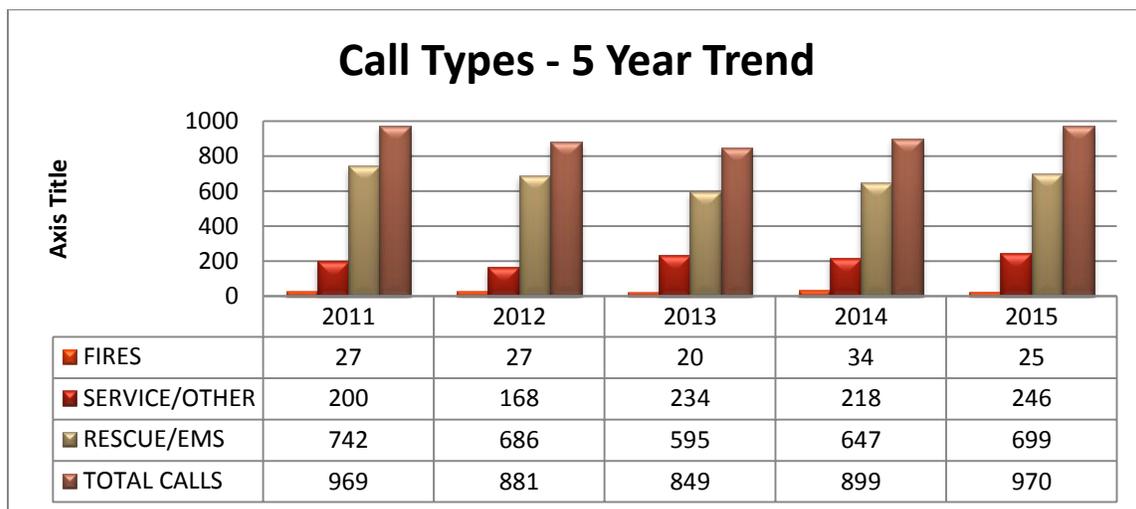
The Fire Department has encountered several structural changes over the past two years. In 2014, the Chief of Police was promoted to the position of Public Safety Director, to oversee both the Police and Fire Departments. The position of Battalion Chief was contracted out to the cities of Arcadia and Monrovia. The number of part-time engineers was increased to fill vacancies filled by volunteers departing for career departments.



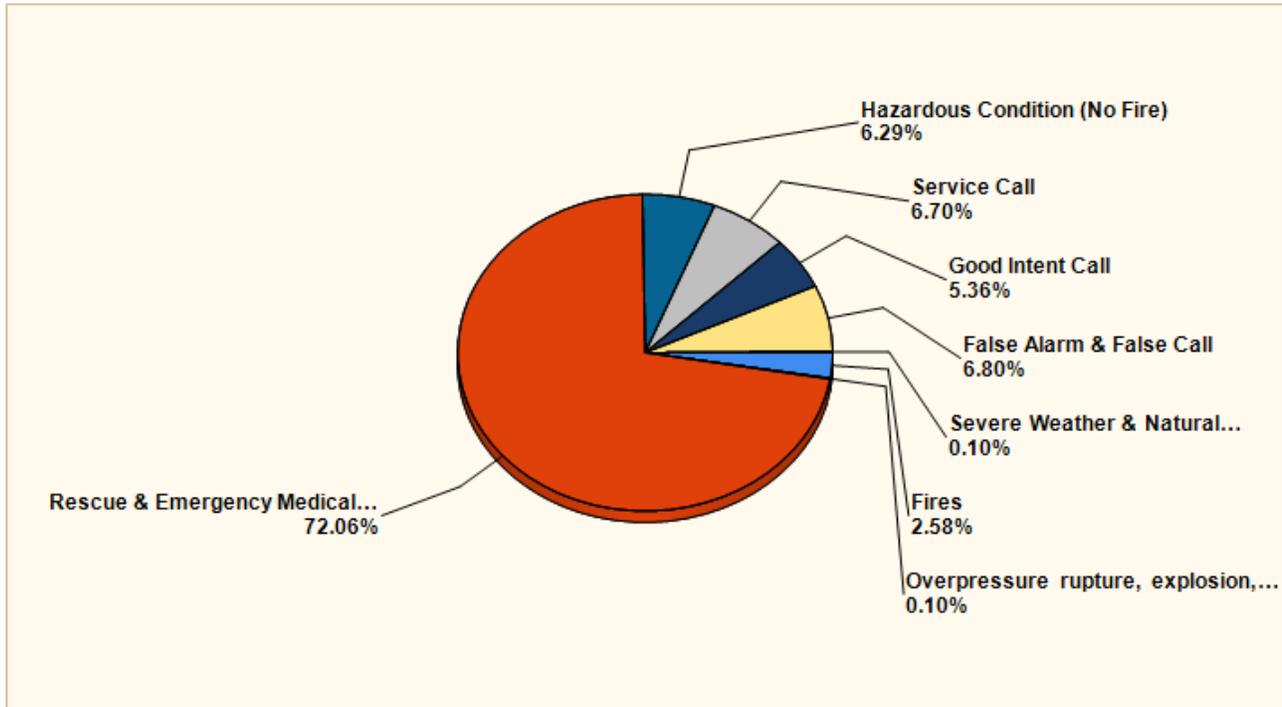
Statistical Summary

Population:	11,165
Area:	3.2 sq. miles
Assessed Property Valuation:	\$1.98 billion
Fire Personnel – Full Time	4
Fire Personnel - Part Time (Average):	7
Fire Personnel – Volunteer (Average):	27
Paramedic Personnel - Part Time (Average):	23
Fire/EMS Budget 2015-2016:	\$1,940,720
Emergency Responses 2015:	970
Fires in 2015:	25
Fire Loss:	\$22,075
Fire Loss per Capita:	\$1.98
Fire Budget per Capita:	\$173.82
Average Response Time Fire:	4:56
Average Response Time EMS:	4:05

Call Types - 5 Year Trend



Responses by Major Incident Type



Major Incident Type	# of Incidents	% of Total
Fires	25	2.58%
Overpressure rupture, explosion, overheating - no fire	1	0.10%
Rescue & Emergency Medical Service	699	72.06%
Hazardous Condition (No Fire)	61	6.29%
Service Call	65	6.70%
Good Intent Call	52	5.36%
False Alarm & False Call	66	6.80%
Severe Weather & Natural Disaster	1	0.10%
TOTAL	970	100.00%



Fire Prevention

The safest and most cost effective method in minimizing losses from fire is to prevent them from occurring in the first place. The Fire Prevention Division takes a proactive approach to fire safety by reviewing building construction plans, fire sprinkler and fire alarm installations, as well as pre-fire and disaster planning. Through fire and life safety inspections of commercial, public and multi-residential properties, hazardous brush mitigation in the wild land interface, and fire safety education programs, the Fire Prevention Division strives to prevent the development of conditions that could lead to large fire losses.

Fire Prevention Activities

In 2015, the Fire Department conducted a total of 1,620 inspections to ensure proper adherence to State and Local Fire Codes. Due to Sierra Madre's geographical location, one of the most important inspections is the annual Brush Abatement program for properties bordering the Wildland-Urban Interface (WUI). Hazardous and dry vegetation is the greatest fire risk for hillside and canyon homes, especially in years of drought. As part of the Brush Abatement program, the Fire Department inspected 1,444 WUI properties and issued 176 violation notices for brush clearance.

Activity	2013	2014	2015
Initial Inspections	1,983	1,757	1,620
Violation Notices	320	126	217
Fire Sprinkler Inspections	62	40	87
Fire Permits	27	17	17
Public Education	27	17	26
Plan Checks	167	226	203
Movie Details	16	0	7
Fire Drills	0	3	0



Emergency Medical Services

In 2015 the Sierra Madre Fire Department Emergency Medical Services (EMS) Division / Paramedic Program responded to 699 calls for service, accounting for 72% of the total calls for service for the Department. In 2015, the Sierra Madre Fire Department had on its roster an average of 38 fire suppression personnel and 23 Paramedics; all 38 fire suppression personnel are trained and certified as Emergency Medical Technicians. The department employs 23 State of California licensed Paramedics, who are accredited with the Los Angeles County Department of Health Services. All Sierra Madre Fire Department personnel, both EMT and Paramedic, must maintain current accreditation and licensure throughout their tenure with the Sierra Madre Fire Department. Training to maintain this accreditation and licensure requires each EMT to attend a minimum of 24 hours, and each Paramedic to attend a minimum of 48 hours of continuing education every 2 years. Paramedics who maintain National Registry are required to maintain a minimum of 72 hours every 2 years.

In June 2015, the Sierra Madre Fire Department Paramedic Program completed its eighth annual Paramedic Program review / audit with the Los Angeles County Department of Health Services. The Sierra Madre Fire Department Paramedic Program completed and passed the audit with 100% compliance in all review areas, and with no additional follow-up required from the Department of Health Services.

The Sierra Madre Fire Department Paramedic Program maintains the “full scope of practice” authorized by the Los Angeles County Department of Health Services. Our department meets all of the State of California requirements for Paramedic Service; as well as provides all of the Los Angeles County Scope of Practice; to include “non-required” equipment and skills. These additional items include CPAP (continuous positive air pressure) device and training and I/O (intraosseous infusion systems). The CPAP device can be crucial in the emergency treatment of certain airway related problems, such as asthma, or cardiac problems related to congestive heart failure. I/O devices are used to assist with the critical infusion of fluids and drugs when using an intravenous catheter is not possible. The I/O system is extremely effective and fast in obtaining vascular access during resuscitation.

In addition to the CPAP and I/O devices, the Sierra Madre Fire Department Paramedics carry on board a defibrillator capable of providing transcutaneous pacing, wave-form capnography, and defibrillation. The transcutaneous pacing allows a paramedic to attach external “pace-maker” pads to a patient in the event of certain heart related problems necessary for the use of a cardiac pacemaker. The wave-form capnography device allows the paramedics to monitor a patient's CO2 expiration during major resuscitation while the patient is intubated (tube placed into the trachea of a patient to facilitate breathing and protect the airway). This device allows the paramedics to maintain a protected airway throughout the resuscitation attempt; as well as monitor patients CO2 levels simultaneously.

The Fire Department’s EMS Division continues to maintain to the highest level of service and standards to better serve the community of Sierra Madre.



Training

A fire department cannot maintain a “state of readiness” without all of the members of the fire department being equipped to handle any potential call for service. The best way for a fire department to make sure all of its members are ready for any specific call for service is through constant and routine training. All of the members of the Sierra Madre Fire Department are required to attend regular training sessions in a variety of subjects related to the fire service. In addition, each member of the Fire Department is also encouraged to maintain a healthy mind and body through routine physical exercise.

In 2015, the members of the Sierra Madre Fire Department participated in a total of 6,130 hours of training. A further breakdown of this statistic shows the fire department as a group averaged 511 hours of training per month; and 8.5 hours of training per month, per individual. Fire suppression personnel (excluding single-role paramedics) averaged 120 hours of training each for the year, and averaged 10 hours per month of individual training.

Sierra Madre Fire Department personnel are required to complete yearly refresher courses in Wildland Fire Safety and FRO (First Responder Operations) training. FRO is an 8 hour class designed for personnel who respond to the release (or potential release) of hazardous materials. The course describes the potential types of hazardous materials and wastes that may be encountered, how hazardous properties are communicated, and initial response steps.



The Los Angeles Area Fire Chiefs’ Association opened a training site in Monrovia as part of their Regional Training Group (RTG) in the early months of 2015. The facility includes a three story tower with two propane-fueled burn rooms. Through the use of the RTG facility, Sierra Madre Fire personnel have had



the indispensable opportunity to participate in live training exercises that includes ladder drills, hose lays, and a mask confidence course.

The Fire Department develops and adheres to a detailed training calendar that is updated annually. The training calendar is a guideline for each individual member of the Sierra Madre Fire Department to follow in order to maintain minimum training hours and standards. Each individual member of the fire department must try to obtain the NPFA (National Fire Protection Agency) recommended annual training hours of 240 hours, and may not drop below 120 hours of annual individual training. Each member of the Sierra Madre Fire Department is responsible to attend a monthly fire suppression drill; as well as a monthly emergency medical training class. Daily training exercises take place at the engine company level 365 days per year.



2015 Year in Review

The Fire Department received a total of 970 calls for emergency service in 2015. Since 2013, there has been a 14% increase in total calls and a 17% increase in Emergency Medical Service calls. At the current rate of incidents, the Fire Department expects to respond to over 1,050 calls by the end of 2015. The below chart shows a comparison between neighboring agencies call numbers and budget for the 2015 calendar year. The Sierra Madre Fire Department continues to remain the most cost-efficient Department in terms of cost per capita, call, and total parcels.

City	Department Budget (FY 15-16)	Number of Calls (2015)	Population	Total Parcels	Cost per Capita	Cost per Call	Cost per Parcel
Alhambra	\$16,490,663.00	5,571	85,569	19,041	\$192.72	\$2,960.09	\$866.06
Arcadia	\$13,676,700.00	4,673	58,232	16,424	\$234.87	\$2,926.75	\$832.73
La Habra Heights	\$ 1,290,998.00	453	5,466	2,155	\$236.19	\$2,849.89	\$599.07
Monrovia	\$9,673,231.00	3,488	37,415	10,392	\$258.54	\$2,773.29	\$930.83
Pasadena	\$42,689,000.00	18,373	140,881	38,435	\$303.01	\$2,232.46	\$1,110.68
San Marino	\$6,112,716.00	991	13,423	4,712	\$455.39	\$6,168.23	\$1,297.27
Sierra Madre	\$1,940,720.00	970	11,165	4,102	\$173.82	\$2,000.74	\$473.12
South Pasadena	\$4,563,570.00	1,775	26,156	7,011	\$174.48	\$2,571.03	\$650.92
Average	\$12,054,699.75	4,315	47,288	12,784	\$253.63	\$3,071.68	\$845.08
Populations < 100,000	\$7,678,371.14	2,450	33,918	9,120	\$246.57	\$3,178.57	\$807.14
Populations < 50,000	\$4,716,247.00	1,517	18,725	5,674	\$259.68	\$3,272.63	\$790.24
Populations < 30,000	\$3,477,001.00	1,024	14,053	4,495	\$259.97	\$3,397.47	\$755.09
Populations < 20,000	\$3,114,811.33	800	10,018	3,656	\$288.47	\$3,672.95	\$789.82

As of April 2015, the Fire Department entered a contractual agreement with the County of Los Angeles Fire Department for automatic response to calls in the vicinity of Chantry Flat Recreation Area, in exchange for automatic aid to first alarm incidents within the city limits of Sierra Madre. Between April and December of 2015, Los Angeles County Fire personnel aided the Sierra Madre Fire Department in response to 3 first alarm incidents within Sierra Madre. Sierra Madre Fire personnel, in cooperation with the Los Angeles County Fire Department, responded to 45 calls in the Chantry Flat Recreation Area.

Due to the retirement of several volunteer personnel at the Battalion Chief level, the Sierra Madre Fire Department contracted services for the position of Battalion Chief to the Arcadia and Monrovia Fire Departments beginning in June 2015. Prior to contracting services, four volunteers donated a minimum of 6,680 total hours and 1,670 individual hours (70 24-hour shifts) per year toward the safety of the community.





A new Frazer Rescue Ambulance replaced the Road Rescue Ambulance as RA-41. The Road Rescue has been designated as a reserve ambulance should the current RA-41 require maintenance. In 2014, the previous reserve ambulance was placed out of service and surplused due to mechanical failures.

The Sierra Madre Fire Department is proud to serve the community with highly trained and qualified personnel at a cost-effective rate. The volunteers and part-time personnel that make up the majority of personnel dedicate their time and expertise to the Department in addition to full-time careers within the public safety and medical services. Many volunteers and part-time employees are employed full-time as ER Technicians, Police Officers, Deputy Sheriffs, Fire Engineers, and Paramedics from private ambulance companies and career departments.

The Sierra Madre Volunteer Firefighters' Association continues to play an active role in the community through the sponsoring of community events throughout the year such as the Annual Pancake Breakfast, Easter Egg Hunt, and Christmas Eve Visit from Santa Claus.

In 2015 the Fire Department continued to participate in and show support for the many City and Community lead events that make Sierra Madre great. The Fire Department lead the Little League and Halloween Parades, provided EMT services for the Wistaria Festival and Mount Wilson Trail Race, and delivered Santa Claus to Kersting Court for the annual Christmas Tree Lighting. The Fire Department's continued appreciation of the support of Sierra Madre residents, City Council and management staff cannot be overstated. We would also like to thank the men and women of the Sierra Madre Fire Department for their dedication and hard work in 2015.



SIERRA MADRE
POLICE



SIERRA MADRE

POLICE DEPARTMENT



Integrity - Innovation - Dedication - Compassion

2015 Annual Report



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ORGANIZATIONAL CHART





HISTORY OF SIERRA MADRE POLICE DEPARTMENT

The city of Sierra Madre is located at the base of the San Gabriel Mountains of Los Angeles County. The “Village of the Foothills” is centrally located between Pasadena and Arcadia. The city is made up of three square miles of serene neighborhoods and green space. At its heart is the City’s charming downtown shopping district, a popular landmark for visitors and the approximately 11,000 residents that call Sierra Madre home. The City of Sierra Madre was incorporated as a California city in 1907.

The Sierra Madre Police Department was founded in 1928 when Gordon MacMillan was sworn in as the first Chief of Police. Over the years, he was followed by Chiefs Bayle, Zurcher, Kendra, Betts, Thurmin, Surgent, Christensen, Davis, Bailey, Hinig, Diaz and currently Chief Giannone. When Chief MacMillan took office, the police facility was located near city hall at 55 W. Sierra Madre Blvd.



In 1976, a new Fire & Police Facility was built for public Safety. Chief I.E. Bill Bets was Police Chief at the time.





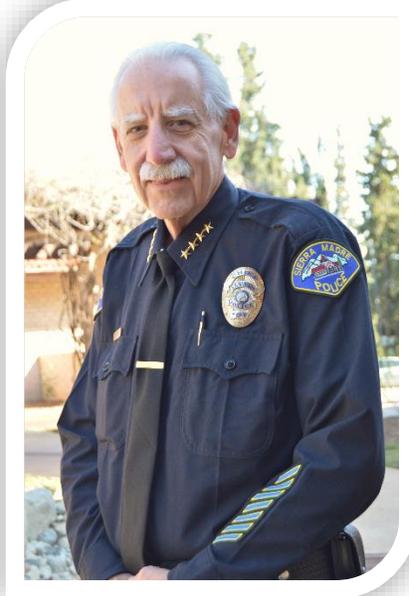
For over 85 years, the men and women of the Sierra Madre Police Department have been committed to providing the citizens with their law enforcement requirements and helping to provide for a safe, Foothill Village community. Through the joint effort of the Sierra Madre Police Department and the community, the city of Sierra Madre enjoys one of the lowest crime rates in California. We have the pleasure of serving the community while building a partnership and we appreciate the support of the fine residents of the Foothill Village.

In the late 1980s and 1990s, Sierra Madre was praised as the safest city in Los Angeles County while the City of Los Angeles was experiencing a drug fueled crime wave. As of 2015, Sierra Madre continues to be one of the safest cities in the county. Crime Trend analysts attributed this to inaccessibility and a primarily single-family population. In 2006 the Sierra Madre Police Department made history when their Mayor appointed Marilyn Diaz, the first ever female Police Chief for Los Angeles County.

In 2011, Larry Giannone was appointed Chief of Police. The Sierra Madre Police Department is comprised of one Chief, one Captain, four Sergeants, one Corporal, one Detective, eight patrol officers, four police dispatchers, four community service officers, two cadets, six reserve police officers and numerous volunteers.



MESSAGE FROM THE CHIEF



It is with great pleasure that I present the Sierra Madre Police Department's Annual Report for 2015. Our dedicated and motivated staff continues to devote themselves to making Sierra Madre the 21st century model of small town policing.

Sierra Madre continues to uphold its reputation for having one of the lowest crime rates in California. Our department, in partnership with our community, continues to work together in an effort to improve service and safety to those who live, work and visit the City of Sierra Madre.

The dedicated men and women of Sierra Madre Police Department are an integral part of this community, and the community in turn has a partnership with the Police Department. We count on each other to keep this community safe and to work on quality of life issues so that its residents and business owners may enjoy the peaceful and serene village atmosphere that Sierra Madre is known to offer.

The partnership between the Police and the community, which includes our dedicated Neighborhood Watch and Volunteer programs, epitomizes the best in community policing. 2015 has been a very challenging year for the Police Department, yet the wonderful men and women of this Police Department continue to amaze me as they strive for the best, sometimes with very little resources to get them there...but the job gets done.

It is my honor to serve as your Chief of Police, representative of all the men and women who work very hard to make the Sierra Madre Police Department a small but premiere full service law enforcement organization. We deeply appreciate the support of our community and stand ready to answer any call for service in keeping our community safe.

- Larry Giannone



EMPLOYEE AWARDS

MADD AWARD



On April 14th 2015, Chief Giannone and Officer Hare were commemorated with the Deuce Award for their DUI arrests in the year of 2014 during the Mothers Against Drunk Driving banquet.

PUBLIC SAFETY AWARD



On October 8th 2015, Captain Ortiz was commemorated with the Public Safety award for his strong work ethic and efforts to maintain a safe community at the Sierra Madre Honor Awards Ceremony.



COMMUNITY OUTREACH



The Sierra Madre Police Department works in partnership with the community with various crime prevention programs, with a common goal to keep Sierra Madre a safe place for residents to live and work. One such program is Neighborhood Watch.

Neighborhood Watch is an essential crime prevention program which enlists the active participation of residents in cooperation with Sierra Madre Police Department to reduce crime in the community. It involves neighbors getting to know each other and working together in a program of mutual assistance. Residents become trained to recognize and report suspicious activities, and can then implement crime prevention techniques such as residential and vehicle security, and personal safety into their neighborhoods.

- *Neighborhood Watch does not require frequent or elaborate meetings*
- *It does not ask that anyone take any personal risks to prevent crime*
- *Sierra Madre Police personnel attend meetings to answer questions about crime in the community and provide valuable information on how the police department works.*

Neighborhood Watch meetings can cover such topics as Home Security, Personal Safety, Identity Theft, Disaster Preparedness and any other topics that community members may be interested in. Currently, Sierra Madre Police Department has 63 active Block Captains throughout the city and has presented 18 meetings throughout 2015.

Other crime prevention programs the Sierra Madre Police Department participates in with the community include:

- *Business Watch Meeting*
- *National Night Out*
- *Town Hall Meeting*
- *School Presentations on Drug Awareness*
- *Coffee with a Cop*
- *Social Media – Facebook, Instagram...*

The goal of the Sierra Madre Police Department is to work in partnership with the community with these crime prevention programs and remind residents, “If you see something, say something.”





PERFORMANCE & ACCOUNTABILITY

As a professional law enforcement organization, the Sierra Madre Police Department takes great pride in delivering the highest level of public safety and service. Employees make hundreds of contacts a month with members of our community in situations that are often challenging. We often times meet people who are at an all-time low. Even in difficult situations, the culture of our department is to treat people fairly, with respect and to provide a high level of service. Supervisors are expected to continually monitor their subordinates for compliance with policies and procedures, mandated laws, performance standards, safety protocols, and ethical behavior. Below are a few tools we use to help accomplish this:

Annual Evaluations:

Each year, every full time employee of the department receives a comprehensive annual evaluation with specific goals tailored to each employee. For example employees are evaluated in five Performance Standards. These Standards are Customer Service and Public Relations, Tactical Performance, Teamwork and Internal Relations, Work Habits and Reports/Written Work. As the evaluation is crafted, supervisors often conduct random audits on investigations conducted by the officer being evaluated. Victims, witnesses or even suspects are contacted and asked if the officer was professional and patient and they are asked to rate the contact with the officer from 1-10, 10 being the best level of service.

Video and Audio Recorders:

Every patrol car is equipped with a video camera. The video/audio file from the patrol cars are automatically downloaded onto a server. Employees also carry digital audio recorders which they use for all field contacts. The recorders that are used capture audio files which are also downloaded on the department's server. These files from both recording devices cannot be deleted and provide valuable insight on investigations or allegations of a complaint. Supervisors randomly conduct an audit of the video and audio files.

Monthly Training:

For several years the Sierra Madre Police Department has utilized Lexipol, which is a provider of policy management resources for law enforcement organizations across the country. Lexipol is an on-line tool that provides comprehensive, defensible policies written by legal and public safety professionals. All employees are responsible for reviewing and understanding policy and procedure. Each employee is also required to complete a daily training bulletin for the entire month. These bulletins contain scenario based questions, with current policy attached to the bulletin that explains the topic in detail. An audit is completed on our employees to ensure they are meeting departmental requirements.



Use of Force and Pursuits:

When a Use of Force or pursuit occurs, a field supervisor completes a preliminary investigative report. The Watch Commander, Captain and Chief review every Use of Force and pursuit report to ensure there is compliance within departmental policy. The event is also used as a training opportunity for officers to learn from.

Personnel Complaints:

The Sierra Madre Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members. The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements. It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.





STATISTICS

BUDGET

Police Department-

• *The City of Sierra Madre General Fund allocation (FY 2014-2015-unaudited) is as follows:*

<i>Police Personnel (includes benefits) -</i>	<i>\$3,374,831.00</i>
<i>Maintenance & Operations-</i>	<i>\$710, 679.00</i>
<i>Other Grants, Donations and Revenue-</i>	<i>\$103,700.00</i>
<i>Total-</i>	<i>\$4,189,210.00</i>

Staffing-

- *Full time officers: 10,*
- *Full time professional staff-(Dispatchers): 4*
- *Part-time staff: 14*
- *Volunteers: 18*

Volunteers-

- *Hours Donated: 1,669*

Dispatch-

- *Total Calls: 13,335*
- *Self Initialed calls: 8,198*
- *Total Calls for Service: 5,137*

Detective Bureau-

- *Search warrants: 10*
- *Cases assigned: 286*
- **Crime Stats**
- *Total arrests: 327*
- *Total Police reports taken: 412*

Emergency Response Times:

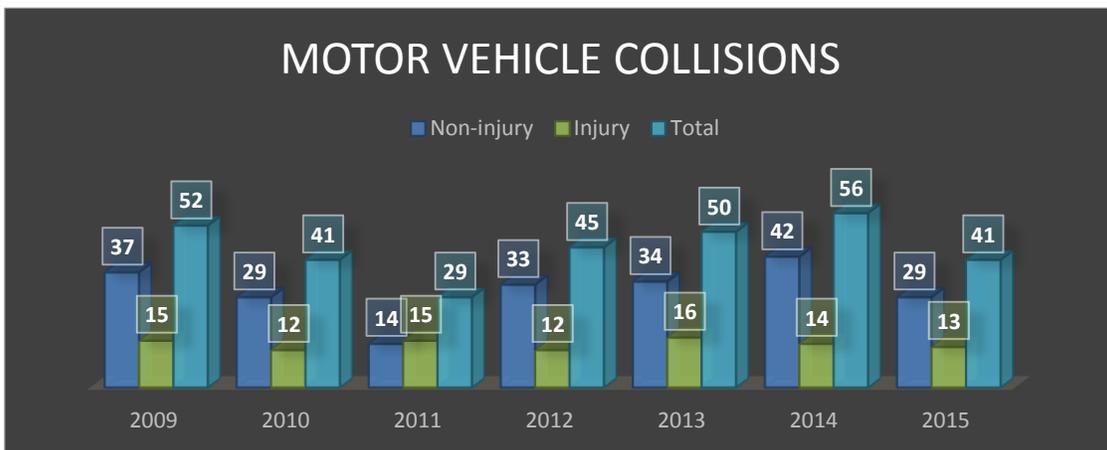
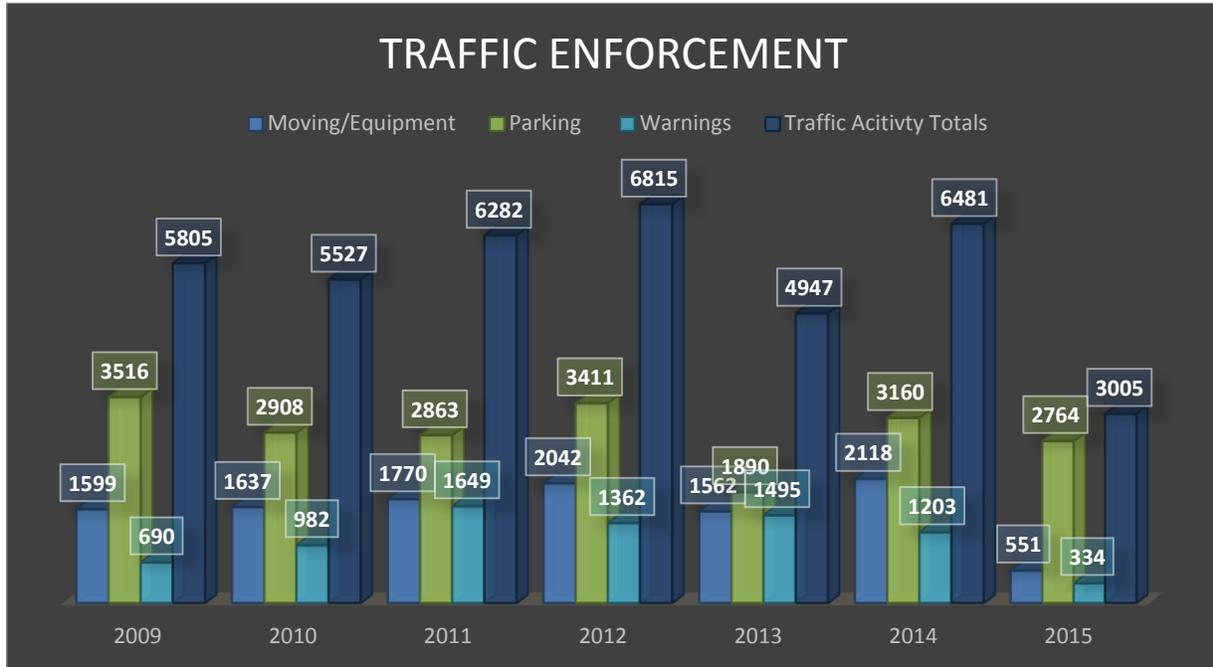
- *Priority Calls: 3:53 minutes*
- *Non-priority Calls: 4:04 minutes*

Traffic Data-

- *Parking violations: 2,764*
- *Total Traffic Enforcement Stops 3,005*
- *Traffic Citations issued: 551*
- *Written Warnings: 124*
- *Verbal Warnings to motorist: 2,330*

Crime/Collisions Comparison to 2014

- *Our property crimes had an increase of 18.49% from 2014.*
- *Our violent crimes had an increase of 16.66% from 2014.*
- *Non injury traffics collisions had a decrease of 30.95% from 2014.*
- *Injury traffic collisions had a decrease of 7.14% from 2014*





PATROL

Sierra Madre Police Officer:

The job of a Sierra Madre Police officer is ever changing with a new adventure awaiting daily. The challenges that we face on any given day lead us to play the role of a social worker, psychologist, psychiatrist, therapist, counselor, paramedic, firefighter, brother, father or just a friend. Being versatile in all these fields allows us to provide the ultimate service to the people of the community we serve.

Daily duties:

- 1) We provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.*
- 2) We identify, pursue, and arrest suspects and perpetrators of criminal acts.*
- 3) We record facts to prepare reports that document incidents and activities.*
- 4) We render aid to accident victims and other persons requiring first aid for physical injuries.*
- 5) We testify in court to present evidence or act as a witness in traffic and criminal cases.*
- 6) We patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.*
- 7) We monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol areas.*
- 8) We investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.*
- 9) We photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.*
- 10) We monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.*
- 11) We relay complaint and emergency-request information to appropriate agency dispatchers.*
- 12) We issue citations or warnings to violators of motor vehicle ordinances.*
- 13) We direct traffic flow and reroute traffic in case of emergencies.*
- 14) We keep our citizens informed of services and recommend options to facilitate long-term problem resolution.*
- 15) We provide road information to assist motorists.*
- 16) We process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during the booking and pre-trial process.*
- 17) We inspect public establishments to ensure compliance with rules and regulations.*



Bicycle Patrol Division:

Bicycle patrol provides greater visibility in high crime areas. Officers have easier access to congested areas than officers in motor vehicles, and cover a larger area than officers on foot. Bicycles offer an effective approach to crime surveillance due to their decreased visibility.

Community and public relations have been improved through the use of bicycles. One major advantage to bicycle patrol is the ability to interact with the community more frequently than the officers do in patrol cars. The bicycle patrol is utilized during the 4th of July Parade and other special community events. Currently 4 officers with the Sierra Madre Police Department are trained to actively conduct bike patrol.

Most of the bicycles the Sierra Madre Police Officers ride are tactical. The bikes are equipped to handle the roughest terrain and weather. The officers are required to complete 40 hours of police patrol bike training.

Bike Patrol Duties:

- *Patrol support*
- *Response to calls for service*
- *Narcotics enforcement*
- *Community policing*
- *Special details*
- *Bicycle safety education*
- *Undercover surveillance*



Field Training Officer (FTO):

The Field Training Officer Program is intended to provide a standardized program to facilitate the officer's transition from the academic setting to the actual performance of general law enforcement duties of the Sierra Madre Police Department. It is the policy of this department to assign all new police officers to a structured Field Training Officer Program. This program is designed to prepare the new officer to perform in a patrol assignment and to ensure that the new officer possesses all the skills needed to operate in a safe, productive and professional manner.

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, teaching and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.



FTOs are selected based on the following requirements:

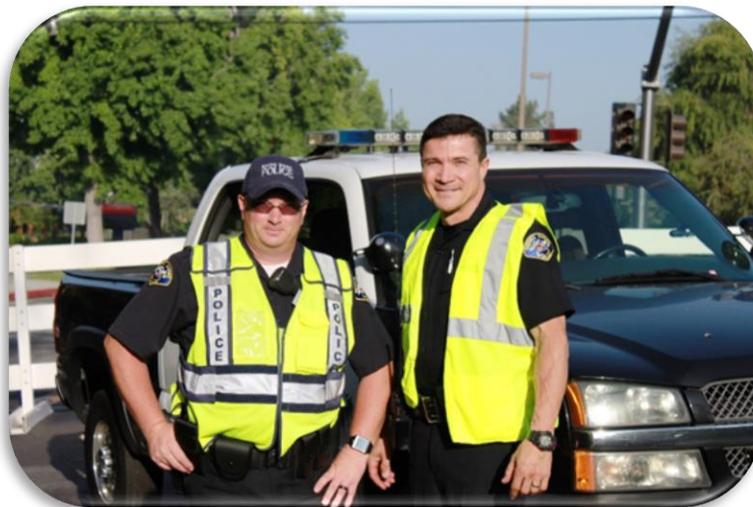
- (a) Desire to be an FTO*
- (b) Minimum of four years of patrol experience, two of which shall be with this department*
- (c) Demonstrated ability as a positive role model*
- (d) Participate and pass an internal oral interview selection process*
- (e) Evaluation by supervisors and current FTOs*
- (f) Possess a POST Basic certificate*

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer Course prior to being assigned as an FTO. All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position of FTO. Currently the Sierra Madre Police Department has 4 full time FTO's assigned to the patrol division.

Reserve Officers and Part time Officers:

The Sierra Madre Police Department Reserve Unit and Supplemental Officers (Part-Time) were established to assist regular sworn police officers in their duties. These units provide professional, sworn volunteer reserve and part-time officers who can augment regular staffing levels.

Reserve Officers and Part-Time Officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of these officers will usually be to augment the Patrol Division but they may be assigned to other areas within the Department as needed. The Sierra Madre Police Department currently has 5 Part-Time Officers and 7 Reserve Officers assigned to the patrol division.





Foothill Air Support Team (FAST):

The Foothill Air Support Team, otherwise known as FAST, was developed in 1999 after several local cities expressed an interest in airborne law enforcement. Unfortunately, starting an airborne unit is very costly. These agencies chose to form a joint helicopter patrol operation that could enhance their ability to deter criminal activity and apprehend offenders.

The FAST program has proven to be very successful. It is made up of the following ten partner cities: Alhambra, Arcadia, Covina, Monrovia, Pasadena, San Marino, Sierra Madre, South Pasadena, and Pomona. Chief Giannone currently serves as President of FAST while Desiree Chandler serves as Secretary. In order to participate in this partnership, each agency has agreed to provide a qualified and motivated police officer to perform the role of Tactical Flight Officer (TFO). Following a rigorous training schedule, this new TFO works alongside a Pasadena Pilot to serve the FAST cities.

The TFO will monitor radio calls within the FAST cities and makes a determination whether to respond with the police helicopter. When it is determined that an airborne response would prove beneficial, the crew will respond and provide an aerial platform. This platform provides a tremendous level of intelligence, direction, and coordination to the Officers on the ground. When not responding to calls for service, the crew will constantly search out criminal activity and/or monitor problem locations.





DETECTIVES

NOTEWORTHY CASES

During 2015, the Detective Bureau wrote multiple search warrants, sent multiple types of evidence to the crime lab for DNA, computer, or latent print forensic processing. Below is a small sampling of the types of investigations and arrest the Sierra Madre Police Department officers were involved in during 2015:

On January 22, an officer was on patrol in the area of Acacia Street and Valle Vista Ave when he noticed a 2 suspicious vehicles one of the vehicle was occupied by a female. The officer contact the female, to see why she was in the area. While the officer was talking to the female, a local resident contacted the officer and advised him that he just observed a Hispanic male in the rear yard of a neighbor's residence. The resident told the officer that he yelled at the suspect and the suspect fled the area on foot. The officer detained the female, requested additional officer to the scene including the Pasadena helicopter unit to search the area of the Hispanic male. The search resulted in negative results.

The officer searched both vehicle and was able to locate a possible identification for the Hispanic male matching the resident's description. The Detective bureau authored a six pack photograph line-up. The line-up was shown to victims and witnesses of burglaries that occurred in the area. One of the witnesses pick the Hispanic male as the person the witness saw at the time of a neighbor's burglary. The detective bureau conducted follow-up investigation and learned that the male Hispanic was linked to over 30 burglaries in the cities of Long Beach and Huntington Beach. The detective bureau along with the Long Beach PD, Huntington Beach PD, Monrovia PD, and federal agencies obtained a search warrant and conducted a search of the Hispanic male's resident. Unfortunately, no stolen items were recovered from this city, but this department assisted with the closure of multiple burglaries that occurred in the surrounding cities.

On January 23, a victim reported that her boyfriend threatened to kill her and attempted to force her into his vehicle. The Victim was able to get free and eventually told the police what had occurred. Officers from this department with the assistance of the LA County Sheriff Department responded to the boyfriend's house in the city of Rosemead and arrested the boyfriend without incident. The boyfriend was later booked for domestic violence, kidnapping, and criminal threats. The boyfriend is currently serving a 2 year prison sentence for his crimes.

On February 18, a victim reported that she observed a male stealing a package from her front porch. Officers quickly arrived in the area and located the suspect vehicle. Upon



contacting the two occupant, officers conducted a search of the vehicle and located the victim's stolen property. The officers conducted a field show-up with the victim and the victim positively identified one of the suspect's and the suspect vehicle. The suspects were later booked for theft, possession of stolen property, and possession of burglary tools.

On May 13, officers were dispatched to the 800 block of Woodland Dr. regarding a burglary in progress. On arrival, the officers observed a male inside the residence. A containment was established and eventually the male was arrested. The male was not the owner nor living at the residence. The male was later booked for burglary, vandalism, and trespassing.

On May 28, officers were dispatched to the 300 block of W Sierra Madre Blvd regarding an in progress physical fight between a female and male. The female was holding a baby at the time. On arrival, the officers conducted an area check and located all three subjects in the area. The male was pulling the female by the arm down the street. At the orders of the officers, the male released the female and eventually gave the baby back to the female. The officer's investigation revealed that the male had physically assaulted the female, forced to stay in their residence against her will, and put their four month baby in danger when he attacked the female as she was holding the baby. The male was later booked for domestic violence, false imprisonment, and child endangerment.

On May 29, an officer attempted to conduct a traffic enforcement stop on a possible DUI driver. The driver of the vehicle failed to yield and accelerated to evade the officer. A pursuit ensued where speeds reached at least 100 miles per hour on the freeway and at least 70 miles per hour on city streets. The suspect's vehicle was eventually disabled and the driver was taken into custody without incident. The driver was later booked for felony evading and driving a vehicle while under the influence of alcohol.

On July 3, officers were dispatched to the 100 block of W Sierra Madre Blvd regarding a criminal threats investigation. The victim stated her ex-boyfriend was calling and sending text messages to her stating that he was going to come to her work and kill her. Officers arrived and conducted an area check locating the ex-boyfriend on the complex of the victim's employment. The officer's investigation revealed that the ex-boyfriend assaulted the victims within the prior days over the loss of an unborn baby and he also threatened to kill the victim. The ex-boyfriend was booked for stalking and criminal threats.

On July 4, officers were dispatched to the 400 block of Fairview Ave regarding a disturbance. The victim stated he was in a verbal argument with his brother. During the argument, the brother displayed a syringe filled with an unknown liquid and verbally threaten to stab the victim with it. The victim signed a Private Person arrest form and the brother was arrested. The brother was later booked for brandishing a dangerous weapon.



On July 22, officers were dispatched to the 00 block of W. Sierra Madre Blvd regarding a forgery investigation. The victim stated a female suspect came into the business and cashed a check for money. The business was later informed that the check was a forgery.

On August 13, the same female suspect returned to the business and attempted to cash another check. The clerk recognized the female and called the police. Officer arrived and detained the female. The officer's investigation revealed that the female had entered the business on both occasions to cash fraudulent checks using a stolen identification cards. The female was later booked for burglary, identify theft, possession of fraudulent check, and false impersonation of a living person.

On July 23, officers were dispatched to the 500 block of Woodland Dr. regarding an in progress automobile burglary. The reporting party gave a description of the suspects and the suspect's vehicle. Responding officers soon located the suspect's vehicle and detained the occupants (2 Hispanic male adults and 3 Hispanic male juveniles). The officer's investigation, revealed that the suspect were in the area of the 500 block of Woodland Dr and walked through a parking lot looking for vehicles to burglarize. One of the suspect's was seen by the reporting party entering a vehicle and stealing property. The reporting party attempted to stop the suspect and a physical altercation occurred. The suspect entered a vehicle and then fled the area with the stolen property. A field show-up was conducted. One of the suspect and the suspect's vehicle was positivity identified. The adult suspects were later booked for theft and vehicle tampering. The juvenile suspects were released to their parents with a court date for theft and vehicle tampering.

On September 9, officers were dispatched to the 00 block of W. Orange Grove Ave regarding a person walking in the area acting suspiciously and a suspicious vehicle driven by another person following that person. On the officers' arrival, they contacted the person on foot and the vehicle. Their investigation revealed that both suspects were together. The suspect vehicle contained multiple fraudulent credit and bank cards, fraudulent and stolen identification cards, fraudulent personal checks, and computer equipment to make fraudulent credit cards. Both suspects provided conflicting statements to the reason why they were in the area. The suspects were later booked on multiple identity theft violations. The Detective Bureau conducted follow-up and contacted multiple victims of identity theft. A search warrant was obtained to search the computer equipment and it was later determine that there were multiple additional victims of identity theft. There was account and personal information on one of the suspect's cellular phone for other people. This case is still pending,



On September 17, an officer conducted a traffic enforcement stop for a vehicle violation. Upon further investigation, the driver had a suspended driver's license and was in possession of stolen property. The passenger had a replica Beretta handgun that was sitting underneath his seat and it was altered to appear real. Both suspects were later booked for possession of stolen property and possession of an altered replica handgun.

On September 23, an officer checked an occupied suspicious vehicle. The vehicle was occupied by a female who stated she was waiting for a friend, but could not provide where her friend was at. On further investigation, officers searched the female's vehicle. They located narcotics, multiple blank and issued debit cards, multiple blank checks not issued to the female, her friend, or the registered owner of the vehicle. The female was later booked for narcotics violations and possession of stolen property.

On September 29, an officer stopped a vehicle for a vehicle code violation. On further investigation, the driver was not in possession of a driver's license and the passenger was previously arrested by this department for possession of stolen property. The officer conducted a search of the vehicle and located fraudulent identification, fraudulent personal checks, fraudulent prescription forms, and narcotics. The passenger admitted to possession of the some of the items in the vehicle and stated the identification, checks, and prescription forms were given to her by the driver. The driver and passenger were later booked on narcotics violations, identity theft, forgery, and possession of stolen property.

Follow-up investigation by the Detective Bureau revealed that the medication prescriptions forms and the personal checks were forged to be used for illegal means. Both subjects had a laptop computers and other electronic items in their possession that required a search warrant to search. A search warrant was obtained and the items were given to the Sheriff Department for forensic processing. The results of the processing is pending.

On October 6, an officer was on patrol working a burglary suppression detail and checked on occupied suspicious vehicle parked on a residential street. On making contact with the occupants, the officer noticed several packages sitting in the back seat with addresses to local homes. The officer eventually gained consent to search the vehicle and discovered multiple Amazon and other packages were stolen from different residences within the city. Both occupants were later booked for theft and possession of stolen property. Follow-up investigation by the Detective Bureau revealed that the occupants drove around the city and stole packages that were delivered to four different residences.

On November 1, officers were dispatched to the 400 block of Canon Dr regarding a possible road rage incident. On their arrival, they determined that a burglary had occurred. The victim and a witness were following the suspect. The victim was able to get a photograph of the suspect and the suspect vehicle license plate number.



The Detective Bureau conducted follow-up investigation and entered the vehicle into a law enforcement database. The vehicle was later stopped by the Beverly Hills Police Department. An officer from this department responded to that agency and took custody of the vehicle's occupants. One of the occupant's admitted to being involved with the burglary and was able to provide the first name of the two other suspects. Through department means we were able to identify the two other suspects.

The victim and witness were shown a six pack photograph lime up and they positively identified the suspect who burglarized the victim's residence. Charges were filed against the suspect.



On November 12, an officer took a report of a suspect that went into a business and exchanged three fraudulent \$100.00 bills for real currency. The suspect was seen on video and the store clerk recognized the suspect from a prior contact. The Detective Bureau conducted follow-up investigation and determined that the suspect was arrested the next day by a neighboring agency for a similar crime. The Detective attempted to obtain a statement from the suspect, who was not in custody, but it was met with negative results. The suspect provided a false home address to the neighboring agency when he was booked. The report was presented to the District Attorney's office and a warrant is currently issued for the suspect arrest in this case.

On December 6, officers were dispatched due to a noise complaint to the rear of a business in the city's business district. On their arrival, the officers interrupted a commercial burglary in progress. The suspects attempted to flee the area, but were eventually caught with the assistance of neighboring agencies. A search of the suspect's vehicle produced evidence that they had burglarized several other businesses. The suspects were later booked for attempted burglary and possession of burglary tools. The Detective Bureau conducted follow-up investigation and was able to link the suspects to the burglary of a medical marijuana dispensary in the city of Santa Ana and a commercial burglary in the southern part of Orange County. Charges have been filed against all suspects.



DISPATCH

The dispatchers of the Sierra Madre Police Department are assigned to handle many different tasks at once such as the radios, phones, front desk, and records. Currently we have one full-time dispatcher, one full-time dispatcher in training, and two part-time dispatchers who are assigned to work the dispatch center. All police officers are required to go through minimal training to cover the desk for relief purposes. A dispatcher must attend a P.O.S.T. certified training class either prior to employment or while employed with an agency. When hired, dispatchers go through a training program that lasts approximately 4-6 months in which they will learn the necessary tools needed. A trainee is trained by a Communication Training Officer (CTO) who attended a three day certification course. A variety of different trainings are also available to all dispatchers that range from handling school shootings to dealing with the stress of the job.

Dispatchers are responsible for monitoring the radio for radio traffic from officers out in the field, the airship, outside agencies, or any other supplemental personnel on duty. Dispatchers are also responsible for dispatching officers to calls, monitoring unit status and updating officer's comments into a call. Dispatchers answer emergency and non-emergency phone calls of different varieties that range from in progress crimes to parking questions. There are instances where calls are transferred to another agency to appropriately handle the call such as medical calls. Medical calls are transferred to Verdugo and Verdugo is responsible for dispatching the fire department. Dispatchers are required to enter calls for service in the Computer Aided Dispatch (CAD) system which can be viewed by officers in the field or at a later time. CAD performs as a records system. Dispatchers must use discretion when prioritizing calls and use provided resources appropriately while performing their duties.

Dispatchers handle the front desk where they assist the public with vehicle releases, bail bonds, parking permits, and other miscellaneous administrative duties. The dispatchers are required to perform basic record management duties such as entering vehicles, missing persons, and restraining orders.

The Sierra Madre Police Department dispatch center handled over 14,000 call for services in the year 2015.



COMPLETED PROJECTS AND UPGRADES TO THE DISPATCH/COMMUNICATION CENTER

Upgrade #1

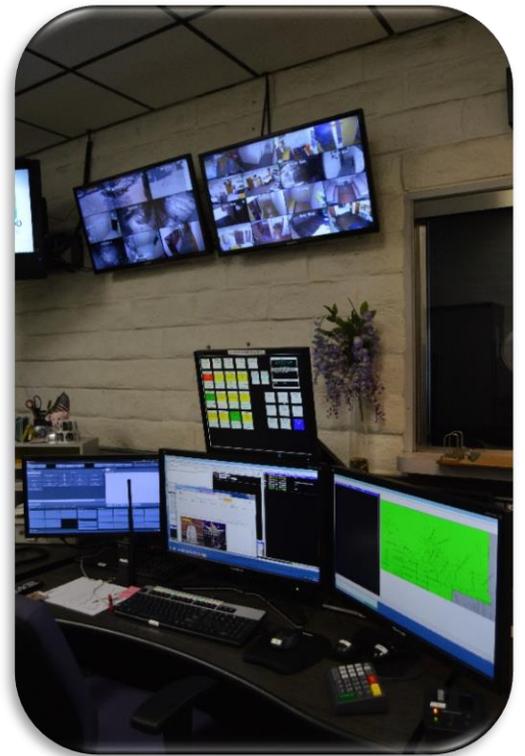
The Regional Integrated Next Generation (RING) 9-1-1 group consists of 21 Public Safety Answering Points (PSAPs) in the Los Angeles County and Pasadena Area. The California 9-1-1 Emergency Communication Branch (CA 9-1-1 Branch) agreed to fund the RING group, (at no cost to the individual cities). The PSAPs involved in the first phase were: Alhambra Police Department, Beverley Hills Police Department, Burbank Police Department, Glendale Police Department, Pasadena Police Department, San Fernando Police Department, Sierra Madre Police Department, and Verdugo Fire Department. The RING group selected an AT&T turnkey NG9-1-1 Emergency Services IP Network (ESInet) solution. The upgrade was recently completed, establishing geographic diversity for redundancy and network survivability for NG9-1-1 ESInet solutions to allow the PSAPs the ability for a call taker to take 9-1-1 calls at any workstation within the eight PSAPs involved in the project. This project is a turnkey end to end NG9-1-1 solution.

Upgrade #2

Our current Dispatching center was operating with console furniture that was broken and inoperable. The police department applied and obtained a grant through the California 9-1-1 Emergency Communications Office. This grant fully funded the purchase and new installation of console furniture for the department.

Upgrade #3

The department was currently using an outdated version of software for our Computer Aided Dispatch (CAD) and Law Enforcement Records Management System (RMS). In May 2015, the department upgraded CAD and RMS. This upgrade required individual training of all dispatchers, officers and supervisors for the department. This upgrade was partially funded through a grant obtained from the State of California.





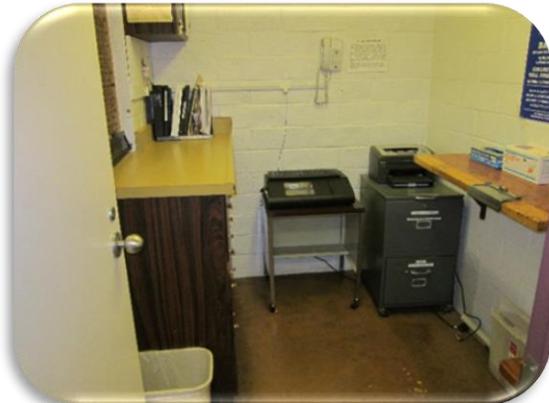
JAIL

The Sierra Madre jail is identified by the California Board of Corrections as a “Temporary Holding Facility.” This classification means that inmates can be held for 24 hours or less, pending their release, transfer to another facility (Pasadena Jail, Los Angeles County Jail, or a medical facility), or appear in court. Minors cannot be detained for longer than six hours. The policy of the Sierra Madre Police Department is to hold all inmates for six hours or less. Whenever there is an inmate(s) in the jail, there will be at least one trained employee on duty in the facility. The employee will be immediately available and accessible to the inmate(s) in the event of an emergency.

The jail facility consists of a jail cell, a pre-booking cell, a live scan machine, and a pre-booking room. The jail cell has four beds and a toilet/sink combination. The jail cell has a capacity of four inmates. The pre-booking cell is where the inmate is placed while the police officer gathers all the information needed for booking. The pre-booking room has all the necessary forms needed for booking and also houses the breathalyzer. The breathalyzer is a device used to determine blood alcohol content from a breath sample. The live scan machine is used for the booking of inmates and for general live scan services for the public.



LIVE SCAN MACHINE



PRE-BOOKING ROOM/BREATHALYZER



PRE-BOOKING CELL



JAIL CELL



COMMUNITY SERVICE OFFICERS

Under general supervision the Community Service Officer (CSO) performs a variety of non-hazardous duties in support of sworn personnel, including report preparation, investigation and public education; may be assigned to uniformed and non-uniformed positions in Patrol, Crime Prevention, Evidence, Administration, Investigation, or other duty within the Police Department, as designated by the Police Chief; most positions require shift work; new incumbents are typically assigned to uniformed field duty and permitted transfer to other assignments as vacancies arise.

Community Service Officers are non-sworn (civilian) positions without powers of arrest and do not carry firearms due to liability issues. Some CSOs are authorized to carry less-lethal weapons such as batons or pepper spray, and do receive training in self-defense tactics. Many departments authorize their CSOs to issue traffic and civil infraction citations in the course of accident investigations. At some agencies, the first year of the job is primarily clerical, with little field work. The amount of training a CSO receives will vary by state, and even by local jurisdiction within a state.



The current climate within larger police agencies is that they are becoming increasingly constrained because of budgetary concerns and the need to serve a larger or growing community.

In this environment, the position of the CSO is considered a blessing for both the departments and communities they serve in. CSOs typically are paid significantly less than sworn officers, allowing departments to field more people for the same amount of money. This has the effect of providing quicker response times to citizen requests for police services. Further, CSOs usually handle lower priority calls which do not require an armed police officer with arrest powers freeing sworn officers to concentrate on those incidents requiring their specific skill set. Even a few CSOs can have a significant impact on the efficiency and effectiveness of police services that departments provide.

The hiring process for CSO's is similar to the process of a sworn officer in most departments. CSO's must undergo oral board reviews, polygraph tests, medical and psychological exams, writing skills tests, and background investigations. The City of Sierra Madre currently has two Community Service Officers (CSO).



RECORDS

The records section is responsible for the maintenance and release of all documents within the Sierra Madre Police Department. One of the core assignments is the retention of all reports and scanned attachments of all crimes and arrests made by the Department as well as facilitating the dissemination of information to citizens and government agencies. The records section responds to all citizens' requests for copies of reports or general information regarding crimes which occur in the city of Sierra Madre following the guidelines mandated by the California Department of Justice. Outside government agencies will request information for purposes of investigations or employment. Following CORI (Criminal Offender Record Information) the record section supplies the allowed documentation. Records also supplies the LA County District Attorney's office with the court filing packages and discovery requests during the trial period. In addition to these duties, the records section has been tasked with the duties of maintaining and auditing the different County and State databases utilized by the officers and dispatchers in the Department.





CADETS

The Police Cadet position is a trainee program for college students between the ages of 18 and 25 designed for career development into the profession of law enforcement.

Cadets perform non-hazardous duties throughout the Police Department. They work in various assignments including the traffic bureau, records bureau, investigations and administration. Cadets work the department's front desk by answering telephone calls and assisting citizens that come into the lobby area. Additional duties include serving subpoenas, traffic control during special events, taking minor police reports, signing off tickets and conduct station tours. Our cadets are also responsible for conducting follow up on criminal cases at Pasadena Superior Court, along with assisting in the processing and transportation of evidence to and from the LASD crime labs.

Numerous cadets have gone on to become police officers, jailers and community service officers, including Officer Patricia Gonzalez (Glendale PD), Jailer Crystal Case (Santa Monica PD), and Crime Analyst Brian Ho (LAPD).





VOLUNTEERS

The Sierra Madre Police Department Civilian Volunteers are an integral part of the police department's work force. The volunteers augment the department by conducting special assignments and details, so that police officers can increase their availability in the field. The volunteers perform a wide range of non-enforcement duties and provide many services for the department and the community such as: assisting with traffic control, radar surveys and performing vacation checks.

The volunteers wear designated Sierra Madre Police Department Volunteer uniforms, and are equipped with other safety gear. They drive a designated white volunteer patrol vehicle and receive specialized training to perform their duties. They are also equipped with radios and are in constant contact with police officers in the field as an extra set of eyes and ears.

Other duties and assignments include:

- *Wisteria Festival*
- *Mount Wilson Trail Race*
- *4th of July Parade*
- *Halloween Parade*
- *Halloween Activities on Alegria*
- *Wine, Rhythm & Blues*
- *Winter Festival*
- *Candlelight Walk*
- *Escort the Rose Float*



The Sierra Madre Police Department Volunteers provide an invaluable source of experience, energy and time to make their community a safer place to live. The department has approximately 18 volunteers and in 2015 they collectively volunteered 1,669.00 hours of service to the department and community.

The Independent Sector Organization conducted a study on the National value of volunteer time. This estimate helps acknowledge the millions of individuals nationwide who dedicated their time, talents, and energy to make a difference. For California the value of volunteer time is estimated at \$26.87 per hour. In 2015, Sierra Madre Police Department Volunteers volunteered a totaled 1,669.00 hours of service. These hours are equivalent to \$44,846.00 of value to the City of Sierra Madre.



SOCIAL MEDIA



City of Sierra Madre @CitySierraMadre Jan 5
 Follow up: Due to weather, Bailey Canyon will also be closed until further notice. fb.me/6OeJv1Tkd

City of Sierra Madre @CitySierraMadre 19 Dec 2015
 Mail thefts occurred in the North East portion of Sierra Madre during the early morning hours. fb.me/1TOjosMVK

Russell Walker We heard "help" shouts around 5:30 PM and called SMPD. The dispatcher quickly directed an officer to our house within two minutes. A concerned officer heard the help cries and immediately started the search process. Although LA County Fire unquestionably did a fine job, it is always nice to know the SMPD is at the ready during emergencies. Many thanks SMPD for a job well done.
 Like · Reply · Message · 27 · January 30 at 2:55am

At the beginning of 2015, Sierra Madre Police Department expanded into the world of social media. The department had originally planned to utilize social media to stay informed, however it quickly turned into a great opportunity to connect with the community and other departments. Throughout the year, Sierra Madre has successfully built a strong foundation within the social media world by utilizing various applications such as Facebook, Instagram, Twitter, and Nixle. Through such applications, the department is now able to relay up to date information to thousands of people in cases such as; warning of trail closures, active investigations in a certain area, crime alerts and trends, or simply to inform followers of an upcoming community event. In return, we have witnessed the positive effects of choosing to be active in social media. Our residents have responded with encouraging feedback and appreciation. As our efforts continue, our goal is to establish a growing audience of online followers which will serve as another tool in investigations, locating suspects or a crucial tip to help lead to arrests.





PUBLIC SAFETY COMMITTEE

In 2015, the City of Sierra Madre formed a committee to act as an advisory panel for all aspects of Public Safety within the community. This includes Law Enforcement, Code Enforcement, Fire Safety, Humane Services, and any other area where the public's safety can be addressed. Serving on the Committee allows community members and residents to be a voice for public safety. The current Public Safety Committee Members are:

- *Rosemary Burnett*
- *Bill Coburn*
- *Donald Handley*
- *Glen Lambdin*
- *Joseph Widman*



The Public Safety Committee meets the 2nd Thursday of the month at 6:00 PM in the City Hall Conference Room.

Council Liaison: Gene Goss, Mayor Pro-Tem

Council Alternate: Rachelle Arizmendi, City Council Member

Staff Liaison: Larry Giannone, Public Safety Director



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: James Carlson, Management Analyst 

DATE: March 8, 2016

SUBJECT: STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT

SUMMARY

Receive and file the status report on the October 20, 2015 Strategic Planning Retreat.

ANALYSIS

The City of Sierra Madre's elected leaders and management staff have met and participated in a Strategic Planning process since November of 2006. The most recent session was held on October 20, 2015 at the Youth Activity Center. The retreat was a noticed public meeting that was held from 8:30am to 3:00pm. As provided in the Brown Act, the agenda for this meeting was posted outside City Hall, on the City's website, and at the Youth Activity Center.

Participants of the planning session included members of the City Council, the City Manager, City Department Heads, and members of the public. The workshop included a review of the progress that was made on the previously adopted Strategic Plan Objectives. A summary spreadsheet document is included with this report as Attachment A: "City of Sierra Madre – Strategic Objectives: October 20, 2015 – April 1, 2016."

This retreat also produced updated and new 3-year goals in order to reflect the current challenges and opportunities that the City Council will address into 2018.

Updates to this process will be presented to the City Council for review monthly or as determined by the agenda process. Detailed progress will be outlined in a staff report as well as on the accompanying matrix. This evening's report is the fourth update on the October 20, 2015 Retreat. Staff will incorporate any comments or adjustments to the matrix as requested.

This report outlines the updated and new six-month objectives that will measure the progress of achieving the new 3-year goals that were identified at the recent Strategic Planning Retreat:

- Restore high quality water, supply, stability and independence
- Achieve financial stability and sustainability
- Update our outdated infrastructure
- Achieve a high level of community education and engagement in governance of the City

Highlights of the Matrix:

- **Restore high quality water, supply, stability, and independence** – The Retreat produced four 6-month objectives for this goal. The first 3 objectives have been completed and the matrix was updated previously. Staff indicates that the final objective, which is the completion of Phase I of the Emergency Water Main Replacement Program is on schedule to be completed by the end of this month.
- **Achieve financial stability and sustainability** – There are five new 6-month objectives to work towards achieving financial stability and sustainability. The first five objectives should be completed by this evening's meeting. However the final objective to create a Long-Term Financial Stability Committee has been moved beyond this strategic planning window and is currently targeted for 5/10/2016.
- **Update our outdated infrastructure** – This new 3-year goal includes 3 objectives for the next 6 months. The first objective has been completed and the second objective, a prioritized list of water system projects, is on schedule for the second meeting of this month. The final objective, which addresses the Library Facilities Master Plan has been moved beyond this strategic planning window and is tentatively scheduled for 6/28/2016.
- **Achieve a high level of community education and engagement in governance of the City.** – Four objectives have been identified to work towards this new 3-year goal. The first objective, which involved the installation of suggestion/question boxes online and at facilities has recently been completed. Staff has indicated that the remaining objectives have new target dates that are beyond this 6-month strategic plan.

FINANCIAL REVIEW

There is no fiscal impact to the City of Sierra Madre resulting from this informational report. Many of the objectives will result in individual agenda reports to the City Council for action or direction and at that time the financial implications, if any will be included.

Subject: Strategic Plan from October 20, 2015 Retreat

Date: March 8, 2016

Page 3 of 3

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Receive and file the status report on the October 20, 2015 Strategic Planning Retreat.

Attachments (1):

Attachment A: Strategic Plan Objectives Matrix; October 20, 2015 – April 1, 2016

CITY OF SIERRA MADRE ⚙ **STRATEGIC OBJECTIVES**

October 20, 2015 – April 1, 2016

THREE-YEAR GOAL: <i>Restore high quality water, supply, stability and independence</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 27, 2015 City Council meeting	Public Works Director and the consultant	Present to the City Council for direction the final Corrosion Control Plan.	X			
2. At the December 8, 2015 City Council meeting and quarterly thereafter	Public Works Director	Present to the City Council a status report on regional efforts to address restoration of high quality water, supply, stability and independence.	X			
3. At the February 9, 2016 City Council meeting	Public Works Director, working with the City Council Water Subcommittee	Recommend to the City Council for action options as an additional source of water supply from the San Gabriel Basin.	X			
4. By April 1, 2016	Public Works Director	Complete Phase I of the Emergency Water Main Replacement Program.		X		

THREE-YEAR GOAL: ***Achieve financial stability and sustainability***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 10, 2015 City Council meeting	City Manager and Finance Director, working with Council Member Rachelle Arizmendi and Mayor John Capoccia	Present to the City Council a budget based on a 6% UUT. -	X			
2. At the December 8, 2015 City Council meeting	City Manager (lead), Finance Director, Assistant City Manager and the UUT Oversight Committee, working with Council Members John Harabedian and Gene Goss	Present to the City Council for action draft Utility Users Tax (UUT) public education materials.	X			
3. At the January 26, 2016 City Council meeting	Finance Director	Present to the City Council for review the FY 2014-2015 CAFR (Comprehensive Annual Financial Report).	X			
4. At the March 22, 2016 City Council meeting	City Manager	Present to the City Council for action the charge of the Long-Term Financial Stability Committee.	X			Moved up to 3/8/2016
5. FUTURE: TBD	City Council	Create a Long-Term Financial Stability Committee for operations and infrastructure composed of two City Council members, staff and members of the public to prepare a Long-Term Financial Stability Plan for presentation to the City Council. -			X	Tentative target date: 5/10/2016.

THREE-YEAR GOAL: ***Update our outdated infrastructure***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the January 12, 2016 City Council meeting	Public Works Director	Recommend to the City Council for action a list of 9 infrastructure areas to be updated in priority order, including known funding sources.	X			
2. At the March 22, 2016 City Council meeting	Public Works Director	Recommend to the City Council for action a long-term, prioritized list of water system projects, including estimated costs.		X		
3. FUTURE: TBD	Library Director, with input from the Library Facilities Master Plan Committee	Present to the City Council for action a Library Facilities Master Plan with a prioritized list of improvements.				Tentative target date: 6/28/2016.

THREE-YEAR GOAL: ***Achieve a high level of community education and engagement in governance of the City***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By January 4, 2016	Assistant City Manager and Public Works Director	Install suggestions/question boxes online and at City facilities for feedback from the public.	X			
2. FUTURE: TBD	Assistant City Manager and City Manager	Bring to the City Council for discussion and direction options for improving communication with the community.			X	Tentative target date: 5/10/2016.
3. FUTURE: TBD	Assistant City Manager and Public Safety Director	Bring to the City Council for action options for electronic message boards and additional banners and locations.			X	Tentative target date: 5/10/2016.
4. FUTURE: TBD	Assistant City Manager and the Mayor, working with the Community Services Manager	Reorganize and invigorate the Mayor's Coordinating Council, including participation by the Mayor.			X	Tentative target date: 7/1/2016.



City of Sierra Madre Agenda Report

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

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

DATE: March 8, 2016

SUBJECT: **Discussion Regarding Long-Term Financial Stability Committee**

SUMMARY

The City Council's current Strategic Plan has a Goal of, "Achieve Financial Stability and Sustainability." Under this goal, two of the objectives are:

- March 2016 - Present to the City Council for action the charge of the Long-Term Financial Stability Committee.
- April 2016 – Create a Long-Term Financial Stability Committee for operations and infrastructure composed of two City Council Members, staff and members of the public to prepare a Long-Term Financial Stability Plan for presentation to the Council.

The purpose of this report is to have a discussion and decide upon a "charge" for the Committee and should the Council decide to proceed, to decide upon a selection process for the public members of the Committee.

ANALYSIS

Background

Sierra Madre is a 100+ year old city. There have been many challenges over the years, and many of these challenges were resolved because of the active engagement of the community and the involvement of many parties – elected officials, the public and city staff. Financial challenges are not new. Between 2010 and 2015, the City Council made difficult decisions in order to maintain balanced budgets. The past couple of years' budgets have reflected budget adjustments, staff realignments and downsizing, contracting and service level reductions. Budgets and audits are a "snapshot" of city finances for a one-year period of time. But annual budgets and audits do not lay out a plan for the long-term future.

The City Council spent much of the last two years in budget related discussions. It was evident that looking at city finances for a time period of more than one or two years would be beneficial. For example, it has been noted a number of times that the current staffing model for the Fire Department is not sustainable and costs have been and will continue

to increase. It was also evident that an adequate investment (maintenance and replacement) was not being made to public facilities, streets, water infrastructure, and sidewalks, etc. because of a lack of available resources.

The Council began preliminary discussions regarding the need for financial planning that covered a longer period of time and the need to involve the public in evaluating future service levels as compared to possible resources. At the most recent Strategic Plan Retreat, the Council included two objectives in the current Strategic Plan. The two objectives are:

- March 2016 - Present to the City Council for action the charge of the Long-Term Financial Stability Committee.
- April 2016 – Create a Long-Term Financial Stability Committee for operations and infrastructure composed of two City Council Members, staff and members of the public to prepare a Long-Term Financial Stability Plan for presentation to the Council.

A Long-term Financial Plan involves financial forecasting (projecting revenues and expenditures over a long-term period, evaluating various assumptions) and an examination and discussion of long-term service levels, not only operational service levels, but also capital and infrastructure needs.

The purpose of this staff report is to determine:

1. Does the Council want to embark on the development of a Long-Term Financial Plan?
2. How would the Plan be developed? With a Committee? What is the Committee's charge/responsibility?
3. How should the Committee be formed?

Committee's Charge

To develop the Committee's responsibilities, it may be helpful to discuss some of the possible components of a Long-Term Financial Stability Plan. Would the Committee:

- Develop an analysis of the current financial environment?
- Develop and evaluate future revenue scenarios based upon possible economic conditions, and evaluate current revenue streams?
- Evaluate future financial alternatives to align financial capacity with long-term service level objectives?
- Develop and evaluate possible long-term service level objectives?
- Develop and evaluate possible expenditure scenarios?
- Develop and evaluate possible investment in capital infrastructure (streets, water, sidewalks, etc.)?
- Develop and recommend a time horizon – five years, ten years?

- Develop strategies to achieve long-term sustainability in accordance with the service level objectives?
- Develop a highly collaborative process – involve the community extensively throughout the process; engage the community in a discussion about the future of the City?
- Develop Plan monitoring mechanisms, and a “scorecard” of Plan implementation?
- Develop key indicators of “financial health”?
- Result in the development of a Long-Term Financial Stability Plan that would eventually be adopted by the City Council to guide or evaluate future financial decisions, consideration of budget impacting programs/projects, and preparation of the annual budget, etc.?
- Any other items the Council desires to add?

Depending upon the extensiveness of the Plan, the entire process could take a year to complete. It is envisioned that the Committee would meet monthly, and sub-committees could meet more frequently. There would be additional public input meetings. It is recommended that the meetings be posted so that the public can attend. (If the Council selects the committee members, the meetings must be posted per the Brown Act.)

Appointing Committee Members

Per the City’s Strategic Plan Objective, the Committee would be composed of two City Council members, staff and members of the public.

The City Manager would select the staff members. It is envisioned that different staff members would be brought into the process based upon their skills and the topic being discussed.

The City Council can select two members by either:

1. Volunteering
2. Nominations and voting

The public members can be selected by:

1. Using the City’s current Commission selection process; which essentially means that the City would solicit applications and the Council would interview the applicants, with the Mayor recommending and the Council voting on the members. The Council would need to provide direction regarding the number of “public members” of the committee.
2. Each Council Member could select a member; which would result in five (5) public members.
3. Any other process the Council desires.

Once a process of selecting members is agreed upon, either staff will schedule the appointments to occur at a May 2016 Council meeting (if alternative 2 is selected.) Or staff will begin the recruitment process by publicizing the committee appointments and soliciting applications. Once an adequate number of applications is received, the appointments can be scheduled for a future Council meeting.

FINANCIAL REVIEW

There is no financial impact with the preparation of this staff report, other than staff time. There will be staff time, including legal services incurred should the Committee be formed and begin meeting. There may also be costs incurred depending upon the outreach and public information program associated with the Committee's assignment. There may also be costs incurred if specialized services are found to be necessary. A proposed budget for the Plan could be provided at a future date, after the Committee is formed and discussions are initiated regarding the possible assistance that may be identified. A proposed timeline could also be presented after the Committee initiates their charge.

PUBLIC NOTICE

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

ALTERNATIVES

1. The City Council may take no action, and not form a Long-Term Financial Stability Committee.
2. The City Council could request additional information, or request that the report be placed on a future agenda.
3. The City Council could take action to decide upon a method to select Committee members, and decide upon the charge and responsibility of a Long-Term Financial Stability Committee.

It is recommended that the City Council proceed with the formation of the Committee, based upon previous direction in the Strategic Plan.

STAFF RECOMMENDATION

Staff recommends the City Council decide upon a method to select Committee members, and decide upon the charge and responsibility of a Long-Term Financial Stability Committee.