

CITY COUNCIL

MEETING AGENDA PACKET

Tuesday, March 25, 2025
5:30 pm



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

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

**AGENDA
REGULAR MEETING
SIERRA MADRE CITY COUNCIL**

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

Sue Spears, City Treasurer

**Tuesday, March 25, 2025
5:30 pm**

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



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

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

CODE OF CONDUCT

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

PLEDGE OF ALLEGIANCE AND INSPIRATION

Council Member Garcia

APPROVAL OF MEETING AGENDA

Vote of the City Council to proceed with City business.

COUNCIL OUT FROM CLOSED SESSION

No Closed Sessions were held during the period between March 11, 2025 and March 25, 2025

APPROVAL FOR READING RESOLUTIONS AND ORDINANCES

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

APPROVAL OF MEETING MINUTES

Approval of March 11, 2025, Regular City Council meeting minutes

Approval of March 17, 2025 Special City Council meeting minutes

MAYOR AND CITY COUNCIL REPORTS

Reporting of Council Members' activities related to City business.

PUBLIC PARTICIPATION CODE OF CONDUCT

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

PUBLIC COMMENT

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

Providing Public Comment For Items on the Meeting Agenda

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

Provide Public Comment for Topics not on the Meeting Agenda

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

Providing Public Comment

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

PRESENTATIONS

1. **ANNUAL PUBLIC SAFETY REPORT FROM THE SIERRA MADRE FIRE DEPARTMENT**
2. **ANNUAL PUBLIC SAFETY REPORT FROM THE SIERRA MADRE POLICE DEPARTMENT**

ACTION ITEMS

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

CONSENT

- a) **CONSIDERATION OF RESOLUTION 25-19 APPROVING CERTAIN DEMANDS**
It is recommended that the City Council approve Resolution 25-19 approving payment of City Warrants in the aggregate amount of \$334,518.15, Sierra Madre Library Warrants in the aggregate amount of \$492,678.60, and Payroll Transfer in the aggregate amount of \$586,163.57; for the Fiscal Year ending June 30, 2025.
- b) **CONSIDERATION OF AWARD OF GENERAL CONTRACTOR SERVICES CONTRACT TO TAYLOR TENNIS COURTS INC. FOR THE 2025 SIERRA VISTA PARK PICKLEBALL CONVERSION PROJECT IN AN AMOUNT NOT TO EXCEED \$133,866**
It is recommended that the City Council approve and award a professional general contractor services contract to Taylor Tennis Courts, Inc.
- c) **CONSIDERATION AWARD OF PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES FOR RESTORATION & RENOVATIONS PROJECTS: LIZZIES TRAIL INN & THE RICHARDSON HOUSE HISTORICAL MUSEUM CONTRACT TO TSK ARCHITECTS, IN AN AMOUNT NOT TO EXCEED \$77,500**
It is recommended that the City Council award TSK Architects a professional architectural services contract. The preparation of plans and specifications for the restoration and renovation of Lizzies Trail Inn and The Richardson House Museum in an amount not exceeding \$77,500.
- d) **GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORTS**
It is recommended that the City Council accept, receive and direct staff to file the General Plan (GP) and Housing Element (HE) Annual Progress Reports (APRs) and file these 2024 GP and HE APRs with the California Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR).
- e) **CONSIDERATION TO AMEND THE 2024/25 CAPITAL IMPROVEMENT BUDGET FOR THE PUBLIC WORKS DEPARTMENT EQUIPMENT UPGRADE**
It is recommended that the City Council approve a budget amendment to reallocate and increase the Capital Improvement Fund by \$34,899.51 to purchase a Caterpillar Inc. Model 920 Wheel Loader.
- f) **REVIEW OF FY 2024/2025 GANN APPROPRIATIONS LIMIT CALCULATION AND EXTERNAL AUDIT CONFIRMATION**
No action is required. It is recommended that the City Council receive and file this informative report.

DISCUSSION

1. CONSIDERATION OF ORDINANCE NO. 1480-U APPROVING AN UNCODIFIED URGENCY ORDINANCE TO STREAMLINE AND REDUCE THE COST OF REDEVELOPMENT OF STRUCTURES IMPACTED BY THE EATON FIRE

It is recommended that the City Council adopt Ordinance No. 1480-U approving an uncodified urgency ordinance to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire

2. CONSIDERATION OF ORDINANCE NO. 1481 AMENDING CHAPTER 3.40 (CLAIMS AND CLAIMS PROCEDURES) OF TITLE 3 (REVENUE AND FINANCE) OF THE SIERRA MADRE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ALLOW, COMPROMISE, OR SETTLE CLAIMS UP TO \$50,00

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

3. STRATEGIC PLAN UPDATE

It is recommended that the City Council review the updated Strategic Plan and provide City staff with any changes in organization or substance.

AVAILABILITY OF AGENDA MATERIALS

Materials related to items on this agenda are available for public inspection on the City's website at www.cityofsierramadre.com.

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a meeting to take place April 8, 2025.

**MINUTES
SPECIAL MEETING
SIERRA MADRE CITY COUNCIL**

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

Sue Spears, City Treasurer

**Monday March 17, 2025
9:00 am**

**The Only Place In Town
110 W. Sierra Madre Boulevard
Sierra Madre, California 91024**



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CODE OF CONDUCT

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CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

Mayor Parkhurst called the meeting to order at 9:00 am. City Clerk Aguilar called the roll.

Present: Mayor Robert Parkhurst, and Council Members Gene Goss and Kelly Kriebs

Absent: Mayor Pro Tem Kristine Lowe
Council Member Edward Garcia (excused)

Also Present: Jose Reynoso, City Manager
Miguel Hernandez, Assistant City Manager
Laura Aguilar, Deputy City Manager/City Clerk
Arnulfo Yanez, Director of Public Works
Fire Chief Brent Bartlett
Police Chief Gustavo Barrientos
Police Captain Henry Amos
Steven McGee, Public Works and Utilities Manager

Also Present: Congresswoman Judy Chu (CA-28)
Enrique Robles, CA-28 District Chief of Staff for the Honorable Judy Chu
Maile Plan, Senior Field Representative for the Honorable Judy Chu

OPENING REMARKS

Mayor Parkhurst

9:02 am, Mayor Pro Tem Lowe arrived.

PLEDGE OF ALLEGIANCE

Mayor Parkhurst

DISCUSSION

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.

FEDERAL FUNDING UPDATE - No action is required by the City Council. However, the Council may choose to agendize any of these items for a future meeting.

- Sierra Madre Public Safety Entitlement Update
The City of Sierra Madre continues to seek federal assistance for public safety initiatives, including funding to support police emergency response capabilities. The City seeks an update on entitlement funding to supplement the City's public safety measures.

An update was provided by Police Chief Barrientos. No action was taken by the City Council.

- Hazard Mitigation Plan – FEMA Funding
The City has been working on an updated Hazard Mitigation Plan to strengthen its resilience against natural disasters. Federal funding opportunities through FEMA's Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Communities (BRIC) program will be explored to:
 - Support infrastructure improvements to reduce wildfire and flood risks.

- Enhance emergency preparedness and response efforts.
- Develop long-term mitigation strategies to protect residents and city assets.

An update was provided by Fire Chief Bartlett. No action was taken by the City Council.

WATER INFRASTRUCTURE PROJECTS – No action is required by the City Council. However, the Council may choose to agendaize any of these items for a future meeting.

(Public Works & Utilities Manager Steven McGee)

- Seismic Retrofit of Water Reservoirs
The City of Sierra Madre’s aging water infrastructure is in need of seismic retrofitting to meet modern safety standards. Federal funding is critical to:
 - Improve the structural integrity of reservoirs to withstand seismic events.
 - Ensure continued water service and fire suppression capabilities in the event of an earthquake.
 - Reduce the financial burden on local ratepayers by leveraging federal grants and low-interest loans.
- Auburn Reservoir
The Auburn Reservoir is a key component of the City’s water system and requires significant upgrades to meet state and federal safety standards. The City seeks federal assistance for:
 - Engineering and design costs for seismic retrofitting.
 - Construction funding through the Water Infrastructure Finance and Innovation Act (WIFIA) or other federal programs.
 - Advocacy support to prioritize small city water infrastructure needs in future federal appropriations.

An update was provided by Public Works and Utilities Manager Mc Gee and Assistant City Manager Hernandez. No action was taken by the City Council.

Congresswoman Judy Chu (CA-28) provided an update on the City’s request for federal funding, and expressed that the change in the current administration has left some uncertainty in the distribution of federal funds.

Mayor Parkhurst opened public comment for items on the agenda.

Glenn Lambdin, 444 Sturtevant: asked about the availability of grant funds and the City’s ability to apply.

Yvette Del Corazon: expressed her concerns with the Yucca Debris Structure.

Sander Zandbergen: Shared his concerns job stability and lay-offs of federal government employees.

Seeing no one else come forward, Mayor Parkhurst closed public comment.

The meeting was adjourned without objection at 10:07 am to a regular meeting scheduled for March 25, 2025.

Robert Parkhurst, Mayor

Minutes taken and prepared by:

Laura Aguilar, City Clerk

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.

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MEETING ASSISTANCE

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ADJOURNMENT

The City Council will adjourn to a Regular meeting to take place on March 25, 2025.



City of Sierra Madre Agenda Report

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

Sue Spears, City Treasurer

TO: Mayor and City Council
FROM: Anthony Rainey, Finance Director
REVIEWED BY: Jose Reynoso, City Manager
DATE: March 25, 2025
SUBJECT: **APPROVAL OF WARRANTS FOR PAYMENT**

STAFF RECOMMENDATION

Staff recommends the City Council approve payment of the following:

- **Outstanding Obligated City Warrants:** \$334,518.15
- **Outstanding Obligated Sierra Madre Library Warrants:** \$492,678.60
- **Payroll Transfer:** \$586,163.57

ALTERNATIVES

1. Approve the requested ratifications.
2. Direct staff to return with additional information.

SUMMARY

To ratify means to formally approve or confirm a decision or action, making it officially valid. In this context, it ensures that the City Council affirms the payment of public funds after a thorough review process. The City Council is requested to ratify warrants and approve checks issued for payment, as certified by the Director of Finance. These payments have been reviewed for compliance with the City's approved budget, financial policies, and authorized spending limits. Ratification by the City Council formally authorizes the disbursement of public funds, ensuring transparency, accountability, and adherence to sound fiscal management practices.

Attachment 1A – Warrant Register Post Date 3/25/25 - provides an aggregated breakdown of the warrants, including descriptions (e.g. categories of payments), amounts, and corresponding fiscal year allocations. Note that the last page It serves as a reference document to support the warrant approvals requested in this report, ensuring transparency and accountability in financial transactions. The attachment includes details on general warrants, utility bills, library warrants, and payroll transfers.

Following Attachment 1A, the *Check Approval Register* provides a comprehensive record of financial disbursements by the City of Sierra Madre, detailing payment transactions, vendor information, and check dates to ensure transparency and accountability. Additionally, the *Payroll Summary Register* outlines payroll disbursements, including total earnings, employer expenses, and overall payroll costs for each pay period. The total payroll expenditure for the most recent pay period (PR #6) for *Date 3/13/2025*:

Total Earnings (Salaries) @ \$439,336.21 plus Employer Benefits¹ @\$146,827.36 = Total @ \$586,163.57,

This aligns with the payroll transfer amount listed in Attachment 1A. These records collectively support the accuracy and legitimacy of the financial transactions presented for approval.

ANALYSIS

State and City Requirements: The approval of warrants for payment by the City Council is a procedural requirement established under the California Government Code (§ 37208) and the Sierra Madre Municipal Code (§ 3.04.010). The City utilizes resolutions to approve warrants in accordance with Chapter 3.04 - Administration of Fiscal Matters under Title 3 - Finance of the Sierra Madre Municipal Code. These provisions outline the procedures and regulations governing the issuance and management of payment warrants, ensuring transparency, accountability, and compliance in financial transactions involving public funds.

Warrant: A "warrant" is a written authorization directing the payment of money to vendors, contractors, or service providers for goods or services rendered to City departments. These measures ensure that public funds are used appropriately and in alignment with City policies and legal requirements.

Purpose of the Process: The primary purpose of this process is to confirm that all payments align with the City's budgetary allocations, procurement policies, and service agreements. Approval by the City Council serves as a critical management control, ensuring that expenditures are lawful, necessary, and consistent with City priorities. Department Heads review and verify invoices, while City staff maintain robust internal controls through proper documentation, authorization workflows, and reconciliation procedures.

Warrant for Payment Report: This attached report, commonly referred to as the *Check Approval Register*, provides a detailed account of payees, payment amounts, and purposes. This tool allows the City Council and staff to actively monitor expenditures, ensuring financial oversight, fostering public trust, and reinforcing fiscal responsibility. Failure to adhere to these practices could expose the City to financial risks, compliance issues, and diminished public confidence.

Check Approval Register Overview: The *Check Approval Register* is generated using the City's Enterprise Resource Planning (ERP) system, Tyler Technologies Pro 10. This report offers a comprehensive overview of financial disbursements, including payee names, payment amounts, dates, and purposes. By providing a clear and detailed record of financial transactions, the register promotes transparency and ensures public funds are utilized effectively. This level of detail allows City Council members and residents to track municipal expenditures and reinforces accountability in financial management. The following are key fields from the Check Approval Register and their definitions:

1. **Packet:** Refers to a batch of payment transactions processed together, often linked to a specific date or approval cycle.
2. **Vendor Set:** Identifies the category or group of vendors (e.g., utilities, general, or project-specific).
3. **Vendor Number:** A unique identifier assigned to each vendor for tracking and referencing purposes.
4. **Vendor Name:** The name of the individual or organization receiving the payment.
5. **Bank Code:** A code representing the bank account from which the payment is drawn.
6. **Payment Type:** Specifies the method of payment, such as check, electronic funds transfer (EFT), or wire transfer.
7. **Invoice #:** The unique number associated with the vendor's invoice, serving as a reference for the payment.
8. **Invoice Description:** A brief summary of the goods or services rendered, as described on the invoice.
9. **Account Number:** The City's general ledger account charged for the payment, structured as follows:
 - a. **Fund Code:** (e.g., **10000**) Identifies the fund, such as the General Fund.
 - b. **Department Code:** (e.g., **81200**) Indicates the responsible department, such as Public Works.
 - c. **Object Code:** (e.g., **52200**) Specifies the type of expenditure, such as contractual services.
10. **Distribution Amount:** The amount allocated to a specific account, showing how the payment is distributed across budget line items.

These fields ensure accuracy, transparency, and accountability in financial reporting and expenditure tracking, aligning with the City's commitment to sound fiscal management practices. This process not only fulfills legal and procedural requirements but also underscores the City's dedication to effective governance and responsible stewardship of public funds.

CONSISTENCY WITH GENERAL PLAN

Not applicable.

FINANCIAL REVIEW/SOURCE OF FUNDING

The payments presented for ratification have been made in accordance with the City's approved budget for the fiscal year. All expenditures are charged to their respective funds and accounts as outlined in the City's financial plan. The warrants, library payments, and payroll transfers were funded from the General Fund, Special Revenue Funds, and other designated

funding sources, ensuring compliance with budgetary allocations and authorized spending limits. No unbudgeted or unauthorized expenses are included in this report.

ENVIRONMENTAL (CEQA)

Not applicable.

PUBLIC NOTICE PROCESS

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

Attachments

A- Warrants

B- Resolution 25-19

¹ These typically include: **Payroll Taxes** – Employer-paid portions of Social Security, Medicare (FICA), and state/federal unemployment taxes (FUTA/SUTA). **Retirement Contributions** – Employer contributions to pension plans or retirement accounts, such as CalPERS (California Public Employees' Retirement System). **Health and Benefits Costs** – Employer-provided health insurance, dental, vision, life insurance, or other employee benefits. **Workers' Compensation Insurance** – Employer-paid premiums for workers' compensation coverage. **Other Employer Liabilities** – Any additional costs required by employment agreements, union contracts, or city policies.

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of March 25, 2025**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants	\$334,518.15
Sierra Madre Library Warrants.....	\$492,678.60
Payroll Transfer.....	\$586,163.57

Warrant Register Post Date 3/25/25

Attachment 1A

Fiscal Year	Description	Amount	Page #
FY24/25	General Warrants	\$241,775.21	1-3
FY24/25	General Manual Warrant	\$28,711.82	4-8
FY24/25	General Utility Bills	\$10,713.43	9
FY24/25	General Manual Utility Bills	\$53,317.69	10-11
	Total	\$334,518.15	

FY24/25	Library Warrant	\$490,879.96	12
FY24/25	Library Manual Warrant	\$1,798.64	13
	Total	\$492,678.60	

Pay Date:			
3/13/2025	Payroll #6	\$586,163.57	
	From: City of Sierra Madre-General Acct.		
	To: City of Sierra Madre-Payroll Acct.		
	Total	\$586,163.57	



Packet: APPKT07947 - GEN 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/18/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03814</u>	AIR SOURCE INDUSTRIES				91.65
APBWEST	Check	<u>00944674</u>	OXYGEN	10000.64000.53300	91.65
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.				1,668.92
APBWEST	Check	<u>262540</u>	EATON FIRE: SUPPLIES	28009.33000.53999	1,668.92
<u>VEN03454</u>	AMAZON CAPITAL SERVICES				3,142.97
APBWEST	Check	<u>141H-MQYD-41VJ</u>	BPO - IT SUPPLIES	60003.30000.53103	591.30
		<u>1CXN-XLXN-3TVR</u>	MISC SUPPLIES 2/17/25 - 3/2/25	10000.61000.52302	62.78
		<u>1RVX-3JQV-1N7V</u>	MISC SUPPLIES 2/17/25 - 3/2/25	10000.61000.53100	28.74
		<u>1RVX-3JQV-16RY</u>	MISC SUPPLIES 2/17/25 - 3/2/25	10000.50000.53100	52.34
		<u>1XNF-9K3T-3CYG</u>	BPO - IT SUPPLIES	60002.30000.53100	17.63
<u>VEN03981</u>	ANGEL'S AUTO REPAIR INC				2,390.18
APBWEST	Check	<u>037292</u>	VEHICLE MAINT/#2098	60000.83100.52200	358.92
		<u>037351</u>	VEHICLE MAINT/#5103	60000.83100.52200	1,564.95
		<u>037353</u>	VEHICLE MAINT/#5103	60000.83100.52200	1,584.31
<u>VEN04026</u>	ARCADIA TIRES				63.23
APBWEST	Check	<u>INV040339</u>	VEHICLE MAINT/#5115	60000.83100.53208	63.23
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE - Fire				183.22
APBWEST	Check	<u>114919</u>	MISC. SUPPLIES	10000.61000.53204	17.66
		<u>115089</u>	MISC. SUPPLIES	10000.61000.53204	101.34
		<u>115093</u>	MISC. SUPPLIES	10000.61000.53204	28.90
		<u>115094</u>	MISC. SUPPLIES	10000.61000.53204	35.32
<u>1553</u>	ARNOLD'S FRONTIER HARDWARE - Police				28.71
APBWEST	Check	<u>115147</u>	MISC. SUPPLIES	10000.50000.53204	28.71
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE - PW				129.08
APBWEST	Check	<u>115021</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	4.95
		<u>115029</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	48.59
		<u>115052</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	27.91
		<u>115064</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	11.04
		<u>115114</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	22.27
		<u>115137</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	14.32
<u>VEN03980</u>	CALIFORNIA INTERGOVERNMENTAL RISK AUTHORITY				45,269.45
AP EFT WEST	Electronic Funds Transfer	<u>INV-2512</u>	GEN LIAB & WORK COMP FY 24/25 OCT - DEC 20	60007.70100.54805	45,269.45
<u>0171</u>	CLINICAL LABORATORY OF SAN BERNARDINO, INC.				8,667.50
APBWEST	Check	<u>2500320-SIE01</u>	EATON FIRE: VOC'S TESTING 1/2/25 - 1/28/25	28009.33000.52100	8,667.50
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS				2,547.16
APBWEST	Check	<u>702</u>	FY 24/25 TELECAST OF CITY MEETINGS MARCH 2	60003.30000.52100	2,547.16
<u>0914</u>	CORRPRO COMPANIES, INC.				2,415.00
APBWEST	Check	<u>767734</u>	RESERVOIR ANNUAL SERVICE	71000.81100.52200	2,415.00
<u>VEN02953</u>	CPACINC.COM				4,868.28
APBWEST	Check	<u>SI-1300192</u>	ADOBE ACROBAT SUBS STANDARD DC FOR LIC	60003.30000.52200	161.82
		<u>SI-1300462</u>	APC REPLACEMENT BATTERY	60003.30000.53103	1,062.81
		<u>SI-1300623</u>	14 IN DELL LATITUDE 3450 CORE	60003.30000.53103	3,643.65
<u>VEN04461</u>	CRICKET SCADA LLC				19,448.48
APBWEST	Check	<u>1579</u>	EATON FIRE: SERV. & PARTS: REPLACE SCADA RA	28009.33000.52100	13,766.40
		<u>1580</u>	EATON FIRE: SERV. & PARTS: REPLACE SCADA PA	28009.33000.52100	4,086.50
		<u>1593</u>	EATON FIRE: SERV. & PARTS: BATTERY REMOVAL,	28009.33000.52100	1,235.58
		<u>1595</u>	EATON FIRE: SERV. & PARTS: COM TROUBLE SHO	28009.33000.52100	360.00
<u>VEN04454</u>	DAY WIRELESS SYSTEMS				595.30
APBWEST	Check	<u>INV863740</u>	PARTS: AUDIO ACCESSORY	10000.61000.53301	595.30
<u>1181</u>	DELTA DISTRIBUTING				114.43
APBWEST	Check	<u>167381</u>	FY 24/25 JANITORIAL SUPPLIES	60001.83200.53200	114.43
<u>VEN03272</u>	DEPT OF HEALTH CARE SERVICES				8,279.09
AP EFT WEST	Electronic Funds Transfer	<u>INV040346</u>	2025 #2 GEMT Quality Assurance Fee	10000.64000.52001	8,279.09

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03180</u>	DICKS AUTO SUPPLY				257.01
APBWEST	Check	<u>228740</u>	FY 24/25 AUTO PARTS	60000.83100.53208	257.01
<u>1366</u>	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC				2,028.91
APBWEST	Check	<u>26256036</u>	ARCGIS ONLINE SUBSCRIPTIONS 3/19/25 - 3/11/ 10000.40000.53805		2,028.91
<u>VEN02778</u>	FORMLA LANDSCAPING INC				1,165.00
APBWEST	Check	<u>43361</u>	1/11/25-2/10/25 CITY HALL LANDSCAPE MAINT 10000.83300.52200		1,165.00
<u>VEN04473</u>	FRANCESSAS				2,386.00
APBWEST	Check	<u>INV040342</u>	REFUND: FILM PERMIT DEPOSIT	10000.00000.23001	2,386.00
<u>1829</u>	GOVERNMENTJOBS.COM INC				7,875.10
APBWEST	Check	<u>INV-128701</u>	NEOGOV SUBSCRIPTION FEE 3/3/25 - 3/2/26	60007.70100.53409	7,875.10
<u>1359</u>	HIRERIGHT, LLC				40.00
APBWEST	Check	<u>H0245447</u>	BACKGROUND SCREENING 2/1/25 - 2/28/25	60007.70101.52100	40.00
<u>0398</u>	HONG L. TAM				22,675.15
APBWEST	Check	<u>3-1-2025</u>	12/16/24-2/12/25 STRUCTURAL PLAN CHECK SE 10000.40000.52100		22,675.15
<u>VEN04033</u>	JACOB KNAPP				180.00
APBWEST	Check	<u>INV040340</u>	REIMB: PMS 475 - LAND NAVIGATION CERT.	10000.61000.52205	180.00
<u>0515</u>	LANDSCAPE WAREHOUSE				111.40
APBWEST	Check	<u>2794361</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	32.14
		<u>2794573</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	79.26
<u>VEN04103</u>	LEXISNEXIS RISK SOLUTIONS				200.00
APBWEST	Check	<u>1300096097</u>	FEB 2025 LE Investigative and Analysis system	10000.50000.52200	200.00
<u>0640</u>	LIFE-ASSIST INC.				1,913.47
APBWEST	Check	<u>1554500</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	1,364.62
		<u>1557250</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	120.72
		<u>1577920</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	428.13
<u>VEN01196</u>	LOS ANGELES COUNTY POLICE CHIEFS' ASSOC.				500.00
APBWEST	Check	<u>2025 DUES</u>	G. BARRIENTOS 2025 ANNUAL DUES	10000.50000.53409	500.00
<u>VEN02633</u>	MARK DUSON				124.85
APBWEST	Check	<u>INV040341</u>	REIMB: AMERICAN FIDELITY: PMT	60007.00000.26001	124.85
<u>VEN02976</u>	MEDICO PROFESSIONAL LINEN SERVICE				140.76
APBWEST	Check	<u>21138058</u>	MEDICO WASTE SERVICES	10000.64000.53300	70.33
		<u>21186209</u>	MEDICO WASTE SERVICES	10000.64000.53300	70.43
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				15,900.00
APBWEST	Check	<u>64374</u>	EATON FIRE: JAN 2024 EXTRA WORK	28009.33000.52200	2,000.00
		<u>64403</u>	FEB 2025 LANDSCAPE MAINTENANCE - EXTENDI	10000.83300.52200	7,923.00
				32012.83000.52200	4,448.00
				60001.83200.52200	1,529.00
<u>VEN03488</u>	MUNICIPAL EMERGENCY SERVICES INC				145.53
APBWEST	Check	<u>IN2205567</u>	FY 24/25 PERSONAL PROTECTIVE UNIFORM EQL	10000.61000.53300	145.53
<u>VEN04007</u>	OCCUPATIONAL HEALTH CENTERS OF CA				96.00
APBWEST	Check	<u>85752330</u>	PRE-EMPLOYMENT EXAM	60007.70101.52106	48.00
		<u>86031378</u>	PRE-EMPLOYMENT	60007.70101.52106	48.00
<u>0786</u>	OFFICE DEPOT, INC				57.74
APBWEST	Check	<u>413135851001</u>	OFFICE SUPPLIES	10000.50000.53100	57.74
<u>0321</u>	PARKHOUSE TIRE, INC.				1,516.88
APBWEST	Check	<u>1011017456</u>	EATON FIRE: DISPOSAL FEE	28009.33000.52302	22.50
		<u>1011023055</u>	FY 24/25 PURCHASE TIRE/SERVICE	60000.83100.55001	1,494.38
<u>0323</u>	PASADENA HUMANE SOCIETY				4,566.57
APBWEST	Check	<u>MAR2025CtySM</u>	MARCH 2025 Animal Control Services	10000.50000.52004	4,566.57
<u>VEN01608</u>	PHOENIX GROUP INFORMATION SYSTEMS				2,209.38
APBWEST	Check	<u>012025200</u>	JAN 2025 Parking permit and citation service	10000.50000.52200	2,209.38
<u>0336</u>	POST ALARM SYSTEMS				1,579.71
APBWEST	Check	<u>1759511</u>	FY 24/25 ALARM MONITORING 2/1/25 - 2/28/2	60001.83200.52200	526.57
		<u>1768448</u>	FY 24/25 ALARM MONITORING 3/1/25 - 3/31/2	60001.83200.52200	526.57
		<u>1777766</u>	FY 24/25 ALARM MONITORING 4/1/25 - 4/30/2	60001.83200.52200	526.57
<u>0338</u>	PRUDENTIAL OVERALL SUPPLY				406.32
APBWEST	Check	<u>52866989</u>	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	135.44
		<u>52868703</u>	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	135.44
		<u>52870486</u>	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	135.44
<u>0360</u>	QUINN COMPANY				23,135.15
APBWEST	Check	<u>31099401</u>	EATON FIRE: WHEEL LOADER RENTAL	28009.33000.53210	8,315.65

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	<u>31099402</u>	2025 FBWS: WHEEL LOADER RENTAL	60000.83100.52200	4,473.94
		<u>31280501</u>	2025 FBWS: DUMP TRUCK RENTAL	60000.83100.52200	1,896.39
		<u>31395801</u>	2025 FBWS: 2000 GAL WATER TRUCK RENTAL	60000.83100.52200	2,034.94
		<u>WF34355</u>	EATON FIRE: VEHICLE MAINTENANCE	28009.33000.52100	2,731.17
		<u>WF34417</u>	EATON FIRE: MACHINE MAINTAINANCE	28009.33000.52100	2,602.00
		<u>WO810269490</u>	EATON FIRE: VEHICLE MAINTENANCE	28009.33000.52100	1,081.06
1485	RED SUPPLY INC				118.04
APBWEST	Check	<u>SO-10232</u>	MAINT SUPPLIES	60001.83200.53200	118.04
0346	RED WING SHOES				611.94
APBWEST	Check	<u>20250110014862</u>	12/10/24 - 1/10/25 PW AND UTILITIES WORK BC	60001.83200.53303	611.94
VEN03177	RELIABLE BUILDING MAINTENANCE LLC				9,123.66
APBWEST	Check	<u>1146</u>	FEB 2025 FACILITIES JANITORIAL SERVICES	60001.83200.52200	4,561.83
		<u>1148</u>	MARCH 2025 FACILITIES JANITORIAL SERVICES	60001.83200.52200	4,561.83
VEN04053	RIGHTEOUS TIRE SERVICE				297.05
APBWEST	Check	<u>0C0737</u>	SERVICE CALL FOR UNIT #5134 4XTIRE REPLACED	60000.83100.53208	297.05
VEN02718	ROADLINE PRODUCTS INC				2,696.00
APBWEST	Check	<u>20994</u>	EATON FIRE: MAINT. SUPPLIES: CHEVRON 080 2/	28009.33000.53999	2,696.00
VEN01670	ROGERS, ANDERSON, MALODY & SCOTT, LLP				5,100.00
APBWEST	Check	<u>76935</u>	FY 24/25 AUDIT SRVCS	60002.30000.52100	1,800.00
		<u>76936</u>	PROG. BILLING#2 FY 2023 MEASURE W	60002.30000.52100	3,300.00
1294	SAN GABRIEL VALLEY WATER ASSOCIATION				100.00
APBWEST	Check	<u>INV040343</u>	2025 ASSOCIATE DUES	71000.81100.52001	100.00
1443	SHRED-IT USA LLC				465.42
APBWEST	Check	<u>8010126609</u>	FEB 2025 Document shredding service	10000.50000.52200	465.42
VEN04467	STOP STICK LTD				2,733.49
APBWEST	Check	<u>0037311-IN</u>	PD replacing used pursuit intervention equipment	10000.50000.53300	2,733.49
VEN02444	SUPERIOR COURT OF CA, CO OF L. A.				864.00
APBWEST	Check	<u>JAN2025</u>	JAN 2025 Citation Revenue distribution	10000.50000.52200	864.00
VEN03447	TELEFLEX LLC				1,014.30
APBWEST	Check	<u>9509609579</u>	EZ-IO NEEDLES	10000.64000.53300	1,014.30
VEN04470	THE TROMAN TRUST PETER C TROMAN				290.00
APBWEST	Check	<u>INV040344</u>	EMS REFUND RE: 24064078	10000.64000.47029	290.00
1245	THE WORKSHOP				347.29
APBWEST	Check	<u>73585</u>	WINTER FESTIVAL SIGNS	60002.31100.53999	347.29
1799	TYLER TECHNOLOGIES INC				8,160.25
APBWEST	Check	<u>025-491863</u>	NOV-DEC 2024 Instie Transaction fee/BP, BL and	60003.30000.52200	42.00
				71000.32000.52200	6,494.60
				72000.32000.52200	1,623.65
VEN04104	UCLA CENTER FOR PREHOSPITAL CARE				2,360.00
APBWEST	Check	<u>3013-1077</u>	DEC 2024 Nurse Educator Services	10000.64000.52200	1,180.00
		<u>3013-1164</u>	MAR 2025 Nurse Educator Services	10000.64000.52200	1,180.00
0410	UNDERGROUND SERVICE ALERT				145.05
APBWEST	Check	<u>220250693</u>	FY 24/25 UNDERGROUND ALERTS	71000.81100.52001	145.05
1243	USA BLUEBOOK				271.49
APBWEST	Check	<u>INV00589300</u>	MAINT. SUPPLIES	71000.81100.53205	271.49
0335	WATERLINE TECHNOLOGIES				8,205.65
APBWEST	Check	<u>5722239</u>	FY 24/25 CHLORINE GAS SUPPLIES	71000.81100.53209	5,845.43
		<u>5726334</u>	FY 24/25 CHLORINE GAS SUPPLIES	71000.81100.53209	1,555.11
		<u>5726650</u>	CYLINDER RETURN 2/11/25	71000.81100.53209	-300.00
		<u>5726894</u>	CYLINDER RETURN 1/28/25	71000.81100.53209	-150.00
		<u>5729016</u>	FY 24/25 CHLORINE GAS SUPPLIES	71000.81100.53209	1,555.11
		<u>5729220</u>	CYLINDER RETURN 3/4/25	71000.81100.53209	-300.00
0574	WEST COAST ARBORISTS, INC.				8,640.00
APBWEST	Check	<u>1-10877</u>	EATON FIRE: - 590 AUBURN AVE. - TREE REMOV	28009.33000.52200	5,040.00
		<u>223585</u>	FY 24/25 ARBORIST CONTRACT 12/11/24 -12/1:	38004.83300.52200	3,600.00

Report Total: 241,775.21



Packet: APPKT07934 - GEN BOA MAN 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/12/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
0823	BANK OF AMERICA				22,938.72
APBWEST	Check	INVO40239	LA - CERTIFIED MAIL FEE	60002.31100.53101	9.68
		INVO40240	LA - EATON FIRE: MAGNETS & SIDEWALK SIGNS	28009.33000.53999	574.28
		INVO40241	LA - EATON FIRE: EOC MEAL	28009.33000.53999	65.55
		INVO40242	LA - LCW EMPLOYMENT LAW CERT. CONF. LODG	60002.31100.53402	464.63
		INVO40243	LA - CAPIO ANNUAL CONF. COMM.: AGUILAR	60002.31100.53402	1,025.00
		INVO40244	LA - CAPIO ANNUAL CONF. COMM.: AGUILAR LO	60002.31100.53402	725.00
		INVO40245	HA - LODGING FEE REFUND: AMOS	10000.50000.52005	-359.63
		INVO40246	HA - GRANT FINDER	10000.50000.52200	45.00
		INVO40247	HA - MONTHLY SUB. FEE - ADOBE 1/27/25 - 2/2	10000.50000.52200	29.99
		INVO40248	HA - POST TRAINING: LODGING FEE - KENNER	10000.50000.52005	788.15
		INVO40249	HA - MONTHLY SUBSCRIPTION - ADOBE	10000.50000.52200	19.99
		INVO40250	HA - FORENSIC SERV.CELL PHONE FEE	10000.50000.53304	50.00
		INVO40251	HA - LCW TRAINING/AMOS	10000.50000.53402	475.00
		INVO40252	HA - 2025 FBWS STAFF MEETING: MEAL	10000.50000.53402	40.00
		INVO40253	HA - 2025 FBWS STAFF MEETING: MEAL	10000.50000.53402	102.70
		INVO40254	GB - INTERVIEW PANEL: MEAL	10000.50000.53402	158.95
		INVO40256	GB - INTERVIEW PANEL: MEAL	10000.50000.53402	94.64
		INVO40257	BB - 2025 LAAFCA CONF. REG. FEE: BARTLETT	10000.61000.53402	975.00
		INVO40258	BB - GRAMMARLY TYPING ASSISTANCE	10000.61000.53409	30.00
		INVO40259	BB - EMS RECERT FEE: BARTLETT SRV. CHARGE	10000.64000.52205	3.31
		INVO40260	BB - EMS RECERT FEE: BERTRAND SRV. CHARGE	10000.64000.52205	3.31
		INVO40262	BB - EMS RECERT FEE: BARTLETT	10000.64000.52205	149.00
		INVO40263	BB - EMS RECERT FEE: BERTRAND	10000.64000.52205	149.00
		INVO40264	BB - EMS RECERT FEE: TORCELLO	10000.64000.52205	300.00
		INVO40265	BB - DEPT THANK YOU CARDS	10000.61000.53999	42.98
		INVO40266	BB - WATER TENDER TOWING CHARGE	10000.61000.52100	315.00
		INVO40267	BB - STORAGE FOR FD MASTER PLAN	10000.61000.53409	11.99
		INVO40268	BB - 2025 LAAFCA CONF. : BARTLETT - PARKING I	10000.61000.53402	60.00
		INVO40269	BB - 2025 LAAFCA CONF. : BARTLETT - TAXI FEE	10000.61000.53402	38.95
		INVO40270	BB - 2025 LAAFCA CONF. : BARTLETT - TAXI FEE	10000.61000.53402	33.17
		INVO40271	BB - DEPT UNIFORM HSU	10000.61000.53303	75.97
		INVO40272	MH - USPS MAILING FEE	60007.70100.53101	4.82
		INVO40273	MH - 2025 FBWS: EOC MEAL	60007.70100.53999	28.00
		INVO40274	MH - 2025 FBWS: EOC MEAL	10000.70100.53999	361.33
		INVO40276	MH - 2025 FBWS: EOC MEAL	10000.70100.53999	515.36
		INVO40277	CL - EATON FIRE: EOC SUPPLIES PRINTS	28009.33000.53999	1,323.00
		INVO40278	CL - APA PROFF MEMEBERHIP	10000.40000.53409	116.22
		INVO40280	CL - APA PROFF MEMEBERHIP	10000.40000.53409	575.77
		INVO40281	RM - EATON FIRE: EOC MEAL	28009.33000.53999	383.23
		INVO40282	RM - EATON FIRE: EOC MEAL	28009.33000.53999	143.10
		INVO40283	RM - CITY COUNCIL: MEAL	10000.11000.53999	139.27
		INVO40284	RM - CITY COUNCIL: SUPPLIES	10000.11000.53999	45.07
		INVO40285	RM - CITY COUNCIL: MEAL	10000.11000.53999	42.00
		INVO40286	RM - EATON FIRE: SAND BAGS	28009.33000.53206	4,323.69
		INVO40287	RM - CITY COUNCIL: MEAL	10000.11000.53999	142.69
		INVO40288	OM - AI MEETING TRANSLATION SERV.	60003.30000.52200	110.02
		INVO40289	OM - CAPIO CONF. : DELGADO	60003.30000.53402	725.00
		INVO40290	OM - CAPIO MEMBERSHIP FEE THROUGH 2/4/2	60003.30000.53409	425.00
		INVO40291	OM - NETWORK SOLUTIONS	60003.30000.52200	4.99
		INVO40292	OM - ZOOM/WORKPLACE BUS. ANNUAL 12/18/	60003.30000.52200	19.83
		INVO40293	OM - STARLINK ROAM UNLIMITED 1/17/25 - 2/1	60003.30000.52200	165.00
		INVO40294	AR - GFOA CERT REVIEW FY 2024	60002.30000.53409	460.00
		INVO40305	JR - WILDFIRE PREP MEETING: STAFF MEAL PW	60002.30000.53999	64.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	<u>INVO40306</u>	TT - SENIOR JAN CRAFT CANDLES: REFUND	37006.72000.53999	-22.03
		<u>INVO40307</u>	TT - SENIOR VALENTINES SOCIAL: MEAL - REFUN	37006.72000.52200	-233.45
		<u>INVO40308</u>	TT - EATON FIRE: EOC MEAL	28009.33000.53999	346.53
		<u>INVO40310</u>	TT - EATON FIRE: EOC MEAL	28009.33000.53999	321.99
		<u>INVO40311</u>	TT - EATON FIRE: EOC COFFEE	28009.33000.53999	25.00
		<u>INVO40312</u>	TT - MWTR - KIDS FUN FLYER	10000.79007.52999	50.00
		<u>INVO40313</u>	TT - SENIOR JAN/VALENTINE: SUPPLIES	37006.72000.53999	66.43
		<u>INVO40314</u>	TT - MWTR: SANCTION INSURANCE	10000.79007.52999	319.58
		<u>INVO40315</u>	TT - STAFF MEETING: MEAL	10000.70000.53999	145.59
		<u>INVO40316</u>	TT - SENIOR JAN CRAFT: SUPPLIES	37006.72000.53999	52.83
		<u>INVO40317</u>	TT - SENIOR BIRTHDAY JAN: SUPPLIES	37006.72000.53999	27.47
		<u>INVO40318</u>	TT - SENIOR MOVIE/VALENTINE: SUPPLIES	37006.72000.53999	55.54
		<u>INVO40319</u>	TT - SENIOR FEB CRAFT: SUPPLIES	37006.72000.53999	34.21
		<u>INVO40320</u>	TT - SENIOR FEB CRAFT: SUPPLIES	37006.72000.53999	38.63
		<u>INVO40321</u>	TT - SENIOR VALENTINES SOCIAL: MEAL	37006.72000.52200	233.45
		<u>INVO40322</u>	TT - STAFF TRAINING: COFFEE	10000.70000.53999	27.15
		<u>INVO40323</u>	TT - SENIOR FEB CRAFT: SUPPLIES	37006.72000.53999	8.37
		<u>INVO40324</u>	TT - SENIOR GAME CARD TABLES	37006.72000.53999	176.36
		<u>INVO40325</u>	TT - SENIOR FEB SUPPLIES/MARCH MOVIES	37006.72000.53999	52.98
		<u>INVO40326</u>	TT - SENIOR VALENTINE: MEAL	37006.72000.52200	189.91
		<u>INVO40327</u>	TT - SENIOR EXCURSION: REGAN LIBRARY	10000.79003.52999	539.00
		<u>INVO40329</u>	TT - SENIOR VALENTINE: SUPPLIES	37006.72000.53999	182.63
		<u>INVO40330</u>	TT - SENIOR VALENTINE: SUPPLIES	37006.72000.53999	33.08
		<u>INVO40331</u>	AY - DKS - SUBSCRIPTION: 12/21/24 - 1/20/25	60001.83200.52200	35.90
		<u>INVO40332</u>	AY - EATON FIRE: NEW TRAILER HITCH	28009.33000.53999	618.89
		<u>INVO40333</u>	AY - EATON FIRE: RAIN GEAR	28009.33000.53999	2,642.42
		<u>INVO40334</u>	AY - EATON FIRE: MACHINE CHAIN	28009.33000.53999	121.26
		<u>INVO40335</u>	AY - BACKFLOW CERT. EXAM: ALEX VILLA	71000.81100.52205	235.00
Report Total:					22,938.72



Packet: APPKT07938 - GEN MAN 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/17/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0373</u>	SAN GAB VALLEY CITY MANAGERS ASSOC.				160.00
APBWEST	Check	<u>INV040336</u>	MANAGING YOUR NEXT DISASTER CONF. 4XATTI	60002.30000.53409	160.00
<u>0364</u>	SIERRA MADRE CHAMBER OF COMMERCE				5,000.00
APBWEST	Check	<u>2501</u>	2025 HONORS DINNER MEAL AND OTHER EXPEN	60007.70100.53403	5,000.00
Report Total:					5,160.00



Packet: APPKT07930 - GEN MAN 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/12/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0430</u>	LOS ANGELES COUNTY CLERK				75.00
APBWEST	Check	<u>INV040233</u>	CATEGORICAL EXEMPTION: 238 AUBURN AVENL	10000.40000.53999	75.00
<u>VEN04020</u>	MICHELLE HUAYNATE				238.10
APBWEST	Check	<u>INV040235</u>	REIMB: DEPT APPROVED CONF. - LODGING FEE	10000.50097.52205	238.10
Report Total:					313.10



Packet: APPKT07925 - GEN MAN 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/06/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN01551</u>	LACPCA				300.00
APBWEST	Check	<u>INV040182</u>	LACPCA 2025 CONFERENCE - GUSTAVO BARRIEN	10000.50000.53402	300.00
Report Total:					300.00



Packet: APPKT07945 - UB 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/18/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0129</u>	AT&T				2,011.53
APBWEST	Check	<u>INV040350</u>	818 291-0241 661 1 3/4/25 - 4/3/25	60003.30000.55005	2,011.53
<u>VEN04342</u>	WESTBOUND SOLAR 3 LLC				8,701.90
APBWEST	Check	<u>25260378</u>	FEB 2025 SOLAR ENERGY	71000.81100.55003	8,701.90
Report Total:					10,713.43



Packet: APPKT07919 - UB MAN 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/06/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0129</u>	AT&T				2,902.18
APBWEST	Check	<u>INV040177</u>	818 246-3783 591 4 2/23/25 - 3/22/25	60003.30000.55005	2,902.18
<u>VEN04074</u>	CHARTER COMMUNICATIONS				3,320.57
APBWEST	Check	<u>106917301030125</u>	106917301 3/1/25 - 3/31/25	60003.30000.55005	1,280.00
		<u>187633301022125</u>	187633301 2/27/25 - 3/26/25	60003.30000.52200	801.22
		<u>188596301022125</u>	188596301 2/25/25 - 3/24/25	60003.30000.52200	199.98
		<u>188596401022125</u>	188596401 2/25/25 - 3/24/25 YMCA ELEVATOR	60003.30000.52200	29.99
		<u>188596901030125</u>	188596901 3/1/25 - 3/31/25	60003.30000.52200	204.68
		<u>188597101030125</u>	188597101 3/6/25 - 4/5/25	60003.30000.52200	269.98
		<u>188597401022125</u>	188597401 2/27/25 - 3/26/25	60003.30000.52200	324.74
		<u>188597601022125</u>	188597601 2/25/25 - 3/24/25	60003.30000.52200	209.98
<u>VEN02792</u>	FRONTIER CALIFORNIA INC				3,361.18
APBWEST	Check	<u>INV040172</u>	626-197-0261-032521-5 3/1/25 - 3/31/25	60003.30000.55005	997.50
		<u>INV040173</u>	310-001-5763-051199-5 2/28/25 - 3/27/25	60003.30000.55005	131.31
		<u>INV040174</u>	626-197-1492-030922-5 3/1/25 - 3/31/25	60003.30000.55005	775.00
		<u>INV040175</u>	209-151-5743-051199-5 2/28/25 - 3/27/25	60003.30000.55005	226.86
		<u>INV040176</u>	626-355-1414-092017-5 3/1/25 - 3/31/25	60003.30000.55005	1,230.51
<u>VEN03195</u>	GREATAMERICA FINANCIAL SERVICES				374.90
APBWEST	Check	<u>38612353</u>	003-1310860-000 1/5/25 - 2/4/25	60003.30000.53210	374.90
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				23,763.83
APBWEST	Check	<u>INV040178</u>	700102141347 12/2/24 - 1/6/25	32012.83000.55003	473.77
				38005.83500.55003	16.05
				60001.83200.55003	7,616.32
				71000.81100.55003	14,250.34
		<u>INV040179</u>	700738880568 1/3/25 - 1/30/25	60001.83200.55003	1,236.80
		<u>INV040180</u>	700661951989 1/4/25 - 2/2/25	60001.83200.55003	170.55
<u>0216</u>	THE GAS COMPANY				177.12
APBWEST	Check	<u>INV040171</u>	118-261-4788 3 1/1/25 - 2/1/25	60000.83100.55001	177.12
<u>VEN03326</u>	T-MOBILE				362.04
APBWEST	Check	<u>INV040181</u>	972239789 1/21/25 - 2/20/25	60003.30000.55005	362.04
<u>0942</u>	TPX COMMUNICATION				675.61
APBWEST	Check	<u>184453596-0</u>	2/23/25 - 3/22/25 PHONE SERVICE	60003.30000.55005	675.61
<u>VEN04342</u>	WESTBOUND SOLAR 3 LLC				8,382.47
APBWEST	Check	<u>25260352</u>	JAN 2025 SOLAR ENERGY	71000.81100.55003	8,382.47
Report Total:					43,319.90



Packet: APPKT07937 - UB MAN 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/17/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03195</u>	GREATAMERICA FINANCIAL SERVICES				3,138.80
APBWEST	Check	<u>38727207</u>	003-1443256-000 1/21/25 - 2/20/25	60003.30000.53210	3,138.80
<u>VEN03173</u>	QUADIENT FINANCE USA INC				377.43
AP EFT WEST	Electronic Funds Transfer	<u>INV040225</u>	POSTAGE (INK CARTRIDGE)	60002.31100.53101	377.43
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				1,651.19
APBWEST	Check	<u>INV040226</u>	700738880568 1/31/25 - 3/3/25	60001.83200.55003	1,482.29
		<u>INV040227</u>	700661951989 2/3/25 - 3/4/25	60001.83200.55003	168.90
<u>0216</u>	THE GAS COMPANY				1,365.16
APBWEST	Check	<u>INV040228</u>	053 118 7109 8 2/5/25 - 3/7/25	60001.83200.55004	69.87
		<u>INV040229</u>	055 218 7110 2 2/5/25 - 3/7/25	60001.83200.55004	77.18
		<u>INV040230</u>	051 018 7151 4 2/5/25 - 3/7/25	60001.83200.55004	264.79
		<u>INV040231</u>	168 618 7700 5 2/5/25 - 3/7/25	60001.83200.55004	629.60
		<u>INV040232</u>	166 518 7700 9 2/5/25 - 3/7/25	60001.83200.55004	323.72
<u>0642</u>	VERIZON WIRELESS LA				3,465.21
APBWEST	Check	<u>6106999910</u>	960051887-00001 2/26/25 - 3/25/25	60003.30000.55005	3,465.21
Report Total:					9,997.79



Packet: APPKT07946 - LIB 3/25/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/18/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03454</u>	AMAZON CAPITAL SERVICES				70.17
APBWEST	Check	<u>1304-7RMF-3YYT</u>	MISC SUPPLIES 2/17/25 - 3/2/25	10000.90000.53100	13.62
		<u>1HX4-3639-1VVM</u>	MISC SUPPLIES 2/17/25 - 3/2/25	39006.90000.53406	19.79
		<u>1MF9-MLRJ-43KL</u>	MISC SUPPLIES 2/17/25 - 3/2/25	39006.90000.53406	19.83
		<u>1OCL-4CQW-1MNN</u>	MISC SUPPLIES 2/17/25 - 3/2/25	10000.90000.53406	19.97
		<u>1VGO-DW7Y-3JKG</u>	MISC SUPPLIES 2/17/25 - 3/2/25	39006.90000.53999	23.14
		<u>1XRX-434M-1TXY</u>	MISC SUPPLIES CREDIT	10000.90000.53100	-26.18
<u>VEN02711</u>	AMERICAS PRINTER				357.29
APBWEST	Check	<u>1256151</u>	LIBRARY CATALOG	39006.90000.53999	357.29
<u>VEN04448</u>	AMG AND ASSOCIATES INC				443,940.07
APBWEST	Check	<u>APOS</u>	LIB MEANINGFUL IMPOROVEMENT PROJ. 2/28/; 29007.90000.56010		467,305.34
		<u>APOS RET</u>	LIB MEANINGFUL IMPOROVEMENT PROJ. 2/28/; 29007.00000.23500		-23,365.27
<u>VEN01190</u>	ARNOLD'S FRONTIER HARDWARE - Library				24.07
APBWEST	Check	<u>115194</u>	MISC. SUPPLIES	39006.90000.53999	24.07
<u>0132</u>	BAKER & TAYLOR, INC.				1,274.61
APBWEST	Check	<u>0003311955</u>	LIBRARY SUPPLIES - CREDIT	10000.90000.52200	-10.85
		<u>5019348946</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	863.52
		<u>5019348947</u>	LIBRARY SUPPLIES	10000.90000.52200	62.78
		<u>5019367987</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	340.11
		<u>5019367988</u>	LIBRARY SUPPLIES	10000.90000.52200	19.05
<u>0145</u>	BRODART				302.80
APBWEST	Check	<u>653662</u>	OFFICE SUPPLIES	10000.90000.53100	302.80
<u>0598</u>	DEMCO, INC.				144.03
APBWEST	Check	<u>7610517</u>	OFFICE SUPPLIES	10000.90000.53100	144.03
<u>VEN04152</u>	KANOPIY INC				473.00
APBWEST	Check	<u>432994-PPU</u>	LIBRARY VIDEOS	10000.90000.52200	211.00
		<u>438139-PPU</u>	LIBRARY VIDEOS	10000.90000.52200	140.00
		<u>442686-PPU</u>	LIBRARY VIDEOS	10000.90000.52200	122.00
<u>VEN04268</u>	KING OFFICE SERVICES				1,792.00
APBWEST	Check	<u>89731-018</u>	LIB MAT STORAGE FEES DURING REMODEL 3/6-4	29007.90000.56010	1,792.00
<u>0786</u>	OFFICE DEPOT, INC				56.22
APBWEST	Check	<u>410962418001</u>	OFFICE SUPPLIES	10000.90000.53100	70.47
		<u>410962418002</u>	OFFICE SUPPLIES	10000.90000.53100	4.51
		<u>414785852001</u>	OFFICE SUPPLIES CREDIT	10000.90000.53100	-18.76
<u>VEN04349</u>	THE VERTEX COMPANIES LLC				34,030.00
APBWEST	Check	<u>0255132</u>	PROJECT MANAGEMENT LIBRARY IMPROVEMEN	29007.90000.56010	34,030.00
<u>VEN03926</u>	T-MOBILE				124.60
APBWEST	Check	<u>INV040349</u>	984433408 1/21/25 - 2/20/25	10000.90000.52200	124.60
<u>VEN04209</u>	TSK ARCHITECTS				6,996.00
APBWEST	Check	<u>23-025.00-20</u>	ARCHITECTURAL & ENGINEERING - LIBRARY PRO	29007.90000.56010	6,996.00
<u>0425</u>	WILLDAN ASSOCIATES				1,295.10
APBWEST	Check	<u>002-33793</u>	2/13/25 LIBRARY PROJECT PLAN CHECK	29007.90000.56010	1,295.10
Report Total:					490,879.96



Packet: APPKT07935 - LIB BOA MAN 3/15/25
Vendor Set: 01 - Vendor Set 01

Check Date: 03/12/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
0823	BANK OF AMERICA				1,798.64
APBWEST	Check	<u>INV040295</u>	LR - EATON FIRE: AIR PURIFIER	28009.33000.53999	339.52
		<u>INV040296</u>	LR - EATON FIRE: AIR PURIFIER	28009.33000.53999	724.32
		<u>INV040297</u>	LR - WATER DELIVERY SERVICE	10000.90000.53100	95.91
		<u>INV040298</u>	LR - PROGRAMMING: CHINESE NEW YEAR	39006.90000.53999	13.00
		<u>INV040299</u>	LR - PROGRAMMING: CHINESE NEW YEAR	39006.90000.53999	64.61
		<u>INV040300</u>	LR - TRAINING/WORKSHOP: REGAN	10000.90000.53402	75.00
		<u>INV040301</u>	LR - PROGRAMMING: OBOC & CRAFT FOR STOR	39006.90000.53999	9.37
		<u>INV040302</u>	LR - OBOC CRAFT-IT SUPPLIES	39006.90000.53999	32.80
		<u>INV040303</u>	LR - WATER DELIVERY SERVICE	10000.90000.53100	95.91
		<u>INV040304</u>	LR - BOOKS FOR LIBRARY	10000.90000.53406	348.20
Report Total:					1,798.64



City of Sierra Madre Agenda Report

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

Sue Spears, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Arnulfo Yanez, Director of Public Works

REVIEWED BY: Jose Reynoso, City Manager

DATE: March 25, 2025

SUBJECT: **CONSIDERATION OF AWARD OF GENERAL CONTRACTOR SERVICES CONTRACT TO TAYLOR TENNIS COURTS INC. FOR THE 2025 SIERRA VISTA PARK PICKLEBALL CONVERSION PROJECT IN AN AMOUNT NOT TO EXCEED \$133,866**

STAFF RECOMMENDATION

Staff recommends that the City Council approve and award a professional general contractor services contract to Taylor Tennis Courts, Inc. The contract includes a base bid of \$111,555 and a 20% contingency of \$22,311, not exceeding \$133,866.

ALTERNATIVES

- 1.) Award the bid contract to Taylor Tennis Courts Inc., not exceeding \$133,866, for the Professional General Contractor Services.
- 2.) The City Council may decline the bid proposal and provide staff direction.

SUMMARY

The Sierra Vista Park Pickleball Conversion Project will convert the existing tennis court at Sierra Vista Park into a dedicated pickleball facility to meet growing community demand. This project will enhance recreational opportunities while addressing long-standing maintenance issues at the court. The project includes resurfacing the court, installing new pickleball lines, upgrading fencing, and adding nets and posts. Additionally, improvements will ensure ADA compliance, safety, and better utilization of park space.

FOR CITY COUNCIL AGENDA_____

ITEM NUMBER_____

ANALYSIS

The Sierra Vista Park Pickleball Conversion Project aims to address the community's growing demand for pickleball courts.

The Los Angeles County Regional Park and Open Space District (RPOSD) implements and administers the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Measure A provides funding for repairing and upgrading parks, recreational facilities, creating new parks, preserving open spaces and beaches, and supporting recreational programming. RPOSD facilitates online grant applications and administrative processes to ensure efficient oversight of all Measure A grants and programs.

Grantees must submit proof of authority from their jurisdiction/board representatives to apply for, accept, and administer Measure A grant funds. RPOSD's new procedure allows a blanket resolution for all grant applications utilizing Annual Allocation funds. The resolution has been adopted, and the City of Sierra Madre has signed the Measure A Annual Allocation Grant Agreement.

Upon execution of the Agreement, the City of Sierra Madre can begin submitting project work plans to the Grants Management System for review and approval. RPOSD will issue a Notice to Proceed (NTP) for each approved project work plan. The City of Sierra Madre can submit multiple work plans and have multiple active NTPs simultaneously. This process eliminates the need for an individual grant agreement for each project, allowing agencies to commence projects immediately upon issuance of an NTP.

Key objectives of the conversion project improvements include:

- **Health & Wellness:** Pickleball promotes physical activity and is accessible to people of all ages and fitness levels. It helps improve cardiovascular health, mobility, and overall well-being.
- **Community Engagement:** The sport fosters social connections, bringing together players of different backgrounds and generations, strengthening the community fabric.
- **Multi-Generational Appeal:** Pickleball is a low-impact sport that can be enjoyed by youth, adults, and seniors alike, encouraging inclusive recreational opportunities.

On March 3, 2025, the city received one proposal before the closing date. Upon reviewing the proposal submitted, Taylor Tennis Courts, Inc. was selected as the contractor. The list of bidders and their corresponding bids is provided in Table A.

TABLE A

Contractor	Total Bid
Taylor Tennis Courts, Inc.	\$111,555

Staff received positive references from the City of Fullerton and the City of Norwalk. The references confirmed that Taylor Tennis Courts, Inc. demonstrated professionalism and a clear understanding of the work, meeting expectations. All references indicated they would work with the contractor again.

FINANCIAL REVIEW

The City will utilize funding from the Los Angeles County Regional Park and Open Space District (RPOSD) Proposition A (1992 & 1996) and Measure A (2016) aimed to enhance parks, protect natural areas, and improve recreational access for residents.

CEQA REVIEW

This improvement project is categorically exempt from CEQA. California Code of Regulations Title 14, Chapter 3, Section 15301 describes Class 1 exemptions that include the repair, maintenance, or minor alteration of existing of existing facilities. Specifically, Section 15301(c) exempts the repair and maintenance of existing streets, highways, sidewalks, gutters, etc.

PUBLIC NOTICE PROCESS

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

ATTACHMENTS

1. General Bid from Taylor Tennis Courts, Inc.

1250 N. La Loma Cir.
Anaheim, CA 92806
Tel: (714) 632-3883
Fax: (714) 632-5112



Contractors License
373423

CONTRACT
NO SIERAMADR

TO City of Sierra Madre Owner Lessee DATE February 21, 2025

Business Address 232 W. Sierra Madre Blvd. Sierra Madre CA 91024 Telephone _____

Residence Address Arnulfo Yanez ayanez@cityofsierramadre.com Telephone (626) 355-6615

Job Address Sierra Vista Park 611 E. Sierra Madre Blvd. Lot _____ Blk _____ Track _____

Owner(s) _____

Applicable if this contract is with a lessee

Res. Add. _____ Bus. Add. _____

CONTRACTOR AND OWNER AGREE AS FOLLOWS:

1. CONTRACTOR shall furnish all following submitted specifications and costs, all material, labor, equipment, transportation and perform all work necessary for the complete installation of:

CONVERT 2 TENNIS TO 8 PICKLE BALL

2. CONTRACT PERIOD AND RIGHT TO WORK: Prices quoted in this contract are valid for thirty (30) days from date of presentation. Contractor reserves right to commence work within thirty (30) days of contract acceptance.

PREPARATION: Pressure wash courts surface and rinse with clean water. Patch cracks and spalls. Prime any exposed areas of concrete. Due to various contributing conditions, we cannot guarantee the elimination of cracks. Some larger cracks may return right away.

ACRYLIC RESURFACER: Apply by squeegee, one coat of acrylic resurfacer with 60 silica sand as base coat and as filler.

COLOR TEXTURE COATS: Apply by squeegee, one coat of Plexipave Acrylic Texture System with 60 silica sand.

COLOR COAT: Apply one coat by squeegee of Plexipave Color System with no sand. This coat seals in the sand coats and improves the color of the court. Color of the court shall be from STANDARD COLORS on Plexipave color chart. Tournament colors will be additional cost.

PLAY LINES: The play lines shall be sharp and accurate for pickle ball. White textured line paint shall be applied between strips of masking tape. When surfacing is complete, 2 days must pass before playing on court to ensure proper cure.

CAULKING: Clean out approx 240' of expansion joint along net lines and between courts and install a two part urethane caulk by Sika to seal the joints.

NET POSTS/NETS: Core drill 16 - 10" holes and 8 - 6" holes through concrete slab and dig and set sleeves and center tie down anchors in concrete footings. Provide and install new Edwards pickle ball net posts (green or black) and top grade pickle ball nets with center straps.

FENCE: Cut off four existing tennis net posts. Core drill through tennis courts along old net line and install 120' x 4' tall galvanized fence. Posts to be 2 7/8" terminal posts, 2 3/8" line posts, 1 5/8" top rail. 2" chain link fabric with 7 ga bottom tension wire. Three gates in this fence line.

LIGHTS (Optional): Check for system operation. Using scissor lift, remove existing six light fixtures from top of light poles. Install 6' extension arms on existing light poles. Four single extension arms and two "V" arms so to have four lights on each side of the complex. Eight light fixtures to be VUE34X 705 watt LED.

ALL OF THE ABOVE WORK TO BE COMPLETED IN A SUBSTANTIAL AND WORKMAN-LIKE MANNER FOR THE SUM OF: *See breakdown below*

<i>Convert two tennis courts to four pickle ball courts, caulking, fencing</i>	<i>83,430.00</i>
<i>Modify existing lighting on courts to eight LED light fixtures</i>	<i>28,125.00</i>

Deposit and/or payment schedule to be set up upon acceptance of proposal. Any addition, alteration from the above specifications will become an extra charge over the sum mentioned in this contract and owner shall pay for same weekly as such additional work, alteration or deviation progresses.

The provisions set forth upon the reverse hereof and any attached pages hereto are hereby incorporated in and made a part of this CONTRACT.

IN WITNESS WHEREOF, the parties hereto have executed this CONTRACT the day and year set forth below.

OWNER	CONTRACTOR
Dated: _____	Dated: <u>February 21, 2025</u>
By: _____	By: <u>David Taylor</u>
By: _____	<u>Taylor Tennis Courts Inc.</u>

SEE REVERSE FOR GENERAL CONDITIONS



City of Sierra Madre Agenda Report

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

Sue Spears, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Arnulfo Yanez, Director of Public Works

REVIEWED BY: Jose Reynoso, City Manager

DATE: March 25, 2025

SUBJECT: CONSIDERATION OF AWARD OF PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES FOR RESTORATION & RENOVATIONS PROJECTS: LIZZIES TRAIL INN & THE RICHARDSON HOUSE HISTORICAL MUSEUM CONTRACT TO TSK ARCHITECTS, IN AN AMOUNT NOT TO EXCEED \$77,500

STAFF RECOMMENDATION

Staff recommends that the City Council award TSK Architects a professional architectural services contract. The preparation of plans and specifications for the restoration and renovation of Lizzies Trail Inn and The Richardson House Museum in an amount not exceeding \$77,500.

ALTERNATIVES

- 1.) The City Council may award TSK Architects a contract for the Restoration and Rehabilitation of Lizzies Trail Inn and The Richardson House Museum in an amount not exceeding \$77,500.
- 2.) Council may direct Staff to accept an alternative bid
- 3.) The City Council may reject all bid proposals and give staff direction.

ANALYSIS

The City of Sierra Madre Public Works Department has determined that Lizzies Trail Inn and The Richardson House Museums are in need of major repairs. Public Works has met with the Historical Society and has determined to address the areas of concern, which include the following; ADA compliance access, roof and notching modifications, foundation and flooring, structure balance and grading. Two Request for Proposal document packets were received by the City on the closing date of December 19, 2024. Upon review of proposals submitted, TSK Architects was selected to participate in an interview on January 31, 2025. The list of bidders and their corresponding bids are listed

in Table A.

TABLE A

Architectural Firm	Total Bid
Architectural Resources Group	\$114,630
TSK Architects	\$77,500

TSK Architects comes with positive references from the City of Los Angeles Public Library, Los Angeles Unified School District, University of Las Vegas (UNLV), University of Southern California (USC), University of California, Santa Barbara (UCSB), City of Alhambra, City of Downey, City of Santa Monica and the City of San Diego, for whom in recent years have completed projects. All references say they have completed the work on schedule and without excessive change orders. All references stated that the firm acted professionally and clearly understood the work met their expectations. All references indicated that they would use them again.

In addition to the building design improvement, the proposal specifications included replacing damaged walkways throughout the project and replacing curbs and access ramps, all per ADA compliance regulations.

FINANCIAL REVIEW

Project funding will be provided by the California State Parks Department of Grants & Local Services (OGALS), which awarded the City of Sierra Madre a reimbursable grant of \$184,666 on January 16, 2025. The contract with TSK Architects, in an amount not to exceed \$77,500, will be funded from this grant.

As this is a reimbursable grant, the Public Works Department must compile and submit financial documentation in accordance with OGALS reporting requirements to receive grant drawdowns. This includes proof of expenditures, progress updates, and final project cost certification. Compliance with these requirements is essential to ensure timely reimbursement and adherence to grant conditions.

SUMMARY

The California State Parks Department's Office of Grants and Local Services (OGALS) develops and administers grant programs that provide funding for local, state, and nonprofit organization projects. Funds are available for local park rehabilitation, creation, and improvement grants to local governments on a per capita basis. This program originates from Proposition 68, placed on the ballot, and approved by voters on June 5, 2018.

CEQA REVIEW

This improvement project is categorically exempt from CEQA. California Code of Regulations Title 14, Chapter 3, Section 15301 describes Class 1 exemptions that include the repair, maintenance or minor alteration of existing of existing facilities. Specifically,

Section 15301(c) exempts the repair and maintenance of existing streets, highways, sidewalks, gutters, etc.

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

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

Sue Spears, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Clare Lin, Director of Planning & Community Preservation

PREPARED BY: Joshua Wolf, Senior Planner

REVIEWED BY: Jose Reynoso, City Manager

DATE: March 25, 2025

**SUBJECT: GENERAL PLAN AND HOUSING ELEMENT ANNUAL
PROGRESS REPORTS**

STAFF RECOMMENDATION

It is recommended that the City Council accept, receive and direct staff to file the General Plan (GP) and Housing Element (HE) Annual Progress Reports (APRs) and file these 2024 GP and HE APRs with the California Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR).

SUMMARY

The City of Sierra Madre is providing an annual report to HCD and OPR on the status and progress made in implementing the General Plan and Housing Element with focus on the progress made toward meeting Sierra Madre's Regional Housing Needs Allocation (RHNA). RHNA is the state-mandated process that sets the number of housing units that must be included, at all affordability levels, in each local jurisdiction's housing element.

Provided in Exhibit A is the General Plan 2024 Annual Progress Report and in Exhibit B is the Housing Element 2024 Annual Progress Report for the City Council's information.

On March 20, 2025, the Planning Commission reviewed the General Plan 2024 Annual Progress Report and the Housing Element 2024 Annual Progress Report. Planning Commission passed Resolution 25-03 accepting both progress reports and authorizing staff to submit the reports to OPR and HCD.

ANALYSIS

General Plan Annual Progress Report

Government Code Section 65400 subdivision (a)(1) and 65700 mandates the City to prepare an annual report on the status of the General Plan and progress in its implementation to OPR by April 1st of each year.

The GP APR provides for the annual review of the General Plan to assess the level of implementation and effectiveness of the General Plan as a guide for orderly growth and development, preservation and conservation of open space land and natural resources, and the efficient expenditure of public funds. The GP APR also provides information regarding the City's progress in meeting its share of regional housing needs.

The General Plan is the City's official policy that guides decisions affecting future physical development and change within the City. The General Plan was adopted on July 14, 2015. Each element of the General Plan sets forth implementation actions and programs that are intended to carry out a policy and achieve specific objectives. The General Plan implementation actions and programs provided the basis from which to document the General Plan's progress. The format and the content of the annual progress report were prepared in accordance with the State's submittal requirements under the California Government Code Section 65400 subdivision (a)(1). The 2024 progress report is organized into three sections with six appendices and is available online at: www.sierramadeca.gov/GeneralPlan. A summary of the progress report is provided below:

Section 1 Introduction: This section summarizes the purpose and the content of the General Plan, lists important dates, and identifies the location of the implementation actions and programs. The introduction also provides an overview of the General Plan Guidelines, as provided by the OPR, and the degree to which the City's General Plan complies with OPR.

Section 2 General Plan Amendment Status: This section reviews the content and status of General Plan Amendments in 2023. Adopted amendments are identified.

Section 3 General Plan Implementation Progress: This section identifies the progress the City has made toward implementing the actions and programs of the General Plan during the reporting period. Each implementation action or program is presented in its entirety, followed by a summary of the related activity that occurred.

Appendices: Appendix A) General Plan Goals and Implementation actions; Appendix B) Copy of 2024 Housing Element Annual Progress Table; Appendix C) Presentation from the State of the City Address; Appendix D) Annual City Budget report Fiscal Year 24-25; and Appendix E) City of Sierra Madre's Housing Element Compliance Letter from HCD dated August 1, 2022.

Housing Element Annual Progress Report

Pursuant to Government Code Section 65400, local governments must provide by 1st of April of each year the annual report for the previous calendar year to the legislative bodies, the OPR and HCD.

Progress in Meeting Regional Housing Need Allocation

The City of Sierra Madre's 2021-2029 Housing Element was adopted by City Council on June 6, 2022 and accepted by HCD in full compliance with State Housing Element Law on August 10, 2022. The Housing Element is required to demonstrate an ability to accommodate the RHNA reported in the housing element at the various income levels through vacant or underutilized land designated to allow residential development and housing production.

The APR is an important tool to facilitate implementation of a community's housing element and in tracking and monitoring progress in addressing housing needs and goals. The APR includes information on the City's progress in addressing the regional housing need allocation, including the number of housing units permitted by income level, the status of programs in the housing element and efforts to remove governmental constraints.

The RHNA Progress Report – Net units issued with entitlement, building permit, and final construction by Affordability is attached herein as Exhibit A. Cities that are able to satisfy their entire RHNA allocation for all income categories are no longer subject to certain State housing laws, including Senate Bill No. 35 and portions of the Housing Accountability Act.

Cities and counties with a compliant housing element and up-to-date submissions of APRs gain access to SB 2 Building Homes and Jobs Act funds.

Reporting requirements have updated with the passage of recent legislation (Statutes of 2017: AB 879 and SB 35; Statutes of 2022: SB 6 and AB 2011; Statutes of 2023: SB 423). The report must now indicate whether housing development applications were subject to streamlining pursuant to any statutes.

It is recommended that the City Council accept, receive and file the GP and HE APR and direct staff to file these 2024 APRs with HCD and OPR.

FINANCIAL REVIEW

There is no financial impact related to the preparation of the annual report and submission to the California Department of Housing and Community Development. Staff time was incurred in the preparation of the report.

STRATEGIC PLAN CORRELATION

N/A

CEQA FINDINGS

This annual report is exempt from the requirements of the California Environmental Quality Act (CEQA) as it is not a “project” as defined in CEQA Guidelines Section 15378(b)(5).

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available on the City’s website at www.sierramadeca.gov.

Attachments:

- Exhibit A – General Plan Annual Progress Report 2024
- Exhibit B – Housing Element Annual Progress Report 2024

CITY OF SIERRA MADRE GENERAL PLAN ANNUAL PROGRESS REPORT 2024



Prepared by:

City of Sierra Madre

Planning and Community Preservation Department

232 West Sierra Madre Boulevard

Sierra Madre, CA 91024

Contact: Clare Lin, Acting Director

Joshua Wolf, Senior Planner

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Table of Contents

1.0 Introduction	1
2.0 General Plan Amendment Status	2
3.0 General Plan Implementation Progress	2
3.1 Housing Element.....	2
3.2 Grants	3
3.3 Regional Housing Needs Status	3

Appendices

Appendix A	General Plan Goals and Implementation Actions
Appendix B	Department of Housing and Community Development Annual Housing Element Progress Tables
Appendix C	State of the City Address 2024
Appendix D	Annual City Budget Fiscal Year 2024-2025
Appendix E	City of Sierra Madre’s Housing Element Compliance letter dated August 1, 2022

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1.0 Introduction

Government Code Section 65400 and 65700 mandate the City to prepare an annual report on the status of the General Plan and progress in its implementation to the Governor's Office of Planning and Research (OPR), and the Housing and Community Development (HCD) by April 1 of each year.

The General Plan Progress Report provides for the annual review of the General Plan to assess the level of implementation and effectiveness of the General Plan as a guide for orderly growth and development, preservation and conservation of open space land and natural resources, and the efficient expenditure of public funds. The General Plan Progress Report also provides information regarding the City's progress in meeting its share of regional housing needs.

The General Plan is the City's official policy that guides decisions affecting future physical development and change within the City. The General Plan was adopted on July 14, 2015, contains the seven State-required Elements as follows: Circulation Element, Conservation Element, Housing Element, Land Use Element, Noise Element, Open Space Element, Safety and Seismic Safety Element.

Each Element of the General Plan, except the Housing Element, concludes with a set of implementation actions and programs that are intended to carry out a policy and achieve specific objectives. The Housing Element combines sub-policies with implementation actions. The General Plan implementation actions and programs provide the basis from which to document General Plan progress. A list of Implementation Actions and Programs are provided in Appendix A of this report.

This General Plan Progress Report summarizes the General Plan implementation progress for 2024. Section 2.0 includes the status of General Plan Amendments. Section 3.0 presents a review of the implementation actions, by General Plan Element. The regional housing needs status update is provided under the Housing Element review in Section 3.3 of this report.

The General Plan was not amended in 2024. Consistent with Government Code Section 65400(a)(2), this General Plan Progress Report must be presented to the City Council for its review and acceptance on a regular meeting agenda.

2.0 General Plan Amendment Status

Local governments are required to keep their General Plans current and internally consistent. Although General Plans must be kept current, there is no specific requirement that a local government update its General Plan on a particular timeline, with the exception of the Housing Element, which is formally required to be updated every eight years, the Open Space Element, which must be updated by January 1, 2026, per Government Code 65565.5 (Senate Bill No. 1425), the Circulation Element, which must be updated by January 1, 2028, per subdivision (e) of Government Code 65098.1 (Assembly Bill No. 98), and the Conservation Element, which must be updated alongside any other General Plan element updated on or after January 1, 2028, per Government Code section 65302 (Assembly Bill No. 1889). The procedures for the initiation of processing of requests for a General Plan amendment can be referred to the City Council for initiation at a public hearing prior to processing. Once initiated, the General Plan Amendment and related environmental document are considered by the Planning Commission and a recommendation is made to the City Council through resolution. The City Council takes final action at a public hearing.

3.0 General Plan Implementation Progress

The following subsections represent the progress the City has made towards implementing the actions of the General Plan during the 2024 reporting period. Please refer to Appendix A of this report for a checklist of progress by implementation action/program. The following subsections and Appendix A are provided consistent with the requirements of Government Code Section 65400(a)(2)(A).

3.1 Housing Element

July 26, 2022: Sierra Madre's Housing Plan has been developed in response to community and decision-maker input; identified housing needs, resources and constraints; and experience gained from implementation of the existing Housing Element. The Housing Plan sets forth goals, policies and programs to address the following goals:

Goal 1: Maintain and enhance the quality of existing housing and ensure that new residential development is consistent with the Sierra Madre's small-town character.

Goal 2: Facilitate the provision of a range of housing types to meet community needs.

Goal 3: Reduce governmental constraints on the maintenance, improvement and development of housing while maintaining community character.

Goal 4: Promote equal housing opportunities for all residents, including Sierra Madre's special needs populations, so that residents can reside in the housing of their choice.

Goal 5: Promote environmental sustainability through support of existing and new development which minimizes reliance on natural resources.

This final Housing Plan section presents City of Sierra Madre’s goals, policies and programs for the 2021-2029 period and implementation actions. Please refer to Appendix A of this report.

3.2 Grants

Community Development Block Grant (CDBG): On September 4, 2024, the Senior Minor Home Rehabilitation Program (MHRP) was established. The City coordinated with the Los Angeles County Community Development Authority and the Federal Government’s Department of Housing and Urban Development for the use of CDBG funding to offer low- and moderate-income seniors in Sierra Madre grants for eligible construction costs not-to-exceed \$17,255 per MHRP project. Eligible projects are intended to make mobility easier and may include but are not limited to: wheelchair ramps, handrails, grab bars, tub conversions to roll-in showers, roof repairs, plumbing repairs, and window replacement. The program is offered annually to ten eligible seniors. By December 31, 2024, sixteen seniors submitted pre-qualification forms to the City. To determine eligibility, requests for additional information were sent to each applicant who submitted interest forms. Seniors determined eligible were sent a formal MHRP application. By December 31, 2024, four formal MHRP applications were received.

3.3 Regional Housing Needs Status

Adopted on July 26, 2022, the 6th Cycle Housing Element identifies the Regional Housing Needs Assessment (RHNA), assigning the City of Sierra Madre 204 housing units to be created between 2021 and 2029. Of the 204 housing units to be created, RHNA allocates a distribution of housing units at various affordability levels to be created. The table below mirrors Table II-24 of Sierra Madre’s 6th Cycle Housing Element.

Income Level	Percent of AMI*	RHNA Units	Share of Total
Very Low	0-50%	79	38%
Low	51-80%	39	19%
Moderate	81-120%	35	17%
Above Moderate	120%+	51	26%
Total		204	100%

* AMI – Area Median Income

The California Department of Housing and Community Development (HCD) considers a housing unit created when a building permit has been issued to construct it. The table below represents the progress of housing units created for all years in the 6th Cycle Housing Element.

Income Level	Units Created to Date	RHNA Units	Percent Created
Very Low	0	79	0%
Low	61	39	100%
Moderate	1	35	2.9%
Above Moderate	11	51	21.6%

The 2024 Annual Housing Element Progress Tables are provided in Appendix C of this report.

Appendix A

General Plan Goals and Implementation Actions

Table V-4: Housing Programs Summary 2021-2029

Housing Program	Program Goal	2021-2029 Objective	Funding Source	Responsible Agency	Time Frame
PRESERVING HOUSING ASSETS					
1. Preservation of Historic Structures	Preserve and maintain historic structures, and revitalize older housing and neighborhoods.	Continue to advertise preservation incentives and process Mills Act applications in a timely manner.	General; Federal Tax Credits	Planning & Community Preservation Department	2021-2029
2. Adaptive Reuse	Restore the economic usefulness of historic buildings.	Provide expanded opportunities for housing, including on properties in the Religious Housing Overlay (RHO).	General	Planning & Community Preservation Department	Conduct workshop with congregations and non-profit developers in 2022.
3. Minor Home Repair Program	Provide financial assistance for home repairs to lower income households.	Develop program guidelines and conduct outreach through the Senior Center, Senior Commission, City newsletter and City website. Seek to assist 6 households annually.	CDBG	Planning & Community Preservation Department; Public Works Department	Initiate program and conduct outreach to homeowners by 2022. Report on progress annually to City Council and LACDC.
4. Condominium Conversion Ordinance	Provide protections for tenants in apartments proposed for conversion.	Continue to implement condominium conversion regulations.	General	Planning & Community Preservation Department	2021-2029
HOUSING DIVERSITY					
5. Promote Accessory Dwelling Units (ADUs)	Provide additional sites for rental housing within existing neighborhoods. Legalize existing, non-permitted ADUs, making them safe and sanitary.	Update ADU ordinance to incorporate incentives and expand to C and M zone districts. Initiate amnesty program. Advertise in the City Newsletter and on the website. Seek to achieve 12 units annually, for 98 over the planning period.	General; Housing Asset Fund (for ADU incentives)	Planning & Community Preservation Department	Amend ordinance in 2022 and re-initiate the amnesty program. Conduct mid-cycle review in 2025, and if production or affordability falling short, ensure adequate sites to meet lower income RHNA or commit to rezoning.

Housing Program	Program Goal	2021-2029 Objective	Funding Source	Responsible Agency	Time Frame
6. Housing Opportunity Sites & Rezone Program	Provide adequate sites to address the City's RHNA and incentivize production of affordable units.	1) Adopt new Land Use designations with Housing Element; 2) Est. and adopt new multi-family & Religious Housing Overlay designations; 3) Amend Code for by-right approval of projects with min 20% lower income units on rezone and 5 th cycle sites	General	Planning & Community Preservation Department	Adopt Housing Element in 2021. Adopt new zoning and amend Code for by-right approvals in mid-2022.
6a. Lot Consolidation Program	Provide incentives for the consolidation of parcels into larger development sites.	Conduct outreach to property owners in the Housing Element rezone sites and adopt a Lot Consolidation Ordinance to codify available incentives.	General	Planning & Community Preservation Department	Adopt Ordinance in 2022. Conduct a mid-cycle review in 2025 and make modifications as necessary to promote housing on small sites.
6b. Replacement Housing Program	Ensure no net loss of units affordable to lower income households	Update Code to specify replacement housing requirements consistent with Government Code 65583.2(g)(3).	General	Planning & Community Preservation Department; City Attorney's Office	Update Code within one year of Housing Element adoption
7. Facilitate Affordable Housing on Non-Vacant Sites	Facilitate development of affordable housing consistent with the community's needs.	Provide regulatory and financial assistance and outreach to property owners and the development community in support of affordable/mixed income housing on HE sites.	General; Housing Asset Fund; CDBG	Planning & Community Preservation Department	Starting in 2022
8. Partnerships with Affordable Housing Developers	Partner with affordable housing developers to leverage their expertise and access to funds.	Continue to partner with housing providers through incentives and/or direct assistance. Conduct a follow-up workshop with congregations.	General	Planning & Community Preservation Department	Conduct workshop with congregations and non-profit developers in 2022.

Housing Program	Program Goal	2021-2029 Objective	Funding Source	Responsible Agency	Time Frame
9. Affordable Housing Funding Sources	Leverage local funds to maximize assistance.	Actively pursue a variety of funding sources for affordable housing. Support developers in securing outside funding.	Federal, State, county and private	Planning & Community Preservation Department	As projects are proposed.
10. Section 8 Rental Assistance	Assistance extremely low and very low income households with rental payments.	Outreach to landlords to encourage their participation. Continue to provide information and a link to the program on the City's website.	HUD Section 8	Planning & Community Preservation Department; LA County Housing Authority	Landlord outreach 2022 and 2025
11. Homeowner Assistance	Expand homeownership opportunities to low and moderate income households.	Continue to provide information on City website on available programs. Apply to State in conjunction with future projects.	General; State and County funds	Planning & Community Preservation Dept; LA County CDC; State HCD	2021-2029
REMOVAL OF GOVERNMENTAL CONSTRAINTS					
12. Reduced Development Fees for Affordable Housing	Reduce the costs of developing affordable housing.	Provide planning fee reductions, deferrals or waivers for affordable housing projects.	General	Planning & Community Preservation Department	2021-2029
13. Affordable Housing Density Bonus	Provide density and other incentives to facilitate affordable housing.	Continue to promote density bonus incentives in conjunction with discussions with development applicants.	General	Planning & Community Preservation Department	2021-2029
14. Alternative Housing Models	Support the provision of non-traditional, innovative housing types to meet unique needs.	Offer flexible zoning and other incentives to foster alternative housing types.	General	Planning & Community Preservation Department	2021-2029
EQUAL HOUSING OPPORTUNITIES AND SPECIAL NEEDS					
15. Fair Housing/ Affirmatively Furthering Fair Housing	Promote fair housing practices and prevent housing discrimination.	Refer fair housing complaints to the Housing Rights Center. Disseminate fair housing information.	General; CDBG	LA County CDC; Housing Rights Center; City Manager's Office	2021-2029

Housing Program	Program Goal	2014-2021 Objective	Funding Source	Responsible Agency	Time Frame
16. Housing Opportunities for Persons Living with Disabilities	Support a range of housing options for persons with physical, developmental and mental disabilities.	Provide reduced fees for ADUs with accessibility features. Provide accessibility grants through Minor Home Repair Program. Provide developers Universal Design Checklist and encourage them to offer features to buyers. Pursue State and Federal funds available for supportive housing in future affordable housing projects. Expand large community care facilities to residential zone districts.	Housing Asset Fund; CDBG; State and Federal funds.	Planning & Community Preservation Department	Amend ADU Ordinance in 2022. Adopt Minor Home Repair Program, provide Universal Design Checklist, and amend Zoning Code to expand large community care facilities to residential zones in 2022.
17. Homeless Services Strategy	Assist the homeless and persons at-risk of homelessness in obtaining shelter and services.	Continue to: 1) Support the SGVCOG Housing and Homelessness Coordinating Council 2) Provide homelessness resources on the City website. Amend the Code to increase the size capacity for shelters to 30 beds. Develop processing procedures for Low Barrier Navigation Centers.	General	City Manager's Office; Police Department	Amend the Code in 2022. Develop processing procedures in 2022
ENVIRONMENTAL SUSTAINABILITY					
18. Sustainable Energy Programs	Encourage property owners to utilize renewable energy and install energy and water efficiency improvements.	Promote State programs, programs offered through local utilities, and the Community Choice program.	General	Planning & Community Preservation Department	Update the City's website in 2021 with information on sustainable energy programs

Housing Program	Program Goal	2014-2021 Objective	Funding Source	Responsible Agency	Time Frame
19. Energy, Environment and Natural Resources Commission	Achieve higher levels of energy efficiency and reduce greenhouse gas emissions.	Provide outreach and education to the development community and residents on how to incorporate sustainability in project design and existing structures.	General	Planning & Community Preservation Department	2021-2029

Appendix B

Department of Housing and Community Development

2024 Annual Housing Element Progress Tables

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Sierra Madre	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	14
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		2
Total Units		16

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	2	2
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	24	14	17
Mobile/Manufactured Home	0	0	0
Total	24	16	19

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	16	16
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	24
Number of Proposed Units in All Applications Received:	24
Total Housing Units Approved:	24
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	24	25
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	4
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas

Appendix C

State of the City Address 2024

Due to the length and file size of State of the City Address Presentation, the document has been made available to download and a feature video presentation is available to watch on the City's website at:

https://www.sierramadrecalifornia.gov/news/whats_new/2024_state_of_the_city_address



Appendix D

Annual City Budget Fiscal Year 2024-2025

Excerpt of the Planning and Community Preservation Department Budget

Due to the length of the full Budget Report, the document is available to download on the City's website at:

<https://www.sierramadrecalifornia.gov/cityhall/finances/budget>



City of Sierra Madre

Village of the Foothills

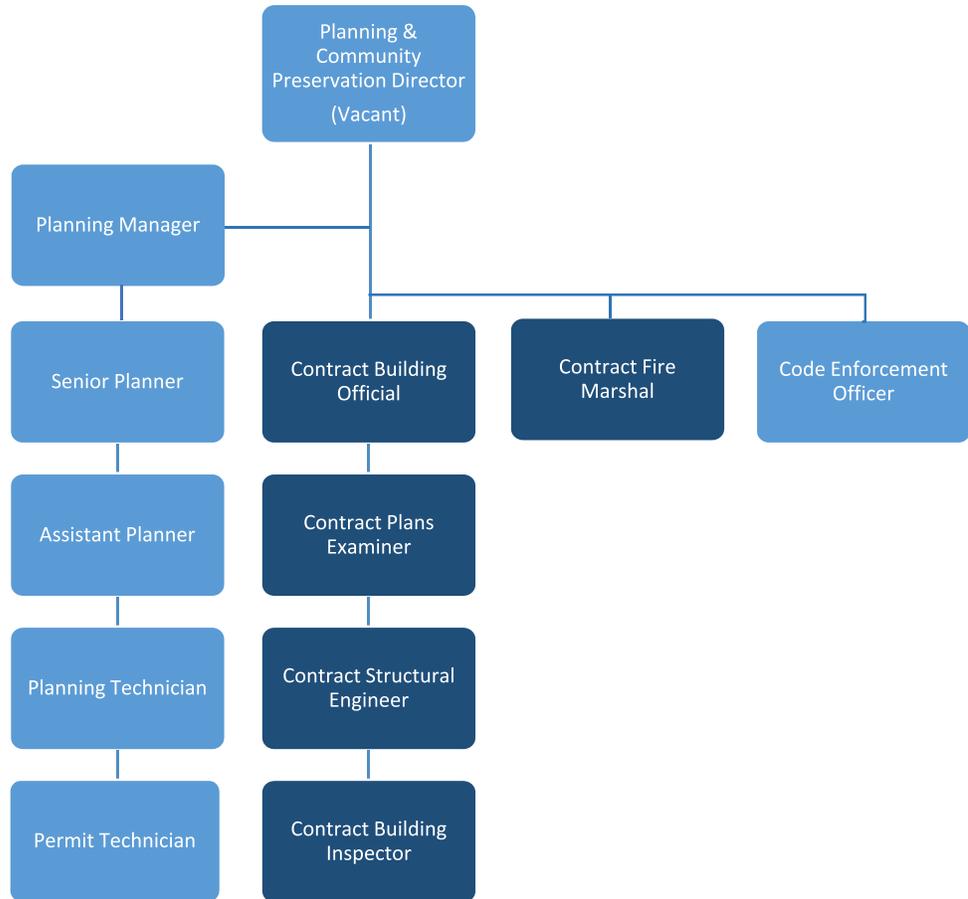


Planning and Community Preservation Department

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Planning Services



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Department Overview

The Planning and Community Preservation Department enforces the requirements of the Sierra Madre Municipal Code and carries out the rules, policies and objectives of the General Plan, as it relates to land use and development. The department is comprised of the City's Zoning, Advanced Planning, Historic Preservation, Code Enforcement, and Building and Safety services.

Planning services include the processing of ministerial and discretionary zoning entitlements, subdivisions, environmental review (CEQA), municipal code text amendments, and zoning plan check review. The Department maintains the City's list of historic landmark structures, manages Mills Act contracts, and reviews project applications for their compliance with the City's historic preservation program. The Department contracts with Sapphos Environmental Services to prepare historic resource evaluation reports on properties 75 years of age and older that are requesting development applications.

The Department manages the Code Enforcement program to address property maintenance nuisances, such as overgrown vegetation, unlawful accumulation of debris, enforcement of the vacant building ordinance, monitors unlawful use of potable water, and business license and building permit enforcement.

The Department oversees Building and Safety Services which responds to inquiries relating to building development, building and structural plan check review, on-site inspections, and issuance of permits in compliance with adopted building and fire codes.

The Department also administers Business license permitting, issuance and renewal necessary to regulation, monitoring, and enforcement of lawful business activities conducted within the city to protect public health, safety, and welfare.

Department staffing includes 6 full-time staff members. The Department also utilizes the services of a contract building official, plans examiner, building inspector, contract structural engineer, and fire marshal, to review plans for compliance with adopted building codes prior to permit issuance.

The chart below illustrates the organization of the Department by employee classification.

Board/Committee Liaisons

The Department serves as liaison to the:

- Planning Commission

Department Mission Statement

We are dedicated to providing efficient and effective professional planning and building services to the citizens of Sierra Madre and to development professionals while safeguarding life and property, enhancing the City's economic base and protecting neighborhoods and its natural environment.

Accomplishments FY 2023-2024

- Contracted with consultant to establish online permitting system for land management software to process permits online to comply with Assembly Bill 2234 and Senate Bill 379 in streamlining post-entitlement phase permits and residential solar permits.
- Fulfilled the Regional Housing Needs Allocation obligation for low-income housing

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

- Submitted Annual Housing Report to State Housing & Community Development, State Office of Planning & Research and Department of General Services
- Submitted General Plan Annual Progress Report to State Office of Planning & Research
- Establish housing program for the Certified 6th Cycle 2021-2029 Housing Element with CDBG grant for Senior Minor Home Rehabilitation Program for \$43,000 annually.
- Continue to received reimbursement grants from State Energy Commission for California Automated Permit Processing Program (CalAPP) in the amount of \$40,000.
- Adopted San Gabriel Valley Council of Governments regional model “Vehicle Miles Traveled” Baselines and Thresholds of Significance for purposes of Analyzing Transportation Impacts under the California Environmental Quality Act
- Issued Building permits to four approved single-family homes within the Stonegate subdivision
- Held Scoping meeting and Notice of Preparation of draft Environmental Impact Report for Gingko at Grandview residential Development
- Issued Vesting Tentative Tract Map and instrumented Development Agreement for The Meadows at Baily Canyon subdivision
- Continue oversee the permitting process for City’s Business Licenses
- Participated in the San Gabriel Valley Council of Governments Regional Early Action Planning program 1.0 for pre-approved ADU plans
- Conducted Annual Review for conditional use permit for the adaptive reuse of the Villa Del Sol D’Oro
- Conducted Annual Review for updated Master Plan for Alverno Heights Academy
- Conducted Annual Reporting for Development Agreement with Meadows at Bailey Canyon Project
- Continued participation in San Gabriel Valley Council of Governments Planning Directors Technical Advisory working group meetings
- Continued participation in Southern California Association of Governments SCAG for Vehicle Miles Traveled Mitigation Measures subarea working group.
- Continued archival building permit and entitlement record digital scanning

Department Goals FY 2024-2025

- Implement General Plan Update policies as prioritized by City Council
- Implement programs in Strategic Plan as prioritized by City Council
- Implement online permitting system for licenses, entitlement permits and post-entitlement permits.
- Integrate automated permitting process program for solar applications (SolarAPP+) with online permitting system
- Update various zoning code ordinances/sections which are problematic, or in need of further clarification
- Update various zoning code ordinances to achieve compliance with State mandates
- Amend the R-2 Zone (Two-Family Residential) Ordinance
- Establish program to require retrofit of soft-first story buildings
- Continue to process Stonegate Hillside Development Permit applications
- Continue to environmental process for Gingko at Grandview residential Development
- Process Design Review Permits, and continue to instrument Development Agreement for 42 single-family homes within The Meadows at Baily Canyon subdivision
- Conduct annual compliance reporting for Alverno Heights Academy.
- Continue ongoing building permit and entitlement record digital scanning.

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

Performance Measures

Performance Measures	ACTUAL FY 2022-2023	Estimate FY 2023-2024	Projected FY 2024-2025
Planning Commission Meetings	18	20	22
Planning Applications Processed	177	155	140
Plan Checks	149	167	160
Building Inspections	3,584	2,527	3,000
Building Permits Issued	899	778	850
Code Enforcement Cases	73	100	90

Operational Highlights FY 2023-2024

Online Permitting and Plan Checking Platform

- Subscribed licenses for permitting software and plan check review platform
- Contracted with implementation team to assist staff in identifying workflow
- Staff to set up frame work and back end architecture to develop and build licensing, plan checking and permitting and tracking processes

Accessory Dwelling Unit Applications

- Consistent with the 2021-2029 Housing Element the City reported accessory dwelling units (ADU) toward meeting Regional Housing Need Allocation for low income housing unit production
- Processed 22 ADU applications

CalAPP Grant

- Received reimbursement from California Energy Commission Automated Permitting Program (CalAPP) Grant in the amount of \$40,000 to assist with online solar permitting
- Processed 4 streamlined SolarAPP+ applications

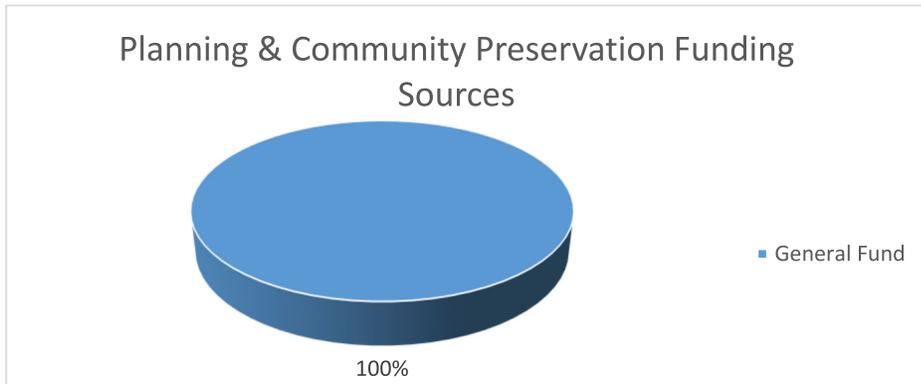
Staffing

- The Department hired a full-time Assistant Planner to provide support to professional planning staff

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

EXPENDITURE CATEGORY	FY 2022-23 ACTUALS	FY 2023-2024 ADOPTED	FY 2023-2024 AMENDED	FY 2024-2025 ADOPTED
PLANNING AND COMMUNITY PRESERVATION				
Personnel	717,205	797,350	725,350	697,500
Maintenance & Operations	707,278	713,500	915,700	903,600
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT	1,424,483	1,510,850	1,641,050	1,601,100

FUND TYPE	FY 2022-23 ACTUALS	FY 2023-2024 ADOPTED	FY 2023-2024 AMENDED	FY 2024-2025 ADOPTED
GENERAL FUND				
Personnel	717,205	797,350	725,350	697,500
Maintenance & Operations	707,278	713,500	892,500	903,600
TOTAL GENERAL FUND	1,424,483	1,510,850	1,617,850	1,601,100
OTHER SPECIAL REVENUE FUND				
Maintenance & Operations	-	-	23,200	-
TOTAL OTHER SPECIAL REVENUE FUND	-	-	23,200	-
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT	1,424,483	1,510,850	1,641,050	1,601,100



Appendix E

City of Sierra Madre's 6th Cycle Housing Element Compliance Letter from California State Department of Housing and Community Development dated August 1, 2022.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



August 10, 2022

Jose Reynoso, City Manager
City of Sierra Madre
232 W. Sierra Madre Blvd
Sierra Madre, CA 91024

Dear Jose Reynoso:

RE: City of Sierra Madre's 6th Cycle (2021-2029) Adopted Housing Element

Thank you for submitting the City of Sierra Madre's (City) housing element adopted on June 6, 2022 and received for review on July 26, 2022. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review.

HCD is pleased to find the adopted housing element in full compliance with State Housing Element Law (Article 10.6 of the Gov. Code). The adopted element, including changes, addresses the statutory requirements described in HCD's May 27, 2022 review.

Additionally, the City must continue timely and effective implementation of all programs including, but not limited to, the following:

- Program 5 (Promote Accessory Dwelling Units)
- Program 6a (Lot Consolidation Program)
- Program 7 (Facilitate Development of Affordable Housing on Non-Vacant Sites)
- Program 15 (Fair Housing/Affirmatively Furthering Fair Housing)

The City must monitor and report on the results of these and other programs through the annual progress report, required pursuant to Government Code section 65400. Please be aware, Government Code section 65585, subdivision (i) grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the housing element. HCD may revoke housing element compliance if the local government's actions do not comply with state law.

HCD commends the City on its commitment to address its housing needs, including the successful completion of Program 6 (Housing Opportunity Sites and Rezone Program) through the recent adoption of the Religious Housing Overlay Zone and the new multifamily land use designation. These actions will allow for a variety of housing types and result in significant beneficial outcomes for the community.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City meets housing element requirements for these and other funding sources.

HCD appreciates the hard work and dedication Karen Warner, the City's consultant, Vincent Gonzalez, Planning and Community Development Director and Clare Lin, Associate Planner, provided in preparation of the City's housing element and looks forward to following the City's progress through the annual progress report pursuant to Government Code section 65400. If you have any questions or need additional technical assistance, please contact me at Melinda.Coy@hcd.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Coy', with a long horizontal stroke extending to the right.

Melinda Coy
Proactive Housing Accountability Chief
Division of Housing Policy Development

Please Start Here

General Information	
Jurisdiction Name	Sierra Madre
Reporting Calendar Year	2024
Contact Information	
First Name	Clare
Last Name	Lin
Title	Acting Director
Email	clin@cityofsierramadre.com
Phone	6263557135
Mailing Address	
Street Address	232 W. Sierra Madre Blvd.
City	Sierra Madre
Zipcode	91024

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_02_12_25

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://hcd.my.site.com/hcdconnect>

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions
<p>Please save your file as Jurisdictionname2024 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2024</p> <p>Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:</p> <ol style="list-style-type: none">1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. <i>Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.</i>2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Sierra Madre	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes	
1				2	3	4	5						6	7	8	9	10		11	12	13		
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes ⁺
Summary Row: Start Data Entry Below							0	0	0	24	0	0	0	0	24	24	0						
	5762-018-008	58 W MIRA MONTE AVE		213076	ADU	O	9/4/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5764-003-009	2055 LILIANO DR		213080	ADU	O	6/17/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5768-009-010	199 N HERMOSA AVE		213149	ADU	O	2/27/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5766-004-012	420 E MONTECITO AVE		213245	ADU	O	4/22/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5762-007-003	535 AUBURN AVE		213254	ADU	O	6/18/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5763-011-012	259 STURTEVANT DR		213345	ADU	O	8/30/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5767-007-023	153 MERRILL AVE		213349	ADU	O	5/1/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5768-002-018	257 WILSON ST		213367	ADU	O	6/25/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5761-009-027	685 EDGEVIEW DR		213539	ADU	O	7/17/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5767-015-009	195 E SIERRA MADRE BLVD		213583	ADU	O	7/24/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5767-037-006	205 S MOUNTAIN TRL		213690	ADU	O	9/4/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5763-031-002	383 SYCAMORE PL		214149	ADU	O	8/27/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5761-019-012	347 GROVE ST		213716	ADU	O	8/27/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5761-027-021	375 DEODAR CIR		213827	ADU	O	10/10/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5762-005-016	595 AUBURN AVE		211208	ADU	O	9/5/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5768-026-022	72 ROSS PL		213900	ADU	O	12/12/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5763-022-024	675 WOODLAND DR		213935	ADU	O	1/2/2025	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5761-019-041	465 W GRANDVIEW AVE		213998	ADU	O	10/31/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5761-025-020	717 W GRANDVIEW AVE		213999	ADU	O	11/4/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5763-030-010	453 E GRANDVIEW AVE		214038	ADU	O	11/19/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5761-019-033	434 FAIRVIEW AVE		214059	ADU	O	12/4/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5766-003-005	470 E HIGHLAND AVE		214068	ADU	O	12/4/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5763-028-005	259 E GRANDVIEW AVE		214082	ADU	O	12/19/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5766-018-014	600 E SIERRA MADRE BLVD		214105	ADU	O	12/11/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	
	5768-034-015	225 S SUNNYSIDE AVE		211807	ADU	O	8/6/2024	0	0	0	1	0	0	0	1	1	0	NONE	No	N/A	Approved	Ministerial	

Jurisdiction	Sierra Madre	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
		1	Projection Period	2									3	4
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	79	-	-	-	-	-	-	-	-	-	-	-	79
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-	-	
Low	Deed Restricted	39	-	-	-	-	-	-	-	-	-	-	61	-
	Non-Deed Restricted		5	5	11	26	14	-	-	-	-	-	-	
Moderate	Deed Restricted	35	-	-	-	-	-	-	-	-	-	-	1	34
	Non-Deed Restricted		-	-	1	-	-	-	-	-	-	-	-	
Above Moderate		51	4	-	3	2	2	-	-	-	-	-	11	40
Total RHNA		204												
Total Units			9	5	15	28	16	-	-	-	-	-	73	153
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5										6	7	
Extremely low-Income Need		Extremely low-Income Need	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date	Total Units Remaining	
Extremely Low-Income Units*		40	-	-	-	-	-	-	-	-	-	-	40	

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction		Sierra Madre	
Reporting Year		2024	(Jan. 1 - Dec. 31)
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Promote Accessory Dwelling Units (ADUs)	Update ADU ordinance to incorporate incentives and expand to C and M zone districts. Initiate amnesty program. Advertise in the City Newsletter and on the website. Seek to achieve the production of an average of 12 ADUs annually, for a total of 98 ADUs over the planning period, through the adoption of various incentives for the production of ADUs affordable to lower and moderate income households.	2021-2029	Update accessory dwelling units ordinance in full compliance with the State Law. ADU is identified in Sierra Madre's certified Housing Element as an integral program to provide affordable rental property options. These studio or one-bedroom dwelling units are considered affordable to low income persons. (See housing element Table I-1). Earlier ADU's produced (2014) were affordable to very low income persons, due to the ir small size (below 600 sf/ft) and studio configuration. The City amended it's second unit ordinance to increase the maimum square footage and for compliance with Government code Section 65852.2. The units produced after 2014 comply with the amended City ordinance and Government Code Section 65852.2 and fall into the category of affordable to persons of low income given their average 637 sq/ft, single bedroom configuration. In May 2022, the City adopted Ordiance 1454 to updated City's ADU standard to achieve compliance with Assembly Bills (AB 68, AB 881) and Senate Bills SB 13. City conduct annual review of the ADU ordinance for the compliance with the State Law.
Housing Opportunity Sites & Rezone	1) Adopt new Land Use designations with Housing Element; 2) Establish and adopt new multi-family and Religious Housing Overlay designations; 3) Amend Code for byright approval of projects with min 20% lower income units on rezone and 5th cycle sites.	2022	Housing Element adopted in 2021 and revised in 2022. The City Coucil adopted Ordiance 1449 and 1450 for a new multi-family zoning, Religious Housing Overlay, and by-right approvals on April 12, 2022.
Lot Consolidation Program	Provide incentives for the consolidation of parcels into larger development sites.	2022	The City Council adopted Ordinance 1449 on April 12, 2022 for lot consolidation incentives.
Small Home Lot Development and Urban Lot Split	Provide affordable housing choices and diversity.	2022	Implement the City's urban lot split and small home development Ordinance (adopted consistent with SB 9 and AB 803) to expand the housing supply in High Resource single-family zones and support the development of starter homes; create an easy-tofollow application checklist to facilitate development under the Ordinance1452 adopted by City Council on April 12, 2022.

Jurisdiction	Sierra Madre	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E									
Commercial Development Bonus Approved pursuant to GC Section 65915.7									
Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Sierra Madre	
Reporting Period	2024	31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Sierra Madre	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	10/15/2021 - 10/15/2029

element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table G

Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1			2	3	4	
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site
Summary Row: Start Data Entry Below						

Jurisdiction	Sierra Madre	NOTE: This table must contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns	Note: "+" indicates an optional field Cells in grey contain auto-calculation formulas
Reporting Period	2024 (Jan. 1 - Dec. 31)		

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

For Los Angeles County jurisdictions, please format the APN's as follows:9999-999-999

Table H Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						
5763-014-900	487 Woodland	Vacant	0	Surplus Land	0.357	6/8/21 Declared Surplus by City Council Resolution. City Council directing the sale of the property by Resolution No. 22-17 on April 12, 2022

Jurisdiction	Sierra Madre	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Project Identifier			Project Type	Date	Units (Beds/Student Capacity) Approved								Units (Beds/Student Capacity) Granted	Notes
1			2	3	4								5	6
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

ANNUAL ELEMENT PROGRESS REPORT

Jurisdiction	Sierra Madre	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No	
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.		
Notes		

Data is auto-populated based on data entered in Tables A, A2, C, and D

Jurisdiction	Sierra Madre	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	14
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		2
Total Units		16

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	2	2
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	24	14	17
Mobile/Manufactured Home	0	0	0
Total	24	16	19

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	16	16
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	24
Number of Proposed Units in All Applications Received:	24
Total Housing Units Approved:	24
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	24	25
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	4
Sites Rezoned to Accommodate the RHNA	0

Cells in grey contain auto-calculation formulas



City of Sierra Madre **AGENDA REPORT**

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

Sue Spears, City Treasurer

TO: Honorable Mayor Kriebs and Members of the City Council

FROM: Arnulfo Yanez, Public Works Director

REVIEWED BY: Jose Reynoso, City Manager

DATE: February 11, 2025

**SUBJECT: CONSIDERATION TO AMEND THE 2024/25
CAPITAL IMPROVEMENT BUDGET FOR THE
PUBLIC WORKS DEPARTMENT EQUIPMENT
UPGRADE**

STAFF RECOMMENDATION

The Public Works Department recommends a budget amendment to reallocate and increase the Capital Improvement Fund by \$34,899.51, adjusting the funding sources to reflect the updated equipment purchase. Originally, \$200,000 was allocated from the Sewer Fund for the purchase of a sewer jetter truck. However, the funds will now be used for the acquisition of a Caterpillar Inc. Model 920 Wheel Loader, necessitating a revised funding structure. The total cost of \$234,899.51 will be distributed as follows: 20% from the Sewer Fund (\$46,979.90), 40% from the Water Fund (\$93,959.80), and 40% from General Fund reserves (\$93,959.80). This amendment ensures the appropriate allocation of resources to support operational efficiencies within Public Works.

ALTERNATIVES

- Authorize the increase of funds to the 24/25 CIP budget to purchase a loader for the Public Works department.
- Deny the recommendation of the increase.
- Request additional information from Staff on the aforementioned proposal or provide alternative direction.

EXECUTIVE SUMMARY

The purchase of a new loader is crucial due to the unreliability and frequent maintenance required by the existing equipment, especially highlighted during recent emergency operations. The new loader will enhance operational efficiency, reduce downtime, and provide robust support during citywide emergency situations.

The Public Works Department continually assesses its fleet of heavy equipment to ensure safety, efficiency, and reliability. Several older equipment have been identified for replacement due to their age, high mileage, and increasing maintenance cost. Specifically, the 1999 Caterpillar D1920 Loader. The loader is no longer reliable for service and has exceeded the reasonable maintenance threshold.

The staff has researched the market and identified a loader available for immediate delivery, allowing for timely use during possible emergency citywide events. The proposed loader will enhance operational efficiency and minimize downtime associated with downtime and bottleneck wait time.

The reallocation of the previously approved funds, along with an additional \$50,000, is essential to cover the cost of the loader, which is available for fast delivery. This strategic purchase will better meet the current and emergent needs of the Public Works Department.

ANALYSIS

Purchasing a new loader will significantly reduce downtime and maintenance challenges associated with the current aging equipment. The loader selected is available for immediate delivery, which is crucial for maintaining the department's operational capabilities during peak periods and emergencies. This investment will ensure that all staff have access to necessary tools and equipment, thereby enhancing service delivery across the city.

Regarding the operational process, the proposal to purchase available for immediate delivery is particularly beneficial. This approach minimizes wait gaps that may arise, enabling the Public Works Department to respond promptly to emergency needs. The suggested acquisition is well suited for the city's needs; thereby enhancing both time and use efficiency.

During the recent Eaton related fire and subsequent wind event, our response efforts were hindered due to emergency repairs needed on our current fleet of loaders, causing delays in critical operations. The aging equipment required immediate maintenance at a time when quick action was essential, highlighting the need for a more reliable fleet. The purchase of a new loader would help mitigate such delays in future emergency situations, ensuring a more effective and timely response. Additionally, this loader was included as

a requested item in the current budget but was deferred due to lack of funding. Given the demonstrated operational need, approving this purchase now would enhance our department's readiness and resilience in handling emergency events.

FISCAL IMPACT

The financial requirement for the loader is \$250,000. The proposed funding strategy involves:

- Reallocating \$200,000 from the Sewer fund (Account 72000.81200.56007).
- Increasing the Capital Improvement Fund budget by \$50,000, sourced from the Sewer Fund's Net Position, Unrestricted.

This adjustment requires a formal budget amendment approved through a City Council resolution, reflecting both the fund reallocation and the budget increase.

ENVIRONMENTAL (CEQA)

Approving the purchase of a new Front Loader does not meet CEQA's definition of a "project", because the action does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

PUBLIC NOTICE

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

ATTACHMENT

A- Resolution 25-20

RESOLUTION NO. 25-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPROVING A BUDGET AMENDMENT TO REALLOCATE FUNDS AND INCREASE THE CAPITAL IMPROVEMENT BUDGET FOR THE PURCHASE OF A LOADER FOR THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Fiscal Year 2024/2025 Capital Improvement Program (CIP) budget includes an allocation of \$200,000 from the Sewer Fund (Account 72000.81200.56007) for the purchase of a Sewer Jetter Truck; and

WHEREAS, the Public Works Department has identified **the immediate need** for a replacement loader to ensure continued operational efficiency, reduce downtime, and provide critical support during emergency events; and

WHEREAS, the current loader, a 1999 Caterpillar D1920, is no longer reliable, requiring frequent maintenance that hampers Public Works' ability to respond effectively during emergencies; and

WHEREAS, the proposed replacement, a Caterpillar Inc. Model 920 Wheel Loader, has been identified and is available for expedited delivery; and

WHEREAS, staff recommends reallocating the \$200,000 previously budgeted for the Sewer Jetter Truck and transferring an additional \$50,000 from the Sewer Fund Balance (Sewer Fund's Net Position, Unrestricted) to fully fund the \$250,000 purchase cost; and

WHEREAS, to expedite the acquisition and address the **urgent operational need**, the City will procure the loader through Sourcewell, a cooperative purchasing program that allows public agencies to "piggyback" on competitively bid contracts previously awarded by other government entities, as authorized by California Government Code Title 1, Division 7, Chapter 5, Article 1 (§ 6500 et seq.); and

WHEREAS, the City's Financial Policies and Procedures require a formal budget amendment approved by City Council resolution for fund reallocations and increases.

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

1. **Reallocation of Funds:** The City hereby reallocates \$200,000 from the Sewer Fund (Account 72000.81200.56007), previously designated for a Sewer Jetter Truck, toward the purchase of a loader.
2. **Budget Increase:** The Capital Improvement Budget for Fiscal Year 2024/2025 is increased by \$50,000, to be transferred from the Sewer Fund's Unrestricted Net Position.

3. **Total Allocation:** The total appropriation for this purchase is \$250,000, to cover the complete cost of acquiring the loader.
4. **Procurement Authorization:** The City Manager and the Public Works Director are authorized to complete the acquisition of the loader, including execution of all necessary documents, using Sourcewell's cooperative purchasing contract pursuant to California Government Code § 6500 et seq.
5. **Effective Date:** This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:



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

Susan Spears, City Treasurer

City of Sierra Madre

AGENDA REPORT

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Anthony Rainey, Finance Director

REVIEWED BY: Jose Reynoso, City Manager

DATE: March 11, 2025

SUBJECT: **REVIEW OF FY 2024/2025 GANN APPROPRIATIONS LIMIT CALCULATION AND EXTERNAL AUDIT CONFIRMATION**

STAFF RECOMMENDATION

Staff recommends that the City Council receive and file the review of the FY 2024/2025 GANN Appropriations Limit calculation. No action is required, as the auditors have confirmed the validity of the calculations.

ALTERNATIVES

- The City Council may choose to receive and file this report, acknowledging that the external auditors have reviewed the GANN Limit calculations and found no exceptions or necessary modifications. No further action would be required.
- Given that the City is operating close to its appropriations limit (\$110,044 under for FY 2024/2025), the Council may direct staff to explore options for managing future compliance during the FY 205/2026 budget formulation, including:
 - Identifying additional exempt expenditures (e.g., capital outlays or debt service).
 - Considering voter-approved measures if necessary in future years.
- The City Council could choose to take no action on this item. However, this is not recommended as it would not provide formal acknowledgment that the audit findings confirm the validity of the FY 2024/2025 GANN Limit calculations.

ANALYSIS

On June 11, 2024, the City Council approved the FY 2024/2025 GANN Appropriations Limit through Resolution 24-33 as part of the budget adoption process. At that time, the former Finance Director requested that the City's external auditors review the GANN Limit

calculation to ensure compliance with Article XIII-B of the California Constitution.

The current Finance Director has since recalculated the City's GANN Limits for FY 2016/2017 through FY 2024/2025, providing a comprehensive review of prior years' calculations. These calculations were submitted to and reviewed by the City's external auditors, Rogers, Anderson, Malody & Scott, LLP. The auditors have verified the methodology used and found no exceptions or discrepancies in the calculations. The City's external auditors performed agreed-upon procedures to verify the GANN Limit calculations. As outlined in their Independent Accountant's Report, they:

- 1) Verified that the GANN Limit and adjustment factors matched those adopted by the City Council.
- 2) Confirmed the accuracy of prior year limits and current-year adjustments.
- 3) Ensured that the calculation was performed in accordance with state guidelines.
- 4) Found no exceptions or errors in the City's calculations.

The auditors concluded that the FY 2024/2025 GANN Limit calculation was conducted correctly, and no changes or modifications are necessary.

For FY 2024/2025, the City's Appropriations Limit was presented to and adopted by the City Council on June 11, 2024, and remains unchanged. However for FY 2024/2025, the amount that the City is under the GANN Limit is only \$110,044, which indicates that the City is operating very close to its appropriations limit. While this confirms compliance for the current fiscal year, it also highlights the need for careful monitoring of key financial factors that could impact future GANN Limit calculations. It is advised that the City monitor the following:

- A. **Revenue Growth from Taxes** – Since the GANN Limit primarily restricts appropriations from tax proceeds, any significant increases in property tax, sales tax, or utility user tax revenues may require additional scrutiny to ensure compliance. The City is undertaking this with the formation of the Ad-Hoc Revenue Committee.
- B. **Population and Inflation Adjustments** – The annual adjustment factors used to calculate the limit are based on state-reported changes in per capita income and population growth. If population declines or inflation remains moderate, then the growth in the appropriations limit may not keep pace with revenue increases.
- C. **Expenditure Exclusions** – Certain expenditures, such as capital outlay and debt service, are exempt from the GANN Limit. Ensuring proper categorization of these expenses will be critical in managing future appropriations constraints.
- D. **Potential Need for a Voter Override** – If the City approaches or exceeds the limit in future years, then options such as voter-approved adjustments or GANN Limit override measures may need to be explored.

Given the narrow margin under the limit, continued monitoring and strategic financial planning will be essential to avoid exceeding the appropriations cap in future years. The final determination will be made during the annual GANN Limit calculation as part of the budget adoption process in June. If projections show the City exceeding the limit, Council action may be required to address the issue. The State of California, specifically the Department of Finance (DOF), typically releases the annual price and population

adjustment factors needed to calculate the GANN Appropriations Limit in mid-May of each year. The Finance Director will use this information to update the GANN Limit calculation for the upcoming fiscal year budget adoption in June. This ensures that the City's appropriations remain compliant with Article XIII-B of the California Constitution

ENVIRONMENTAL (CEQA)

This action is not a project under the California Environmental Quality Act (CEQA) as defined in Section 15378(b)(5) of the CEQA Guidelines, because it is an administrative activity of government that does not result in a direct or indirect physical change in the environment. Therefore, no environmental review is required.

STRATEGIC PLAN CORRELATION

This action aligns with the City of Sierra Madre's strategic goal to build an organization that is innovative, financially stable, and consistently delivers a high level of service through the creation of fiscal stability.

FISCAL IMPACT

There is no fiscal impact, as this is an informational item to confirm the accuracy of previously adopted calculations.

PUBLIC NOTICE

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

ATTACHMENTS:

- ATTACHMENT A - Auditor's Independent Accountant's Report on the GANN Limit Calculation
- ATTACHMENT B - GANN Limit Calculation Spreadsheet for FY 2016/2017 – FY 2024/2025



Independent Accountant's Report

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San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

City of Sierra Madre
Attention: Jose Reynoso, City Manager
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

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MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

California Society of
Certified Public Accountants

We have performed the procedures enumerated below on the Appropriations Limit of the City of Sierra Madre (City). The management of the City is responsible for the underlying financial data supporting the evaluation of the Appropriations Limit.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

Procedure 1: Determine whether the City's projected revenues for Fiscal Year 2024-25 will result in an exceedance of the Appropriations Limit (Gann Limit).

Finding: The City's projected revenues for Fiscal Year 2024-25 for "proceeds from taxes" was \$13,746,283 and is comprised as follows:

Property Taxes	\$7,159,000
Sales and Use Taxes	1,468,500
Utility User Taxes	3,194,000
Motor Vehicle License Fees	1,753,000
Allocated Interest Earnings	171,783
Total Proceeds from Taxes	13,746,283
Exclusions for Qualified Capital Outlay	(160,000)
Total Appropriations Subject to Limitation	<u>\$13,586,283</u>

The \$13,746,283 in proceeds from taxes would have exceeded the FY 2024-25 Appropriations Limit of \$13,696,327 by \$49,956, however, the City had an allowable exclusion of \$160,000 from the "proceeds from taxes" for a General Fund match for a street project, which then lowered the Appropriations Subject to Limitation to \$13,586,283. This resulted in the City being under the Appropriations Limit by \$110,044.



Procedure 2: Evaluate whether the passage of Measure PS will trigger an exceedance of the Appropriations Limit (Gann Limit).

Finding: Measure PS did not pass, however, if it had passed, its projected annual revenues of \$2,037,000 would have resulted in an exceedance of the Appropriations Limit (Gann Limit).

Procedure 3: Determine what is the appropriate growth factor if Measure PS will trigger and exceedance of the Appropriations Limit (Gann Limit).

Finding: The growth factors that affect the Appropriations Limit are inflation and population growth. For Fiscal Year 2024-25 inflation was 3.62% and population growth was a negative 0.15%. To avoid exceeding the Appropriations Limit if Measure PS had passed, the growth factors would have needed to be much higher than recent historical records would support. For example, if the inflation rate was 4%, the population growth would need to be 14%.

Procedure 4: Determine whether the City is excluding all relevant revenue that is not within the definition of “proceeds of taxes” as defined under Government Code section 7901(i).

Finding: Based on our review of the City’s workpapers and annual budget used to prepare the City’s Fiscal Year 2024-25 Appropriations Limit, the City is excluding all relevant revenue that is not within the definition of “proceeds from taxes”.

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Appropriations Limit projection. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the City Council and management of the City of Sierra Madre, California, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
February 14, 2025

Fiscal Year / Description		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
A	A - Adjustment Factors										
A1	A1 - Per Capita Cost of Living Change (%) <small>California Department of Finance, Attachment A: Paragraph A. Price Factor</small>	3.82	5.37	3.69	3.67	3.85	3.73	5.73	7.55	4.44	3.62
A2	A2 - Population Change (%) <small>California Department of Finance Attachment B Annual Percent Change in Population Minus Exclusions County City Sierra Madre</small>	0.32	0.34	-0.03	0.12	-0.27	-0.25	-0.68	-0.86	-0.81	-0.15
A3	A3 - Per Capita Cost of Living Converted to a Ratio <small>(Formula Source - California Department of Finance, Attachment B: County City Sierra Madre)</small>	1.0382	1.0537	1.0369	1.0367	1.0385	1.0373	1.0573	1.0755	1.0444	1.0362
A4	A4 - Population Factor - Converted to a Ratio <small>(Formula Source - California Department of Finance, Attachment A: Paragraph B) Row (A2 + 100)/100</small>	1.0032	1.0034	0.9997	1.0012	0.9973	0.9975	0.9932	0.9914	0.9919	0.9985
A4	A5 - Calculation of Factor for Respective Fiscal Year <small>(Formula Source - California Department of Finance, Attachment A: Paragraph B) Row (A3 times A4)</small>	1.0415	1.0573	1.0366	1.0379	1.0357	1.0347	1.0501	1.0663	1.0359	1.0346
B	B - Prior Year's Limit (\$) <small>[From Prior Fiscal Year's Limit]</small>	\$8,988,634	\$9,361,862	\$9,898,134	\$10,260,296	\$10,649,613	\$11,029,762	\$11,412,569	\$11,984,457	\$12,778,436	\$13,237,698
C	C - Calculation of a Factor for Respective Fiscal Year (\$) [B times A4]	\$9,361,862	\$9,898,134	\$10,260,296	\$10,649,613	\$11,029,762	\$11,412,569	\$11,984,457	\$12,778,436	\$13,237,698	\$13,696,327
D	Other Adjustments:										
D1	Lost Responsibility (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D2	Transfer to Private (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D3	Transfer to Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D4	Assumed Responsibility (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D5	Other Adjustments (Explain)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D6	Total Adjustments (D1 + D2 + D3 + D4 + D5):	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D7	This Year's Limit (C plus D6)	\$9,361,862	\$9,898,134	\$10,260,296	\$10,649,613	\$11,029,762	\$11,412,569	\$11,984,457	\$12,778,436	\$13,237,698	\$13,696,327
E	Appropriation Subject to Limitation										
E1	Proceeds from Taxes <small>[Fiscal Year Adopted Budget Revenue Projection]</small>	\$8,238,100	\$9,332,400	\$9,575,900	\$9,214,400	\$9,586,200	\$9,978,000	\$10,903,544	\$12,051,233	\$12,621,436	\$13,746,283
E2	Exclusions	\$1,041,300	\$560,500	\$530,500	\$1,177,800	\$1,502,000	\$1,240,374	\$998,122	\$534,360	\$689,080	\$160,000
E3	Appropriation Subject to Limitation (E1 minus E2)	\$7,196,800	\$8,771,900	\$9,045,400	\$8,036,600	\$8,084,200	\$8,737,626	\$9,905,422	\$11,516,873	\$11,932,356	\$13,586,283
D	Amount Under Limit (D7 minus E3)	\$2,165,062	\$1,126,234	\$1,214,896	\$2,613,013	\$2,945,562	\$2,674,943	\$2,079,035	\$1,261,563	\$1,305,342	\$110,044



City of Sierra Madre **AGENDA REPORT**

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

Susan Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Aleks R. Giragosian
Julia Homaechearria, Deputy City Attorney
Clare Lin, Director of Planning and Community Preservation
Joshua Wolf, Senior Planner
Sarkis Nazerian, Building Code Official
Arnulfo Yanez, Director of Public Works
James Carlson, Senior Analyst
Brent Bartlett, Fire Chief
Sandie Hastings, Fire Code Official/ Fire Marshal

REVIEWED BY: Jose Reynoso, City Manager

DATE: March 25, 2024

SUBJECT: **CONSIDERATION OF ORDINANCE NO. 1480-U
APPROVING AN UNCODIFIED URGENCY
ORDINANCE TO STREAMLINE AND REDUCE THE
COST OF REDEVELOPMENT OF STRUCTURES
IMPACTED BY THE EATON FIRE**

STAFF RECOMMENDATION

Staff recommends the City Council adopt Ordinance No. 1480-U approving an uncodified urgency ordinance to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire

ALTERNATIVES

Approve Ordinance No. 1480-U as amended; or
Do not approve Ordinance No. 1480-U and provide staff with direction.

EXECUTIVE SUMMARY

Ordinance No. 1480-U facilitates the redevelopment of structures destroyed or damaged by the Eaton Fire and related debris flow following the 2025 Mid-February Winter Storm Event. The ordinance focuses on streamlining and reducing the cost of redevelopment. In particular, it proposes the following amendments to the City's municipal code and administrative procedures:

- 1) With respect to demolition permits:
 - waiving discretionary review; and
 - waiving historic resource review.
- 2) With respect to subdivision and zoning permits (entitlements):
 - waiving discretionary review;
 - permitting accessory structures before the primary residence;
 - permitting temporary storage of trailers;
 - waiving the cost of historic preservation;
 - waiving certain public improvements as a condition of redevelopment; and
 - extending the life of entitlements.
- 3) With respect to building permits (post-entitlements):
 - suspending the applicability of the LID ordinance;
 - streamlining the approval of building plans;
 - extending the life of building permits;
 - avoiding the cost of geological and soil reports;
 - streamlining administrative review;
 - researching fire hydrant flows; and
 - approving alternative materials, designs, or construction methods.

Ordinance No. 1480-U also declare a shelter crisis to suspend provisions of the State building code that will hinder redevelopment in the City.

ANALYSIS

BACKGROUND

The Eaton Fire began on January 7, 2025, in Eaton Canyon and soon spread to Sierra Madre, Pasadena, and Altadena. The fire burned 14,000 acres, destroyed more than 9,000 structures, and killed 17 people. In Sierra Madre, approximately 750 acres burned, 35 structures were destroyed or damaged, but no people were killed. On January 9, 2025, the City Council proclaimed a local emergency caused by the Eaton Fire.

The Eaton Fire consumed much of the vegetation within the unimproved open space abutting the City. The denuding of the hillside during the rainy season exposed the City to the potential for significant debris flow in the form of mud, rocks, and other debris flowing downhill toward residential neighborhoods. On February 13, 2025, Sierra Madre experienced a significant debris flow caused by a winter storm, enveloping City streets and damaging vehicles and structures. On February 25, 2025, the City Council proclaimed a new local emergency caused by the 2025 Mid-February Winter Storm

Event.

In total, 27 structures have been red tagged and 8 structures have been yellow tagged. City staff proposes an urgency ordinance to address the aftermath of the Eaton Fire and the resulting debris flow associated with the 2025 Mid-February Winter Storm Event and to facilitate the redevelopment of these red tagged and yellow tagged structures.

PROCEDURAL POSTURE

On March 6, 2025, the Planning Commission directed the City Attorney to draft an ordinance to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire. On March 20, 2025, the Planning Commission approved Resolution No. 1480-U, included herein as Attachment B, recommending the adoption of an urgency ordinance consistent with the Planning Commission's direction.

Ordinarily, an ordinance requires two readings and takes effect 30 days after adoption. The proposed City Council ordinance will be an urgency ordinance that takes effect immediately upon adoption. Under Government Code section 36937, subdivision (b), an urgency ordinance may be adopted "For the immediate preservation of the public peace, health or safety, containing a declaration of the facts constituting the urgency, and is passed by a four-fifths vote of the city council."

The urgency ordinance will also be uncodified, meaning it will not amend the City's municipal code published online. An uncodified ordinance is appropriate to avoid confusing members of the public researching the City's municipal code and because, by its own terms, the ordinance will expire automatically after three years.

APPLICABILITY

Only those property owners who apply for a demolition, subdivision, zoning, or building permit for a structure that was red tagged or yellow tagged by the Building Official due to damage caused by the Eaton Fire may benefit from the proposed ordinance. The ordinance will be in effect for three years to give property owners sufficient time to raise the capital and resources necessary to redevelop structures. Additionally, a three year term most closely aligns with the Governor's Executive Orders and encourages property owners to apply for and exercise their permits expeditiously.

SHELTER CRISIS DECLARATION

Under Government Code section 8698 et seq., the City Council is authorized to declare a "shelter crisis" which is a proclamation "of a situation in which a significant number of persons are without the ability to obtain shelter, resulting in a threat to their health and safety." Due to the fact that 22 homes have been red tagged, resulting in the total vacation of a property, and 7 homes have been yellow tagged, resulting in partial vacation of a property, many families in Sierra Madre are left without homes, resulting in a threat to the health and safety of those families.

The advantage of declaring a shelter crisis is that the City Council may adopt an urgency ordinance suspending certain portions of the State Building Code. Government Code section 8698.1, subdivision (b), states, “The provisions of any state or local regulatory statute, regulation, or ordinance prescribing standards of housing, health, or safety shall be suspended to the extent that strict compliance would in any way prevent, hinder, or delay the mitigation of the effects of the shelter crisis. Political subdivisions may, in place of such standards, enact municipal health and safety standards to be operative during the housing emergency consistent with ensuring minimal public health and safety.”

Such suspensions will only be in effect so long as the shelter crisis continues. The shelter crisis is made co-terminus with this ordinance, and the suspension of the Building Code provisions will be lifted in three years.

DEMOLITION PERMITS

On January 12, 2025, the Governor issued EO N-5-25 to coordinate debris removal and mitigate post-fire hazards and direct the California Governor’s Office of Emergency Services (“Cal OES”) to develop a comprehensive plan for expeditiously removing debris from impacted properties. Cal OES, in conjunction with the County of Los Angeles (“County”), the Federal Emergency Management Agency, and the US Army Corps of Engineers (“Army Corps”) established the 2025 Los Angeles Wildfires Debris Removal Program (“Program”). The Program is administered by the County, and authorizes the Army Corps to remove fire ash and debris for all homes that opt-into the Program by completing a Right of Entry (“ROE”) form. Pursuant to the memorandum of understanding between the City of Sierra Madre and the County, entered into on March 11, 2025, all those property owners that choose not to complete the ROE form and instead choose to opt-out of the Program must obtain a demolition permit from the City prior to removing any fire ash and debris.

To facilitate fire ash and debris removal, the Planning commission and staff recommend:

- suspending Chapter 17.60.056 (Discretionary Demolition Permit) of Chapter 17.60 (Variances and Discretionary Permits) of Title 17 (Zoning); and
- suspending Sub-Sections B (30-day wait period) and K (Demolitions of Historic Structure) of Section 15.04.115(Demolition Permits) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction).

The proposed suspension will ensure that properties seeking to remove fire ash and debris are not subject to a discretionary process and not penalized for demolishing damaged structures, even if those structures had historic value.

On January 15, 2025, the County Health Officer issued a Local Health Emergency Order Prohibiting the Unsafe Removal, Transport, and Disposal of Fire Debris to Protect Community Safety (“Health Order”), which found that contaminated debris from household hazardous waste created an imminent threat to public health. Sierra Madre Municipal Code (“SMMC”) 8.16.010 states, “It is declared a public nuisance for any person owning, leasing, occupying or having charge or possession of any premises in

this city to maintain such premises in such a manner that any of the following conditions are found to exist thereon: ... E. Buildings which are abandoned, boarded up, partially destroyed or left unreasonably in a state of partial construction ... [and] R. Maintenance of premises in such condition as to be detrimental to the public health, safety or general welfare or in such manners as to constitute public nuisance as defined by Civil Code 3480.” Therefore, in light of the Health Order and SMMC 8.16.010, property owners impacted by the Eaton Fire are required to apply for a demolition permit within six months of this ordinance and to exercise the permit within six months of its issuance. Property owners that fail to apply for or exercise a demolition permit within the allotted time will be considered a public nuisance subject to code enforcement and administrative or civil action.

Estimated Savings for Applicant:

Discretionary Demolition Permit Fee	\$1,150.00
Historic Resources Evaluation	\$1,530.00
Public Noticing Fee	\$590.00
Environmental Filing Fee	\$360.00
Total	\$3,630.00

The applicant will only be subject to a \$284 demolition permit fee and various self-certification requirements once demolition and debris removal are complete.

SUBDIVISION & ZONING PERMITS (ENTITLEMENTS)

Waiving of Design Review

The structures impacted by the Eaton Fire are located within three zones of the City:

- 1) R-1 One Family Residential Zone (Chapter 17.20);
- 2) R-C Residential Canyon Zone (Chapter 17.30); and
- 3) H Hillside Management Zone (Chapter 17.52).

SMMC Section 17.20.027 requires a discretionary design review permit for certain additions, second stories, or developments that exceed gross floor area of certain thresholds. SMMC Section 17.30.045 requires a discretionary design review permit for encroaching second stories and three thousand square foot developments. SMMC Sections 17.52.050(B)-(C) and 17.52.070(C) require a discretionary hillside development permit in the Hillside Management Zone for grading, redevelopment, and subdivisions.

Discretionary permits often increase the cost associated with development, because there are additional staff time, noticing, and hearing costs, and increase the time it takes to develop, due to scheduling public hearings before the planning commission and/or city council.

The Planning Commission and staff recommend suspending:

- 1) SMMC Section 17.20.027 (Design Review Permit) of Chapter 17.20 (R-1 One Family Residential Zone) of Title 17 (Zoning);

- 2) SMMC Section 17.30.045 (Design Review Permit) of Chapter 17.30 (R-C Residential Canyon Zone) of Title 17 (Zoning);
- 3) SMMC Sections 17.52.050(B)-(C) and 17.52.070(C) of Chapter 17.52 (H Hillside Management Zone) of Title 17 (Zoning); and
- 4) any other SMMC section mandating design review.

This suspension is only applicable to those structures subject to the urgency ordinance that do not exceed 110% of the development standards applicable to the prior development (often referred to as “like-for-like”) at the time the development was constructed. The additional 10% variance in development standards is recommended to allow for different designs and safety features. The 10% variance in development standards cannot be used when such variance would result in an exceedance of applicable development standards.

While ministerial review is encouraged, planning staff will reserve the discretion to refer applications to the Planning Commission for design review.

Nonconforming structures may use the 10% variance, but only to the extent such use extends a building plane of a non-conformity. But the 10% variance cannot be used to exacerbate the non-conformity in any other way or to extend it beyond its plane. For example, a nonconforming structure that violates the existing rear yard setback requirement may rebuild the structure at the same violative rear yard setback and may expand the non-conformity by extending the plane of the back wall. But the structure may not build further into the setback and exacerbate the non-conformity.

With respect to the square footage, an applicant may exercise the greater of the 10% variance standard or 250 square feet. The additional 10% or 250 square feet of floor area may in no case create or exacerbate a nonconformity with development standards for lot coverage or floor area. With respect to height, the applicant may exercise the 10% variance standard to expand an existing second story, but may not exercise the 10% variance standard to build a second story where none previously existed. The additional 10% height may in no case create or exacerbate a nonconformity with development standards for height.

Structures exceeding 110% of the development standards will be subject to the existing Zoning Code standards, including design review or administrative design review. Nonconforming structures will continue to be subject to SMMC Section 17.56.070 (Repair and maintenance; reconstruction after involuntary damage).

Estimated Savings for Applicant:

R-1 Zone & R-C Zone	
Design Review Permit Fee	\$6,150.00
Fire Marshall Review Fee	\$546.00
Public Noticing Fee	\$1,080.00
Environmental Filing Fee	\$360.00
Total	\$8,136.00

Hillside Management Zone	
Hillside Development Permit Deposit	\$10,000.00
Fire Marshall Review Fee	\$546.00
Public Noticing Fee	\$1,080.00
Environmental Filing Fee	\$360.00
Total	\$11,986.00

In addition to the above savings, by suspending the requirement for a design review permit or hillside development permit, the applicant may save on the costs incurred by private licensed professionals in their preparation of materials required for a design review permit or hillside development permit application. The applicant can also expect to save a significant amount of time involved in the administrative and Planning Commission review of a design review permit or hillside development permit.

Permitting Accessory Structures Before the Primary Residence

SMMC 17.22.100(E) states, “A certificate of occupancy for an accessory dwelling unit or junior accessory dwelling unit shall not be issued before the issuance of a certificate of occupancy for the primary dwelling.” That section mirrors the language in Government Code section 66328. On January 16, 2025, the Governor issued Executive Order N-9-25 (“EO N-9-25”). Section 3 of EO N-9-25 states, “Government Code section 66328, prohibiting issuance of a certificate of occupancy for an accessory dwelling unit before the certificate of occupancy for the primary dwelling, is suspended for projects to construct an accessory dwelling unit on any residential property substantially damaged or destroyed as a result of this emergency. This suspension shall be in effect for three years from the date of this Order, or until this Paragraph is terminated, whichever is earliest.”

Consistent with EO N-9-25, staff recommends suspending Subsection (E) of Section 17.22.100 (Application Review) of Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning), while EO N-9-25 is in effect.

Upon request, City staff will provide courtesy consultation regarding the implication of creating a new accessory dwelling unit (“ADU”) not defined under Government Code section 66323 (“66323 Unit”, also commonly referred to as “state mandated ADU” and “state exempt ADU”). According to the 2025 ADU Handbook published by the California Department of Housing and Community Development (“HCD”), 66323 Units are ministerially approved notwithstanding compliance with certain development standards such as lot coverage, floor area, and front yard setback provided that the 66323 Unit is no more than 800 square feet, has side and rear yard setbacks no less than 4 feet, and is no greater and 16 feet in height (in some cases increased to 18 or 20 feet in height). Ordinarily, ADUs not meeting the standards of a 66323 Unit must comply with development standards under SMMC Chapter 17.22 and the development standards of the applicable zone. City staff in their consultation will inform applicants that building a non-66323 Unit may result in limitations to the area of the primary dwelling unit.

Estimated Savings for Applicant:

Issuing a Certificate of Occupancy for an accessory dwelling unit prior to the completion of a primary dwelling unit does not have any effect on fees owed by an applicant. However, by allowing the occupancy of an accessory dwelling unit this way may provide savings to the occupant in the form of temporary housing costs.

Permitting Temporary Storage of Trailers

The structures impacted by the Eaton Fire are located within three zones of the City:

- 1) R-1 One Family Residential Zone (Chapter 17.20);
- 2) R-C Residential Canyon Zone (Chapter 17.30); and
- 3) H Hillside Management Zone (Chapter 17.52).

The City generally prohibits the use of trailers on-site for living or sleeping purposes. SMMC Section 17.20.020(E) permits “A trailer used as the residence of the owner and his/her family during construction by such owner of a permanent residence, but only while a building permit for the construction of such residence is in full force and effect and in no event longer than six months.” SMMC Section 17.20.020(L) severely restricts the use of unimproved lots for temporary or ongoing vehicle parking. Similar provisions exist in the Residential Canyon Zone under SMMC Section 17.30.030(H), (I) and in the Hillside Management Zone under 17.52.070(A). Further, the general development standards under SMMC 17.48.250 prohibit the storage of trailers on-site for living or sleeping purposes. These provisions may impose a financial burden on those property owners who may be forced to rent space due to the inability to live on their own lot in trailers designed as temporary housing.

On January 16, 2025, the Governor issued Executive Order N-9-25 (“EO N-9-25”). Section 4 of EO N-9-25 states, “Any ordinances adopted by local governments within Los Angeles County that are authorized by the state statutes or regulations suspended by Paragraphs 5 and 6 of this Executive Order, and which would preclude the placement and use of a manufactured home, mobilehome, or recreational vehicle on a private lot (outside of mobilehome parks and special occupancy parks) for use during the reconstruction or repair of any home damaged or destroyed by these fires, are suspended. This suspension shall be in effect for three years from the date of this Order, or until this Paragraph is terminated, whichever is earliest.”

Consistent with EO N-9-25, staff recommends:

- Suspending Section 17.48.250 (Storage of Trailers) of Chapter 17.48 (Development Standards) of Title 17 (Zoning);
- Suspending Paragraphs (E) and (L) of Section 17.20.020 (Permitted Uses) of Chapter 17.20 (R-1 One Family Residential Zone) of Title 17 (Zoning);
- Suspending Section 17.30.220 (Parking of Recreational Vehicles and Boats) of Chapter 17.30 (R-C Residential Canyon Zone) of title 17 (zoning);
- Suspending Paragraphs (E) and (F) of Section 17.30.030 (Permitted Uses) of Chapter 17.30 (R-C Residential Canyon Zone) of title 17 (zoning); and

- Suspending Paragraph (B)(5) of Section 17.52.070 (Land Use Regulations) of Chapter 17.52 (H Hillside Management Zone) of Title 17 (Zoning)

Property owners seeking to place a manufactured home, mobilehome, or recreational vehicle on a private lot will be required to enter into a maintenance agreement with the City regarding site maintenance and utilities.

Estimated Savings for Applicant:

Allowing temporary housing this way does not have any effect on fees owed by an applicant. However, by allowing the placement and occupancy of a manufactured home, mobilehome, or recreational vehicle on a private lot may provide savings to the occupant in the form of temporary housing costs.

Waiving the Cost of Historic Preservation

Lots to be subdivided (SMMC 16.04.060) and/or located in the R-1 One Family Residential Zone (SMMC 17.20.100(C)(2)(d)) are required to obtain a historic resources report prior to subdivision or development, respectively. City staff proposes:

- Suspending Section 16.04.06 (Preservation of Historic Resources) of Chapter 16.04 (General Provisions) of Title 16 (Subdivisions); and
- Suspending Section 17.20.100(C)(2)(d) (Newly created or reconfigured lots— Width and street frontage) of Chapter 17.20 (R-1 One-Family Residential Zone) of Title 17 (Zoning)

As an alternative and to ensure the protection of historic resources, the Planning Commission and staff recommend the urgency ordinance direct staff to contract with Sapphos Environmental, Inc. to perform a cultural resources report on all the properties destroyed (red tagged) or damaged (yellow tagged or green tagged) and to render its recommendation to the City Council on how to preserve the cultural significance of those sites. The cost for the report may be absorbed by the City’s General Fund budget.

Estimated Savings for Applicant:

Historic Resources Evaluation	\$1,530.00 per report
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None of the impacted structures are the subject of an existing Mills Act Agreement.

Waiving Certain Public Improvements as a Condition of Redevelopment

The Public Works Department commonly requires public improvements as a condition of approval of property development. One such requirement is the mandate to install sidewalks and curb/gutter over the public right of way fronting the property. The installation of sidewalks can be expensive.

To reduce costs, staff recommends suspending this standard condition of approval. Those properties which had curbs or gutters will be required to replace them. Those properties that did not have curbs or gutters will not be required to install them. Those

properties who had curbs or gutters which were damaged during the rebuild process will be required to restore them to their as built condition.

Estimated Savings for Applicant: Staff estimates that sidewalks can cost upwards of \$8,000 for the average home in Sierra Madre. The Building Official estimates sidewalk improvements to cost \$20 per linear foot and curb and gutter improvements to cost \$80 per linear foot.

Extending the Expiration Dates of Entitlements

The expiration date of a subdivision permit is set by SMMC Section 16.12.100(A), which states, "Approved or conditionally approved tentative maps shall expire twenty-four months following approval or conditional approval, unless an extension for a period or periods, not to exceed a total of twenty-four months is granted by the city council."

The expiration date of a zoning permit is set by SMMC Section 17.60.170, which states, "Any zone variance or conditional use permit shall be null and void if the use granted thereby is not commenced within the time specified in the resolution approving such zone variance or conditional use permit, or, if no time is so specified, if commencement does not occur within one year from the date said zone variance or permit is granted." Most zoning permits do not list an expiration date, and, as a result, they have a one year term.

Due to the widespread impacts of the wildfires in Los Angeles County, it is anticipated that there will be high demand for labor, design services, and materials for the next several years in the region. The anticipated shortage may delay project timelines city-wide, despite the best efforts by applicants to continue moving forward. Therefore, staff recommends:

- 1) A two year termination date on any subdivision or zoning permit set to expire in 2025; and
- 2) An automatic two year extension on any subdivision or zoning permit set to expire in 2025.

Estimated Savings for Applicant: The cost to extend a zoning permit is \$380 and the cost to extend a subdivision permit is \$1,260.

BUILDING PERMIT PROVISIONS

Suspending the Applicability of the Low Impact Development Ordinance

On November 8, 2012, the Los Angeles Regional Water Quality Control Board adopted Order No. RA-2012-0175, the municipal National Pollution Discharge Elimination System permit ("Permit") for the County of Los Angeles. The Permit was issued to reduce pollutants discharged from their Municipal Separate Storm Sewer Systems to the Maximum Extent Practicable statutory standard. The City adopted a Low Impact Development ("LID") Ordinance in 2013 consistent with the Permit.

The LID Ordinance contains requirements for storm water pollution control measures in redevelopment projects and grant waivers from the requirements of the standard urban stormwater mitigation plan. The pollution control measures are often made a condition of any building permit. Staff recommends the City suspend its LID Ordinance — Chapter 15.58 (Low Impact Development Plan) of Title 15 (Buildings and Construction) — for those properties with improvements constructed before 2013.

Estimated Savings for Applicant:

The applicant can expect to save \$244 on staff review, approximately \$6,000 on a civil engineer to develop LID plans, and approximately \$25,000 on LID improvements.

In addition to the above savings, by suspending the applicability of low impact development requirements this way, the applicant may save on the costs incurred by private licensed professionals in their preparation of materials required for compliance with low impact development submittal requirements.

Streamlining the Approval of Building Plans

Ordinarily, any development proposed in the City must comply with the latest state building standards incorporated into SMMC by reference. On February 13, 2025, Governor Newsom issued Executive Order N-20-25 (“EO N-20-25”). Paragraph 8 of EO N-20-25 states: “The reconstruction of residential dwellings that were originally designed and constructed to the 2019 California Building Standards Code and were subsequently destroyed as a result of this emergency in Los Angeles County may be permitted for reconstruction using the same design of the original dwelling that met the 2019 Codes without additional plan review at the discretion of the local enforcing agency. Any contrary provision of state law is suspended. Notwithstanding the foregoing, any applicable minimum elevation standards established in the 2022 California Building Standards Code and any subsequent updates (consistent with federal guidance on the implementation of the National Flood Insurance Program), and any applicable requirement to produce a required elevation certificate, shall continue to apply to dwellings subject to this Paragraph.”

Consistent with Paragraph 8 of EO N-20-25, staff recommends that structures subject to the proposed ordinance and approved under the prior two Building Code Cycles (2019 and 2022) forego additional building plan review.

Estimated Savings for Applicant:

No expected cost savings as staff is not aware of any damaged or destroyed structure constructed to the 2019 or later building standards.

Extending the Life of Building Permits

State law provides for the expiration date of building permits. Health and Safety Code section 18938.6 states, “Every permit shall remain valid for purposes of this part if the work on the site authorized by that permit is commenced within 12 months after its

issuance, unless the permittee has abandoned the work authorized by the permit.” But Paragraph 7 of EO N-20-25 states: “Any building permit issued for a project to repair, restore, demolish, or replace a structure or facility in Los Angeles County that was substantially damaged or destroyed as a result of this emergency shall be valid for three years from the date of issuance. To the extent it provides otherwise, Health and Safety Code section 18938.6 is suspended.”

Pursuant to paragraph 7 of EO N-20-25, staff recommends all building permits issued for redevelopments of structures subject to the proposed ordinance be valid for a term consistent with EO N-20-25.

Estimated Savings for Applicant:

Extension of Plan Check or Building Permit Fee (90-day increments)	\$287.00
Extension for 3 years (12x 90-day increments)	\$3,444.00

Avoiding the Cost of Geological and Soil Reports

The state building code requires applicants to obtain a grading permit prior to excavating or filling a site. SMMC 15.48.070 states, “Prior to issuance of a grading permit, the city engineer may require an ... engineering geological report [which] shall include an adequate description of the geology of the site, and conclusions and recommendations regarding the effect of geologic conditions on the proposed development.” In addition, SMMC 15.48.080 states, “The city engineer may require a soils engineering investigation, ... [which] shall include data regarding the nature, distribution, and strength of existing soils, conclusions and recommendations for grading procedures, and design criteria for corrective measures.” Both reports are discretionary and add expense to a project.

Staff recommends the City Engineer forego mandating an engineering geological report or a soil engineering report where the City Engineer can conclude based on the preponderance of the available data that there are no geological or soil related issues with the site.

Estimated Savings for Applicant: Approximately \$6,000 for both reports.

Streamlining Administrative Review

Given the City’s limited resources, public works staff is concerned they may not be able to dedicate the time needed to expeditiously review applications. The City has an existing contract with Willdan Engineering for fire safety and building code review. Staff recommends expanding the scope of the contract to include items that would ordinarily be reviewed by public works staff, including grading and drainage. In staff’s correspondence with Willdan Engineering, the firm represented that it can commit to a 10-business day review of all applications subject to the proposed ordinance.

Estimated Savings for Applicant:
No quantifiable time or financial savings.

Researching Fire Hydrant Flows

A fire hydrant flow is the amount of water that a fire hydrant can provide per minute. Prior to issuing building permits, the City's public works department measures the fire hydrant flow within 1,000 feet of a structure to ensure there is sufficient capacity. Staff recommends proactively measuring the fire hydrant flow for a sufficient number of hydrants closest to each of the structures subject to this ordinance.

The fire hydrant flow analysis was conducted many years ago. Neither the fire department nor the public works department have the internal capability to do this analysis. Willdan Engineering also does not provide this service. The Fire Chief contacted Pasadena, who stated they can assist Sierra Madre with the fire flow analysis.

Estimated Savings for Applicant:
Unknown at this time.

Approving Alternative Materials, Designs, and Construction Methods

Due to the widespread impacts of the wildfires in Los Angeles County, it is anticipated that there will be high demand for construction materials for the next several years in the region. This may make it difficult to obtain certain pre-approved construction material. Fire Code 104.10 authorizes the Fire Code Official to approve alternative materials, designs, or construction methods if they meet the intent of the Fire Code. The alternative material, design, or method of construction must be at least as effective, durable, and safe as that prescribed in the Fire Code. Staff recommends the Fire Code Official exercise her discretion to approve alternatives.

Estimated Savings for Applicant:
Unknown at this time.

ENVIRONMENTAL (CEQA)

The proposed ordinance is exempt from the California Environmental Quality Act ("CEQA") under the Governor's Executive Order N-20-25, Sections 2-4, which suspend the applicability of CEQA to "for projects to repair, restore, demolish, or replace property or facilities substantially damaged or destroyed as a result of this emergency" and authorizing the City to "develop guidance and procedures for implementing this Paragraph." The proposed ordinance is also exempt under 14 CCR 15269 (emergency projects exemption) and 14 CCR 15061(b)(3) (common sense exemption).

STRATEGIC PLAN CORRELATION

This Ordinance is consistent with Strategy PS 3.1 (Maintain Hillside Areas) of Goal 3 (Manage Outdoor Environment) of Strategic Objective (Maintain a Safe, Secure Community) of Public Safety because it seeks to permit the redevelopment of homes in the hillside areas impacted by the Eaton Fire to rebuild more fire resilient homes.

FISCAL IMPACT

Significant staff time was incurred in preparing this urgency ordinance for the Planning Commission's and City Council's review. In addition, if the Ordinance is approved, the City may incur the following expenses:

- 1) the cost of a historical resources report for all the structures destroyed or damaged by the Eaton Fire and resulting debris flow; and
- 2) the cost of the fire flow analysis provided by the City of Pasadena.

The City will seek to recoup these costs either through federal or state grants related to Eaton Fire relief or through the ongoing litigation against Southern California Edison.

PUBLIC NOTICE

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

ATTACHMENTS:

Attachment A: City Council Ordinance No. 1480-U

Attachment B: Planning Commission Resolution No. 25-04

ORDINANCE NO. 1480-U

AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, DECLARING A SHELTER CRISIS, SUSPENDING VARIOUS SECTIONS OF TITLE 15 (BUILDING AND CONSTRUCTION), TITLE 16 (SUBDIVISIONS), AND TITLE 17 (ZONING) OF THE SIERRA MADRE MUNICIPAL CODE, AND PROVIDING DIRECTION TO STAFF TO STREAMLINE AND REDUCE THE COST OF REDEVELOPMENT OF STRUCTURES IMPACTED BY THE EATON FIRE

RECITALS

WHEREAS, the Eaton Fire ignited on January 7, 2025, resulting in 14,000 acres burned, more than 9,000 structures destroyed, and 17 people killed;

WHEREAS, in Sierra Madre, approximately 750 acres burned and 55 structures were destroyed or damaged including 27 structures that have since been red tagged and 8 structures that have been yellow tagged;

WHEREAS, on January 9, 2025, City Council proclaimed a local emergency due to the Eaton Fire;

WHEREAS, on January 12, 2025, the Governor issued Executive Order N-5-25 ("EO N-5-25") and on January 16, 2025, the Governor issued Executive Order N-9-25 ("EO N-9-25") to expedite recovery and rebuilding efforts in the impacted communities;

WHEREAS, on February 13, Sierra Madre experienced significant debris flow caused by a winter storm, which enveloped City streets and damaged vehicles ;

WHEREAS, on February 25, 2025, the City Council proclaimed a new local emergency in response to the severe debris flow;

WHEREAS, 22 homes have been red tagged, resulting in the total vacation of a property, and 7 homes have been yellow tagged, resulting in partial vacation of a property;

WHEREAS, the City desires to assist residents affected by the Eaton Fire and the subsequent debris flow in rebuilding and returning to their homes as quickly and cost effectively as possible; and

WHEREAS, on March 6, 2025, the Sierra Madre Planning Commission met and unanimously directed the City Attorney to draft an urgency ordinance to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire and subsequent debris flow.

WHEREAS, on March 20, 2025, the Sierra Madre Planning Commission adopted Resolution No. 1480-U recommending the City Council approve an urgency ordinance and other related actions to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire.

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

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

SECTION 2. Declaration. Pursuant to Government Code section 8698.2, subdivision (a), the City Council declares a shelter crisis due to the fact that many Sierra Madre families are left without a permanent residence after their homes were red tagged or yellow tagged and are without the ability to obtain shelter in Sierra Madre because there are no hotels or motels or a sufficient number of short-term accommodations within the City's boundaries and, as a result, the situation presents a threat to the health and safety of those persons.

SECTION 3. Applicability. This Ordinance is limited to those property owners with red tagged or yellow tagged structures that were impacted by the Eaton Fire and subsequent debris flows.

SECTION 4. Termination. This Ordinance will automatically terminate upon the third anniversary of this Ordinance's adoption by the City Council.

SECTION 5. Suspension of Discretionary Demolition Permits. The City Council suspends Section 17.60.056 (Discretionary Demolition Permit) of Chapter 17.60 (Variances and Discretionary Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 6. Suspension of Historic Resource Review. The City Council suspends Subsections B (30-day wait period) and K (Demolitions of Historic Structure) of Section 15.04.115 (Section 105.7 Demolition Permits) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code.

SECTION 7. Application Timeline. The City Council finds that any property owner with a property containing structures destroyed or damaged by the Eaton Fire and resulting debris flow that has not applied for a demolition permit within six months of the effective date of this Ordinance or has not exercised a demolition permit within six months of issuance of such permit to clear his or her property of debris is determined to have created a public nuisance under Sierra Madre Municipal Code Section 8.16.010.

SECTION 8. Suspension of Discretionary Review in One Family Residential Zone. The City Council suspends Section 17.20.027 (Design Review Permit) of Chapter 17.20

(R-1 One Family Residential Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code for those structures that do not exceed 110% of the development standards applicable to the prior development based on the condition of the structure on January 6, 2025.

SECTION 9. Suspension of Discretionary Review in Residential Canyon Zone.

The City Council suspends Section 17.30.045 (Design Review Permit) of Chapter 17.30 (R-C Residential Canyon Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code for those structures that do not exceed 110% of the development standards applicable to the prior development based on the condition of the structure on January 6, 2025.

SECTION 10. Suspension of Discretionary Review in Hillside Management Zone.

The City Council suspend Subsection (B)-(C) of Section 17.52.050 (Permit requirements) and Subsection (C) of Section 17.52.070 (Land use regulations) of Chapter 17.52 (H Hillside Management Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code for those structures that do not exceed 110% of the development standards applicable to the prior development based on the condition of the structure on January 6, 2025.

SECTION 11. Exception to Suspension of Discretionary Review.

Notwithstanding Sections 5 – 9, the City Council authorizes the Director of Planning and Community Preservation to refer any application to the planning commission for issuance of a discretionary demolition permit, design review permit, conditional use permit, or variance if staff determines the application proposes a use not otherwise permitted or exceeds the development standards as proposed by this Resolution and the Sierra Madre Municipal Code.

SECTION 12. Existing Nonconformances. The City Council finds that nonconforming structures may be allowed to benefit from this Ordinance, but only to the extent such use extends a building plane of a non-conformity and does not exacerbate the non-conformity in any other way or extend it beyond its plane.

SECTION 13. Additional Floor Area. The City Council finds that, with respect to floor area, structures may be allowed the greater of an additional 10% of the floor area of the pre-existing structure or 250 square feet. The floor area development standard may be applied to any story of a development to the extent the pre-existing structure had more than one story.

SECTION 14. Suspension of Limitation on Accessory Dwelling Unit Development.

The City Council suspends Section 17.22.100 (Application Review) of Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 15. Suspension Permitting Temporary Storage of Trailers. The City Council suspends Section 17.48.250 (Storage of Trailers) of Chapter 17.48 (Development Standards) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 16. Suspension Permitting Storage of Trailers in One Family Residential Zone. The City Council suspends Subsections (E) and (L) of Section 17.20.020 (Permitted Uses) of Chapter 17.20 (R-1 One Family Residential Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 17. Suspension Permitting Temporary Storage of Trailers in Residential Canyon Zone. The City Council suspends Paragraphs (E) and (F) of Section 17.30.030 (Permitted Uses) of Chapter 17.30 (R-C Residential Canyon Zone) of title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 18. Suspension Permitting Temporary Storage of Trailers in Residential Canyon Zone. The City Council suspends Section 17.30.220 (Parking of recreational vehicles and boats) of Chapter 17.30 (R-C Residential Canyon Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 19. Suspension Permitting Temporary Storage of Trailers in Hillside Management Zone. The City Council suspends Subsection (B)(5) of Section 17.52.070 (Land Use Regulations) of Chapter 17.52 (H-Hillside Management Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 20. Maintenance Agreements. The City Council requires every property owner subject to this Ordinance seeking to place a manufactured home, mobile home, or recreational vehicle on a private lot be required to enter into a maintenance agreement with the City regarding site maintenance and utilities.

SECTION 21. Suspension of Historic Preservation. The City Council suspends Section 16.04.06 (Preservation of Historic Resources) of Chapter 16.04 (General Provisions) of Title 16 (Subdivisions) of the Sierra Madre Municipal Code.

SECTION 22. Suspension of Historic Preservation. The City Council suspends Subsection 17.20.100(C)(2)(d) (Newly created or reconfigured lots – Width and street frontage) of Chapter 17.20 (General Provisions) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 23. Historic Resources Evaluation. In lieu of conducting a historic resources evaluation for each structure, the City Council directs staff to commission a historic resources evaluation for all the structures subject to this urgency ordinance.

SECTION 24. Suspension of Certain Public Improvements. The City Council directs the Public Works Department to suspend the following public improvements:

A. If an applicant's property did not include a sidewalk or curb/gutter over the public right of way fronting the property prior to the Eaton Fire, no mandate to install a sidewalk or curb/gutter over the public right of way fronting the property shall be required;

B. If an applicant's property included a sidewalk or curb/gutter over the public right of way fronting the property prior to the Eaton Fire, any such public improvements since destroyed must be replaced by the applicant; and

C. If an applicant's property included a sidewalk or curb/gutter over the public right of way fronting the property prior to the Eaton Fire, any such public improvements since damaged, whether during the rebuild process of the property or otherwise, must be restored by the applicant.

SECTION 25. Entitlement Extensions. The City Council extends by two years the expiration date for all subdivision permits and zoning permits set to expire in 2025 for all applicable structures.

SECTION 26. Entitlement Extensions. The City Council extends by one year the expiration date for all subdivision permits and zoning permits issued from 2025 – 2028 for all applicable structures.

SECTION 27. Suspension of the Low Impact Development Ordinance. The City Council suspends Chapter 15.58 (Low Impact Development Plan) of Title 15 (Building and Construction) of the Sierra Madre Municipal Code.

SECTION 28. Streamlining the Approval of Building Plans. The City Council permits structures subject to this urgency ordinance and approved under the prior two Building Code Cycles (2019 and 2022) to forego additional building plan review.

SECTION 29. Building Permit Extensions. The City Council extends by three years the expiration date for all building permits issued for all applicable structures.

SECTION 30. Avoiding the Cost of Geological and Soil Reports. The City Council directs the City Engineer to forego mandating an engineering geological report or soil engineering report where the City Engineer concludes, based on a preponderance of the available data, that there are no geological or soil related issues with the site for which an applicant is required to obtain a grading permit prior to excavating or filling the site.

SECTION 31. Streamlining Administrative Review. The City Council directs staff to amend the existing contract with Willdan Engineering, Inc. for fire safety and building code review to include items that would ordinarily be reviewed by public works staff, including grading and drainage for purposes of reviewing applications subject to this Ordinance.

SECTION 32. Streamlining Fire Hydrant Flow Analysis. The City Council directs staff to measure the fire hydrant flow for a sufficient number of hydrants closest to each of the structures subject to this Ordinance.

SECTION 33. Approving Alternative Materials, Designs, and Construction

Methods. The City Council directs the Fire Code Official to exercise her authority under Fire Code 104.10 to approve alternative materials, designs, or construction methods that are at least as effective, durable, and safe as that prescribed in the Fire Code.

SECTION 34. CEQA. The proposed ordinance is exempt from the California Environmental Quality Act (“CEQA”) under the Governor’s Executive Order N-20-25, Sections 2-4, which suspend the applicability of CEQA to “for projects to repair, restore, demolish, or replace property or facilities substantially damaged or destroyed as a result of this emergency” and authorizing the City to “develop guidance and procedures for implementing this Paragraph.” The proposed ordinance is also exempt under 14 CCR 15269 (emergency projects exemption) and 14 CCR 15061(b)(3) (common sense exemption).

SECTION 35. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Ordinance or any part thereof or exhibit thereto. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

SECTION 36. Certification. Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

SECTION 37. Publication. Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

SECTION 38. Records. Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

SECTION 39. Effective Date. Pursuant to Government Code Section 36937, subdivision (b), the City Council finds that the destruction and damage to structures in the community require this Ordinance take effect immediately on an urgency basis to redevelop those structures and rehouse those families impacted by the Eaton Fire and resulting debris flow for the immediate preservation of the public peace, health and safety.

PASSED, APPROVED, AND ADOPTED this 25th day of March, 2025.

Robert Parkhurst, Mayor

I HEREBY CERTIFY that the foregoing urgency ordinance was duly adopted at a regular meeting held on the 25th day of March 2025, by the City Council of the City of Sierra Madre, California, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk

RESOLUTION NO. 25-04

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE, CALIFORNIA, RECOMMENDING THE CITY COUNCIL APPROVE AN URGENCY ORDINANCE AND OTHER RELATED ACTIONS TO STREAMLINE AND REDUCE THE COST OF REDEVELOPMENT OF STRUCTURES IMPACTED BY THE EATON FIRE

RECITALS

WHEREAS, the Eaton Fire ignited on January 7, 2025, resulting in 14,000 acres burned, more than 9,000 structures destroyed, and 17 people killed;

WHEREAS, in Sierra Madre, approximately 750 acres burned and 55 structures were destroyed or damaged including 27 structures that have since been red tagged and 8 structures that have been yellow tagged;

WHEREAS, on January 9, 2025 City Council proclaimed a local emergency due to the Eaton Fire;

WHEREAS, on January 12, 2025 the Governor issued Executive Order N-5-25 (“EO N-5-25”) and on January 16, 2025, the Governor issued Executive Order N-9-25 (“EO N-9-25”) to expedite recovery and rebuilding efforts in the impacted communities;

WHEREAS, on February 13, Sierra Madre experienced significant debris flow caused by a winter storm, which enveloped City streets and damaged vehicles ;

WHEREAS, on February 25, 2025, the City Council proclaimed a new local emergency in response to the severe debris flow;

WHEREAS, the City desires to assist residents affected by the Eaton Fire and the subsequent debris flow in rebuilding and returning to their homes as quickly and cost effectively as possible; and

WHEREAS, on March 6, 2025 the Sierra Madre Planning Commission met and unanimously directed the City Attorney to draft an urgency ordinance to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire and subsequent debris flow.

THEREFORE, THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

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

SECTION 2. Recommendation. The Planning Commission recommends the City Council declare a shelter crisis under Government Code section 8698 et seq., due to the fact that a significant number of persons are without the ability to obtain shelter, resulting in a threat to their health and safety;

SECTION 3. Applicability. The Planning Commission recommends the City Council adopt a three-year urgency ordinance limited to providing relief to those property owners whose structures were impacted by the Eaton Fire and subsequent debris flows.

SECTION 4. Suspension of Discretionary Demolition Permits. The Planning Commission recommends City Council suspend Section 17.60.056 (Discretionary Demolition Permit) of Chapter 17.60 (Variances and Discretionary Permits) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 5. Suspension of Historic Resource Review. The Planning Commission recommends City Council suspend Subsections B (30-day wait period requirement) and K (Demolitions of Historic Structure) of Section 15.04.115 (Section 105.7 Demolition Permits) of Chapter 15.04 (Building Code and Permits) of Title 15 (Buildings and Construction) of the Sierra Madre Municipal Code.

SECTION 6. Application Timeline. The City Council finds that any property owner with a property containing structures destroyed or damaged by the Eaton Fire and resulting debris flow that has not applied for a demolition permit within six months of the effective date of this Ordinance or has not exercised a demolition permit within six months of issuance of such permit to clear his or her property of debris is determined to have created a public nuisance under Sierra Madre Municipal Code Section 8.16.010.

SECTION 76. Suspension of Discretionary Review in One Family Residential Zone. The Planning Commission recommends that for structures that do not exceed 110% of the development standards applicable to the prior development at the time the development was constructed based on the condition of the structure on January 6, 2025, the City Council suspend Section 17.20.027 (Design Review Permit) of Chapter 17.20 (R-1 One Family Residential Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 87. Suspension of Discretionary Review in Residential Canyon Zone. The Planning Commission recommends that for structures that do not exceed 110% of the development standards applicable to the prior development based on the condition of the structure on January 6, 2025 at the time the development was constructed, the City Council suspend Section 17.30.045 (Design Review Permit) of Chapter 17.30 (R-C Residential Canyon Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 98. Suspension of Discretionary Review in Hillside Management Zone. The Planning Commission recommends that for structures that do not exceed 110% of the development standards applicable to the prior development based on the condition

of the structure on January 6, 2025~~at the time the development was constructed~~, the City Council suspend Subsection (B)-(C) of Section 17.52.050 (Permit requirements) and Subsection (C) of Section 17.52.070 (Land use regulations) of Chapter 17.52 (H Hillside Management Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 109. Exception to Suspension of Discretionary Review. Notwithstanding Sections ~~54 – 98~~, the Planning Commission recommends the City Council authorize the Director of Planning and Community Preservation to refer any application to the planning commission for issuance of a discretionary demolition permit, design review permit, conditional use permit, or variance if staff determines the application proposes a use ~~not~~ otherwise permitted or exceeds the development standards as proposed by this Resolution and the Sierra Madre Municipal Code.

SECTION 110. Existing Nonconformances. The Planning Commission recommends that nonconforming structures be allowed to benefit from the urgency ordinance, but only to the extent such use extends a building plane of a non-conformity and does not exacerbate the non-conformity in any other way or extend it beyond its plane.

SECTION 124. Additional Floor Area. The Planning Commission recommends that with respect to floor area, structures be allowed the greater of an additional 10% of the floor area of the pre-existing structure or 250 square feet. The floor area development standard may be applied to any story of a development to the extent the pre-existing structure had more than one story.

SECTION 132. Suspension of Limitation on Accessory Dwelling Unit Development. The Planning Commission recommends the City Council suspend Section 17.22.100 (Application Review) of Chapter 17.22 (Accessory Dwelling Units) of Title 17 (Zoning) of the Sierra Madre Municipal Code, consistent with Paragraph 3 of EO N-9-25.

SECTION 143. Suspension Permitting Temporary Storage of Trailers. The Planning Commission recommends the City Council suspend Section 17.48.250 (Storage of Trailers) of Chapter 17.48 (Development Standards) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 154. Suspension Permitting Storage of Trailers in One Family Residential Zone. The Planning Commission recommends the City Council suspend Subsections (E) and (L) of Section 17.20.020 (Permitted Uses) of Chapter 17.20 (R-1 One Family Residential Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 165. Suspension Permitting Temporary Storage of Trailers in Residential Canyon Zone. The Planning Commission recommends the City Council suspend Paragraphs (E) and (F) of Section 17.30.030 (Permitted Uses) of Chapter 17.30 (R-C Residential Canyon Zone) of title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 176. Suspension Permitting Temporary Storage of Trailers in Residential Canyon Zone. The Planning Commission recommends the City Council suspend Section 17.30.220 (Parking of recreational vehicles and boats) of Chapter 17.30 (R-C Residential Canyon Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 187. Suspension Permitting Temporary Storage of Trailers in Hillside Management Zone. The Planning Commission recommends the City Council suspend Subsection (B)(5) of Section 17.52.070 (Land Use Regulations) of Chapter 17.52 (H-Hillside Management Zone) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 198. Maintenance Agreements. The Planning Commission recommends the City Council require every property owner subject to this Ordinance seeking to place a manufactured home, mobile home, or recreational vehicle on a private lot be required to enter into a maintenance agreement with the City regarding site maintenance and utilities.

Commented [JW1]: Just a question: will this require approval through County Health Dept?

Commented [ARG2R1]: It may, but I don't think we need to account for that in our ordinance

SECTION 2049. Suspension of Historic Preservation. The Planning Commission recommends the City Council suspend Section 16.04.06 (Preservation of Historic Resources) of Chapter 16.04 (General Provisions) of Title 16 (Subdivisions) of the Sierra Madre Municipal Code.

SECTION 210. Suspension of Historic Preservation. The Planning Commission recommends the City Council suspend Subsection 17.20.100(C)(2)(d) (Newly created or reconfigured lots – Width and street frontage) of Chapter 17.20 (General Provisions) of Title 17 (Zoning) of the Sierra Madre Municipal Code.

SECTION 224. Historic Resources Evaluation. In lieu of conducting a historic resources evaluation for each structure, the Planning Commission recommends the City Council commission a historic resources evaluation for all the structures subject to this urgency ordinance.

SECTION 232. Suspension of Certain Public Improvements. The Planning Commission recommends the City Council direct the Public Works Department to suspend the following public improvements:

A. If an applicant's property did not include a sidewalk or curb/gutter over the public right of way fronting the property prior to the Eaton Fire, no mandate to install a sidewalk or curb/gutter over the public right of way fronting the property shall be required;

B. If an applicant's property included a sidewalk or curb/gutter over the public right of way fronting the property prior to the Eaton Fire, any such public improvements since destroyed must be replaced by the applicant; and

C. If an applicant's property included a sidewalk or curb/gutter over the public right of way fronting the property prior to the Eaton Fire, any such public improvements since damaged, whether during the rebuild process of the property or otherwise, must be restored by the applicant.

SECTION 243. Entitlement Extensions. The Planning Commission recommends the City Council extend by two years [the expiration date for all subdivision permits and zoning permits set to expire in 2025 for all applicable structures.](#)

[SECTION 25. Entitlement Extensions. The City Council extends by one year the expiration date for all subdivision permits and zoning permits issued from 2025 – 2028 for all applicable structures.](#)

SECTION 264. Suspension of the Low Impact Development Ordinance. The Planning Commission recommends the City Council suspend Chapter 15.58 (Low Impact Development Plan) of Title 15 (Building and Construction) of the Sierra Madre Municipal Code.

SECTION 275. Streamlining the Approval of Building Plans. The Planning Commission recommends the City Council allow structures subject to this urgency ordinance and approved under the prior two Building Code Cycles (2019 and 2022) to forego additional building plan review, consistent with Paragraph 8 of EO N-20-25.

SECTION 286. Building Permit Extensions. The Planning Commission recommends the City Council extend by three years building permits issued for redevelopment of structures subject to this urgency ordinance, consistent with Paragraph 7 of EO N-20-25.

SECTION 297. Avoiding the Cost of Geological and Soil Reports. The Planning Commission recommends the City Council direct the City Engineer to forego mandating an engineering geological report or soil engineering report where the City Engineer concludes, based on a preponderance of the available data, that there are no geological or soil related issues with the site for which an applicant is required to obtain a grading permit prior to excavating or filling the site.

SECTION 3028. Streamlining Administrative Review. For purposes of reviewing structures subject to this urgency ordinance, the Planning Commission recommends the City Council expand the existing contract with Willdan Engineering, Inc. for fire safety and building code review to include items that would ordinarily be reviewed by public works staff, including grading and drainage.

SECTION 3129. Streamlining Fire Hydrant Flow Analysis. The Planning Commission recommends the City Council direct staff to measure the fire hydrant flow for a sufficient number of hydrants closest to each of the structures subject to this urgency ordinance.

SECTION 329. Approving Alternative Materials, Designs, and Construction Methods. The Planning Commission recommends the City Council direct the Fire Code Official to exercise her authority under Fire Code 104.10 to approve alternative materials, designs, or construction methods that are at least as effective, durable, and safe as that prescribed in the Fire Code.

SECTION 334. CEQA. The proposed ordinance is exempt from the California Environmental Quality Act ("CEQA") under the Governor's Executive Order N-20-25, Sections 2-4, which suspend the applicability of CEQA to "for projects to repair, restore, demolish, or replace property or facilities substantially damaged or destroyed as a result of this emergency" and authorizing the City to "develop guidance and procedures for implementing this Paragraph." The proposed ordinance is also exempt under 14 CCR 15269 (emergency projects exemption) and 14 CCR 15061(b)(3) (common sense exemption).

SECTION 342. Severability. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Resolution or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution or any part thereof or exhibit thereto. The Planning Commission hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

SECTION 353. Effective Date. This Resolution shall take effect immediately upon adoption.

SECTION 364. Certification. The Clerk of the Commission shall attest to the passage and adoption of this Resolution by the Planning Commission and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED on this 20th day of March, 2025.

Thomas Denison, Chairperson

I HEREBY CERTIFY the foregoing Resolution was duly adopted by the Planning Commission of the City of Sierra Madre, California, at a regular meeting held on the 20th day of March, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Clare Lin, Director
Planning & Community Preservation Department



City of Sierra Madre AGENDA REPORT

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

Susan Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Aleks Giragosian

REVIEWED BY: Jose Reynoso, City Manager

DATE: March 25, 2025

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

STAFF RECOMMENDATION

Staff recommends that the City Council introduce for first reading Ordinance No. 1481, amending Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code, to authorize the City Manager to allow, compromise, or settle claims up to \$50,000.

ALTERNATIVES

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

EXECUTIVE SUMMARY

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

ANALYSIS

Participation in the California Intergovernmental Risk Authority (CIRA)

In California, cities often participate in “risk pools” or joint powers authorities to share risks and costs, particularly for General Liability and Workers’ Compensation claims. The City of Sierra Madre is a member of the CIRA, formed in 2021, which is a joint powers authority that enables public entities to share risk, particularly for general liability and workers’ compensation claims. Unlike private insurance, risk pools like CIRA offer lower premiums and access to specialized risk management services. For example, the City of Sierra Madre’s self-insured retention (deductible) is:

- \$25,000 for General Liability claims
- \$50,000 for Workers’ Compensation claims

CIRA covers claim amounts above these thresholds, with the City responsible for amounts at or below. Under CIRA’s Memorandum of Coverage (“MOC”), the City of Sierra Madre selected a self-insured retention of \$25,000 for General Liability claims and \$50,000 for Workers’ Compensation claims. The self-insured retention functions as a deductible. The City is responsible for covering the portion of claims at or below the thresholds, while CIRA is responsible for covering the portion of claims above those thresholds.

Settlement Authority within CIRA

Pursuant to Section B of Article V of CIRA’s Master Program Document for the Pooled General Liability Program (“Program”), CIRA delegates decisions regarding settling claims. CIRA’s program, settlement authority is allocated as follows:

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

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

Delegation of Authority

The Government Claims Act (Gov. Code, § 810 et seq.) imposes requirements for the form and timing of claims for damages filed against a city. Government Code section 935 authorizes the City to adopt a procedure to file a claim for damages with the City. In 1996, consistent with Government Code section 935, the City codified a procedure in Chapter 3.4 (Claims and Claims Procedures) of Title 3 (Revenue and

Finance) of the Sierra Madre Municipal Code. Chapter 3.4 does not delegate decision-making authority to staff.

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

“A charter provision, or a local public entity by ordinance or resolution, may authorize an employee of the local public entity to perform those functions of the governing body of the public entity under this part that are prescribed by the local public entity, but only a charter provision may authorize that employee to allow, compromise, or settle a claim against the local public entity if the amount to be paid pursuant to the allowance, compromise or settlement exceeds fifty thousand dollars (\$50,000). A charter provision, ordinance, or resolution may provide that, upon the written order of that employee, the auditor or other fiscal officer of the local public entity shall cause a warrant to be issued upon the treasury of the local public entity in the amount for which a claim has been allowed, compromised, or settled.”

Need for the City to Formalize the Delegation of Authority

Under the Government Claims Act (Gov. Code § 810 et seq.), the City Council currently holds the authority to allow, reject, or settle claims. However, Government Code § 935.4 permits a city to delegate this authority to an employee, such as the City Manager, up to \$50,000 by ordinance or resolution. Amounts above \$50,000 require City Council approval unless the City Charter allows otherwise.

Currently, Sierra Madre Municipal Code Chapter 3.40 does not provide this delegation, requiring all claims to be settled by the City Council, regardless of amount. This ordinance would streamline operations, allow faster resolutions for lower-value claims, and align with the City’s risk retention thresholds under CIRA.

This Ordinance is intended to authorize the City Manager to allow, compromise, or settle general liability or workers’ compensation claims up to the maximum amount of \$50,000, consistent with the Government Claims Act and the deductible threshold under the CIRA MOC.

ENVIRONMENTAL (CEQA)

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

STRATEGIC PLAN CORRELATION

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

FISCAL IMPACT

There is no direct fiscal impact associated with adopting this ordinance. The City will continue to be responsible for claims up to \$25,000 for General Liability and \$50,000 for

Workers' Compensation, which are already budgeted within existing financial frameworks.

PUBLIC NOTICE

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

ATTACHMENT:

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

ORDINANCE NO. 1481

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

RECITALS

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

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

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

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

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

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

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

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

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

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

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

PASSED, APPROVED, AND ADOPTED this [redacted] day of [redacted], 2025.

Robert Parkhurst, Mayor

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

AYES:

NOES:

ABSENT:

ABSTAINED:

Laura Aguilar, City Clerk



City of Sierra Madre **AGENDA REPORT**

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

Sue Spears, City Treasurer

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: James Carlson, Senior Analyst

REVIEWED BY: Jose Reynoso, City Manager

DATE: March 25, 2025

SUBJECT: **STRATEGIC PLAN UPDATE**

STAFF RECOMMENDATION

Staff recommends that the City Council review the updated Strategic Plan and provide staff with any changes in organization or substance.

ALTERNATIVES

1. The City Council may also direct staff to prepare the Strategic Plan for an upcoming Town Hall in order to receive community input.
2. The City Council may direct staff to provide additional information.

EXECUTIVE SUMMARY

The City's Strategic Plan has not been presented and discussed at a City Council Meeting in 2025. Staff has provided updates to the various sections of the Strategic Plan, and Finance Director, Anthony Rainey, has provided additional details to the Plan. You will now find "Key Activities" and "Desired Outcomes" listed with the various objectives.

ANALYSIS

A number of updates have been provided to the Strategic Plan, including targets for completion and other metrics that are applicable. Staff is asking the City Council for feedback on the updates and is also suggesting that the Strategic Plan be incorporated into an upcoming Town Hall to get community feedback.

ENVIRONMENTAL(CEQA)

CEQA does not apply to the strategic planning process.

STRATEGIC PLAN CORRELATION

This update meets the overall goal of strategic planning.

FISCAL IMPACT

There is no fiscal impact to the strategic planning process.

PUBLIC NOTICE

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

ATTACHMENT:

STRATEGIC PLAN UPDATE – MARCH 25, 2025

City of Sierra Madre



STRATEGIC PLAN

v.2

3/25/2025

TABLE OF CONTENTS

Mission Statement.....	3
Vision Statement	3
Core Values.....	3
Introduction to Strategic Planning.....	4
Key Definitions and Linkages.....	4

Strategic Objectives, Goals, Strategies, and Projects Undertaken

Organizational Sustainability

Public Safety

Infrastructure and Growth Management

Community Enrichment

Environmental Responsibility

Appendices

Sierra Madre Public Safety Town Hall Meeting – Closing Report January 18, 2023

Sierra Madre City Hall Town Hall Meeting – Closing Report March 30, 2023

Sierra Madre Public Works Open House – Closing Report May 20, 2023

MISSION STATEMENT

Provide exceptional public services that enhance the quality of life, honor the character of our community, and maintain fiscal and environmental sustainability.

VISION STATEMENT

Enhance the quality of life in Sierra Madre by providing exceptional public service.

CORE VALUES

Accountability

Integrity

Innovation

Collaboration

Compassion

Introduction to Strategic Planning

Strategic planning is a critical process that enables organizations to define their vision for the future, establish priorities, and allocate resources effectively. For the City of Sierra Madre, a revised strategic plan serves as a roadmap to achieve the City's mission of providing exceptional public services while enhancing the quality of life for its residents. By aligning goals, objectives, initiatives, and desired outcomes, the City can ensure clarity, accountability, and measurable progress in meeting community needs.

This proposal outlines key revisions to the current Strategic Plan, providing a framework for more effective implementation. To guide this process, it's important to understand the key terms used in strategic planning and how they interconnect to support the City's vision and priorities.

Key Definitions and Linkages

1. GOALS

Definition: Broad, overarching statements that define what the City aims to achieve in alignment with its mission and vision. Goals set the direction and reflect the priorities of the City Council and community.

Example: "Enhance Public Safety Services to Ensure Community Well-being."

Linkage: Goals provide the foundation for all subsequent planning elements, including objectives, initiatives, and outcomes.

2. OBJECTIVES

Definition: Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) targets that contribute to achieving the broader goals. Objectives translate goals into actionable, quantifiable outcomes.

Example: "Increase the percentage of residents rating police services as excellent by 15% by the end of FY 2025."

SMART Framework:

- **Specific:** Clearly define the objective.
- **Measurable:** Include metrics to track progress.
- **Achievable:** Ensure the objective is realistic given available resources.
- **Relevant:** Align with the City's goals and priorities.
- **Time-bound:** Specify a deadline for completion.

Linkage: Objectives break down goals into actionable targets and establish accountability for specific outcomes.

3. INITIATIVES

Definition: Detailed programs, projects, or actions implemented to achieve the objectives. Initiatives are the "how" of strategic planning and require collaboration across departments.

Example: "Implement a citywide community engagement program to gather feedback on public safety priorities by December 2024."

Linkage: Initiatives are operational tools that ensure objectives are met and directly contribute to achieving the desired outcomes.

4. Desired Outcomes

Definition: The tangible results or impacts that indicate success in achieving goals and objectives. Desired outcomes focus on the end results of strategic efforts.

Example: "Improved community perception of safety, with 90% of survey respondents reporting satisfaction with public safety services."

Linkage: Outcomes demonstrate the effectiveness of initiatives and objectives, providing a measure of overall progress toward the City's strategic goals.

INTEGRATING THE PROPOSED STRATEGIC FRAMEWORK

In the revised plan, these elements will be explicitly linked to demonstrate alignment and accountability:

1. **Goals** set the strategic direction.

- **Definition:** Broad, overarching statements that define the strategic direction and priorities of the City. Goals reflect the City Council's vision and provide a foundation for all strategic efforts.
Example: "Enhance Public Safety Services to Ensure Community Well-being."

2. **Objectives** provide measurable targets to achieve those goals.

- **Definition:** Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) targets that contribute to achieving the broader goals. Objectives break down goals into actionable, quantifiable outcomes.
Example: "Increase the percentage of residents rating police services as excellent by 15% by the end of FY 2025."

3. **Initiatives** detail the actions needed to reach objectives.

- **Definition:** Comprehensive actions, programs, or strategies that are implemented to achieve the objectives. Initiatives focus on delivering measurable results and require cross-departmental collaboration.
Example: "Implement a citywide community engagement program to gather feedback on public safety priorities by December 2024."

4. **Projects** detail the plans and schedules needed to carry out the initiatives

- **Definition:** Specific, time-bound undertakings within an initiative that are explicitly identified, tracked, and reported to ensure progress. Projects focus on delivering tangible outputs that support the implementation of initiatives.
Example: "Develop and launch a new online application portal for City job postings by March 2024."

5. **Desired Outcomes** evaluate the success of initiatives in achieving the City's goals.

- **Definition:** The tangible results or impacts that indicate the success of initiatives and projects in achieving goals and objectives. Desired outcomes focus on the effectiveness and value delivered to the community.
Example: "Improved community perception of safety, with 90% of survey respondents reporting satisfaction with public safety services."

By ensuring this alignment, the City of Sierra Madre will foster transparency, improve performance, and better address the needs of its residents and stakeholders.

STRATEGIC OBJECTIVES, GOALS, INITIATIVES, PROJECTS UNDERTAKEN

The 2024 City of Sierra Madre Strategic Plan is organized into five goals: Goal 1 - **Organizational Sustainability**, Goal 2 - **Public Safety**, Goal 3 - **Infrastructure and Growth Management**, Goal 4 - **Community Enrichment**, and Goal 5 - **Environmental Responsibility**. The Strategic Plan is organized by applying a ladder of direction for each chapter.

Goals

Objectives

Initiatives

Projects

Desired Outcomes

As this plan is updated, each Initiative will be reflected in one of four colors:

Green – Initiative is completed or on-track for completion by its target time.

Yellow – Action item continues to be pursued however there is a delay or important adjustment.

Red – Action item will need to be revised or deleted entirely.

Wistaria – Action item is continuous and is expected to always be a goal of Sierra Madre.

GOAL 1 – ORGANIZATIONAL SUSTAINABILITY (OS)	
GOAL DEFINITION	FOSTER AN INNOVATIVE, FINANCIALLY SUSTAINABLE ORGANIZATION THAT CONSISTENTLY DELIVERS EXCEPTIONAL SERVICES AND ADAPTS TO THE EVOLVING NEEDS OF THE COMMUNITY.
Objective 1.1	BOOST STAFF RETENTION AND SATISFACTION BY FY 2026- Achieve a 15% increase in staff retention and a 20% improvement in employee satisfaction scores by the end of FY 2025 through targeted professional development programs, workplace condition enhancements, and the implementation of competitive compensation and benefits initiatives.
Initiative OS 1.1 -	Enhance Recruitment Strategies - This initiative aims to enhance the City’s ability to attract and secure top-tier talent by modernizing recruitment practices, expanding outreach efforts, and implementing innovative strategies. The focus is on building a robust and diverse applicant pool to meet current and future staffing needs, ensuring the delivery of exceptional public services.
Projects Undertaken	<p>OS 1.1 A – Project: Analyze and Enhance City Recruitment Processes Description: The Department of Human Resources will evaluate current recruitment practices and collaborate with other City departments to implement improvements that align with the City’s goal of attracting and retaining a diverse, qualified, and high-performing workforce. This project will focus on modernizing job announcements, expanding social media outreach, and exploring competitive recruitment incentives.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Job Announcements: Review and revise job postings to ensure clarity, inclusiveness, and alignment with the City’s values and professional opportunities. b) Social Media Outreach: Leverage social media platforms to increase visibility and engagement with potential applicants. c) Recruitment Incentives: Evaluate and implement new strategies, such as signing bonuses or relocation assistance, to make the City an employer of choice. <p>Target Date for Completion: August, 2025</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Increased Application Volume: Achieve a 20% increase in the number of qualified applications submitted for City positions. ii. Improved Applicant Diversity: Ensure that the applicant pool reflects the diverse demographics of the Sierra Madre community and surrounding areas. iii. Reduced Time-to-Fill Vacancies: Decrease the average time required to fill vacant positions by 15%. iv. Enhanced Perception of the City as an Employer: Improve satisfaction among applicants with the recruitment process, as measured through follow-up surveys. <p>Reporting: Regular updates on the status of the project and its milestones will be shared with City leadership to ensure accountability and transparency.</p> <p>OS 1.1 B – Project: Collaborative Recruitment Enhancement</p>

Description: The Department of Human Resources will collaborate with department heads to refine and strengthen the City's recruitment efforts. This project focuses on identifying specific departmental needs, tailoring recruitment strategies, and attracting top talent capable of improving the delivery of City services.

Key Activities:

- a) Conduct meetings with department heads to assess current staffing challenges and future workforce needs.
- b) Develop customized recruitment strategies for each department to address specific operational requirements.
- c) Implement targeted outreach campaigns to attract skilled professionals aligned with departmental goals.

Target Date for Completion: August, 2025

Desired Outcomes:

- i. **Improved Recruitment Alignment:** Ensure that recruitment efforts meet the unique staffing needs of each department, resulting in better service delivery.
- ii. **Enhanced Applicant Quality:** Increase the number of qualified candidates by 25% across all departments.
- iii. **Reduced Vacancy Impact:** Minimize operational disruptions by decreasing the time required to fill critical roles by 20%.
- iv. **Strengthened Interdepartmental Collaboration:** Foster a collaborative approach between HR and department heads, improving overall workforce planning and talent acquisition processes.

OS 1.1 C – Project: Formation of HR Subcommittee

Description: The Assistant City Manager will establish an HR Subcommittee comprising representatives from all departments and classifications. This subcommittee will provide diverse perspectives and input to enhance recruitment strategies, staff development, and organizational policies, ensuring they align with the needs and priorities of the City.

Key Activities:

- a) Identify and select employee representatives from each department and job classification to ensure balanced representation.
- b) Define the subcommittee's roles, responsibilities, and objectives.
- c) Conduct an inaugural meeting to establish a work plan and prioritize key HR initiatives.

Target Date for Completion: June, 2025

Desired Outcomes:

- i. **Diverse Representation:** Ensure the subcommittee reflects the City's workforce diversity, fostering inclusive decision-making.
- ii. **Enhanced Collaboration:** Strengthen communication and coordination between HR and other departments to address workforce challenges effectively.
- iii. **Strategic Input on HR Initiatives:** Leverage the subcommittee's insights to improve recruitment, retention, and professional development strategies.

	<p>iv. Increased Employee Engagement: Boost staff involvement in shaping HR policies and programs, leading to higher employee satisfaction and morale.</p> <p>OS 1.1 D – Project: Citywide Classification and Compensation Study Description: The City, with recommendations from the HR Subcommittee, will issue a Request for Proposals (RFP) for a comprehensive classification and compensation study. This project aims to ensure the City’s job classifications and compensation structure are competitive, equitable, and aligned with industry standards. The scope of work for the study will be developed in collaboration with the HR Subcommittee to reflect the diverse needs of all departments and classifications.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Collaborate with the HR Subcommittee to finalize the scope of work, incorporating feedback from all departments. b) Develop and issue an RFP to qualified firms specializing in classification and compensation studies. c) Evaluate proposals and select a firm to conduct the study. <p>Target Date for Completion: September, 2025</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Comprehensive Analysis: Conduct a detailed review of all City job classifications and compensation structures to identify gaps, inequities, or inconsistencies. ii. Improved Market Competitiveness: Ensure the City’s compensation levels are competitive with similar organizations, improving its ability to attract and retain top talent. iii. Enhanced Organizational Equity: Align job classifications and pay scales with responsibilities and industry standards, fostering fairness and transparency. iv. Actionable Recommendations: Receive a final report with clear recommendations for updates to the City’s classification and compensation policies.
<p>Initiative OS 1.2 -</p>	<p>Develop a Comprehensive Staff Development Plan - This initiative focuses on developing a strategic plan to enhance the skills, growth, and professional development of the City’s workforce. It includes identifying training opportunities, career advancement pathways, mentorship programs, and performance management strategies to ensure employees have the resources and support needed to excel in their roles and contribute to the organization's long-term success.</p>
<p>Projects Undertaken</p>	<p>OS 1.2 A – Project: Development of Departmental Growth Protocols Description: The City will assist all departments in creating and implementing structured protocols to support employee growth and career development. These protocols will provide clear guidance for staff to enhance their skills, achieve professional goals, and excel in their respective roles, contributing to overall organizational success.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Conduct workshops with department leaders to identify specific growth needs and opportunities.

- b) Develop standardized yet flexible guidelines that departments can adapt to their unique operational requirements.
- c) Provide training and resources to ensure the effective implementation of these protocols.

Target Date for Completion: April, 2026

Desired Outcomes:

- i. **Enhanced Employee Growth:** Establish clear pathways for employees to develop professionally within their roles and beyond.
- ii. **Increased Retention:** Foster a supportive environment that encourages career progression, reducing staff turnover.
- iii. **Improved Performance:** Equip employees with the tools and knowledge needed to perform at their best, enhancing service delivery.
- iv. **Consistent Development Practices:** Ensure uniformity in growth opportunities across all departments while allowing for tailored approaches.

OS 1.2 B – Project: Comprehensive Staffing Review and Position Alignment

Description: HR staff will conduct a detailed review of City staffing in collaboration with all departments to identify workforce needs, recommend potential new positions, and ensure job titles accurately reflect the responsibilities of essential job functions. This review will be integrated with the upcoming Classification and Compensation Plan to ensure alignment with organizational goals and operational priorities.

Key Activities:

- 1. Assess current staffing levels and identify gaps or redundancies across departments.
- 2. Collaborate with department heads to determine future staffing needs and emerging roles.
- 3. Review and update job titles to ensure they align with responsibilities, industry standards, and equity considerations.
- 4. Integrate findings and recommendations into the Classification and Compensation Plan.

Target Date for Completion: February, 2026

Desired Outcomes:

- 1. **Optimized Staffing Levels:** Ensure departments are adequately staffed to meet operational and service delivery goals.
- 2. **Modernized Job Titles:** Update titles to reflect current job responsibilities and align with professional standards, enhancing internal clarity and external competitiveness.
- 3. **Improved Workforce Planning:** Provide a foundation for strategic workforce decisions through a comprehensive understanding of current and future staffing needs.
- 4. **Enhanced Employee Satisfaction:** Increase staff morale by aligning job roles and titles with responsibilities and contributions.

OS 1.2 C – Project: Strengthen Professional Growth Through Regional Participation

Description: All City departments will actively participate in regional and sub-regional organizations to foster professional growth, enhance collaboration, and stay informed on industry best practices and emerging trends. This engagement will provide staff with opportunities for networking, skill development, and knowledge-sharing that directly benefit the City’s operations and services.

Key Activities:

- a) Identify key regional and sub-regional organizations relevant to each department’s functions.
- b) Facilitate staff enrollment in professional development programs, conferences, and workshops offered by these organizations.
- c) Encourage cross-departmental representation to ensure a diverse range of perspectives and insights.

Target Date for Completion: Ongoing

Desired Outcomes:

- i. **Increased Professional Expertise:** Enhance staff knowledge and skills by providing access to cutting-edge resources and training opportunities.
- ii. **Improved Collaboration:** Foster stronger relationships and partnerships with neighboring cities and agencies to promote shared problem-solving and resource-sharing.
- iii. **Enhanced Innovation:** Bring back innovative ideas and best practices from regional participation to improve City operations and services.
- iv. **Strengthened Community Services:** Apply insights gained through participation to enhance the quality and efficiency of services provided to Sierra Madre residents.

OS 1.2 D – Project: Develop and Implement Departmental Succession Plans

Description: The City will establish clear succession plans for each department to ensure leadership continuity and preparedness for future transitions. These plans will identify critical roles, potential successors, and development pathways to prepare employees for leadership and specialized positions, safeguarding the City’s operational stability.

Key Activities:

- a) Identify critical roles and positions within each department that require succession planning.
- b) Collaborate with department heads to assess potential successors based on skills, experience, and leadership potential.
- c) Develop personalized development plans, including training, mentorship, and skill-building opportunities, for identified successors.
- d) Regularly review and update succession plans to reflect organizational changes and staff development progress.

Target Date for Completion: July, 2025

	<p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Leadership Continuity: Ensure seamless transitions in key positions, minimizing disruptions to operations and service delivery. ii. Employee Development: Provide clear pathways for professional growth, preparing employees to step into leadership roles confidently. iii. Operational Resilience: Strengthen the City’s capacity to handle unexpected vacancies or retirements in critical roles. iv. Enhanced Organizational Stability: Build a proactive approach to workforce planning that supports long-term sustainability and success. <p>OS 1.2 E – Project: Policy Training and Discussion Workshops for Employees</p> <p>Description: The City will develop and implement a schedule for policy training and discussion workshops for all employees to enhance their understanding of organizational policies, foster a culture of accountability, and encourage open dialogue. These workshops will provide employees with the knowledge and tools needed to align their actions with the City’s mission, vision, and values.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Identify priority topics for workshops, including key organizational policies, compliance requirements, and professional ethics. b) Develop workshop materials, including presentations, case studies, and interactive activities, to engage employees effectively. c) Schedule and conduct workshops across all departments to ensure full employee participation. d) Gather feedback from participants to refine and improve future sessions. <p>Target Date for Completion: Schedule completed by August, 2025</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Increased Policy Awareness: Ensure all employees have a thorough understanding of City policies and procedures, reducing instances of non-compliance. ii. Enhanced Communication: Foster open discussions and dialogue between employees and leadership to address concerns and clarify policy expectations. iii. Improved Job Performance: Equip employees with the knowledge needed to perform their duties effectively and in alignment with City standards. iv. Stronger Organizational Culture: Promote a shared commitment to the City’s mission, vision, and values, enhancing teamwork and collaboration.
<p>Initiative OS 1.3</p>	<p>Employee Retention Strategies - This initiative focuses on implementing strategies to improve employee retention within the organization. It involves enhancing workplace culture, offering competitive benefits, providing opportunities for career growth, and addressing employee satisfaction to reduce turnover and maintain a skilled, motivated, and committed workforce..</p>

Projects Undertaken	<p>OS 1.3 A – Project: Staff Training and Development for Enhanced Customer Service</p> <p>Description: The Department of Human Resources will provide ongoing support to staff through targeted training programs and internal workshops to ensure the delivery of exceptional customer service to the City’s residents. To maintain consistency and adaptability, six-month training calendars will be developed and distributed by August, 2025, with updates provided at regular six-month intervals.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Identify training needs related to customer service excellence through feedback and performance reviews. b) Develop and deliver workshops focused on key topics, such as communication skills, problem-solving, and community engagement. c) Create and distribute a comprehensive six-month training calendar outlining upcoming sessions and opportunities for staff. d) Evaluate the effectiveness of training programs through participant feedback and performance metrics. <p>Target Date for Completion: Initial calendar distributed by August 2025; updates ongoing every six months thereafter.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Improved Customer Satisfaction: Increase resident satisfaction with City services as reflected in community feedback and surveys. ii. Enhanced Employee Skills: Equip staff with the tools and knowledge necessary to address citizen needs effectively and professionally. iii. Consistent Service Delivery: Standardize customer service practices across departments, ensuring a high level of quality in interactions with the community. iv. Employee Development: Foster a culture of continuous learning and improvement, contributing to higher staff morale and engagement. <p>OS 1.3 B – Project: Cross-Departmental Efficiency Enhancement</p> <p>Description: The Department of Human Resources will collaborate with all City departments to identify, develop, and implement programs and processes that enhance operational efficiency. By streamlining workflows, improving resource utilization, and fostering collaboration, this project aims to optimize service delivery and ensure the City’s operations meet the evolving needs of the community.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Conduct department-specific assessments to identify inefficiencies and areas for improvement. b) Develop and standardize best practices for key operational processes, such as recruitment, onboarding, and employee performance management. c) Provide training and support to staff for implementing new processes and technologies. d) Monitor and evaluate the effectiveness of implemented changes through regular feedback and performance metrics.
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	<p>Target Date for Completion: Ongoing, with initial recommendations presented to the City Council by February 2026.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Increased Efficiency: Reduce redundancies and streamline operations across all departments, improving overall productivity. ii. Enhanced Interdepartmental Collaboration: Foster better communication and teamwork between HR and other departments to address shared challenges. iii. Improved Service Delivery: Ensure timely and effective services for residents by optimizing internal processes. iv. Cost Savings: Achieve financial savings through more efficient use of resources and reduced operational waste.
<p>Objective 1. 2</p>	<p>ACHIEVE 25% GENERAL FUND RESERVES BY FY 2025/2026 - Increase the City’s General Fund reserves to 25% of annual operating expenditures by the end of FY 2025/2026 through enhanced revenue generation, expenditure management, and strategic cost-saving initiatives.</p>
<p>Initiative OS 1.2.1</p>	<p>Develop a “Sustainable Capital Investment Plan” - This initiative focuses on creating a long-term plan for capital investments that prioritizes sustainability and environmental responsibility. It involves identifying and funding infrastructure projects that not only meet current needs but also promote energy efficiency, reduce environmental impact, and ensure long-term viability for the community.</p>
<p>Projects Undertaken</p>	<p>OS 1.2.1A – Project: Annual Strategic Capital Investment Planning</p> <p>Description: Each Second Quarter, the Finance Director will collaborate with the City Manager, City Treasurer, and Department Heads to develop a Strategic Capital Investment Plan. This plan will outline the most beneficial investment strategies for the next five years, prioritizing projects that align with the City’s goals and ensure fiscal sustainability.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Collaborative Planning: Conduct annual planning sessions with key stakeholders to identify capital investment priorities and funding opportunities. b) Data-Driven Decision Making: Use financial analyses, project evaluations, and community feedback to inform investment strategies. c) Five-Year Forecast: Prepare a comprehensive five-year capital investment forecast that includes anticipated costs, funding sources, and implementation timelines. d) Plan Review and Updates: Regularly review and update the plan to reflect changing community needs, economic conditions, and funding availability. <p>Target Date for Completion: Annually, by the end of the Second Quarter.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Strategic Alignment: Ensure capital investments align with the City’s strategic goals and community priorities. ii. Improved Resource Allocation: Optimize the use of financial resources by prioritizing high-impact and cost-effective projects. iii. Enhanced Transparency: Provide clear and accessible information on capital investment plans to stakeholders and residents. iv. Sustainable Growth: Support the City’s infrastructure and service needs while maintaining long-term fiscal health.

<p>Initiative OS 1.2.2</p>	<p>Establish and Sustain Comprehensive Long-Term Financial Planning This initiative focuses on developing and maintaining a comprehensive long-term financial strategy for the City. It involves forecasting future revenue, expenditures, and capital needs, while ensuring fiscal sustainability, optimizing resources, and planning for future economic challenges. The goal is to align financial decisions with the City’s strategic objectives and ensure financial stability for the long term.</p>
<p>Projects Undertaken</p>	<p>OS 1.2.2A – Project: Development of a Formal Budget Integration Process Description: The Finance Director will create a structured, step-by-step process for integrating key strategic plans and considerations into the annual budgeting process. This formal process will ensure that the Capital Investment Plan, Capital Improvement Plan, Human Resource Planning efforts, Fee Studies, anticipated State and Federal legislative mandates, and other relevant factors are seamlessly incorporated into budget development. The process will be completed by the Second Quarter of 2025 and updated as needed to remain effective and relevant.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Assessment of Current Practices: Review the current budgeting process to identify gaps and opportunities for integration. b) Collaboration with Stakeholders: Work with department heads, the City Manager, and other stakeholders to gather input on key considerations for integration. c) Process Development: Design a detailed step-by-step workflow outlining how strategic plans and considerations will be incorporated into the budgeting process. d) Implementation and Training: Roll out the new process and provide 1.3.11.3.1 training to ensure consistent application across departments. e) Regular Updates: Periodically review and revise the process to adapt to evolving City priorities and external requirements. <p>Target Date for Completion: June, 2025</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Comprehensive Budget Alignment: Ensure the City’s budget reflects and supports strategic goals and priorities. ii. Improved Decision-Making: Provide a clearer framework for prioritizing resources and balancing competing needs. iii. Enhanced Transparency: Establish a clear and accessible budgeting process that promotes understanding and accountability among stakeholders. iv. Increased Adaptability: Build a budgeting framework that can incorporate new considerations, such as legislative mandates, with minimal disruption. <p>OS 1.2.2 C – Project: Ongoing Financial Best Practices and Reserve Advisory Description: The Finance Director will regularly monitor and evaluate financial best practices and reserve requirements, providing timely updates and recommendations to the City Council. This ensures the City’s financial policies remain aligned with current standards, organizational needs, and long-term fiscal sustainability.</p>

	<p>Key Activities:</p> <ul style="list-style-type: none"> a) Best Practices Monitoring: Stay informed on updates to financial standards, guidelines, and best practices from relevant organizations and authorities. b) Reserve Evaluation: Assess the adequacy of current reserve levels based on economic conditions, operational needs, and risk factors. c) Council Reporting: Provide periodic reports and recommendations to the City Council regarding financial policies and reserve adjustments. d) Implementation Support: Assist the City Council in adopting recommended changes to enhance fiscal resilience. <p>Target Date for Completion: Ongoing, with reports provided as needed based on financial developments.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Improved Financial Stability: Maintain reserves at levels sufficient to mitigate risks and support emergency or unforeseen needs. ii. Enhanced Fiscal Policy Alignment: Ensure the City’s financial practices and policies align with current best practices and organizational goals. iii. Increased Transparency: Provide clear and actionable financial updates to the City Council, fostering accountability and trust. iv. Proactive Risk Management: Anticipate and address potential financial challenges through timely recommendations and policy adjustments.
<p>Initiative OS 1.3.1</p>	<p>Conduct an Asset Inventory and Management Plan - This initiative focuses on creating and maintaining a comprehensive inventory of the City's assets, including buildings, infrastructure, equipment, and other resources. It involves assessing the condition, value, and lifespan of these assets, and developing a management plan to prioritize maintenance, replacement, and future investments to maximize their value and ensure long-term sustainability.</p>
<p>Projects Undertaken</p>	<p>OS 1.3.1A – Project: Asset Inventory and Useful Life Planning</p> <p>Description: The Department of Finance, in collaboration with all City departments, will conduct a comprehensive asset inventory and develop a plan incorporating “useful life” considerations for each asset. This plan will provide the foundation for effective capital planning and budget integration, ensuring the sustainability and efficient management of City resources. The finalized plan is targeted for completion by the First Quarter of 2025 and will be incorporated into the next Capital Improvement Plan and annual budget process.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Asset Inventory: Work with departments to compile a detailed list of all City-owned assets, including their condition and current usage. b) Useful Life Assessment: Evaluate the remaining useful life of each asset to identify maintenance needs, replacement timelines, and associated costs. c) Plan Development: Create a comprehensive plan that outlines asset statuses, projected lifespans, and priority actions. d) Integration with Budget and CIP: Incorporate findings into the Capital Improvement Plan and annual budget process to ensure alignment with financial and operational goals.

	<p>Target Date for Completion: September, 2025</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Comprehensive Asset Visibility: Establish a centralized, up-to-date inventory of all City assets, improving resource management and decision-making. ii. Informed Capital Planning: Provide accurate data to support strategic prioritization of capital projects and budget allocations. iii. Proactive Maintenance: Reduce unexpected costs by identifying and addressing asset maintenance and replacement needs in advance. iv. Enhanced Fiscal Sustainability: Align asset management with long-term financial planning to optimize resource use and extend asset lifespans.
<p>Initiative OS 1.3.14</p>	<p>Implement Recommendations from Fee Schedule Study Following the completion of the comprehensive fee schedule study, this initiative focuses on implementing the study’s recommendations to align the City’s fee structures with actual costs, ensuring compliance with state regulations, improving cost recovery, and maintaining service affordability for the community.</p> <p>Implementation Activities:</p> <ul style="list-style-type: none"> a) Fee Structure Updates: Update all identified fees to reflect full cost recovery or adjusted subsidized levels based on the study’s findings. b) Policy Integration: Align new fee schedules with City policies and state mandates, including those from Proposition 218 and Proposition 26. c) Stakeholder Communication: Notify residents and businesses about fee changes through transparent communication channels. d) Annual Reviews: Establish a process for periodic review and adjustment of fees to account for inflation and operational changes. e) Training for Departments: Train departmental staff on applying updated fee schedules and managing the associated processes efficiently. <p>Target Date for Full Implementation: Second Quarter of 2025</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Improved Cost Recovery: Achieve a higher percentage of cost recovery for City services, reducing reliance on the General Fund for subsidizing user-specific services. ii. Regulatory Compliance: Ensure the City’s fees comply with all applicable laws, avoiding potential legal challenges. iii. Transparency and Trust: Build community trust through clear explanations of the fee changes and the benefits to both individual users and the City at large. iv. Financial Sustainability: Support long-term fiscal health by aligning revenue from user fees with the true cost of delivering services.
<p>Projects Undertaken</p>	<p>OS 2.4 A – Project: Presentation of Updated Fee Schedule Study</p> <p>Description: The updated fee schedule study was successfully completed and presented to the City Council in the Third Quarter of 2024. This presentation provided the Council with a comprehensive analysis of current fees, recommendations for adjustments, and the rationale for aligning fees with cost recovery and regulatory compliance.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> a) Policy Adoption: Ensure the City Council adopts the updated fee schedule based on the study’s findings, aligning with cost recovery goals and state regulations.

	<ul style="list-style-type: none"> b) Enhanced Financial Management: Provide the City with a more sustainable revenue model that reduces reliance on the General Fund for subsidized services. c) Increased Transparency: Build community trust by presenting a clear and well-documented analysis of the fee schedule changes. d) Future Fee Sustainability: Establish a foundation for periodic fee reviews to adapt to inflation and evolving service demands, ensuring long-term financial stability.
Objective 1.3	DRIVING INNOVATION: DEPLOYING TECHNOLOGY SOLUTIONS FOR ENHANCED EFFICIENCY AND SERVICE EXCELLENCE BY FY 2026 Implement at least three new technology solutions by March, 202 to enhance operational efficiency, improve service delivery, and foster innovation across City departments, with measurable improvements in process timelines and user satisfaction
Initiative OS 3.1	Enhance Electronic Interface, Payment Methods, and Security - This initiative focuses on modernizing the City’s electronic systems to improve user experience, expand payment options, and strengthen cybersecurity measures. By upgrading technology and ensuring secure transactions, the City aims to provide residents and businesses with more convenient and reliable ways to interact with City services while protecting sensitive information.
Projects Undertaken	<p>OS 3.1 A – Project: Implementation of Cloud-Based Accela Permitting System Description: The Planning and Community Preservation and Public Works Departments have successfully launched the Accela Cloud-Based Permitting Program in the Third Quarter of 2024. This system streamlines processes for planning entitlements, permits, code enforcement cases, plan checks, and inspections, significantly improving efficiency and user experience. While the implementation phase has been completed, ongoing troubleshooting and optimization efforts are expected to continue through the First Quarter of 2025.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Streamlined Operations: Enhance efficiency by automating and centralizing permitting, code enforcement, and inspection workflows. ii. Improved User Experience: Provide residents, businesses, and developers with a more intuitive, accessible, and transparent permitting process. iii. Faster Processing Times: Reduce processing times for permits and inspections, improving service delivery and customer satisfaction. iv. Enhanced Data Management: Enable better tracking, reporting, and analysis of planning and enforcement activities through a centralized cloud-based system. v. Scalability and Flexibility: Establish a robust system that can adapt to future growth and evolving service demands. <p>OS 3.1 B – Project: Expansion of Public Wireless Fidelity (Wi-Fi) Coverage Description: The IT Department will identify opportunities and secure funding to expand public Wi-Fi access to additional sections of the City. This project aims to enhance connectivity for residents, businesses, and visitors, supporting equitable access to digital resources and fostering community engagement. The project is targeted for completion by the First Quarter of 2025.</p>

Key Activities:

- a) **Site Identification:** Determine priority areas for Wi-Fi expansion based on community needs and usage patterns.
- b) **Funding Opportunities:** Explore grants, public-private partnerships, and City budget allocations to support the initiative.
- c) **Infrastructure Development:** Collaborate with service providers to install and configure the necessary hardware for expanded coverage.
- d) **Community Outreach:** Inform residents and businesses about new Wi-Fi availability and encourage its use.

Desired Outcomes:

- i. **Increased Connectivity:** Provide broader public Wi-Fi coverage to improve access to digital services and online resources.
- ii. **Enhanced Community Engagement:** Support connectivity in public spaces to foster communication, learning, and collaboration among residents.
- iii. **Digital Equity:** Bridge the digital divide by offering reliable internet access to underserved areas of the City.
- iv. **Economic Support:** Enable businesses and visitors to leverage improved internet access, boosting economic activity and convenience.

OS 3.1 C – Project: Secure Funding for Enhanced IT Security Measures

Description: The IT Department will actively seek additional funding to strengthen the City’s cybersecurity infrastructure by the First Quarter of 2025. The FY 26 budget will allocate 20% of IT resources specifically for enhancing security protocols, protecting critical systems, and mitigating potential threats to the City’s digital environment.

Key Activities:

- a) **Funding Identification:** Explore grants, partnerships, and budget reallocations to secure resources for cybersecurity improvements.
- b) **Budget Planning:** Ensure the FY 25/26 IT budget dedicates 20% to implementing advanced security measures.
- c) **Strategic Implementation:** Develop a phased plan to deploy security solutions, including system updates, network monitoring tools, and staff training.

Desired Outcomes:

- i. **Enhanced Cybersecurity:** Strengthen the City’s defenses against data breaches, ransomware, and other cyber threats.
- ii. **Improved System Resilience:** Ensure the reliability and availability of critical IT systems through proactive risk management.
- iii. **Compliance with Regulations:** Meet or exceed industry standards and regulatory requirements for public sector cybersecurity.
- iv. **Increased Stakeholder Confidence:** Build trust among residents, businesses, and City staff by demonstrating a commitment to protecting sensitive information.

GOAL 2 – PUBLIC SAFETY (PS)

GOAL DEFINITION	ENSURE A SAFE AND SECURE COMMUNITY FOR ALL RESIDENTS AND VISITORS
Objective 2.1	SUSTAINING SIERRA MADRE'S FIRE SERVICES: ESTABLISHING RELIABLE FUNDING FOR EXCELLENCE BY FY 2025/2026 -Develop and implement a sustainable funding mechanism by the end of FY 2025/2026 to support fire service operations, ensuring a 90% satisfaction rate in community surveys and maintaining response times within national standards.
Initiative PS 2.1	Achieve Optimum Staffing Levels for the Fire Department - This initiative focuses on ensuring the Fire Department is appropriately staffed to effectively respond to emergencies and provide public safety services. It includes evaluating current staffing needs, recruiting and retaining qualified personnel, and ensuring the department is fully staffed at all times to maintain efficient operations and meet community demands.
Projects Undertaken	<p>PS 2.1. – Project: Development of the Fire Department Master Plan Description: The Fire Chief led an analysis of mission-critical tasks across all divisions and functions within the Fire Department. This analysis culminated in the creation of a comprehensive "Fire Department Master Plan," which was completed by the Third Quarter of 2024. The plan serves as a strategic blueprint to guide staffing, resource allocation, and operational improvements for the department.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Strategic Staffing Alignment: Ensure staffing levels meet the operational demands of mission-critical tasks across all divisions. ii. Improved Resource Management: Provide a framework for optimizing the allocation of equipment, personnel, and other resources. iii. Enhanced Service Delivery: Maintain or exceed national response time standards while improving overall community satisfaction with fire services. iv. Operational Readiness: Strengthen the department’s ability to adapt to evolving challenges and emergencies through a well-structured plan. v. Informed Decision-Making: Offer clear data and recommendations to support leadership and City Council decisions on future fire service investments. <p>PS 2.1B – Project: Community Survey for Fire Department Master Plan Development <Completed> Description: Beginning in the Third Quarter of 2024, the community was given the opportunity to participate in a comprehensive survey designed to gather input for the development of the "Fire Department Master Plan." The survey provided residents with a platform to share their priorities, concerns, and expectations regarding fire services. This engagement ensured that the Master Plan reflects the community's needs and aspirations.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Informed Planning: Incorporate community feedback into the Fire Department Master Plan to ensure alignment with residents’ expectations and priorities.

- ii. **Enhanced Community Engagement:** Foster a stronger relationship between the Fire Department and the community through transparent and inclusive planning processes.
- iii. **Improved Service Delivery:** Identify specific areas for improvement based on survey responses to enhance the quality and efficiency of fire services.
- iv. **Increased Resident Satisfaction:** Build trust and satisfaction by demonstrating responsiveness to community input in fire service planning.

PS 2.1 C – Project: Integration of Fire Master Plan Recommendations into Budget Planning

Description: The Fire Chief will integrate the recommendations from the "Fire Master Plan" analysis into the City's budgetary planning process for future fiscal years. This effort ensures that the operational, staffing, and resource needs identified in the Master Plan are adequately funded and aligned with the City's strategic priorities.

Key Activities:

- 1. Prioritize Master Plan recommendations based on critical needs and operational goals.
- 2. Collaborate with the Finance Department to incorporate recommended funding allocations into the City's annual and multi-year budgets.
- 3. Advocate for necessary resources during the budget approval process to ensure sustainable fire services.

Desired Outcomes:

- i. **Enhanced Resource Allocation:** Secure funding to address critical staffing, equipment, and infrastructure needs outlined in the Master Plan.
- ii. **Improved Fire Services:** Ensure the Fire Department is equipped to maintain or exceed national standards for response times and service quality.
- iii. **Strategic Financial Planning:** Align fire service funding with the City's long-term financial and operational goals.
- iv. **Community Safety:** Strengthen the department's ability to meet the safety needs of residents and businesses through well-funded and strategically planned initiatives.

PS 2.1.D – Project: Evaluation of Paid Internship Program for the Fire Department

Description: The Fire Chief will conduct an analysis to assess the need for a paid internship program within the department. This evaluation will include determining the potential roles, benefits, and funding requirements for the position, with the goal of incorporating the program into the FY 26 budget planning process and securing funding for future years.

Key Activities:

- a) **Needs Assessment:** Identify areas where an intern could provide valuable support and contribute to departmental operations.
- b) **Role Definition:** Develop a detailed job description and scope of responsibilities for the intern position.

- c) **Cost Analysis:** Estimate the financial requirements for the program, including salary, benefits, and training costs.
- d) **Budget Integration:** Collaborate with the Finance Department to incorporate funding for the internship program into the FY 26 budget proposal.

Desired Outcomes:

- i. **Increased Operational Support:** Provide additional staffing resources to enhance departmental efficiency and effectiveness.
- ii. **Talent Development:** Create opportunities for aspiring fire service professionals to gain hands-on experience and contribute to the department.
- iii. **Cost-Effective Staffing:** Address operational needs through a paid internship program that offers high value at a relatively low cost.
- iv. **Strategic Workforce Planning:** Lay the groundwork for developing a pipeline of future talent for the department.

PS 2.1.E – Project: Evaluation and Implementation of Part-Time EOC Coordinator Position <Completed>

Description: The Fire Chief successfully completed an analysis to determine the need for a part-time Emergency Operations Center (EOC) Coordinator. The findings have been incorporated into the FY 24/25 budget planning process, with provisions for funding in future years. This position is intended to enhance the City’s emergency preparedness and response capabilities.

Key Activities:

- 1. **Needs Assessment:** Conducted an evaluation of the department’s emergency operations requirements to identify the necessity for an EOC Coordinator.
- 2. **Role Definition:** Developed a clear job description outlining the responsibilities and objectives for the part-time EOC Coordinator position.
- 3. **Budget Planning:** Integrated the position into the FY 24/25 budget with projected costs for future years.

Desired Outcomes:

- 1. **Improved Emergency Preparedness:** Strengthen the City’s ability to plan, coordinate, and respond effectively during emergencies.
- 2. **Enhanced Operational Efficiency:** Provide dedicated support for EOC functions, ensuring consistent readiness and operational excellence.
- 3. **Cost-Effective Resource Allocation:** Address critical EOC needs with a part-time role, balancing functionality with budget considerations.
- 4. **Increased Community Safety:** Enhance the City’s capacity to protect residents and resources during crises through better-coordinated emergency responses.

	<p>PS2.1.F – Project: Development of Strategy for Industry-Comparable Salaries and Benefits for Fire Personnel</p> <p>Description: The Fire Chief will review the findings of the “Fire Department Master Plan” and provide strategic recommendations to the City Manager for achieving industry-standard salaries and benefits for fire personnel. This effort aims to ensure competitive compensation to attract, retain, and support a highly qualified workforce, while aligning with the City’s budgetary and operational goals.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Analysis of Master Plan Findings: Evaluate the salary and benefits recommendations outlined in the Master Plan. b) Market Comparison: Conduct benchmarking against salaries and benefits of comparable fire departments within the region and industry. c) Strategic Planning: Develop a phased implementation strategy to achieve competitive compensation levels while balancing fiscal sustainability. d) Collaboration: Work with the City Manager and Finance Department to align recommendations with budgetary constraints and future planning efforts. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Competitive Compensation: Ensure fire personnel receive salaries and benefits aligned with regional and industry standards to support recruitment and retention. ii. Increased Staff Morale: Boost employee satisfaction and engagement through equitable and competitive compensation packages. iii. Enhanced Workforce Stability: Reduce turnover and maintain a skilled, experienced team capable of delivering high-quality fire services. iv. Sustainable Implementation: Align compensation improvements with the City’s long-term financial planning to ensure fiscal responsibility.
<p>Initiative PS 2.2</p>	<p>Sustain Excellence in Training Practices for the Fire Department - This initiative focuses on maintaining and enhancing the Fire Department's industry-leading training practices to ensure operational readiness, professional growth, and the highest standards of service delivery. By prioritizing continuous education, advanced training methods, and compliance with evolving industry standards, the department will strengthen its capacity to protect and serve the community effectively. -</p>
<p>Projects Undertaken</p>	<p>PS 2.2 A – Project: Evaluation of Fire Department Training Programs</p> <p>Description: <Completed> The Fire Department Training Officer conducted a comprehensive evaluation of the department’s training programs, identifying their strengths and weaknesses. The findings were submitted to the Fire Chief by the First Quarter of 2024. This evaluation serves as a foundation for enhancing the effectiveness and impact of training initiatives.</p> <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Improved Training Effectiveness: Address identified weaknesses to ensure all training programs meet or exceed industry standards. ii. Enhanced Skill Development: Leverage program strengths to continue building the technical and operational skills of fire personnel.

- iii. **Targeted Program Adjustments:** Implement specific changes to improve training delivery, curriculum, and outcomes based on the evaluation.
- iv. **Operational Readiness:** Strengthen the department's preparedness for emergencies by ensuring personnel are well-trained and confident in their capabilities.

PS 2.2 B – Project: Annual Hosting of STF and CICCIS Classes

Description: Beginning in FY 24/25, the Fire Department Training Officer will identify and host at least one State Fire Training (SFT) class and one California Incident Command Certification System (CICCIS) class annually. These training sessions aim to enhance the knowledge and operational readiness of fire personnel.

Key Activities:

- a) **Course Selection:** Identify high-priority SFT and CICCIS classes that align with departmental training needs and operational goals.
- b) **Coordination and Planning:** Schedule and coordinate the logistics of hosting the classes, including securing instructors, facilities, and necessary resources.
- c) **Implementation and Evaluation:** Conduct the classes and gather feedback to improve future training sessions.

Desired Outcomes:

- a) **Enhanced Certification Compliance:** Ensure personnel maintain required certifications and meet training standards.
- b) **Improved Emergency Response:** Strengthen the skills and capabilities of fire personnel, improving the department's overall emergency preparedness.
- c) **Knowledge Sharing:** Foster collaboration and learning among participants, encouraging the exchange of best practices and expertise.
- d) **Sustainable Training Model:** Establish an annual training schedule that supports long-term skill development and operational readiness.

PS 2.2C – Project: Strategy to Maintain Paramedic Licensure for Fire Personnel <Completed>

Description: The Fire Chief successfully developed and implemented a strategy to maintain an 85% paramedic licensure rate among fire personnel by the First Quarter of 2024. This strategy ensures the department continues to meet its operational goals and deliver high-quality emergency medical services. The department has achieved this goal and is committed to sustaining it moving forward.

Key Activities:

- a) **Ongoing Training and Certification:** Provide regular training and resources to support paramedic certification and recertification.
- b) **Recruitment and Retention:** Prioritize hiring paramedic-certified personnel and retaining existing staff through competitive incentives.
- c) **Licensure Monitoring:** Establish a tracking system to ensure all licensed personnel remain compliant with certification requirements.

	<p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Sustained Licensure Rate: Maintain an 85% paramedic licensure rate to ensure sufficient coverage for <u>a</u>dvanced <u>l</u>ife <u>s</u>upport (ALS) calls. ii. Improved Emergency Medical Services: Enhance the department's ability to provide timely and effective medical care to the community. iii. Operational Readiness: Ensure the department has a highly skilled workforce capable of responding to a wide range of medical emergencies. iv. Increased Community Confidence: Build trust and confidence among residents by consistently meeting high standards of medical readiness.
<p>Initiative PS 2.3</p>	<p>Ensure the Fire Department is Properly Equipped - This initiative focuses on equipping the Fire Department with the necessary tools, technology, and resources to enhance operational efficiency, improve response times, and ensure the safety of personnel and the community. By maintaining up-to-date and well-maintained equipment, the department can effectively meet the demands of modern firefighting and emergency services. This initiative underscores the City's commitment to supporting its fire personnel and safeguarding the community through strategic investments in essential equipment.</p>
<p>Projects Undertaken</p>	<p>PS 3 – Project: Development of Strategy to Address Equipment Recommendations</p> <p>Description: The Fire Chief will review the findings of the “Fire Department Master Plan” and provide strategic recommendations to the City Manager for fulfilling the equipment needs identified in the plan. This effort will ensure the department is equipped with the necessary tools and resources to maintain operational effectiveness and meet the safety needs of the community. The recommendations are targeted for completion by the Fourth Quarter of 2024.</p> <p>Key Activities:</p> <ul style="list-style-type: none"> a) Master Plan Review: Analyze equipment recommendations outlined in the Fire Department Master Plan. b) Priority Setting: Identify and prioritize critical equipment needs based on operational requirements and service goals. c) Strategic Planning: Develop a phased strategy to acquire, upgrade, or replace equipment in alignment with budgetary constraints and departmental priorities. d) Funding Recommendations: Collaborate with the City Manager and Finance Department to explore funding options, including grants and capital improvement allocations. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> i. Enhanced Operational Efficiency: Equip the department with state-of-the-art tools and resources to improve response times and service delivery. ii. Improved Safety for Personnel and Community: Ensure firefighters have the necessary equipment to operate safely and effectively during emergencies. iii. Budgetary Alignment: Develop a cost-effective plan that aligns with the City's financial capabilities and long-term goals. iv. Strategic Resource Allocation: Establish a clear and actionable roadmap for fulfilling equipment needs over time, prioritizing the most critical assets.

Objective 2.2	SECURING SIERRA MADRE'S SAFETY: ESTABLISHING SUSTAINABLE FUNDING FOR POLICE EXCELLENCE BY FY 2026 - Develop and implement a sustainable funding mechanism by the end of FY 2026 to support police operations, ensuring a 95% satisfaction rate in community surveys and maintaining response times within industry standards.
Initiative PS 2.1	Achieve Optimal Staffing Levels for the Police Department - This initiative focuses on ensuring the Police Department is staffed at optimal levels to meet the community's safety needs. It involves assessing staffing requirements, addressing gaps through recruitment and retention efforts, and balancing resources to maintain an effective and responsive police force while minimizing burnout and maximizing public safety.
Projects Undertaken	<p>PS 2.2 A – Project: Strategy for Achieving Industry-Comparable Salaries and Benefits for Police Personnel</p> <p>Description: The Police Chief will review the findings of the Department’s “Police Department Master Plan” and develop a strategic approach to align police personnel salaries and benefits with industry standards..</p> <p>Key Activities:</p> <ol style="list-style-type: none"> a) Master Plan Analysis: <ul style="list-style-type: none"> • Conduct a thorough review of the “Police Department Master Plan” to assess current compensation levels and benefits. • Identify gaps between existing salaries/benefits and industry benchmarks. b) Benchmarking Study: <ul style="list-style-type: none"> • Compare compensation packages with those of similar departments in terms of size, budget, and service demands. c) Stakeholder Engagement: <ul style="list-style-type: none"> • Collaborate with human resources, financial analysts, and union representatives to assess feasibility and gather input. d) Strategic Planning: <ul style="list-style-type: none"> • Develop a phased strategy for achieving comparable salaries and benefits while considering budgetary constraints. • Identify potential funding sources or cost-saving measures to support the recommendations. e) Recommendation Development: <ul style="list-style-type: none"> ▪ Compile findings and proposed strategies into a comprehensive report for the City Manager. <p>Desired Outcomes:</p> <ol style="list-style-type: none"> i. Competitive Compensation: Ensure police personnel receive salaries and benefits that are competitive within the industry, improving recruitment and retention. ii. Enhanced Morale and Performance: Boost morale and job satisfaction among police personnel, leading to improved service delivery and community safety. iii. Strategic Alignment: Align compensation strategies with the department’s long-term goals and operational needs as outlined in the Master Plan. iv. Sustainability: Develop a financially sustainable approach to maintain competitive compensation over time.

<p>Initiative PS 2.2</p>	<p>Maintain Advanced Training Standards for the Police Department - This initiative focuses on ensuring the Police Department consistently follows industry-leading training practices. It involves providing officers with ongoing, high-quality training in areas such as law enforcement techniques, public safety, crisis management, and community relations to enhance their effectiveness, professionalism, and responsiveness to evolving challenges.</p>
<p>Projects Undertaken</p>	<p>PS 2.2 A – Project: Ensuring Compliance with State and Federal Training Requirements</p> <p>Description: The Police Department’s Training Manager will continue to deliver training programs that meet all State and Federal requirements for Police Department employees. These efforts ensure compliance with mandated standards and enhance operational readiness.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Training Needs Assessment: <ul style="list-style-type: none"> ○ Regularly review State and Federal training mandates to identify required courses and certifications. ○ Assess department-wide training gaps to ensure all employees are up to date. 2. Curriculum Development and Delivery: <ul style="list-style-type: none"> ○ Develop or acquire training modules that align with mandated requirements. ○ Schedule and deliver training sessions to ensure all personnel complete required programs on time. 3. Recordkeeping and Compliance Monitoring: <ul style="list-style-type: none"> ○ Maintain accurate records of training attendance, certifications, and renewals. ○ Monitor compliance deadlines and notify employees of upcoming requirements. 4. Coordination with Regulatory Bodies: <ul style="list-style-type: none"> ○ Liaise with State and Federal agencies to ensure training content remains current and compliant. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Regulatory Compliance: Ensure 100% compliance with all State and Federal training requirements for Police Department employees. • Enhanced Skills and Preparedness: Maintain a highly trained workforce capable of effectively responding to diverse challenges. • Accountability and Documentation: Strengthen transparency and accountability through accurate training records and compliance tracking. • Professional Growth: Support employee development by offering training opportunities that align with career advancement goals.
<p>Initiative PS 2.3</p>	<p>Ensure Adequate Equipment for the Police Department - This initiative focuses on providing the Police Department with the necessary equipment and resources to effectively perform their duties. It includes upgrading technology, acquiring specialized tools, and ensuring officers have the proper safety gear and vehicles to enhance operational efficiency, public safety, and emergency response capabilities.</p>

Projects Undertaken

PS 2.3 A – Project: Strategy to Fulfill Equipment Recommendations from the Police Department Master Plan

Description: The Police Chief will analyze the findings of the “Police Department Master Plan” related to equipment needs and develop a comprehensive strategy to address these recommendations.

Key Activities:

1. **Review Master Plan Recommendations:**
 - Conduct an in-depth review of the Master Plan to identify priority equipment needs.
 - Categorize equipment by urgency, operational impact, and cost.
2. **Needs Assessment and Gap Analysis:**
 - Compare existing equipment inventory against Master Plan recommendations to identify gaps.
 - Evaluate the impact of equipment deficiencies on operational effectiveness and public safety.
3. **Cost Analysis and Funding Options:**
 - Estimate costs for acquiring recommended equipment.
 - Identify potential funding sources, including grants, budget reallocations, or partnerships.
4. **Stakeholder Collaboration:**
 - Work with department heads, procurement teams, and finance staff to align equipment needs with available resources.
 - Engage with external agencies or vendors for specifications, timelines, and competitive pricing.
5. **Strategy Development:**
 - Develop a phased approach for acquiring and implementing equipment based on priorities and funding availability.
 - Include maintenance and lifecycle plans for long-term sustainability.
6. **Recommendation Submission:**
 - Prepare a detailed report for the City Manager outlining proposed actions, timelines, and funding strategies.

Desired Outcomes:

- **Operational Efficiency:**
Ensure the Police Department is equipped with modern tools to enhance service delivery and operational effectiveness.
- **Enhanced Officer Safety:**
Provide personnel with reliable and up-to-date equipment to improve safety and performance.
- **Strategic Alignment:**
Align equipment upgrades with the department’s operational goals and long-term strategic plan.
- **Budgetary Feasibility:**
Develop a financially sustainable plan that balances equipment needs with available resources.

<p>Objective 2.3</p>	<p>IMPLEMENTING SIERRA MADRE'S ENVIRONMENTAL MANAGEMENT PROGRAM. By the end of the Third Quarter of 2025, the City of Sierra Madre will implement an environmental management program to reduce waste, improve natural resource conservation, and enhance public engagement in sustainability efforts. This program will focus on recycling initiatives, water conservation strategies, and community education efforts. The goal is to reduce waste by 15%, increase water conservation efforts by 20%, and engage at least 30% of the community in sustainability programs</p>
<p>Initiative PS 2.3.1</p>	<p>Preserve and Maintain Hillside Areas - This initiative focuses on the ongoing preservation and maintenance of hillside areas to protect natural landscapes, prevent erosion, and ensure public safety. It involves monitoring and managing vegetation, stabilizing slopes, and implementing sustainable land management practices to maintain the ecological integrity and aesthetic value of hillside regions.</p>
<p>Projects Undertaken</p>	<p>PS 2.3.1 – Project: Annual Brush-Clearing Events Description: The Fire Department, in collaboration with the Public Works Department, will organize and conduct annual brush-clearing events to reduce wildfire risk and enhance community safety. The 2025 event has been successfully completed, and this initiative is expected to continue annually.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Site Assessment and Planning: <ul style="list-style-type: none"> ○ Identify high-priority areas prone to wildfire risks that require brush clearing. ○ Develop a detailed plan for the event, including timelines, resources, and safety protocols. 2. Community Engagement: <ul style="list-style-type: none"> ○ Notify residents about upcoming events and provide guidance on how they can participate or prepare. ○ Offer educational resources on fire prevention and the importance of vegetation management. 3. Collaboration and Resource Allocation: <ul style="list-style-type: none"> ○ Coordinate efforts between the Fire Department and Public Works to allocate equipment, personnel, and materials. ○ Ensure compliance with environmental and safety regulations during clearing operations. 4. Execution and Monitoring: <ul style="list-style-type: none"> ○ Conduct brush-clearing activities, including debris removal and proper disposal. ○ Monitor progress and address any unforeseen challenges during the event. 5. Post-Event Evaluation: <ul style="list-style-type: none"> ○ Assess the effectiveness of the clearing activities and identify areas for improvement. ○ Compile a report for planning future events. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Wildfire Risk Reduction: Minimize the potential for wildfires by maintaining clear defensible spaces around vulnerable areas.

- **Enhanced Community Safety:**
Protect lives, property, and natural resources through proactive vegetation management.
- **Community Awareness:**
Increase public understanding of fire prevention measures and foster community involvement in safety initiatives.
- **Sustainable Practice:**
Establish an ongoing annual program that supports long-term fire risk mitigation and environmental stewardship.

PS 2.3.2 – Project: Annual Fire "Home Hardening" Presentation

Description:

The Fire Department will host an annual "Home Hardening" presentation to educate residents on strategies to protect their homes from wildfire damage. The 2025 presentation has been successfully completed, and this initiative will continue on an annual basis.

Key Activities:

1. **Topic Selection and Content Development:**
 - Identify key home-hardening strategies and updates based on current fire safety research and local risk factors.
 - Develop an engaging and informative presentation, including visual aids, case studies, and actionable tips.
2. **Event Planning and Promotion:**
 - Schedule the presentation and secure a venue or virtual platform.
 - Promote the event through community newsletters, social media, and local organizations to maximize attendance.
3. **Collaboration with Experts:**
 - Partner with fire safety professionals, building experts, and environmental organizations to enhance the content and credibility of the presentation.
4. **Presentation Delivery:**
 - Conduct the event, providing residents with practical advice on improving their homes' resistance to wildfires.
 - Allow time for Q&A to address specific concerns and encourage community interaction.
5. **Post-Event Engagement:**
 - Share event materials and resources online for residents who could not attend.
 - Collect feedback to refine and improve future presentations.

Desired Outcomes:

- **Increased Awareness:**
Educate homeowners about the importance of home-hardening measures to mitigate wildfire risks.
- **Proactive Community Action:**
Encourage residents to implement recommended improvements, enhancing neighborhood resilience to wildfires.
- **Enhanced Safety:**
Reduce the vulnerability of homes and properties, contributing to overall community fire preparedness.

- **Sustainable Education Program:**
Establish an annual tradition that evolves to address emerging challenges and integrates the latest fire safety techniques.

PS 2.3.3 – Project: Establishment of Sierra Madre Fire Safe Council and Attainment of "Fire Wise" Status

Description: The Fire Department will enhance community fire risk reduction by creating a Sierra Madre Fire Safe Council and achieving "Fire Wise" recognition by the Second Quarter of 2026. This initiative aims to foster collaboration, education, and proactive measures to mitigate wildfire risks and improve community resilience.

Key Activities:

1. **Council Formation:**
 - Assemble a diverse group of community stakeholders, including residents, local officials, and fire safety experts, to form the Sierra Madre Fire Safe Council.
 - Develop a mission, goals, and bylaws to guide the council's activities.
2. **Community Risk Assessment:**
 - Conduct a comprehensive assessment of wildfire risks within Sierra Madre.
 - Identify high-priority areas for mitigation efforts.
3. **Education and Outreach:**
 - Host workshops, presentations, and public events to raise awareness of fire risk reduction strategies.
 - Provide resources and training to residents on best practices for fire prevention and preparedness.
4. **Development of a Fire Wise Action Plan:**
 - Collaborate with the Fire Safe Council to create a detailed action plan that aligns with the criteria for "Fire Wise" recognition.
 - Prioritize initiatives such as vegetation management, home hardening, and community-wide evacuation planning.
5. **Implementation and Monitoring:**
 - Execute the action plan, engaging volunteers and leveraging partnerships with local and regional organizations.
 - Monitor progress and make adjustments as necessary to meet "Fire Wise" standards.
6. **Application for "Fire Wise" Status:**
 - Submit the completed application, including supporting documentation, to the National Fire Protection Association (NFPA) for recognition as a "Fire Wise" community.

Desired Outcomes:

- **Fire Risk Reduction:**
Decrease the likelihood and impact of wildfires through community-wide prevention and mitigation efforts.
- **Increased Community Involvement:**
Empower residents to actively participate in fire safety initiatives, fostering a sense of shared responsibility.
- **National Recognition:**
Achieve "Fire Wise" status, demonstrating Sierra Madre's commitment to wildfire preparedness and resilience.

	<ul style="list-style-type: none"> • Sustainable Fire Safety Program: Establish a long-term framework for ongoing fire risk reduction and community engagement through the Sierra Madre Fire Safe Council.
<p>Initiative PS 2.3.2</p>	<p>Manage Wildlife and Human Interactions - This initiative focuses on addressing and mitigating conflicts between wildlife and human populations. It involves implementing strategies to promote safe coexistence, such as educating the public about wildlife behavior, establishing safe habitats, and managing situations where wildlife may pose risks to public safety or property.</p>
<p>Projects Undertaken</p>	<p>PS 2.3.2 A – Project: Update to the City’s Wildlife Management Plan Description: <This has been completed>The Natural Resources Commission will update the City’s Wildlife Management Plan with input from the City Council, the Department of Fish and Wildlife, and the Sierra Madre Police Department (SMPD), as needed.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Stakeholder Consultation: <ul style="list-style-type: none"> ○ Collaborate with the City Council, Natural Resources Commission, Department of Fish and Wildlife, and SMPD to gather diverse perspectives and expertise. ○ Identify key issues and priorities for inclusion in the updated plan. 2. Plan Review and Assessment: <ul style="list-style-type: none"> ○ Evaluate the existing Wildlife Management Plan to identify areas requiring updates or improvements. ○ Assess current wildlife trends, challenges, and community concerns. 3. Community Engagement: <ul style="list-style-type: none"> ○ Hold public meetings or workshops to gather input from residents on wildlife-related issues and proposed strategies. ○ Incorporate feedback into the plan to ensure community alignment. 4. Drafting the Updated Plan: <ul style="list-style-type: none"> ○ Develop a comprehensive draft that addresses identified priorities, integrates stakeholder input, and incorporates best practices in wildlife management. ○ Include strategies for mitigating human-wildlife conflicts, promoting coexistence, and protecting biodiversity. 5. Review and Approval: <ul style="list-style-type: none"> ○ Submit the draft plan for review and feedback from stakeholders and the City Council. ○ Finalize and adopt the updated Wildlife Management Plan. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Improved Wildlife Management: Develop a plan that effectively addresses wildlife conservation, conflict mitigation, and ecosystem preservation. • Enhanced Collaboration: Strengthen partnerships between city departments, state agencies, and the community for effective wildlife management. • Community Alignment: Ensure the plan reflects the needs and concerns of residents while promoting education and awareness about wildlife issues.

- **Updated Best Practices:**
Incorporate the latest knowledge and strategies to address emerging wildlife management challenges

PS 2.3.2 B – Project: Publicizing Wildlife Management Program (WMP) Components

Description: The Communications Team will promote key components of the Wildlife Management Program (WMP), such as "no feeding" policies, hazing techniques, and other best practices, to raise community awareness and encourage responsible behavior around wildlife.

Key Activities:

1. **Message Development:**
 - Craft clear, engaging, and consistent messages highlighting WMP components, including the importance of "no feeding" and effective hazing techniques.
 - Tailor messaging to address specific wildlife challenges faced by the community.
2. **Multi-Channel Outreach:**
 - Disseminate information through various platforms, including social media, city websites, newsletters, and community events.
 - Utilize visuals, infographics, and videos to enhance engagement and understanding.
3. **Community Engagement Campaigns:**
 - Host educational workshops or webinars to demonstrate proper hazing techniques and explain the rationale behind "no feeding" policies.
 - Encourage community participation through interactive Q&A sessions or feedback opportunities.
4. **Collaborations:**
 - Partner with the Natural Resources Commission and other stakeholders to ensure messaging aligns with WMP goals and strategies.
 - Work with local schools and organizations to extend outreach efforts to broader audiences.
5. **Evaluation and Adjustment:**
 - Monitor the effectiveness of outreach efforts through engagement metrics and community feedback.
 - Adjust messaging and strategies as needed to maximize impact.

Desired Outcomes:

- **Increased Awareness:**
Educate residents on the importance of WMP components and their role in promoting safe and sustainable wildlife interactions.
- **Behavioral Change:**
Reduce harmful practices, such as feeding wildlife, and encourage proactive measures like hazing to manage conflicts.
- **Community Participation:**
Foster a sense of shared responsibility for wildlife management and encourage residents to actively support WMP initiatives.

- **Sustainable Practices:**
Establish a long-term communication strategy that reinforces WMP principles and adapts to evolving community needs.

PS 2.3.2 C – Project: Implementation and Maintenance of Bear-Resistant Organics Recycling Barrels

Description: <This has been completed> The City’s Public Works Department will oversee the execution and ongoing management of the recently amended Solid Waste Contract, which includes the introduction and maintenance of bear-resistant organics recycling barrels for all residential customers.

Key Activities:

1. **Contract Management:**
 - Monitor and enforce the provisions of the amended Solid Waste Contract to ensure compliance by the waste management provider.
 - Conduct periodic reviews to address any operational issues or improvements.
2. **Distribution and Deployment:**
 - Oversee the delivery and distribution of bear-resistant recycling barrels to all residential customers.
 - Ensure adequate inventory and replace damaged barrels as needed.
3. **Customer Support and Education:**
 - Provide residents with instructions on the proper use and maintenance of the bear-resistant barrels.
 - Conduct outreach campaigns to educate the community about the importance of wildlife-safe waste management practices.
4. **Performance Monitoring:**
 - Track the effectiveness of the bear-resistant barrels in reducing wildlife disturbances and organic waste contamination.
 - Gather feedback from residents to identify areas for improvement.
5. **Collaboration and Reporting:**
 - Work with the Solid Waste Provider and other stakeholders to address operational challenges and maintain service quality.
 - Report progress and updates to the City Council and the community.

Desired Outcomes:

- **Wildlife Safety:**
Minimize wildlife interactions with waste through the use of secure, bear-resistant barrels.
- **Compliance with Regulations:**
Meet state and local mandates for organics recycling and wildlife safety measures.

- **Enhanced Community Satisfaction:**
Provide residents with reliable and user-friendly waste management solutions.
- **Sustainable Waste Management:**
Promote long-term adoption of wildlife-safe practices and compliance with organics recycling goals.

PS 2.3.2 D – Project: Regional Collaboration for Wildlife Management and Joint Wildlife Watch Training

Description: The City will pursue regional collaboration with the San Gabriel Valley Council of Governments (SGVCOG) to secure funding for additional key Fish & Wildlife staffing. While initial efforts were unsuccessful as of the Second Quarter of 2024, staff will continue to explore funding opportunities. In addition, staff will collaborate with the neighboring cities and the County of Los Angeles to develop a regional strategy for wildlife management moving forward.

Key Activities:

1. **Regional Funding Exploration:**
 - Engage with SGVCOG to identify funding programs that support local Fish & Wildlife staffing.
 - Advocate for the inclusion of wildlife staffing as a regional priority during funding discussions.
 - Explore additional regional or state-level funding sources.
2. **Grant and Partnership Development:**
 - Prepare and submit grant applications for relevant opportunities.
 - Build partnerships with neighboring cities and organizations to strengthen funding proposals.
3. **Joint Wildlife Watch Training Planning:**
 - Partner with the City of Arcadia to plan and schedule a collaborative Wildlife Watch training session.
 - Develop a comprehensive training curriculum focusing on wildlife awareness, conflict mitigation, and community safety.
4. **Community Outreach and Promotion:**
 - Promote the Wildlife Watch training to residents of both cities to maximize participation.
 - Provide educational materials and resources to attendees during and after the training.
5. **Monitoring and Follow-Up:**
 - Continuously track and assess new funding opportunities to secure support for wildlife staffing.
 - Gather feedback from the Wildlife Watch training to improve future sessions and identify further collaborative opportunities.

Desired Outcomes:

- **Increased Wildlife Staffing Capacity:**
Secure funding to add key Fish & Wildlife positions, enhancing local and regional wildlife management efforts.
- **Enhanced Regional Collaboration:**
Strengthen partnerships with SGVCOG and neighboring cities to address shared wildlife challenges effectively.

	<ul style="list-style-type: none"> • Improved Community Awareness: Empower residents through Wildlife Watch training, equipping them with knowledge and tools to coexist safely with wildlife. • Sustainable Wildlife Management Strategies: Develop a long-term approach for funding and managing wildlife programs through continuous collaboration and community involvement. <p>PS 2.3.3 E – Project: Securing Support from the Department of Fish & Wildlife</p> <p>Description: The City will collaborate with the Department of Fish & Wildlife (DFW) to secure assistance and resources that enhance wildlife management and adequately protect the community. This effort aims to be completed by the Fourth Quarter of 2024.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Engagement and Collaboration: <ul style="list-style-type: none"> ○ Initiate communication with DFW to outline the City’s specific needs and concerns regarding wildlife management. ○ Establish a formal partnership or agreement to define roles, responsibilities, and support mechanisms. 2. Resource Allocation: <ul style="list-style-type: none"> ○ Request technical expertise, staff support, or specialized equipment from DFW to address wildlife challenges. ○ Coordinate with DFW on targeted initiatives, such as habitat management, wildlife conflict mitigation, or public education. 3. Community Integration: <ul style="list-style-type: none"> ○ Involve DFW in community outreach programs, workshops, or training sessions to promote awareness and best practices for wildlife safety. 4. Monitoring and Assessment: <ul style="list-style-type: none"> ○ Work with DFW to assess the effectiveness of their assistance in addressing local wildlife concerns. ○ Adjust strategies and requests based on evolving needs and outcomes. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Enhanced Community Safety: Ensure that residents are adequately protected from wildlife-related risks through expert guidance and resources. • Improved Wildlife Management: Strengthen local capacity to manage wildlife issues effectively with DFW’s support and expertise. • Collaborative Partnership: Build a sustainable working relationship with DFW to address ongoing and future wildlife challenges. • Increased Public Awareness: Educate the community on wildlife management practices in collaboration with DFW, fostering responsible and safe interactions with wildlife.
<p>Initiative PS 2.3.3</p>	<p>Enhance Enforcement of City Codes - This initiative aims to strengthen the enforcement of existing City codes and regulations to ensure compliance and maintain community standards. It involves improving monitoring, inspection</p>

	<p>processes, and penalties for violations, while promoting awareness of the codes to foster a more orderly and well-maintained City environment.</p>
<p>Projects Undertaken</p>	<p>PS 2.3.3 A – Project: Annual Code Enforcement Violation Reporting Description: The City’s Code Enforcement Officer will provide summary reports of violations and enforcement actions to the Planning Manager on an annual basis, starting in the Second Quarter of 2025. The first report was successfully completed in June 2024, and this initiative will continue to ensure accountability and informed planning decisions.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Violation Tracking and Documentation: <ul style="list-style-type: none"> ○ Maintain detailed records of code violations and enforcement actions throughout the year. ○ Organize data to ensure accurate and comprehensive reporting. 2. Report Preparation: <ul style="list-style-type: none"> ○ Compile a summary of violations, enforcement outcomes, and trends observed during the reporting period. ○ Highlight key issues or areas requiring additional attention. 3. Coordination with Planning Manager: <ul style="list-style-type: none"> ○ Deliver the report to the Planning Manager in the Second Quarter of each year. ○ Discuss findings and implications for future planning and enforcement priorities. 4. Evaluation and Process Improvement: <ul style="list-style-type: none"> ○ Review feedback from the Planning Manager to refine reporting methods. ○ Update documentation practices to improve efficiency and accuracy for future reports. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Improved Planning Coordination: Enable the Planning Manager to make data-driven decisions by providing timely and comprehensive enforcement reports. • Increased Accountability: Ensure transparency in the City’s code enforcement activities through systematic reporting. • Enhanced Code Compliance: Identify trends and recurring issues to inform proactive measures for improving compliance across the community. • Sustainable Reporting Process: Establish a reliable annual reporting schedule that supports ongoing collaboration between code enforcement and planning functions. <p>PS 2.3.3 B – Project: Municipal Code Updates for Business License Requirements Description: The Planning and Community Preservation Department will continue updating the Municipal Code to refine business license requirements, findings, and revocation procedures. These updates are part of ongoing efforts to enhance clarity and enforceability. Ordinance 1468, amending Sierra Madre Municipal Code (SMMC) Chapter 5, was adopted on August 22, 2024.</p>

Key Activities:

1. Code Review and Analysis:

- Assess existing business license requirements, findings, and revocation procedures for clarity, relevance, and enforceability.
- Identify areas in the Municipal Code requiring updates or alignment with state and local regulations.

2. Stakeholder Engagement:

- Collaborate with city staff, legal counsel, and local businesses to gather input and address concerns.
- Incorporate feedback into proposed code amendments to ensure practical and equitable solutions.

3. Drafting Amendments:

- Develop updated language for the Municipal Code, focusing on business license requirements, findings, and revocation procedures.
- Ensure amendments align with best practices and regulatory standards.

4. Approval Process:

- Present the proposed amendments to the City Council for review and adoption.
- Facilitate public hearings to gather community input as part of the approval process.

5. Implementation and Communication:

- Publish and distribute the updated ordinance to relevant stakeholders.
- Provide guidance to businesses on compliance with the new requirements.

Desired Outcomes:

• **Enhanced Regulatory Framework:**

Update the Municipal Code to provide clear, consistent, and enforceable business license regulations.

• **Improved Compliance:**

Simplify and clarify requirements to help businesses understand and adhere to licensing procedures.

• **Streamlined Enforcement:**

Establish efficient processes for findings and revocation to address non-compliance effectively.

• **Community and Business Support:**

Foster trust and collaboration between the City and local businesses through transparent and equitable regulatory updates.

PS 2.3.3 C – Project: Noise Ordinance Review and Implementation of Noise Study

Description: The City will conduct a comprehensive review of the Noise Ordinance, its enforcement processes, and related concerns. The Planning Commission and City Council completed their review by the Third Quarter of 2023. Additionally, the Natural Resources Commission assessed the use of gas-powered landscaping equipment and provided a recommendation to the City Council by the First Quarter of 2024. Funding for a detailed noise study has been identified, and staff will award the contract and begin working with a consultant in the Second Quarter of 2025.

Key Activities:

1. Ordinance Review:

- Evaluate the current Noise Ordinance and enforcement processes.
- Solicit feedback from the Planning Commission, City Council, and community stakeholders to identify areas for improvement.

2. Gas-Powered Equipment Assessment:

- Analyze the environmental and noise impacts of gas-powered landscaping equipment.
- Gather public input and technical data to support the Natural Resources Commission's recommendation to the City Council. **<Completed>**

3. Noise Study Preparation:

- Secure funding for a comprehensive noise study, including environmental and community impact assessments.
- Develop and issue a Request for Proposals (RFP) to identify a qualified consultant for the study.

4. Consultant Engagement:

- Award the contract to the selected consultant by the Second Quarter of 2025.
- Collaborate with the consultant to conduct the noise study, including data collection, analysis, and stakeholder engagement.

5. Implementation and Follow-Up:

- Use the findings from the noise study to propose further updates to the Noise Ordinance, if necessary.
- Develop actionable recommendations for enforcement and community outreach based on study results.

Desired Outcomes:

• **Improved Noise Regulation:**

Update the Noise Ordinance to address identified gaps and enhance enforcement processes.

• **Environmental Impact Reduction:**

Support sustainable practices by evaluating and addressing the impacts of gas-powered landscaping equipment.

• **Data-Driven Decision-Making:**

Use findings from the noise study to inform future policy and ordinance updates.

• **Enhanced Community Well-Being:**

Promote a quieter, more livable environment for residents through effective noise regulation and mitigation strategies.

PS 2.3.3 D – Project: Wildlife Feeding Prohibition Enforcement and Community Engagement

Description: The City will continue efforts to investigate violations, educate the public, and enforce its prohibition on feeding wildlife. Staff will collaborate with community volunteer organizations to raise awareness and achieve compliance with this regulation.

Key Activities:

1. Investigation and Monitoring:

	<ul style="list-style-type: none"> ○ Conduct regular patrols and respond to reports of wildlife feeding violations. ○ Document incidents and gather evidence to support enforcement actions. <p>2. Public Education Campaigns:</p> <ul style="list-style-type: none"> ○ Develop and distribute educational materials on the dangers of feeding wildlife and the importance of adhering to the prohibition. ○ Host workshops, presentations, and outreach events to inform residents about responsible wildlife interaction practices. <p>3. Collaboration with Volunteer Organizations:</p> <ul style="list-style-type: none"> ○ Partner with local volunteer groups to extend outreach efforts and engage the community. ○ Coordinate joint activities such as educational drives, signage installation, and wildlife safety campaigns. <p>4. Enforcement Measures:</p> <ul style="list-style-type: none"> ○ Issue warnings, citations, or other penalties to individuals violating the prohibition. ○ Provide clear guidance to violators on how to comply with the ordinance. <p>5. Evaluation and Reporting:</p> <ul style="list-style-type: none"> ○ Track enforcement and education outcomes to measure the program’s effectiveness. ○ Use feedback and data to refine strategies and improve future efforts. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Increased Public Awareness: Ensure residents understand the risks associated with feeding wildlife and the benefits of compliance. ● Enhanced Compliance: Reduce the frequency of wildlife feeding through consistent enforcement and community engagement. ● Healthier Wildlife and Ecosystems: Protect local wildlife populations from harm caused by improper feeding practices and maintain ecological balance. ● Strengthened Community Collaboration: Foster a sense of shared responsibility among residents and volunteer organizations in promoting wildlife safety.
Objective 2.4	DEVELOP AND IMPLEMENT A SAFE STREETS INITIATIVE - By the end of the Fourth Quarter of 2025, the City of Sierra Madre will develop and implement a Safe Streets Initiative to reduce traffic-related accidents and enhance pedestrian safety. This initiative will include the consideration for installation of new crosswalks, improved street lighting, the creation of designated bike lanes, and the implementation of traffic calming measures in high-risk areas. The goal is to decrease traffic accidents by 15% and increase the usage of pedestrian and bike-friendly infrastructure by 20% through the first year of implementation.
Initiative PS 2.4.1	Optimize Traffic Flow and Management - This initiative focuses on improving the efficiency and safety of traffic movement within the City. It involves analyzing and adjusting traffic patterns, signal timings, and road designs to reduce congestion, minimize delays, and enhance the overall flow of vehicles and pedestrians, thereby supporting a smoother, safer transportation network.

Projects Undertaken	<p>PS 2.4.1 A – Project: Development of Circulation Plan</p> <p>Description: The Department of Public Works will utilize data and recommendations from the UC Berkeley SafeTREC program, along with additional analyses, to develop Circulation Plan by the Fourth Quarter of 2025. This initiative aims to enhance safety, accessibility, and efficiency in the City’s transportation network.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Data Collection and Analysis: <ul style="list-style-type: none"> ○ Integrate findings and recommendations from the UC Berkeley SafeTREC program¹ into the planning process. ○ Conduct additional studies, including traffic flow, pedestrian and cyclist safety, and infrastructure condition assessments. Additional data and recommendations will be provided by street traffic surveys and intersection traffic studies. The consideration of W. Grand View Ave. will also be incorporated into the analysis. 2. Stakeholder Engagement: <ul style="list-style-type: none"> ○ Collaborate with community members, local businesses, and transportation experts to gather input and address specific needs. ○ Hold public workshops or forums to ensure transparency and incorporate diverse perspectives. 3. Strategy Development: <ul style="list-style-type: none"> ○ Identify key priorities and challenges in the City’s right-of-way infrastructure. ○ Develop actionable strategies to address safety concerns, improve mobility, and optimize circulation for all users. 4. Plan Drafting: <ul style="list-style-type: none"> ○ Prepare a draft of the Circulation Plan that includes proposed improvements, timelines, and funding considerations. ○ Incorporate measures to enhance multi-modal transportation options, including walking, cycling, and public transit. 5. Review and Finalization: <ul style="list-style-type: none"> ○ Present the draft plan for review by City leadership and stakeholders. ○ Refine the plan based on feedback and finalize it for implementation. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Enhanced Transportation Safety: Address critical safety concerns for pedestrians, cyclists, and motorists using right-of-way spaces. ● Improved Accessibility: Create a transportation network that supports equitable access for all users, including those with mobility challenges.
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¹ The Safe Transportation Research and Education Center (SafeTREC) at the University of California, Berkeley, is dedicated to reducing transportation-related injuries and fatalities through research, education, outreach, and community service. SafeTREC also administers the Community Pedestrian and Bicycle Safety Training workshops and supports various safety initiatives from other California agencies, including the California Department of Transportation (Caltrans).

- **Optimized Traffic Flow:**
Improve circulation efficiency within the City to reduce congestion and enhance travel experiences.
- **Sustainable Infrastructure Planning:**
Establish a forward-looking plan that aligns with environmental and community goals for sustainable urban development.

PS 2.4.1 B – Project: Traffic Survey for Major Streets

Description:

The Police Department and Public Works Department will collaborate to engage a third-party contractor to conduct a new traffic survey for selected major streets by the Second Quarter of 2025. The process will include obtaining three contractor proposals and confirming funding by early 2025. This analysis will also contribute to PS 2.4.1 A.

Key Activities:

1. **Request for Proposals (RFP):**
 - Develop and issue an RFP to solicit proposals from qualified third-party contractors.
 - Ensure the RFP outlines the scope of work, including data collection, analysis, and reporting requirements.
2. **Proposal Evaluation:**
 - Review and evaluate at least three contractor proposals based on qualifications, methodology, timeline, and cost.
 - Select the most suitable contractor through a transparent evaluation process.
3. **Funding Confirmation:**
 - Work with City leadership to secure funding for the project by early 2025.
 - Explore potential grant opportunities or budget reallocations to support the initiative.
4. **Contractor Engagement:**
 - Finalize the agreement with the selected contractor.
 - Coordinate the survey schedule and ensure access to relevant sites.
5. **Survey Execution and Reporting:**
 - Oversee the contractor's work to ensure accurate data collection on traffic volume, speed, and patterns.
 - Receive and review the final traffic survey report to inform future transportation planning.

Desired Outcomes:

- **Updated Traffic Data:**
Provide accurate and up-to-date information on traffic conditions for selected major streets.
- **Informed Decision-Making:**
Use survey findings to guide improvements in traffic management, safety measures, and infrastructure planning.

- **Improved Collaboration:**
Foster effective coordination between the Police and Public Works Departments to address transportation challenges.
- **Enhanced Community Safety:**
Implement data-driven strategies to improve traffic safety and reduce congestion on major streets.

PS 2.4.1 C - Project: Traffic Study for Selected Intersections

Description: The Police Department and Public Works Department will collaborate to engage a third-party contractor to conduct a traffic study for selected intersections by the First Quarter of 2025. The process will include obtaining three contractor proposals and confirming funding by early 2025 to ensure the study is comprehensive and actionable. This analysis will also contribute to PS 2.4.1 A.

Key Activities:

1. **Request for Proposals (RFP):**
 - Develop and issue an RFP specifying the scope of work, including data collection at selected intersections, analysis, and reporting requirements.
 - Solicit proposals from at least three qualified third-party contractors.
2. **Proposal Review and Selection:**
 - Evaluate proposals based on the contractor’s expertise, proposed methodology, cost, and timeline.
 - Select the most suitable contractor through a transparent evaluation process.
3. **Funding Confirmation:**
 - Collaborate with City leadership to secure funding for the traffic study.
 - Explore grant opportunities or budget adjustments to support the initiative.
4. **Contractor Engagement:**
 - Finalize the agreement with the selected contractor, confirming project milestones and deliverables.
 - Provide necessary data and access to selected intersections for the study.
5. **Study Execution and Reporting:**
 - Oversee the contractor’s data collection and analysis process, ensuring accuracy and adherence to the project scope.
 - Receive the final report, including recommendations for traffic flow improvements and safety enhancements.

Desired Outcomes:

- **Accurate Intersection Data:**
Gain up-to-date insights into traffic patterns, congestion points, and safety concerns at key intersections.

	<ul style="list-style-type: none"> • Informed Infrastructure Planning: Use the study’s findings to guide future improvements in traffic management and intersection design. • Improved Coordination: Strengthen collaboration between the Police and Public Works Departments to address traffic-related issues effectively. • Enhanced Traffic Safety: Implement recommendations from the study to reduce accidents and improve traffic flow at high-priority intersections.
Initiative PS 2.4.2	<p>Promote Active Transportation Options - This initiative aims to encourage the use of active transportation modes, such as walking, biking, and public transit, to reduce reliance on personal vehicles. It includes developing infrastructure like bike lanes, pedestrian paths, and transit access points, as well as promoting the health, environmental, and community benefits of using sustainable modes of transportation.</p>
Projects Undertaken	<p>PS 2.4.2 A – Project: Active Transportation Recommendations for the Circulation Plan</p> <p>Description: The Department of Public Works, in collaboration with the Community Services Department and Planning and Community Preservation Departments, will develop and contribute Active Transportation recommendations for inclusion in a Circulation Plan by the Second Quarter of 2025. This initiative aims to promote safe, accessible, and sustainable transportation options for all users.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Assessment of Current Infrastructure: <ul style="list-style-type: none"> ○ Evaluate existing active transportation infrastructure, including bike lanes, sidewalks, and pedestrian crossings. ○ Identify gaps and areas requiring improvement to enhance safety and connectivity. 2. Stakeholder Collaboration: <ul style="list-style-type: none"> ○ Work with Community Services and Planning departments to align recommendations with community needs and long-term development goals. ○ Engage with residents, advocacy groups, and local businesses for input on active transportation priorities. 3. Development of Recommendations: <ul style="list-style-type: none"> ○ Draft specific proposals for enhancing active transportation, such as new bike paths, pedestrian walkways, and shared-use trails. ○ Incorporate measures to improve accessibility for individuals with mobility challenges. 4. Integration into the Comprehensive Plan: <ul style="list-style-type: none"> ○ Coordinate with other departments to ensure active transportation recommendations are seamlessly incorporated into the broader Right-of-Ways Plan. ○ Provide detailed plans, maps, and cost estimates for proposed improvements. 5. Presentation and Review: <ul style="list-style-type: none"> ○ Submit recommendations for review by City leadership and relevant committees. ○ Refine proposals based on feedback and finalize them for inclusion in the plan.

Desired Outcomes:

- **Enhanced Active Transportation Infrastructure:**
Expand and improve facilities for walking, cycling, and other non-motorized transportation.
- **Improved Safety and Accessibility:**
Create a safer and more inclusive environment for all users, including pedestrians, cyclists, and individuals with disabilities.
- **Sustainable Transportation Options:**
Support environmentally friendly transportation modes to reduce traffic congestion and carbon emissions.
- **Community Engagement:**
Foster a sense of collaboration and shared responsibility by incorporating community input into the planning process.

PS 2.4.2 B – Project: Annual Community Bike Ride to Promote Active Transportation

Description: The Community Services Department will continue organizing the annual Bike Ride event to support Active Transportation initiatives and encourage community participation. While the 2024 event was canceled due to inclement weather, a decision for the next year's event will be made based on planning and conditions.

Key Activities:

1. **Event Planning and Coordination:**
 - Schedule and plan the annual Bike Ride event for the Second Quarter of each year.
 - Identify and prepare routes that showcase the community and support Active Transportation goals.
2. **Community Engagement:**
 - Promote the event through social media, newsletters, and local organizations to encourage participation.
 - Partner with schools, businesses, and local cycling groups to maximize outreach.
3. **Logistics and Safety Measures:**
 - Arrange for traffic management, signage, and volunteers to ensure a safe and enjoyable experience for participants.
 - Develop contingency plans for adverse weather or unforeseen circumstances.
4. **Evaluation and Decision-Making:**
 - Assess community interest and logistical feasibility for the next year's event.
 - Monitor weather forecasts and make timely decisions to confirm or reschedule the event.
5. **Post-Event Feedback and Improvement:**
 - Gather participant feedback to refine future events.
 - Identify opportunities to enhance the event's alignment with Active Transportation goals.

Desired Outcomes:

- **Increased Community Participation:**
Foster greater awareness and enthusiasm for Active Transportation through a fun and engaging event.

- **Promotion of Healthy Lifestyles:**
Encourage cycling as a sustainable, healthy, and enjoyable mode of transportation.
- **Support for Active Transportation Initiatives:**
Reinforce the City’s commitment to developing bike-friendly infrastructure and promoting sustainable transportation.
- **Community Building:**
Strengthen connections among residents and local organizations through shared participation in the event.

PS 2.4.2 C – Project: Launch and Administration of the GoSGV Ambassador E-Bike Program

Description: The Department of Public Works launched the GoSGV Ambassador Electronic Bike Program in the Second Quarter of 2024. The program is now actively administered by staff in the Administrative Services Department in partnership with a local volunteer to promote sustainable transportation and community engagement. <This has been completed>

Key Activities:

1. **Program Launch:**
 - Implement the GoSGV E-Bike Program, including the distribution and setup of electronic bikes for community use.
 - Promote the program launch through community outreach and marketing efforts.
2. **Ongoing Administration:**
 - Assign Administrative Services staff to oversee program operations, including participant management and maintenance coordination.
 - Collaborate with the local volunteer to facilitate day-to-day activities and participant engagement.
3. **Participant Recruitment and Training:**
 - Recruit community members to serve as GoSGV Ambassadors, encouraging e-bike usage and awareness.
 - Provide training sessions on the safe and effective use of e-bikes.
4. **Community Outreach and Engagement:**
 - Host events and workshops to showcase the benefits of the program and e-bike technology.
 - Partner with local organizations to expand the program’s reach and visibility.
5. **Monitoring and Evaluation:**
 - Track program usage, participant feedback, and community impact.
 - Use collected data to identify areas for improvement and inform future program enhancements.

Desired Outcomes:

- **Increased Sustainable Transportation Options:**
Promote the use of electronic bikes as an eco-friendly alternative to traditional modes of transportation.
- **Community Participation:**
Foster engagement and collaboration through the active involvement of ambassadors and volunteers.

	<ul style="list-style-type: none"> • Improved Accessibility: Provide residents with access to modern transportation tools that support mobility and convenience. • Environmental Impact: Contribute to the City’s sustainability goals by reducing vehicle emissions and promoting green transportation.
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GOAL 3 – INFRASTRUCTURE & GROWTH MANAGEMENT (IG)

GOAL DEFINITION	ALIGN INFRASTRUCTURE WITH PROJECTED POPULATION SIZE AND NEEDS
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Objective 3.1	STRATEGICALLY ALIGN INFRASTRUCTURE IMPROVEMENTS WITH POPULATION GROWTH - By the end of the Fourth Quarter of 2026, the City of Sierra Madre will complete a comprehensive infrastructure improvement plan to address projected population growth and emerging community needs. The plan will include upgrading water, sewer, and road systems, as well as expanding recreational spaces. The goal is to ensure that infrastructure capacity meets the needs of a population increase of 10% over the next five years, with 90% of identified infrastructure projects completed within budget and on schedule.
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Initiative IG 3.1.1	Police Department Facility Expansion - This initiative focuses on expanding and improving the Police Department’s facilities to accommodate the increasing demands of law enforcement operations and enhance public safety services. It involves the construction of new buildings, the renovation of existing spaces, and the addition of necessary infrastructure and technology to support the department’s mission more efficiently.
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Projects Undertaken	<p>IG 3.1.1 A – Project: Feasibility and Funding Assessment for New Police Facility Buildout</p> <p>Description: The City Council and Management Staff will continue evaluating the feasibility and funding options for a large-scale Capital Improvement Project (CIP) to construct a new Police facility at 350 W. Sierra Madre Blvd. This initiative focuses on addressing long-term operational needs and enhancing public safety infrastructure.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Feasibility Study: <ul style="list-style-type: none"> ○ Conduct a detailed assessment of the proposed site at 350 W. Sierra Madre Blvd., including space requirements, design considerations, and zoning compliance. ○ Identify operational needs and community benefits of the new facility. 2. Funding Analysis: <ul style="list-style-type: none"> ○ Explore funding options, including grants, bonds, public-private partnerships, and budget allocations. ○ Prepare cost estimates and evaluate financial feasibility for the project. 3. Stakeholder Engagement: <ul style="list-style-type: none"> ○ Engage with community members, police personnel, and other stakeholders to gather input on the project. ○ Conduct public meetings to share progress and receive feedback.
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	<p>4. Conceptual Design Development:</p> <ul style="list-style-type: none"> ○ Collaborate with architects and engineers to draft initial designs for the facility. ○ Ensure the design meets modern policing needs and sustainability standards. <p>5. City Council Review and Decision-Making:</p> <ul style="list-style-type: none"> ○ Present findings and recommendations to the City Council for review. ○ Develop an action plan for project implementation upon approval. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Modernized Police Facility: Provide a state-of-the-art facility to support efficient operations and enhance public safety services. ● Financially Viable Solution: Identify sustainable funding options to ensure the project is financially feasible without undue burden on the City’s budget. ● Community-Centered Development: Design a facility that meets the needs of the Police Department and aligns with community priorities. ● Improved Public Safety Infrastructure: Enhance the City’s ability to respond effectively to public safety needs with updated resources and capabilities.
Initiative IG 3.1.2	<p>Fire Department Facility Expansion - This initiative focuses on expanding and upgrading the Fire Department’s facilities to meet growing operational needs and enhance emergency response capabilities. It includes the construction of new buildings or the expansion of existing ones, the addition of necessary equipment, and the improvement of infrastructure to support the Fire Department’s services more effectively.</p>
Projects Undertaken	<p>IG 3.1.2 A – Project: Feasibility and Funding Assessment for Fire Department Facility Conversion</p> <p>Description: The City Council and Management Staff will continue to evaluate the feasibility and funding options for a major Capital Improvement Project (CIP) to convert the Fire Department facilities at 242 W. Sierra Madre Blvd. This project aims to modernize the facilities to better meet operational needs and enhance emergency response capabilities.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Feasibility Study: <ul style="list-style-type: none"> ○ Assess the current condition and capacity of the Fire Department facilities. ○ Identify specific operational needs, compliance requirements, and potential upgrades necessary for the conversion. 2. Funding Analysis: <ul style="list-style-type: none"> ○ Explore funding mechanisms, including grants, municipal bonds, state or federal assistance, and budget reallocations. ○ Develop cost estimates and financial models to ensure project affordability. 3. Stakeholder Engagement:

	<ul style="list-style-type: none"> ○ Consult with Fire Department leadership, staff, and community stakeholders to gather input on facility requirements. ○ Hold public meetings to share project goals and solicit community feedback. <p>4. Design and Planning:</p> <ul style="list-style-type: none"> ○ Work with architects and engineers to create preliminary designs that address the functional and operational needs of the Fire Department. ○ Incorporate sustainable and energy-efficient features into the proposed designs. <p>5. City Council Review and Decision-Making:</p> <ul style="list-style-type: none"> ○ Present feasibility findings, cost analysis, and design concepts to the City Council for consideration. ○ Develop an implementation plan upon approval, including timelines and project milestones. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Modernized Fire Department Facilities: Provide an updated facility that supports the Fire Department’s mission and improves emergency response capabilities. ● Financial Sustainability: Identify viable funding solutions to complete the project without overburdening the City’s budget. ● Enhanced Community Safety: Ensure the facility conversion aligns with the City’s long-term public safety goals and addresses current and future community needs. ● Stakeholder Alignment: Foster transparency and collaboration by involving stakeholders throughout the project’s development and implementation.
Initiative IG 3.1.3	<p>Library Facility Renovation - This initiative focuses on the renovation and modernization of the City’s Library facility to improve functionality, accessibility, and user experience. It includes upgrades to the building’s infrastructure, interior design, and technological resources to create a more welcoming, efficient, and resource-rich environment for patrons of all ages.</p>
Projects Undertaken	<p>IG 3.1.3 A – Project: Opening of Temporary Library Location</p> <p>Description: The Library successfully opened at a temporary location in the First Quarter of 2024, ensuring uninterrupted access to library services during the transition period. <This has been completed></p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Site Selection and Preparation: <ul style="list-style-type: none"> ○ Identify a suitable temporary location to house library operations. ○ Prepare the site with necessary infrastructure, furniture, and equipment to support library services. 2. Logistics and Relocation: <ul style="list-style-type: none"> ○ Safely transport library materials, technology, and resources to the temporary location. ○ Ensure proper setup to maintain operational continuity. 3. Community Communication: <ul style="list-style-type: none"> ○ Inform the community about the temporary location through newsletters, social media, and local outreach.

- Provide details about available services, hours of operation, and any changes during the transition.

4. Staff Coordination:

- Train staff to operate efficiently in the temporary space.
- Address any challenges related to space constraints or modified workflows.

Desired Outcomes:

- **Uninterrupted Library Services:**
Ensure continued access to library resources and programs for the community during the transition.
- **Community Awareness and Engagement:**
Maintain strong communication to keep residents informed and engaged with library offerings.
- **Efficient Transition:**
Minimize disruption to library operations through careful planning and execution.

IG 3.1.3 B – Project: Complete the Significant Library Improvement Project by January 2026. The project’s Design Phase is scheduled for completion in the First Quarter of 2024, followed by an Internal Phase Review to be finalized by the Third Quarter of 2024. These phases aim to ensure the project’s design aligns with functional requirements and stakeholder expectations.

Key Activities:

1. Design Phase:

- Finalize detailed plans and specifications for the project.
- Incorporate stakeholder input and ensure alignment with project goals and regulatory requirements.
- Conduct preliminary evaluations to address potential design challenges.

2. Internal Phase Review:

- Perform a thorough internal assessment of the completed design.
- Evaluate functionality, compliance, and feasibility of the proposed plans.
- Gather feedback from internal teams and stakeholders to make necessary adjustments.

3. Coordination and Documentation:

- Maintain clear communication among design and review teams to ensure alignment.
- Document all feedback, revisions, and approvals for future reference and project transparency.

Desired Outcomes:

- **Comprehensive Design Completion:**
Deliver a finalized design that meets project requirements and addresses stakeholder needs.
- **Validated and Refined Plans:**
Ensure the proposed design is practical, compliant, and ready for implementation following the internal review.

	<ul style="list-style-type: none"> • Stakeholder Confidence: Build trust and confidence among stakeholders through thorough design and review processes. <p>IG 3.1.3 C – Project: Construction Phase Initiation</p> <p>Description: Construction is scheduled to commence in the Third Quarter of 2024, marking the transition from planning to implementation. This phase will focus on executing the approved design plans efficiently and effectively.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Pre-Construction Preparation: <ul style="list-style-type: none"> ○ Finalize permits, contracts, and approvals necessary for the start of construction. ○ Mobilize resources, including contractors, equipment, and materials, to the site. ○ Conduct a pre-construction meeting with stakeholders to confirm schedules and responsibilities. 2. Site Preparation: <ul style="list-style-type: none"> ○ Clear and secure the construction site. ○ Set up temporary facilities, utilities, and safety measures to support the construction process. 3. Project Execution: <ul style="list-style-type: none"> ○ Begin construction according to the approved design plans and timelines. ○ Conduct regular site inspections to ensure quality control and compliance with safety standards. 4. Progress Monitoring: <ul style="list-style-type: none"> ○ Track construction milestones and address any issues or delays promptly. ○ Maintain open communication with stakeholders to provide updates on progress. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Efficient Start of Construction: Ensure the project begins on schedule with all necessary preparations in place. • Quality and Safety Compliance: Adhere to construction standards and safety protocols throughout the process. • Timely Progress Updates: Keep stakeholders informed of construction developments and milestones.
<p>Initiative IG 3.1.4</p>	<p>Improve and Maintain Sidewalk Infrastructure - This initiative focuses on the improvement and ongoing maintenance of the City’s sidewalks to ensure they are safe, accessible, and well-maintained. It includes activities such as repairing damaged sidewalks, filling gaps in pedestrian pathways, and upgrading infrastructure to meet accessibility standards, ultimately enhancing pedestrian safety and mobility throughout the City.</p>
<p>Projects Undertaken</p>	<p>IG 3.1.4 A – Project: Year 3 Implementation of the Citywide Sidewalk Improvement Plan 2025</p>

Description:

The Department of Public Works will continue executing the second year of a four-year plan to analyze, prioritize, and address sidewalk conditions throughout the City. This initiative aims to enhance pedestrian safety, accessibility, and infrastructure quality.

Key Activities:

1. Sidewalk Analysis:

- Conduct detailed inspections to assess the condition of sidewalks and identify hazards such as cracks, uneven surfaces, or obstructions.
- Update the sidewalk inventory with findings to ensure accurate tracking and planning.

2. Prioritization:

- Rank sidewalk repair and replacement projects based on safety concerns, usage levels, and community input.
- Focus on high-priority areas to maximize the impact of improvements.

3. Repairs and Corrections:

- Implement repair and replacement projects as planned for Year 2.
- Utilize cost-effective methods and materials to ensure long-lasting results.

4. Community Engagement:

- Inform residents about ongoing sidewalk improvement activities through public notices and updates.
- Encourage feedback to address specific concerns and improve future planning.

5. Progress Monitoring:

- Track the progress of repairs and maintain documentation for transparency and accountability.
- Evaluate the impact of completed projects to refine strategies for subsequent years.

Desired Outcomes:

• **Improved Sidewalk Safety:**

Reduce tripping hazards and create safer pedestrian pathways throughout the City.

• **Enhanced Accessibility:**

Ensure sidewalks comply with accessibility standards, benefiting all users, including those with mobility challenges.

• **Sustainable Infrastructure Maintenance:**

Establish a structured, long-term approach to maintaining and improving sidewalk infrastructure.

• **Increased Community Satisfaction:**

Demonstrate the City’s commitment to enhancing public spaces and addressing resident concerns.

IG 3.1.4 B – Project: Case-by-Case Sidewalk Inspection and Repair Program

Description:The Department of Public Works will address sidewalk concerns on a case-by-case basis by conducting inspections, prioritizing

issues, and implementing temporary or durable repairs as needed to maintain safe and accessible pathways.

Key Activities:

1. Inspection and Assessment:

- Respond promptly to reports of sidewalk issues from residents or city staff.
- Conduct on-site inspections to evaluate the severity of the concern and determine repair needs.

2. Prioritization:

- Rank reported issues based on urgency, safety risks, and potential impact on pedestrian access.
- Focus on addressing hazards that pose immediate risks to public safety.

3. Repair Implementation:

- Perform temporary repairs, such as patching or hazard marking, to ensure immediate safety.
- Schedule and complete durable repairs, including replacement or leveling, as resources allow.

4. Community Communication:

- Notify residents of repair timelines and provide updates on the status of reported concerns.
- Offer guidance on how to report new issues for prompt attention.

5. Monitoring and Documentation:

- Track all reported issues, inspection findings, and completed repairs for accountability and planning purposes.
- Evaluate the effectiveness of temporary fixes and prioritize follow-up with durable solutions where needed.

Desired Outcomes:

• **Enhanced Safety:**

Reduce risks for pedestrians by promptly addressing hazards and ensuring safe walkways.

• **Responsive Service:**

Provide timely and effective responses to community-reported sidewalk concerns.

• **Sustainable Repairs:**

Implement durable solutions that minimize recurring issues and improve sidewalk longevity.

• **Increased Community Satisfaction:**

Demonstrate a commitment to maintaining public infrastructure and addressing resident needs proactively.

IG 3.1.4 C – Project: Sidewalk Continuity Improvement Program

Description: The Department of Public Works will identify sections of sidewalks with gaps in continuity and install new sidewalk connections in the identified areas to enhance pedestrian accessibility and safety.

Key Activities:

1. Assessment and Identification:

	<ul style="list-style-type: none"> ○ Conduct a thorough survey of the City’s sidewalk network to locate areas with gaps in connectivity. ○ Prioritize locations based on pedestrian usage, safety concerns, and proximity to key destinations such as schools, parks, and commercial areas. <p>2. Planning and Design:</p> <ul style="list-style-type: none"> ○ Develop plans for new sidewalk connections that align with existing infrastructure and accessibility standards. ○ Ensure designs incorporate sustainable materials and construction methods where feasible. <p>3. Community Engagement:</p> <ul style="list-style-type: none"> ○ Inform residents and local businesses about planned sidewalk improvements. ○ Gather feedback to address specific needs or concerns in identified areas. <p>4. Installation and Construction:</p> <ul style="list-style-type: none"> ○ Install new sidewalk connections to close identified gaps, ensuring quality and compliance with safety regulations. ○ Minimize disruptions to traffic and pedestrian flow during construction activities. <p>5. Monitoring and Evaluation:</p> <ul style="list-style-type: none"> ○ Inspect completed connections to ensure they meet safety and accessibility requirements. ○ Document progress and update the City’s sidewalk inventory for future planning. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Improved Pedestrian Safety: Eliminate gaps in sidewalks to provide continuous, hazard-free pathways for all users. ● Enhanced Connectivity: Ensure residents can move safely and conveniently between neighborhoods, public spaces, and key destinations. ● Accessibility Compliance: Align new sidewalk connections with ADA standards to support mobility for individuals with disabilities. ● Community Satisfaction: Demonstrate the City’s commitment to creating a pedestrian-friendly environment that meets the needs of all residents.
Initiative IG 3.1.5	<p>Enhance and Sustain Street Maintenance - This initiative focuses on the ongoing improvement and upkeep of the City’s streets, ensuring they are safe, accessible, and well-maintained. It includes activities such as repairing road surfaces, addressing potholes, upgrading infrastructure, and implementing long-term maintenance strategies to improve the overall condition and functionality of streets across the City.</p>
Projects Undertaken	<p>IG 3.1.5 A – Project: Annual Street Improvement Program Description: The Public Works Director will oversee the completion of yearly street improvement projects by the Second Quarter of each year, ensuring the City’s roadways are safe, well-maintained, and efficient for public use.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Project Planning and Prioritization:

- Identify and prioritize streets requiring repairs or upgrades based on condition assessments, traffic volume, and safety considerations.
- Develop a comprehensive schedule and allocate resources for the selected projects.

2. Community and Stakeholder Engagement:

- Notify residents and businesses about upcoming street projects and anticipated timelines.
- Incorporate community feedback into project plans where feasible.

3. Execution of Repairs and Upgrades:

- Coordinate with contractors and crews to carry out street repairs, resurfacing, and other upgrades.
- Ensure all work adheres to safety and quality standards.

4. Progress Monitoring and Adjustments:

- Monitor project timelines and address any delays or challenges promptly.
- Conduct regular site inspections to ensure work meets specifications and City standards.

5. Completion and Reporting:

- Finalize all scheduled street projects by the Second Quarter deadline.
- Provide a summary report to City leadership detailing completed work and any improvements made.

Desired Outcomes:

- **Improved Road Quality:**
Deliver smoother, safer, and more durable roadways for residents and visitors.
- **Timely Completion:**
Ensure street improvement projects are completed on schedule to minimize disruptions.
- **Enhanced Safety:**
Reduce road hazards and improve conditions for drivers, cyclists, and pedestrians.
- **Transparent Communication:**
Keep the community informed and engaged throughout the process, fostering trust and satisfaction.

IG 3.1.5 B – Project: Implementation of Traffic Calming Measures

Description:The Public Works Director will enhance the use of traffic calming efforts in areas identified through traffic studies or analysis derived from the Comprehensive Right-of-Ways Circulation Plan. These measures aim to improve safety, reduce speeding, and create more pedestrian-friendly environments.

Key Activities:

1. Data Analysis and Identification:

- Review findings from traffic studies and the Comprehensive Right-of-Ways Circulation Plan to identify areas requiring traffic calming interventions.

- Prioritize locations based on safety concerns, traffic patterns, and community input.

2. Planning and Design of Traffic Calming Measures:

- Develop and propose solutions such as speed humps, curb extensions, roundabouts, and enhanced crosswalks.
- Ensure designs are tailored to the unique needs of each location while maintaining compliance with traffic regulations.

3. Community Engagement:

- Engage with residents, businesses, and stakeholders to gather input and explain the benefits of proposed traffic calming measures.
- Address any concerns and incorporate feedback into final plans.

4. Implementation of Traffic Calming Efforts:

- Coordinate with contractors or City crews to install and implement selected traffic calming measures.
- Minimize disruptions during installation by providing clear communication and alternative routes where necessary.

5. Monitoring and Evaluation:

- Track the effectiveness of traffic calming measures through follow-up studies and community feedback.
- Make adjustments or expand efforts as needed based on performance and outcomes.

Desired Outcomes:

- **Improved Traffic Safety:**

Reduce speeding and enhance safety for drivers, pedestrians, and cyclists in identified areas.

- **Enhanced Community Livability:**

Create quieter, more pedestrian-friendly streets that foster a sense of community.

- **Data-Driven Solutions:**

Use comprehensive analysis and studies to guide traffic calming efforts for maximum impact.

- **Increased Public Confidence:**

Demonstrate the City's commitment to addressing traffic concerns and improving quality of life for residents.

<p>Objective 3.2</p>	<p>DEVELOP AND IMPLEMENT DESIGN GUIDELINES FOR INFRASTRUCTURE GROWTH - By the end of the Second Quarter of 2025, the City of Sierra Madre will create and implement a set of design guidelines for infrastructure projects to align with projected population growth and community needs. These guidelines will cover road expansions, utility upgrades, and public facility designs, ensuring that all new projects can accommodate a population increase of 10% over the next five years. The goal is to have 100% of new infrastructure projects adhere to these guidelines to ensure long-term sustainability and efficiency.</p>
<p>Initiative IG 3.2.1</p>	<p>Pre-Approved ADU Design Plans - This initiative involves offering a set of pre-approved design plans for <u>A</u>ccessory <u>D</u>welling <u>U</u>nits (ADUs) that meet all local building codes and regulations. By streamlining the approval process, the initiative aims to simplify and accelerate the construction of ADUs, making it easier for homeowners to create additional living spaces in a timely and cost-effective manner. <This has been completed></p>
<p>Projects Undertaken</p>	<p>IG 3.2.1 A – Project: Legislative Compliance with AB 434 and Alternative Approaches for ADU Mandates Description: The Planning & Community Preservation Department continues to collaborate with the San Gabriel Valley Council of Governments (SGVCOG) to meet the legislative mandates of AB 434. While an initial recommendation was rejected by the Planning Commission, staff is actively seeking alternative approaches and additional funding sources to pursue compliance independently. On September 19, 2024, the Planning Commission approved one of SGVCOG’s procured architectural firms’ Accessory Dwelling Unit (ADU) pre-approved plans, which is currently under plan check review with the City.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Collaboration with SGVCOG: <ul style="list-style-type: none"> ○ Engage with SGVCOG to leverage resources and expertise in addressing AB 434 mandates. ○ Evaluate potential solutions or adjustments to align with Planning Commission feedback. 2. Development of Alternative Approaches: <ul style="list-style-type: none"> ○ Identify independent pathways to achieve compliance with AB 434, including internal resources and external partnerships. ○ Pursue additional funding sources, such as state grants or other financial support, to facilitate mandate implementation. 3. Review and Approval of ADU Plans: <ul style="list-style-type: none"> ○ Finalize plan check processes for the pre-approved ADU design approved by the Planning Commission. ○ Streamline approvals to encourage community adoption of compliant ADU structures. 4. Community and Stakeholder Engagement: <ul style="list-style-type: none"> ○ Provide updates to the City Council and Planning Commission on progress and alternative strategies. ○ Engage with residents and stakeholders to gather input on ADU planning and implementation. 5. Reporting and Recommendations: <ul style="list-style-type: none"> ○ Prepare a refined recommendation for the City Council by the Third Quarter of 2024, incorporating feedback and viable alternative approaches. ○ Highlight successes, such as the approval and plan check progress of pre-approved ADU plans.

	<p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Compliance with AB 434: Ensure legislative mandates are met, either through collaboration with SGVCOG or independent City-led efforts. • Streamlined ADU Processes: Facilitate the implementation of pre-approved ADU plans to increase housing options and meet state requirements. • Enhanced Funding and Resources: Secure additional funding sources to support compliance and streamline implementation efforts. • Alignment with Stakeholder Expectations: Develop solutions that address Planning Commission concerns and support community housing needs.
<p>Initiative IG 3.2.2</p>	<p>Establish Objective Designs Standards - This initiative aims to develop and implement clear, measurable, and non-subjective design standards for new developments and construction projects. These standards will ensure consistency, quality, and alignment with community goals, while simplifying the approval process and promoting aesthetically pleasing, functional, and sustainable building designs.</p>
<p>Projects Undertaken</p>	<p>IG 3.2.2 A – Project: Development of Objective Design Standards² and Guidelines for SB 330³ Compliance</p> <p>Description: The Planning & Community Preservation Department will create a scope of work and issue a Request for Proposals (RFP) to hire a consultant to develop Objective Design Standards and Guidelines ("development criteria") in compliance with the legislative requirements of SB 330. The RFP process is targeted for completion by the Third Quarter of 2025.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Scope of Work Development: <ul style="list-style-type: none"> ○ Identify key requirements and objectives for the Objective Design Standards and Guidelines based on SB 330 mandates. ○ Outline specific tasks, deliverables, and timelines for the consultant. 2. Stakeholder Engagement: <ul style="list-style-type: none"> ○ Consult with City leadership, planning staff, and community stakeholders to align the scope of work with local needs and priorities. ○ Incorporate input from previous studies, regulations, and design policies into the project framework. 3. RFP Creation and Issuance: <ul style="list-style-type: none"> ○ Draft a comprehensive RFP detailing project goals, evaluation criteria, and submission requirements.

² Objective Design Standards (ODS) are clear, measurable criteria used to evaluate the design of housing developments. Unlike subjective guidelines, which can be open to interpretation, ODS are uniformly verifiable and involve no personal or subjective judgment by public officials. This clarity ensures that developers, planners, and the public have a shared understanding of design expectations.

³ State legislation such as Senate Bill 330 (SB 330) and Senate Bill 35 (SB 35) mandate the use of ODS in reviewing housing projects. These laws prohibit local agencies from imposing or enforcing new design standards that are not objective, aiming to streamline the approval process and facilitate the development of housing.

	<ul style="list-style-type: none"> ○ Publicly issue the RFP and distribute it to qualified consultants with expertise in urban planning and design. <p>4. Proposal Evaluation and Consultant Selection:</p> <ul style="list-style-type: none"> ○ Review submissions to identify the most qualified consultant based on experience, methodology, and cost-effectiveness. ○ Finalize a contract and initiate work on developing the standards and guidelines. <p>5. Implementation Planning:</p> <ul style="list-style-type: none"> ○ Collaborate with the selected consultant to establish a work plan for completing the Objective Design Standards and Guidelines. ○ Ensure alignment with SB 330 timelines and compliance requirements. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● SB 330 Compliance: Develop Objective Design Standards and Guidelines that meet legislative requirements and streamline the development approval process. ● Enhanced Urban Design: Create clear, objective criteria that promote high-quality, consistent, and context-sensitive development. ● Community Alignment: Ensure the guidelines reflect the needs and expectations of the community while supporting housing and development goals. ● Efficient Development Processes: Simplify and expedite the development review process by eliminating subjectivity and enhancing transparency. <p>IG 3.2.2 B – Project: Development of the Soft First-Story Retrofit Program</p> <p>Description: The Planning & Community Preservation Department will develop a "Soft First-Story Retrofit Program"⁴ for multifamily buildings by the Third Quarter of 2025. This initiative aims to enhance seismic safety for vulnerable structures. A state grant to support the program is expected to be available beginning in the Third Quarter of 2026.</p> <p>Key Activities:</p> <p>1. Program Design and Framework:</p> <ul style="list-style-type: none"> ○ Identify and define the scope of the retrofit program, including eligibility criteria for multifamily buildings.
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⁴ The City of Sierra Madre's "Soft First-Story Retrofit Program" is an initiative aimed at enhancing the seismic resilience of residential buildings with a living space above a garage, commonly known as "soft-story" structures. These buildings are particularly vulnerable to earthquake damage due to their open ground-floor design, which can lead to structural failure during seismic events. The program provides financial assistance to eligible homeowners to help offset the costs of retrofitting their properties. For instance, the California Residential Mitigation Program (CRMP) offers grants of up to \$13,000 to qualified homeowners in select ZIP Codes, including Sierra Madre (ZIP Code 91024), to strengthen their soft-story homes against earthquake damage.

- Establish retrofit requirements and compliance standards based on seismic safety best practices and local building codes.

2. Grant Coordination:

- Work with state agencies to finalize details of the grant program and ensure alignment with funding requirements.
- Develop a plan to utilize grant funds effectively to support building owners in meeting retrofit requirements.

3. Stakeholder Engagement:

- Collaborate with property owners, tenants, engineers, and contractors to gather input and address concerns.
- Host workshops and informational sessions to educate stakeholders about program goals and requirements.

4. Outreach and Resources:

- Create educational materials and guidance documents to assist building owners in navigating the retrofit process.
- Develop a list of pre-qualified contractors and engineers to support efficient project execution.

5. Implementation Planning:

- Develop timelines and application processes for property owners to participate in the program.
- Ensure adequate staffing and resources to manage program rollout and oversight.

Desired Outcomes:

- **Improved Seismic Safety:**
Enhance the structural resilience of multifamily buildings with soft first stories, reducing risks during seismic events.
- **Efficient Grant Utilization:**
Leverage state grant funds to support property owners in meeting retrofit requirements, minimizing financial burdens.
- **Stakeholder Support:**
Build community trust and participation through transparent communication and accessible resources.
- **Long-Term Resilience:**
Establish a sustainable program framework that ensures compliance and promotes safety for years to come.

GOAL 4 – COMMUNITY ENRICHMENT (CE)	
GOAL DEFINITION	PROMOTE AN UNPARALLELED QUALITY OF LIFE WITH AN ENGAGED AND COLLABORATIVE CULTURE
Objective 4.1	PROMOTE PHYSICAL AND MENTAL WELL-BEING FOR RESIDENTS - By the end of the Fourth Quarter of 2025, the City of Sierra Madre will launch a comprehensive wellness program to enhance the physical and mental health of residents. This program will include free fitness classes, mental health workshops, and community events promoting healthy lifestyles. The goal is to engage at least 25% of the population in wellness activities by the end of the first year, with a 10% increase in participation annually, contributing to a more engaged and healthy community.
Initiative CE 4.1	Launch a City-Wide Wellness Campaign - This initiative focuses on promoting health and wellness throughout the City by encouraging residents to adopt healthier lifestyles. It includes organizing educational events, providing resources, and offering programs related to physical, mental, and emotional well-being, with the goal of fostering a healthier, more active community.
Projects Undertaken	<p>CE 4.1.1 A – Project: Community Wellness Campaign</p> <p>Description: The Deputy City Manager, HR staff, and Community Services staff will collaborate with various departments to launch and sustain a community wellness campaign. The initiative aims to promote wellness, encourage staff participation, and foster stronger connections between City employees and the community.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Campaign Development and Planning: <ul style="list-style-type: none"> ○ Define goals, objectives, and key themes for the wellness campaign. ○ Identify activities and events that promote physical, mental, and social well-being for both staff and the community. 2. Interdepartmental Collaboration: <ul style="list-style-type: none"> ○ Work with all City departments to align wellness initiatives with organizational goals and community needs. ○ Encourage cross-departmental participation to enhance program diversity and outreach. 3. Staff and Community Engagement: <ul style="list-style-type: none"> ○ Create opportunities for City staff to actively participate in wellness activities and interact with community members. ○ Develop workshops, events, and challenges that engage both employees and residents. 4. Program Rollout and Expansion: <ul style="list-style-type: none"> ○ Launch new wellness programs by the Second Quarter of 2024, focusing on inclusivity and accessibility. ○ Continuously adapt and expand the campaign with innovative activities and community-driven ideas. 5. Promotion and Communication: <ul style="list-style-type: none"> ○ Use newsletters, social media, and City communication channels to promote campaign events and successes.

	<ul style="list-style-type: none"> ○ Highlight staff participation and community impact to encourage further engagement. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Enhanced Staff and Community Well-Being: Promote healthier lifestyles and foster a sense of connection and purpose for City employees and residents. ● Increased Staff Participation: Encourage City staff to take an active role in wellness initiatives, building camaraderie and community rapport. ● Stronger Community Ties: Strengthen relationships between City departments and the community through shared wellness activities. ● Dynamic and Sustainable Campaign: Establish a flexible wellness program that evolves to incorporate fresh ideas and responds to the needs of participants.
<p>Initiative CE 4.1.2</p>	<p>Expand Community Services Program Offerings - This initiative aims to broaden the range of programs and services offered by the Community Services Department to meet the diverse needs of residents. It includes introducing new activities, events, and support services that promote health, well-being, social engagement, and inclusivity within the community.</p>
<p>Projects Undertaken</p>	<p>CE 4.1.2 A – Project: Expansion of Office Space for Community Services Department</p> <p>Description: The Community Services Department aims to expand office space for staff, particularly at the Hart Park House, to accommodate operational needs and improve service delivery. An analysis of the project was targeted for the First Quarter of 2024, but the Capital Improvement Project (CIP) did not receive funding for the 2024/2025 fiscal year. Efforts to secure funding and reevaluate the project will continue.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Needs Assessment and Analysis: <ul style="list-style-type: none"> ○ Evaluate current office space constraints and operational requirements. ○ Identify specific space and infrastructure needs to improve staff efficiency and functionality. 2. Preliminary Design and Cost Estimation: <ul style="list-style-type: none"> ○ Develop conceptual designs for the expanded office space, focusing on usability and integration with existing facilities. ○ Prepare cost estimates to support future funding proposals. 3. Funding Exploration: <ul style="list-style-type: none"> ○ Identify potential funding sources, including grants, alternative budget allocations, or partnerships. ○ Develop and submit proposals for inclusion in future CIP budgets. 4. Stakeholder Engagement: <ul style="list-style-type: none"> ○ Collaborate with City leadership, staff, and community stakeholders to refine project goals and secure support. ○ Communicate the importance of the expansion to improve service delivery and community engagement. 5. Reevaluation and Planning:

- Continue revising project plans and funding strategies based on feedback and budget considerations.
- Prepare for inclusion in the next fiscal year's CIP priorities.

Desired Outcomes:

- **Improved Workspace:**
Provide adequate office space for Community Services Department staff to enhance productivity and efficiency.
- **Enhanced Service Delivery:**
Support the department's ability to better serve the community through improved infrastructure.
- **Strategic Funding Plan:**
Develop a viable strategy to secure funding and ensure the project's successful implementation in future years.
- **Community Support:**
Build awareness and support for the project among stakeholders to prioritize its inclusion in future budgets.

CE 4.1.2 B – Project: Completion of Sierra Vista Park Playground and Fitness Area <This has been completed>

Description:

The Sierra Vista Park Playground and Fitness Area project was successfully completed by the Third Quarter of 2024, providing enhanced recreational amenities for the community.

Key Activities:

1. **Design and Planning:**
 - Develop and finalize designs for the playground and fitness area to ensure they meet safety standards, accessibility requirements, and community needs.
2. **Community Engagement:**
 - Gather input from residents and stakeholders to incorporate features that align with community preferences.
 - Communicate project updates and timelines to keep the community informed.
3. **Construction and Installation:**
 - Oversee the construction and installation of playground equipment and fitness structures.
 - Ensure all work adheres to quality and safety standards.
4. **Inspection and Testing:**
 - Conduct thorough inspections of the completed facilities to ensure compliance with safety and accessibility standards.
 - Address any final adjustments or touch-ups before opening to the public.
5. **Opening and Promotion:**
 - Organize a public event to celebrate the opening of the new amenities.
 - Promote the new facilities through City communication channels to encourage community use.

Desired Outcomes:

- **Enhanced Recreation Opportunities:**
Provide a safe, engaging, and accessible space for children and adults to enjoy outdoor activities.
- **Increased Community Engagement:**
Encourage greater use of Sierra Vista Park by offering upgraded and appealing amenities.
- **Improved Health and Wellness:**
Support physical activity and healthy lifestyles through the addition of modern fitness equipment and play areas.

CE 4.1.2 C – Project: Expansion of Programs for Active Adults and Seniors

Description:

The Community Services Department aims to expand program offerings and increase participation among active adults and seniors. This initiative focuses on promoting social engagement, physical health, and lifelong learning opportunities for this vital segment of the community.

Key Activities:

1. **Program Development:**
 - Identify new program opportunities based on feedback and trends in active adult and senior recreation.
 - Expand offerings in fitness, arts, education, and social activities to meet diverse interests.
2. **Community Outreach:**
 - Promote programs through newsletters, social media, and partnerships with local organizations.
 - Host informational events to engage the community and showcase available opportunities.
3. **Partnership Building:**
 - Collaborate with local health providers, senior centers, and community groups to enhance program variety and resources.
 - Leverage partnerships to offer specialized workshops, events, or discounted services.
4. **Accessibility and Inclusivity:**
 - Ensure programs are accessible to all participants, including those with mobility challenges or transportation needs.
 - Offer flexible scheduling to accommodate varying lifestyles and commitments.
5. **Evaluation and Improvement:**
 - Monitor participation levels and gather feedback to refine program offerings.
 - Use data to identify successful initiatives and areas for future growth.

Desired Outcomes:

- **Increased Participation:**
Attract more active adults and seniors to engage in community programs and events.

- **Enhanced Quality of Life:**
Provide opportunities that promote physical health, mental well-being, and social connection.
- **Stronger Community Bonds:**
Foster a sense of belonging and engagement among active adults and seniors within the community.
- **Sustainable Growth:**
Build a robust and evolving program portfolio that meets the needs of current and future participants.

CE 4.1.2 D – Project: Update to Parks and Facilities Master Plan and Senior Services Master Plan

Description:

The City will update the Parks and Facilities Master Plan and the Senior Services Master Plan to reflect current community needs, future growth, and evolving priorities. The completion target for both updates is the Fourth Quarter of 2025.

Key Activities:

1. **Needs Assessment and Data Collection:**
 - Conduct surveys, focus groups, and community outreach to gather input on parks, facilities, and senior services.
 - Analyze usage data and demographic trends to identify gaps and future needs.
2. **Stakeholder Engagement:**
 - Work with residents, community groups, and relevant City departments to ensure the plans align with local priorities.
 - Host public meetings to gather feedback and foster community involvement.
3. **Plan Evaluation and Updates:**
 - Review the existing Parks and Facilities Master Plan and Senior Services Master Plan to assess progress and identify areas for improvement.
 - Develop updated goals, strategies, and action items based on community input and data analysis.
4. **Integration of Best Practices:**
 - Incorporate industry standards and innovative practices into the plans to enhance service delivery and sustainability.
 - Include strategies for accessibility, inclusivity, and environmental stewardship.
5. **Drafting and Approval:**
 - Prepare updated drafts of the plans and present them for review by City leadership and stakeholders.
 - Finalize and adopt the updated plans by the target deadline.

Desired Outcomes:

- **Modernized Planning Framework:**
Deliver updated plans that reflect the community’s current and future needs for parks, facilities, and senior services.

	<ul style="list-style-type: none"> • Enhanced Community Engagement: Foster a sense of ownership and collaboration by involving residents in the planning process. • Improved Service Delivery: Provide actionable strategies to enhance amenities, programming, and support for seniors and the broader community. • Long-Term Sustainability: Establish a roadmap for maintaining and improving parks, facilities, and senior services in a fiscally responsible manner.
Objective 4.2	<p>ENHANCE COMMUNICATION AND COLLABORATION ACROSS COMMUNITY GROUPS - By the end of the Fourth Quarter of 2025, the City of Sierra Madre will improve communication and collaboration between City departments, community organizations, and residents through the creation of a centralized online platform and quarterly town hall meetings. The goal is to increase community participation in local events and initiatives by 20%, fostering a more engaged and collaborative culture, and enhancing the overall quality of life for residents.</p>
Initiative CE 4.2.1	<p>Establish a City Information Hub to Facilitate Information Sharing - This initiative aims to create a centralized platform for the community to access important information and resources related to City services, programs, and events. The hub will encourage seamless information exchange between the City, residents, and businesses, improving transparency, accessibility, and communication within the community.</p>
Projects Undertaken	<p>CE 4.2.1 A – Project: Expansion of Government TV Channel 3 Usage Description: The City aims to expand the utilization of Government TV Channel 3 (Spectrum) to enhance communication with residents, increase access to information, and promote community engagement through diverse programming and updates.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Content Development: <ul style="list-style-type: none"> ○ Create new programming focused on City updates, events, public meetings, and community initiatives. ○ Incorporate educational segments, public service announcements, and local interest stories to engage viewers. 2. Collaborative Partnerships: <ul style="list-style-type: none"> ○ Work with City departments, local organizations, and community members to generate relevant and engaging content. ○ Highlight partnerships and initiatives that benefit the community. 3. Technology Enhancements: <ul style="list-style-type: none"> ○ Explore opportunities to improve video quality and accessibility, such as adding closed captions and online streaming options. ○ Ensure regular updates to the channel's schedule and content delivery systems. 4. Promotion and Outreach: <ul style="list-style-type: none"> ○ Increase awareness of Channel 3 programming through social media, newsletters, and City websites. ○ Encourage residents to tune in for updates and participate in featured events or initiatives.

5. Evaluation and Feedback:

- Monitor viewership metrics and gather feedback to refine content and improve channel effectiveness.
- Adjust programming to address community needs and preferences.

Desired Outcomes:

- **Increased Community Engagement:**
Strengthen connections with residents by providing timely and relevant information through an accessible platform.
- **Enhanced Transparency:**
Improve access to City meetings, announcements, and initiatives to foster trust and accountability.
- **Diverse Programming:**
Offer a variety of content that reflects the interests and priorities of the community.
- **Improved Accessibility:**
Ensure Channel 3 is easily accessible to all residents, providing a reliable source of information and engagement.

CE 4.2.1 B – Project: Restart and Maintenance of Government Radio Station 1630 AM

Description:

The City will restart operations of the Government Radio Station 1630 AM, addressing technical challenges to ensure consistent functionality. Community Emergency Response Team (CERT) members are now assisting with the station's maintenance and operations to improve reliability and outreach.

Key Activities:

- 1. Technical Assessment and Repair:**
 - Evaluate the station's equipment to identify and resolve issues causing inconsistent performance.
 - Perform necessary repairs or upgrades to stabilize operations and improve reliability.
- 2. CERT Member Involvement:**
 - Train CERT members to assist with station monitoring, troubleshooting, and maintenance.
 - Develop a collaborative process for ongoing operational support.
- 3. Content Development:**
 - Create and schedule programming that includes emergency alerts, community updates, and public service announcements.
 - Incorporate CERT-related content to promote preparedness and community safety.
- 4. Testing and Monitoring:**
 - Regularly test the station to ensure consistent broadcasting capabilities.
 - Monitor performance and address technical issues promptly.
- 5. Community Awareness:**
 - Promote the station as a resource for important information through social media, newsletters, and City channels.

- Encourage residents to tune in for updates and emergency broadcasts.

Desired Outcomes:

- **Reliable Broadcasting:**
Ensure the station operates consistently to serve as a dependable source of information.
- **Enhanced Emergency Preparedness:**
Use the station as a critical tool for emergency communication, supported by CERT members' expertise.
- **Increased Community Engagement:**
Provide timely updates and programming that keep residents informed and connected to City initiatives.
- **Sustainable Operations:**
Establish a robust system for maintaining and improving the station's functionality over time.

CE 4.2.1 C – Project: Enhancing Accessibility to Community Communications

Description:

The City aims to improve accessibility to communications about emergency updates, City events, major Public Works projects, and general programs and services. This initiative focuses on providing timely, inclusive, and easily accessible information to all community members.

Key Activities:

1. **Multi-Channel Communication Strategy:**
 - Utilize diverse platforms, including social media, email newsletters, the City website, Government TV Channel 3, and 1630 AM radio, to disseminate information.
 - Ensure consistent messaging across all channels for maximum reach and impact.
2. **Emergency Communication Enhancements:**
 - Develop and promote clear protocols for emergency notifications, leveraging tools like text alerts, radio broadcasts, and online updates.
 - Partner with local organizations to expand the reach of critical information during emergencies.
3. **Event and Program Promotion:**
 - Create a centralized calendar of City events and programs accessible online and in print formats.
 - Use targeted outreach to ensure awareness among all community demographics.
4. **Major Public Works Project Updates:**
 - Provide regular updates on the progress of major Public Works projects through newsletters, public forums, and interactive online maps.
 - Offer visual aids and project summaries to enhance understanding.
5. **Accessibility Improvements:**
 - Ensure all communication materials comply with ADA guidelines, including closed captions, alternative text, and translations for non-English-speaking residents.

	<ul style="list-style-type: none"> ○ Expand communication methods to reach seniors, individuals with disabilities, and underserved communities. <p>6. Feedback and Evaluation:</p> <ul style="list-style-type: none"> ○ Gather community feedback on communication efforts through surveys and public engagement sessions. ○ Use feedback to refine strategies and address gaps in accessibility. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Increased Information Accessibility: Ensure all residents have access to timely and accurate information on City initiatives, services, and emergencies. ● Enhanced Community Engagement: Strengthen connections with residents by promoting transparency and inclusivity in City communications. ● Improved Emergency Readiness: Equip the community with the tools and information needed to respond effectively during emergencies. ● Sustained Trust and Awareness: Build confidence in the City’s ability to communicate effectively and address the needs of its residents.
<p>Initiative CE 4.2.2</p>	<p>Enhance City Branding - This initiative focuses on refining and strengthening the City’s brand identity to foster a unified and recognizable image. It involves updating visual elements, messaging, and communication strategies to better reflect the City’s values, culture, and goals. The initiative aims to improve public perception, promote local pride, and enhance engagement with residents, businesses, and visitors.</p>
<p>Projects Undertaken</p>	<p>CE 4.2.2 A – Project: Development and Promotion of City Branding</p> <p>Description: The Administrative Services Department will collaborate with communications staff to develop, enhance, and promote cohesive City branding. This initiative aims to create a consistent identity that reflects the City’s values and fosters community pride and recognition.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Brand Development: <ul style="list-style-type: none"> ○ Define and refine the City’s brand identity, including logos, color schemes, taglines, and messaging. ○ Ensure the brand reflects the City’s mission, values, and unique characteristics. 2. Guidelines and Standards: <ul style="list-style-type: none"> ○ Develop a comprehensive branding guide to ensure consistency across all City departments and communication channels. ○ Provide training for staff on the appropriate use of branding elements. 3. Content Creation: <ul style="list-style-type: none"> ○ Collaborate with communications staff to produce branded materials, such as brochures, newsletters, social media graphics, and videos. ○ Maintain a library of branding assets for easy access and use by City staff and partners. 4. Promotion and Outreach:

	<ul style="list-style-type: none"> ○ Integrate the City’s branding into public events, facilities, and marketing campaigns. ○ Partner with local organizations and businesses to amplify branding efforts within the community. <p>5. Evaluation and Iteration:</p> <ul style="list-style-type: none"> ○ Gather feedback from residents and stakeholders on branding efforts to ensure alignment with community perception and goals. ○ Periodically review and update branding elements to maintain relevance and impact. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Consistent City Identity: Establish a recognizable and cohesive visual and messaging style across all City communications. ● Increased Community Pride: Foster a sense of belonging and pride among residents through a strong and meaningful City brand. ● Enhanced Communication Effectiveness: Improve the clarity and professionalism of City communications by aligning them with established branding guidelines. ● Broader Recognition: Strengthen the City’s reputation and visibility within the region and beyond through a unified and compelling brand identity.
<p>Initiative CE 4.2.3</p>	<p>Foster Collaboration Between Residents and Businesses. - This initiative aims to strengthen partnerships between residents and local businesses to address community challenges, support economic development, and enhance sustainability. Through collaborative efforts, such as joint programs, events, and mutual support, the initiative seeks to create a thriving, interconnected community where both residents and businesses work together for shared success.</p>
<p>0Projects Undertaken</p>	<p>CE 2.3 A – Project: Strengthening Partnerships with the Chamber of Commerce</p> <p>Description: The Public Works, Community Services, and Administrative Services Departments will collaborate to expand partnerships with the Chamber of Commerce, fostering stronger community connections and enhancing local events and initiatives. In 2024, Public Works successfully coordinated with the Chamber of Commerce and local volunteer organizations to support the Winter Festival.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Partnership Development: <ul style="list-style-type: none"> ○ Establish regular communication with the Chamber of Commerce to identify mutual goals and opportunities for collaboration. ○ Build relationships with local businesses and organizations to expand community involvement. 2. Event Coordination: <ul style="list-style-type: none"> ○ Work with the Chamber of Commerce to co-host events like the Winter Festival and other community celebrations. ○ Coordinate logistics, including venue preparation, resource allocation, and volunteer management. 3. Program and Initiative Support:

	<ul style="list-style-type: none"> ○ Partner with the Chamber to support local business initiatives, public services, and community outreach programs. ○ Align efforts to promote economic development and community engagement. <p>4. Volunteer Engagement:</p> <ul style="list-style-type: none"> ○ Collaborate with local volunteer organizations to enhance event execution and participation. ○ Provide training and resources for volunteers to ensure seamless operations during events. <p>5. Feedback and Evaluation:</p> <ul style="list-style-type: none"> ○ Collect input from participants, businesses, and stakeholders to assess the success of partnerships and events. ○ Use feedback to refine future collaborations and strengthen partnerships. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Enhanced Community Engagement: Foster a sense of community pride and participation by strengthening partnerships with the Chamber of Commerce. ● Improved Event Execution: Deliver well-coordinated, high-quality events like the Winter Festival that benefit residents and local businesses. ● Support for Local Businesses: Promote economic growth by aligning City initiatives with the Chamber’s business development efforts. ● Stronger Volunteer Network: Increase volunteer involvement to support community events and initiatives effectively.
<p>Objective 4.3</p>	<p>ENHANCE PUBLIC EDUCATION ON KEY CIVIC ISSUES - By the end of the Fourth Quarter of 2025, the City of Sierra Madre will implement a comprehensive public education campaign on critical civic issues, including sustainability, local governance, and community engagement. The campaign will use workshops, online resources, and social media platforms to reach at least 30% of the City’s population. The goal is to foster a well-informed community, promoting active participation in local decision-making processes and strengthening civic engagement.</p>
<p>Initiative CE 4.3.1</p>	<p>Enhancement of Library Services - This initiative focuses on improving and expanding the services offered by the Library to better meet the needs of the community. It includes updating resources, introducing new programs, enhancing digital offerings, and improving accessibility, with the goal of fostering a more engaging, inclusive, and resource-rich environment for all patrons.</p>
<p>Projects Undertaken</p>	<p>CE 4.3.1 A – Project: Evaluation and Update of Library Policies for Community and Staff Safety</p> <p>Description: The Public Library will assess and update its current policies to ensure a safe and welcoming environment for both the Sierra Madre community and Library staff. This project is targeted for completion by the Third Quarter of 2025.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Policy Review: <ul style="list-style-type: none"> ○ Conduct a comprehensive review of existing Library policies related to safety, behavior, and facility use.

- Identify gaps or areas needing improvement to address current safety concerns and best practices.

2. Stakeholder Engagement:

- Gather input from Library staff, patrons, and community members on safety needs and priorities.
- Consult with City departments, such as Public Safety, for expert recommendations.

3. Policy Development and Updates:

- Draft updated policies to address identified needs, including emergency procedures, code of conduct, and facility use guidelines.
- Ensure policies align with legal requirements and industry standards for public libraries.

4. Staff Training:

- Provide training for Library staff on implementing updated policies and responding to safety concerns effectively.
- Include de-escalation techniques and emergency response protocols as part of the training program.

5. Community Communication:

- Inform the public about updated policies through Library communications, including newsletters, the website, and in-library signage.
- Emphasize the goal of creating a safe and inclusive environment for all.

6. Monitoring and Evaluation:

- Implement mechanisms to track the effectiveness of updated policies.
- Regularly evaluate policies and make adjustments as needed based on feedback and outcomes.

Desired Outcomes:

- **Enhanced Safety:**

Create a secure and welcoming space for Library patrons and staff by addressing potential safety concerns.

- **Clear Guidelines:**

Provide well-defined policies that ensure consistent enforcement and understanding by staff and the community.

- **Empowered Staff:**

Equip Library staff with the tools and training needed to handle safety-related situations confidently and effectively.

- **Community Trust:**

Build trust and support from the community by demonstrating a commitment to their well-being and the quality of Library services.

CE 4.3.1 B – Project: Ongoing Evaluation and Delivery of Community-Focused Library Programming

Description: The Public Library will continuously assess community needs and interests to deliver curated and relevant programming and services for individuals of all ages. This initiative, which reached a milestone in the Second Quarter of 2024, will remain a central focus to ensure the Library meets evolving community expectations.

Key Activities:

1. Community Needs Assessment:

- Conduct surveys, focus groups, and outreach to gather input on programming and service preferences.
- Analyze demographic data and community trends to identify gaps and opportunities.

2. Program Development:

- Design and implement programs that cater to diverse age groups, including children, teens, adults, and seniors.
- Incorporate educational, cultural, recreational, and technology-driven activities based on community feedback.

3. Partnership Building:

- Collaborate with local organizations, schools, and businesses to expand resources and programming reach.
- Leverage partnerships to provide unique and innovative program offerings.

4. Service Expansion:

- Evaluate existing library services and introduce enhancements or new offerings to address unmet needs.
- Explore technological solutions to improve accessibility and convenience for patrons.

5. Promotion and Engagement:

- Use social media, newsletters, and in-library displays to promote programs and services.
- Foster community participation through targeted outreach and engagement campaigns.

6. Evaluation and Adaptation:

- Monitor participation, feedback, and outcomes for all programs and services.
- Refine and adapt offerings to align with changing community needs and interests.

Desired Outcomes:

- **Enhanced Community Engagement:**
Foster stronger connections between the Library and residents by offering programming that reflects their interests and needs.
- **Increased Program Participation:**
Attract patrons of all ages to participate in Library activities and utilize its resources.
- **Dynamic and Inclusive Offerings:**
Ensure the Library remains a relevant and valuable resource for the entire community by evolving its programming and services.
- **Stronger Partnerships:**
Strengthen collaborations with local entities to enrich Library offerings and broaden community impact.

CE 4.3.1 C – Project: Enhancing Awareness of Online Library Resources

Description:

The Public Library will focus on increasing community awareness of its online databases, resources, services, and collections to ensure residents

can fully utilize these offerings. Despite reductions in State funding, the Library remains committed to this ongoing effort.

Key Activities:

1. Resource Promotion:

- Develop marketing materials, such as flyers, newsletters, and social media posts, to highlight the availability and benefits of online resources.
- Conduct outreach campaigns to inform patrons about new and existing digital services.

2. Workshops and Tutorials:

- Offer in-person and virtual workshops to educate patrons on how to access and use online databases and digital collections.
- Create step-by-step guides and video tutorials for self-paced learning.

3. Partnerships and Outreach:

- Collaborate with schools, community organizations, and local businesses to expand awareness of Library resources.
- Integrate resource promotion into community events and public forums.

4. Enhanced Accessibility:

- Evaluate the Library's online platforms to ensure user-friendly navigation and accessibility for all patrons.
- Implement improvements or new tools to make resources more easily discoverable.

5. Monitoring and Feedback:

- Track usage statistics for online resources to identify gaps in awareness or access.
- Gather patron feedback to refine promotional efforts and address specific needs.

Desired Outcomes:

• **Increased Utilization:**

Boost the number of residents accessing and benefiting from the Library's online resources and collections.

• **Improved Digital Literacy:**

Empower patrons to confidently navigate and use the Library's digital offerings.

• **Stronger Community Connections:**

Enhance the Library's role as a key resource for education, research, and personal growth within the community.

• **Sustained Resource Availability:**

Mitigate the impact of State funding cuts by maximizing the use of available resources through targeted promotion.

CE 4.3.1 D – Project: Expanding Community Outreach and Engagement for the Public Library

Description:

The Public Library will continue to identify and develop additional outlets for community outreach, engagement, partnerships with City departments, and Library notifications. This ongoing effort strengthens the Library's connection

	<p>to the community. Recently, the Library has successfully partnered with the Community Services, Fire, Police, and Public Works Departments to participate in community events.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Community Outreach Expansion: <ul style="list-style-type: none"> ○ Identify new venues, platforms, and events to engage with diverse community groups. ○ Develop targeted outreach strategies to reach underserved populations and promote Library resources. 2. Enhanced Departmental Collaboration: <ul style="list-style-type: none"> ○ Continue partnerships with City departments such as Community Services, Fire, Police, and Public Works to support joint initiatives and events. ○ Collaborate on projects that integrate Library resources into broader City programming and services. 3. Event Participation and Hosting: <ul style="list-style-type: none"> ○ Participate in City-sponsored events to raise awareness of Library services and programs. ○ Host Library-led events that bring together various City departments and community members. 4. Notification and Communication Efforts: <ul style="list-style-type: none"> ○ Utilize social media, newsletters, and local media outlets to increase awareness of Library activities and partnerships. ○ Ensure timely notifications of upcoming events, new resources, and collaborative efforts. 5. Monitoring and Evaluation: <ul style="list-style-type: none"> ○ Track engagement metrics to evaluate the success of outreach and partnership activities. ○ Gather feedback from event participants and community members to refine approaches and identify new opportunities. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Increased Community Engagement: Strengthen the Library’s connection with residents by participating in and hosting collaborative events. ● Enhanced Awareness: Improve public knowledge of the Library’s offerings, services, and resources through expanded communication channels. ● Stronger City Partnerships: Foster ongoing collaboration with City departments to support unified goals and community initiatives. ● Inclusive Outreach: Reach a broader and more diverse audience to ensure equitable access to Library resources and programs.
<p>Initiative CE 4.3.2</p>	<p>Education on Key Critical Environmental Issues - This initiative focuses on raising awareness and educating the community about important environmental challenges, such as climate change, pollution, conservation, and sustainability. Through workshops, informational materials, and public outreach, the initiative aims to empower residents and businesses with the knowledge and tools needed to take proactive steps in protecting the environment and supporting sustainable practices.</p>
<p>Projects Undertaken</p>	<p>CE 4.3.2 A – Project: Enhancing Community Awareness through Public Works Social Media</p>

Description:

The Public Works Department will actively manage social media platforms to inform the community about Public Works operations, utilities, and environmental issues. This initiative aims to provide timely updates, promote awareness, and encourage engagement with the department's programs and services.

Key Activities:

1. **Content Development:**

- Create informative and engaging posts about ongoing projects, utilities updates, and environmental initiatives.
- Use a variety of formats, such as videos, infographics, and live updates, to capture audience interest.

2. **Platform Management:**

- Regularly update and monitor social media platforms to ensure consistent communication.
- Respond promptly to community inquiries and feedback to build trust and engagement.

3. **Campaign Planning:**

- Develop targeted campaigns to promote awareness of key issues, such as water conservation, waste management, and infrastructure improvements.
- Align campaigns with City goals and events to maximize reach and impact.

4. **Community Engagement:**

- Encourage residents to participate in discussions, provide feedback, and engage with Public Works programs.
- Share success stories, community highlights, and upcoming opportunities to foster a sense of involvement.

5. **Performance Monitoring:**

- Track engagement metrics, such as likes, shares, and comments, to evaluate the effectiveness of social media efforts.
- Use insights to refine strategies and improve communication outreach.

Desired Outcomes:

• **Informed Community:**

Ensure residents are aware of Public Works activities, utilities updates, and environmental initiatives through clear and accessible communication.

• **Increased Engagement:**

Foster a two-way dialogue with the community, encouraging participation and feedback on Public Works programs.

• **Enhanced Awareness:**

Promote understanding of the importance of utilities management and environmental stewardship within the community.

• **Stronger Connections:**

Build trust and collaboration between the Public Works Department and the residents it serves through transparent and proactive communication.

CE 4.3.2 B – Project: Publicizing Water and Groundwater Data for Community Awareness

Description:

The Utilities Department will regularly share updates on water production (gallons per day), precipitation totals, and groundwater supply information through the City's social media platforms and main website. This initiative aims to enhance transparency, educate residents on water resources, and promote conservation awareness.

Key Activities:

1. Data Collection and Analysis:

- Gather accurate and up-to-date information on daily water production, precipitation, and groundwater supply levels.
- Analyze trends to provide meaningful context for shared data.

2. Content Development:

- Create visually appealing posts and updates, including charts, infographics, and explanatory captions, to convey key information clearly.
- Highlight the impact of water usage and precipitation on the City's groundwater supply.

3. Multi-Platform Communication:

- Publish updates on social media platforms and the City's main website to reach a broad audience.
- Ensure content is consistent and accessible across all communication channels.

4. Public Engagement:

- Encourage residents to engage with the updates by asking questions and sharing feedback.
- Include tips and resources for water conservation alongside data to promote actionable change.

5. Monitoring and Evaluation:

- Track engagement metrics, such as views, comments, and shares, to assess the effectiveness of the communication efforts.
- Adjust content and strategies based on feedback and observed trends.

Desired Outcomes:

• **Increased Community Awareness:**

Keep residents informed about the state of local water resources, including production levels and groundwater supply.

• **Enhanced Transparency:**

Build trust by openly sharing data on water and precipitation trends that impact the community.

• **Promoted Conservation Efforts:**

Encourage responsible water use and conservation through education and actionable information.

• **Better Community Engagement:**

Foster dialogue with residents about water resource challenges and solutions.

CE 4.3.2 C – Project: Hosting the Annual Earth Day Event at Memorial Park

Description:

The Natural Resources Commission successfully hosted the annual Earth Day event in April at Memorial Park. This initiative aimed to celebrate environmental stewardship, educate the community, and promote sustainable practices.

Key Activities:**1. Event Planning and Coordination:**

- Organize logistics, including scheduling, securing the venue, and coordinating with vendors and participants.
- Develop a comprehensive program featuring workshops, activities, and demonstrations.

2. Community Engagement:

- Promote the event through social media, newsletters, and local outreach to maximize attendance.
- Partner with local organizations, schools, and businesses to participate and contribute to the event.

3. Educational Programming:

- Provide interactive booths and presentations on topics such as recycling, water conservation, and renewable energy.
- Host activities like tree planting, eco-friendly craft making, and sustainability workshops.

4. Volunteer and Staff Support:

- Recruit and train volunteers to assist with event operations and attendee engagement.
- Ensure adequate staffing to manage the event smoothly and address attendee needs.

5. Event Execution and Follow-Up:

- Execute the event with a focus on community involvement and educational impact.
- Gather feedback from attendees and participants to inform future Earth Day celebrations.

Desired Outcomes:**• Increased Environmental Awareness:**

Educate residents on sustainable practices and the importance of environmental stewardship.

• Community Participation:

Foster a sense of community through shared celebration and learning about the environment.

• Promotion of Sustainable Practices:

Encourage attendees to adopt eco-friendly habits in their daily lives.

• Successful Annual Tradition:

Continue to build Earth Day as a valued and anticipated community event each year.

CE 4.3.2 D – Project: Development and Maintenance of Sustainability Rebates and Incentives Resource**Description:**

The Natural Resources Commission will compile a comprehensive, user-friendly list of sustainability-oriented rebates and incentives. This resource will be posted on the City website and maintained, with completion targeted for the Third Quarter of 2025.

Key Activities:

1. Research and Compilation:

- Identify available local, state, and federal sustainability rebates and incentives for residents and businesses.
- Include programs related to energy efficiency, water conservation, renewable energy, and waste reduction.

2. Content Organization:

- Create a clear and easy-to-navigate format for the resource, categorizing information by topic or type of incentive.
- Provide concise descriptions, eligibility requirements, and application instructions for each program.

3. Website Integration:

- Work with the City's web team to design and publish the resource on the City website.
- Ensure the webpage is mobile-friendly and accessible to all users.

4. Ongoing Maintenance:

- Establish a schedule for regularly updating the resource to reflect new programs, changes, or expirations.
- Assign responsibilities for monitoring and maintaining the content's accuracy.

5. Community Promotion:

- Announce the availability of the resource through social media, newsletters, and community events.
- Provide guidance on using the resource to maximize participation and benefits.

Desired Outcomes:

• **Increased Awareness of Incentives:**

Help residents and businesses take advantage of sustainability-focused rebates and programs.

• **Enhanced Community Engagement:**

Empower the community to adopt eco-friendly practices by providing accessible resources and information.

• **Support for Sustainability Goals:**

Encourage widespread participation in programs that contribute to the City's environmental objectives.

• **Streamlined Access to Information:**

Make it easier for residents and businesses to find and utilize sustainability incentives in one centralized location.

GOAL 5 – ENVIRONMENTAL RESPONSIBILITY (ER)	
GOAL DEFINITION	BE A REGIONAL LEADER IN SOUND STEWARDSHIP OF WATER, POWER, AND NATURAL RESOURCES
Objective 5.1	ACHIEVE A 15% REDUCTION IN WATER CONSUMPTION - By the end of the Fourth Quarter of 2025, the City of Sierra Madre will reduce water consumption by 15% through the implementation of water conservation programs, community education, and incentives for water-efficient appliances. The goal is to engage at least 40% of residents and businesses in water-saving initiatives, ensuring sustainable water use while maintaining the City’s leadership in regional resource stewardship.
Initiative ER 5.1.1	Launch a Water-Efficient Landscape Campaign - This initiative aims to promote water conservation through the adoption of water-efficient landscaping practices. It includes educating the community about drought-tolerant plants, efficient irrigation systems, and sustainable gardening techniques. The campaign seeks to reduce water usage in landscaping, support local environmental goals, and encourage residents and businesses to implement water-saving strategies in their outdoor spaces.
Projects Undertaken	<p>ER 5.1.1 A – Project: Update to the Water Efficient Landscape Ordinance</p> <p>Description: The Department of Public Works will collaborate with the Natural Resources Commission to update the Water Efficient Landscape Ordinance, including regulations on artificial turf, by the Third Quarter of 2025. This initiative aims to enhance water conservation efforts and ensure sustainable landscaping practices.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> Ordinance Review and Analysis:

- Assess the current Water Efficient Landscape Ordinance to identify areas requiring updates or improvements.
- Evaluate emerging trends, best practices, and community feedback regarding artificial turf and water efficiency.

2. Stakeholder Engagement:

- Collaborate with the Natural Resources Commission to align the ordinance update with sustainability goals.
- Seek input from residents, landscapers, and environmental experts to ensure the ordinance addresses diverse perspectives.

3. Drafting Updates:

- Develop proposed revisions to the ordinance, focusing on water conservation, environmental impact, and the regulation of artificial turf.
- Ensure compliance with state and local water efficiency standards.

4. Public Outreach and Feedback:

- Host public meetings or workshops to present proposed updates and gather community feedback.
- Use City communication channels to inform residents about the ordinance update process.

5. Final Approval and Implementation:

- Submit the updated ordinance to the City Council for review and approval.
- Develop an implementation plan, including guidelines for enforcement and public education.

Desired Outcomes:

- **Enhanced Water Conservation:**
Promote sustainable landscaping practices that align with the City’s water efficiency goals.
- **Improved Ordinance Clarity:**
Provide clear and updated regulations that are easy for residents and landscapers to understand and follow.
- **Community Alignment:**
Ensure the ordinance reflects the community’s priorities and supports long-term environmental sustainability.
- **Compliance with Standards:**
Align the updated ordinance with state and local requirements for water-efficient landscaping.

ER 5.1.1 B – Project: Relaunch of the Water Efficient Landscape Program

Description:

The Department of Public Works planned to launch the Water Efficient Landscape Program, incorporating common architectural designs, by the First Quarter of 2024. Due to staffing shortages, the program was delayed and is now being restarted by the Community Services Department. This initiative aims to promote sustainable landscaping practices and community-wide water conservation.

Key Activities:

1. **Program Development and Redesign:**

	<ul style="list-style-type: none"> ○ Review the original program framework and update designs to reflect current water-efficient landscaping trends and community needs. ○ Ensure the program aligns with local and state water conservation standards. <p>2. Interdepartmental Collaboration:</p> <ul style="list-style-type: none"> ○ Transition program responsibilities from the Public Works Department to the Community Services Department. ○ Coordinate with other City departments for input and support during the relaunch. <p>3. Community Engagement and Education:</p> <ul style="list-style-type: none"> ○ Host workshops and informational sessions to educate residents about water-efficient landscaping benefits and the program’s architectural designs. ○ Provide resources, such as design templates and plant lists, to facilitate participation. <p>4. Implementation and Pilot Projects:</p> <ul style="list-style-type: none"> ○ Launch pilot projects in select areas to demonstrate the benefits of water-efficient landscaping. ○ Use these projects as case studies to promote broader community adoption. <p>5. Monitoring and Evaluation:</p> <ul style="list-style-type: none"> ○ Track program participation and assess the impact on water conservation and community engagement. ○ Gather feedback from participants to refine and improve the program. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Promoted Water Conservation: Encourage the adoption of landscaping practices that reduce water usage and support environmental sustainability. ● Enhanced Community Aesthetics: Introduce cohesive and attractive architectural designs that enhance the visual appeal of the community. ● Increased Participation: Engage residents in adopting sustainable landscaping practices through education and accessible resources. ● Program Sustainability: Establish a robust and adaptable program framework to ensure long-term success and scalability.
Initiative ER 5.1.2	<p>Promotion of Advanced Metering Infrastructure (AMI) - This initiative focuses on encouraging the adoption and use of Advanced Metering Infrastructure (AMI) technology, which provides real-time monitoring of utility usage, such as water and electricity. AMI enables more accurate billing, improved energy efficiency, and better resource management, empowering residents and businesses to make informed decisions about their consumption while supporting the City's sustainability efforts.</p>
Projects Undertaken	<p>ER 5.1.2 A – Project: Increasing Advanced Metering Infrastructure (AMI) Participation</p> <p>Description: The goal is to increase community participation in the Advanced Metering Infrastructure (AMI) program by 10% by the First Quarter of 2024. This initiative aims to enhance water usage monitoring, improve efficiency, and promote conservation efforts through wider adoption of AMI technology.</p>

Key Activities:

1. Community Outreach:

- Launch a targeted outreach campaign to educate residents about the benefits of AMI, such as real-time water usage tracking and leak detection.
- Use social media, newsletters, and community events to raise awareness and encourage enrollment.

2. Incentive Programs:

- Offer incentives, such as rebates or discounts, to encourage residents to adopt AMI technology.
- Highlight cost savings and environmental benefits to motivate participation.

3. Partnerships:

- Collaborate with local organizations and neighborhood groups to promote AMI within the community.
- Work with water conservation advocates to amplify messaging.

4. Technical Support:

- Provide clear instructions and assistance for residents during the enrollment and setup process.
- Offer technical support to address any issues and ensure seamless adoption.

5. Monitoring and Reporting:

- Track enrollment numbers and monitor progress toward the 10% participation increase goal.
- Use data insights to adjust outreach strategies and focus on underrepresented areas.

Desired Outcomes:

• **Increased AMI Adoption:**

Achieve a 10% rise in participation by the First Quarter of 2024, expanding the benefits of AMI technology to more residents.

• **Enhanced Water Management:**

Empower residents with tools to monitor and manage their water usage effectively.

• **Improved Conservation Efforts:**

Support the City's sustainability goals by reducing water waste through better usage tracking and leak prevention.

• **Community Engagement:**

Strengthen relationships with residents by providing innovative solutions to improve water efficiency.

ER 5.1.2 B – Project: Incentivizing Conservation Programs Through AMI Subscription

Description:

The City will incentivize participation in conservation programs by requiring Advanced Metering Infrastructure (AMI) subscription as a prerequisite. This effort is aligned with and supports the goals of the Water Efficient Landscape Program (ER 5.1.1 B), promoting sustainable water use and conservation.

Key Activities:

	<ol style="list-style-type: none"> 1. Integration with Conservation Programs: <ul style="list-style-type: none"> ○ Establish AMI subscription as a requirement for eligibility in water conservation programs and rebates. ○ Align AMI enrollment with initiatives like the Water Efficient Landscape Program to maximize participation and impact. 2. Community Education and Outreach: <ul style="list-style-type: none"> ○ Inform residents about the benefits of AMI, including real-time water usage tracking and enhanced conservation opportunities. ○ Highlight how AMI supports water-efficient landscaping and other sustainability efforts. 3. Incentive Structuring: <ul style="list-style-type: none"> ○ Offer additional benefits or priority access to conservation rebates and programs for residents who subscribe to AMI. ○ Promote cost savings and environmental benefits as key motivators. 4. Enrollment Support: <ul style="list-style-type: none"> ○ Simplify the AMI enrollment process and provide clear instructions to residents. ○ Offer technical assistance to ensure seamless integration of AMI for new participants. 5. Program Monitoring and Feedback: <ul style="list-style-type: none"> ○ Track AMI subscriptions linked to conservation program participation to evaluate success. ○ Gather feedback from participants to refine the program and improve outreach efforts. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Increased AMI Adoption: Drive higher AMI enrollment by tying it to sought-after conservation incentives and programs. ● Enhanced Water Conservation: Support sustainable water use by leveraging AMI technology for more efficient landscape and resource management. ● Improved Program Effectiveness: Strengthen conservation program outcomes by integrating data-driven insights from AMI participation. ● Community Engagement: Encourage residents to actively participate in sustainability efforts through accessible and impactful conservation programs.
Objective 5.2 -	PROMOTE GREENHOUSE GAS EMISSION REDUCTION INITIATIVES - By the end of 2025, the City of Sierra Madre will reduce greenhouse gas emissions by 10% through the implementation of energy-efficient programs, increased use of renewable energy, and the promotion of sustainable transportation options. The goal is to engage 30% of residents and businesses in emission-reducing activities, positioning Sierra Madre as a leader in environmental stewardship and climate action in the region.
Initiative ER 5.2.1	Electrification of Appliances and Climate Control - This initiative focuses on transitioning homes and businesses to electric-powered appliances and climate control systems, such as electric heating, cooling, and cooking. By replacing gas-powered systems with more energy-efficient electric alternatives, the initiative

	<p>aims to reduce greenhouse gas emissions, support sustainability goals, and promote the use of renewable energy sources.</p> <p>ER 5.2.1 A – Project: Development of Reach Code Recommendations for Electrification and Heat Pump Installation</p> <p>Description: The <u>N</u>atural <u>R</u>esources <u>C</u>ommission (NRC)⁵ will prepare recommendations for the adoption of Reach Codes aimed at promoting electrification in identified construction activities, including the installation of heat pumps. These recommendations will incorporate reliability factors associated with <u>S</u>outhern <u>C</u>alifornia <u>E</u>dison (SCE) infrastructure and services. The NRC will present these recommendations to the Planning Commission and/or City Council by the Fourth Quarter of 2025.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Research and Analysis: <ul style="list-style-type: none"> ○ Study best practices and case studies related to Reach Codes for electrification and heat pump adoption. ○ Assess local construction trends and identify opportunities for electrification within new and existing developments. 2. Collaboration with Stakeholders: <ul style="list-style-type: none"> ○ Work closely with SCE to evaluate grid reliability and infrastructure capacity to support increased electrification. ○ Engage with developers, contractors, and community members to gather input and address concerns about the proposed Reach Codes. 3. Drafting Recommendations: <ul style="list-style-type: none"> ○ Develop detailed Reach Code recommendations that include requirements for heat pump installation and other electrification measures. ○ Ensure recommendations align with state and local sustainability goals and building code standards. 4. Public Outreach and Feedback: <ul style="list-style-type: none"> ○ Host workshops or public forums to inform the community about the proposed Reach Codes and gather input. ○ Address feedback to refine recommendations and ensure community alignment. 5. Presentation and Advocacy: <ul style="list-style-type: none"> ○ Prepare a comprehensive report for submission to the Planning Commission and/or City Council. ○ Present findings and recommendations, emphasizing environmental benefits and alignment with SCE reliability factors. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> ● Reach Code Adoption: Facilitate the adoption of Reach Codes that advance the City’s electrification and sustainability goals. ● Enhanced Building Standards: Promote the use of energy-efficient and environmentally friendly technologies, such as heat pumps, in construction.
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Projects Undertaken

⁵ The Natural Resources Commission (NRC) is a local advisory body in the City of Sierra Madre responsible for addressing environmental issues and promoting sustainability within the community. The NRC advises the City Council on matters related to natural resources, conservation, environmental protection, and sustainability initiatives.

- **Grid Reliability Assurance:**
Incorporate SCE reliability considerations to ensure the proposed measures are practical and supported by existing infrastructure.
- **Community Engagement and Support:**
Build community consensus and support for Reach Code implementation through transparent communication and collaboration.

ER 5.2.1 B – Project: Providing Educational Materials on Electrification Infrastructure

Description:

The Building Department will continue to offer educational materials to applicants, providing guidance on electrification infrastructure to support sustainable building practices and compliance with relevant codes and standards. **<This has been completed>**

Key Activities:

1. **Material Development and Updates:**
 - Create and regularly update educational materials, including brochures, guides, and checklists, on electrification infrastructure requirements and best practices.
 - Ensure materials are clear, concise, and accessible to all applicants.
2. **Information Distribution:**
 - Provide materials to applicants during the building permit application process.
 - Make resources available online through the City’s website and at the Building Department office.
3. **Staff Training and Support:**
 - Train Building Department staff to effectively communicate and explain the educational materials to applicants.
 - Offer additional support to address applicant questions about electrification requirements.
4. **Community Outreach:**
 - Promote the availability of educational materials through social media, newsletters, and community workshops.
 - Collaborate with local organizations to increase awareness of electrification benefits and requirements.
5. **Monitoring and Feedback:**
 - Gather feedback from applicants to assess the usefulness of the materials and identify areas for improvement.
 - Use insights to refine content and ensure it meets the evolving needs of the community.

Desired Outcomes:

- **Enhanced Awareness:**
Increase applicant understanding of electrification infrastructure requirements and sustainable building practices.
- **Streamlined Compliance:**
Simplify the building permit process by providing clear guidance on electrification standards.
- **Support for Sustainability Goals:**
Encourage the adoption of electrification technologies to align with the City’s environmental and energy efficiency objectives.

	<ul style="list-style-type: none">• Improved Applicant Experience: Provide accessible, user-friendly resources that empower applicants to meet requirements confidently.
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<p>Initiative ER 5.2.2</p>	<p>Promotion of Alternative Transportation - This initiative focuses on encouraging and developing sustainable, non-vehicle transportation options such as biking, walking, and public transit. It includes the creation of infrastructure such as bike lanes, pedestrian pathways, and transit hubs, as well as promoting electric scooters and other eco-friendly transportation modes to reduce traffic congestion and environmental impact.</p>
<p>Projects Undertaken</p>	<p>ER 5.2.2 A – Project: Integration of Alternative Transportation into the Circulation Plan</p> <p>Description: The City will incorporate alternative transportation options, such as walking, biking, and public transit, into the Comprehensive Right-of-Ways Plan to promote sustainable and multi-modal mobility solutions. This initiative aligns with Action Step PS 4.2 A and aims to reduce reliance on vehicles while enhancing community connectivity and accessibility.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Assessment of Current Infrastructure: <ul style="list-style-type: none"> ○ Evaluate existing pedestrian, bicycle, and public transit infrastructure within the City’s right-of-ways. ○ Identify gaps, barriers, and opportunities for improvement. 2. Stakeholder Engagement: <ul style="list-style-type: none"> ○ Collaborate with community members, advocacy groups, and transportation experts to gather input on alternative transportation needs and priorities. ○ Consult with regional transit agencies to integrate public transportation solutions into the plan. 3. Design and Planning: <ul style="list-style-type: none"> ○ Develop strategies to enhance alternative transportation networks, including bike lanes, sidewalks, crosswalks, and transit stops. ○ Incorporate traffic calming measures to ensure safety for non-vehicle users. 4. Policy Alignment: <ul style="list-style-type: none"> ○ Ensure recommendations align with existing City policies, sustainability goals, and regional transportation plans. ○ Incorporate best practices for multi-modal transportation planning. 5. Implementation Roadmap: <ul style="list-style-type: none"> ○ Create an actionable implementation plan with prioritized projects, timelines, and funding strategies. ○ Identify potential grants and partnerships to support the development of alternative transportation infrastructure. <p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Improved Mobility Options: Provide safe, efficient, and accessible alternatives to vehicle transportation for residents and visitors. • Enhanced Community Connectivity: Strengthen connections between neighborhoods, schools, parks, and commercial areas through integrated transportation networks. • Sustainable Urban Development: Reduce vehicle dependency and promote environmentally friendly modes of transportation.

- **Safety and Accessibility:**
Ensure right-of-ways are designed to accommodate users of all ages and abilities, fostering inclusivity.

ER 5.2.2 B – Project: Promotion and Participation in Regional Programs, Including GoSGV Electric Bike Rentals

Description:

The City will publicize and actively participate in regional programs such as the GoSGV⁶ Electric Bike rental initiative. Currently available to elected officials, appointed officials, and City staff, this program aims to encourage sustainable transportation options and increase community engagement with eco-friendly mobility solutions.

Key Activities:

1. **Program Promotion:**
 - Publicize the GoSGV Electric Bike rental program through social media, newsletters, and the City’s website.
 - Highlight the program’s benefits, including environmental impact, cost savings, and health advantages.
2. **Community Expansion:**
 - Explore opportunities to extend program eligibility to residents and businesses in the community.
 - Collaborate with the regional GoSGV team to identify pathways for broader participation.
3. **Educational Outreach:**
 - Conduct workshops and demonstrations to familiarize participants with the GoSGV program and electric bike use.
 - Provide resources and materials to encourage adoption and safe usage of electric bikes.
4. **Staff and Leadership Engagement:**
 - Encourage elected officials, appointed officials, and City staff to participate in the program as role models for sustainable transportation.
 - Share participant experiences to inspire community interest and trust in the program.
5. **Monitoring and Reporting:**
 - Track participation levels and gather feedback from users to assess the program’s impact.
 - Use insights to refine promotional strategies and enhance user experience.

Desired Outcomes:

- **Increased Program Awareness:**
Ensure more residents and staff are informed about the availability and benefits of the GoSGV program.

⁶ "Go San Gabriel Valley is a regional electric bike share program designed to provide residents of the San Gabriel Valley with an eco-friendly and convenient transportation option. Operated by ActiveSGV, the program offers affordable, long-term access to high-quality electric bicycles, allowing participants to choose between a commuter-style "city" e-bike and a cargo e-bike suitable for carrying larger loads or small children. The initiative aims to promote sustainable mobility and reduce traffic congestion in the region. By offering pedal-assist e-bikes, GoSGV enables users to navigate the valley's diverse terrain with ease, making it an attractive alternative to traditional transportation methods.

- **Broader Participation:**
Expand the program’s reach to include more community members, fostering widespread adoption of electric bikes.
- **Support for Sustainability Goals:**
Reduce vehicle dependency and promote eco-friendly transportation options in alignment with the City’s environmental objectives.
- **Enhanced Community Engagement:**
Strengthen relationships between the City and residents through active involvement in regional sustainability initiatives.

ER 5.2.2 C – Project: Development of a Bike Rack Master Plan for Parks and the Downtown District

Description:

The City will develop a comprehensive Bike Rack Master Plan for parks and the downtown district by the Third Quarter of 2025. This plan will identify optimal locations for bike racks, promote alternative transportation, and enhance accessibility and convenience for cyclists.

Key Activities:

1. **Assessment of Current Infrastructure:**
 - Conduct a survey of existing bike racks in parks and the downtown district.
 - Identify gaps in bike rack coverage and areas with high demand for bike parking.
2. **Stakeholder Engagement:**
 - Collaborate with local cyclists, community members, and business owners to gather input on preferred locations and design considerations.
 - Consult with parks and planning staff to ensure alignment with broader City infrastructure goals.
3. **Site Selection and Design:**
 - Evaluate potential locations for new bike racks based on accessibility, safety, and proximity to amenities.
 - Recommend bike rack designs that are durable, visually appealing, and meet accessibility standards.
4. **Integration with City Goals:**
 - Align the Bike Rack Master Plan with the City’s active transportation and sustainability objectives.
 - Incorporate connections to existing bike paths and transit hubs to enhance multi-modal transportation.
5. **Implementation Planning:**
 - Develop a phased implementation plan with timelines, budget estimates, and potential funding sources.
 - Identify grants or partnerships to support the installation of bike racks.

Desired Outcomes:

- **Improved Bicycle Accessibility:**
Provide convenient and secure bike parking options for cyclists in parks and the downtown district.
- **Enhanced Active Transportation:**
Encourage cycling as a sustainable and healthy transportation choice.

	<ul style="list-style-type: none"> • Community Engagement: Foster a collaborative planning process that incorporates community input and meets local needs. • Support for Sustainability Goals: Reduce reliance on motor vehicles by promoting cycling as a practical and eco-friendly alternative.
<p>Initiative ER 5.2.3</p>	<p>Advancing Sustainable Mobility Through Expanded EV Infrastructure - This initiative focuses on enhancing Sierra Madre's commitment to environmental sustainability and accessible electric vehicle (EV) infrastructure. Key projects include the development of a Tesla-specific charging lot at the South Baldwin Municipal Parking Lot and the strategic expansion of EV charging stations across key locations in the city. Together, these efforts aim to support the adoption of EVs, reduce greenhouse gas emissions, and position Sierra Madre as a leader in clean and sustainable transportation solutions.</p>
<p>Projects Undertaken</p>	<p>ER 5.2.3 A – Project: Development of Tesla Charging Lot at S. Baldwin Municipal Parking Lot</p> <p>Description: The City aims to complete the Tesla Charging Lot at the S. Baldwin municipal parking lot by the Second Quarter of 2024. However, the project is currently facing delays as Tesla representatives have not responded to City communications. Permitting and construction are now expected to begin in the Second Quarter of 2025.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Reestablish Communication with Tesla: <ul style="list-style-type: none"> ○ Continue attempts to contact Tesla representatives through multiple channels to address project delays. ○ Escalate concerns and involve Tesla’s regional or higher-level management, if necessary. 2. Permitting and Approvals: <ul style="list-style-type: none"> ○ Collaborate with City departments to finalize permitting requirements. ○ Expedite review processes once Tesla provides necessary documentation and approvals. 3. Project Coordination and Planning: <ul style="list-style-type: none"> ○ Develop a detailed construction timeline and milestones in collaboration with Tesla. ○ Ensure Tesla’s commitment to adhering to agreed-upon schedules and City requirements. 4. Community Communication: <ul style="list-style-type: none"> ○ Provide updates to the community on the project’s status and revised timelines. ○ Address concerns regarding the delay and its potential impacts on parking lot availability and services. 5. Construction Management: <ul style="list-style-type: none"> ○ Oversee the construction phase to ensure compliance with safety, environmental, and quality standards. ○ Maintain coordination between Tesla, contractors, and City departments during the build-out process. <p>Desired Outcomes:</p>

- **Operational Charging Lot:**
Deliver a functional Tesla Charging Lot at the S. Baldwin municipal parking lot to enhance electric vehicle infrastructure.
- **Improved Communication:**
Establish a consistent and responsive communication process with Tesla to avoid future delays.
- **Community Benefits:**
Support the City’s sustainability goals by increasing access to EV charging options for residents and visitors.
- **Timely Project Delivery:**
Minimize additional delays and ensure the project progresses efficiently once permitting begins.

ER 5.2.3 B – Project: Expansion of EV Charging Infrastructure in Key Locations

Description:

The City will continue pursuing opportunities to establish electric vehicle (EV) charging stations at parks, public institutions, trailheads, and other strategic locations. A CPA Innovative Strategy Grant has been applied for to support the installation of new EV charging stations at the future New Library site and the south portion of the Mariposa Parking Lot. **Staff was unsuccessful obtaining this grant for the first round. Staff will continue to seek funding.**

Key Activities:

1. **Site Identification and Assessment:**
 - Identify high-priority locations for EV charging stations based on community needs, accessibility, and usage patterns.
 - Conduct feasibility studies to evaluate site suitability and infrastructure requirements.
2. **Grant Application and Funding:**
 - Pursue additional grants and funding opportunities, such as the CPA Innovative Strategy Grant, to support project costs.
 - Collaborate with funding agencies to align proposals with grant objectives and priorities.
3. **Collaboration with Stakeholders:**
 - Partner with local organizations, utility providers, and community groups to gain support and resources for EV infrastructure development.
 - Engage residents for input on preferred locations and features of EV charging stations.
4. **Implementation Planning:**
 - Develop a phased plan for the installation of EV charging stations at selected sites, including the New Library and Mariposa Parking Lot.
 - Coordinate permitting and procurement processes to ensure timely project execution.
5. **Community Outreach and Education:**
 - Promote the benefits of EV charging infrastructure to the community through informational campaigns and events.
 - Provide guidance on using public EV stations to encourage adoption.

	<p>Desired Outcomes:</p> <ul style="list-style-type: none"> • Expanded EV Infrastructure: Increase the availability of EV charging stations at key community locations to support sustainable transportation. • Improved Accessibility: Ensure EV stations are conveniently located for residents and visitors, encouraging broader EV adoption. • Environmental Benefits: Contribute to the City’s sustainability and greenhouse gas reduction goals by facilitating a transition to cleaner transportation options. • Community Engagement: Foster awareness and support for EV initiatives through collaboration and education efforts.
<p>Initiative ER 5.2.4</p>	<p>Solar Infrastructure Adaptation - This initiative aims to integrate solar energy solutions into City infrastructure and operations. It focuses on expanding the use of solar panels and energy storage systems at public facilities, ensuring compliance with legislative requirements, and enhancing energy resilience and sustainability across the community.</p>
<p>Projects Undertaken</p>	<p>ER 5.2.4 A – Project: Streamlining the Solar Application Process</p> <p>Description: The Planning and Community Preservation Department staff will continue efforts to simplify and improve the solar application process, ensuring efficiency, clarity, and compliance while promoting renewable energy adoption within the community.</p> <p>Key Activities:</p> <ol style="list-style-type: none"> 1. Process Evaluation: <ul style="list-style-type: none"> ○ Assess the current solar application process to identify bottlenecks and areas for improvement. ○ Review feedback from applicants and staff to understand common challenges. 2. Workflow Optimization: <ul style="list-style-type: none"> ○ Simplify application requirements and reduce unnecessary steps to expedite approvals. ○ Implement digital tools for online submissions, tracking, and communication to enhance efficiency. 3. Staff Training: <ul style="list-style-type: none"> ○ Provide training for staff to ensure consistency and proficiency in handling solar applications. ○ Develop clear guidelines for evaluating and approving applications. 4. Community Education: <ul style="list-style-type: none"> ○ Create user-friendly guides and resources to help applicants navigate the solar permitting process. ○ Host informational sessions or workshops to answer questions and encourage solar adoption. 5. Performance Monitoring: <ul style="list-style-type: none"> ○ Track processing times and approval rates to measure the success of streamlining efforts. ○ Regularly update processes based on performance data and community feedback.

Desired Outcomes:

- **Increased Efficiency:**
Reduce processing times and simplify the solar application experience for residents and businesses.
- **Enhanced Adoption:**
Encourage more property owners to invest in solar energy by providing a straightforward application process.
- **Improved Service Quality:**
Ensure a consistent and professional experience for applicants through staff training and clear procedures.
- **Support for Sustainability Goals:**
Align the streamlined process with the City's renewable energy and environmental objectives.

ER 5.2.4 B – Project: Implementation of Plan Review Process Under the 2022 Solar Access Act (SB 379)

Description:

The Planning and Community Preservation Department successfully implemented a plan review process in compliance with the 2022 Solar Access Act (SB 379) by the Third Quarter of 2024. The City launched the Pilot SolarAPP+ program on June 6, 2023, moved into the Open Pilot stage on January 18, 2024, and plans to fully integrate SolarAPP+ with Accela starting January 1, 2025.

Key Activities:

1. **Initial Program Development:**
 - Launch the Pilot SolarAPP+ program to streamline the solar permitting process.
 - Test and refine the system during the pilot phase to ensure its effectiveness and user-friendliness.
2. **Open Pilot Stage:**
 - Transition the SolarAPP+ program to the Open Pilot stage, expanding its availability to a wider range of applicants.
 - Provide training and support for staff and users to optimize program adoption.
3. **Full Integration with Accela:**
 - Collaborate with Accela developers to integrate SolarAPP+ into the City's existing permitting platform.
 - Ensure a seamless transition to full integration by addressing technical and procedural requirements.
4. **Compliance with SB 379:**
 - Implement a plan review process that meets the mandates of the 2022 Solar Access Act, ensuring compliance with state regulations.
 - Align permitting procedures with SB 379 goals to facilitate solar energy adoption.
5. **Community Engagement and Education:**
 - Inform residents, contractors, and stakeholders about the benefits and procedures of the SolarAPP+ program.
 - Provide resources and support to applicants navigating the new system.

Desired Outcomes:

- **Streamlined Solar Permitting:**
Simplify the solar application and plan review process, reducing approval times and administrative burdens.
- **Increased Solar Adoption:**
Support the City’s sustainability goals by encouraging broader use of solar energy through efficient permitting.
- **Regulatory Compliance:**
Ensure full compliance with the 2022 Solar Access Act (SB 379) to meet state mandates and promote renewable energy.
- **Seamless Integration:**
Achieve full operational integration of SolarAPP+ with Accela by January 1, 2025, enhancing the efficiency of the City’s permitting system.

ER 5.2.4 C – Project: Completion of CPA Power Ready Program for Solar and Storage Capabilities

Description:

The CPA Power Ready program aims to install solar and energy storage capabilities for the Public Safety building, City Hall Emergency Operations Center (EOC), and selected key offices. Initially targeted for completion by the Second Quarter of 2025, the timeline has been updated to the Third Quarter of 2025 to accommodate the installation of a new roof for the Public Safety building as part of the program.

Key Activities:

1. **Infrastructure Assessment and Preparation:**
 - Conduct site evaluations for the Public Safety building, City Hall EOC, and key offices to ensure readiness for solar and storage installations.
 - Coordinate with contractors to integrate the roofing upgrade into the project timeline.
2. **Solar and Storage Design and Planning:**
 - Develop tailored designs for solar panel installation and energy storage systems that meet the operational needs of identified facilities.
 - Ensure compliance with energy efficiency and safety standards.
3. **Roofing Upgrade Coordination:**
 - Oversee the replacement of the Public Safety building’s roof to support solar panel installation.
 - Align roofing and solar installation schedules to minimize disruptions and ensure efficiency.
4. **Installation and Integration:**
 - Install solar panels and energy storage systems, prioritizing operational reliability and resilience for emergency services.
 - Integrate systems with existing infrastructure to support uninterrupted power during outages.
5. **Testing and Commissioning:**
 - Conduct thorough testing to ensure all solar and storage systems operate as intended.
 - Provide training for staff on system operation and maintenance.

Desired Outcomes:

- **Enhanced Energy Resilience:**
Equip critical facilities with solar and storage capabilities to ensure reliable power during emergencies and outages.
- **Improved Sustainability:**
Support the City's renewable energy and environmental goals by utilizing clean energy sources.
- **Facility Modernization:**
Upgrade the Public Safety building's roof to facilitate long-term energy efficiency and structural integrity.
- **Operational Efficiency:**
Provide uninterrupted energy solutions for Public Safety, EOC operations, and key City offices, enhancing public safety and service delivery.