

**AGENDA
CITY COUNCIL MEETING**

Tuesday, July 23, 2019

6:30 PM

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

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

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



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

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

PLEDGE OF ALLEGIANCE:

Mayor John Harabedian

APPROVAL OF MEETING AGENDA:

Vote of the Council to proceed with City business.

MAYOR AND COUNCIL REPORTS:

Reporting of Council Member activities related to City business.

PUBLIC COMMENT:

The Council will listen to the public on any item on the agenda. Early in the meeting, the Council will also devote time for public comment on items not on the agenda.

Under the Brown Act, the 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.

ACTION ITEMS

CONSENT**1a) CONSIDERATION OF RESOLUTION 19-39 APPROVING CERTAIN DEMANDS**

It is recommended that the City Council approve Resolution 19-39 for approval of payment of City warrants in an aggregate amount of \$1,172,144.73; Library warrants in an aggregate amount of \$13,126.41; and payroll transfer in the aggregate amount of \$352,389.07 for the fiscal year ending June 30, 2019 and June 30, 2020.

1b) CONSIDERATION OF AWARD OF BID FOR A CONSTRUCTION CONTRACT TO BIG BEN, INC. FOR THE 2019 WATER MAIN REPLACEMENT PROJECT IN AN AMOUNT NO-TO EXCEED \$1,263,875.00

It is recommended that the City Council award a construction contract in an amount not-to-exceed \$1,263,875 for the base bid plus alternate #1 of the 2019 Water Main Replacement Project to Big Ben, Inc.

1c) CONSIDERATION OF APPROVAL OF PURCHASES AND SERVICES IN EXCESS OF \$60,000 FOR FISCAL YEAR 2019-2020

It is recommended that the City Council authorize the purchase, services, supplies, and contracts listed and authorize encumbrance of funds based upon estimated annual needs for each department.

1d) CONSIDERATION OF RESOLUTION 19-41 DELEGATING AUTHORITY TO THE CITY MANAGER TO MAKE DETERMINATIONS REGARDING INDUSTRIAL DISABILITY RETIREMENT AND TO SUBMIT EMPLOYER-ORIGINATED DISABILITY APPLICATIONS TO CALPERS

It is recommended that the City Council adopt Resolution 19-41 Delegating Authority to the City Manager to Make Determinations Regarding Industrial Disability Retirement and to Submit Employer-Originated Disability Applications to CalPERS.

PUBLIC HEARINGS

2) CONSIDERATION OF RESOLUTION 19-42 APPROVING AMENDMENTS TO THE FISCAL YEAR 2019-2020 FEE SCHEDULE

Recommendation that the City Council open a public hearing to receive testimony and consider approval of Resolution 19-42 amending the FY 2019- 2020 Fee Schedule.

3) 2019-2020 ASSESSMENT DISTRICTS – PUBLIC HEARING AND RESOLUTION OF CONFIRMATION 19-43 AND RESOLUTION 19-44 SETTING ASSESSMENT RATES FOR AD VALOREM MAINTENANCE DISTRICTS 1, 3A, AND 3B

Recommendation that the City Council open a public hearing to receive testimony and consider approval of Resolution 19-43 confirming assessment proceedings for Assessment Districts 3 and 5, Community Facilities District No. 1, E. Miramonte Sewer District, and E. Bonita Sewer District for Fiscal Year 2019-2020; and approving the City Engineer's Report; and approve Resolution 19-44 setting tax rates for Ad Valorem Districts No. 1, 3A, and 3 B.

DISCUSSION

4) CONSIDERATION OF RESOLUTION 19-40 AMENDING THE CITY'S CLASSIFICATION PLAN AND SALARY MATRIX

Recommendation that the City Council Staff recommends City Council approve Resolution 19-40, Amending the Classification Plan and Salary Matrix for the following positions:

Creating a new full-time position of Police Lieutenant;
Creating a new full-time position of Services Division Supervisor;
Creating a new full-time position of Library Technician II;
Creating a new part-time position of Fire Recruit;
Creating part-time Intern positions;
Updating Utilities Water Lead worker to Water Lead Worker/Sewer Lead Worker;
Updating Fleet Mechanic range to be included as a skilled labor position.

5) CONSIDERATION OF ADOPTING THE CITY'S COMPENSATION PHILOSOPHY

Recommendation that the City Council approve the proposed Compensation Philosophy, a statement that documents the City's approach to establishing staff compensation.

ACTION ITEMS

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

AVAILABILITY OF AGENDA MATERIALS

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

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a Public Hearing at this same place on September 10, 2019.

RESOLUTION NUMBER 19-39

**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 **\$1,172,144.73**; Sierra Madre Library Warrants in aggregate amount of **\$13,126.41**; and Payroll Transfer in the aggregate amount of **\$352,389.07** for the fiscal year ending June 30, 2019 and June 30, 2020.

APPROVED AND ADOPTED this 23th day of July, 2019.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number **19-39** was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 23th day of July, 2019.

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 July 23, 2019**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants	\$1,172,144.72
Sierra Madre Library Warrants.....	\$13,126.41
Payroll	
Transfer.....	\$352,389.07

Warrant Register 7/23/19

Attachment 1A

Fiscal Year	Description	Amount	Page #
FY1819	Manual Warrants	4,700.57	1
FY1819	General Warrants - Utility Bills	53,386.01	2
FY1920	General Warrants - Utility Bills	6,834.33	3
FY1819	General Warrants	183,758.21	4-6
FY1920	General Warrants	52,412.61	7-8
FY1920	General Warrants (EFT)	871,053.00	9
	Total	1,172,144.73	

FY1819	Library Warrants	11,245.26	10
FY1920	Library Warrants	1,881.15	11
	Total	13,126.41	

Date: 7/11/19	Payroll #14 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	\$352,389.07
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Packet: APPKT04646 - MANUAL CHECK 07/23/19
Vendor Set: 01 - Vendor Set 01

Check Date: 07/10/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0823	BANK OF AMERICA				4,700.57
APBWEST	Check	<u>INV024976</u>	HG MEMBERSHIP MISAC	60003.30000.53409	130.00
		<u>INV024977</u>	HG HELP DESK CLOUD SOFTWARE	60003.30000.52200	109.42
		<u>INV024978</u>	HG OFFICE SUPPLIES	60002.30000.53999	164.24
		<u>INV024979</u>	JH PATROL FIELD COURSE	10000.50000.52005	315.00
		<u>INV024980</u>	JH MADD AWARDS	10000.50000.53402	75.00
		<u>INV024981</u>	JH FTO COORDINATOR TRAINING	10000.50000.52005	324.69
		<u>INV024982</u>	KN FIRE ENGINE SUPPLIES	10000.61000.52302	85.76
		<u>INV024983</u>	KN FIRE INTERVIEW PANEL	60007.70100.53999	57.22
		<u>INV024984</u>	JH PUBLIC SAFETY TRAINING	10000.50000.52205	380.07
		<u>INV024985</u>	KN MEETING W/ ARCADIA FIRE CHIEF	10000.61000.53402	13.32
		<u>INV024986</u>	KN FIRE INTERVIEW PANEL	60007.70100.53999	29.30
		<u>INV024987</u>	JR QUARTERLY LUNCHEON	72000.81200.53409	30.00
		<u>INV024988</u>	JR LYFT	10000.81201.53402	6.06
		<u>INV024989</u>	JR FOR AUTO SALVAGE	71000.81100.53209	162.00
		<u>INV024990</u>	JR EMPLOYEE TRAINING	71000.32000.52205	70.00
		<u>INV024992</u>	JR MEMBERSHIP DUES	72000.81200.53409	188.00
		<u>INV024993</u>	JR MEMBERSHIP DUES	72000.81200.53409	170.00
		<u>INV024994</u>	JR MEMBERSHIP DUES	72000.81200.53409	358.00
		<u>INV024995</u>	JR WATER TREATMENT SUPPLIES	71000.81100.53209	22.20
		<u>INV024996</u>	RS OLDER AMERICAN RECEPTION	37006.72000.53999	100.00
		<u>INV024997</u>	RS KIDS 2 PARKS SUPPLIES	10000.70000.53999	13.50
		<u>INV024998</u>	RS KIDS 2 PARKS SUPPLIES	10000.70000.53999	17.75
		<u>INV024999</u>	RS YARD SALE SUPPLIES	37006.72000.53999	57.50
		<u>INV025000</u>	RS OLDER AMERICAN RECEPTION	37006.72000.53999	161.91
		<u>INV025001</u>	RS YARD SALE SUPPLIES	37006.72000.53999	54.75
		<u>INV025002</u>	RS SENIOR EXCURSION	10000.79003.52999	76.00
		<u>INV025003</u>	RS MWTR - MEETING	10000.79007.52999	150.07
		<u>INV025004</u>	CS CONFERENCE REFUND	10000.90000.53402	-3.00
		<u>INV025005</u>	CS ADULT CRAFT PROGRAM	39006.90000.53999	54.16
		<u>INV025006</u>	CS HEADPHONES CHILDRENS ROOM	10000.90000.53103	84.88
		<u>INV025007</u>	CS CHILDRENS ROOM SUPPLIES	39006.90000.53999	22.04
		<u>INV025008</u>	CS LIBRARY SUPPLIES	10000.90000.53100	20.30
		<u>INV025009</u>	CS PUPPETS CHILDRENS ROOM	39006.90000.53999	315.17
		<u>INV025010</u>	CS OFFICE BLINDS	10000.90000.52200	297.00
		<u>INV025011</u>	CS CHILDRENS BOOKS	10000.90000.53406	109.67
		<u>INV025012</u>	CS ADULT / CHILDRENS PROGRAM	39006.90000.53999	431.98
		<u>INV025013</u>	ADULT CRAFT PROGRAM	39006.90000.53999	31.26
		<u>INV025014</u>	CS TEEN ANIME PROGRAM	39006.90000.53999	15.35
Report Total:					4,700.57



Packet: APPKT04665 - UB 07/23/19
Vendor Set: 01 - Vendor Set 01

Check Date: 07/17/2019

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				53,237.64
APBWEST	Check	<u>INV025096</u>	2-03-661-3305 SVC 6/4/19-7/3/19	60001.83200.55003	1,626.10
		<u>INV025097</u>	2-01-194-6423 SVC 6/1/19-7/1/19	32008.83000.55003	937.59
				38005.83500.55003	125.96
				60001.83200.55003	16.99
				71000.81100.55003	420.57
		<u>INV025098</u>	2-03-752-0756 SVC 6/7/19-7/9/19	32008.83000.55003	302.18
				38005.83500.55003	22.87
				60001.83200.55003	7,690.79
				71000.81100.55003	42,094.59
<u>0216</u>	THE GAS COMPANY				148.37
APBWEST	Check	<u>INV025092</u>	195 918 7100 9 SVC 06/06/19-07/08/19	60001.83200.55004	21.83
		<u>INV025093</u>	0 68 618 700 5 SVC 06/06/19-07/08/19	60001.83200.55004	102.67
		<u>INV025094</u>	135 119 3500 2 SVC 6/7/19-7/9/19	60001.83200.55004	22.86
		<u>INV025095</u>	166 518 7700 9 SVC 6/6/19-7/8/19	60001.83200.55004	1.01
Report Total:					53,386.01



Packet: APPKT04664 - UB 07/23/19 (FY 19/20)
Vendor Set: 01 - Vendor Set 01

Check Date: 07/17/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0129</u>	AT&T				262.58
APBWEST	Check	<u>INV025083</u>	818 246-3783 591 4 SVC 06/23/19-07/22/19	10000.61000.55005	262.58
<u>VEN02792</u>	FRONTIER CALIFORNIA INC				2,841.52
APBWEST	Check	<u>INV025084</u>	626-355-1414-092017-5 SVC 07/01/19-07/31/19	60003.30000.55005	669.28
		<u>INV025085</u>	626-355-0264-012498-5 SVC 07/04/19-08/03/19	60003.30000.55005	221.70
		<u>INV025086</u>	209-188-3757-030707-5 SVC 07/04/19-08/13/19	60003.30000.55005	1,950.54
<u>VEN03086</u>	GC PIVOTAL LLC				1,557.81
APBWEST	Check	<u>INV2392753</u>	BANK UP INTERNET SVCS 8/1/19-8/31/19	60003.30000.52200	1,557.81
<u>0942</u>	TELEPACIFIC COMMUNICATIONS				404.32
APBWEST	Check	<u>118063068-0</u>	TI BACK SVC 06/23/19 - 07/22/19	60003.30000.55005	404.32
<u>1439</u>	TIME WARNER CABLE				1,768.10
APBWEST	Check	<u>0027467070119</u>	FD SVCS 7/1/19-7/30/19	10000.61000.52200	126.98
		<u>0131806071119</u>	PD CABLE SVCS 07/11/19-08/10/19	10000.50000.55005	447.43
		<u>0192683062519</u>	INTERNET SERVICE 06/25/19 - 07/24/19	10000.90000.52200	611.92
		<u>0192691062519</u>	INTERNET 06/25/19 - 07/24/19	60003.30000.52200	581.77
Report Total:					6,834.33



Packet: APPKT04661 - GEN 07/23/19
Vendor Set: 01 - Vendor Set 01

Check Date: 07/17/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0109</u>	AIRGAS USA				169.00
APBWEST	Check	<u>9963303755</u>	Medical Oxygen	10000.64000.53300	169.00
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE - PW				821.77
APBWEST	Check	<u>091103</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	22.58
		<u>091104</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	77.03
		<u>091118</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	43.78
		<u>091119</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	19.61
		<u>091121</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	10.81
		<u>091129</u>	FY 18-19 PARK MAINTENANCE SUPPLIES	10000.83300.53001	2.80
		<u>091131</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	5.21
		<u>091151</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	4.92
		<u>091160</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	11.60
		<u>091209</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	65.67
		<u>091223</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	43.30
		<u>091227</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	22.36
		<u>091228</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	5.25
		<u>091230</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	155.18
		<u>091232</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	1.63
		<u>091234</u>	FY 18-19 PARK MAINTENANCE SUPPLIES	10000.83300.53001	8.74
		<u>091244</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	16.92
		<u>091245</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	30.62
		<u>091250</u>	FY 18-19 PARK MAINTENANCE SUPPLIES	10000.83300.53001	10.94
		<u>091257</u>	FY 18-19 PARK MAINTENANCE SUPPLIES	10000.83300.53001	10.94
		<u>091264</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	18.06
		<u>091281</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	5.61
		<u>091373</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	20.54
		<u>091381</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	19.22
		<u>091385</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	9.25
		<u>091456</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	66.41
		<u>091517</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	102.95
		<u>091521</u>	FY 18-19 PARK MAINTENANCE SUPPLIES	10000.83300.53001	9.84
<u>VEN02212</u>	BLACK & WHITE EMERGENCY VEHICLES				410.00
APBWEST	Check	<u>3120</u>	VEHICLE MAINTENANCE	60000.83100.53208	250.00
		<u>3123</u>	VEHICLE MAINTENANCE	60000.83100.53208	160.00
<u>1200</u>	BLUE DIAMOND MATERIALS				512.90
APBWEST	Check	<u>1523776</u>	ASPHALT MATERIAL	71000.81100.53206	109.68
		<u>1523859</u>	ASPHALT MATERIAL	71000.81100.53206	108.84
		<u>1533590</u>	STREET MAINTENANCE	71000.81100.53206	294.38
<u>1238</u>	CALIF. RESERVE PEACE OFFICERS ASSOCIATION				384.00
APBWEST	Check	<u>1900305</u>	AGENCY BILLING MEMBER CHARGE	10000.50000.53409	384.00
<u>VEN03423</u>	CHEROKEE PRODUCTIONS INC				295.00
APBWEST	Check	<u>INV025015</u>	SEMINAR	10000.50000.52005	295.00
<u>0169</u>	CITY ELECTRIC SUPPLY				2,203.22
APBWEST	Check	<u>PDA/009542</u>	FY 18-19 ELECTRICAL SUPPLIES / WATER	71000.81100.53200	2,006.29
		<u>PDA/009588</u>	FY 18-19 ELECTRICAL SUPPLIES / WATER	71000.81100.53200	196.93
<u>1087</u>	CITY OF ARCADIA				255.00
APBWEST	Check	<u>19-02</u>	Battalion Chief Coverage-City of Arcadia	10000.61000.52100	255.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				22,363.00
APBWEST	Check	<u>39487</u>	FY 18-19 BPO - LEGAL SVCS RETAINER	10000.21000.52201	8,400.00
				60002.21000.52201	2,100.00
		<u>39488</u>	SPECIAL COUNSEL PROJECT JUNE 2019	10000.21000.52201	7,883.00
		<u>39489</u>	ASSES & PROP 218 JUNE 2019	32006.83000.52200	681.50
		<u>39490</u>	MISC LITIGATION PROJECT JUNE 2019	10000.40000.52201	728.50
		<u>39491</u>	WATER & UTILITIES	71000.81100.52201	1,081.00

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total
							Distribution Amount
		APBWEST	Check	<u>39492</u>	adv. CETT Corp JUNE 2019	10000.81201.52202	23.50
				<u>39493</u>	adv. RWQCB	10000.81201.52202	865.50
				<u>W-39456</u>	Webinar Training for SB 1421 & AB 748 JUNE 20	10000.40000.52201	600.00
<u>VEN02953</u>	CPACINC.COM						13,888.22
	APBWEST		Check	<u>S-11287983</u>	NETWORK MANAGEMENT	71000.81100.53801	1,684.99
				<u>SI-1288033</u>	Microsoft Licensing - 3 year agreement/Backup	60003.30000.52200	12,203.23
<u>0193</u>	DELL COMPUTER						64,969.14
	APBWEST		Check	<u>10323202273</u>	COMPUTER REPLACEMENTS	60003.30000.53801	12,853.68
				<u>10323241384</u>	EOC EQUIPMENT	10000.64000.56009	6,426.83
				<u>10323691170</u>	COMPUTER REPLACEMENTS	60003.30000.53801	7,140.57
				<u>10323931767</u>	COMPUTER REPLACEMENTS	60003.30000.53801	38,548.06
<u>1181</u>	DELTA DISTRIBUTING						285.92
	APBWEST		Check	<u>146195</u>	MAINTENANCE SUPPLIES	60001.83200.53200	285.92
<u>VEN01935</u>	DIVISION OF THE STATE ARCHITECT						78.80
	APBWEST		Check	<u>INV025091</u>	DSA QUARTERLY REPORT MARCH 19-JUNE 19	10000.00000.23400	78.80
<u>VEN02997</u>	DYNAMIC BUILDING MAINT INC						2,919.00
	APBWEST		Check	<u>26</u>	FY18-19 DYNAMIC BUILDING MAINTENANCE JUI	60001.83200.52200	2,919.00
<u>VEN02952</u>	GABRIEL ENGELAND						7,287.00
	APBWEST		Check	<u>INV025099</u>	TUITION REIMBURSEMENT	60007.70100.53401	7,287.00
<u>1639</u>	GMS ELEVATOR SERVICES INC						87.50
	APBWEST		Check	<u>97367</u>	FY 18-19 ELEVATOR MAINTENANCE JUNE 2019	60001.83200.52200	87.50
<u>0871</u>	GOLDEN WEST ELECTRIC						1,634.83
	APBWEST		Check	<u>3244</u>	ELECTRIC SUPPLIES	71000.81100.52200	1,634.83
<u>VEN02806</u>	GOLDSTREET DESIGN AGENCY INC						3,801.09
	APBWEST		Check	<u>1858</u>	WATER QUALITY REPORT	71000.81100.53101	950.64
							1,049.02
				<u>1876</u>	POSTAGE AND MAILING	71000.81100.53101	856.40
							945.03
<u>1359</u>	HIRERIGHT, LLC						64.64
	APBWEST		Check	<u>H0167351</u>	BACKGROUND SCREENING JUNE 2019	60007.70101.52100	64.64
<u>0397</u>	KEVORK TCHARKHOUTIAN						8,560.00
	APBWEST		Check	<u>2019-06D</u>	FY 18-19 CITY ENGINEER SERVICES	10000.82000.52100	7,760.00
				<u>2019-06R</u>	CITY ENGINEER RETAINER JUNE 2019	10000.82000.52100	800.00
<u>1185</u>	KEYSTONE UNIFORM						377.77
	APBWEST		Check	<u>066734</u>	UNIFORMS	10000.50000.53303	377.77
<u>0640</u>	LIFE-ASSIST INC.						423.23
	APBWEST		Check	<u>928023</u>	Paramedic Medical Supplies	10000.64000.53300	23.52
				<u>928393</u>	Paramedic Medical Supplies	10000.64000.53300	399.71
<u>VEN03425</u>	LILLIANA CORTEZ						929.10
	APBWEST		Check	<u>INV025082</u>	MILEAGE REIMBURSEMENT	10000.50000.52205	929.10
<u>0291</u>	MATT-CHLOR, INC.						3,233.14
	APBWEST		Check	<u>22296</u>	Chlorine system maintenance and repair	71000.81100.53209	3,233.14
<u>VEN03229</u>	MICHAEL BAKER INTERNATIONAL INC						4,070.00
	APBWEST		Check	<u>1053218</u>	Planning consultant	10000.40000.52200	4,070.00
<u>VEN03105</u>	NORTHWEST EXCAVATING INC						7,000.00
	APBWEST		Check	<u>M7018</u>	Spreading Grounds Maintenance	71000.81100.53210	7,000.00
<u>0786</u>	OFFICE DEPOT, INC						1,608.23
	APBWEST		Check	<u>335698880001</u>	OFFICE SUPPLIES	10000.40000.53999	1,498.93
				<u>335730472001</u>	OFFICE SUPPLIES	10000.61000.53100	109.30
<u>VEN02634</u>	P. F. SERVICES INC						437.50
	APBWEST		Check	<u>15669</u>	CNG NOT SHUTTING OFF	60000.83100.53208	437.50
<u>0325</u>	PASADENA STAR NEWS						420.61
	APBWEST		Check	<u>INV025081</u>	PASADENA STAR NEW SUBSCRIPTION	10000.50000.53501	420.61
<u>VEN01558</u>	PAT'S TIRE SERVICE						30.00
	APBWEST		Check	<u>41821</u>	TIRE REPAIR	60000.83100.53208	30.00
<u>0360</u>	QUINN COMPANY						14,697.59
	APBWEST		Check	<u>WO810205817</u>	Mechanical repairs to heavy equipment	60000.83100.53208	14,697.59
<u>0267</u>	REGIONAL TAP SERVICE CENTER						66.00
	APBWEST		Check	<u>6010018</u>	REG SV JUNE 2019	37004.70000.52001	66.00
<u>0552</u>	RKA CONSULTING GROUP						630.00
	APBWEST		Check	<u>28877</u>	FY 18-19 Street Improvement project design M/	38012.83500.56010	630.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN01358</u>	RUN WITH US				100.00
APBWEST	Check	<u>INV025090</u>	MWTR SUPPLIES	10000.79007.52999	100.00
<u>0404</u>	TOM'S UNIFORMS				501.51
APBWEST	Check	<u>14053</u>	FD Uniforms	10000.61000.53303	501.51
<u>1799</u>	TYLER TECHNOLOGIES INC				7,665.00
APBWEST	Check	<u>025-265041</u>	MASS METER SWAP-WATER	71000.81100.52200	7,665.00
<u>0158</u>	VULCAN MATERIALS COMPANY				1,122.55
APBWEST	Check	<u>72239036</u>	STREET MAINTENANCE MATERIALS	71000.81100.53206	548.70
		<u>72248261</u>	COLD MIX	71000.81100.53206	573.85
<u>VEN03096</u>	WARD M. JOY				5,925.10
APBWEST	Check	<u>1561</u>	18/19 BPO-NTWRK CABLING & INFRASTRCTURE	60003.30000.52200	625.00
		<u>1581</u>	18/19 BPO-NTWRK CABLING & INFRASTRCTURE	60003.30000.52200	1,680.30
		<u>1604</u>	18/19 BPO-NTWRK CABLING & INFRASTRCTURE	60003.30000.52200	3,619.80
<u>2005</u>	WEST COAST LIGHTS & SIRENS INC				980.85
APBWEST	Check	<u>18479</u>	VEHICLE MAINTENANCE	60000.83100.53208	66.25
		<u>18497</u>	VEHICLE MAINTENANCE	60000.83100.53208	914.60
<u>VEN02951</u>	YOHTEK CORP				2,550.00
APBWEST	Check	<u>YTK-2087</u>	FY 18-9 BPO-NETWORK INFRASTRUCTURE SUPP	60003.30000.52100	1,950.00
		<u>YTK-2088</u>	FY 18-19 BPO-AUVIK NETWORK JUNE 2019	60003.30000.52200	600.00
Report Total:					183,758.21



Packet: APPKT04662 - GEN 07/23/19 (FY 19/20)
Vendor Set: 01 - Vendor Set 01

Check Date: 07/17/2019

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03251</u>	AMERICAN RIVER BENEFIT ADMINISTRATORS				196.42
APBWEST	Check	<u>INV025051</u>	FF INSURANCE AUGUST 2019	10000.61000.53409	196.42
<u>1662</u>	ARNOLD'S FRONTIER HARDWARE - CS				29.19
APBWEST	Check	<u>091601</u>	4TH OF JULY 2019 SUPPLIES	10000.79012.52999	18.29
		<u>091674</u>	RECREATION SUPPLIES	10000.70000.53999	10.90
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE - Fire				30.18
APBWEST	Check	<u>091623</u>	FY 2019-2020 HARDWARE SUPPLIES	10000.61000.53204	23.07
		<u>091635</u>	FY 2019-2020 HARDWARE SUPPLIES	10000.61000.53204	7.11
<u>VEN02871</u>	CYBERREEF SOLUTIONS INC				299.78
APBWEST	Check	<u>3355</u>	1 GB DATA PLAN 7/1/19-7/30/19	10000.50000.52200	299.78
<u>VEN03420</u>	DFM ASSOCIATES				113.69
APBWEST	Check	<u>INV025087</u>	2019 ELECTION SUPPLIES	10000.12000.52207	113.69
<u>1649</u>	EMERGENCY RESPONSE CRIME SCENE CLEANING				250.00
APBWEST	Check	<u>T2019-326</u>	HAZARDOUS CLEAN UP	10000.50000.52006	250.00
<u>VEN02265</u>	GOVERNMENT FINANCE OFFICERS ASSOCIATION				190.00
APBWEST	Check	<u>INV025016</u>	MEMBERSHIP 9/1/19 - 8/31/20	60002.30000.53409	190.00
<u>VEN03200</u>	KEN PERRY				1,000.00
APBWEST	Check	<u>INV025089</u>	PERFORMANCE	10000.79002.52999	1,000.00
<u>VEN01524</u>	MOTION PICTURE LICENSING CORP				331.23
APBWEST	Check	<u>504220579</u>	LICENSE COVERAGE 8/1/19-8/01/20	37006.72000.52200	331.23
<u>1613</u>	MUNICIPAL CODE CORPORATION				350.00
APBWEST	Check	<u>00328980</u>	FY 2019-20 MEETING AND AGENDA MANAGEMI	10000.12000.52204	350.00
<u>0786</u>	OFFICE DEPOT, INC				281.26
APBWEST	Check	<u>337208690001</u>	OFFICE SUPPLIES	10000.50000.53100	64.39
		<u>339663323001</u>	OFFICE SUPPLIES	10000.50000.53100	87.58
		<u>340475919001</u>	OFFICE SUPPLIES	10000.50000.53100	129.29
<u>0323</u>	PASADENA HUMANE SOCIETY				1,099.10
APBWEST	Check	<u>JUL2019CtySM</u>	ANIMAL CONTROL SVC JULY 2019	10000.50000.52004	1,099.10
<u>VEN02142</u>	PHIL ERNST				1,000.00
APBWEST	Check	<u>INV025088</u>	CONCERT IN THE PARK	10000.79002.52999	1,000.00
<u>2110</u>	PLUMBERS DEPOT INC.				214.54
APBWEST	Check	<u>PD-42494</u>	MAINTENANCE SUPPLIES	72000.81200.53200	214.54
<u>VEN02829</u>	RINGCENTRAL INC				4,902.91
APBWEST	Check	<u>CD_000039219</u>	VOIP TELEPHONE SERVICES	60003.30000.55005	4,902.91
<u>2013</u>	SIGN CONTRACTORS INC				86.55
APBWEST	Check	<u>21437</u>	SIGNS	10000.50000.53300	86.55
<u>0498</u>	SIMON EQUIPMENT CO INC				222.74
APBWEST	Check	<u>102764</u>	4TH OF JULY EVENT 2019	10000.79012.52999	222.74
<u>1252</u>	STRYKER SALES CORPORATION				1,371.00
APBWEST	Check	<u>2701760 M</u>	ANNUAL PREVENT NB MAINT AGMNT 4/17/19-4	10000.64000.52302	1,371.00
<u>1368</u>	SWANK MOTION PICTURES INC				693.00
APBWEST	Check	<u>RG 2698787</u>	MOVIES IN THE PARK	10000.79008.52999	693.00
<u>1799</u>	TYLER TECHNOLOGIES INC				225.00
APBWEST	Check	<u>025-263855</u>	MONTHLY FEE FOR UB ON LINE WEB SITE, JULY	71000.32000.52200	180.00
				72000.32000.52200	45.00
<u>0410</u>	UNDERGROUND SERVICE ALERT				169.55
APBWEST	Check	<u>18dsbfee3548</u>	DIG SAFE BOARD OPERATINAL EXPENSE	71000.81100.52200	44.05
		<u>620190677</u>	MONTHLY DATABASE MAINT JULY 2019	71000.81100.52200	125.50
<u>VEN01208</u>	VERSATILE INFORMATION PRODUCTS, INC				1,216.00
APBWEST	Check	<u>080119073120-5</u>	ANNUAL SUPPORT FOR PUMA 8/1/19-7/31/20	10000.50000.52200	1,216.00
<u>1387</u>	ZOLL MEDICAL CORP				38,140.47
APBWEST	Check	<u>2085380</u>	ZOLL CARDIAC MONITOR/DIFIBRILLATOR	10000.61000.56009	33,747.22
		<u>90035228</u>	ZOLL MONITOR WARRANTY EXTENSION	10000.64000.52302	4,393.25



Packet: APPKT04651 - MANUAL EFT 07/23/19 (FY 19/20)
Vendor Set: 01 - Vendor Set 01

Check Date: 07/23/2019

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>1025</u>	CALIFORNIA J P I A				871,053.00
AP EFT WEST	Check	<u>ENVIR00931</u> *	19-20 POLLUTION LIABILITY INS PREMIUM	60007.70100.54801	3,862.00
		<u>PRIM01716</u>	19-20 ANNUAL CONTRIBUTION COVERAGE 2019	60007.70100.54801	654,572.00
		<u>PROP01886</u>	19-20 PROPERTY INS. COVERAGE 07/01/19 - 07/	60007.70100.54802	180,726.15
				71000.81100.54802	31,892.85
				Report Total:	871,053.00



Packet: APPKT04663 - LIB 07/23/19
Vendor Set: 01 - Vendor Set 01

Check Date: 07/17/2019

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Vendor Total
							Distribution Amount
<u>1644</u>	AMAZON						1,993.23
APBWEST	Check			<u>433749369756</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	114.79
				<u>435843437945</u>	LIBRARY SUPPLIES	10000.90000.53100	7.99
				<u>436858449974</u>	LIBRARY SUPPLIES	10000.90000.53100	37.22
				<u>437389789685</u>	LIBRARY SUPPLIES	10000.90000.53100	34.92
				<u>443979953447</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	35.99
				<u>446984847767</u>	LIBRARY SUPPLIES	10000.90000.53100	86.05
				<u>447536877554</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	66.97
				<u>447765854345</u>	COMPUTER SUPPLIES	10000.90000.53103	139.19
				<u>449898596467</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	30.82
				<u>453555944674</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	12.99
				<u>455888359667</u>	LIBRARY SUPPLIES	39006.90000.53406	31.34
				<u>456353939547</u>	LIBRARY SUPPLIES	10000.90000.53100	51.66
				<u>456369386668</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	10.91
				<u>456386737956</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	176.46
				<u>458566989444</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	12.02
				<u>468439664548</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53406	20.91
				<u>468855786883</u>	COMPLUTER SUPPLIES	10000.90000.53103	29.97
				<u>493687576939</u>	LIBRARY SUPPLIES	10000.90000.53103	77.09
				<u>543966897446</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	123.42
				<u>559459686355</u>	LIBRARY SUPPLIES	10000.90000.53100	14.99
				<u>576694999558</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	9.58
				<u>583883969588</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	18.72
				<u>593767553938</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	10.99
				<u>646634796675</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	6.98
				<u>658897468399</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	10.15
				<u>683733349735</u>	LIBRARY SUPPLIES	10000.90000.53999	27.90
				<u>684435455748</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	15.19
				<u>688795633786</u>	LIBRARY SUPPLIES	10000.90000.53103	201.71
				<u>749489757837</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	119.49
				<u>755948369895</u>	LIBRARY SUPPLIES	10000.90000.53100	98.20
				<u>768377684499</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	17.90
				<u>768675696566</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53406	10.22
				<u>774736968334</u>	LIBRARY SUPPLIES	10000.90000.53103	38.97
				<u>838563963833</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	42.94
				<u>838754565979</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	14.44
				<u>853575898553</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	67.96
				<u>855674387885</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	32.82
				<u>864455769847</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	16.99
				<u>978378954958</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	44.00
				<u>999669634777</u>	LIBRARY SUPPLIES	10000.90000.53103	72.38
<u>0132</u>	BAKER & TAYLOR, INC.						107.23
APBWEST	Check			<u>4012584259</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	89.22
				<u>4012584260</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	18.01
<u>1688</u>	BAYSCAN TECHNOLOGIES						160.00
APBWEST	Check			<u>60788</u>	LIBRARY SUPPLIES	10000.90000.53100	160.00
<u>0203</u>	ELLEN'S SILKSCREENING						227.76
APBWEST	Check			<u>71025</u>	SCREEN PRINTING	10000.90000.53999	227.76
<u>VENO2967</u>	KAESER & BLAIR INC						4,795.07
APBWEST	Check			<u>90502313</u>	LIBRARY SUPPLIES	39006.90000.53999	4,795.07
<u>VENO1043</u>	OVERDRIVE INC						3,961.97
APBWEST	Check			<u>01148CO19123674</u>	LIBRARY SUPPLIES	39006.90000.53406	3,961.97
Report Total:							11,245.26



Packet: APPKT04666 - LIB 07/23/19 (FY 19/20)
Vendor Set: 01 - Vendor Set 01

Check Date: 07/17/2019

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1379</u>	CALIFA GROUP				1,881.15
APBWEST	Check	<u>2397</u>	Proquest - Ancestry Library	39006.90000.53406	1,881.15
				Report Total:	1,881.15



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Chris Cimino, Director of Public Works

REVIEWED BY: Gabriel Engeland, City Manager

DATE: July 23, 2019

SUBJECT: ***RECOMMENDATION TO AWARD A CONSTRUCTION CONTRACT TO BIG BEN, INC. FOR THE 2019 WATER MAIN REPLACEMENT PROJECT, IN AN AMOUNT NOT-TO-EXCEED \$1,263,875.00***

STAFF RECOMMENDATION

Staff recommends the City Council award a construction contract in an amount not-to-exceed \$1,263,875 for the base bid plus alternate #1 of the 2019 Water Main Replacement Project to Big Ben Inc.

ALTERNATIVES

1. The City Council may award a contract for the base bid section only and not include the alternate, in an amount not to exceed \$1,098,000.
2. The City Council may decide not to award any contract.

SUMMARY

Staff completed the Water Main Master Plan in 2017. The plan evaluated every water main in the City's distribution system and prioritized replacement based on various factors including: leak frequency, age of pipe, type of material, water pressure, and likelihood of future failure. From the report staff identified water mains in need of immediate replacement. This led City Council to initiate an aggressive water main replacement program.

Since the Water Main Master Plan was completed, the City has completed two phases of replacing the most degraded water mains and designed plans for additional phases of water mains for replacement. On September 12, 2017, the City Council approved the water main replacement program starting in Fiscal Year 2017-18. Onward Engineering designed eighteen total segments (blocks) of water mains for replacement. Staff's recommendation tonight completes the eighteen designed segments.

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

Base bid:

1. West Algeria Avenue from North Michillinda Avenue to North Sunnyside Avenue,
2. West Algeria Avenue from North Sunnyside Avenue to End of street,
3. Fairview Avenue from North Michillinda Avenue to North Sunnyside Avenue,

4. Fairview Terrace cul-de sac,
5. North Sunnyside Avenue from West Grandview Avenue to End,
6. West Bonita Avenue from South Baldwin Avenue to South Hermosa Avenue,
7. Webster Way cul-de sac,
8. West Montecito Avenue from North Baldwin Avenue to Auburn Avenue,
9. Windsor Lane from Montecito Court to West Montecito Avenue.

Alternate #1:

Sunnyside Lane from Brookside Lane to Woodland Drive.

ANALYSIS

Staff solicited bids for construction of the 2019 Water Main Replacement Program on May 31, 2019. Bids were publicly opened at Sierra Madre City Hall at 2:30 pm on July 18, 2019. Six bids were received, all from credible and capable contractors. All bids received were close to the Engineer’s estimate of \$1,200,000. The following are the bid results.

<i>BIDDER</i>	<i>BASE BID</i>	<i>ALTERNATE 1</i>	<i>TOTAL</i>	<i>RESPONSIVE</i>
<i>Big Ben Inc.</i>	\$998,250	\$150,625	\$1,148,875	Yes
<i>Gentry Brothers</i>	\$1,050,300	\$179,900	\$1,230,200	Yes
<i>Steven Doreck Equipment</i>	\$1,113,845	\$126,810	\$1,240,655	Yes
<i>MNR Construction</i>	\$1,204,300	\$193,700	\$1,398,000	Yes
<i>T.A Rivard Inc.</i>	\$1,230,400	\$240,750	\$1,471,150	Yes
<i>Christianson Brothers</i>	\$1,356,650	\$187,450	\$1,544,100	Yes

Staff is recommending the low responsive bidder, Big Ben Inc., at a price not-to-exceed \$1,263,875, which includes a 10% contingency for unforeseen issues discovered during the installation. Staff called references for Big Ben Inc. and the responses were all within our guidelines and staff feels comfortable recommending Big Ben Inc. for this project. Staff is asking for a 10% (\$115,000) contingency for this project due to unforeseen issues that are common during main replacement projects.

FINANCIAL REVIEW/SOURCE OF FUNDING

During the fiscal year 2019-20 budget discussions, the Executive Management recommended continuing the aggressive water main replacement program and \$1.2 Million is earmarked in the CIP Budget.

ENVIRONMENTAL (CEQA)

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

PUBLIC NOTICE PROCESS

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



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Hillary Guirola-Leon, Finance Manager

REVIEWED BY: Gabriel Engeland, City Manager

DATE: July 23, 2019

SUBJECT: CONSIDERATION OF APPROVAL OF PURCHASES AND SERVICES IN EXCESS OF \$60,000 FOR FISCAL YEAR 2019-20

STAFF RECOMMENDATION

It is recommended that the City Council authorize the purchases, services, supplies, and contracts on the attached list and authorize encumbrance of funds based upon estimated annual needs for each department.

ALTERNATIVES

The City Council may elect not to approve blanket purchase orders and instead approve each purchase order individually.

SUMMARY

The City's adopted Purchasing Policy applies to all purchases, projects, and services approved by the City Council through the budget process. Purchases over \$60,000 are subject to the formal competitive purchasing procedure and are awarded by the City Council.

ANALYSIS

Attached is a list of vendors whose services and supplies are anticipated to exceed the City Manager's purchasing authority of \$60,000 during FY 2019-2020. For a number of reasons, the attached list is brought before the City Council on an annual basis. Some of the contracts/services/supplies are provided pursuant to "evergreen" contracts, so staff brings the contracts forward annually as a reminder of the contract/service. In addition, some of the contracts/services are not yet expired, or some of the contracts/services/supplies are "sole source," so staff brings the contracts forward annually for Council's approval. In all cases, funds are budgeted in the FY 2019-2020 City budget.

It should be noted that the attached list does not reflect all contracts over \$60,000. In some situations, when the Council has taken separate action to approve a contract, that contract is not included in the list.

FINANCIAL REVIEW/SOURCE OF FUNDING

All listed contracts/services/supplies have been appropriated and are listed in the current approved budget.

ENVIRONMENTAL (CEQA)

N/A

PUBLIC NOTICE PROCESS

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

Attachments

1. Exhibit A

DEPARTMENT	VENDOR	DESCRIPTION	AMOUNT
Administrative Svcs	Tyler Technologies	Maintenance fees	\$ 80,000
Administrative Svcs	Colantuono, Highsmith & Whatley, PC	Legal Services	\$ 126,000
Administrative Svcs	Rogers, Anderson, Malody & Scott, LLP	Audit Svcs	\$ 61,000
Planning & CP	Willdan Associates	Inspection & Plan Check Svcs	\$ 400,000
Planning & CP	Hong Tam	Plan Check Svcs	\$ 60,000
Planning & CP	Michael Baker International	Planning Consultant	\$ 60,000
Utilities	Aqua Metric	Water meter purchase installation	\$ 639,825
Utilities	San Gabriel Valley Municipal Water District	Water Purchase	\$ 391,700
Utilities	San Gabriel Valley Municipal Water District	Loan Mira Monte Reservoir	\$ 145,700
Public Works	Merchants Landscape Svcs	Landscape Maintenance	\$ 144,000
Public Works	West Coast Arborist, Inc.	Tree Maintenance	\$ 76,000
Public Works	First transit	Dial A Ride Gateway Coach Transportation	\$ 144,300
Public Works	Pinnacle Petroleum	Gasoline and diesel fuel	\$ 100,000
Fire	City of Glendale	Verdugo Dispatch Services	\$ 75,000
IT	Amazon	BPO for Computer Peripherals	\$ 60,000
IT	CPACinc	Licensing, Software, and computer hardware	\$ 60,000
IT	Yohtek	Phone system and network redesign	\$ 70,000



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Miguel Hernandez, Human Resources Manager

REVIEWED BY: Gabriel Engeland, City Manager

DATE: July 23, 2019

SUBJECT: **CONSIDERATION OF RESOLUTION 19-41 DELEGATING AUTHORITY TO THE CITY MANAGER TO MAKE DETERMINATIONS REGARDING INDUSTRIAL DISABILITY RETIREMENT AND TO SUBMIT EMPLOYER-ORIGINATED DISABILITY APPLICATIONS TO CALPERS**

SUMMARY

Resolution 19-41 delegates the City Council's authority to the City Manager to make determinations, based on review of confidential medical reports, that an employee qualifies for a disability or industrial disability retirement; delegation of this authority to the City Manager helps preserve the privacy of the individual and is authorized by Government Code Section 21173.

STAFF RECOMMENDATION

It is recommended that: the City Council adopt Resolution 19-41 Delegating Authority to the City Manager to Make Determinations Regarding Industrial Disability Retirement and to Submit Employer-Originated Disability Applications to CalPERS

ALTERNATIVES

1. The City Council may adopt Resolution 19-41, Delegating Authority to the City Manager to make determinations regarding industrial disability retirement.
2. City Council may choose to provide alternate direction to staff.
3. City Council may choose to have staff return to a future Council meeting with additional information.

FINANCIAL REVIEW

There is no fiscal impact in the delegation to the City Manager.

ANALYSIS

Under Government Code Section 21150, before an employee seeking disability retirement (including industrial disability) may have their application approved by the California Public Employees' Retirement System (CalPERS), the City Council must make determinations, based on medical evaluations (either through a Qualified Medical Examiner report, through the Workers Compensation process, or a Fitness for Duty evaluation) that the employee can no longer perform their essential job duties with or without a reasonable accommodation due to a disabling condition. The City Council's determination is made by Resolution and certified to the CalPERS Board. The employee's disability retirement application is not complete until this is accomplished.

In some cases, it is appropriate for the employer to actually initiate the disability retirement or industrial disability retirement application; in this case, the City submits both the certified Resolution and an Employer-Initiated Retirement application to CalPERS. (See Government Code Section 21152).

Pursuant to Government Code Section 21173, the City Council may adopt a Resolution delegating this authority to the City Manager. The City Manager would then make the required determination and submit this information to CalPERS by letter, along with the Employer-Initiated Retirement Application. In doing so, the City Manager relies on the medical recommendations of the Qualified Medical Examiner report or the Fitness for Duty evaluation, as the case may be, as required by Government Code Section 21156.

PUBLIC NOTICE PROCESS

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

Attachment:

Attachments:

- Resolution 19-41 Delegating Authority to the City Manager to Make Determinations Regarding Industrial Disability Retirement and to Submit Employer-originated Disability Applications

RESOLUTION 19-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DELEGATING AUTHORITY TO THE CITY MANAGER TO MAKE DETERMINATIONS REGARDING INDUSTRIAL DISABILITY RETIREMENT AND TO SUBMIT EMPLOYER-ORIGINATED DISABILITY APPLICATIONS

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

WHEREAS, Government Code Section 21150 et seq. establishes the circumstances under which an employee who is a member of the California Public Employees' Retirement System (CalPERS) may be granted a disability retirement; and

WHEREAS, the City of Sierra Madre (City) is a contracting agency of CalPERS; and

WHEREAS, pursuant to Government Code Section 21152, an application to CalPERS for disability retirement may be initiated by the governing body of the contracting agency;

WHEREAS, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member is disabled for the purposes of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such Law; and

WHEREAS, pursuant to Government Code Section 21173, the governing body of a contracting agency may delegate the authority to make such industrial disability determination to the City Manager.

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

SECTION 1. The City Council hereby delegates to the City Manager the authority to make applications on behalf of the City pursuant to Government Code Section 21152 for disability retirement of all employees.

SECTION 2. The City Council delegates to the City Manager authority to make determinations of disability on behalf of the City under Government Code Section 21156 and whether such disability is industrial and to certify such determination and of other necessary information to CalPERS.

SECTION 3. Effective Date. This Resolution is effective upon adoption.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution. Passed, approved and adopted this 23rd day of July, 2019.

John Harabedian
Mayor of the City of Sierra Madre

ATTEST:

Sue Spears, City Clerk

APPROVED AS TO FORM:

Teresa L. Highsmith, City Attorney



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Hillary Guirola-Leon, Finance Manager
Rebecca Silva-Barron, Community Services Manager

REVIEWED BY: Gabriel Engeland, City Manager

DATE: July 23, 2019

SUBJECT: **PUBLIC HEARING: CONSIDERATION OF RESOLUTION 19-42
APPROVING AMENDMENTS TO THE FISCAL YEAR 2019-2020
FEE SCHEDULE**

STAFF RECOMMENDATION

Staff recommends that the City Council conduct a Public Hearing to receive testimony and consider approval of Resolution 19-42 amending the FY 2019-2020 Fee Schedule.

ALTERNATIVES

1. City Council may approve some or all of the proposed changes to the FY 2019-20 Fee Schedule.
2. City Council may vote to leave the Fee Schedule unchanged.

SUMMARY

At the June 11, 2019, the City Council held a Public Hearing and adopted various City budget-related resolutions, including Resolution number 19-28 adopting the establishment of a schedule of fees and charges for City services for Fiscal Year 2019-2020.

Since the approval of the Schedule of Fees and Charges, staff has identified four fees that were not properly adjusted. The proposed fees affect fees in connection with Facility Rental Fees, Park Rental Fees, and Open Park Space Rentals with Bounce Houses. The fees shown in Exhibit A were improperly adjusted from the prior year, and are reflected in one column as originally adopted by the City Council on June 11, 2019 and in the second column with the proposed revised fee.

FINANCIAL REVIEW/SOURCE OF FUNDING

The proposed revisions will properly reflect the costs associated with providing the specific service. Because the change to the proposed fee amounts will take place quickly, relative to the beginning of the fiscal year, it is likely that the change will have minimal or no impact on projected annual revenues.

ENVIRONMENTAL (CEQA)

Amendments to the Fee Schedule are categorically exempt from CEQA.

PUBLIC NOTICE PROCESS

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

Attachments:

Attachment: Proposed amendments to the Fiscal Year 2019-2020 Fee Schedule

		Adopted Fee FY 2019-2020	Proposed Revised Fee FY 2019-2020	Unit
FACILITY RENTAL FEES				
	Security Deposit/Cleaning fee- Hart Park House	\$539	\$250	per rental
	City Council Chambers: Private <2 hour block	\$11	\$81	
FIELD, PARK, GARDEN PLOT RENTAL, AND BANNER				
	Park Rental Fees: 2) Private Group/Individuals	\$11	\$96	per day
OPEN PARK SPACE RENTAL WITH BOUNCE HOUSE				
	Security Deposit/ Cleaning fee- Open Park Space rental w/ bounce house	\$0	\$50	per rental
<p>Note: Memorial Park on south side of pavilion; or north side at the Bandshell; Sierra Vista Park east side adjacent to Nursery School; or west side adjacent to Pool Facility</p>				



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Chris Cimino, Director of Public Works
Kev Tcharkhoutian, City Engineer

REVIEWED BY: Gabriel Engeland, City Manager

DATE: July 23, 2019

SUBJECT: 2019-2020 ASSESSMENT DISTRICTS - PUBLIC HEARING
AND RESOLUTION OF CONFIRMATION 19-43 AND
RESOLUTION 19-44 SETTING ASSESSMENT RATES FOR
AD VALOREM MAINTENANCE DISTRICTS 1, 3A AND 3B

STAFF RECOMMENDATION

It is recommended that the City Council:

Open the public hearing, receive testimony, and,

- 1.) Adopt Resolution No. 19-43 confirming assessment proceedings for Assessment Districts 3, and 5, Community Facilities District No 1, E Mira Monte Sewer District, and E. Bonita Sewer District for Fiscal Year 2019-2020, and approving the City Engineer's Report ; and
- 2.) Adopt Resolution No. 19-44 setting tax rates for Ad Valorem Districts No. 1, 3A, and 3B.

SUMMARY

The provisions of the Landscaping and Lighting Act of 1972 require that the City Council conduct a public hearing to confirm assessments and to notify affected property owners. In addition, Section 22566 of the California Streets and Highway Code requires the City Engineer to prepare a report of the City's intention to levy assessments for the subsequent fiscal year.

ANALYSIS

FY 2019-2020 ASSESSMENT DISTRICT ANALYSIS

The eight districts presented tonight for consideration are:

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

Central Business District Landscaping Maintenance	District No. 3
Central Business Parking District	District No. 5
Community Facilities District No 1, Carter One	

PUBLIC HEARING 3

Sewer assessment districts: Reimbursement of costs incurred during sewer main construction

- E. Mira Monte Sewer Assessment District
- E. Bonita Sewer Assessment District

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

- Maintenance District No 1
- Maintenance District No 3, Zone A
- Maintenance District No 3, Zone B

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

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

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

District No. 3 Fund activity overview:

6/30/2019 Fund Balance	\$0
Projected Revenues for 2019-2020	\$5,200
Expenditures (Estimated) for 2019-2020	\$17,800
Projected Subsidy	\$12,600

Current assessments vary between \$45 and \$205, based on the lot frontage. Note that while it is possible to reduce the landscape maintenance and irrigation components of the district costs, staff does not recommend doing so, as the effect of maintenance reduction will adversely impact the downtown area.

It is recommended that assessment rates remain unchanged for fiscal year 2019-2020.

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

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

*District No. 5 Fund activity overview:

6/30/2019 Fund Balance	\$0
Projected Revenues for 2019-2020	\$7,600
Expenditures (Estimated) for 2019-2020	\$28,600
Projected Subsidy	\$21,000

The maximum assessment per parcel per owner is set at \$200 per year. The rate table is based on an evaluation of the use and benefit each parcel receives from the City's public

parking lots. The parking lots, which are part of this district, are Mariposa, North Auburn, North and South Baldwin Avenue.

In previous fiscal years the assessment rates have not covered all of the costs assigned to the assessment districts. The Districts have been supported by transfers of funding from the facilities fund in those years. In FY 2019-2020 actual expenditures.

It is recommended that the current assessments for District No. 5 remain unchanged for 2019-2020

Community Facilities District No 1

This District was established in January 2012 under Ordinance No. 1327 to fund maintenance of portions of the storm drain system serving the Stonegate (One Carter) development. The District is comprised of 28 parcels. The assessment for each parcel is \$238 annually. This assessment is designed to cover the cost of maintaining the clarifier, the catch basins, the administrative costs associated with the District, and the cost of eventual replacement of the clarifier, if needed. 2012-2013 is the first year this charge was implemented. No rate increases are proposed.

3. SEWER ASSESSMENT DISTRICTS

The City also has two sewer assessment districts, both formed to recover the design and construction cost for installation of public sewers under the Municipal Improvement Act of 1913. The East Mira Monte Sewer Assessment District (Fund 546) was formed April 4, 2004 under Resolution 04-028. The East Bonita Sewer Assessment District (Fund 549) was formed June 13, 2006 under Resolution 06-039. Funds collected under these districts reimburse the cost of design and construction of the sewer mains.

4. MUNICIPAL LIGHTING AND MAINTENANCE DISTRICTS (AD VALOREM)

These Districts were established in the early 60's and are not direct assessments, but are based on the property values as assessed by the Los Angeles County Assessor's office. The Districts are identified by the County Auditor-Controller as Sierra Madre Lighting and Maintenance District 3, Zone A; Sierra Madre Lighting and Maintenance District 3, Zone B; and Sierra Madre Lighting and Maintenance District No. 1.

Maintenance District No. 1 is comprised of residential parcels created under Tract No. 15709; located on Santa Anita Avenue, Oakwood Place, and Vista Avenue; bounded on the north by Elkins Avenue, east by the Arcadia/Sierra Madre boundary, south by Grandview Avenue and west by Santa Anita Avenue. Parcels in this district are charged roughly 17 cents per \$100 of assessed property value.

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

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

The projected expenses and revenues, for FY 2019-2020, under the Municipal Lighting and Maintenance Districts are as follows:

District A (Fund 32006, County Account 256.53)		District B (Fund 32007, County Account 256.54)		District No. 1 (Fund 32005, County Account 256.51)	
Beginning Fund Balance	\$282,045	Beginning Fund Balance	\$288,221	Beginning Fund Balance	\$303,300
Revenues	\$62,302	Revenues	\$44,400	Revenues	\$51,000
Expenses	\$18,086	Expenses	\$6,607	Expenses	\$2,000
End Fund balance	\$326,261	End Fund balance	\$326,014	End Fund balance	\$352,300

The revenues generated by landscape Districts 3 and Parking District 5, are not adequate to cover the expenses incurred in the Districts. With the Ad Valorem Lighting Districts A and B generating more funds than necessary for the expense.

FINANCIAL REVIEW/SOURCE OF FUNDING

The Los Angeles County Assessor's Office collects the assessments. The four assessment districts are identified as direct assessments and are added to the annual County property tax bill. The Maintenance districts are identified as ad valorem districts. The City receives payment for these assessments in April and December of each year. The payments received in December 2019 and April 2020 will be applied toward the fiscal year.

PUBLIC NOTICE PROCESS

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

Attachments:

1. Engineer's Report
2. Resolution No.19-43 confirming the levy of assessments for Districts 3, and 5, Community Facilities District No 1, E Mira Monte Sewer District, and E. Bonita Sewer District, for Fiscal Year 2019-2020, and approving the City Engineer's Report for 2019-2020.
3. Resolution 19-44 setting tax rates for Ad Valorem Districts No. 1, 3A, and 3B.

Engineer's Report
City of Sierra Madre

Assessment Districts
Fiscal Year 2019-2020

Prepared by: Kev Tcharhoutian, P.E.
Dated: July 2019

Certification

Pursuant to the direction of the City Council of the City of Sierra Madre, I have prepared and filed this Engineer's Report for the City's assessment districts pursuant to Section 22565 of the California Streets and Highways Code.

I, the undersigned, respectfully submit this Engineer's Report and state that, to the best of my knowledge, information and belief, the assessments set forth herein have been prepared and computed in accordance with the order of the City Council of the City of Sierra Madre.

Dated: July 17, 2019

A handwritten signature in blue ink, appearing to read "Kev Tcharkhoutian", with a long horizontal flourish extending to the right.

Kev Tcharkhoutian, P.E.

City Engineer

District No. 3 Central Business District Landscaping

A. Improvement Plans and Specifications.

This district has historically included the annual trimming of parkway trees and four pepper trees located in the Central Business District. The funds may also be used for landscape maintenance and replacement of damaged landscaping materials.

B. Estimate of Costs

It is expected that the activities funded in connection with this district will cost \$17,800 for Fiscal Year 2019-2020.

6/30/2019 Fund Balance (Projected)	\$0
Fund Revenues (Estimated) for 2019-2020	\$5,200
Expenditures (Estimated) for 2019-2020	\$17,800
Subsidy (Projected)	\$12,600

C. Map and Diagram

Reference is made to the official maps of the Los Angeles County Assessor for a full and complete description of the parcels assessed herein. Each parcel is assessed by reference to the assessors parcel number assigned by the Assessor and indicated on the assessment tables attached.

D. Assessment

All assessments for fiscal year 2019-2020 will remain unchanged and will be at the same levels as for fiscal year 2018-2019

The assessment is based on benefit units at \$45 per benefit unit. For each 50 feet of parcel frontage on Sierra Madre Boulevard or Baldwin Avenue one benefit unit is charged. Each additional increment of 50 (or portion thereof) is an additional benefit unit.

The assessment, including all information required by Section 22572 of the Streets and Highways Code, is attached hereto and incorporated herein by reference.

E. Bonds

No bonds have been issued in connection with this district.

Fiscal Year 2019-2020 ASSESSMENTS
SIERRA MADRE LIGHTING & LANDSCAPING District No. 3
CITY OF SIERRA MADRE
ASSESSOR'S ACCOUNT NO: 256.94

	PARCEL NO.	ADDRESS	AMOUNT
	5767-015-030	54 N. Baldwin Avenue	\$90.00
	5767-015-031	52 N. Baldwin Avenue	\$90.00
	5767-015-032	38 N. Baldwin Avenue	\$45.00
	5767-015-033	34 N. Baldwin Avenue	\$45.00
	5767-015-034	26 N. Baldwin Avenue	\$45.00
	5767-015-037	12 N. Baldwin Avenue	\$45.00
	5767-015-038	4 N. Baldwin Avenue	\$205.00
	5767-018-002	47 W. Sierra Madre Blvd.	\$45.00
	5767-018-003	37 W. Sierra Madre Blvd.	\$45.00
	5767-018-006	31 W. Sierra Madre Blvd.	\$45.00
	5767-018-007	25 W. Sierra Madre Blvd.	\$90.00
	5767-018-011	17 Kersting Court	\$45.00
	5767-018-012	15 Kersting Court	\$45.00
	5767-018-013	13 Kersting Court	\$45.00
	5767-018-016	11 Kersting Court	\$45.00
	5767-018-020	29 N. Baldwin Avenue	\$45.00
	5767-018-021	31 N. Baldwin Avenue	\$45.00
	5767-018-024	41 N. Baldwin Avenue	\$45.00
	5767-019-017	73 N. Baldwin Avenue	\$45.00
	5767-019-018	65 N. Baldwin Avenue	\$90.00
	5767-019-021	55 N. Baldwin Avenue	\$90.00
	5767-020-002	91 W. Sierra Madre Blvd.	\$45.00
	5767-020-004	87 W. Sierra Madre Blvd.	\$45.00
	5767-020-006	81 W. Sierra Madre Blvd.	\$45.00
	5767-020-009	71 W. Sierra Madre Blvd.	\$45.00
	5767-020-024	55 E. Sierra Madre Blvd.	\$135.00
	5767-022-010	127 W. Sierra Madre Blvd.	\$45.00
	5767-022-011	191 W. Sierra Madre Blvd.	\$90.00
	5767-022-012	181 W. Sierra Madre Blvd.	\$90.00
	5767-022-039	147 W. Sierra Madre Blvd.	\$90.00
	5767-022-046	161 W. Sierra Madre Blvd.	\$90.00
	5767-022-052	201 W. Sierra Madre Blvd.	\$135.00
	5767-022-054	115 W. Sierra Madre Blvd.	\$135.00
	5767-023-001	2 W. Sierra Madre Blvd.	\$182.50
	5767-023-002	12 W. Sierra Madre Blvd.	\$45.00
	5767-023-003	14 W. Sierra Madre Blvd.	\$45.00
	5767-023-004	16 W. Sierra Madre Blvd.	\$45.00
	5767-023-005	18 W. Sierra Madre Blvd.	\$45.00
	5767-023-006	24 W. Sierra Madre Blvd.	\$45.00
	5767-023-007	31 S. Baldwin Ave.	\$45.00
	5767-023-009	31 W. Sierra Madre Blvd.	\$45.00
	5767-023-009	38 W. Sierra Madre Blvd.	\$45.00
	5767-023-013	100 W. Sierra Madre Blvd.	\$45.00

5767-023-018	82 W. Sierra Madre Blvd.	\$45.00
5767-023-019	80 W. Sierra Madre Blvd.	\$45.00
5767-023-020	78 W. Sierra Madre Blvd.	\$45.00
5767-023-021	74 E. Sierra Madre Blvd.	\$45.00
5767-023-022	70 W. Sierra Madre Blvd.	\$45.00
5767-023-025	62 W. Sierra Madre Blvd.	\$45.00
5767-023-026	60 W. Sierra Madre Blvd.	\$45.00
5767-023-031	38 W. Sierra Madre Blvd.	\$90.00
5767-023-036	41 S. Baldwin Ave.	\$90.00
5767-023-038	90 W. Sierra Madre Blvd.	\$45.00
5767-023-039	48 W. Sierra Madre Blvd.	\$90.00
5767-024-009	170 W. Sierra Madre Blvd.	\$90.00
5767-024-010	154 W. Sierra Madre Blvd.	\$90.00
5767-024-012	140 W. Sierra Madre Blvd.	\$90.00
5767-024-014	120 W. Sierra Madre Blvd.	\$90.00
5767-024-015	110 W. Sierra Madre Blvd.	\$90.00
5767-025-042	14 E. Sierra Madre Blvd.	\$205.00
5768-018-009	373 W. Sierra Madre Blvd.	\$45.00
5768-018-009	365 W. Sierra Madre Blvd.	\$45.00
5768-018-010	359 W. Sierra Madre Blvd.	\$45.00
5768-018-023	341 W. Sierra Madre Blvd.	\$90.00
5768-019-001	321 W. Sierra Madre Blvd.	\$135.00
5768-019-003	303 W. Sierra Madre Blvd.	\$45.00
5768-019-026	297 W. Sierra Madre Blvd.	\$90.00
5768-019-041	245 W. Sierra Madre Blvd.	\$205.00
5768-020-001	330 W. Sierra Madre Blvd.	\$182.50
5768-020-020	322 W. Sierra Madre Blvd.	\$45.00
5768-020-022	314 W. Sierra Madre Blvd.	\$45.00
5768-020-024	304 W. Sierra Madre Blvd.	\$90.00
5768-020-028	300 W. Sierra Madre Blvd.	\$45.00
5768-020-030	280 W. Sierra Madre Blvd.	\$45.00
5768-021-009	350 W. Sierra Madre Blvd.	\$205.00
5768-021-031	370 W. Sierra Madre Blvd.	\$135.00
GRAND TOTAL		\$5,200

District No. 5 Central Business District Parking

A. Improvement Plans and Specifications.

This district, established by the City Council in 1992, finances streetlights, energy, maintenance, water, street sweeping, and landscaping costs for the City's four parking lots. The parking lots are Mariposa, North Auburn, and North and South Baldwin Avenue.

B. Estimate of Costs

It is expected that the activities funded in connection with this district will cost \$28,600 for Fiscal Year 2019-2020.

6/30/2019 Fund Balance	\$0
Fund Revenues (Estimated) for 2019-2020	\$7,600
Expenditures (Estimated) for 2019-2020	\$28,600
Subsidy (Projected)	\$21,000
6/30/2019 Fund Balance (Projected)	0

C. Map and Diagram

Reference is made to the official maps of the Los Angeles County Assessor for a full and complete description of the parcels assessed herein. Each parcel is assessed by reference to the assessors parcel number assigned by the Assessor and indicated on the assessment rolls prepared by and on file in the Office of the Assessor.

D. Assessment

The assessment formula is as follows:

Parcels in Zone Contiguous to Lots	
Increased benefit level	\$0.0605/sf
Reduced benefit level	\$0.0454/sf
Parcels not in such Zone	
Increased benefit level	\$0.03/sf
Reduced benefit level	\$0.0227/sf

The maximum assessment for any single parcel is \$200.

All assessments for fiscal year 2019-2020 will remain unchanged and will be at the same levels as for fiscal year 2018-2019

A parcel is considered to be contiguous to a parking lot if it adjacent or separated from the parking lot only by a public street or and alley
 The assessment, including all information required by Section 22572 of the Streets and Highways Code is attached.

E. Bonds

No bonds have been issued in connection with this district.

Fiscal Year 2019-2020 Assessments,
PARKING DISTRICT District No. 5
CITY OF SIERRA MADRE
ASSESSOR'S ACCOUNT NO:256.99

	PARCEL NO.	ADDRESS	AMOUNT
	5767-015-030	54 N. Baldwin Avenue	\$200.00
	5767-015-031	52 N. Baldwin Avenue	\$200.00
	5767-015-032	38 N. Baldwin Avenue	\$35.87
	5767-015-033	34 N. Baldwin Avenue	\$47.10
	5767-015-034	26 N. Baldwin Avenue	\$135.79
	5767-015-036	12-1/2 N. Baldwin Avenue	\$41.00
	5767-015-037	12 N. Baldwin Avenue	\$62.10
	5767-015-038	4 N. Baldwin Avenue	\$155.63
	5767-015-039	25 E. Sierra Madre Blvd.	\$95.43
	5767-015-104	20 N. Baldwin Avenue	\$135.79
	5767-018-001	47 W. Sierra Madre Blvd.	\$48.80
	5767-018-002	47 W. Sierra Madre Blvd.	\$84.00
	5767-018-003	37 W. Sierra Madre Blvd.	\$61.97
	5767-018-004	37 W. Sierra Madre Blvd.	\$38.00
	5767-018-005	31 W. Sierra Madre Blvd.	\$42.51
	5767-018-006	31 W. Sierra Madre Blvd.	\$53.57
	5767-018-007	25 W. Sierra Madre Blvd.	\$132.00
	5767-018-009	N/A	\$42.51
	5767-018-009	17 Kersting Court	\$18.59
	5767-018-010	No address exists	\$16.41
	5767-018-011	17 Kersting Court	\$24.03
	5767-018-012	15 Kersting Court	\$24.03
	5767-018-013	13 Kersting Court	\$48.10
	5767-018-014	9 Montecito Court	\$34.70
	5767-018-015	11 Kersting Court	\$16.13
	5767-018-016	11 Kersting Court	\$53.77
	5767-018-019	29 N. Baldwin Avenue	\$19.77
	5767-018-020	29 N. Baldwin Avenue	\$47.46
	5767-018-021	31 N. Baldwin Avenue	\$43.13
	5767-018-022	No address exists	\$26.60
	5767-018-023	No address exists	\$25.60
	5767-018-024	41 N. Baldwin Avenue	\$43.13
	5767-018-025	1 Kersting Court	\$200.00
	5767-019-016	20 W. Montecito	\$67.15
	5767-019-017	73 N. Baldwin Avenue	\$102.65
	5767-019-018	65 N. Baldwin Avenue	\$87.53
	5767-019-019	72 Montecito Court	\$116.71
	5767-019-020	50 Montecito Court	\$80.99
	5767-019-021	55 N. Baldwin Avenue	\$123.21
	5767-019-024	41 N. Baldwin Avenue	\$81.72
	5767-019-025	41 N. Baldwin Avenue	\$29.96
	5767-020-001	No address exists	\$200.00
	5767-020-002	91 W. Sierra Madre Blvd.	\$30.29

5767-020-003	N/A	\$30.00
5767-020-004	87 W. Sierra Madre Blvd.	\$200.00
5767-020-005	81 W. Sierra Madre Blvd.	\$200.00
5767-020-006	N/A	\$200.00
5767-020-007	73 W. Sierra Madre Blvd.	\$200.00
5767-020-009	N/A	\$200.00
5767-020-023	Jailhouse B & B	\$134.64
5767-020-024	55 E. Sierra Madre Blvd.	\$200.00
5767-022-006	15 Auburn	\$31.00
5767-022-010	127 W. Sierra Madre Blvd.	\$79.40
5767-022-011	191 W. Sierra Madre Blvd.	\$80.00
5767-022-012	181 W. Sierra Madre Blvd.	\$81.72
5767-022-039	147 W. Sierra Madre Blvd.	\$49.10
5767-022-046	161 W. Sierra Madre Blvd.	\$172.70
5767-022-052	201 W. Sierra Madre Blvd.	\$200.00
5767-022-054	115 W. Sierra Madre Blvd.	\$200.00
5767-022-055	125 E. Sierra Madre Blvd.	\$80.00
5767-023-001	N/A	\$200.00
5767-023-002	12 W. Sierra Madre Blvd.	\$126.68
5767-023-003	14 W. Sierra Madre Blvd.	\$119.52
5767-023-004	16 W. Sierra Madre Blvd.	\$119.52
5767-023-005	18 W. Sierra Madre Blvd.	\$174.81
5767-023-006	24 W. Sierra Madre Blvd.	\$200.00
5767-023-013	100 W. Sierra Madre Blvd.	\$200.00
5767-023-018	82 W. Sierra Madre Blvd.	\$200.00
5767-023-019	80 W. Sierra Madre Blvd.	\$102.15
5767-023-020	78 W. Sierra Madre Blvd.	\$81.72
5767-023-021	74 E. Sierra Madre Blvd.	\$61.29
5767-023-022	70 W. Sierra Madre Blvd.	\$168.65
5767-023-025	62 W. Sierra Madre Blvd.	\$136.20
5767-023-026	60 W. Sierra Madre Blvd.	\$163.44
5767-023-031	38 W. Sierra Madre Blvd.	\$200.00
5767-023-038	90 W. Sierra Madre Blvd.	\$52.10
5767-023-039	48 W. Sierra Madre Blvd.	\$160.38
5767-023-040	No address exists	\$63.46
5767-024-013	120 W. Sierra Madre Blvd.	\$200.00
5767-025-041	No address exists	\$200.00
5767-025-066	50 S. Baldwin Avenue	\$200.00
5767-025-042	Howie's	\$200.00
5767-025-038	Howie's	\$200.00
5767-025-041	Howie's	\$200.00
TOTAL		\$7,600

District No. 04-01

East Miramonte Sewer Assessment District

This District comprises 12 parcels located on East Miramonte between Carter and Baldwin Aves. Revenues from this District defray the cost of construction of a sewer main on E. Miramonte to serve 12 parcels on that street.

The proportional special benefit conferred upon each assessed parcel can be calculated in the following manner:

The assessment is based on equal benefit units at \$590.82 per benefit unit. This assessment was arrived at by dividing the total Assessment Engineering, Design Engineering and Sewer Main Construction cost \$212,694 by the number of parcels in the District. This set a total per parcel assessment of \$17,724.50, which was then amortized over a 30 year period. This methodology ensures that no assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.

A. The special benefits provided by this district are:

Construction of new public sewer improvements, including sewer main and individual house laterals stubbed out to front property line for each subject parcel.

B. The parcels upon which this special benefit will be conferred are:

ADDRESS

31 East Miramonte	46 East Miramonte
45 East Miramonte	68 East Miramonte
65 East Miramonte	86 East Miramonte
75 East Miramonte	94 East Miramonte
85 East Miramonte	102 East Miramonte
38 East Miramonte	110 East Miramonte

C. Estimate of Costs

It is expected that the payment received in connection with this district will total \$7,089.84 for Fiscal Year 2018-2019.

D. Map and Diagram

Reference is made to the official maps of the Los Angeles County Assessor for a full and complete description of the parcels assessed herein. Each parcel is assessed by reference to the assessors parcel number assigned by the Assessor and indicated on the maps prepared by and on file in the Office of the Assessor. For reference purposes only, a less detailed map is attached hereto as Exhibit C and incorporated herein by reference.

E. Assessment

The assessment, including all information required by Section 22572 of the Streets and Highways Code, is attached hereto as Exhibit A and incorporated herein by reference.

E. Bonds **A bond has been issued**

Exhibit A

Fiscal Year 2019-20 Assessments, E Miramonte Sewer District No. 04-01

Net Amount To Be Assessed Upon Assessable Lands Within the District: \$7,098.84

#	PARCEL NO.	ADDRESS	AMOUNT
1	5762-012-002	31 East Miramonte	\$590.82
2	5762-012-003	45 East Miramonte	\$590.82
3	5762-012-004	65 East Miramonte	\$590.82
4	5762-012-005	75 East Miramonte	\$590.82
5	5762-012-006	85 East Miramonte	\$590.82
6	5762-014-015	38 East Miramonte	\$590.82
7	5762-014-013	46 East Miramonte	\$590.82
8	5762-014-012	68 East Miramonte	\$590.82
9	5762-014-011	86 East Miramonte	\$590.82
10	5762-014-010	94 East Miramonte	\$590.82
11	5762-014-009	102 East Miramonte	\$590.82
12	5762-014-008	110 East Miramonte	\$590.82
	TOTAL		\$7,098.84

EAST BONITA SEWER ASSESSMENT DISTRICT

This District comprises 12 parcels located on East Bonita. Revenues from this District defray the cost of construction of a sewer main on E. Bonita to serve 10 parcels on that street. The total confirmed cost of the sewer main construction is \$232,210, including engineering and construction management costs. The District will recuperate this cost in 30 years. Each parcel in the District contributes \$1,292.81 annually to the District for 30 years, unless a property owner decides to pay his or her share in one lump sum amount, thus removing the property from the assessment list.

A. The special benefits provided by this district are:

This district, established by the City Council in 2006, finances construction of a sewer main and sewer laterals within East Bonita Avenue.

B. Estimate of Costs

It is expected that the payment received in connection with this district will total \$10,342.48 for Fiscal Year 2018-2019.

C. Map and Diagram

Reference is made to the official maps of the Los Angeles County Assessor for a full and complete description of the parcels assessed herein. Each parcel is assessed by reference to the assessors parcel number assigned by the Assessor and indicated on the maps prepared by and on file in the Office of the Assessor. For reference purposes only, a less detailed map is attached hereto as Exhibit C and incorporated herein by reference.

D. Assessment

The assessment, including all information required by Section 22572 of the Streets and Highways Code, is attached hereto as Exhibit A and incorporated herein by reference.

E. Bonds

A bond has been issued

District No. 06-01

East Bonita Sewer Assessment District

A. The special benefits conferred by the services funded by this district are:

Construction of new public sewer improvements, including sewer main and individual house laterals stubbed out to front property line for each subject parcel.

B. The parcels upon which this special benefit will be conferred are:

ADDRESS

- 21 East Bonita
- 31 East Bonita
- 41 East Bonita
- 51 East Bonita
- 61 East Bonita
- 60 East Bonita
- 50 East Bonita
- 40 East Bonita
- 30 East Bonita
- 20 East Bonita

C. The proportional special benefit conferred upon each assessed parcel can be calculated in the following manner:

The assessment is based on equal benefit units at \$1,292.81 per benefit unit. This assessment was arrived at by dividing the total Assessment Engineering, Design Engineering and Sewer Main Construction cost \$232,210 by the number of parcels in the District. This set a total per parcel assessment of \$23,221, which was then amortized over a 30 year period, with an interest rate of 4.77%.

This methodology ensures that no assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.

Exhibit A

Fiscal Year 2019-20 Assessments, Sewer District No. 06-01

E. BONITA SEWER DISTRICT

APN No	Acct No	Amount
5767038010	256.91	1292.81
5767038011	256.91	1292.81
5767038012	256.91	1292.81
5767038014	256.91	1292.81
5767038015	256.91	1292.81
5767038016	256.91	1292.81
5767038017	256.91	1292.81
5767038018	256.91	1292.81
TOTAL		10342.48

Community Facilities District No 1

This District was established in January 2012 under Ordinance No. 1327 to fund maintenance of portions of the storm drain system serving the Stonegate (One Carter) development. The District is comprised of 28 parcels. The assessment for each parcel is \$238 annually. This assessment is designed to cover the cost of maintaining the clarifier, the catch basins, the administrative costs associated with the District, and the cost of eventual replacement of the clarifier, if needed. 2012-2013 is the first year this charge was implemented. No rate increases are proposed.

COMMUNITY FACILITIES DISTRICT NO 1--- ONE CARTER 2019-2020

PARCEL NO.	AGENCY ACCT NO	AMOUNT
5762030038	256.52	238
5762030003		238
5762030004		238
5762030005		238
5762030006		238
5762030007		238
5762030040		238
5762030009		238
5762030010		238
5762030011		238
5762030012		238
5762030013		238
5762030014		238
5762030015		238
5762030016		238
5762030017		238
5762030018		238
5762030019		238
5762030020		238
5762030021		238
5762030022		238
5762030023		238
5762030024		238
5762030025		238
5762030026		238
5762030027		238
5762030028		238
5762030036		238
5762030037		238
	TOTAL	6902

MUNICIPAL LIGHTING AND MAINTENANCE DISTRICTS (AD VALOREM)

These Districts were established in the early 60's and are not direct assessments, but are based on the property values as assessed by the Los Angeles County Assessor's office. The Districts are identified by the County Auditor-Controller as Sierra Madre Lighting and Maintenance District 3, Zone A; Sierra Madre Lighting and Maintenance District 3, Zone B; and Sierra Madre Lighting and Maintenance District No. 1.

Maintenance District No. 1 is comprised of residential parcels created under Tract No. 15709; located on Santa Anita Avenue, Oakwood Place, and Vista Avenue; bounded on the north by Elkins Avenue, east by the Arcadia/Sierra Madre boundary, south by Grandview Avenue and west by Santa Anita Avenue. Parcels in this district are charged roughly 17 cents per \$100 of assessed property value.

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

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

The projected expenses and revenues, for FY 2019-2020, under the Municipal Lighting and Maintenance Districts are as follows:

District A (Fund 32006, County Account 256.53)	
Fund balance 6/30/2019=	\$282,045
Revenues	\$62,302
Expenses	\$18,086
Fund balance 6/30/2020=	\$326,261

District B (Fund 32007, County Account 256.54)	
Fund balance 6/30/2018=	\$288,221
Revenues	\$44,400
Expenses	\$6,607
Fund balance 6/30/2019=	\$326,014

District No. 1 (Fund 32005, County Account 256.51)	
Fund balance 6/30/2018=	\$303,300
Revenues	\$51,000
Expenses	\$2,000
Fund balance 6/30/2019=	\$352,300

RESOLUTION NO. 19-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE CONFIRMING THE TAX RATES APPLICABLE IN CONNECTION WITH THE CITY'S LIGHTING MAINTENANCE DISTRICTS FOR FISCAL YEAR 2019-2020

WHEREAS, prior to the adoption of Article XIII of the California Constitution (Proposition 13) by the voters in 1979 and prior to the enactment of Revenue and Taxation Code Section 95 *et seq.* (AB 8), the City of Sierra Madre established its Lighting Maintenance Districts ; and

WHEREAS, by prior action the City Council declared its intention to levy the assessments, which remain unchanged for Fiscal Year 2019-2020 as set forth in this Resolution; and

WHEREAS, pursuant to AB 8, these Lighting Maintenance Districts have been allocated a portion of the ad valorem tax collected by Los Angeles County; and

WHEREAS, the City uses the proceeds of this tax allocation only for the purposes of maintaining and operating street lights within the Lighting Maintenance Districts; and

WHEREAS, the City requires its full tax allocation in order to properly fulfill the purposes of the Lighting Maintenance Districts.

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

SECTION 1: The City Council confirms that the tax rates for the Lighting Maintenance Districts continue to be as follows:

256.51	Lighting District #1		0.168475
256.53	Lighting District #3	Zone A	0.309025
256.54	Lighting District #3	Zone B	0.309025

SECTION 2: The City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City of Sierra Madre, and shall make a minute of the passage and adoption thereof in the records for the meeting at which the same was passed and adopted.

APPROVED AND ADOPTED this 23rd day of July, 2019

Mayor
City of Sierra Madre, California

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 23rd day of July, 2019, by the following vote:

AYES:

NOES:

ABSENT:

Laura Aguilar, Assistant City Clerk
City of Sierra Madre, California

RESOLUTION 19-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, CONFIRMING THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2019-2020 IN CONNECTION WITH DISTRICT NO 3 (CENTRAL BUSINESS DISTRICT LANDSCAPE MAINTENANANCE;) DISTRICT NO. 5 (CENTRAL BUSINESS DISTRICT PARKING) , COMMUNITY FACILITIES DISTRICT No 1, E MIRA MONTE SEWER DISTRICT, and E. BONITA SEWER DISTRICT, FOR FISCAL YEAR 2019-2020, AND APPROVING THE ENGINEER'S REPORT FOR FISCAL YEAR 2019-2020.

WHEREAS, by prior resolution, the City Council initiated proceedings for Fiscal Year 2019-2020 levy of such assessments and ordered the City Engineer, as Assessment Engineer, to prepare and file a report with respect to the Fiscal Year 2019-2020 levies; and

WHEREAS, the City Council has approved the report of the Assessment Engineer entitled "Engineer's Report, Landscaping and Lighting Districts, City of Sierra Madre, Fiscal Year 2019-2020" described in the Engineer's Report and are incorporated herein by reference. A copy of the Report is on file in the Office of the City Clerk and available for public inspection; and

WHEREAS, by prior resolution the City Council declared its intention to levy the assessments, which remain unchanged for Fiscal Year 2019-2020 as set forth in the Report and set July 23, 2019 as the date for a hearing on the proposed levies; and

WHEREAS, on July 23, 2019 the City Council held a properly noticed public hearing on the levies at which all interested persons had an opportunity to testify and to present written objections; and

WHEREAS, the City Council desires to levy the assessments within the Districts for Fiscal Year 2019-2020.

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

SECTION 1. The foregoing recitals are all true and correct.

SECTION 2. The City Council overrules all objections and protests.

SECTION 3. The Diagram and Assessment contained in the Report is hereby approved.

SECTION 4. The adoption of this Resolution constitutes the levy of the assessment within the Districts for Fiscal Year 2019-2020,

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

SECTION 6. This Resolution shall take effect immediately.

PASSED, APPROVED, AND ADOPTED this 23rd day of July, 2019.

MAYOR,
City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 23rd day of July, 2019, by the following vote:

AYES

NOES:

ABSENT:

Laura Aguilar
Assistant City Clerk, City of Sierra Madre



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Miguel Hernandez, Human Resources Manager

REVIEWED BY: Gabriel Engeland, City Manager

DATE: July 23, 2019

SUBJECT: **CONSIDERATION OF RESOLUTION 19-40 AMENDING THE CITY'S CLASSIFICATION PLAN AND SALARY MATRIX**

STAFF RECOMMENDATION

Staff recommends City Council approve Resolution 19-40, Amending the Classification Plan and Salary Matrix for the following positions:

1. Creating a new full-time position of Police Lieutenant.
2. Creating a new full-time position of Services Division Supervisor.
3. Creating a new full-time position of Library Technician II.
4. Creating a new part-time position of Fire Recruit.
5. Creating part-time Intern positions.
6. Updating Utilities Water Lead worker to Water Lead Worker/Sewer Lead Worker.
7. Updating Fleet Mechanic range to be included as a skilled labor position.

ALTERNATIVES

1. The City Council may adopt Resolution 19-40, approving amending the Classification Plan and Salary Matrix
2. City Council may choose to provide alternate direction to staff.
3. City Council may choose to have staff return to a future Council meeting with additional information.

SUMMARY

The City has identified organizational efficiencies that will require modifications to the existing Classification Plan and Salary Matrix, which sets forth all positions established for the City.

ANALYSIS

The reorganization of City departments and staffing responsibilities to better meet community needs is a best management practice. Management will continue to identify efficiencies and opportunities for improvement, subject to City Council approval of position reclassifications and department reorganization(s).

The following outlines the recommended changes to the Classification Plan and Salary Matrix that are necessary to move forward with reorganizations within the Police Department, Fire Department, Library Services Department, Utilities Department, and Public Works Departments.

Police Captain

Staff is recommending moving the Police Captain position out of the classification of Executive Management group and placing the position in the mid-management level, confidential-exempt classification group. This change will result in an adjustment to the benefit package. At this time, the Captain position will remain on the salary matrix but will be vacant and not funded in the budget.

Police Lieutenant

In an effort to continue to support effective management and leadership within the Police Department, staff recommends reorganizing the department's management structure. The Lieutenant position will have an emphasis on administrative functions and oversight of the police department including but not limited to, state and federal compliance, investigation management, incident command responsibilities, personnel matters, training, POST compliance, policy development and accountability, DOJ compliance, and records management and processes. Under this structure, the Lieutenant position also acts as the executive officer in the absence of the Chief of Police and has strong emphasis on strategic planning and community engagement.

The recent departure of the Police Captain resulted in a vacancy that would allow for a promotional opportunity in the Police Department. City management, in conjunction with the Police Officers Association (POA), agreed to create a Police Lieutenant position instead of filling the vacant Police Captain position. Currently, there are qualified personnel within the Police Department from which to fill the proposed Lieutenant position.

The salary for the Lieutenant's position has been established to reflect salaries which are competitive with like positions in comparative agencies. In addition, the Lieutenant's position has been placed in the confidential-exempt classification at Range 31.

Services Division Supervisor

The restructuring of the Police Department has been an ongoing effort to streamline processes and providing exceptional customer service to the public. Currently, the department has an operations division overseeing sworn personnel out in the field. While the services division will oversee non-sworn personnel and customer services provided.

City staff is recommending Council approve the creation of a new full-time position of Services Division Supervisor. The Services Division Supervisor will be under the general direction of the Police Lieutenant and is a non-sworn position. This position would be responsible for supervision of the department's non-sworn personnel such as police dispatchers, community service officers, cadets, part-time records clerk, and general volunteers. Additionally, the position will serve as the department custodian of records, will prepare declarations and certifications, respond to criminal and civil subpoenas for department records, appear in court and testify on police records related issues, as well as maintaining responsibility for front desk operations, dispatch, property/evidence, and parking control.

The recommended salary range for the classification is Range 112 in the Classification Plan and Salary Matrix (similar to Range 15 in the current salary matrix). The monthly pay rate range is competitive with what other agencies with similar position are paying.

Library Technician II

During the adoption of the 2019/20 fiscal year budget, staff proposed the creation of a full-time position of Library Technician II. This position serves under the direction of the City Librarian and is responsible for providing clerical and technical support and serving as a supervisor assisting in managing staff and developing programs. Creating this position builds upward mobility for part time staff, and provides much needed supervisory support to the library.

The recommended salary range for the classification is Rang 4 in the Classification Plan and Salary Matrix. The monthly pay rate range is competitive with what other agencies with similar position are paying.

Fire Recruit

The City of Sierra Madre is continually looking to hire and retain quality employees in all departments, but most often in its public safety departments. On November 24, 2015, City Council adopted Resolution 15-68 approving the creation of a Police Recruit program to engage and hire potential Police Officers out of a police academy. City staff is recommending Council approve the creation a similar program for the Fire Department. Essentially, the City will pay an individual to go through an accredited fire academy or an accredited paramedic school, in return for that individual's commitment to work for the City for a minimum of four years after successfully completing the requirements of the fire academy or paramedic school.

Through this program the City will recruit for either people interested in attending a fire academy, a paramedic program, or recruiting directly from an accredited fire academy or paramedic program. The City will hire an individual as a part-time Fire Recruit, a non-sworn position. In return, the individual will make a commitment to work for the City for a minimum of four (4) years from his/her academy or paramedic school graduation date. If the individual resigns before the four year mark, he/she will pay back the City for the investment in the academy or paramedic program as well as any expenses related to academy or paramedic school uniforms, equipment, and materials.

Fire academies generally range from 16 to 24 weeks, while a paramedic program can take 6 to 8 months to complete. Upon graduation from an academy or paramedic school, the Fire Recruit, upon recommendation of the Fire Chief, will become a probationary Firefighter/Paramedic. The probationary period is generally 12-months. Training for a new Firefighter/Paramedic will include being assigned to a piece of apparatus and continue throughout their probationary period under the supervision of the Fire Captain.

Staff recommends the City Council approve Resolution 19-40 Amending the City of Sierra Madre Classification Plan and Salary Matrix to add a Fire Recruit to the part-time Classification Plan and Salary Matrix

Public Works Department

On June 26, 2018, City Council adopted Resolution 18-35 approving the Memorandum of Understanding (MOU) for the Classified Employees Association (CEA). Upon ratification of the MOU, eligible CEA members in the Water and Sewer Fund received a 5% salary increase. Additionally, CEA members in the Water and Sewer Fund will have their salary ranges modified in the City's Classification Plan and Salary Matrix effective July 1, 2019. The modification approved by Council eliminates step one (1), and employees in the respective ranges will move down one step that corresponds with the employee's current hourly rate.

During the meet and confer process with the Classified Employees Association (CEA) in April 2018, the City identified specific positions that would be classified as skilled labor. The positions identified were mainly in the Utilities Department. In reviewing the City's positions, staff noticed that the position of Fleet Mechanic was inadvertently left out of the identified skilled labor positions. The Fleet Mechanic is responsible for preventative maintenance of all City owned vehicles which requires a specific skill-set to perform the essential function of the job. As a result of the specific skill-set required, staff is recommending City Council approve the position to be included in the modification of the salary range keeping it consistent with other positions identified as skilled labor.

In addition to the above modification, City staff is recommending removing the Fleet Mechanic position from the current Range 3, and creating a new Range 20. This will ensure future modifications will only affect the Fleet Mechanic salary range.

Utilities Department

Staff is recommending an update for the titles of the Water Lead Worker to Water/Sewer Lead Worker. There will be no changes to compensation if the title change is approved.

Internship Program

Currently, the City does not have an internship program in place, however the City has received growing interest in college level students looking for careers in local government as well as gaining valuable work experience. City staff is recommending City Council approve the proposed Internship Program providing an overview of the program, qualifications for internship, recruitment and selection, and operational titles. Presently, The Compensation Plan and Salary Matrix includes a part-time Administrative Intern at Range 57, \$13.49 per hour. This particular intern position would become the second level within the operational titles. In addition, City staff is recommending changing the Range from 57 to 91. Approving the Internship Program will add an additional lower lever intern and management level intern. The proposed levels of operational titles will reflect the type of college program the intern is currently enrolled in. The additional operational titles are:

- Intern – Entry level [Range 90 at \$12.50 per hour]
- Administrative Intern – [Range 91 at \$13.49 per hour]
- Management Intern – [Range 92 at \$15.00 per hour]

An internship program provides eligible students with practical work experience related to their academic major. In turn, the program provides the City with the opportunity to invest in our future workforce while giving students the opportunity to work in local government. The Internship Program is designed as a limited term position and will not exceed 24-months.

Staff recommends the City Council approve Resolution 19-40 Amending the City of Sierra Madre Classification Plan and Salary Matrix to add two new part-time positions of Intern and Management Intern to the part-time Classification Plan and Salary Matrix.

FINANCIAL REVIEW/SOURCE OF FUNDING

Approving these changes will have no financial impact to the current fiscal year 19-20 budget.

ENVIRONMENTAL (CEQA)

N/A

PUBLIC NOTICE PROCESS

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

Attachment:

Attachments:

1. Resolution 19-40 Amending the City's Classification Plan and Salary Matrix
2. Classification Plan and Salary Matrix

**RESOLUTION NO. 19-40
AMENDING THE CITY OF SIERRA MADRE CLASSIFICATION PLAN
AND SALARY MATRIX**

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

WHEREAS, the City has the opportunity to make improvements through reorganization without negatively impacting any current employees; and

WHEREAS, on July 23, 2019, the City Council approved the proposed organizational structure that includes creating the following new full-time positions of Police Lieutenant, Services Division Supervisor, and Library Technician II and the following part-time positions of Fire Recruit, Intern, and Management Intern; and

WHEREAS, the City will update the Utilities Water Lead Worker to Water Lead Worker/ Sewer Worker; and

WHEREAS, the City Council has authorized modifying the Classification Plan and Salary Matrix for the Fleet Mechanic position by elimination Step (1) one. Shifting the employee's current range down one step to the step that corresponds with the employees current hourly pay rate;

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

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

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. That the amended pages of the City of Sierra Madre Classification Plan and Salary Matrix be and the same are hereby attached hereto and made a part thereof.

SECTION 2. That the changes to the Fleet Mechanic position takes effect July 1, 2019.

SECTION 3. That the changes to the Water Lead Worker to Water Lead Worker/Sewer Lead Worker, three new full-time positions, and three new part-time positions takes effect July 23, 2019.

Passed, Approved and Adopted on the 23rd day of July, 2019.

Mayor, City of Sierra Madre, CA

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the City of Sierra Madre City Council on the 23rd day of July, 2019 by the Sierra Madre City Council following a roll call vote:

Ayes

Noes

Absent

City Clerk, City of Sierra Madre, CA

Classification Plan & Salary Matrix

City of Sierra Madre

July 23, 2019

Adopted by Resolution 18-37

Amended June 26, 2018 - Excluding Executive Management & Confidential-Exempt
Effective June 24, 2018

For Fiscal Year 2019/2020

Cost of living salary increase for Fiscal Year 2019/2020 as calculated by the BLS for C-CPI-U, looking back to April 2018. The cost of living increase will be no less than 0.5% and no more than 3.0%.
Including Modifying Utilities Department Step 1

Executive Management Employee Amended and Adopted September 11, 2018
Resolution 18-50

Confidential-Exempt Amended and Adopted November 13, 2018
Resolution 18-59

Effective June 23, 2019, negotiated cost of living salary increase for Fiscal Year 2019/2020 as calculated by the BLS for C-CPI-U, looking back to April 2018. The 19/20 cost of living increase will be 2.1% (Excluding Executive Management & Confidential-Exempt).

Adopted by Resolution 19-40
July 23, 2019

Salary Matrix - Executive Management

July 23, 2019

Range	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
39	Fire Chief	Annual Salary \$ 100,381 Hourly \$ 48.26	\$ 102,890 \$ 49.47	\$ 105,463 \$ 50.70	\$ 108,099 \$ 51.97	\$ 110,802 \$ 53.27	\$ 113,571 \$ 54.60	\$ 116,411 \$ 55.97	\$ 119,322 \$ 57.37	\$ 122,305 \$ 58.80	\$ 125,361 \$ 60.27
40	Planning & Community Preservation Director Utilities Director Public Works Director	Annual Salary \$ 101,553 Hourly \$ 48.82	\$ 104,091 \$ 50.04	\$ 106,694 \$ 51.30	\$ 109,362 \$ 52.58	\$ 112,095 \$ 53.89	\$ 114,898 \$ 55.24	\$ 117,770 \$ 56.62	\$ 120,714 \$ 58.04	\$ 123,723 \$ 59.48	\$ 126,825 \$ 60.97
43	Police Chief	Annual Salary \$ 108,628 Hourly \$ 52.23	\$ 111,344 \$ 53.53	\$ 114,128 \$ 54.87	\$ 116,981 \$ 56.24	\$ 119,906 \$ 57.65	\$ 122,903 \$ 59.09	\$ 125,975 \$ 60.56	\$ 129,125 \$ 62.08	\$ 132,353 \$ 63.63	\$ 135,662 \$ 65.22
44	Finance Director	Annual Salary \$ 118,070 Hourly \$ 56.76	\$ 121,021 \$ 58.18	\$ 124,047 \$ 59.64	\$ 127,148 \$ 61.13	\$ 130,327 \$ 62.66	\$ 133,585 \$ 64.22	\$ 136,924 \$ 65.83	\$ 140,347 \$ 67.47	\$ 143,856 \$ 69.16	\$ 147,453 \$ 70.89

Salary Matrix
Confidential-Exempt

Range	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
21	Annual Salary	\$ 56,756	\$ 58,175	\$ 59,630	\$ 61,120	\$ 62,647	\$ 64,214	\$ 65,820	\$ 67,465	\$ 69,152	\$ 70,881
	Hourly	\$ 27.29	\$ 27.97	\$ 28.67	\$ 29.38	\$ 30.12	\$ 30.87	\$ 31.64	\$ 32.44	\$ 33.25	\$ 34.08
22	Annual Salary	\$ 46,490	\$ 47,652	\$ 48,843	\$ 50,065	\$ 51,316	\$ 52,599	\$ 53,914	\$ 55,261	\$ 56,644	\$ 58,059
	Hourly	\$ 22.35	\$ 22.91	\$ 23.48	\$ 24.07	\$ 24.67	\$ 25.29	\$ 25.92	\$ 26.57	\$ 27.23	\$ 27.91
23	Annual Salary	\$ 40,521	\$ 41,535	\$ 42,573	\$ 43,637	\$ 44,728	\$ 45,846	\$ 46,993	\$ 48,167	\$ 49,371	\$ 50,606
	Hourly	\$ 19.48	\$ 19.97	\$ 20.47	\$ 20.98	\$ 21.50	\$ 22.04	\$ 22.59	\$ 23.16	\$ 23.74	\$ 24.33
24	Annual Salary	\$ 54,672	\$ 56,039	\$ 57,440	\$ 58,876	\$ 60,348	\$ 61,857	\$ 63,403	\$ 64,988	\$ 66,613	\$ 68,278
	Hourly	\$ 26.28	\$ 26.94	\$ 27.62	\$ 28.31	\$ 29.01	\$ 29.74	\$ 30.48	\$ 31.24	\$ 32.03	\$ 32.83
25	Annual Salary	\$ 54,672	\$ 56,039	\$ 57,440	\$ 58,876	\$ 60,348	\$ 61,857	\$ 63,403	\$ 64,988	\$ 66,613	\$ 68,278
	Hourly	\$ 26.28	\$ 26.94	\$ 27.62	\$ 28.31	\$ 29.01	\$ 29.74	\$ 30.48	\$ 31.24	\$ 32.03	\$ 32.83
26	Annual Salary	\$ 67,912	\$ 69,609	\$ 71,350	\$ 73,133	\$ 74,972	\$ 76,835	\$ 78,757	\$ 80,726	\$ 82,744	\$ 84,813
	Hourly	\$ 32.65	\$ 33.47	\$ 34.30	\$ 35.16	\$ 36.04	\$ 36.94	\$ 37.86	\$ 38.81	\$ 39.78	\$ 40.78
28	Annual Salary	\$ 63,962	\$ 65,561	\$ 67,200	\$ 68,880	\$ 70,601	\$ 72,367	\$ 74,176	\$ 76,030	\$ 77,931	\$ 79,879
	Hourly	\$ 30.75	\$ 31.52	\$ 32.31	\$ 33.12	\$ 33.94	\$ 34.79	\$ 35.66	\$ 36.55	\$ 37.47	\$ 38.40
29	Annual Salary	\$ 87,662	\$ 89,854	\$ 92,356	\$ 94,402	\$ 96,763	\$ 99,182	\$ 101,662	\$ 104,203	\$ 106,808	\$ 109,478
	Hourly	\$ 42.15	\$ 43.20	\$ 44.40	\$ 45.39	\$ 46.52	\$ 47.68	\$ 48.88	\$ 50.10	\$ 51.35	\$ 52.63
31	Annual Salary	\$ 100,381	\$ 102,890	\$ 105,463	\$ 108,099	\$ 110,802	\$ 113,571	\$ 116,411	\$ 119,322	\$ 122,305	\$ 125,361
	Hourly	\$ 48.26	\$ 49.47	\$ 50.70	\$ 51.97	\$ 53.27	\$ 54.60	\$ 55.97	\$ 57.37	\$ 58.80	\$ 60.27
41	Annual Salary	\$ 100,381	\$ 102,890	\$ 105,463	\$ 108,099	\$ 110,802	\$ 113,571	\$ 116,411	\$ 119,322	\$ 122,305	\$ 125,361
	Hourly	\$ 48.26	\$ 49.47	\$ 50.70	\$ 51.97	\$ 53.27	\$ 54.60	\$ 55.97	\$ 57.37	\$ 58.80	\$ 60.27

Salary Matrix
Classified Employees Association

July 23, 2019

Range	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
1	Administrative Clerk	\$ 35,407	\$ 37,177	\$ 39,036	\$ 40,987	\$ 43,037
	Customer Service Representative					
	Recreation Coordinator	\$ 17.02	\$ 17.87	\$ 18.77	\$ 19.71	\$ 20.69
	Library Technician					
	Maintenance Worker					
3	Administrative Aide	\$ 39,019	\$ 40,970	\$ 43,019	\$ 45,170	\$ 47,429
		\$ 18.76	\$ 19.70	\$ 20.68	\$ 21.72	\$ 23.24
4	Leadworker	\$ 40,036	\$ 42,038	\$ 44,140	\$ 46,346	\$ 48,663
	Library Technician II	\$ 19.25	\$ 20.21	\$ 21.22	\$ 22.28	\$ 23.40
5	Supervisor/Foreman	\$ 43,324	\$ 45,490	\$ 47,765	\$ 50,154	\$ 52,662
		\$ 20.83	\$ 21.87	\$ 22.96	\$ 24.11	\$ 25.32
6	Account Technician	\$ 43,084	\$ 45,238	\$ 47,500	\$ 49,875	\$ 52,369
	Human Resources Technician	\$ 20.71	\$ 21.75	\$ 22.84	\$ 23.98	\$ 25.18
8	Customer Service Lead	\$ 46,313	\$ 48,629	\$ 51,060	\$ 53,613	\$ 56,294
		\$ 22.27	\$ 23.38	\$ 24.55	\$ 25.78	\$ 27.06
9	Associate Librarian	\$ 53,291	\$ 55,955	\$ 58,753	\$ 61,691	\$ 64,775
		\$ 25.62	\$ 26.90	\$ 28.25	\$ 29.66	\$ 31.14
10	Assistant Planner	\$ 59,410	\$ 62,380	\$ 65,500	\$ 68,775	\$ 72,214
		\$ 28.56	\$ 29.99	\$ 31.49	\$ 33.06	\$ 34.72
14	Associate Planner	\$ 66,027	\$ 69,327	\$ 72,794	\$ 76,434	\$ 80,256
		\$ 31.74	\$ 33.33	\$ 35.00	\$ 36.75	\$ 38.58
15	Accountant	\$ 54,984	\$ 57,733	\$ 60,620	\$ 63,651	\$ 66,833
		\$ 26.43	\$ 27.76	\$ 29.14	\$ 30.60	\$ 32.13
20	Fleet Mechanic	\$ 42,216	\$ 44,328	\$ 46,544	\$ 48,872	\$ 51,315.60
		\$ 20.30	\$ 21.31	\$ 22.38	\$ 23.50	\$ 24.67
120	Code Enforcement Officer	\$ 56,633	\$ 59,464	\$ 62,437	\$ 65,560	\$ 68,838
		\$ 27.23	\$ 28.59	\$ 30.02	\$ 31.52	\$ 33.10

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) 2.1% negotiated pay increase effective June 23, 2019 - Resolution 18-37

Salary Matrix
Classified Employees Association (Utilities)

July 23, 2019

Range	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
2	Water Pump Operator	Annual Salary \$ 40,214	\$ 42,224	\$ 44,335	\$ 46,552	\$ 48,880
		Hourly \$ 19.33	\$ 20.30	\$ 21.31	\$ 22.38	\$ 23.50
7	Water Lead Worker/Sewer Lead Worker	Annual Salary \$ 47,714	\$ 50,100	\$ 52,605	\$ 55,235	\$ 57,997
		Hourly \$ 22.94	\$ 24.09	\$ 25.29	\$ 26.56	\$ 27.88
16	Utility Service Worker/Meter Reader	Annual Salary \$ 38,308	\$ 40,224	\$ 42,234	\$ 44,346	\$ 46,563
		Hourly \$ 18.42	\$ 19.34	\$ 20.30	\$ 21.32	\$ 22.39
17	Water Supervisor/Foreman	Annual Salary \$ 50,109	\$ 52,613	\$ 55,244	\$ 58,007	\$ 60,907
		Hourly \$ 24.09	\$ 25.29	\$ 26.56	\$ 27.89	\$ 29.28

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) 2.1% negotiated pay increase effective June 23, 2019 - Resolution 18-37

Salary Matrix
Police Officers Association

July 23, 2019

Range	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5
110	Dispatcher (Non-Sworn)	Annual Salary \$ 46,812 Hourly \$ 22.51	\$ 49,153 \$ 23.63	\$ 51,610 \$ 24.81	\$ 54,191 \$ 26.05	\$ 56,900 \$ 27.36
112	Services Division Supervisor (Non-Sworn)	Annual Salary \$ 54,984 Hourly \$ 26.43	\$ 57,733 \$ 27.76	\$ 60,620 \$ 29.14	\$ 63,651 \$ 30.60	\$ 66,833 \$ 32.13
130	Police Officer	Annual Salary \$ 67,938 Hourly \$ 32.66	\$ 71,336 \$ 34.30	\$ 74,903 \$ 36.01	\$ 78,648 \$ 37.81	\$ 82,580 \$ 39.70
131	Corporal	Annual Salary \$ 71,349 Hourly \$ 34.30	\$ 74,917 \$ 36.02	\$ 78,663 \$ 37.82	\$ 82,596 \$ 39.71	\$ 86,726 \$ 41.70
178	Sergeant	Annual Salary \$ 84,708 Hourly \$ 40.73	\$ 88,944 \$ 42.76	\$ 93,390 \$ 44.90	\$ 98,060 \$ 47.14	\$ 102,963 \$ 49.50

99	Recruit (Non-sworn)	Annual Salary \$ 52,827 Hourly \$ 25.40
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Note: Public Safety (not including: Executive Management & Confidential-Exempt employees) 2.1% negotiated pay increase effective June 23, 2019 - Resolution 18-37

Salary Matrix
Professional Firefighters Association

Range	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
201	Fire Captain	Annual Salary \$ 79,406 Hourly \$ 28.81	Annual Salary \$ 81,391 Hourly \$ 29.53	Annual Salary \$ 83,426 Hourly \$ 30.27	Annual Salary \$ 85,512 Hourly \$ 31.03	Annual Salary \$ 87,650 Hourly \$ 31.80	Annual Salary \$ 89,841 Hourly \$ 32.60	Annual Salary \$ 92,087 Hourly \$ 33.41	Annual Salary \$ 94,389 Hourly \$ 34.25	Annual Salary \$ 96,750 Hourly \$ 35.11	Annual Salary \$ 99,168 Hourly \$ 35.98
203	Firefighter/Paramedic	Annual Salary \$ 43,010 Hourly \$ 15.61	Annual Salary \$ 45,161 Hourly \$ 16.39	Annual Salary \$ 47,426 Hourly \$ 17.21	Annual Salary \$ 49,806 Hourly \$ 18.07	Annual Salary \$ 52,300 Hourly \$ 18.98	Annual Salary \$ 54,909 Hourly \$ 19.92	Annual Salary \$ 57,662 Hourly \$ 20.92			
204	Engineer	Annual Salary \$ 43,010 Hourly \$ 15.61	Annual Salary \$ 45,161 Hourly \$ 16.39	Annual Salary \$ 47,426 Hourly \$ 17.21	Annual Salary \$ 49,806 Hourly \$ 18.07	Annual Salary \$ 52,300 Hourly \$ 18.98	Annual Salary \$ 54,909 Hourly \$ 19.92	Annual Salary \$ 57,662 Hourly \$ 20.92			
XX	Single-Function Firefighter	Annual Salary \$ 35,842 Hourly \$ 13.01	Annual Salary \$ 37,648 Hourly \$ 13.66	Annual Salary \$ 39,540 Hourly \$ 14.35	Annual Salary \$ 41,519 Hourly \$ 15.06	Annual Salary \$ 43,583 Hourly \$ 15.81					
XX	Single-Function Paramedic	Annual Salary \$ 35,842 Hourly \$ 13.01	Annual Salary \$ 37,648 Hourly \$ 13.66	Annual Salary \$ 39,540 Hourly \$ 14.35	Annual Salary \$ 41,519 Hourly \$ 15.06	Annual Salary \$ 43,583 Hourly \$ 15.81					

Note: Public Safety (not including Executive Management & Confidential-Exempt employees) 2.1% negotiated pay increase effective June 23, 2019 - Retention 18-37

**Salary Matrix
Part-Time Employees**

July 23, 2019

Position Title	Range	Step 1
Program Specialist	57	\$ 13.49
Film Monitor - Office	62	\$ 13.52
Film Monitor - Location	65	\$ 35.00
Fire Safety Officer - Filming	64	\$ 50.00
Facility Attendant	61	\$ 14.56
Library Page	51	\$ 12.00
Library Clerk	54	\$ 12.00
Library Technician I	58	\$ 14.62
Library Technician II	86	\$ 16.50
Associate Librarian	63	\$ 19.33
Police Cadet	57	\$ 13.49
Dispatcher	59	\$ 18.60
Records Clerk	59	\$ 18.60
Community Service Officer	83	\$ 20.72
Investigator	75	\$ 30.60
Patrol Officer	84	\$ 34.29
Lieutenant	70	\$ 42.25
Code Enforcement	83	\$ 20.72
Fire Captain	83	\$ 20.72
Paramedics	85	\$ 15.00
Engineer II	74	\$ 15.00
Strike Team Responder - Firefighter	67	\$ 17.68
Strike Team Responder - Engineer	68	\$ 23.16
Strike Team Responder - Captain	69	\$ 34.80
Strike Team Responder - Battalion Chief	70	\$ 48.22
Strike Team Responder - Deputy/Asst. Chief	71	\$ 52.33
Strike Team Responder - Fire Chief	72	\$ 52.33
Water Pump Operator	81	\$ 16.47
Maintenance Worker	80	\$ 15.68
Administrative Clerk	76	\$ 15.38
Account Technician	82	\$ 19.08
Accountant	79	\$ 25.19
Analyst	79	\$ 25.19
Intern (Entry Level)	90	\$ 12.50
Administrative Intern	91	\$ 13.49
Management Intern	92	\$ 15.00
Fire Recruit	94	\$ 15.00



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Miguel Hernandez, Human Resources Manager

REVIEWED BY: Gabriel Engeland, City Manager

DATE: July 23, 2019

SUBJECT: **CONSIDERATION OF ADOPTING THE CITY'S COMPENSATION PHILOSOPHY**

STAFF RECOMMENDATION

Staff is seeking City Council approval of the proposed Compensation Philosophy, a statement that documents the City's approach to establishing staff compensation.

ALTERNATIVES

1. City Council may adopt the Compensation Philosophy as presented.
2. City Council may adopt the Compensation Philosophy with amendments.
3. City Council may choose to have staff return to a future Council meeting with additional information.

SUMMARY

At the December 11, 2018, City Council meeting, Council directed staff to implement a compensation study. In order to develop a comprehensive salary study, the City has created a formal "Compensation Philosophy" that will explicitly spell out the goals and factors to be weighed in establishing, administering, and modifying the compensation system for City staff. In the interest of transparency, clarity, and alignment, the City developed a Compensation Philosophy for official adoption of the City Council to guide future policies and practices.

A Compensation Philosophy is not a specific policy, it is intended to be broad and to capture the philosophy of the City that has a responsibility to its citizens to be fiscally responsible and transparent. The proposed Compensation Philosophy is designed to align total compensation with the organization's overall mission and goals and is part of an overall strategy to attract and retain highly qualified staff as well as provide a broad framework for Council, citizens, and staff to help guide and understand decisions affecting pay and benefits. Additionally, the proposed Compensation Philosophy also clarifies what factors may be considered, such as financial sustainability, internal equity, and relevant labor markets to include public, private, and non-profit, as well as other factors which will be considered when implementing the philosophy. If adopted, the Compensation Philosophy will provide the basis for future compensation policies and decisions that the City Council will enact, taking into consideration the overall goals and factors detailed in the document.

Consideration of Adopting the City's Compensation Philosophy

July 23, 2019

Page 2 of 2

ANALYSIS

City Council's adoption of this Philosophy will signify a unified acceptance and understanding of the City's approach to compensation. The proposed Compensation Philosophy is being presented to Council with an understanding that it is a "working document". The Compensation Philosophy in its current form will establish a consistent methodology for determining the City's processes with regards to employee compensation. The City's compensation structure should be evaluated regularly within the framework established by the City Council's compensation philosophy.

FINANCIAL REVIEW/SOURCE OF FUNDING

While staff compensation is the largest single factor in the City's budget, there are no direct financial impacts or budget actions needed for the adoption of a Compensation Philosophy for the City. It is designed to ensure an effective basis for maintaining the City's goal of long-term fiscal sustainability.

ENVIRONMENTAL (CEQA)

N/A

PUBLIC NOTICE PROCESS

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

Attachment:

Attachments:

1. Compensation Philosophy

City of Sierra Madre Compensation Philosophy

The City of Sierra Madre strives to provide exemplary service to the community. Recognizing the importance of our workforce of dedicated and talented professional staff, we are committed to promoting organizational and community values that include: exceptional service to the public; consistent and excellent performance; innovation; good fiscal, social, and environmental preservation; and ethical behavior.

To achieve and maintain our high standards of service and performance, the City must continue to attract and retain well-qualified staff who exemplify the organization's values. A public service environment that is attractive to such individuals depends upon many factors, including pride, teamwork, a competitive compensation program, and non-monetary benefits such as recognition in the workplace for accomplishments, professional development, opportunities for promotion, and a positive work environment. The City is committed to being an "employer of choice" as part of an overall strategy of attracting and retaining talent that will uphold the City's organizational values.

The compensation program should aim to retain and attract high-skilled, high-performing staff capable of delivering the highest standards of public service to our community. The City will expect all staff to consistently perform to those high standards in their work performance, customer service, ethics, and passion for public service. The City will also strive to administer pay and benefits in a way that is fair and transparent to all, that provides equal pay for equal work, and that does not take into consideration race, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, or other factors unrelated to work performance.

In order to provide competitive, sustainable, and responsible compensation, the City will take into account the following:

- Total compensation which consists of but is not limited to: direct compensation, e.g. salary; and indirect compensation such as health insurance, retirement, professional development and time-off benefits.
- In evaluating competitive compensation, the City will take into account:
 - A. Financial sustainability as reflected by the City's financial forecasts and revenue projections, competing service priorities, long-term liabilities, capital improvement and other asset requirements, and fund reserve levels.
 - B. The "relevant labor market" is based upon classification, geographic region (predominately local and/or statewide), the types of services offered (public safety, library, utilities, etc.), and the competitive marketplace to include appropriate comparisons to the public, private, and non-profit sectors. The relevant labor market will include peer cities that are substantially similar to Sierra

Madre in terms of population, budget, and services offered. The relevant labor market will also include industries in the private or non-profit sector who provide similar services to those found in the City and have comparable requirements for education, experience, or skills required for their positions.

- C. Internal equity refers to the relative value of classifications to one another as determined by the City. The City will compare responsibilities, skill level, knowledge, ability, and judgment to determine similarity, and evaluate the equity of pay differentials for similarly situated positions across multiple City departments and services.
- D. Other relevant factors may include unforeseen economic, regulatory, or service changes.
- E. Transparency with the community, recognizing that taxpayers ultimately fund all employee compensation and deserve commensurate value from all those who work for the City. This includes not only disclosure of the components of workforce compensation, but adequate advance notice of material policy changes in order to participate effectively in decision-making that affects the City's finances.

Ideally, the City will regularly evaluate its compensation structure, programs, and policies to assess market competitiveness, effectiveness, and compliance with applicable State and federal law. This is with the understanding that more frequent adjustments to the compensation structure may be needed as a result of intermittent evaluations or other factors already cited. This will be accomplished by working with all City staff and their representatives to fairly allocate compensation and benefits, utilizing the collective bargaining process when applicable, or other appropriate Council-management processes.