

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



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

Tuesday, July 12, 2016 at 6:30 pm

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

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

and

**Council Member Denise Delmar via
teleconference from Fairfield Inn & Suites
555 Skyway Rd, San Carlos, CA 94070**

PUBLIC COMMENT

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

PUBLIC COMMENT FOR ITEMS ON THE AGENDA:

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

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

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

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

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Mayor Gene Goss

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MINUTES

Approval of [minutes from the Regular City Council meeting on May 24, 2016](#).

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Recognition of outgoing Assistant City Manager Elisa Cox

ACTION ITEMS

1. CONSENT

a) ADOPTION OF RESOLUTION 16-48 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-48 for approval of payment of City Warrants in amount of \$1,410,456.92; Library warrants in the aggregate amount of \$27,267.15, and payroll transfer in the aggregate amount of \$281,226.18 for fiscal year ending June 2016 and 2017.

b) SECOND READING OF ORDINANCE 1377, MUNICIPAL CODE TEXT AMENDMENT 16-02 AMENDING TITLE 17, CHAPTER 17.28 – R3 ZONE OF THE SIERRA MADRE MUNICIPAL CODE

Recommendation that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance 1377, and direct the City Attorney to prepare a summary ordinance.

c) RECOMMENDATION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO BUCKNAM AND ASSOCIATES AND ID MODELING FOR THE PREPARATION OF A WATER SYSTEM COMPUTERIZED HYDRAULIC MODEL IN AN AMOUNT NOT TO EXCEED \$90,120

Recommendation that the City Council award a professional services contract to the team of Bucknam and Associates and ID Modeling to develop a water distribution system model for the City in an amount not to exceed \$90,120, and allocate Water Fund Reserves.

ITEMS FOR DISCUSSION

2. MS4 PERMIT COMPLIANCE

Recommendation that the City Council receive and file.

3. DISCUSSION REGARDING VACANT PROPERTY MAINTENANCE STANDARDS

Recommendation that the City Council direct staff to work with the Planning Commission to develop a vacant property registration program.

4. 2016 SENIOR MASTER PLAN

Recommendation that the City Council approve and adopt the 2016 Senior Master Plan

5. KERSTING COURT RENOVATION CONCEPT AND RELATED USE OF ART IN PUBLIC PLACES FUNDING

Recommendation that the City Council approve the project in concept as well as to approve a commitment not to exceed \$30,000 of Art in Public Places funding for sculptural/art components. It is further recommended that the City Council direct the Community Services Commission to work with Sierra Madre Community Foundation and other interested groups to obtain plans and costs for subsequent review.

6. INFORMATION TECHNOLOGY MASTER PLAN REPORT AND ATTACHMENT

Recommendation that the City Council receive and file the IT Master Plan and instruct City staff to work on implementing the objectives in the IT Master Plan as the budget allows.

7. IMPROVING COMMUNITY COMMUNICATIONS

Recommendation that the City Council instruct staff to upgrade the City's emergency alert system to Nixle 360 and to prepare a Request for Proposals for additional banner poles at Sierra Madre Blvd. and Lima Street.

ACTION ITEMS

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

PUBLIC HEARING

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

AVAILABILITY OF AGENDA MATERIALS

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

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at this same place on Tuesday, July 26, 2016

MINUTES

Agenda - Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority
Tuesday, May 24, 2016 – 6:30 p.m.

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

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

Absent: None

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

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION

Mayor Gene Goss, led the Pledge of Allegiance and followed with a poem, "Freedom Is Not Free", by Kelly Strong.

APPROVAL OF AGENDA

*Council Member Capoccia asked to remove Agenda Item 1e regarding purchase of two public works vehicles for further discussion.

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachele Arizmendi

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

Noes: None

Absent: None

Abstain: None

REPORT FROM CLOSED SESSION

City Attorney Highsmith reported the Council met in closed session to discuss a matter of existing pending litigation and direction was provided, but no action was taken. The Council also met in closed session regarding negotiations with the Police Association, and direction was provided, but no action was taken. Lastly, in closed session, the council discussed a public employee discipline/dismissal and procedural direction was provided to appoint a hearing officer to preside over the appeal.

MAYOR AND CITY COUNCIL REPORTS

- 1) Council Member Denise Delmar attended the joint commissions meeting and is looking forward to working with the Community Services Commission. Council Member Harabedian had nothing to report.

- 2) Mayor Pro Tem Rachele Arizmendi also attended the joint commissions meeting and wanted to announce the ribbon cutting and gym dedication of Sierra Madre Middle School on May 25, 2016. She recognized Sierra Madre Elementary School for receiving a California Gold Ribbon Award.
- 3) Mayor Gene Goss emceed the celebration of outgoing Sierra Madre City Clerk, Nancy Shollenberger. He also spoke at the Older American of the Year Award celebration given to Ann Tyler.
- 4) Council Member Capoccia attended meeting with regards to our liability with the MS-4 permit and with the enhanced water management plan that we submitted to the State. Capoccia discussed our compliance with the Clean Water Act and also with regards to the Water Shed Management Plans. Moreover, Capoccia attended the COGG meeting. Capoccia believes this compliance and possible liability is one of the biggest threats that local governments we have today, and we need a legislative fix to do this. Capoccia asked City Manager, Elaine Aguilar, for explanation of compliance to MS-4 in a future agenda.

PUBLIC COMMENT ON NON-AGENDA ITEMS

- Joanna Schilling, 633 W. Alegria Ave.: Mrs. Schilling is concerned with offshore investors purchasing properties here and leaving them empty and unattended. At times renters are in these purchased homes on our block, however, most homes are uninhabited. Homes are sold quickly and then remain vacant making Sierra Madre a haven for foreign investment and not a place that people want to live.
- Bruce Jones, 662 W. Alegria Ave.: Mr. Jones has similar issues with what was said by Mrs. Schilling. His property was damaged by a tree branch from the vacant property next door. The damage was in excess of \$750. The front and back yards on this property are not maintained and the backyard on property seems like a potential fire threat.
- Steve Schilling, 633 W. Alegria Ave.: Mr. Schilling would like this matter agendized in order to find solutions regarding the offshore investing and vacant homes affecting all of us here in Sierra Madre.
- Joy Painter, 640 W. Alegria Ave.: Mrs. Pointer clarified that they are on Alegria near Michillinda. She is concerned with the rats and mice in the vacant houses nearby which are affecting their homes.
- Larry Torres, Member of Pasadena School Board with Gretchen Vance: Mr. Torres announced the ribbon cutting celebration at the Sierra Madre Middle School. Mrs. Vance stated how grateful they are for the Pasadena School Board's \$600,000 contribution to redo the back field at the school. They invited residents to attend the gym dedication honoring, Ty Gaffney, a former Sierra Madre principal.
- Bruce Jones: Recognized Ann Tyler as the Older American of the Year, who moved to Sierra Madre more than 70 years ago.
- Shannon King, Library Board of Trustees: Encouraged all residents to visit the library and participate in the Summer Reading Program and the many more activities this summer. Pick up a free brochure at the library for more information.

Mayor Goss closed public comment.

ANSWERS TO NON-AGENDA ITEMS

Mayor Goss asked City Manager, Elaine Aguilar, to answer some of the questions that were asked by the Alegria residents today, including Mr. and Mrs. Schilling and Mr. Jones, regarding vacant homes on their block. City Manager Aguilar stated that Federal law prohibits us from interfering with foreign property investments, however, we can enforce city code property maintenance requirements. We can possibly enforce a proactive code enforcement program like other cities are doing. We have notified the owners of the property next to Mr. Jones that was in need of maintenance, and they have cooperated. Council Member Denise Delmar and Mayor Pro Tem, Rachele Arizmendi asked for this matter to be agendized in a future agenda as well as other pending related items.

PRESENTATIONS

- Mayor Goss recognized Ann Tyler as Sierra Madre's 2016 Older American and read the proclamation declaring the month of May as "Older American Month". Mayor Goss read

the certificate of recognition in honor of Mrs. Tyler. Jackie Pergola, President of the Senior Commission, accepted the award for Ann Tyler who couldn't make it this evening.

- Karma Bell, President of Sierra Madre Civic Club, and Anita Thompson, Philanthropy Committee Co-Chair, presented over \$23,000 of its Philanthropy Awards to a variety of local organizations.
- Public Works Director Inman reported on the City's water conservation and water quality. The cumulative conservation goal has been met this year up to 20.99%.

AGENDA ACTION ITEMS

Elaine Aguilar, City Manager, gave the following report under the Consent Calendar, excluding Item 1e as per Council Member Capoccia's request.

1. CONSENT CALENDAR

a) ADOPTION OF RESOLUTION 16-32 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS

Recommendation that the City Council approve Resolution 16-32 for approval of payment of City Warrants in aggregate amount of \$321,963.79; Library warrants in the aggregate amount of \$7,822.74, and payroll transfer in the aggregate amount of \$613,023.54 for fiscal year ending June 2016.

b) CITY COUNCIL CHAMBERS AUDIO AND BROADCAST EQUIPMENT REPLACEMENT

Recommendation that the City Council authorize the purchase of broadcasting and sound equipment for City Council Chambers in an amount not to exceed \$72,000.

c) AWARD OF BID FOR A TELECOMMUNICATIONS SYSTEM AND CARRIER SERVICES PARTNER

Recommendation that the City Council approve the RingCentral Office Plan Purchase Agreement for an initial equipment cost of \$22,724 (plus tax) and an ongoing monthly price of \$3,626.07 for 36 months; and approve the Professional Services Agreement with a not-to-exceed amount of \$20,000.

d) CANCELLATION OF BOTH AUGUST 2016 CITY COUNCIL MEETINGS

Recommendation that the City Council approve the cancellation of the August 9, 2016 and August 23, 2016 City Council meetings and direct staff to pay all necessary expenses during that time.

e) RECOMMENDATION TO APPROVE THE PURCHASE OF TWO PUBLIC WORKS FLEET UTILITY VEHICLES UTILIZING AB 2766 MOBILE SOURCE REDUCTION GRANT FUNDS

Recommendation that the City Council provide an additional appropriation from available AB 2766 Fund balance in the amount of \$23,517, approve the expenditure of \$92,217 on the purchase of two CNG- fueled utility vehicles for the Public Works Department and declare units numbered 5111 and 5118 to be surplus equipment upon arrival of their replacement vehicles.

f) CONSIDERATION OF RESOLUTION 16-33 REGARDING CITY CLERK COMPENSATION

Recommendation that the City Council approve Resolution 16-33 regarding City Clerk compensation.

g) RESOLUTION 16-34 AUTHORIZING SUBMITTAL OF APPLICATIONS FOR CALRECYCLE PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS

Recommendation that the City Council approve Resolution 16-34 authorizing submittal of application for payment programs and related authorizations.

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

- Nancy Shollenberger, former Sierra Madre City Clerk: Mrs. Shollenberger voiced her opinion regarding item 1F, City Clerk compensation. She stated that compensation cannot be changed in the middle of that term. She also stated that she did not sign a contract during her 2008 term as had been said in the previous meeting.

Mayor Goss closed Consent Calendar public input.

ANSWERS TO PUBLIC COMMENT AGENDA ITEMS

City Manager, Aguilar said the law states that compensation is not set to a term but rather it falls under the discretion of the City Council. City Manager Aguilar also stated that Mrs. Shollenberger did not sign any contract in 2008 regarding compensation and that there was never a contract; and City Clerk refused to sign a contract at the time.

APPROVAL OF CONSENT CALENDAR AS PRESENTED (minus Item 1e)

Moved: Council Member John Capoccia

Seconded: Council Member John Harabedian

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

Noes: None

Absent: None

Abstain: None

DISCUSSION OF ITEM 1e

City Manager and Director Inman pointed out that there is very little use of the money besides buying these vehicles for Public Works. Director Inman said that if you do not use the money, you lose it. Replacement of these vehicles is the best way to spend the money allocated.

Mayor Goss opened for public comment but no input was given.

APPROVAL OF ITEM 1e

Moved: Council Member John Capoccia

Seconded: Mayor Pro Tem Rachele Arizmendi

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

Noes: None

Absent: None

Abstain: None

PUBLIC HEARINGS

2. MUNICIPAL CODE TEXT AMENDMENT 16-01: AMENDMENTS TO THE INSTITUTIONAL ZONE ORDINANCE (CHAPTER 17.38) OF THE SIERRA MADRE MUNICIPAL CODE

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

- Director Gonzalez presented followed by Commissioner Hutt. Commissioner Hutt clarified that most changes are policy based in order to implement and follow the General

Plan and this also re-organized the chapter to make the section work better without drastic changes.

Mayor Goss opened for public input.

- Barry Gold: Last year we approved the General Plan and now we are making code changes to keep in line with the general plan. Let's remind ourselves that this is being done to preserve our small town character.

Mayor Goss closed public input.

APPROVAL FOR FIRST READING, BY TITLE ONLY, AND WAIVE FURTHER READING OF ORDINANCE 1376 AS PRESENTED

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member Denise Delmar

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

Noes: None

Absent: None

Abstain: None

3. FISCAL YEAR 2016-2017 ASSESSMENT DISTRICTS: PUBLIC HEARING AND RESOLUTION OF CONFIRMATION 16-30 AND 16-31 SETTING ASSESSMENT RATES FOR AD VALOREM MAINTENANCE DISTRICTS 1, 3A, AND 3B

Recommendation that the City Council open a Public Hearing and adopt Resolution 16-30 confirming the levy of assessments for Districts 3, 5, and Community Facilities District 1, E. Miramonte Sewer District, and E. Bonita Sewer District for Fiscal Year 2016-2017; and adopt Resolution 16-31 setting taxes for Ad Valorem Districts 1, 3A, and 3B.

- City Engineer Kev Tcharkhoutian reported.

Mayor Goss opened for public input.

- Pat Alcorn: How much money are we talking about?
- Mr. Tcharkhoutian stated to Mr. Alcorn that the cost is about \$25,000 for both districts.

Mayor Goss closed public input.

APPROVAL OF RESOLUTION 16-30 and 16-31

Moved: Council Member Harabedian

Seconded: Council Member John Capoccia

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

Noes: None

Absent: None

ITEMS FOR DISCUSSION

4. CONSIDERATION OF RESOLUTION 16-24: A RESOLUTION COMBINING THE LIBRARY SERVICES AND COMMUNITY SERVICES DEPARTMENTS UNDER ONE DIRECTOR AND AMENDING THE CLASSIFICATION PLAN AND SALARY MATRIX TO REFLECT POSITIONS IN THE COMBINED DEPARTMENT

Recommendation that the City Council approve Resolution 16-24 combining the Library and Community Services Departments under one Director and approving the Classification Plan and Salary Matrix to reflect positions in the combined department.

- Assistant City Manager, Elisa Cox, reported that the joint meeting on May 16, 2016, including the Library of Trustees, the Community Services Commission and the Senior

Community Commission, went well and all members of the three commissions attended, as well as Council Member Delmar and Mayor Pro Tem Arizmendi. All agreed in combining the Library and Community Services Departments under one Director. However, in six months, the commissions want an update report.

Mayor Goss opened for public comment but no input was given.

APPROVAL OF RESOLUTION 16-24

Moved: Mayor Pro Tem Rachelle Arizmendi

Seconded: Council Member Denise Delmar

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

Noes: None

Absent: None

Abstain: None

5. WATER SYSTEM FINANCING OPTIONS AND MONTHLY UTILITY BILLING

Recommendation that the City Council obtain 20-year loan financing to refund the current outstanding bond debt, purchase an AMI system, and fund identified water infrastructure.

- City Manager Aguilar presented. City Manager suggested a special meeting for all presentations from the companies tailored to the city's financial needs.

Mayor Goss opened for public input.

- A representative from Equarius Waterworks briefly introduced his company.
- A representative from Fathom briefly introduced his company.

Mayor Goss closed public input.

COUNCIL DIRECTION OF WATER SYSTEM FINANCING OPTIONS

After discussion, there was City Council consensus to direct staff to first prepare a plan that prioritizes and lists the water infrastructure projects and associated project costs which need to be completed over the next twenty to twenty-five years. Once the water infrastructure plan is completed, the Council would revisit the possible capital funding alternatives to correlate the projects with the financing alternatives.

FUTURE AGENDA ITEMS

Council Member Delamr placed the topic of the Alegria Avenue vacant property issues on a future agenda. Council Member Capoccia requested a presentation from our EWMP consultant regarding the city's milestones and those costs on a future agenda.

ADJOURNMENT at 10:05 p.m.

Moved: Council Member John Harabedian

Seconded: Mayor Pro Tem Rachelle Arizmendi

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

Noes: None

Absent: None



Gene Goss, Mayor

Minutes taken and typed by:


Melinda Carrillo, City Clerk

RESOLUTION NUMBER 16 – 48

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$1,410,456.92 ; Sierra Madre Library Warrants in aggregate amount of \$27,267.15 and Payroll Transfer in the aggregate amount of \$281,226.18 for the fiscal year ending June 30, 2016 and 2017.

APPROVED AND ADOPTED this 12th day of July, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 – 48 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 12th day of July, 2016.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of July 12, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrant	\$1,410,456.92
Sierra Madre Library Warrant	\$27,267.15
Payroll #13 Transfer.....	\$281,226.18

Warrant Register 7/12/16**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	28,970.16	1-2
FY 1617	Manual Warrants	1,183,744.00	3
FY 1516	General Warrants - Utility Bills	5,991.51	4
FY 1617	General Warrants - Utility Bills	206.51	5
FY 1516	General Warrants	191,544.74	6-9
	Total	1,410,456.92	

Fiscal Year	Description	Amount	
FY 1617	Library Manual Warrants	500.00	10
FY 1516	Library Warrants	26,767.15	11-12
	Total	27,267.15	

Date: 6/30/2016	Payroll #13 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	281,226.18	
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P.1

Packet: APPKT02973 - MAN 6/29/16
Vendor Set: 01 - Vendor Set 01

Check Date: 06/29/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0332</u>	PETTY CASH FUND-ADMIN				
APBWEST	Check	<u>INV018683</u>	CPRS Training/Mileage	10000.70000.52205	38.57
		<u>INV018680</u>	Recreation Leader Training	10000.70000.52205	30.00
Fund 10000 Total:					68.57
Fund: 37006 - SENIOR CENTER					
<u>0332</u>	PETTY CASH FUND-ADMIN				
APBWEST	Check	<u>INV018686</u>	Community Yard Sale Refreshment	37006.72000.53999	75.76
		<u>INV018685</u>	Older American Reception Supplies	37006.72000.53999	39.23
		<u>INV018684</u>	Older American Reception Supplies	37006.72000.53999	81.59
		<u>INV018688</u>	Community Yard Sale Supplies	37006.72000.53999	54.50
		<u>INV018687</u>	Community Yard Sale Refreshment	37006.72000.53999	56.00
Fund 37006 Total:					307.08
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>1786</u>	AXONTECH LLC				
APBWEST	Check	<u>7382</u>	Network Maintenance/3-16	60003.30000.52100	1,725.00
		<u>7381</u>	Network Maintenance/3-16	60003.30000.52100	1,868.75
		<u>7383</u>	Network Maintenance/4-16	60003.30000.52100	1,466.25
		<u>7384</u>	Network Maintenance/4-16	60003.30000.52100	1,581.25
		<u>7389</u>	Network Maintenance/5-16	60003.30000.52100	1,265.00
		<u>7388</u>	Network Maintenance/5-16	60003.30000.52100	1,638.75
		<u>7386</u>	Network Maintenance/4-16	60003.30000.52100	1,322.50
		<u>7387</u>	Network Maintenance/5-16	60003.30000.52100	1,696.25
		<u>7405</u>	Network Maintenance/5-16	60003.30000.52100	1,868.75
		<u>7185</u>	Monthly Datto Backup Servers/Dec 2015	60003.30000.52200	858.00
		<u>7340</u>	COMPUTER SUPPLIES/WARRANTY	60003.30000.53103	827.00
		<u>7345</u>	COMPUTER SUPPLIES/GENERAL SUPPLIES	60003.30000.53103	678.72
		<u>7179</u>	COMPUTER SUPPLIES/FD	60003.30000.53103	332.45
Fund 60003 Total:					17,128.67
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT					
<u>1829</u>	GOVERNMENTJOBS.COM INC				
APBWEST	Check	<u>INV17381</u>	Recruitment Software	60007.70101.52100	9,000.00
				60007.70101.52206	1,250.00
<u>0332</u>	PETTY CASH FUND-ADMIN				
APBWEST	Check	<u>INV018682</u>	NEO GOV Training/Parking	60007.70100.52205	12.00
		<u>INV018692</u>	JPIA Training	60007.70100.52205	79.30
		<u>INV018691</u>	Volunteer Event Supplies	60007.70100.53403	6.07
		<u>INV018690</u>	Interview Panel Refreshment	60007.70101.53999	20.07
Fund 60007 Total:					10,367.44
Fund: 71000 - WATER ENTERPRISE FUND					
<u>0332</u>	PETTY CASH FUND-ADMIN				
APBWEST	Check	<u>INV018679</u>	Water Treatment Course	71000.81100.53402	130.00
Fund 71000 Total:					130.00
Fund: 77003 - SPECIAL EVENTS					
<u>0332</u>	PETTY CASH FUND-ADMIN				
APBWEST	Check	<u>INV018689</u>	Senior Excursion Driver Gratuity	77003.79003.52999	90.00
		<u>INV018681</u>	Senior Excursion Driver Gratuity	77003.79003.52999	90.00
		<u>INV018693</u>	MWTR Supplies	77003.79007.53999	59.11
Fund 77003 Total:					239.11
Report Total:					28,240.87



City of Sierra Madre, CA

Check Approval

P. 2

Packet: APPKT02978 - MAN 6/30/16
Vendor Set: 01 - Vendor Set 01

Check Date: 06/30/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>1497</u>	MOUNTAIN VIEWS NEWS						
APBWEST	Check			<u>CM140325</u>	Publication Services	10000.12000.52206	729.29
						Fund 10000 Total:	729.29
						Report Total:	729.29



City of Sierra Madre, CA

Check Approval

P.3

Packet: APPKT02995 - MAN-EFT 7/01/16
Vendor Set: 01 - Vendor Set 01

Check Date: 07/07/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT 1025	CALIFORNIA J P I A				
AP EFT WEST	Electronic Funds Transfer	<u>PRIM01370</u>	Annual Contribution FY16-17	60007.70100.54801	1,183,744.00
				Fund 60007 Total:	1,183,744.00
				Report Total:	1,183,744.00



City of Sierra Madre, CA

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Packet: APPKT02988 - UTILITY 7/12/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 07/07/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60001 - INT SVC FND - FACILITIES MGT					
<u>0129</u>	AT&T				
APBWEST	Check	<u>8182463783-062316</u>	TELECOM DIV 911 PRGM	60001.83200.55005	130.21
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBWEST	Check	<u>2036613305-070616</u>	ELECTRICITY	60001.83200.55003	1,829.22
<u>0942</u>	TELEPACIFIC COMMUNICATIONS				
APBWEST	Check	<u>79745754</u>	PHONE SVC	60001.83200.55005	4,032.08
				Fund 60001 Total:	5,991.51
				Report Total:	5,991.51



City of Sierra Madre, CA

Check Approval

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Packet: APPKT02989 - UTILITY 7/12/16 FY1617
Vendor Set: 01 - Vendor Set 01

Check Date: 07/07/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>1439</u>	TIME WARNER CABLE				
APBWEST	Check	8448300220027467	CABLE SVC	60003.30000.52200	55.25
		8448300220137019	CABLE SVC	60003.30000.52200	151.26
				Fund 60003 Total:	206.51
				Report Total:	206.51



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Packet: APPKT02997 - GEN 7/12/16 FY1516

Check Date: 07/07/2016

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>1553</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>074559</u>	Carpet Cleaner	10000.50000.53100	14.15
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>074482</u>	HARDWARE SUPPLIES	10000.61000.53204	3.16
				<u>074517</u>	HARDWARE SUPPLIES	10000.61000.53204	7.62
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>074221</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	7.17
				<u>074051</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	6.51
				<u>073961</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	7.07
				<u>074553</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	4.76
				<u>074532</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	5.94
				<u>074232</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	21.78
				<u>073513</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	32.11
				<u>073514</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	3.73
				<u>073535</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	7.62
<u>1786</u>	AXONTECH LLC						
APBWEST	Check			<u>7427</u>	Computer supplies	10000.50000.53103	219.55
<u>1727</u>	CHRIS CIMINO						
APBWEST	Check			<u>INV018694</u>	Computer Loan	10000.00000.13009	1,200.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC						
APBWEST	Check			<u>30980</u>	Legal Svc/Retainer/5-16	10000.21000.52201	8,400.00
				<u>30968</u>	Legal Svc/5-16	10000.21000.52201	70.50
				<u>30971</u>	Legal Svc/5-16	10000.21000.52201	1,333.00
				<u>30967</u>	Legal Svc/5-16	10000.21000.52201	148.00
				<u>30969</u>	Legal Svc/5-16	10000.21000.52201	363.00
				<u>30970</u>	Legal Svc/5-16	10000.21000.52201	11,829.79
				<u>30966</u>	Legal Svc/5-16	10000.21000.52201	1,034.00
<u>0713</u>	DEPT OF JUSTICE						
APBWEST	Check			<u>169830</u>	FINGERPRINTS	10000.50000.52200	328.00
<u>1157</u>	EMBLEM ENTERPRISES, INC.						
APBWEST	Check			<u>651886</u>	Patches	10000.50000.53303	1,697.02
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC						
APBWEST	Check			<u>2130-668646</u>	Physicals	10000.50000.52106	80.00
				<u>2130-663762</u>	Physicals	10000.50000.52106	1,010.00
				<u>2130-668646</u>	Physicals	10000.61000.52100	60.00
				<u>2130-663762</u>	Physicals	10000.61000.52106	650.00
<u>VEN02088</u>	JCL TRAFFIC SUPPLIES AND EQUIPMENT						
APBWEST	Check			<u>86240</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	848.57
<u>1185</u>	KEYSTONE UNIFORM						
APBWEST	Check			<u>074465</u>	Officer Uniforms	10000.50000.53303	330.65
				<u>074492</u>	Officer Uniforms	10000.50000.53303	8.00
				<u>074545</u>	Officer Uniforms	10000.50000.53303	3.00
<u>1348</u>	LANDS' END BUSINESS OUTFITTERS						
APBWEST	Check			<u>SIN3878807</u>	City Shirts	10000.50000.53303	81.75
						10000.61000.53303	27.25
<u>0515</u>	LANDSCAPE WAREHOUSE						
APBWEST	Check			<u>2490312</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	39.85
<u>1065</u>	MAIL BOX & POSTAL						
APBWEST	Check			<u>232834</u>	Rubber Stamps	10000.50000.53100	113.36
<u>0307</u>	MYERS-STEVENS & CO. INC.						
APBWEST	Check			<u>1208371</u>	Fire Fighter Insurance - May 2016	10000.61000.51205	225.00
<u>0786</u>	OFFICE DEPOT, INC						
APBWEST	Check			<u>839498134001</u>	Office Supplies	10000.50000.53100	264.75

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBWEST	Check	<u>839499125001</u>	Office Supplies	10000.50000.53100	8.75
<u>0323</u>	PASADENA HUMANE SOCIETY						
		APBWEST	Check	<u>JUN2016CtySM</u>	ANIMAL CONTROL SVCS	10000.50000.52004	772.50
<u>VEN01608</u>	Phoenix Group Information Systems						
		APBWEST	Check	<u>052016200</u>	PARKING CITATION SVCS /5-16	10000.50000.52200	1,388.76
				<u>062016926</u>	Citation Rolls	10000.50000.53103	1,540.44
<u>1483</u>	PRO PRINTING INC						
		APBWEST	Check	<u>45604</u>	Business Cards	10000.11000.53999	270.06
<u>1443</u>	SHRED-IT						
		APBWEST	Check	<u>9411183573</u>	SHREDDING SVCS	10000.50000.52200	199.70
				<u>9410794707</u>	Shredding Services	10000.50000.52200	199.70
<u>VEN02444</u>	SUPERIOR COURT OF CA, CO OF L. A.						
		APBWEST	Check	<u>740A-MAY2016</u>	COURT FEES/PARKING REV DISTRIBUTION/5-16	10000.50000.52200	1,996.50
<u>VEN02014</u>	SUSAN SAXE CLIFFORD, Ph.D. APC.						
		APBWEST	Check	<u>16-0531-11</u>	New Officer Psych Evals	10000.50000.52100	1,350.00
				<u>16-0615-3</u>	New Officer Psych Eval	10000.50000.52100	450.00
<u>1245</u>	THE WORKSHOP						
		APBWEST	Check	<u>62010</u>	Summer Wistaria Newsletter	10000.70000.53102	2,749.00
<u>0404</u>	TOM'S UNIFORMS						
		APBWEST	Check	<u>3952</u>	New Officer Uniforms	10000.50000.53303	462.16
				<u>3950</u>	New Officer Uniforms	10000.50000.53303	462.16
				<u>4453</u>	New Officer Uniforms	10000.50000.53303	284.49
				<u>4401</u>	New Recruit Uniforms	10000.50000.53303	115.54
				<u>5039</u>	Police Uniforms	10000.50000.53303	19.62
				<u>4461</u>	Police Uniforms	10000.50000.53303	103.55
<u>VEN02639</u>	Turnout Maintenance Company						
		APBWEST	Check	<u>14848</u>	TURNOUT MAINTENANCE	10000.61000.53202	60.00
Fund 10000 Total:							42,919.59
Fund:	36001 - EMERGENCY MEDICAL SERVICES						
<u>0109</u>	AIRGAS USA						
		APBWEST	Check	<u>9936875583</u>	MEDICAL OXYGEN	36001.64000.53300	413.45
				<u>1601124815</u>	MEDICAL OXYGEN	36001.64000.53300	15.12
				<u>9936883380</u>	MEDICAL OXYGEN	36001.64000.53300	39.52
Fund 36001 Total:							468.09
Fund:	37004 - LOCAL TRANSPORTATION/PROP A						
<u>1717</u>	IACMTA						
		APBWEST	Check	<u>800063970</u>	TAP CARDS/SENIORS & DISABLES	37004.70000.52001	334.00
Fund 37004 Total:							334.00
Fund:	37006 - SENIOR CENTER						
<u>VEN01969</u>	INLAND EMPIRE STAGES						
		APBWEST	Check	<u>47989</u>	Transportation for Senior Excursions	37006.72000.52200	598.00
<u>1717</u>	IACMTA						
		APBWEST	Check	<u>800063970</u>	TAP CARDS/SENIORS & DISABLES	37006.72000.52999	90.00
Fund 37006 Total:							688.00
Fund:	37007 - SM COMMUNITY FOUNDATION						
<u>VEN02790</u>	NATIONAL BUSINESS FURNITURE LLC						
		APBWEST	Check	<u>MK459827-POR</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	4,817.11
Fund 37007 Total:							4,817.11
Fund:	60000 - INT SVC FND - FLEET						
<u>0207</u>	ERNIE'S AUTO PARTS						
		APBWEST	Check	<u>14IN235530</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	14.68
				<u>14IN223845</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	4.74
				<u>14IN212488</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	47.56
				<u>14IN220992</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	37.06
				<u>14IN235525</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	34.14
				<u>14IN234776</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	52.19
				<u>14IN235196</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	84.10
				<u>14IN235217</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	83.58
<u>1454</u>	JDS TANK TESTING & REPAIR INC						

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	<u>9042</u>	TANK TESTING AND MAINTENANCE	60000.83100.55001	165.00
		<u>9070</u>	TANK TESTING AND MAINTENANCE	60000.83100.55001	341.52
		<u>9060</u>	TANK TESTING AND MAINTENANCE	60000.83100.55001	140.00
<u>VEN02634</u>	P. F. SERVICES INC				
APBWEST	Check	<u>12581</u>	MAINTENANCE FUEL	60000.83100.55001	596.57
Fund 60000 Total:					1,601.14
Fund:	60001 - INT SVC FND - FACILITIES MGT				
<u>0643</u>	ANTRIM'S SECURITY COMPANY				
APBWEST	Check	<u>49580</u>	LOCKS AND KEYS	60001.83200.53200	58.86
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>074612</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	37.04
		<u>074636</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	39.20
<u>0714</u>	CINTAS CORPORATION #693				
APBWEST	Check	<u>693661577</u>	UNIFORM CLEANING	60001.83200.53303	271.90
		<u>693659592</u>	UNIFORM CLEANING	60001.83200.53303	295.76
<u>1181</u>	DELTA DISTRIBUTING				
APBWEST	Check	<u>134868</u>	JANITORIAL SUPPLIES	60001.83200.53200	747.41
<u>0336</u>	POST ALARM SYSTEMS				
APBWEST	Check	<u>878738</u>	ALARM MONITOR - REC	60001.83200.53200	80.95
<u>1373</u>	UNITED MAINTENANCE SYSTEMS				
APBWEST	Check	<u>13385</u>	JANITORIAL SERVICES	60001.83200.52200	3,305.64
Fund 60001 Total:					4,836.76
Fund:	60002 - INT SVC FND - ADMINISTRATION				
<u>0820</u>	ACCOMTEMPS				
APBWEST	Check	<u>45984667</u>	Account Temp	60002.30000.52100	615.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBWEST	Check	<u>30980</u>	Legal Svc/Retainer/5-16	60002.21000.52201	2,100.00
<u>1065</u>	MAIL BOX & POSTAL				
APBWEST	Check	<u>INV018643</u>	Rubber Stamp	60002.30000.53100	75.21
Fund 60002 Total:					2,790.21
Fund:	60003 - INT SVC FND - TECHNOLOGY				
<u>1786</u>	AXONTECH LLC				
APBWEST	Check	<u>7414</u>	Network Maintenance	60003.30000.52100	747.50
		<u>7438</u>	Network Maintenance	60003.30000.52100	1,552.50
		<u>7436</u>	Network Maintenance	60003.30000.52100	632.50
		<u>7417</u>	Network Maintenance	60003.30000.52100	2,041.25
		<u>7437</u>	Network Maintenance	60003.30000.52100	603.75
		<u>7451</u>	SWITCHES FOR PHONE SYSTEM	60003.30000.53103	27,553.02
		<u>7452</u>	Computers	60003.30000.53801	19,550.24
		<u>7450</u>	Council Chamber Monitor	60003.30000.56010	490.50
		<u>7452</u>	Computers	60003.30000.56010	2,443.78
<u>VEN02824</u>	KEY CODE MEDIA INC				
APBWEST	Check	<u>0062571-IN</u>	BROADCAST EQUIPMENT IT	60003.30000.56010	50,365.52
<u>1799</u>	TYLER TECHNOLOGIES INC				
APBWEST	Check	<u>025-157481</u>	UB Online Svc Fee and Transaction Fee	60003.30000.52200	225.00
<u>VEN02696</u>	WEST INTERACTIVE SERVICES CORPORATION				
APBWEST	Check	<u>63884</u>	CITY WEBSITE SUPPORT & MAINT	60003.30000.52100	5,562.00
<u>0429</u>	XEROX CORPORATION				
APBWEST	Check	<u>084952583</u>	Copier Lease/LIB/May 2016	60003.30000.53210	387.80
		<u>084615818</u>	Copier Lease/PD/April 2016	60003.30000.53210	518.04
		<u>084615817</u>	Copier Lease/LIB/April 2016	60003.30000.53210	560.47
		<u>085008172</u>	Copier Lease/PD/May 2016	60003.30000.53210	507.34
Fund 60003 Total:					113,741.21
Fund:	60007 - INT SVC FND - PERSONNEL AND RISK MGMT				
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC				
APBWEST	Check	<u>2130-668646</u>	Physicals	60007.70100.52100	150.00
		<u>2130-663762</u>	Physicals	60007.70100.52100	40.00
		<u>2130-668646</u>	Physicals	60007.70100.52106	70.00
<u>1348</u>	LANDS' END BUSINESS OUTFITTERS				
APBWEST	Check	<u>SIN3878807</u>	City Shirts	60007.70100.53303	850.25

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0277</u>	LIEBERT CASSIDY WHITMORE				
APBWEST	Check	<u>SCR483258</u>	Credit Memo	60007.70100.53303	-15.00
APBWEST	Check	<u>INV018641</u>	Legal - May 2016	60007.70100.52201	7,873.90
Fund 60007 Total:					8,969.15

Fund: 71000 - WATER ENTERPRISE FUND

<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>074648</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	29.41
		<u>074378</u>	Maintenance Supplies/Water	71000.81100.53200	14.16
		<u>074004</u>	Maintenance Supplies/Water	71000.81100.53200	3.59
		<u>074034</u>	Maintenance Supplies/Water	71000.81100.53200	18.52
		<u>074472</u>	Maintenance Supplies/Water	71000.81100.53200	12.56
<u>VEN02806</u>	GOLDSTREET DESIGN AGENCY INC				
APBWEST	Check	<u>00002859F</u>	WATER QUALITY REPORT 2016	71000.81100.52100	3,101.09
<u>0797</u>	SAN GAB VALLEY MUNICIPAL WATER DISTRICT				
APBWEST	Check	<u>INV018639</u>	ULTRA-LOW FLUSH TOILET	71000.81100.52001	1,950.00
<u>1820</u>	TARGET MAILING SERVICES INC				
APBWEST	Check	<u>34589</u>	Mailing Services	71000.32000.53101	1,173.13
<u>1243</u>	USA BLUEBOOK				
APBWEST	Check	<u>973740</u>	WATER TREATMENT SUPPLIES	71000.81100.53209	181.25
Fund 71000 Total:					6,483.71

Fund: 72000 - SEWER

<u>1200</u>	BLUE DIAMOND MATERIALS				
APBWEST	Check	<u>721135</u>	STREET MAINTENANCE MATERIAL	72000.81200.53206	241.94
		<u>721182</u>	STREET MAINTENANCE MATERIAL	72000.81200.53206	100.59
		<u>718873</u>	STREET MAINTENANCE MATERIAL	72000.81200.53206	101.11
Fund 72000 Total:					443.64

Fund: 77003 - SPECIAL EVENTS

<u>VEN02825</u>	JERROD P LIBONATI				
APBWEST	Check	<u>INV018640</u>	MWTR - Fruggies	77003.79007.52999	600.00
<u>VEN02826</u>	STONEFIRE GRILL 6 INC				
APBWEST	Check	<u>INV018642</u>	MWTR Pasta Feed	77003.79007.52999	559.59
<u>VEN01027</u>	STUBBIES				
APBWEST	Check	<u>15138</u>	MWTR T-shirts and Souvenirs	77003.79007.52999	2,292.54
Fund 77003 Total:					3,452.13
Report Total:					191,544.74



City of Sierra Madre, CA

Check Approval

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Packet: APPKT02996 - MAN-LIB 7/11/16
Vendor Set: 01 - Vendor Set 01

Check Date: 07/07/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 39002	LIBRARY - GIFT AND MEMORIAL						
<u>VEN02348</u>	Mad Science of Los Angeles						
APBWEST	Check			<u>00029719</u>	Children Summer Reading Program - Performer	39002.90000.53999	500.00
Fund 39002 Total:							500.00
Report Total:							500.00



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Packet: APPKT02986 - LIB 07/12/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 07/07/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0132</u>	BAKER & TAYLOR, INC.				
APBWEST	Check	<u>4011627693</u>	Processing Fees	10000.90000.52200	4.85
		<u>4011620956</u>	Processing Fees	10000.90000.52200	23.05
		<u>4011624637</u>	Processing Fees	10000.90000.52200	31.42
		<u>4011619079</u>	Processing Fees	10000.90000.52200	23.05
		<u>4011622522</u>	Processing Fees	10000.90000.52200	30.98
		<u>4011628674</u>	Processing Fees	10000.90000.52200	14.02
		<u>4011634387</u>	Processing Fees	10000.90000.52200	20.80
		<u>4011637423</u>	Processing Fees	10000.90000.52200	27.01
		<u>4011627445</u>	Processing Fees	10000.90000.52200	17.93
		<u>4011626538</u>	Processing Fees	10000.90000.52200	41.50
		<u>T39401051</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	389.79
		<u>T40269590</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	59.54
		<u>T39295940</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	286.07
		<u>T39295941</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	167.88
		<u>T39295931</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	19.32
		<u>T40269591</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	24.51
		<u>T39734660</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	12.90
		<u>4011626537</u>	BOOKS	10000.90000.53406	1,171.78
		<u>4011619078</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	126.24
		<u>T39623460</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	10.61
		<u>T39401050</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	12.09
		<u>T39295930</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	40.81
		<u>4011627444</u>	BOOKS	10000.90000.53406	59.26
		<u>T39695500</u>	BOOKS	10000.90000.53406	12.24
		<u>T39695460</u>	BOOKS	10000.90000.53406	10.47
		<u>T39695471</u>	BOOKS	10000.90000.53406	265.58
		<u>T39948440</u>	BOOKS	10000.90000.53406	47.31
		<u>4011620955</u>	BOOKS	10000.90000.53406	117.17
		<u>4011624636</u>	BOOKS	10000.90000.53406	962.64
		<u>T39695470</u>	BOOKS	10000.90000.53406	33.04
		<u>T39695461</u>	BOOKS	10000.90000.53406	5.68
		<u>T39734661</u>	BOOKS	10000.90000.53406	43.28
		<u>4011634386</u>	Books and Reference	10000.90000.53406	623.42
		<u>4011637302</u>	Books and Reference	10000.90000.53406	226.96
		<u>4011637329</u>	Books and Reference	10000.90000.53406	68.86
		<u>T39295950</u>	Media - DVDs, CDs, Audiobooks	10000.90000.53406	49.03
		<u>4011628673</u>	Books and Reference	10000.90000.53406	355.67
		<u>4011622521</u>	Books and Reference	10000.90000.53406	570.92
		<u>4011625976</u>	Books and Reference	10000.90000.53406	26.33
		<u>4011619138</u>	Books and Reference	10000.90000.53406	5,150.06
		<u>4011637422</u>	Books and Reference	10000.90000.53406	731.10
		<u>4011627692</u>	Books and Reference	10000.90000.53406	314.18
<u>VEN02149</u>	BMI IMAGING SYSTEMS				
APBWEST	Check	<u>304236</u>	Microfilming, Printing and Duplication	10000.90000.53102	1,111.30
<u>VEN02807</u>	BOOKLYN INC				
APBWEST	Check	<u>INV018635</u>	Zines for Archives	10000.90000.53501	17.00
<u>0145</u>	BRODART				
APBWEST	Check	<u>440003</u>	Library Supplies	10000.90000.53100	170.30
		<u>438637</u>	Library Supplies	10000.90000.53100	420.28
		<u>438639</u>	Library Supplies	10000.90000.53100	93.40
		<u>439393</u>	Library Supplies	10000.90000.53100	39.12
<u>1379</u>	CALIFA GROUP				

Vendor Set: 01 - Vendor Set 01

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBWEST	Check	<u>8640</u>	EBSCO Novelist K-8 and PLUS	10000.90000.53406	1,063.06
<u>1488</u>	FEDEX OFFICE						
		APBWEST	Check	<u>INV018636</u>	Read For The Win - One Book One City- SRP	10000.90000.53102	194.89
<u>0218</u>	GAYLORD BROTHERS						
		APBWEST	Check	<u>2431126</u>	Library Supplies	10000.90000.53100	59.83
				<u>2430779</u>	Library Supplies	10000.90000.53100	72.19
				<u>2430316</u>	Library Supplies	10000.90000.53100	32.46
<u>0428</u>	GREY HOUSE PUBLISHING						
		APBWEST	Check	<u>339466</u>	Reference Books	10000.90000.53406	363.50
				<u>339721</u>	Reference Books	10000.90000.53406	185.35
				<u>339720</u>	Reference Books - Various	10000.90000.53406	185.35
<u>0314</u>	OCLC, INC.						
		APBWEST	Check	<u>0000465032</u>	'15-'16 OCLC & Baker & Taylor Subscriptions	10000.90000.52200	429.50
<u>0786</u>	OFFICE DEPOT, INC						
		APBWEST	Check	<u>839796112001</u>	Office Supplies	10000.90000.53100	37.23
				<u>842865198001</u>	Office Supplies	10000.90000.53100	214.56
				<u>839370345001</u>	Credit Memo-LIB	10000.90000.53100	-9.80
				<u>839796111001</u>	Credit Memo-LIB	10000.90000.53100	-58.82
				<u>842853571001</u>	Office Supplies	10000.90000.53100	65.39
				<u>842865683001</u>	Office Supplies	10000.90000.53100	13.06
				<u>842865681001</u>	Office Supplies	10000.90000.53100	277.87
				<u>842865679001</u>	Office Supplies	10000.90000.53100	8.32
				<u>839295157001</u>	Office Supplies	10000.90000.53100	14.70
<u>VEN01043</u>	OVERDRIVE INC						
		APBWEST	Check	<u>1148-142426777-060</u>	Audiobooks/ebooks	10000.90000.53406	565.46
				<u>1148-140006740-052</u>	Audiobooks/ebooks	10000.90000.53406	445.92
				<u>1148-162955923-042</u>	Audiobooks/ebooks	10000.90000.53406	1,330.87
				<u>1148-132252883-062</u>	Audiobooks/ebooks	10000.90000.53406	296.48
				<u>1148-144653437-061</u>	Audiobooks/ebooks	10000.90000.53406	1,153.77
				<u>1148-165747290-050</u>	Audiobooks/ebooks	10000.90000.53406	501.83
<u>0444</u>	SALEM PRESS, INC.						
		APBWEST	Check	<u>147502</u>	Reference Books Various	10000.90000.53406	1,318.50
<u>1800</u>	STAPLES BUSINESS ADVANTAGE						
		APBWEST	Check	<u>3305149673</u>	Computer Hardware Supplies	10000.90000.53801	471.73
<u>VEN01620</u>	TANGRAM						
		APBWEST	Check	<u>526649</u>	Task Chairs - 4	10000.90000.53999	852.93
<u>1595</u>	THE CREATIVE COMPANY						
		APBWEST	Check	<u>151316</u>	Children's Books	10000.90000.53406	619.85
<u>1125</u>	VANGUARD ID SYSTEMS						
		APBWEST	Check	<u>8089321</u>	Library Cards	10000.90000.53100	783.46
Fund 10000 Total:							25,570.19
Fund:	39002 - LIBRARY - GIFT AND MEMORIAL						
<u>1206</u>	B & H SIGN CO.						
		APBWEST	Check	<u>1109</u>	One Book One City Banner Update	39002.90000.53999	104.64
<u>0269</u>	LAKESHORE						
		APBWEST	Check	<u>2690080516</u>	Children's Summer Programing - Supplies	39002.90000.53999	347.60
<u>1920</u>	MEEGAN TOSH						
		APBWEST	Check	<u>INV018637</u>	Supplies for Adult Summer Reading Program	39002.90000.53999	188.61
Fund 39002 Total:							640.85
Fund:	39006 - FRIENDS OF THE LIBRARY DONATION FUND						
<u>0218</u>	GAYLORD BROTHERS						
		APBWEST	Check	<u>2429897</u>	Archival Supplies	39006.90000.53999	34.91
				<u>2428919</u>	Library Supplies	39006.90000.53999	337.39
<u>VEN01733</u>	ORIENTAL TRADING CO						
		APBWEST	Check	<u>678339546-02</u>	Childrens Programming/Storytime Supplies - Sur	39006.90000.53999	39.95
				<u>678339546-01</u>	Childrens Programming/Storytime Supplies - Sur	39006.90000.53999	143.86
Fund 39006 Total:							556.11
Report Total:							26,767.15



City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

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

REVIEWED BY: Leticia Cardoso, Planning Manager

DATE: July 12, 2016

SUBJECT: SECOND READING OF ORDINANCE NO. 1377, MUNICIPAL CODE TEXT AMENDMENT 16-02, AMENDING TITLE 17, CHAPTER 17.28 – R-3 (MULTIPLE FAMILY RESIDENTIAL) ZONE OF THE SIERRA MADRE MUNICIPAL CODE

SUMMARY

On June 28, 2016, the City Council introduced for first reading Ordinance No. 1377 amending Title 17, Chapter 17.28 (Multiple Family Residential Zone) of the Sierra Madre Municipal Code. The changes include revisions implemented by the July 2015 City Adopted General Plan Update, specifically Land Use Implementation Measure-36 (IM-36) to allow densities of approximately 13 units per acre and establish a maximum allowable floor area in the R-3 Zone.

The City Council did not make any modifications to the Municipal Code Text Amendments as recommended for approval by the Planning Commission on June 2, 2016. After discussion of the proposed amendments, the City Council in a noticed public hearing approved for first reading, Ordinance No. 1377, pursuant to Government Code Section 36933(c)(1).

Staff recommends that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1377, and designate the City Attorney to prepare a summary of Ordinance No. 1377, pursuant to Government Code Section 36933(c)(1). A clean copy of the ordinance is attached as Exhibit A. A redline version representing the changes to Ordinance No. 1377 is included as Exhibit B.

ANALYSIS

At the regular meeting held on May 5, 2016, and at a noticed public hearing held on June 2, 2016, the Planning Commission reviewed and discussed the proposed amendments to the R-3 Zone specific to floor area, and directed staff to return with the agreed-upon changes for recommendation to the City Council. The changes to the Zoning Code include:

17.28.060 – Density

A. Floor Area Ratio (gross dwelling/lot area).

1. On lots with a gross lot area of less than 10,000 square feet or street frontage of less than 50 feet, the floor area of all above-ground buildings and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be limited to 55% of the gross lot area.

2. On lots with a gross lot area of 10,000 square feet or greater and with a street frontage of 50 feet or greater, the floor area of all above-ground building and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be 5,500 square feet plus 70 percent of gross lot area in excess of 10,000 square feet.

Attached is City Council Ordinance 1377 (Exhibit A); Redline of MCTA 16-02 (Exhibit B) that includes the abovementioned changes agreed upon by the Commission, and Planning Commission Resolution 16-05 (Exhibit C).

FINANCIAL REVIEW

There is no financial impact related to the proposed MCTA 16-02 to Title 17, Chapter 17.28. Staff time was incurred in the preparation of the report and draft ordinance.

CEQA

The project qualifies for an exemption from the California Environmental Quality Act pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations as it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts.

PUBLIC NOTICE PROCESS

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

PLANNING COMMISSION RECOMMENDATION

At a noticed Public Hearing on June 2, 2016, the Planning Commission unanimously recommended approval of Ordinance 1377 to the City Council.

ALTERNATIVES

The City Council can consider the following alternatives:

1. Introduce and approve for second reading by title only, and waive further reading, Ordinance 1377, and direct the City Attorney to prepare a summary ordinance.
2. Introduce and approve for second reading by title only, and waive further reading, Ordinance 1377, as amended by City Council, and direct the City Attorney to prepare a summary ordinance.
3. Direct staff to modify Ordinance 1377 for further consideration by City Council.

STAFF RECOMMENDATION

Staff recommends Alternative No. 1, that the City Council introduce and approve for second reading by title only, and waive further reading, Ordinance No. 1377, and direct the City Attorney to prepare a summary of Ordinance 1377 pursuant to Government Code Section 36933(c)(1) .

Attachments (3)

- Exhibit A - Ordinance No. 1377 Amending Title 17, Chapter 17.28 – R-3 Multiple Family Residential Zone; Section 17.028.060 – Density, to Adopt a Limit on Floor Area
- Exhibit B - Redline of Municipal Code Text Amendment 16-02, Title 17, Chapter 17.28 – R-3 Multiple Family Residential Zone; Section 17.028.060 – Density, to Adopt a Limit on Floor Area

Exhibit C - Planning Commission Resolution 16-05 of the City of Sierra Madre Recommending Approval of Municipal Code Text Amendment 16-02, Amending Title 17, Chapter 17.28 – R-3 Multiple Family Residential Zone; Section 17.028.060 – Density, to Adopt a Limit on Floor Area

EXHIBIT A

ORDINANCE NO. 1377
AN ORDINANCE OF THE CITY OF SIERRA MADRE AMENDING
TITLE 17 – ZONING, CHAPTER 17.28 – R-3 MULTIPLE FAMILY
RESIDENTIAL ZONE, SECTION 17.028.060 – DENSITY TO
ADOPT A LIMIT ON FLOOR AREA TO CONFORM TO THE
GENERAL PLAN LAND USE ELEMENT

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

WHEREAS, the City of Sierra Madre (“City”) adopted a General Plan Update in 2015; and

WHEREAS, the General Plan contains Policy L23.2, which limits the allowable floor area on lots with the Land Use Map Designation - Residential Medium/High Density (RH); and

WHEREAS, California State Law requires that the local zoning ordinances be consistent with the adopted General Plan;

WHEREAS, a Final Environmental Impact Report was prepared and certified as part of the adoption of the General Plan, and fulfills the requirements of environmental review for the implementation of Policy L23.2; and

THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AS FOLLOWS:

SECTION 1. The Sierra Madre Municipal Code, Title 17 – Zoning, chapter 17.28 – R-3 Multiple Family Residential Zone, Section 17.028.060, is hereby amended to include a new subsection “A” regarding Floor Area Ratio, as follows:

17.28.060 – Density.

- A. Floor Area Ratio (gross dwelling/lot area).
1. On lots with a gross lot area of less than 10,000 square feet or street frontage of less than 50 feet, the floor area of all above-ground buildings and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be limited to 55% of the gross lot area.
 2. On lots with a gross lot area of 10,000 square feet or greater and with a street frontage of 50 feet or greater, the floor area of all above-ground building and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be 5,500 square feet plus 70 percent of gross lot area in excess of 10,000 square feet.
- B. The maximum number of dwelling units permitted shall be as follows:

1. Two units: minimum lot area shall be nine thousand square feet for two such units.
2. Additional unit: an additional lot area of three thousand square feet shall be required for each additional dwelling unit.

C. Density Bonuses. The maximum number of dwelling units permitted, using the criteria established herein for density bonuses, shall be as follows:

Two units: minimum lot area shall be seven thousand five hundred square feet for two such units, when a density bonus is granted.

Additional units: an additional lot area of two thousand five hundred square feet shall be required for each additional unit, when a density bonus is granted.

1. Purpose: To encourage quality design of R-3 development in Sierra Madre by providing an incentive of increased density;
2. Basis of evaluation: Applications for development under the density bonus section shall be evaluated by the planning commission using the criteria established herein. Approval of increased density requires finding by the commission that the design of the development as proposed would not be materially detrimental to adjoining properties and would result in a substantially superior overall development than required to meet R-3 development standards.
3. Criteria: The planning commission shall use the following criteria in evaluating an application for Density Bonus:
 - a. Siting: Building siting should maximize privacy through placement of windows, balconies, landscaping, and design of outdoor spaces. Building siting should be related to nearby buildings as well as adjacent parcels. Buildings should be oriented to face the street, avoiding views from the street of parking garages and alleys. Building design and siting should minimize negative impact on views from adjacent properties. Buildings should be oriented to encourage use of outdoor areas and to be compatible with adjoining building orientation. Clustering of buildings and modulation of architectural elements are encourage to provide pleasing and useful ground level and above ground spaces.
 - b. Grading: Alterations to natural grade, except for minor grading for landscaping purposes, are discouraged.
 - c. Trees: Tree preservation and landscaping with specimen trees are encouraged.
 - d. Preservation: Preservation and renovation of existing single-family units of historical character or of quality design is encouraged. Where existing homes are preserved and incorporated into the development, the design of the development should respect the character and siting of the home to minimize impact on the neighborhood. The planning commission may consider some relaxation of setback and other zoning requirements for developments that incorporate existing units, providing that the development is not materially detrimental to adjoining properties.
 - e. Contextual design: Building forms and details should be in keeping with adjacent neighborhood character, where appropriate. Where possible,

preservation of existing single-family homes.

- f. Building materials: Materials, colors and textures generally should be compatible with those of adjacent and other nearby buildings and the overall character of the neighborhood. Materials, while not limited to, should predominantly be masonry, stucco, or wood.
- g. Paving. Use of quality materials, such as brick and exposed aggregate concrete, and use of porous materials (grass-crete) are encouraged.

SECTION 2. *CEQA.* The project qualifies for an exemption from the California Environmental Quality Act pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations as it can be seen with certainty that there is no possibility the adoption of this Ordinance may have a significant effect on the environment, because it will impose greater limitations on development in the City and protect the aesthetic character of Sierra Madre, thereby serving to reduce potential significant adverse environmental impacts.

SECTION 3. *Severability; Continuation of Provisions.* If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance or the rules adopted hereby. The City Council of the City of Sierra Madre hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable. To the extent the provisions of the Sierra Madre Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this Ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 4. *Effective Date.* This Ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code section 36937.

SECTION 5. *Certification.* The City Clerk shall certify to the adoption of this ordinance and shall cause the same to be published or posted in the manner prescribed by law.

PASSED AND ADOPTED this ___ day of _____, 2016.

AYES:

NOES:

ABSENT:

ABSTAIN:

Gene Goss, Mayor

ATTEST:

APPROVED AS TO FORM:

Melinda Carrillo, City Clerk

Teresa L. Highsmith, City Attorney

Municipal Code Text Amendment 16-02 – Redline Changes

Chapter 17.28 – R-3 Multiple Family Residential Zone

17.28.060 – Density.

A. Floor Area Ratio (gross dwelling/lot area).

1. On lots with a gross lot area of less than 10,000 square feet or street frontage of less than 50 feet, the floor area of all above-ground buildings and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be limited to 55% of the gross lot area.
2. On lots with a gross lot area of 10,000 square feet or greater and with a street frontage of 50 feet or greater, the floor area of all above-ground building and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be 5,500 square feet plus 70 percent of gross lot area in excess of 10,000 square feet.

B.A. The maximum number of dwelling units permitted shall be as follows:

1. Two units: minimum lot area shall be nine thousand square feet for two such units.
2. Additional unit: an additional lot area of three thousand square feet shall be required for each additional dwelling unit.

C.B. Density Bonuses. The maximum number of dwelling units permitted, using the criteria established herein for density bonuses, shall be as follows:

Two units: minimum lot area shall be seven thousand five hundred square feet for two such units, when a density bonus is granted.

Additional units: an additional lot area of two thousand five hundred square feet shall be required for each additional unit, when a density bonus is granted.

1. Purpose: To encourage quality design of R-3 development in Sierra Madre by providing an incentive of increased density;
2. Basis of evaluation: Applications for development under the density bonus section shall be evaluated by the planning commission using the criteria established herein. Approval of increased density requires finding by the commission that the design of the development as proposed would not be materially detrimental to adjoining properties and would result in a substantially superior overall development than required to meet R-3 development standards.
3. Criteria: The planning commission shall use the following criteria in evaluating an application for Density Bonus:
 - a. Siting: Building siting should maximize privacy through placement of windows, balconies, landscaping, and design of outdoor spaces. Building siting should be related to nearby buildings as well as adjacent parcels. Buildings should be oriented to face the street, avoiding views from the street of parking garages and alleys. Building design and siting should minimize

negative impact on views from adjacent properties. Buildings should be oriented to encourage use of outdoor areas and to be compatible with adjoining building orientation. Clustering of buildings and modulation of architectural elements are encouraged to provide pleasing and useful ground level and above ground spaces.

- b. Grading: Alterations to natural grade, except for minor grading for landscaping purposes, are discouraged.
- c. Trees: Tree preservation and landscaping with specimen trees are encouraged.
- d. Preservation: Preservation and renovation of existing single-family units of historical character or of quality design is encouraged. Where existing homes are preserved and incorporated into the development, the design of the development should respect the character and siting of the home to minimize impact on the neighborhood. The planning commission may consider some relaxation of setback and other zoning requirements for developments that incorporate existing units, providing that the development is not materially detrimental to adjoining properties.
- e. Contextual design: Building forms and details should be in keeping with adjacent neighborhood character, where appropriate. Where possible, preservation of existing single-family homes.
- f. Building materials: Materials, colors and textures generally should be compatible with those of adjacent and other nearby buildings and the overall character of the neighborhood. Materials, while not limited to, should predominantly be masonry, stucco, or wood.
- g. Paving. Use of quality materials, such as brick and exposed aggregate concrete, and use of porous materials (grass-crete) are encouraged.

PC RESOLUTION 16-05

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL OF MUNICIPAL CODE TEXT AMENDMENT 16-02, AMENDING CHAPTER 17.28 R-3 (MULTIPLE FAMILY RESIDENTIAL) ZONE OF THE SIERRA MADRE MUNICIPAL CODE.

WHEREAS, the R-3 Multiple Family Residential Zone (Chapter 17.28 of the Municipal Code), was adopted to regulate multiple family uses and provide development standards for properties located in the Multiple Family Residential Zone of the City; and

WHEREAS, the City Council adopted a General Plan Update in July 2015 and as part of the General Plan Implementation Program, the City is currently in the process of amending various ordinances in the Municipal Code, including the R-3 Multifamily Residential zoning ordinance, to translate the new goals and policies of the updated document into specific zoning standards; and

WHEREAS, the General Plan contains Policy L23.2, which limits the allowable floor area on lots with the Land Use Map Designation - Residential Medium/High Density (RH) ; and

WHEREAS, a Final Environmental Impact Report was prepared and certified as part of the adoption of the General Plan, and fulfills the requirements of environmental review for the implementation of Policy L23.2; and

WHEREAS, California State Law requires that the local zoning ordinances be consistent with the adopted General Plan;

THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AS FOLLOWS:

SECTION 1. The Sierra Madre Municipal Code, Title 17 – Zoning, chapter 17.28 – R-3 Multiple Family Residential Zone, Section 17.028.060, is hereby amended as follows. A new subsection "A" regarding Floor Area Ratio:

17.28.060 – Density.

A. Floor Area Ratio (gross dwelling/lot area).

1. On lots with a gross lot area of less than 10,000 square feet or street frontage of less than 50 feet, the floor area of all above-ground buildings and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be limited to 55% of the gross lot area.
2. On lots with a gross lot area of 10,000 square feet or greater and with a street frontage of 50 feet or greater, the floor area of all above-ground building and structures (including garages and other non-habitable areas, but excluding basements and other fully subterranean areas) shall be 5,500 square feet plus 70 percent of gross lot area in excess of 10,000 square feet.

B. The maximum number of dwelling units permitted shall be as follows:

1. Two units: minimum lot area shall be nine thousand square feet for two such units.
2. Additional unit: an additional lot area of three thousand square feet shall be required for each additional dwelling unit.

C. Density Bonuses. The maximum number of dwelling units permitted, using the criteria established herein for density bonuses, shall be as follows:

Two units: minimum lot area shall be seven thousand five hundred square feet for two such units, when a density bonus is granted.

Additional units: an additional lot area of two thousand five hundred square feet shall be required for each additional unit, when a density bonus is granted.

1. Purpose: To encourage quality design of R-3 development in Sierra Madre by providing an incentive of increased density;
2. Basis of evaluation: Applications for development under the density bonus section shall be evaluated by the planning commission using the criteria established herein. Approval of increased density requires finding by the commission that the design of the development as proposed would not be materially detrimental to adjoining properties and would result in a substantially superior overall development than required to meet R-3 development standards.
3. Criteria: The planning commission shall use the following criteria in evaluating an application for Density Bonus:
 - a. Siting: Building siting should maximize privacy through placement of windows, balconies, landscaping, and design of outdoor spaces. Building siting should be related to nearby buildings as well as adjacent parcels. Buildings should be oriented to face the street, avoiding views from the street of parking garages and alleys. Building design and siting should minimize negative impact on views from adjacent properties. Buildings should be oriented to encourage use of outdoor areas and to be compatible with adjoining building orientation. Clustering of buildings and modulation of architectural elements are encourage to provide pleasing and useful ground level and above ground spaces.
 - b. Grading: Alterations to natural grade, except for minor grading for landscaping purposes, are discouraged.
 - c. Trees: Tree preservation and landscaping with specimen trees are encouraged.
 - d. Preservation: Preservation and renovation of existing single-family units of historical character or of quality design is encouraged. Where existing homes are preserved and incorporated into the development, the design of the development should respect the character and siting of the home to minimize impact on the neighborhood. The planning commission may consider some relaxation of setback and other zoning requirements for developments that incorporate existing units, providing that the development is not materially detrimental to adjoining properties.

- e. Contextual design: Building forms and details should be in keeping with adjacent neighborhood character, where appropriate. Where possible, preservation of existing single-family homes.
- f. Building materials: Materials, colors and textures generally should be compatible with those of adjacent and other nearby buildings and the overall character of the neighborhood. Materials, while not limited to, should predominantly be masonry, stucco, or wood.
- g. Paving. Use of quality materials, such as brick and exposed aggregate concrete, and use of porous materials (grass-crete) are encouraged.

WHEREAS, the proposed amendments to Chapters 17.28 of the Municipal Code have been drafted to revise the purpose and intent of the institutional zone, permitted uses, uses subject to approval of a conditional use permit, master plan requirements, development standards and criteria for modification of development standards; and

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

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

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

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

WHEREAS, notice was duly given of the public hearing on the matter, which public hearing was held before the Planning Commission on June 2, 2016, with all testimony being received being made part of the public record;

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

Recommend that the City Council approve the ordinance amending Chapter 17.28 attached hereto as Exhibit A.

APPROVAL RECOMMENDED, the 2nd day of June, 2016, by the following vote:

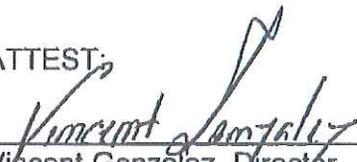
AYES: 7

NOES: 0

ABSTAIN: 0

ABSENT: 0

ATTEST:



Vincent Gonzalez, Director
Planning and Community Preservation



Ken Goldstein, Chair
Planning Commission



City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works

DATE: July 12, 2016

SUBJECT: RECOMMENDATION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO BUCKNAM AND ASSOCIATES AND ID MODELING FOR THE PREPARATION OF A WATER SYSTEM COMPUTERIZED HYDRAULIC MODEL IN AN AMOUNT NOT TO EXCEED \$90,120

SUMMARY

The City Council has initiated a strategic planning process for the funding and replacement of water system infrastructure. This effort includes developing a plan for the replacement of water infrastructure citywide. The plan and the timing of needed capital improvements will be matched/correlated to a short, medium and long term financial plan. The first step in the plan development, an update of the water main inventory has been completed. The second step is to develop the timing or prioritization of the needed system improvements. A critical tool in the prioritization of water main replacements is a computer model of the water distribution system. Staff recommends that the City Council award a professional services contract to the team of Bucknam and Associates and ID Modeling to develop a water distribution system model for the city in an amount not to exceed \$90,120.

ANALYSIS

The Master Plan of Water System Improvements should include replacement of reservoirs, wells, booster pumps, control systems (SCADA), and water mains. The Master Plan would serve as a basis for determining the capital costs for system maintenance as a component of future financial planning for the water utility.

Staff has begun the development of a master plan for water infrastructure replacement by reviewing the transmission and distribution main component of the overall water infrastructure. As the longest-tenured water department employee with the greatest institutional knowledge of historical main replacements, Deputy Director Cimino has reviewed and updated the department's water main inventory for use as a basis for a

master plan. This was done to ensure that all water mains are included, with pipeline age and material as accurate as possible.

The current estimated replacement cost for the *entire* water main system is approximately \$44 million. (This does not include wells, reservoirs, SCADA, or booster pumps.) The estimated cost to replace the 69 pipe segments that are 75 years old or older is \$9.9 million. However, pipe age is not the sole criteria that will be used for prioritizing main replacements. Staff will also need to consider leak history, existing pipe materials, fire flow capabilities, and system operating deficiencies.

Many water agencies have established computer models of their water distribution systems. This computerized hydraulic analysis enables operators to run scenarios or simulations in order to evaluate system performance under emergency or other abnormal conditions. The model is a network analysis that can also be utilized to identify deficient areas of the distribution system where inadequate fire flow may be experienced under normal conditions or where inadequate fire flow would be experienced as a result of a distant section of the system shut down for repairs.

Staff has spoken with representatives of several local cities regarding water system modeling. The City of Arcadia has a network model that they use for proper sizing of water main replacements and calculating of fire flows at specific locations within that city's system. Pasadena Water and Power utilizes a network model for prioritizing water main replacements and calculation of fire flows. South Pasadena and Azusa also have water system hydraulic models also used in prioritized and sizing main replacements.

A Sierra Madre water network model would be used in the same way models are used by other cities, as a means to properly size water main replacements and to prioritize main replacements. A system hydraulic model used for planning purposes should provide both the consequences of failure for each pipeline section as well as the likelihood of failure of each pipe segment.

Staff proposes to select Bucknam and Associates teamed with subcontractor ID Modeling of Arcadia to prepare the network model for Sierra Madre. Mr. Bucknam has worked with Sierra Madre for twenty years, and is well familiar with the City's water system. ID Modeling has prepared water system models nationwide and for 63 California water agencies including Azusa, Arcadia, Burbank, and Glendale.

Mr. Bucknam's limited role will be to assist in determining the weighting and values to populate the decision matrix described below. He will also assist in developing costs and prioritization recommendations for replacement of site-specific improvements, such as reservoirs, wells and boosters. ID Modeling will perform the majority of the work associated with developing the model.

ID Modeling has provided the attached written quotations listing a variable scope of services:

Exhibit A

This scope provides for a basic hydraulic model of the City's distribution system at a cost of \$39,980. (These are described in Tasks 1A through 4B.) The hydraulic model is the basic tool upon which the distribution system will be analyzed and a master plan based. This tool would provide raw data which would be entered into a decision matrix in order to develop a distribution system master plan.

Attached to this as Exhibit C report is a sample decision matrix. The hydraulic model would provide the data to be used to fill in the hydraulics column. The remaining columns would be filled in with data provided by staff. The weighting of the evaluation factors, the grade values/range, and prioritization scale would have to be determined prior to use of the matrix. Each individual pipeline segment would then be entered into the matrix along with its associated age, leak history, hydraulics, and fire protection data.

Exhibit A also provides as a separate item described as Task 5A, a program module (+\$8,060) that will identify critical links in the water system and will assist in quantifying water system losses. The total for Exhibit A is \$48,040. This module provides an analysis of the consequences of pipe segment failure. For example, the analysis would provide the effects on the distribution system of the failure of the main in East Alegria between Canon and Mountain Trail. This module also provides a means of water loss quantification thru staff logging of information regarding specific leak events. (This does not calculate overall system loss; that type of calculation requires real time production and consumption data.)

Exhibit B

This scope includes all of the items of work shown in Exhibit A, listed as Tasks 1A through 3B and 5A through 6A. The Exhibit B scope provides alternate Tasks 4A, and 4B. These are described as Near Term CIP Development and Deliverables. This level of analysis examines the likelihood of pipe segment failure. The Task 5A/5B scope melds the consequences and likelihood of pipe failure with pipe age, pipe material, leak history and fire protection. The deliverable for this scope of work is a completed analysis of the entire water distribution system and a prioritized inventory of water main segments citywide. The Exhibit B scope also provides professional engineering services for the development of the decision matrix weighting, grade values, and priority scale that ID Modeling will enter data into.

Bucknam and Associates is the firm that has proposed take the lead on the project and will assist in the Exhibit B scope with the development of the decision matrix. Assuming a mid-July start to the project, ID Modeling estimates completion of a CIP prioritization deliverable in October, with additional documentation to follow in November. The

prioritization deliverable will allow the master plan to be completed; the additional documentation should not significantly delay the master planning process.

FINANCIAL

The proposal from Bucknam/ID Modeling provides for a range of services from \$39,980 for the basic system analysis to \$110,600 for a model with additional capabilities. Staff recommends that a mid-level level model development be approved at this time at a cost not to exceed \$90,120.

While there are not multiple proposals at this time, staff has contacted two other firms with network modeling expertise. One firm, AKM Consulting quoted a cost of about \$100,000 and another, CivilTec quoted \$40-75k for a network model, depending on the modeling capabilities required by the City.

ALTERNATIVES

- 1.) The City Council may award a professional services contract to Bucknam and Associates/ID Modeling to develop a water distribution system model and an inventory of water mains prioritized for replacement for the city in an amount not to exceed \$90,120.
- 2.) The City Council may direct staff to prepare an RFP and solicit formal proposals for development of a network hydraulic model of the water system. Staff does not recommend this approach at this time. As a basis of development of a water system master plan and water rate study, the seeking additional proposals for model would delay both the master plan and the rate study by at least 45 days.
- 3.) The City Council may select to limit the expenditure of water funds by awarding just the \$39,980 basic tool. Staff does not recommend this option, as it would leave the development of the decision matrix criteria and the population of the matrix to existing staff. With existing staff and our current workload this process could take until late November/early December.
- 4.) The City Council may defer development of a water system hydraulic model. Staff does not recommend this option, as proceeding with the development of a master plan of water system improvements without a hydraulic model as a basis for pipe sizing risks continuation of system deficiencies. Furthermore, continued operation of the distribution system without a hydraulic model on record as a reference tool risks the loss of institutional knowledge of system operating characteristics through staff turnover.

PUBLIC NOTICE PROCESS

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

City of Sierra Madre Hydraulic Model & Leak Reporting
Labor Hours & Budget Estimate



Task	Project Task or Subtask Description	Technical Advisor	Project Manager	Project Engineer	Total Hours	Total Labor Costs	Bucknam & Associates	Travel, Copying, Mapping, Computer, Software	Total Cost
		\$190	\$155	\$140					
City of Sierra Madre Hydraulic Model & Leak Reporting									
1	Project Management	2	8	6	16	\$2,460	\$0	\$0	\$2,460
A	Project Meetings & Administration - this includes 2 in person meetings and 1 intermediate, online meeting for status, questions, decision support.	2	8	6	16	\$2,460			\$2,460
2	Hydraulic Model Construction & Loading	2	18	108	128	\$18,290	\$0	\$0	\$18,290
A	Distribution System Creation - use City GIS to establish hydraulic model piping, PRV stations, and pressure zone boundaries. Work with operators and operator data to populate PRV set points, diameters, and other hydraulic data.	1	4	32	37	\$5,290			\$5,290
B	Facilities Creation - use City as-builts, design drawings, system schematics and operator experience to create facilities and associated piping. Work with operators and operator data to populate set points, pump curves, and other hydraulic data.	1	4	20	25	\$3,610			\$3,610
C	Demand Allocation & Scaling - allocate model demands to represent Existing demands. Scale model demands as separate demand set to represent Ultimate demand in coordination with City staff, including point loading up to 3 future developments as potential future customers. It is assumed that billing data will be provided as geocoded points, or demands will be evenly distributed across model junctions.	0	6	28	34	\$4,850			\$4,850
D	System-wide Demand Peaking - use historic production records and operator experience to determine max day and peak hour peaking factors.	0	2	8	10	\$1,430			\$1,430
E	Elevations - use USGS data and other data available for elevation extraction.	0	1	8	9	\$1,275			\$1,275
F	Fire flow assignments - use land use layers and fire flow requirements to assign fire flows to representative model junctions.	0	1	12	13	\$1,835			\$1,835
3	Hydraulic Model Calibration	2	12	84	98	\$14,000	\$0	\$0	\$14,000
A	Hydrant Testing Plan & Field Support - develop hydrant testing plan consisting of up to 10 hydrant testing locations.	1	6	20	27	\$3,920			\$3,920
B	Steady State Calibration - static and residual pressure calibration against field collected hydrant flow testing. Assumed City is collecting data within 1 day. IDM will be on-site to observe 1-day's field data collection.	1	6	64	71	\$10,080			\$10,080
4	Technical Memorandum & Deliverables	2	6	28	36	\$5,230	\$0	\$0	\$5,230
A	Model Deliverables - delivery final H2OMap hydraulic model.	0	0	0	0	\$0			\$0
B	Technical Memorandum and all Deliverables - provide a summary of model development & calibration, results and findings, including tables and a figure for each planning period that illustrates the recommended pipeline sizing.	2	6	28	36	\$5,230			\$5,230
5	Criticality, Leak Management & Leak Reporting	2	8	16	26	\$3,860	\$0	\$4,200	\$8,060
A	System Criticality, Leak Management & Reporting: GIS & Hydraulic Model-based analysis & prioritization of most impactful pipelines and valves, should they fail. Deliverable includes a GIS-based viewer to access and interact with critical valves and pipelines to plan for, respond to, and track leaks and breaks. <i>Results used with hydraulic deficiencies generated from the water model, with age, material, and other to qualify, justify prioritization, while calculating water loss and automating reports.</i>	2	8	16	26	\$3,860		\$4,200	\$8,060
TOTAL		10	52	242	304	\$43,840	\$0	\$4,200	\$48,040

PROJECT ASSUMPTIONS

- All deliverables will be provided in electronic format.
- Fee rates shall remain firm, as proposed, for the duration of the Agreement.

EXHIBIT B

City of Sierra Madre Hydraulic Model & Pipeline CIP Labor Hours & Budget Estimate



Task	Project Task or Subtask Description	Technical Advisor	Project Manager	Project Engineer	Total Hours	Total Labor Costs	Bucknam & Associates	Travel, Copying, Mapping, Computer, Software	Total Cost
		\$180	\$155	\$140					
City of Sierra Madre Hydraulic Model & Pipeline CIP									
1	Project Management	4	24	16	44	\$6,720	\$6,500	\$0	\$13,220
A	Project Meetings & Administration - this includes 2 in person meetings and 2 intermediate, online meeting for status, questions, decision support.	2	12	8	22	\$3,360			\$3,360
B	Data Collection & Design Criteria - submit a data request list, collect and review data, and resolve questions to process and proceed with work. Work with City staff to determine planning criteria for pipeline sizing.	2	12	8	22	\$3,360	\$6,500		\$9,860
2	Hydraulic Model Construction & Loading	2	18	108	128	\$18,290	\$0	\$0	\$18,290
A	Distribution System Creation - use City GIS to establish hydraulic model piping, PRV stations, and pressure zone boundaries. Work with operators and operator data to populate PRV set points, diameters, and other hydraulic data.	1	4	32	37	\$5,290			\$5,290
B	Facilities Creation - use City as-builts, design drawings, system schematics and operator experience to create facilities and associated piping. Work with operators and operator data to populate set points, pump curves, and other hydraulic data.	1	4	20	25	\$3,610			\$3,610
C	Demand Allocation & Scaling - allocate model demands to represent Existing demands. Scale model demands as separate demand set to represent Ultimate demand in coordination with City staff, including point loading up to 3 future developments as potential future customers. It is assumed that billing data will be provided as geocoded points, or demands will be evenly distributed across model junctions.	0	6	28	34	\$4,850			\$4,850
D	System-wide Demand Peaking - use historic production records and operator experience to determine max day and peak hour peaking factors.	0	2	8	10	\$1,430			\$1,430
E	Elevations - use USGS data and other data available for elevation extraction.	0	1	8	9	\$1,275			\$1,275
F	Fire flow assignments - use land use layers and fire flow requirements to assign fire flows to representative model junctions.	0	1	12	13	\$1,835			\$1,835
3	Hydraulic Model Calibration	2	12	84	98	\$14,000	\$0	\$0	\$14,000
A	Hydrant Testing Plan & Field Support - develop hydrant testing plan consisting of up to 10 hydrant testing locations.	1	6	20	27	\$3,920			\$3,920
B	Steady State Calibration - static and residual pressure calibration against field collected hydrant flow testing. Assumed City is collecting data within 1 day. IDM will be on-site to observe 1-day's field data collection.	1	6	64	71	\$10,080			\$10,080
4	Near Term CIP Development & Deliverables	6	20	100	126	\$18,240	\$6,000	\$5,400	\$29,640
A	Scenario Development & Analysis - development of 3 scenarios per planning period and identification of system deficiencies. Planning periods are Existing and Buildout: - Maximum Day Demand, Peak Hour Demand, and Maximum Day + Fire flow - Run scenarios, apply planning criteria, and analyze system deficiencies. Develop figures to communicate deficiencies to City staff.	2	4	20	26	\$3,800			\$3,800
B	Scenario Analysis & Pipeline Replacement Projects - determine pipeline replacement that meet planning criteria for existing and buildout scenarios.	4	16	80	100	\$14,440	\$6,000	\$5,400	\$25,840
5	Technical Memorandum & Deliverables	2	6	40	48	\$6,910	\$0	\$0	\$6,910
A	Model Deliverables - delivery final H2OMap hydraulic model.	0	0	0	0	\$0			\$0
B	Technical Memorandum and all Deliverables - provide a summary of model development, results and findings, including tables and a figure for each planning period that illustrates the recommended pipeline sizing.	2	6	40	48	\$6,910			\$6,910
SUBTOTAL (without options)		16	80	348	444	\$64,160	\$12,500	\$5,400	\$82,060

6	Optional Task 1: Criticality, Leak Management & Reporting	2	8	16	26	\$3,860	\$0	\$4,200	\$8,060
A	System Criticality, Leak Management & Reporting - GIS & Hydraulic Model-based analysis & prioritization of most impactful pipelines and valves, should they fail. Deliverable includes a GIS-based viewer to access and interact with critical valves and pipelines to plan for, respond to, and track leaks and breaks. Results used with hydraulic deficiencies generated from the water model, with age, material, and other to qualify, justify prioritization, while calculating water loss and automating reports.	2	8	16	26	\$3,860		\$4,200	\$8,060
SUBTOTAL (with Option 1)		18	88	364	470	\$68,020	\$12,500	\$9,600	\$90,120
7	Optional Task 2: WATER QUALITY ANALYSIS & CIP	6	20	116	142	\$20,480	\$0	\$0	\$20,480
A	Water Quality Demand Loading: Work with the City to determine a low demand condition which would represent a period of high disinfection bi-products (DBPs) and high water age. Scale hydraulic model demands to reflect this low demand condition.	0	2	4	6	\$870	\$0	\$0	\$870
B	Water Quality Calibration: Use SCADA data at pumps and tanks to develop a system wide diurnal curve. Input facility controls to reflect pumping set points to fill tanks and validate a 48-hour extended period simulation under the low demand condition for water quality simulations. Apply this water quality calibration scenario for a repeated 21-days to determine predicted water age deficiencies in the system. These water age issues are assumed to represent areas of high DBPs.	2	6	40	48	\$6,910			\$6,910
C	Water Quality CIP: Identify bottlenecks in the water system and/or alternative methods of operations to improve circulation in the system and mitigate water age findings from the above water quality calibration. Develop up to 5 projects, which could include capital projects to upsize pipelines or pumping, or recommendations associated with water system pumping operations, scheduling, or sequencing. Results would be used with the above CIP development based on hydraulics, criticality, and age/material. to further assist with justifying project prioritization.	2	8	40	50	\$7,220			\$7,220
D	Water Quality Technical Memorandum: Summarize findings and recommendations using figures and tables, and delivered as in digital format.	2	4	32	38	\$5,480			\$5,480
SUBTOTAL (with Options 1 & 2)		24	108	480	612	\$88,500	\$12,500	\$9,600	\$110,600

PROJECT ASSUMPTIONS

1. All deliverables will be provided in electronic format.
2. Fee rates shall remain firm, as proposed, for the duration of the Agreement.

Water Main Replacement - Evaluation Matrix

S

	Evaluation Factor					Overall Rating	Priority	Remarks
	Age	Leak History	Hydraulics	Fire Protection				
Weighting	0.8	0.9	1.0	1.0				
Project A - 8" Distribution Main A Street	2.0	4.0	9.0	8.0			Grade	
	1.5	3.6	9.0	8.0	5.5	F	Weighted Grade	
Project B - 10" Distribution Main B Street	8.0	10.0	6.0	7.0			Grade	
	6.0	9.0	6.0	7.0	7.0	C	Weighted Grade	
Project C - 12" Transmission Main C Street	10.0	10.0	10.0	10.0			Grade	
	7.5	9.0	10.0	10.0	9.1	A	Weighted Grade	
Project D - 6" Distribution Main D Street	8.0	10.0	10.0	8.0			Grade	
	6.0	9.0	10.0	8.0	8.3	B	Weighted Grade	
Project E - 8" Distribution Main E Street	6.0	4.5	8	7.5			Grade	
	4.5	4.1	8.0	7.5	6.0	D	Weighted Grade	

Note: A. Weighting Factor Range is 0 to 1.0
 B. Grade Range is 0 to 10.0
 C. Priority Ranges: A 9.0 to 10.0, B 8.0 to 8.9, C 7.0 to 7.9, D 6.0 to 6.9, & F < 6.0



City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: James Carlson, Management Analyst 

DATE: July 12, 2016

SUBJECT: MS4 PERMIT COMPLIANCE

SUMMARY

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

ANALYSIS

Regulatory Background

The Water Quality Act of 1987 added Section 402(p) to the Federal Clean Water Act requiring the United States Environmental Protection Agency (USEPA) to establish regulations related to stormwater discharges. The Clean Water Act authorizes the USEPA to delegate authority to a state as the National Pollutant Discharge Elimination System (NPDES) permitting authority in lieu of the USEPA. In California, regional stormwater permits are developed and enforced under the Regional Water Quality Control Boards, and the City of Sierra Madre is assigned to the Los Angeles Regional Water Quality Control Board (LARWQCB).

On November 8, 2012, the LARWQCB issued a new MS4 NPDES permit to the cities in Los Angeles County (Board Order No. R4-2012-0175; NPDES Permit No. CAS004001). The new MS4 NPDES permit became effective on December 28, 2012. This new MS4 permit contains many new provisions in comparison to past permits including the option to develop integrated planning and monitoring plans to address many of the Permit's water quality and program requirements.

Rio Hondo/San Gabriel River Water Quality Group

On December 11, 2012, City Council adopted Resolution 12-92 (**Attachment A**) to begin addressing the requirements of the new MS4 permit. The Resolution incorporated the City of Los Angeles' Low Impact Development ordinance and Green Street policy as early-action measures to demonstrate the City's efforts towards compliance with the new regulations. (These programs were brought back to the City

Council on July 23, 2013 for adoption after being amended to reflect more city-specific conditions.) The resolution also directed staff to work with other agencies to develop a watershed-based Watershed Management Program, or if possible to participate in an Enhanced Watershed Management Plan (EWMP).

Staff researched options to partner with other cities for possible WMP or EWMP scenarios and determined that a group representing the similar geography and shared conditions of San Gabriel Valley cities with close proximity to the foothills would be the most efficient and cost-saving method. The cities of Arcadia, Azusa, Bradbury, Duarte, Monrovia, Sierra Madre and the local portions of unincorporated County of Los Angeles and the Los Angeles County Flood Control District began to meet in January to discuss options for collectively and cooperatively meeting the regulations of the new permit. These cities formed the Rio Hondo/San Gabriel River Water Quality Group (or "Watershed Group").

Memorandum of Understanding

After discussion within the group and outreach to each city's management staff, the members of the Watershed Group entered into an MOU to share the costs to prepare an (EWMP) and Coordinated Integrated Monitoring Plan (CIMP). Sierra Madre approved this MOU at the April 14, 2013 City Council meeting.

To guide the development of the scope of work to be conducted under this MOU, the participating agencies also developed an Oversight Committee comprised of City Managers, Public Works Directors and Storm Water Program Managers from each agency. Based on the Oversight Committee's direction on March 13, 2013, the Watershed Group released a Request for Proposals (RFP) for work related to the development of an EWMP and CIMP including:

- Project Management
- Development of an EWMP Work Plan
- Development of a Draft EWMP
- Development of a Final EWMP
- Development of a CIMP
- Review of Notice of Intent
- Assistance with obtaining review and approval of the CIMP and EWMP from the LARWQCB's Executive Officer

Based on the Oversight Committee's review and evaluation of the proposals, an environmental consultant, California Watershed Engineering (CWE) was selected at a total cost of \$790,537.00. Based on the MOU's cost share formula the City of Sierra Madre's cost share for the development of the EWMP and CIMP was approximately \$53,300.00. This cost share was primarily based on each jurisdiction's land area in the Watershed Group area.

Coordinated Integrated Monitoring Plan (CIMP)

The Notice of Intent (NOI), which indicated how each permittee was going to proceed, was approved by the Regional Board as submitted by the Watershed Group, and June 27, 2014 became the due date for the second round of deliverables to the Regional Board under the new permit. At the beginning of 2014, CWE provided the Watershed Group with a detailed technical memorandum that highlighted the approach for producing the CIMP. Comments were provided by each of the agencies, and a number of meetings were held with the consultant to determine the most efficient and cost-saving method of conducting the required monitoring to meet the Permit's requirements.

With the basic approach to monitoring determined, the Oversight Committee, including City Managers and Public Works Directors from each agency, met on February 20, 2014 and provided a general consensus to proceed with the recommended approach.

Within the discussions of the February 20, 2014 meeting was a confirmation that the agencies all wished to take advantage of the EWMP process and propose less monitoring that would be required by default in the Permit if a City was not engaged in the EWMP process. For example, there were opportunities to use one monitoring point downstream of two or more agencies instead of each agency having to do duplicative monitoring. Another example of taking advantage of the EWMP process addresses the more than 150 stormwater constituents that are now required to be monitored (or at least sampled for) in the new permit. Our final CIMP can identify those constituents that have an extremely low chance of being detected in our Watershed Group area. We can propose to not monitor/sample for them, or indicate that initial monitoring will be conducted for them, and then be removed from the list when no detection of these constituents is found over a year (or other duration). Finally, it was determined that we are all in general consensus that our Watershed Group's monitoring should be done within our area or near the southern (downstream) boarder of the group. This allows our compliance and third-party litigation liability to be greatly reduced. The proposed monitoring will not include co-mingled contributions from jurisdictions south of our Watershed Group that may have challenges to water quality due to higher population densities and land uses that include much more commercial and industrial activity.

The Watershed Group has received approval of the CIMP and sampling has been occurring for the past six months. The Watershed Group receives updates from CWE and works with CWE staff to trouble-shoot or make adjustments as necessary. Monitoring will continue into the foreseeable future. Sierra Madre has budgeted approximately \$36,500 for sampling and monitoring FY 16/17 and can expect to budget approximately \$30,000 per year going forward.

EWMP Work Plan

June 27, 2014 was also the due date for the Work Plan for the entire EWMP. In order to complete this requirement, CWE again issued detailed technical memorandums to the agencies regarding the requirements of a 'Reasonable Assurance Analysis', 'Water Quality Priorities' that are specific to our area, and 'Existing and Potential Controls'.

Again, members of the group provided comments and meetings with the Consultant to go over the details of these documents and provide the Consultant with information that is specific and consistent with our overall approach. This process took a lot of time as these technical memorandums are extensive and include some technical minutia. The Work Plan was approved and the Watershed Group proceeded to work with CWE to complete the final EWMP plan.

EWMP Approval

On April 21, 2016 the Watershed Group received approval from the Regional Board and was directed to immediately proceed with implementing the plan. The approval letter also noted various Permit requirements that may be ancillary to the EWMP. This includes Minimum Control Measures such as responding and investigating illicit discharges or connections, public education, permit tracking and various other “best practices”. Much of these requirements were included in previous Permit cycles, so staff has continued to meet these requirements. The Permit allows for permittees to begin to work more collaboratively with their Watershed Group on the Minimum Control Measures and will do so as opportunities present themselves.

In response to questions that the City Council may have regarding moving forward with EWMP implementation, staff has included the approval letter with annotated comments and exhibits for additional information. This is included as **Attachment B**. Further, staff has arranged to have Jason Pereira, Principal of CWE, to be available for questions from the City Council at this evening’s meeting.

EWMP Deadlines and Estimated Costs

The following is a breakdown of the deadlines and estimated costs that are contained in the EWMP:

Total Regional Projects:	\$299,597,000	Due between 2020-2024
Total “Green Street” Projects:	\$1,118,120,256	Due between 2017-2029
Total EWMP:	\$1,417,717,256	

Regional Projects

Regional Projects were identified at strategic locations in the EWMP areas in order to defray the costs of local Distributed Projects.

LAR Watershed	Latest Start Date	Completion Deadline	Estimated Cost
Recreation Park	January, 2017	2020	\$10,251,000
Arboretum	September, 2017	2021	\$15,097,000
Sierra Vista Park	March, 2017	2020	\$4,818,000
Royal Oaks (LAR)	June, 2016*	2023	\$53,109,000
L. Garcia Park	September, 2019	2024	\$23,323,000
Eisenhower Park	June, 2017	2024	\$38,402,000

SGR Watershed	Latest Start Date	Completion Deadline	Estimated Costs
LADPW Easement	June, 2018	2020	\$6,436,000
Encanto Park	March, 2017	2020	\$16,255,000
Memorial Park (Az)	June, 2016*	2023	\$43,830,000
Royal Oaks (SGR)	June, 2016*	2023	\$88,076,000

* Note that the Royal Oaks Project and the Azusa Memorial Park Project, totaling \$185,015,000, would have needed to started a month after EWMP Approval.

Distributed Projects

Distributed Projects are less defined by location, but by watershed in order to reduce the pollutants by required TMDL deadlines. They were estimated by using traditional “Green Street” construction costs, but alternative projects are allowed if they have the equivalent reduction in pollutants. Ongoing operation and maintenance costs are not included below, and are estimated to reach \$7,001,074 per year on the Los Angeles River Watershed and \$4,180,128 per year on the San Gabriel River Watershed.

LAR Watershed	Estimated Costs	SGR Watershed	Estimated Costs
		2017**	\$43,596,432
2022	\$101,554,042	2020	\$105,144,336
2023-2024	\$101,810,491/Yr	2021-2023	\$41,031,936/Yr
2025-2028	\$98,773,096/Yr	2024-2026	\$48,725,424/Yr

** Note that staff does not feel this can feasibly be accomplished regardless of funding.

These costs are independent of each City’s budgeted cost for ongoing stormwater compliance. The City of Sierra Madre has budgeted \$178,500 (plus a carry-over of \$213,500) for FYE 2017. These costs include:

- Contributing to Regional Monitoring
- Catch Basin Insert Installation, and Catch Basin Cleaning
- Vehicle Washing Station
- Stormwater Permit Fees
- Street Sweeping
- Capital Improvement Estimates
- Special Studies, Regional Advocacy, Training, Printing, and other similar items (Beginning to Implement the EWMP as described next)

Beginning to Implement the EWMP

Direction has been provided by the Oversight Committee on how to begin implementing the components of the EWMP. It was decided to issue an Request for Proposals to conduct initial feasibility studies on 10 regional projects included in the plan. Soil and Seismic studies will be conducted on all projects to determine if additional studies are

warranted, or if alternative regional or local projects will be necessary. Should changes need to be made, the Watershed Group will need to propose and defend the changes through what is termed in the Permit as "Adaptive Management". The proposals for these studies are due to the Watershed Group on July 20th and award of contract is estimated for early October.

The Oversight Committee also directed the Group to seek a grant specialist to coordinate and assist cities with their preparation of funding requests. The application for a variety of viable funding options will be important in the next few years; either to fund the local and/or regional projects, or demonstrate due diligence in the pursuit of implementing the EWMP. This process is also an integral component of annual reporting requirements.

Finally the Oversight Committee provided direction to seek a contract extension with CWE to continue to assist the group with a variety of expertise that will be needed along the way. While the exact nature of the assistance has not been whittled down to the fine details of yet, there will need to be technical assistance to support any adjustments to the EWMP going forward through the aforementioned adaptive management process. CWE is also expected to be asked to provide reporting and tracking assistance to the agencies. Finally, CWE will most likely be asked to provide small-scale studies on local "Green Streets"-type projects or plans. In Sierra Madre, we would like to have such data for our dry well projects to determine the cost versus benefits of proceeding with this effort. Regionally, we could also ask for a quantification of wet or dry weather runoff, how projects are or can be addressing the water conditions, and the cumulative effect on a number of projects working to meet the water quality objectives. Staff expects the Watershed Group will initiate contract extension discussions as early as the end of July, or early August.

Uncertainty Moving Forward

The EWMP approval letter from the Regional Board emphasizes that deadlines contained within the plan must be met unless a written extension from the Regional Board Executive Director is granted, or new deadlines are approved as a result of the adaptive management strategy due in 2018. Additionally, the Permit puts the requirement to meet EWMP deadlines on individual permittees (Part VI.C.2.iii.3). Staff believes that the first deadline that is in jeopardy of being missed is the 17 lane miles of Distributed Projects ("Green Streets") within the San Gabriel River Watershed by 2017. The estimated cost of this requirement is \$43,596,432. Logistically, it is believed that this missed deadline will become apparent after the submission of the December 2018 Annual Report, but could also be determined by audit at a sooner date at the Regional Board's discretion.

As far as Regional Project deadlines, despite the fact that the EWMP indicates that the Royal Oaks Project and the Azusa Memorial Park Project should have started in June of this year (a month after receiving approval) the feasibility studies that are being

conducted on all projects could represent a good faith effort to begin the process. The Sierra Vista Park Project has a deadline of 2020, and that may be affected by the adaptive management results in 2018.

Staff will watch for any enforcement actions (or legal challenges) throughout the region, including deadlines in the WMP process which began one year before the EWMP process to gauge how these deadlines will be enforced or otherwise.

In addition to uncertainties with upcoming enforcement actions, there are many moving components and occasional surprises in the realm of water quality regulation. The following are examples of some items that may affect how the City complies with stormwater regulations in the upcoming years:

Litigation: There are currently three challenges to the new Permit. The success or failure of each of the three challenges may have a dramatic effect on the regulation.

Legislation: Staff and Council Member Capoccia have been attending San Gabriel Valley Council of Governments (SGVCOG) meetings that have lately focused on the stormwater challenges. There have been efforts to reach out to State and Federal Elected Officials to inform them of the impossible price tag of the various WMP and EWMP programs. There are also efforts, including workshops, to educate local elected officials of the financial challenges.

Scientific: Very recently, it pointed out at a SGVCOG meeting that there are some prominent water scientists in the Bay Area (Stanford, Berkeley, and others) that are concerned with the lack of scientific analysis regarding the proposed increase of infiltration projects on a number of environmental systems.

As recent as July 6, 2016, staff received news about a Special Scientific Study that was conducted to study the appropriateness of the Los Angeles Rivers Metals TMDL limits. The study determined that levels could be raised without disrupting the beneficial uses that are listed in the Basin Plan. This study is slowly progressing through the regulatory channels, but could have a major positive effect on the Los Angeles River Watershed members of our EWMP.

Mosquito & Vector Control: Technical staff from the San Gabriel Valley chapter of this agency have commented a numerous forums and workshops that the infiltration movement of attaining water quality standards could be contradictory to preventing dangerous disease transmission if the infiltration ends up harboring the mosquito population.

These examples, and additional unknown existing or future considerations, pose a difficult challenge and produce moving targets for planning for the City's future

compliance with stormwater regulations. Staff will endeavor to stay apprised of these and any other future considerations to prevent surprises.

FINANCIAL REVIEW

There are no financial considerations with this informational report.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. The City Council may receive and file this informational report.
2. The City Council may direct staff to provide additional information.

STAFF RECOMMENDATION

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

Attachments (1):

Attachment A: Resolution 12-92

Attachment B: Regional Board Approval Letter with Annotated Comments and Exhibit A and Exhibit B

ATTACHMENT A

RESOLUTION 12-92

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA ADOPTING INTERIM MEASURES TO COMPLY WITH NPDES PERMIT NO. CAS004001 AND DECLARING THE CITY'S INTENTION TO DEVELOP AND ADOPT PERMANENT LOCAL MEASURES FOR PERMIT COMPLIANCE

WHEREAS, on November 8, 2012 the Los Angeles Regional Water Quality Control Board approved Order No. R4-2012-0175 and NPDES Permit No. CAS004001; and

WHEREAS, said Permit becomes effective December 28, 2012; and

WHEREAS, without taking immediate action to comply with the Permit, the City of Sierra Madre could be out of compliance with the Permit on December 28, 2012; and

WHEREAS, development and adoption of the various Policies and Ordinances required under the Permit will take several months to complete, potentially exceeding the June 2013 Permit deadline; and

WHEREAS, development and adoption of the Watershed Management Program described in section VI C.1 of the Permit may also take longer than the Permit-prescribed eighteen months; and

WHEREAS, the implementation of a green street policy and a low impact development ordinance will not only meet requirements of the permit, but will help reverse the decline of groundwater levels in the East Raymond groundwater basin; and

WHEREAS it is the intent of the City of Sierra Madre to fully comply with the requirements of the Permit in as timely a manner as possible;

NOW THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AS FOLLOWS:

1. The recitals stated above are true and correct.
2. The low impact development standards of the City of Los Angeles entitled "City of Los Angeles Development Best Management Practices Handbook, Low Impact Development Manual, Part B" and attached herein as Exhibit A are hereby adopted as the interim low impact development standards for the City of Sierra Madre, to be incorporated in all development projects to the maximum extent practicable until such as time as replaced by local standards adopted by ordinance.
3. The green street standards of the City of Los Angeles entitled "City of Los Angeles Green Streets and Green Alleys Design Guidelines Standards" and attached herein as Exhibit B are hereby adopted as the interim Green Street standards for the City of Sierra Madre, to be incorporated in all street projects to the maximum extent practicable until such a time as replaced by locally-

developed standards.

4. Staff is directed to work with other agencies within the City's watershed to develop a watershed-based Watershed Management Program, or if possible to participate in an Enhanced Watershed Management Plan.
5. Staff is directed to immediately proceed with the preparation of a low impact development ordinance and a Sierra Madre-specific green street policy.
6. Adoption of the low impact development and green street standards of the City of Los Angeles via this resolution complies with the requirements of the California Environmental Quality Act ("CEQA") as the project is categorically exempt from CEQA review under CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for Protection of the Environment). Staff is directed to file a Notice of Exemption in accordance with CEQA.

Approved and Adopted on the 11th day of December, 2012.

I, the undersigned, hereby certify that the foregoing Resolution No. 12-92 was duly adopted by the Sierra Madre City Council following a roll call vote:

AYES:

NOES:

ABSENT:

Mayor

ATTEST:

City Clerk

EDMUND G. BROWN JR.
GOVERNORMATTHEW RODRIGUEZ
SECRETARY FOR
ENVIRONMENTAL PROTECTION

Los Angeles Regional Water Quality Control Board

April 21, 2016

Permittees of the Rio Hondo/San Gabriel River Watershed Management Group¹
(See Distribution List)

APPROVAL OF THE RIO HONDO/SAN GABRIEL RIVER WATERSHED MANAGEMENT GROUP'S ENHANCED WATERSHED MANAGEMENT PROGRAM (EWMP), PURSUANT TO PART VI.C OF THE LOS ANGELES COUNTY MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMIT (NPDES PERMIT NO. CAS004001; ORDER NO. R4-2012-0175 AS AMENDED BY STATE WATER BOARD ORDER WQ 2015-0075)

Dear Permittees of the Rio Hondo/San Gabriel River Watershed Management Group:

On November 8, 2012, the California Regional Water Quality Control Board, Los Angeles Region (Los Angeles Water Board or Board) adopted Order No. R4-2012-0175, *Waste Discharge Requirements for Municipal Separate Storm Sewer System (MS4) Discharges within the Coastal Watersheds of Los Angeles County, except those Discharges Originating from the City of Long Beach* (hereafter, LA County MS4 Permit). Part VI.C of the LA County MS4 Permit allows Permittees the option to develop either a Watershed Management Program (WMP) or an Enhanced Watershed Management Program (EWMP) to implement permit requirements on a watershed scale through customized strategies, control measures, and best management practices (BMPs). Development of a WMP or EWMP is voluntary and allows a Permittee to address the highest watershed priorities, including complying with the requirements of Part V.A (Receiving Water Limitations), Part VI.E and Attachments L through R (Total Maximum Daily Load Provisions), and by customizing the control measures in Parts III.A (Prohibitions – Non-Storm Water Discharges) and VI.D (Minimum Control Measures), except the Planning and Land Development Program. Pursuant to Part VI.C.4.c.iv of the LA County MS4 Permit, the Rio Hondo/San Gabriel River Watershed Management Group (Group) submitted a draft EWMP on June 29, 2015 to the Los Angeles Water Board for review.

Public Review and Comment

On July 1, 2015, the Los Angeles Water Board provided public notice and a 61-day period to allow for public review and written comment on the draft EWMPs. A separate notice of

¹ Permittees of the Rio Hondo/San Gabriel River Watershed Management Group include the Cities of Arcadia, Azusa, Bradbury, Duarte, Monrovia, and Sierra Madre, the County of Los Angeles, and the Los Angeles County Flood Control District (LACFCD).

availability regarding the draft EWMPs was directed to State Senators and Assembly Members within the Coastal Watersheds of Los Angeles County. The Board received four written comment letters in total. The comment letter submitted by the Construction Industry Coalition on Water Quality (CICWQ) had comments on the twelve EWMPs generally. The comment letter submitted jointly by the Natural Resources Defense Council (NRDC), Heal the Bay, and Los Angeles Waterkeeper (Environmental Groups) contained specific comments on four of the twelve EWMPs²; no comments specific to the Rio Hondo/San Gabriel River EWMP were raised. (F) The two remaining letters, from the Los Angeles County Sanitation Districts and Ms. Joyce Dillard, contained specific comments on various EWMPs; however, no comments specific to the Rio Hondo/San Gabriel River EWMP were raised.

On July 9, 2015, the Los Angeles Water Board held a public workshop at its regularly scheduled Board meeting on the draft EWMPs. On November 5, 2015, again during its regularly scheduled Board meeting, the Los Angeles Water Board held a second public workshop on the draft EWMPs. (G) The Los Angeles Water Board held a third public workshop on March 3, 2016 for Permittees and interested persons to comment on and discuss the revised EWMPs with the Executive Officer, Board members, and staff. During our initial review of the draft EWMP and our review of the revised EWMP, the Los Angeles Water Board considered written comments and comments made at these workshops that were applicable to the Group's EWMP.

Los Angeles Water Board Review

Concurrent with the public review, the Los Angeles Water Board reviewed the draft EWMP. On October 29, 2015, the Los Angeles Water Board sent a letter to the Group detailing the Board's comments on the draft EWMP and identifying the revisions that needed to be addressed prior to the Board's approval of the EWMP. Where appropriate, the public's comments were incorporated into the Board's review letter on the draft EWMP to ensure that the public's comments were addressed appropriately in the revised EWMP. On December 16, 2015, the Group's representatives and consultants held a meeting with Board staff to discuss the Board staff's comments on the Draft EWMP before their resubmittal. (H)

The Group submitted a revised EWMP on January 29, 2016 for Los Angeles Water Board review and approval. After the Group's submittal of the revised EWMP, Los Angeles Water Board staff had several telephone and email exchanges with the Group's representatives and consultants to discuss the Board's remaining comments and necessary modifications to the January 29, 2016 revised EWMP. On April 1, 2016, the Group submitted a second revised EWMP for Los Angeles Water Board review and approval. There were a small number of minor changes requested by Los Angeles Water Board staff to the April 1, 2016 version of the EWMP. The final version was submitted on April 14, 2016.

² These four EWMPs were the North Santa Monica Bay EWMP, Upper San Gabriel River EWMP, Upper Los Angeles River EWMP, and Beach Cities EWMP.

Approval of EWMP

The Los Angeles Water Board hereby approves the Group's revised EWMP as submitted on April 14, 2016.

Determination of Compliance with EWMP

Pursuant to Part VI.C.6 of the LA County MS4 Permit, the Permittees of the Rio Hondo/San Gabriel River Watershed Management Group shall begin implementation of the approved EWMP immediately. To continue to be afforded the opportunity to implement permit provisions within the framework of the EWMP, Permittees must fully and timely implement all actions per associated schedules set forth in the approved EWMP regardless of any contingencies indicated in the approved EWMP (e.g., funding) unless a modification to the approved EWMP, including any extension of deadlines where allowed, is approved by the Los Angeles Water Board pursuant to Part VI.C.6.a or Part VI.C.8.a.ii-iii of the LA County MS4 Permit. The Los Angeles Water Board will determine the Permittees' compliance with the EWMP on the basis of the compliance actions and milestones included in the EWMP including, but not limited to, the following:

- Table 3-23 Regional Project Sites
- Table 3-24 Regional Project Site Volume Reduction
- Table 3-25 Green Street Implementation Summary by Jurisdiction
- Figure 4-1 LAR Watershed Dry-Weather Flow Reduction due to Wet-Weather Controls
- Figure 4-2 SGR Watershed Dry-Weather Flow Reduction due to Wet-Weather Controls
- Table 4-23 Zinc Load Reduction Based on Control Measure Implementation in the LAR Watershed
- Table 4-24 Lead Load Reduction Based on Control Measure Implementation in the SGR Watershed
- Section 5
- Table 5-1 Proposed Regional Project Timeline
- Table 5-2 Proposed Green Street Implementation Timeline
- Figure 5-2 Pollutant Load Reduction from Implementation and TMDL Milestones

Pursuant to Parts VI.C.3 and VI.E.2.d.i.(4)(a) of the LA County MS4 Permit, the Permittees' full and timely compliance with all actions and dates for their achievement in their approved EWMP shall constitute compliance with permit provisions pertaining to applicable water quality-based effluent limitations (WQBELs)/wasteload allocations (WLAs) in Part VI.E and Attachment O and P of the LA County MS4 Permit. Further, per Part VI.C.2.b of the LA County MS4 Permit, the Permittees' full compliance with all requirements and dates for their achievement in their approved EWMP constitutes compliance with the receiving water limitations provisions of Part V.A of the LA County MS4 Permit for the specific waterbody-pollutant combinations addressed by the approved EWMP.

If the Permittees fail to meet any requirement or date for its achievement in the approved EWMP, which will be demonstrated through the Group's Annual Reports and program audits (when conducted), the Permittees shall be subject to the baseline requirements of the LA County MS4 Permit, including but not limited to demonstrating compliance with applicable receiving water limitations and TMDL-based WQBELs/WLAs through outfall and receiving water monitoring. See Parts VI.C.2.c and VI.E.2.d.i.(4).(c) of the LA County MS4 Permit.

Annual Reporting

The Permittees of the Rio Hondo/San Gabriel River Watershed Management Group shall report, as a group, on achievement of actions and milestones within the reporting year, as well as progress towards future milestones related to multi-year projects, through their Annual Report per Attachment E, Part XVIII of the LA County MS4 Permit. For multi-year efforts, the Permittees shall include the status of the project, which includes the status with regard to standard project implementation steps. These steps include, but are not limited to, adopted or potential future changes to municipal ordinances to implement the project, site selection, environmental review and permitting, project design, acquisition of grant or loan funding and/or municipal approval of project funding, contractor selection, construction schedule, start-up, and effectiveness evaluation (once operational), where applicable. For green streets implementation, Permittees shall report on progress towards finalizing the Permittees' approach to identifying a sufficient number of green street projects to meet compliance milestones. For all stormwater retention projects, including LID BMPs implemented in compliance with new/redevelopment provisions, green streets provisions, and regional BMPs, the Permittees shall report annually on the volume of stormwater retained in each subwatershed area.

The Permittees shall also include in their Annual Report the source(s) of funds used during the reporting year, and those funds proposed for the coming year, to meet necessary expenditures related to implementation of the actions identified in their EWMP per Part VI.A.3 of the LA County MS4 Permit. Further, as part of the annual certification concerning a Permittee's legal authority required by Part VI.A.2.b of the LA County MS4 Permit, each Permittee shall also certify in the Annual Report that they have the necessary legal authority to implement the actions and milestones in the approved EWMP as required by Part VI.C.5.b.iv.(6). If a Permittee does not have legal authority to implement an action or milestone at the time the Group submits their Annual Report, the Permittee(s) shall propose a schedule to establish and maintain such legal authority.

Adaptive Management

The Permittees, as a group, shall conduct a comprehensive evaluation of their EWMP no later than two years after the date of this approval (i.e., by April 23, 2018), and subsequently, every two years thereafter pursuant to the adaptive management process set forth in Part VI.C.8 of the LA County MS4 Permit. As part of this process, the Permittees must evaluate progress toward achieving:

- Applicable WQBELs/WLAs in Attachment O and P of the LA County MS4 Permit according to the milestones set forth in their EWMP;
- Improved water quality in MS4 discharges and receiving waters;
- Stormwater retention milestones; and
- Multi-year efforts that were not completed in the current year and will continue into the subsequent year(s), among other requirements.

Per Part VI.C.8.a.iv, Permittees shall also report the following information to the Los Angeles Water Board as part of the reporting for the adaptive management process:

- On-the-ground structural control measures completed;
- Non-structural control measures completed;
- Monitoring data that evaluates the effectiveness of implemented control measures in improving water quality;
- Comparison of the effectiveness of the control measures to the results projected by the RAA;
- Comparison of control measures completed to date with control measures projected to be completed to date pursuant to the Watershed Management Program or EWMP;
- Control measures proposed to be completed in the next two years pursuant to the Watershed Management Program or EWMP and the schedule for completion of those control measures; and
- Status of funding and implementation for control measures proposed to be completed in the next two years.

Finally, as part of the adaptive management process, the Permittees shall re-evaluate their Category 2 and Category 3 water quality priorities based on data collected through their Coordinated Integrated Monitoring Program (CIMP) for the Permittees' discharges. Where new water quality priorities are identified, the Permittees shall conduct a RAA for the pollutants and identify and incorporate into their EWMP appropriate watershed control measures to address them.

The Permittees' evaluation of the above shall be based on both progress implementing actions in the EWMP and an evaluation of outfall-based monitoring data and receiving water monitoring data. Per Attachment E, Part XVIII.6 of the LA County MS4 Permit, the Permittees shall implement adaptive management strategies, including but not limited to:

- Refinement and recalibration of the Reasonable Assurance Analysis (RAA) based on data specific to the Group's EWMP area that are collected through the Group's CIMP and other data, as appropriate;
- Identifying the most effective control measures, why they are the most effective, and how other control measures can be optimized based on this understanding;
- Identify the least effective control measures, why they are ineffective, and how the control measures can be modified or replaced to be more effective;
- Identify significant changes to control measures during the prior year(s) and the rationale for the changes; and

- Describe all significant changes to control measures anticipated to be made in the next year(s) and the rationale for each change.

As part of the adaptive management process, any modifications to the EWMP, including any requests for extension of deadlines not associated with TMDL provisions, must be submitted to the Los Angeles Water Board for review and approval. The Permittees must implement any modifications to the EWMP upon approval by the Los Angeles Water Board or its Executive Officer, or within 60 days of submittal of modifications if the Los Angeles Water Board or its Executive Officer expresses no objections. Note that while the first adaptive management process is scheduled for April 23, 2018, the Group's Report of Waste Discharge (ROWD) is due no later than July 1, 2017. The Group should conduct a preliminary evaluation of its EWMP in the spring of 2017 and present the results of the evaluation and any proposed modifications to the EWMP in the Group's ROWD. (P)

The Los Angeles Water Board appreciates the participation and cooperation of the Permittees in the Rio Hondo/San Gabriel River Watershed Management Group in the implementation of the LA County MS4 Permit. If you have any questions, please contact Ms. Deborah Brandes of the Storm Water Permitting Unit at Deborah.Brandes@waterboards.ca.gov or by phone at (213) 576-6688. Alternatively, you may also contact Mr. Ivar Ridgeway, Chief of the Storm Water Permitting Unit, at Ivar.Ridgeway@waterboards.ca.gov or by phone at (213) 620-2150.

Sincerely,



Samuel Unger, P.E.
Executive Officer

Enclosures: Rio Hondo/San Gabriel River Watershed Management Group Distribution List

Los Angeles Regional Water Quality Control Board – EWMP Approval Letter with Annotated Comments

- A. Part VI.C: Establishes WMP and EWMP option. This is the first time this has been included into the permit, nationwide.
- B. “Voluntary” is used at every opportunity in oral and written communications from the Regional Board. However, as seen in the non-approval of a handful of cities that tried an individual WMP, the Regional Board required a demonstration of immediate compliance along with the enhanced monitoring.
- C. Part VI.E and Attachments L through R: Incorporated 30 tmdls, with their associated numerical limits and timelines, into the Permit.
- D. Parts III.A: Non-stormwater discharges are prohibited. This is a carry-over from previous requirements. There are a handful of exemptions (natural springs, fire-fighting activities, etc.).
- E. VI.D: Minimum Control Measures. This is also a carry-over from previous requirements. They have been changed to some degree due to the County no longer being the “Principal Permittee”. These include items such as investigations of discharges and connections, public outreach, permit tracking, vehicle and equipment washing, catch basin labeling, etc.
- F. The Environmental Groups did not comment on our draft EWMP during the public review, however they did consistently comment generally that the WMP and EWMP process was too forgiving.
- G. The letter lists 3 workshops in which our Group was “invited” to attend. These workshops lacked in specific guidance, and appeared to be focused on providing an opportunity for comments from various stakeholders.
- H. This section simply recounts the numerous back-and-forth discussions between the Group, our Consultant, and the Regional Board before the submission of the Final EWMP. The vast majority of the comments were very technical minutia and addressed by CWE. The final comments are included to this section as **Exhibit A**. Please see the following comment numbers for examples of how the Final EWMP was negotiated:
 - a. Comment 3: We were asked to eliminate all references to pending litigation. We argued that since one of our member agencies had current litigation, we needed to keep it. The compromise was to retain the caveat about unfunded mandates without referencing the specific suit.
 - b. Comment 6: We attempted to label the EWMP schedule as “tentative” but were not allowed. (Part of these efforts ended up in additional language about Adaptive Management).
 - c. Comment 14: We had to re-emphasize that there was no existing monitoring from the agencies.
 - d. Comment 22: We went back and forth on an optional “Load Reduction Strategy” for bacteria. The group prevailed in identifying the potential for pursuing this strategy without locking it into the plan. The Strategy provides for an additional 7 years until final compliance, but the cost is yet undetermined.
 - e. Comment 29: We went back and forth on this item as well. We demonstrated the difficulty in identifying the responsible jurisdiction for each reasonable project. (Royal Oaks Trail owned by Duarte but is 99% Bradbury runoff, Arboretum is in Arcadia but owned by the County, etc.) We compromised by identifying “responsible” jurisdiction but that they were not “financially” responsible for the project.

- f. Comment 32: We had to clarify that the potential funding sources in our Funding Strategy would be addressed within 2 years.
- I. "Begin Implementation" has been discussed by the Group as well as other EWMPs. The Group received approval of the EWMP on April 21, 2016. In our upcoming Annual Report (Due December 15, 2016) we will be reporting on individual agency activities from FY15/16 as well as EWMP group activities from approval to June 30, 2016, which is slightly over two months. The implementation activities that will be reported for this upcoming report will include the efforts that are outlined in the staff report (issue RFP for technical studies, work towards extending CWE contract, RFP for Grants specialist, etc.) The Annual Report will also include all monitoring data that is applicable.
- J. This is certainly the phrase in which the Regional Board is "flexing its muscle"
- K. However, they immediately provide the two possible means for an extension or alteration. Part VI.C6a is the request of an extension from the Regional Board Executive Director (in writing, 90 days prior to deadline) and Part VI.C.8a.ii-iii references the Adaptive Management Process.
- L. The components of the EWMP that are listed here are included as **Exhibit B**. Of particular note is Section 5 and Table 5-1, Table 5-2, and Figure 5-2 which identify the milestones contained within the EWMP.
 - a. **2017** – "Green Streets" Projects: 17 Lane Miles (or equivalent performance) on San Gabriel River Watershed. 40 Lane Miles (or equivalent performance) is due on the Los Angeles Watershed by 2022.
 - b. **2020** – Regional Projects: Completion Year for *Sierra Vista Park* and Recreation Park (Monrovia) on the Los Angeles River Watershed and LADWP Easement and Encanto Park on the San Gabriel River Watershed.
- M. This section memorializes that "full and timely" compliance with all section of the EWMP constitutes compliance with both effluent and receiving water quality objectives. This has often been referred to as the "Safe Harbor" component of the program. It goes further on page 4 to indicate that if the permittees fail to meet the requirement, they may be required to demonstrate compliance with all effluent, receiving water, and TMDL-specific regulations.
- N. Annual Reporting: Annual Reporting is not new. Around mid-December of each year, an Annual Report is due to the Regional Board that covers the previous fiscal year. This December's report is due on the 15th, and will cover July 1, 2015 to June 30, 2016. There are actually two reports included in the submission, one for an individual agency, and one for the collective EWMP work. This year's Annual Report will also include monitoring data that is applicable. The Regional Board had indicated that new reporting templates would be available for last year's December report, but were unable to complete their task. The permittees finally received the new templates last week. The report templates are important as they are also used as guides (or developed into checklists) for cities and EWMP groups to be sure that all requirements are being met.
- O. Adaptive Management: The letter states that the Group is required to conduct a comprehensive evaluation of their EWMP in two years, and then every two years later. This process has been discussed in vague terms by Regional Board staff on many occasions. The details in the letter are actually helpful to the Group, as there are now specific items that will be used to provide justification for adjusting projects and/or timelines into the future. During the next two years, the monitoring data will be checked against the assumptions that drove the modeling and reasonable assurance analysis that drove the costs of the EWMP to extreme the parameters. There may also be additional items that would contribute to the analysis that could benefit the adaptive management process such as enhancing LID ordinances, maximizing control measures, public education, and other such relatively inexpensive actions.

- P. The letter concludes with tying in the adaptive management process into the Groups future requirement to submit a Report of Waste Discharge (ROWD) by the July 2017 date. Staff is still analyzing this requirement. Staff is aware that the City of Long Beach did get their own ROWD and they are separate from the LA Permit. The Cities of Downey and Signal Hill also submitted ROWDs in an effort to separate from the LA Permit but were denied.

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
1	Regional Board			The draft EWMP does not consider the Indicator Bacteria in the San Gabriel River, Estuary, and Tributaries TMDL (San Gabriel River Bacteria TMDL) in Basin Plan Amendment Resolution No. R15-005 Attachment A (adopted by the Regional Board on June 10, 2015) which is anticipated to be effective by the next permit cycle (assuming a TMDL effective date of early to mid-2016). Revise the draft EWMP to reference the San Gabriel River Bacteria TMDL, which addresses bacteria impairment in Big Dalton Wash among other waterbodies in the SGR Watershed. For reference, see Basin Plan Amendment Table 7-41.2 footnote 5 and the staff report page 21, 31, and 35.	The EWMP was revised to identify the June 10, 2015 LARWQCB adoption of the SGR Bacteria TMDL. Applicable TMDLs, reviewed staff reports, water quality priorities, schedules, etc. were revised to include the TMDL.	Revision made	Addressed	
2	Regional Board	Figures 4-14 & 4-15, pages 135-136		Present cumulative values of rainfall and runoff related to the graphs in Figures 4-14 and 4-15 (i.e., the 24-hour storm event size for LAR and SGR, respectively).	Based on input from the Regional Board, the volume identified in the narrative was also displayed on the figures.	Comment addressed	Addressed	
3	Regional Board	Section 1.6		Revise Section 1.6 as the petitions (SWRCB/OCC File Nos. A2236) were resolved by the State Board on June 16, 2015 through its Order WQ 2015-0075. Delete all but the last sentence of the "reservation" included as a contingency in the EWMP while that petition process was underway.	This section was revised.	Reference to SWRCB/OCC File Nos. A2236 was removed.	Addressed	
4	Regional Board	Figure 2-1, page 22	Part VI.C.5.a.iii.(1)(b)	Include MS4 outfall locations on (a) map(s). (Monitoring sites are shown on Figure 2-1, page 22. Planned regional BMPs are seen on page 60. Planned distributed BMPs are on page 62. Potential project sites are on pages 64-65.)	A new figure (Figure 1-6) was added to demonstrate where the outfalls within the RH/SGRWQG are located based on current CIMP data.	Figure 1-6 now has MS4 out fall locations.	Addressed	

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
5	Regional Board	Page 37		The EWMP states that, "Opportunities to implement sediment control BMPs will determine whether it is practicable to achieve the numeric sediment-borne WQOs." Delete or modify this statement such that the Group commits to implement sediment control BMPs, or use alternative approaches as determined through its adaptive management process, to control discharges of bis(2-ethylhexyl)phthalate from the Permittees' MS4s that could cause or contribute to exceedances of Receiving Water Limitations.	Statement was deleted.	Statement was not deleted. Please delete or respond to us.	Statement was deleted.	Okay.
6	Regional Board	Page 38	Parts VI.C.6.a and VI.C.8.a.ii-iii	Modify the following statement in the EWMP as follows, "The schedule identified in this EWMP remains tentative and is subject to change based on changing data, information, legislation, law, and fiscal priorities through the adaptive management process. Any schedule modifications will be consistent with TMDL related compliance schedules and will be submitted to the Regional Board for review and approval per the requirements of the LA County MS4 Permit."	Accept the revision.	Statement was added.	Addressed	
7	Regional Board	Page 46		The information in the draft EWMP regarding existing institutional BMPs is lacking in detail. The EWMP must be revised to include more details on the existing MCMs/institutional BMPs, including the scope of implementation (i.e., which Permittees are implementing each measure in Section 3.1.1) and a description adequate to understand the linkage between the BMP and water quality (e.g., "scheduling," "water trucks," etc.).	Attachment P was expanded and additional narrative was added in Section 3.1.1.	The permittee involved in each MCM is now listed in Table P-1. I see the added paragraph in Section 3.1.1.	Addressed	
8	Regional Board	Table 2-2, page 23		Include a commitment to update the water quality characterization as more water quality data become available through the CIMP for waterbodies such as Little Santa Anita Canyon Creek/Santa Anita Wash, Monrovia Canyon Wash, Sawpit Wash, and Little Dalton Wash.	Commitment added before Table 2-2.	Comment included	Addressed	

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
9	Regional Board	Section 2.2	Part VI.C.5.a.ii	The EWMP does not identify Category 3 pollutants. However, Table D-1 indicates that there are some pollutants that have exceeded water quality objectives in the past 5 years, but for which a TMDL has not been established. Include these pollutants as Category 3 pollutants in the EWMP, or provide an explanation for excluding these pollutants. See also Enclosure 2.	Based on communications with the Regional Board, a footnote was added to Table 2-5 stating that the exceedance analysis data was based on data collected downstream, which is not directly related to the RH/SGRWQG. As CIMP data is collected, Category 3 WBPCs will be reassessed with relevant data and updated through the Adaptive Management Process as appropriate.	The following footnote was added to Table 2-5. 7 Pollutants noted with exceedances in Table 2-3 that are not associated with an existing TMDL or 303(d) listing have not been identified as Category 3 pollutants because the data analyzed is from areas downstream of the RH/SGRWQG. How far downstream? Once CIMP data has been collected for the group area, Category 3 pollutants will be identified as WBPCs through the Adaptive Management Process, as appropriate. Based on the first CIMP wet-weather monitoring event, exceedances were not detected for potential Category 3 WBPCs.	Footnote number 8 (was footnote 7 in previous submittal) was revised to point readers to Figure 2-1 which illustrates the locations monitoring data was collected from. Not including Category 3 pollutants until additional CIMP data is collected was discussed with the Regional Board prior to the previous submittal.	Areas are far enough downstream so explanation is okay.

10	Regional Board	Table 2-5	Part VI.C.5.a.ii (page 60)	Revise Table 2-5 and other applicable sections of the draft EWMP, including corresponding tables in Attachment C, to address the following comments: <ul style="list-style-type: none"> ➢ Add a note to the table to acknowledge that although the City of Azusa is in the Santa Fe Dam Park Lake subwatershed, the USEPA Los 	Footnote was added in Table 2-5.	Note has been added.	Addressed	
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Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
				<p>Angeles Area Lakes TMDL for Nitrogen, Phosphorous, Mercury, Trash, Organochlorine Pesticides, and PCBs (Los Angeles Area Lakes TMDL) states that there are no MS4 discharges to Santa Fe Dam Park Lake (p. 11-16 of Los Angeles Area Lakes TMDL).</p> <ul style="list-style-type: none"> ➤ Add a note to Monrovia Wash to acknowledge that Monrovia Canyon Creek is 303(d) listed for lead. However, the Los Angeles River and Tributaries Metals TMDL (Basin Plan Amendment Resolution No. RIO-003 Attachment A) only assigns a dry-weather load allocation for nonpoint sources and therefore, no WLA is assigned for MS4 sources. ➤ Category 1A, Nutrients: Add Nitrate+Nitrite and denote with "(F)" for Rio Hondo Reach 3, Monrovia Wash, and Sawpit Wash. ➤ Category 1A, 1B: Omit rows for Copper (dry), Lead (dry), and Zinc (dry). ➤ Category 1A, Copper (wet), 	<p>Regional Board clarified that once lead (dry) was eliminated from the list (per two comments below) then a Category 2 WBPC made sense for Monrovia Wash.</p>	<p>Lead was added to category II for Monrovia Wash in Table 2-5.</p>	<p>Addressed</p>	
					<p>This was added to the table.</p>	<p>Added.</p>	<p>Addressed</p>	
					<p>Removed based on conversation with the Regional Board.</p>	<p>Omission made.</p>	<p>Addressed</p>	
					<p>Clarified with the Regional Board that the comment was intended to discuss lead only (not copper) and was intended to discuss Category 1C WBPCs rather than 1A. A note was added to the Category 1C heading based on the comment.</p>	<p>Comment was intended to discuss lead only (not copper) and was intended to discuss Category 1C WBPCs rather than 1A. A note was added to the Category 1C heading based on the comment.</p>	<p>Addressed</p>	
					<p>Footnote was added to the table.</p>	<p>Note was added.</p>	<p>Addressed</p>	
					<p>Table was revised to include E. coli for Big Dalton Wash.</p>	<p>E. Coli was added for Big Dalton Wash but under Category 1B.</p>	<p>Addressed</p>	

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
				<p>Peck Road Park Lake: Add a note stating that as per the USEPA Los Angeles Area Lakes TMDL (page 4-1 and 4-22), lead is currently meeting numeric targets for water and sediment (wet and dry weather) and therefore, no WLA was assigned.</p> <ul style="list-style-type: none"> ➤ Category A (Nutrients, Metals, Trash) and Category 1B (Metals and Bacteria): Add a note stating that MS4 discharges from Sawpit Wash, Santa Anita Wash, and direct MS4 discharges to Peck Road Park Lake are subject to the Los Angeles River and Tributaries Metals TMDL (LA River Metals TMDL) and the Los Angeles River Watershed Bacteria TMDL (LA River Bacteria TMDL). ➤ Category 2C: Include bacteria (E. coli) for Big Dalton Wash per the finding in the SGR Bacteria TMDL (June 2015) that Big Dalton Wash is impaired by indicator bacteria. ➤ Add Category 3 pollutants as appropriate based on Appendix D receiving water analysis. 	<p>Footnote was added to the table (see response to comment above).</p>	<p>Category 3 pollutants were added. I don't believe that Appendix D was the correct reference but footnotes added were appropriate.</p>		

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
11	Regional Board	Section 2.3	Part VI.C.5.a.iii	<p>The EWMP must be revised to include all relevant findings regarding known and suspected stormwater and non-stormwater pollutant sources in discharges to the MS4 and from the MS4 to receiving waters from all of the following programs:</p> <ul style="list-style-type: none"> ➢ Permittee(s)' IC/IDE programs ➢ Industrial/Commercial Facilities Pollutant Control programs ➢ Development Construction programs, and ➢ Public Agency Activities programs. 	A discussion on the available information from the programs listed in the comment was added in the source assessment section.	I see a lot of added material in 2.3.3.1 through 2.3.3.6 on TMDL findings but I do not see added material in the Source Assessment section that addresses findings from these 4 programs. If you have findings from these 4 programs, please present them.	Additional narrative was added to Section 2.3.3 under the bulleted list. The additional narrative clarifies that information from these programs was compiled and reviewed, but did not provide information pertaining to source assessment.	Okay.
12	Regional Board	Table 2-6, page 29	Part VI.C.5.a.iii.(1)(a)(v)	Include all details from applicable TMDL source investigations regarding known and suspected stormwater and non-stormwater pollutant sources in discharges to the MS4 and from the MS4 to receiving waters, including from the recently adopted SGR Bacteria TMDL (June 2015).	Some of this information has been included (Table 2-7), but additional information from TMDL Staff Reports was also added. Information from the SGR Bacteria TMDL was also incorporated.	Findings from the TMDLs are contained in Sections 2.3.3.1 through 2.3.3.6.	Addressed	
13	Regional Board	Section 2.3	Part VI.C.5.a.iii.(1)(a)(vi)	Review all TMDL Staff Reports, TMDL Implementation Plan(s) and supporting documents, if developed (see TMDL Reporting Requirements in Attachment E, Part XIX, pages E-45 to E-62); and other watershed management plans to determine if there are any watershed model results. If watershed model results exist, include them in the revised EWMP.	TMDL Staff Reports and Implementation Plans were reviewed and models are discussed and briefly summarized in the EWMP.	RTC seems reasonable. "At this time, models are not specific enough to accommodate a few specific sources, let alone the impact of a major source such as copper in brake pads. Current models are inadequate for distinguishing copper loads from a residential area adjacent to a freeway with those from a rural area. Such sources will likely be identified through implementation of the CIMP and the Adaptive Management Process."	Addressed	

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
14	Regional Board	Table 2-8, page 29	Part VI.C.5.a.iii.(1)(a)(vii)	Include all details from Permittee(s)' monitoring programs regarding known and suspected stormwater and non-stormwater pollutant sources in discharges to the MS4 and from the MS4 to receiving waters.	Permittees do not have any individual monitoring programs. All monitoring data has been reviewed and is included in the EWMP. This data does not identify sources and this discussion has been added to the EWMP.	RTC seems reasonable. "Permittees do not have any individual monitoring programs. All monitoring data has been reviewed and is included in the EWMP. This data does not identify sources and this discussion has been added to the EWMP."	Addressed	
15	Regional Board	Table 2-8 and Section 2.3.3	Part VI.C.5.a.iii (pages 60-61)	Add Big Dalton Wash for bacteria as a category 2 pollutant in Table 2-8 of the draft EWMP as per the Indicator Bacteria in the San Gabriel River, Estuary, and Tributaries TMDL (San Gabriel River Bacteria TMDL) in Basin Plan Amendment Resolution No. R15-005 Attachment A (adopted by the Regional Board on June 10, 2015) which is anticipated to be effective by the next permit cycle. Additionally, add a discussion on bacteria in Section 2.3.3 referencing the SGR Bacteria TMDL (Table 7-41.2 footnote 5) and the staff report (p. 21, 31, and 35). Revise other applicable EWMP sections accordingly.	A discussion referencing the SGR Bacteria TMDL was added to Section 2.3.3 (Specific Constituents, under Source Assessment). Revisions were made to Table 2-8.	In section 2.3.3.6 Source Assessment Summary under table 2-7 there is discussion of bacteria for Big Dalton Wash. Table 2-8, however, has no discussion of bacteria as your RTC says it would.	Addressed Sorry for the confusion. A table was deleted between the first submittal and the previous submittal. What was originally referred to as Table 2-8 was changed to Table 2-7 (Water Quality Priorities for the RH/SGRWQG). This table was revised to include SGR, San Dimas Wash, and Big Dalton Wash under bacteria.	Okay.

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
16	Regional Board	Table 2-8 and Section 2.3.3	Part VI.C.5.a.iii (pages 60-61)	Table 2-8 of the draft EWMP lists Peck Road Park Lake for Bacteria as a Category 1 pollutant rated high for MS4 linkage. Add a footnote clarifying that Peck Road Park Lake does not have a TMDL or 303(d) listing for bacteria but was categorized as a Category 1 pollutant based on source assessment. Revise other applicable EWMP sections accordingly.	Revisions were made to Table 2-8.	In Table 2-8 "Initial Classification for USEPA TMDLs, 303(d) Listings, and Other Exceedances of RWLs" discussion of bacteria was pulled out altogether. It should be in the table or as a footnote to the table and qualified as the RB comment indicated and as indicated in the comment above rather than just pulled out from the table.	The original comment now applies to Table 2-7 (see discussion in response to comment 15). There was a misunderstanding, but Peck Road Park Lake was added back to Table 2-7 in association with bacteria and this was also updated in Table 2-5 (Summary of RH/SGRWQG WBPC Categories). A footnote was included in Table 2-5 explaining that Peck Road Park Lake, Monrovia Wash, and Sawpit Wash are considered a Category 1 WBPC (with bacteria) during extreme wet-weather events, otherwise hydrologically disconnected to Rio Hondo/LAR.	This seems to be related to the spreading grounds, correct? You cannot state you are conditionally exempt for a Category 1 pollutant. This would be a determination that would need to go through the basin plan amendment process. You may state that there seems to be a hydrologic disconnect during most conditions (except high flow) under dry weather conditions. Provide documentation of the hydrologic disconnect. However, you need to acknowledge that you are responsible for the pollutants.
17	Regional Board	Table 2-8 and Section 2.3.3	Part VI.C.5.a.iii (pages 60-61)	Table 2-5 of the draft EWMP lists San Dimas Wash and Big Dalton Wash for lead as a Category 1 pollutant as per the Los Angeles River and Tributaries Metals TMDL (LA River Metals TMDL). Explain in Section 2.3.3 why Table 2-8 does not include San Dimas Wash and Big Dalton Wash as a Category 1 pollutant for lead (i.e., no exceedances based on data). Add San Dimas Wash and Big Dalton Wash in Table 2-8 of the draft EWMP for category 1 pollutant lead, unless there justification is provided for not adding these waterbodies. Revise other sections of the EWMP accordingly.	Table 2-8 was revised to be consistent with Table 2-5.	You indicate that, "Table 2-8 was revised to be consistent with Table 2-5." However, I don't see this to be the case as there is no mention of lead or metals in Table 2-8. Perhaps to you forgot to follow through?	The original comment now applies to Table 2-7 (see discussion in response to comment 15). The tables are consistent in that all WBPCs are correctly identified in both tables.	Okay.

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
18	Regional Board	Table 2-8 and Section 2.3.3	Part VI.C.5.a.iii (pages 60-61)	Explain in Section 2.3.3 of the draft EWMP if there are any MS4 sources or significant exceedances based on data for cadmium, copper, and zinc in Peck Road Park Lake. If so, add to Table 2-8 of the draft EWMP for the aforementioned metals as a Category 3 pollutant or a Category 2 pollutant if it meets 303(d) listing criteria. Revise other applicable sections of the EWMP accordingly.	Based on the available data from CWH, cadmium, copper, and zinc data are not available for Peck Road Park Lake. Monitoring sites for LAR Metals TMDL CMP are significantly downstream of Peck Road Park Lake. This data is not representative of concentrations and loadings to Peck Road Park Lake for cadmium, copper, and zinc. Per CEDEN, SWAMP Monitoring data for tissue from 1986 to 1992 is available for cadmium, copper, and zinc. Monitoring data upstream of Peck Road Park Lake is not available at this time and the analysis to determine where the MS4 is a significant source cannot be conducted at this time.	Explanation appears okay.	Addressed	
19	Regional Board	Page 59	Part VI.C.1.g.iv	<p>The EWMP should be revised to clarify the difference between the list of Regional BMP projects on page 59 and that in Table 3-23 on page 102 of the EWMP. "The following four projects exhibited the greatest potential of the planned regional BMP projects to possibly satisfy the regional EWMP project criteria. Some of these project sites were evaluated as part of the regional project screening further detailed in Section 3.2.4."</p> <ul style="list-style-type: none"> ➢ Buena Vista Wetlands ➢ Hugo Reid Park Infiltration Basin Project ➢ Monrovia Station Square Project ➢ Whittier Narrows Park Project (EWMP, page 59) <p>Identify which of these four projects were evaluated as part of the regional project screening in Section 3.2.4, and provide the results of the screening. For projects that were not evaluated as part of the regional project screening, provide an explanation for why they were not.</p>	Additional discussion was added in Section 3.2.3 and a footnote was added to Table 3-4 in Section 3.2.4 to clearly identify which of the planned BMPs were screened.	The added paragraph in section 3.2.3 is helpful. However, the RTC says there will be an added footnote to Table 3-4 to clearly identify which of the planned BMPs were screened. The added footnotes do not seem to do this. They are: * More than one alternative for site was evaluated 1 Previously planned projects as described in Section 3.2.3 If the * is supposed to be which projects were screened, then only 3 were screened. Is this correct?	Footnote 1 was added in Table 3-4 to demonstrate which projects were previously planned, as described in Section 3.2.3, which is the section that discusses these projects in more detail. Footnote 1 was revised to further explain these projects are from existing implementation plans. Two projects were evaluated that were originally identified in planning documents (Hugo Reid Park and Buena Vista Spreading Grounds) and the explanation in Section 3.2.3 covers why other projects were not further screened (outside of the RH/SGRWQG area).	Okay.

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
20	Regional Board	Section 3		Provide a detailed description on each of the selected Regional EWMP projects, describing the BMP in more detail. This should be done in either Section 3 or in a new Attachment. (Attachment E has a good academic discussion of various types of BMPs; however there is not a good description of each of the Regional EWMP projects that were on the final list of 10 EWMP Regional projects.)	A description of each of the proposed projects is provided in Section 3.4.2.1.	Comment responded to.	Addressed	
21	Regional Board	Table 3-1; Section 3.1.3, Page 49	Part VI.C.5.b.ii(1), page 62	Revise the EWMP to more clearly address non-stormwater. There is an assumption made by the EWMP that the control measures for addressing stormwater will also apply to non-stormwater.	Report was revised to clarify that non-stormwater will be addressed through the CIMP NSW source assessment.	Section 3.1.3 Approaches to Additional Non-Stormwater Discharge Control Measures" states that Response was that "Non-stormwater discharges throughout the RH/SGRWQG will be addressed through the CIMP non-stormwater discharge source assessment." <i>Please see the Upper San Gabriel River EWMP, Section 5.4 for a section on non-stormwater milestones. A similar section should be developed for Rio Hondo/San Gabriel.</i>	Section 3.1.3 was revised to reference Section 4.2. Results associated with the approach discussed in Section 4.2 were added to Section 4.2. The revised language and figures quantify the anticipated dry-weather flow/load reduction throughout the proposed implementation timeline and at the dry-weather TMDL milestones.	Okay.

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
22	Regional Board	Section 3	Part VI.C.5.b.iv(3), page 64	Include (or provide an explanation for not including) control measures identified in the Implementation Plan(s) submitted by Permittees subject to the LA River Metals TMDL. Acknowledge the upcoming submittal of dry weather bacteria LRS for segment B tributaries of the Los Angeles River.	<p>Within Section 1.3.2 a statement was added to identify that the RH/SGRWQG will be preparing a LRS.</p> <p>Hugo Reid Park was the only project identified in the Metals TMDL Implementation Plan. It was added to the potential sites list and evaluated using the screening process discussed in the EWMP.</p>	<p>Final EWMP does not reference the upcoming submittal of the LRS for LAR Metals TMDL.</p> <p>The RTC does not respond to the second comment, "Acknowledge the upcoming submittal of dry weather bacteria LRS for segment B tributaries of the Los Angeles River."</p>	<p>We assume there may be some confusion regarding the existence of an LRS for the LAR Metals TMDL.</p> <p>A paragraph was added to Section 1.3.2 regarding the complexity of RH/SGRWQG area flows and necessity for developing an Alternative Compliance Strategy (ACS) with Board Staff. Since dry-weather flows from the group do not appear to contribute to observed impairments below Whittier Narrows Dam, additional time is warranted to develop a water conserving ACS.</p>	<p>Include a reference that the group is in the process of submitting an LRS for dry weather bacteria compliance.</p>
23	Regional Board	Tables 3-6 and 3-7, pages 78-79	Part VI.C.5.b.iv.(4)(a), page 64	The EWMP must be revised to specify which of the regional projects in Tables 3-6 and 3-7 will be implemented, justify why others will not be implemented, and clarify that in the body of the EWMP in section 3.2.4 and elsewhere, as appropriate.	Tables 3-6 and 3-7 were revised to include a bold line. The text was revised to explain the projects above the bold line are the projects that are to be implemented.	Modification is helpful.	Addressed	
24	Regional Board	Table 1-6	Part VI.C.5.c, page 66	Revise Table 1-6 of the draft EWMP to omit the row for SGR Metals and LAR Metals in dry weather. Also revise other applicable sections of the EWMP accordingly.	The schedule and discussions on the dry-weather metals TMDLs were removed from the EWMP.	Table 1-6 revised and I scanned other sections to see if other updates needed (seemed okay).	Addressed	
25	Regional Board	Table 1-6		Add a footnote to Table 1-6 of the draft EWMP to reference Attachment D "Key findings related to the Los Angeles River Nitrogen TMDL" of the draft EWMP.	Footnote was added to Table 1-6.	Footnote added.	Addressed	

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
26	Regional Board	Table 2-9 and Table 2-12	Part VI.C.5.c, page 66 and Part VI.E.3, pages 148-149	Table 2-9 of the draft EWMP indicates that Peck Road Park Lake nutrients (total nitrogen and total phosphorus) are categorized with the Harbor Toxics TMDL "scheduling class." Note that Peck Road Park Lake drains to Rio Hondo Reach 3 which is subject to the Los Angeles River Nitrogen Compounds and Related Effects TMDL (LA River Nutrients TMDL). The LA River Nutrients TMDL requires compliance as of the effective date of the LA County MS4 Permit. Therefore, revise Table 2-9 to substitute "Harbor Toxics TMDL" with "LA River Nutrients TMDL" (or another Lakes TMDL for nutrients) as the scheduling class for Peck Road Park Lake total Nitrogen and total Phosphorus. Table 2-12 proposes March 23, 2032 as a milestone for the USEPA Peck Road Park Lake Nutrients TMDL. The Group must propose a final deadline that is as short as possible taking into account the time since USEPA established the TMDL and the technological, operation, and economic factors that affect the design, development, and implementation of the control measures that are necessary to comply with the WLAs. If the requested time schedule exceeds one year, the proposed schedule shall include interim requirements with numeric milestones and dates for final compliance. If any changes are made to the proposed milestones for Peck Road Park Lake Nutrients, revise applicable sections of the EWMP accordingly, including Section 2.5.2.1 and Tables 2-11 and 2-12, among others. See Enclosure 2 for additional comments.	Based on discussions with the Regional Board, the Machado Lake timeline will be used instead of the Harbor Toxics, because the watershed/tributary area is more comparable.	Revisions were made to substitute the Machado Lake TMDL scheduling class except for the case of Sawpit Wash where the reference was left to the Harbor Lakes TMDL. Please correct.	The schedule assigned for Sawpit Wash was revised to use the schedule associated with the Machado Lake TMDLs. These revisions were made in Table 2-8 (previously Table 2-9) and throughout Section 2.5 as necessary.	Okay.

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
27	Regional Board	Page 149		Specify how funds will be used most effectively (through the analysis of alternatives and the selection and sequencing of actions needed to address human health and water quality related challenges and non-compliance). This could include alignment with CIPs, IRWMP projects, planned park improvements, etc.	A discussion was added right before Section 6.5.1 explaining that the RH/SGRWQG members will attempt to align the goals of the EWMP with other existing efforts, such as CIPs. Currently there are no planned park improvement projects in the area and IRWMP projects were not identified in this area.	Revision adequate.	Addressed	
28	Regional Board	Page xviii		The EWMP must be revised to include non-structural control measure costs. These costs do not seem to be included in Section 6 Control Measure Implementation Cost. The EWMP states that: "There is not a significant cost increase associated with non-structural control measure implementation; therefore, costs focus on the regional and distributed BMPs." To the extent that these costs will remain constant from the previous iteration of the permit, provide the expenditures by each Permittee specific to MS4 permit implementation (excluding EWMP and CIMP development).	Based on discussions with the Regional Board, the cost associated with the stormwater program implementation (MCMs/institutional/non-structural BMPs) from previous years has been included with a statement that costs will likely increase. The narrative also explains that the increase in cost is small in relation to the other EWMP costs and is not carried through in the totals.	RTC and revision is satisfactory.	Addressed	
29	Regional Board	Section 3.4.2	Part VI.C.5.b.iv.(4)(e), page 65	Provide a table listing the responsible Permittee for each Regional EWMP Project. (Figure 3-33 only identifies the location of each Regional EWMP Project).	The responsible jurisdiction (where the project is located) has been identified along with the contributing jurisdictions in Table 3-23. The text was revised to clarify that the responsible jurisdiction is not necessarily financially responsible.	Revisions are helpful.	Addressed	
30	Regional Board	Section 5		The EWMP must provide a clear connection between the implementation schedules in Section 5 and the applicable TMDL compliance schedules.	The implementation schedule is based on the TMDL compliance schedule. This is stated in the introduction to this section. This was mentioned throughout document.	This connection must be demonstrated in the EWMP through a table or figure.	A new subsection was added to Section 5 (Section 5.4, Scheduling Summary). This section includes a figure and demonstrates the implementation schedule aligns with the TMDL milestones.	Okay.
31	Regional Board	Section 6.5		Update Table 6-7 to include available funds from Prop 1 for stormwater grants and IRWM projects.	Prop 1 information was added to the table and Attachment AA.	Update was made.	Addressed	

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
32	Regional Board	Section 6.5		Identify specific sources of funds that are available or will be pursued for near term (at least through 2017) BMP implementation.	Specific opportunities have been identified in Section 6.5.6 that will be pursued and evaluated in the near term (prior to 2017).	While we appreciate that the section entitled "6.5.6 Future Steps" was improved, the concept that all the ideas in this paragraph are for the next two years was not made clear. Please clarify that the entire paragraph is the focus for the next two years.	A statement was added within this section to clarify the information pertains to the next two years specifically (prior to 2017).	Okay.
33	Regional Board	Page 159	Part VI.C.8, pages 68-70	Section 7 of the EWMP states that, "an addendum or amendment will be required for the EWMP two years after the Regional Board Executive Officer approval and every two years thereafter ..." Revisions can be included in an addendum or amendment, but the entire EWMP must be assessed and revised as necessary every two years as part of the Adaptive Management Process.	This was clarified in the EWMP.	Clarification seems to have been made.	Addressed	
34	Regional Board	Figure 7-1, Page 160	Part VI.C.8, pages 68-70	The steps outlined in Figure 7-1 do not appear to follow a logical sequential order. Reconsider the steps and revise the figure for greater clarity.	Figure was simplified and revised based on Regional Board comments.	Steps now seem simple and clear.	Addressed	
	Regional Board	RAA		Table 2-5 on pages 27-28 of the EWMP did not classify water body-pollutant combinations for all creeks and tributaries of the Los Angeles River and San Gabriel River within the EWMP area, including Little Santa Anita Canyon Creek, Santa Anita Wash, and Little Dalton Wash. The EWMP must either be revised to include water body-pollutant classification for these waterbodies and associated planned/proposed BMPs accordingly, or the Group must provide a commitment to update the water quality characterization as more water quality data become available through the CIMP for these waterbodies.	There are no TMDLs or 303(d) listings for Little Santa Anita Canyon Creek, Santa Anita Wash, or Little Dalton Wash. The EWMP was revised to clarify that waterbodies will be re-characterized as necessary once through the adaptive management process. Narrative was added to Section 2.1.1.			

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
	Regional Board	RAA		The Regional Board adopted the San Gabriel River, Estuary and Tributaries Indicator Bacteria, Resolution No. R15-005 on June 10, 2015. The EWMP should be revised to address bacteria in Big Dalton Wash, which was identified as impaired in the TMDL, including proposed watershed control measures, interim and final milestones and dates for their achievement and reasonable assurance analysis.	The EWMP was revised to include the SGR Bacteria TMDL and identify the need to address bacteria in Big Dalton Wash (see comment and response above).			
	Regional Board	RAA		Section 2.1.1 provides a summary of key findings from receiving water data analysis. There are exceedances in Rio Hondo Reach 3 for Benzo(k)Fluoranthene, Bis(2-Ethylhexyl) Phthalate, Diazinon, Dibenzo(a,h)Anthracene, Dissolved Oxygen, pH, and Indeno(1,2,3-cd)Pyrene (Table 2-3 on pages 24-25; Appendix D). Revise the EWMP to include these water body-pollutant combinations as Category 3 pollutants, or provide an explanation for each regarding why they are not addressed by the EWMP.	See response to comment above. Based on discussions with the Regional Board, the narrative was revised to discuss how the CIMP data will be used to re-evaluate WBPCs, as the exceedance analysis included in the EWMP is based on data downstream. Revisions to the WBPCs will be made through the Adaptive Management Process.			

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
	Regional Board	RAA		<p>EWMP proposes that Peck Road Park Lake Nitrogen, Phosphorus, Mercury, Organochlorine Pesticides and PCBs TMDLs milestone schedule follow that of the Harbor Toxics TMDL with the rationale that control measures to reduce toxics should also significantly reduce the concentration of nutrients (Section 2.5.2.1 on pages 35-36). The scale of measures to control and reduce nutrients, metals, and toxic pollutant discharged to a lake system are significantly different than those control measures anticipated for the Greater Los Angeles and Long Beach Harbors. Therefore, the selection of an implementation schedule based on the implementation schedule for the Dominguez Channel and Greater Los Angeles and Long Beach Waters Toxic Pollutants TMDL is not supportable. Revise the schedules proposed for Peck Road Park Lake in consideration of the nutrient and toxic pollutants TMDLs for lake systems adopted by the Regional Board such as the Machado Lake TMDLs that have suitable control measures and implementation schedules.</p>	See response to comment above.			

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
	Regional Board	RAA Modeling		In addition to linear bias statistics presented in Tables 4-2, 4-4, 4-8, 4-10, 4-13, provide additional explanation and interpretation of the root mean square and coefficient of correlation statistics in these tables, and any differences in the conclusions that can be drawn regarding the hydrology and water quality calibrations based on the three statistics. In addition, the coefficients of correlation between modeled and observed values as shown in Table 4-8, Table 4-10, Table 4-13 of the EWMP report respectively for copper, lead, zinc, fecal coliform, total nitrogen, and total phosphorus are low values for coefficients of correlation. Provide an explanation for these low values. Further, data needed to improve model calibration for these constituents should be identified along with a commitment to collect the necessary data and refine the model calibration through the adaptive management process.	Additional discussion was added on the calibration metrics and conclusions that can be drawn from the results. The low correlation coefficients and the data needs were also discussed.			
	Regional Board	RAA Modeling		The model results of the baseline critical condition in terms of runoff volume, pollutant concentration, and pollutant loading are provided in Table 4-14, Table 4-15, Table 4-17 and Table 4-18. However, the duration curves or frequency curves of runoff volume, pollutant concentration and pollutant loading for the baseline condition at each analysis region for each pollutant of concern should be presented as well to demonstrate that the model results of baseline condition are based on the 90 th percentile critical condition.	Frequency curves for volumes, concentrations, and loads were added to demonstrate that the control measures were designed to address the 90 th percentile critical condition. This information was added in Section 4.9.			

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
	Regional Board	RAA Modeling		The estimated allowable loads and required load reductions for the LAR and SGR watershed areas appear to be provided in Table 4-14 and 4-15 to demonstrate that the estimated allowable loads and load reductions are obtained from the 90 th percentile critical condition of runoff volume and allowable pollutant concentration. It is recommended that the allowable loads and required load reductions are provided in the same duration curves for baseline condition to demonstrate that the estimated allowable loads and load reductions meet the 90 th percentile critical condition.	The frequency curves discussed in the response to the previous comment were used to address this comment. The allowable loads were not plotted on figures with the required load reductions because allowable loads are dependent on various conditions and the figure would not convey the appropriate message. The frequency curves included in Section 4.9 demonstrate that the load reductions meet the 90 th percentile critical condition.			
	Regional Board	RAA Modeling		In the report, summary statistics of load reduction and percent reduction for different control measures are provided as shown in Table 4-23 and Table 4-24; however some numbers to arrive at the modeled values of load reduction and percentage are not clearly identifiable. Provide the RAA results for the proposed control measures and potential BMPs to demonstrate the effectiveness of the proposed BMPs that would achieve the required pollutant load reductions and load reduction goals in terms of 1) influent volume, concentration and load; 2) treated volume, concentration and load; and 3) effluent volume, concentration and load through the system of BMPs at the downstream point of BMP systems to demonstrate the effectiveness of the proposed BMPs.	Besides the MCMs, the BMPs proposed for this EWMP are all related to infiltration. The influent and effluent quality will be very similar. Load reduction occurs when water is infiltrated into the ground, preventing the constituents from moving downstream. The narrative above Table 4-23 was clarified to explain the load reductions are related to the volume captured and infiltrated. Any flows greater than the storage capacity are passed through the system at full concentration.			

Comment Number	Commenter	Location	MS4 Permit Provision	Comment	CWE Response to Original Comment	Regional Board Response	Back Check Response	RB Check 4/14/16
	Regional Board			Provide an example validation for a representative waterbody within the Rio Hondo/San Gabriel River Watershed Management Area, or in another EWMP area where the same RAA approach is used, that demonstrates that with all proposed BMPs in place, as determined from the initial analysis of the necessary volume and/or pollutant load reduction, will result in achieving the RWLs.	It is not possible to demonstrate that the RWLs at the mass emission station are met because this is only one portion of the watershed. The treatment methods involve infiltration of the constituents rather than dilution; therefore a 90% load reduction can be achieved without changing concentrations of the constituents in the water. We have provided the results of the analysis that show the required load reductions have been met (Tables 4-23 and 4-24, plus Attachment X). The Regional Board confirmed that the frequency graphics discussed above will satisfy the intent of this comment.			

TABLE 3-23

Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

3.4.2 Regional BMPs

Potential regional project sites were screened and evaluated in Section 3.2.4. The top ranked projects in both the LAR and SGR Watershed are recommended and a preliminary feasibility evaluation was performed. Concept drawings were prepared for the regional projects listed in Table 3-23, and are provided in Attachment Q. Table 3-23 identifies the jurisdiction responsible for implementation of the project, which is associated with the project location. The responsible jurisdiction does not imply financial responsibility. The table also identifies the contributing jurisdictions, which are those jurisdictions that contribute flow to the project in addition to the responsible jurisdiction. Descriptions of each of the selected projects are provided in Section 3.4.2.1.

Table 3-23 Regional Project Sites

Recommended Project Site	Rank	Responsible Jurisdiction	Contributing Jurisdiction(s)
LAR Watershed			
Recreation Park	1	Monrovia	-
Arboretum of LAC	2	Arcadia	-
Sierra Vista Park	3	Sierra Madre	-
Royal Oaks Trail (LAR)	3	Duarte/Bradbury	Monrovia and County
L. Garcia Park	5	Monrovia	-
Eisenhower Park	6	Arcadia	Monrovia and Sierra Madre
SGR Watershed			
LADWP Easement	1	Azusa	-
Encanto Park	2	Duarte	Azusa
Memorial Park (Azusa)	3	Azusa	-
Royal Oaks Trail (SGR)	3	Duarte/Bradbury	County

Along with the regional BMP project sites identified in Table 3-23, the RH/SGRWQG also prioritizes ongoing inclusion of Peck Road Park Lake Water Conservation project as a multi-use, multi-benefit, facility dedicated primarily to water conservation, but providing valuable incidental backstop services in harvesting coarse sediments and, since the lake outlet and spillway are rarely used, precluding comingling with downstream discharges; allowing those areas to more precisely focus their local MS4 discharge source control efforts. This location is considered a Water of the United States and receiving water body; therefore, it cannot be considered as a treatment site. While the USEPA developed a legacy pesticides, PCBs, and nutrients TMDL for this lake, the TMDL also asserts that nutrient loads appear compliant and that the LACDPW annually diverts an average of 8,737 acre-feet of high quality surface waters to Peck Road Park Lake for groundwater replenishment, primarily through the basin sidewalls and around the basin sediments. Continued lake maintenance, water quality management, flow regulation, and potential future remediation activities will facilitate urban runoff from the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre, along with unincorporated areas of Los Angeles County, to be blended with high quality surface waters, containing very low concentrations of legacy pollutants. Effective operation of Peck Road Park Lake would also allow the RH/SGRWQG to prioritize the implementation of regional BMPs in other areas, such as Arcadia Wash and the SGR, which would otherwise discharge additional runoff to downstream receiving waters. Furthermore, ongoing pollutant source control efforts, urban redevelopment, and green street implementation will have the opportunity to reduce potential runoff pollutant loads within the catchment to the lake, in a more cost-effective manner. Finally, from the public education standpoint, the facility is a large scale demonstrable example of what regional BMPs, LID, and green streets are intended to accomplish, in a far less visible way.

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TABLE 3-24

Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

Further discussions with the Regional Board would be required to fully evaluate this potential site for future possible regional projects.

Table 3-24 summarizes the space available, drainage area size, and storage volume associated with the recommended regional projects. Figure 3-33 illustrates the recommended project sites and their catchment areas along with the subareas used in the RAA. Descriptions of each of the selected projects are provided in Section 3.4.2.1.

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Table 3-24 Regional Project Site Volume Reduction						
Recommended Project Site	Parcel Size (acres)	Project Area ¹ (acres)	Drainage Area (acres)	Storage Volume (ac-ft)	Storage Volume (M gal)	Percent of 85 th Percentile Volume
LAR Watershed						
Recreation Park	19	0.92	106	7.43	2.42	100
Arboretum of LAC	110	3.44	207	9.32	3.04	100
Sierra Vista Park	17	N/A ²	120	7.89	2.57	100
Royal Oaks Trail (LAR)	14	4.40	661	41.75	13.60	100
L. Garcia Park	2	1.28	265	18.21	5.93	100
Eisenhower Park	5	1.29	1,425	32.14	10.47	50
SGR Watershed						
LADWP Easement	9	3.17	240	3.93	1.28	28
Encanto Park	11	1.42	190	11.51	3.75	100
Memorial Park (Azusa)	12	3.09	387	30.20	9.84	100
Royal Oaks Trail (SGR)	14	4.12	722	67.01	21.84	100

¹ Area footprint in which infiltration will occur.
² Using existing spreading ground facilities.



TABLE 3-25

Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

3.4.3.1 Green Street Implementation Summary

The implementation needs based on the subarea analysis were analyzed to determine the quantity of green streets by jurisdiction and subarea. [Table 3-25](#) identifies the lane mile needs for each jurisdiction within the RH/SGRWQG.

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Jurisdiction	Green Street Lane Miles			Percent by Agency
	LAR Watershed	SGR Watershed	Total	
Arcadia	123	0	123	28%
Azusa	0	112	112	26%
Bradbury	0	0	0	0%
Duarte	38	16	54	12%
Monrovia	68	0	68	16%
Sierra Madre	6	0	6	1%
County Unincorporated	38	35	73	17%
Total:	273	163	436	100%

[Figure 3-35](#) illustrates the lane miles needed throughout the RH/SGRWQG, compiling the information from the subarea analysis. Similar to the subarea maps, the green street recommendations are shown as bold green lines. The figure also shows the regional project catchments that are full capture, as green streets are not required in these subareas as they are fully mitigated by a regional EWMP project. Additionally, the subareas for which green streets are not selected are shown. The RH/SGRWQG plans to develop a Green Streets Master Plan document that evaluates area Capital Improvement Programs and the projected road repair and rehabilitation projects, street widening, resurfacing, and reconstruction so that green street implementation can be strategically planned and incorporated into upcoming projects. Streets that have been upgraded or rehabilitated in the last few years and selected as green streets will be scheduled for implementation towards the end of the implementation schedule.

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[Attachment T](#) contains a subarea summary table listing the lane miles provided based on subarea. A figure is also included so that subareas names can be associated spatially. Where it is impractical to implement enough BMPs within a specific subarea, other BMPs are implemented throughout the watershed to provide the estimated volume and load reductions.

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Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

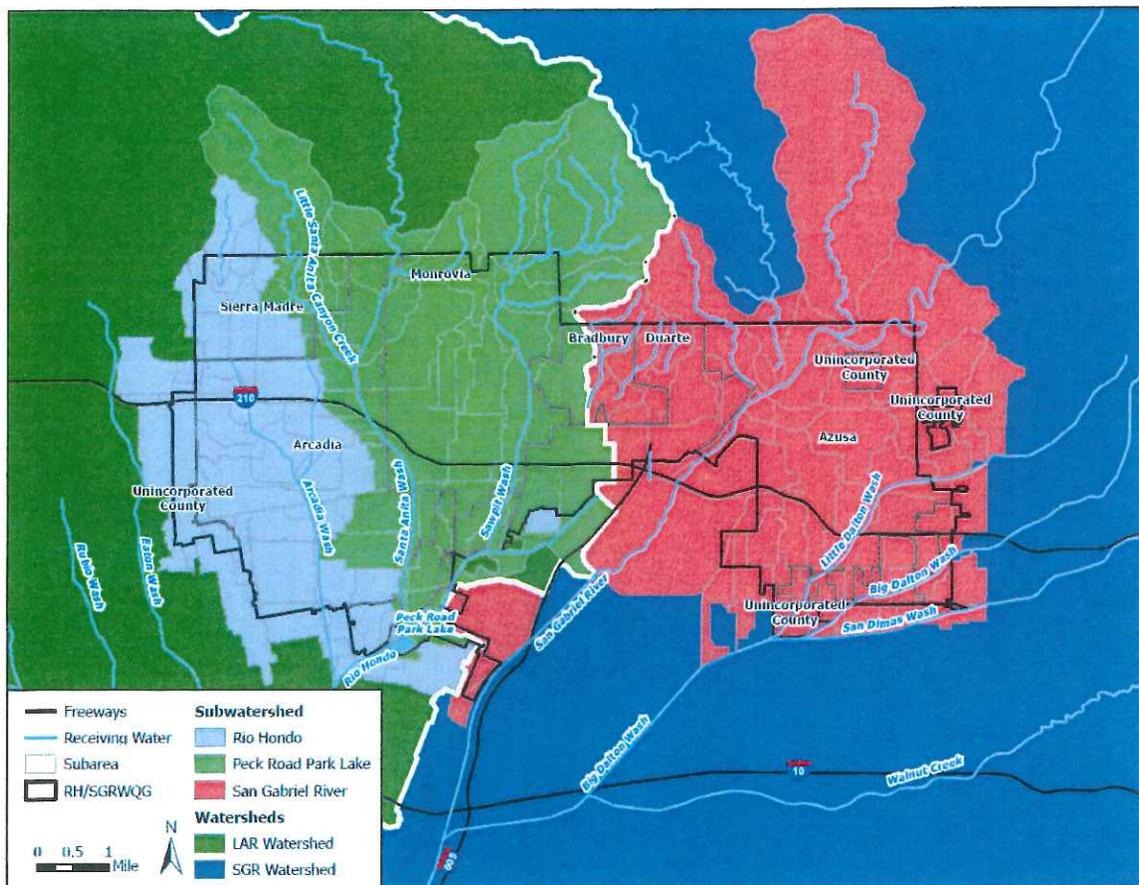
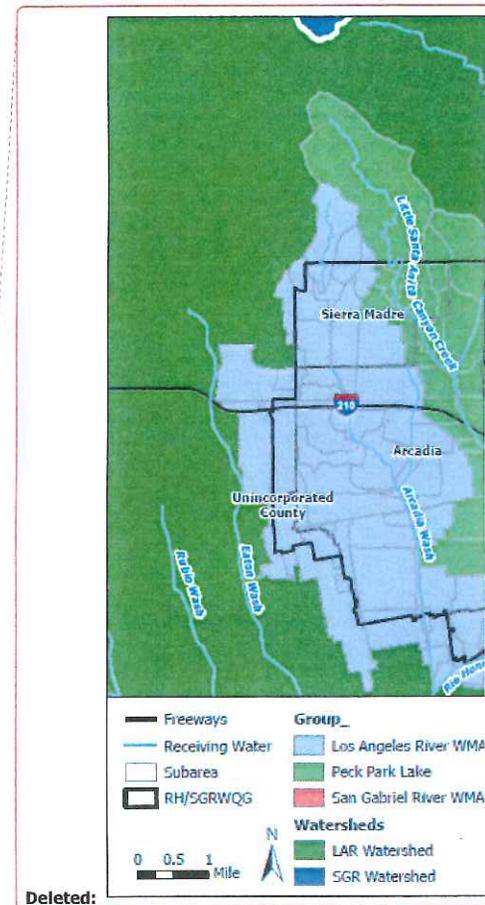


Figure 4-1 RH/SGRWQG Watershed Boundaries



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FIGURE 4-1



Rio Hondo/San Gabriel River Water Quality Group
Enhanced Watershed Management Program

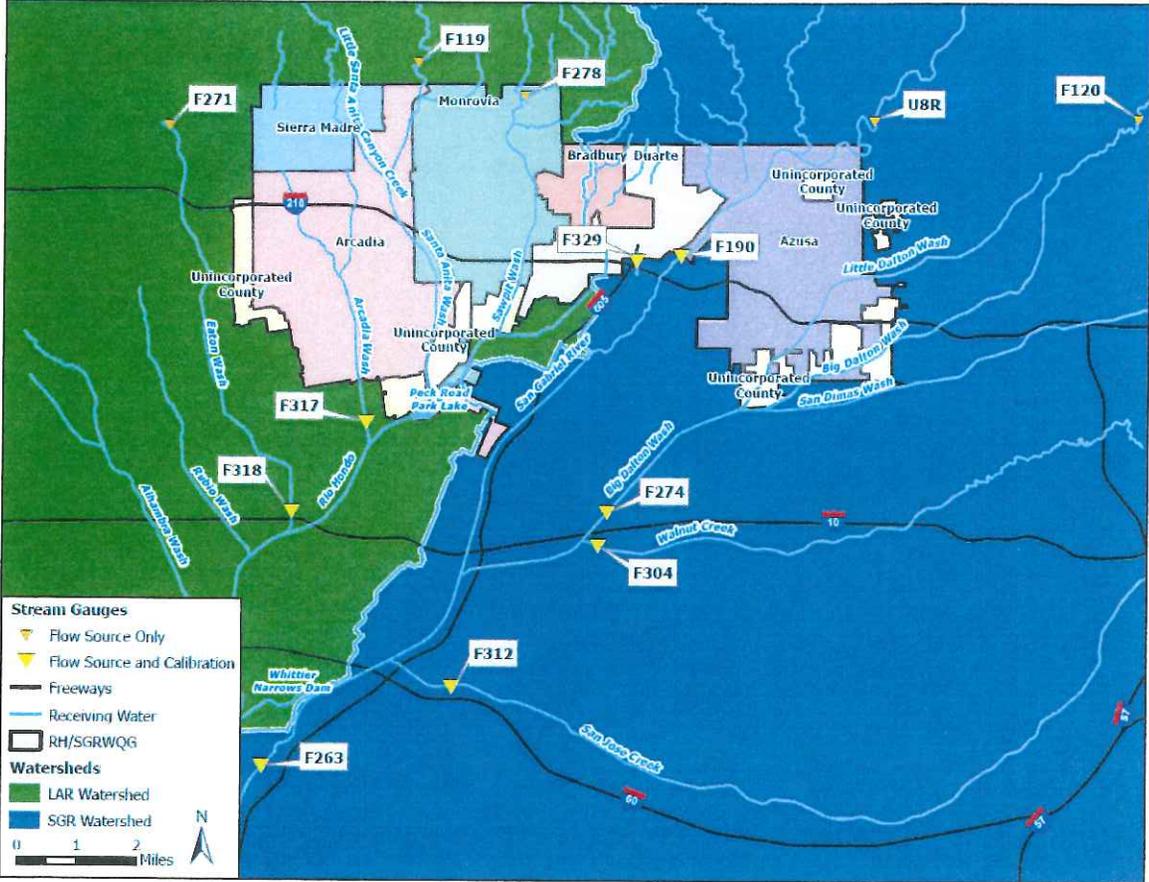


Figure 4-2 Stream Gauges and Water Quality Monitoring Site used for Calibration

FIGURE 4-2



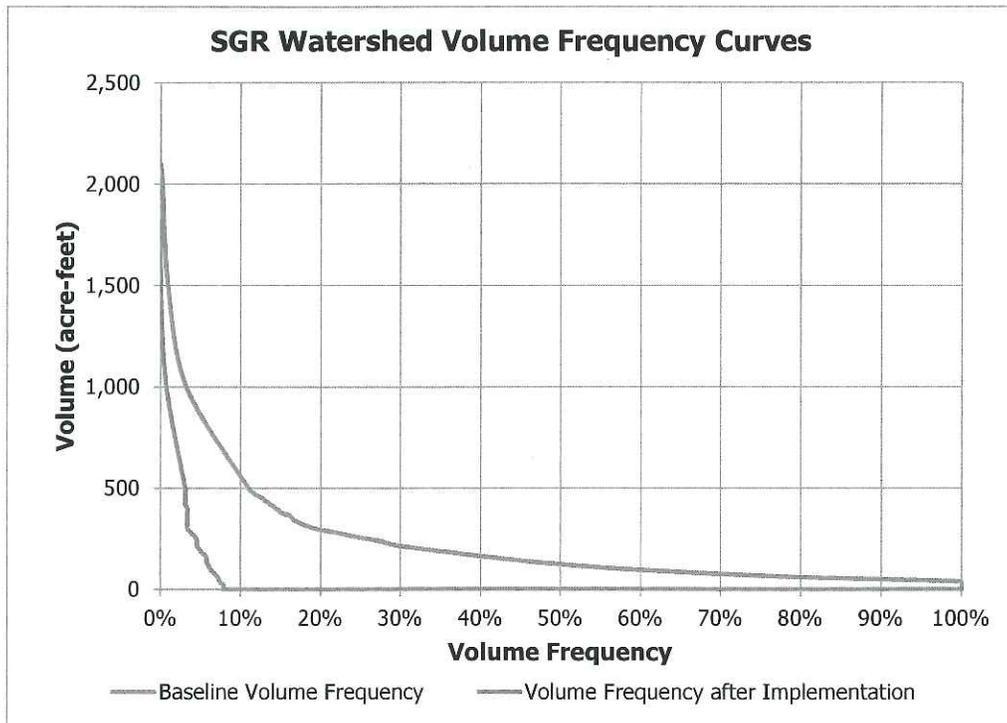


Figure 4-22 SGR Watershed Volume Frequency Curves

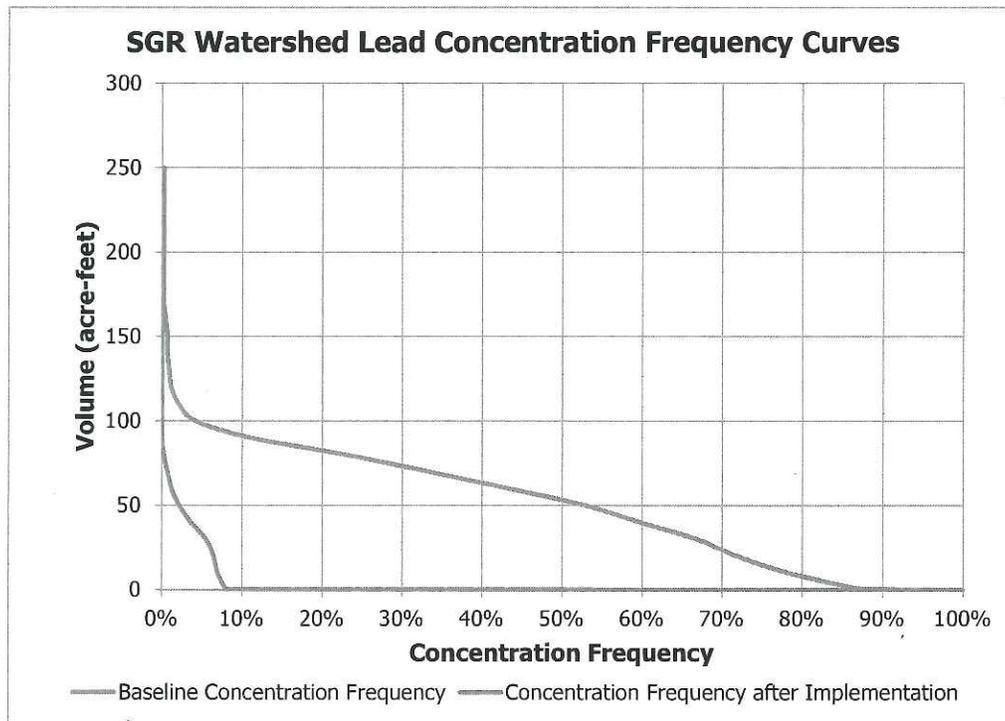


Figure 4-23 SGR Watershed Lead Concentration Frequency Curves

FIGURE
4-23 —



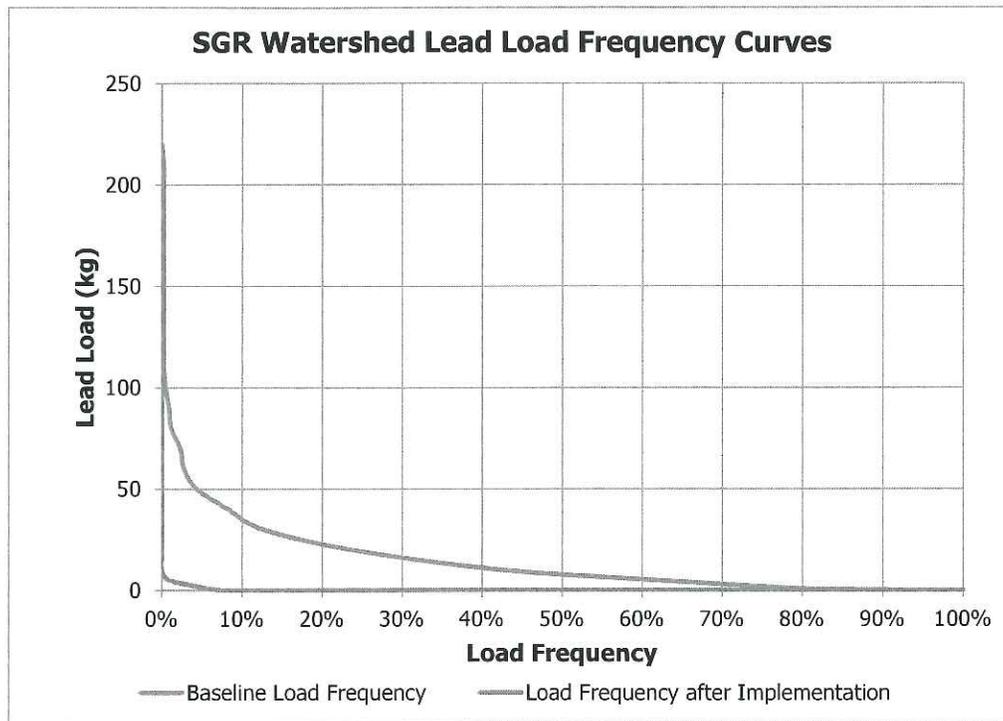


FIGURE 4-24

Figure 4-24 SGR Watershed Lead Load Frequency Curves

The average annual stormwater runoff volume based on the model was determined each year between 2002 and 2011. **Table 4-25** and **Table 4-26** summarize the average annual volume each year along with the average annual captured volume based on control measure implementation for the LAR and SGR Watersheds, respectively.

Table 4-25 Average Annual Volume Summary for the LAR Watershed							
Start	End	Year	Total Volume (acre-feet)	Captured Volume (acre-feet)			
				Regional Projects	Green Streets	LID	Total
10/1/01	9/30/02	2002	16,317	1,609	7,586	6,242	15,437
10/1/02	9/30/03	2003	13,463	1,395	6,640	4,548	12,583
10/1/03	9/30/04	2004	7,953	888	3,891	3,174	7,953
10/1/04	9/30/05	2005	49,158	5,949	21,551	9,533	37,033
10/1/05	9/30/06	2006	12,456	1,290	6,069	5,097	12,456
10/1/06	9/30/07	2007	3,641	331	1,639	1,671	3,641
10/1/07	9/30/08	2008	13,702	1,459	7,877	4,061	13,397
10/1/08	9/30/09	2009	7,209	670	3,988	2,551	7,209
10/1/09	9/30/10	2010	13,726	1,435	7,614	4,677	13,726
10/1/10	9/30/11	2011	21,989	2,341	9,499	6,309	18,149
Average:			15,961	1,737	7,635	4,786	14,158

SECTION 5 **5. Proposed Control Measure Implementation Schedule**

Control measures were modeled in the RAA so that compliance was demonstrated at each of the milestones. As previously discussed, milestone dates are defined by the applicable TMDLs, otherwise established as part of this EWMP. The applicable milestone dates are summarized in **Table 1-6** and **Table 2-10**. Zinc is the priority pollutant for the LAR Watershed side of the RH/SGRWQG, while lead is the priority pollutant for the SGR Watershed side. Based on the priority pollutants, the milestone dates are related to the Los Angeles River Metals TMDL and San Gabriel River Metals and Impaired Tributaries Metals and Selenium TMDL. This section outlines the proposed control measure implementation schedule related to the proposed non-structural BMPs, regional projects, and distributed BMPs (green streets) discussed in **Section 3.4**. The actual schedule will depend on the amount and types of funding the group is able to secure.

5.1 Non-Structural BMPs

As discussed in **Section 3.4.1**, non-structural BMPs and the LID programs that will be implemented and were evaluated in the RAA include enhanced MCMs, other non-structural BMPs such as the various senate bills that have been approved, and the new and re-development LID program. These control measures will be ongoing throughout the simulation period. The load reductions associated with implementing enhanced MCMs will be evenly distributed over time. The new and re-development program will be implemented throughout the simulation period at the rates described in **Table 3-20**.

5.2 Regional Projects

The regional projects modeled for the LAR Watershed portion of the RH/SGRWQG RAA are scheduled to be addressed prior to the 2024 interim metals TMDL milestone (50 percent). It is proposed that the SGR Watershed will address two regional projects prior to the 2020 interim metals TMDL milestone (35 percent) and the other two projects before the 2023 interim metals TMDL milestone (65 percent). **Table 5-1** summarizes the anticipated project timeline including the design, environmental permitting, bid, and construction phases for the regional projects in the LAR and SGR Watersheds. Operation and maintenance (O&M) of each of the projects will begin following construction.



Table 5-1 Proposed Regional Project Timeline							
Regional Project	Design (years)	Environmental Permitting ¹ (years)	Bid (months)	Construction (years)	Low Range Total Time (years)	High Range Total Time (years)	Completion Year
LAR Watershed							
Recreation Park	1	1	6	1.50	3.00	4.00	2020
Arboretum of LAC	1	1	6	2.25	3.75	4.75	2021
Sierra Vista Park	1	1	6	0.75	2.25	3.25	2020
Royal Oaks Trail (LAR)	2	1	6	5.00	7.50	8.50	2023
L. Garcia Park	2	1	6	3.25	5.75	6.75	2024
Eisenhower Park	2	1	6	5.00	7.50	8.50	2024
SGR Watershed							
LADWP Easement	1	1	6	1.00	2.50	3.50	2020
Encanto Park	1	1	6	2.25	3.75	4.75	2020
Memorial Park (Azusa)	2	1	6	5.00	7.50	8.50	2023
Royal Oaks Trail (SGR)	2	1	6	5.00	7.50	8.50	2023

¹ Environmental permitting may be done before or concurrent with the design phase.



Additionally, each of the projects will need to be replaced after the end of the expected life cycle. Underground storage systems that utilize Steel Reinforced Polyethylene (SRPE) cisterns will need to be replaced approximately every 30 years, while concrete or aboveground systems can wait approximately 50 years. To minimize the financial burden, the reconstruction dates can be staggered for regional projects. The current schedule and costs do not include the replacement of regional projects.

5.3 Distributed BMPs (Green Streets)

The distribution of proposed green streets implementation is based on the volume/load reductions that are not satisfied by other control measures at each of the TMDL compliance deadlines. Additionally, the green streets were distributed over the years so the cost can be distributed. Like with the regional projects, the green streets will need to be replaced at the end of their expected life, approximately every 30 years. The street replacements can be spread over more time than the initial implementation because they are not constrained with compliance deadlines. The current schedule and costs presented do not include the replacement of green streets. **Figure 5-1** and **Table 5-2** summarize the green street implementation timeline needed to demonstrate compliance.

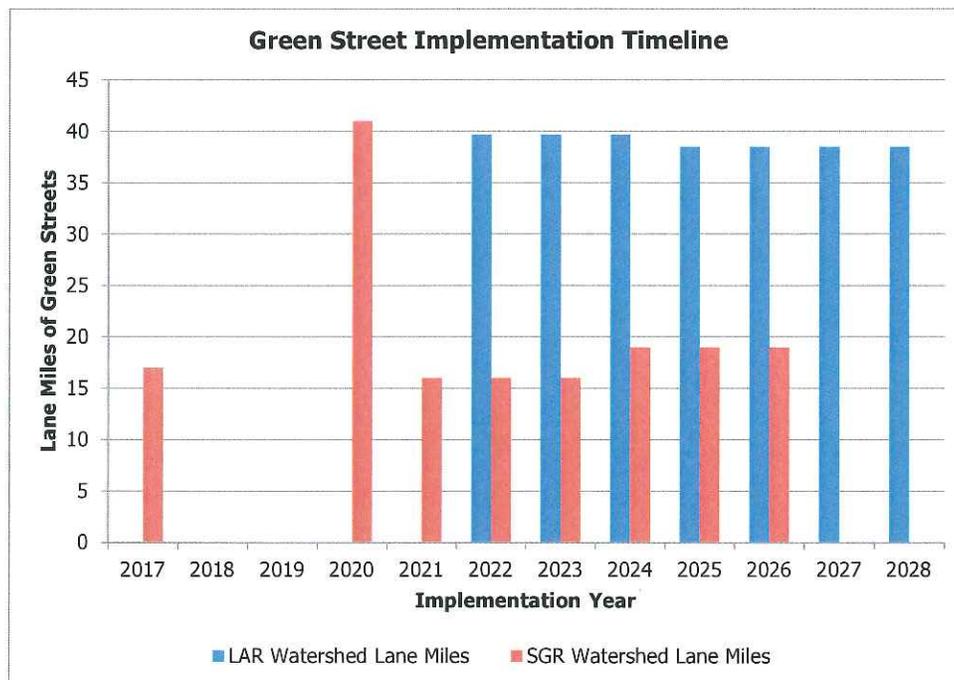


Figure 5-1 Green Street Implementation Timeline

TABLE 5-2

Table 5-2 Proposed Green Street Implementation Timeline		
Implementation Year	Lane Miles of Green Streets	
	LAR Watershed	SGR Watershed
2017	-	17.0
2018	-	-
2019	-	-
2020	-	41.0
2021	-	16.0
2022	39.6	16.0
2023	39.7	16.0
2024	39.7	19.0
2025	38.5	19.0
2026	38.5	19.0
2027	38.5	-
2028	38.5	-
Total:	273.0	163.0

5.4 Schedule Summary

Figure 5-2 demonstrates that the control measures and associated implementation schedule proposed in this EWMP will address TMDL milestones. The figure shows the required load reduction will be met for the limiting pollutant in both the LAR and SGR Watersheds. Quantification of the anticipated load reductions are presented in Table 4-23 and Table 4-24 for the LAR and SGR Watersheds, respectively.

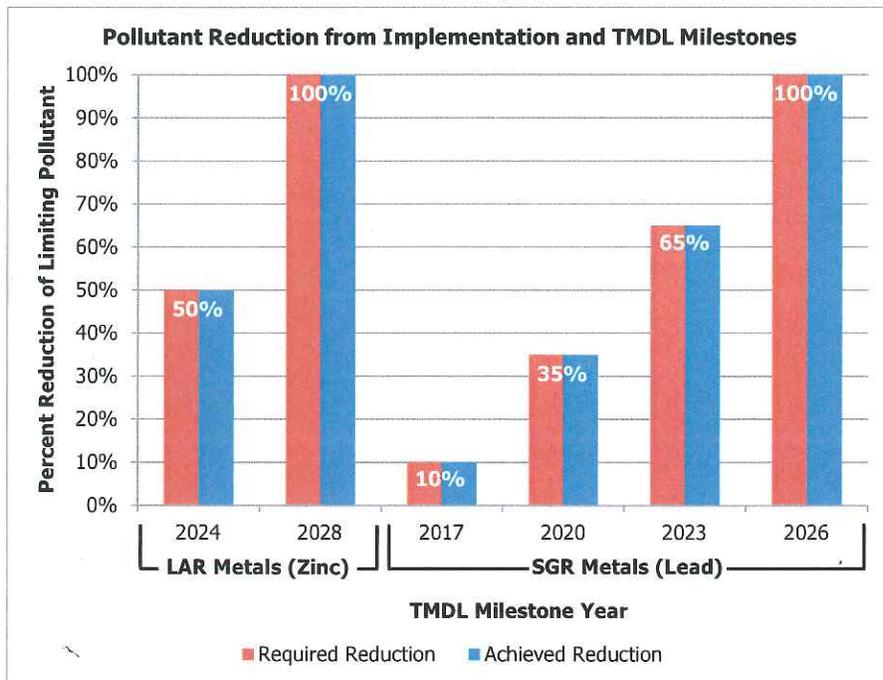


FIGURE 5-2 Figure 5-2 Pollutant Load Reduction from Implementation and TMDL Milestones





City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

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

REVIEWED BY: Leticia Cardoso, Planning Manager

DATE: July 12, 2106

SUBJECT: DISCUSSION REGARDING VACANT PROPERTY MAINTENANCE STANDARDS

SUMMARY

Concerns have been expressed by residents that there is a prevalence of vacant residential properties in the City that have been purchased by investors. The issue is when such properties remain vacant for extensive periods of time as to become unsightly or in such condition of deterioration or disrepair that the property could potentially cause depreciation of property values of surrounding homes.

Based on complaints from residents, staff identified seven known vacant properties in the City and opened code enforcement cases for each. With the exception of four properties pending code enforcement action or pending plan check approval, property owners have been responsive to code enforcement requests to abate overgrown vegetation, accumulation of debris, and to secure the property from vandalism. Staff will continue to monitor and enforce existing and new cases as they arise.

In response to City Council's request, staff is providing this report highlighting the City's code enforcement procedures as stipulated in Title 8 in the Health and Safety Code to inform a discussion regarding the potential establishment of a vacant property registration program.

ANALYSIS

Vacant Property Registration Program

Vacant property nuisances are not widespread throughout Sierra Madre communities. Out of a total of 3,877 single family homes in the City, only seven have been brought to the attention of staff. These seven properties represent a fraction of one percent of the total housing units in the City.

At the February 18, 2016 meeting, the Planning Commission discussed the option to establish more stringent code provisions requiring vacant property to be registered with the City. The Commission discussed the creation of a registration program as a mechanism to protect residential neighborhoods and commercial areas from becoming blighted through the lack of adequate maintenance and/or security of vacant properties. The Commission reviewed the model used by the City of Norwalk, California attached herein as **Exhibit B**.

The Planning Commission discussed the establishment of a new ordinance to require property owners to register a property with the City in the event the property will not be occupied or rented. One option is to require the property owner to notify the city within 90 days of acquiring the property that it will not be occupied. The wait period is to allow adequate time for recordation of the property at the Los Angeles County Registrar Recorder's Office. Staff will also need to establish an appropriate fee to account for the cost to enforce the ordinance. After discussing this matter, the Planning Commission did not take any action to establish a vacant property registration program.

Code Enforcement Procedures

Over the years, the City has taken a reactive approach to code enforcement, primarily due to limited enforcement staffing, only responding to complaints brought to the attention of staff. While this practice is continued, code enforcement activity is significantly increasing, placing an additional burden on staff resources. Code enforcement was staffed with one part-time position, which offered challenges in responding to new cases and follow-up on existing enforcement actions (the recruitment is currently being conducted for a full-time Code Enforcement Officer). Nevertheless, staff is offering a high-level of response time to reported complaints. Compliance by property owners is often not so forthcoming and requires multiple site visits, courtesy notices, and issuance of citations. This information is entered into a detailed code enforcement log for each case which has multiple entries for site visits and courtesy notices issued for non-compliance.

Title 8 – Health and Safety Code

Property maintenance is addressed in the Sierra Madre Municipal Code under Title 8 –

Health and Safety Code. Applicable sections of Title 8 specific to property maintenance of residential structures are included in **Exhibit A**. Staff finds that the provisions contained in Chapter 8.16.10 adequately capture the variety of possible violations. Provided below are the specific sections of the code that address residential property maintenance related to occupied and vacant properties.

8.08.10 - Control of Weeds

It is unlawful to allow vegetation, or trash if same is a menace to life, health, safety or is liable to promote the spread of fire, as determined by the building inspector, code enforcement officer, or fire marshal.

8.08.20 – Abatement of noxious weeds.

The city has availed itself of the procedures set forth in Sections 39501 and 39502, et seq., of the Government Code relating to the abatement of weeds.

8.12.130 - Unlawful accumulation.

No person shall cause or permit the following:

- A. The collection or accumulation of garbage, unless placed in a receptacle as provided in this chapter for disposal thereof by a contractor or for disposal thereof through automatic disposal units as provided for in this chapter or by some other means approved by the city manager;
- B. The collection of combustible rubbish to accumulate at any place or premises under a person's charge or control for a period in excess of one calendar week, excluding combustible rubbish of salvageable value;
- C. The collection of refuse, other than combustible rubbish, to accumulate at any place or premises under a person's charge or control for a period in excess of one calendar month;
- D. The burning of garbage.

8.16.010 - Property maintenance—Nuisances (applicable references).

- S. Property maintained in such condition as to become so defective, unsightly or in such condition of deterioration or disrepair that the same causes depreciable diminution of the property values of surrounding properties or is materially detrimental to proximal properties and improvements;
- T. Maintenance of premises so out of harmony or conformity with the maintenance standards of adjacent properties as to cause substantial diminution of the enjoyment, use or property values of such adjacent properties;

- U. Property maintained (in relation to others) so as to establish a prevalence of depreciated values, impaired investments and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts from such particular area are inadequate for the cost of public services rendered therein;

8.04.020 – Violation-Penalty

Violation of any provision of the health code shall be deemed a misdemeanor, and shall be punishable by a fine of no more than one thousand dollars, or by imprisonment in the city or county jail for not more than six months, or both. Each day during any portion of which any violation of any provision of the health code is committed or permitted, shall be deemed to be a separate offense.

Abatement Proceedings

Abatement proceedings are under the purview of the Planning Commission. Pursuant to Code Section 8.16.030 – Nuisance declaration:

“Whenever the Planning Commission finds, based upon recommendation therefor by the city administrator, that any premises within the city may be maintained contrary to one or more of the provisions of Section 8.16.010, then the Planning Commission shall by resolution declare its intent to conduct a public hearing to ascertain whether the noted violations constitutes a public nuisance, the abatement of which is appropriate under the police power of the city...”

8.16.040 – Abatement Hearing.

“Within 30-days after the passage of the resolution by the Planning Commission, the secretary of the Planning Commission shall cause to be posted on the premises, a certified copy of the resolution, and a public hearing notice...”

8.16.070 – Notice—Hearing.

Upon conclusion of the hearing, the Planning Commission will determine if any condition of the property constitutes a public nuisance. The Planning Commission by resolution may declare such premises to be a public nuisance and order the abatement of the violations within thirty days, by having such premises, buildings, or structures, rehabilitated, repaired, or demolished in the manner and means set forth in the resolution. The decision of the Planning Commission shall be final in the absence of an appeal to the City Council.

If the nuisance is not completely abated within a 30-day period, then the Planning Commission or the City Council if the matter was appealed may direct

the city administrator to cause the property to be abated by city forces or private contract. An assessment against the property in the form of a lien for the amount of such abatement shall be turned over to the tax collector to add the amounts of the respective assessments to the next regular tax bills levied against the property. The amount shall be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure under foreclosure and sale in case of delinquency.

Administration Citations

The Sierra Madre Municipal Code Section 1.18.080 provides for the issuance of administrative citations for Municipal (SMMC) or other Code violations. There are three levels of citations that can be issued progressively for a violation. The fines are \$100 for the first violation, \$200 for the second violation, and \$500 for the third and subsequent citations for violation of the same codes(s) within one year. SMMC 1.18.080 B also provides for the recovery of Late Payment Penalties and all administrative costs associated with bringing a property into compliance. These fines are cumulative; citations may be issued each day the violation exists.

The failure of any person to pay the fines assessed by an administrative citation within the time specified on the citation may result in the City referring the fine to a private collection agency, filing a claim with the small claims court, attaching the fine as a special assessment against the property on which the violation occurred, or any other legal means necessary to collect the fine(s).

FINANCIAL REVIEW

There is no financial impact related to the discussion item. Staff time was incurred in the preparation of the report.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. Direct staff to work with the Planning Commission to develop a vacant and property registration program.

2. City Council can take no action.
3. Any other alternatives the City Council desires.

STAFF RECOMMENDATION

Direct staff to work with the Planning Commission to develop a vacant property registration program.

Attachments (2):

Exhibit A: Health and Safety Code Provisions Title 8, Section 8.16.01

Exhibit B: Vacant and Abandoned Property Registration Program Requirements

TITLE 8 – HEALTH AND SAFETY CODE (Applicable Sections)

8.08.010 - Control of Weeds

It is unlawful to allow vegetation, or trash if same is a menace to life, health, safety or is liable to promote the spread of fire, as determined by the building inspector, code enforcement officer, or fire marshal.

8.08.020 – Abatement of noxious weeds.

The city has availed itself of the procedures set forth in Sections 39501 and 39502, et seq., of the Government Code relating to the abatement of weeds.

8.12.130 - Unlawful accumulation.

No person shall cause or permit the following:

- A. The collection or accumulation of garbage, unless placed in a receptacle as provided in this chapter for disposal thereof by a contractor or for disposal thereof through automatic disposal units as provided for in this chapter or by some other means approved by the city manager;
- B. The collection of combustible rubbish to accumulate at any place or premises under a person's charge or control for a period in excess of one calendar week, excluding combustible rubbish of salvageable value;
- C. The collection of refuse, other than combustible rubbish, to accumulate at any place or premises under a person's charge or control for a period in excess of one calendar month;
- D. The burning of garbage.

The city has availed itself of the procedures set forth in Section 39501 and 39502, et seq., of the Government Code relating to the abatement of weeds.

Chapter 8.16 - SITE NUISANCES

Sections:

8.16.010 - Property maintenance—Nuisances.

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 manner that any of the following conditions are found to exist thereon:

- A. Buildings or structures which are structurally unsafe or which are not provided with adequate egress or which constitute a fire hazard; or which are otherwise dangerous to human life; or which in relation to existing use constitute a hazard to safety or health or public welfare by reason of inadequate maintenance, dilapidation or abandonment;
- B. Buildings or structures maintained in violation of the Uniform Building Code of the city;

- C. Land, the topography, geology or configuration of which, whether in natural state or as a result of grading operations, causes erosion, subsidence or surface water run-off problems of such magnitude as to be injurious or potentially injurious to the public health, safety and welfare or to adjacent properties;
- D. Premises maintained so as to constitute a fire hazard by reason of woods, rank overgrowth or accumulation of debris;
- E. Buildings which are abandoned, boarded up, partially destroyed or left unreasonably in a state of partial construction;
- F. Unpainted buildings likely to cause dry rot, warping and termite infestation;
- G. Broken windows constituting hazardous conditions and inviting trespassers and malicious mischief;
- H. Overgrown vegetation:
 - 1. Likely to harbor rats, vermin and other nuisances; or
 - 2. Causing detriment to neighboring properties or property values;
- I. Dead trees, weeds and debris:
 - 1. Constituting unsightly appearance; or
 - 2. Dangerous to public safety and welfare; or
 - 3. Detrimental to nearby property or property values.
- J. Trailers, campers, boats and other mobile equipment stored for unreasonable periods in yard areas open to view from the street which causes depreciation of nearby property value;
- K. Inoperable or abandoned motor vehicles stored for unreasonable periods in front and side yard areas which cause depreciation of nearby property values;
- L. Attractive nuisances dangerous to children in the form of:
 - 1. Abandoned and broken equipment,
 - 2. Hazardous pools, ponds and excavations, and
 - 3. Neglected machinery;
- M. Broken or discarded furniture and household equipment in front yard areas for unreasonable periods;
- N. Clothes lines in front yard areas;
- O. Garbage cans stored in front or sideyards and visible from public streets;
- P. Packing boxes and other debris stored in yards and visible from public streets for unreasonable periods;
- Q. Neglect of premises:
 - 1. To spite neighbors, or
 - 2. To influence zone changes,
 - 3. To cause detrimental effect upon nearby property or property values;
- 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 a public nuisance as defined by Civil Code 3480;
- S. Property maintained in such condition as to become so defective, unsightly or in such condition of deterioration or disrepair that the same causes depreciable diminution of the property values of surrounding properties or is materially detrimental to proximal properties and improvements;

- T. Maintenance of premises so out of harmony or conformity with the maintenance standards of adjacent properties as to cause substantial diminution of the enjoyment, use or property values of such adjacent properties;
- U. Property maintained (in relation to others) so as to establish a prevalence of depreciated values, impaired investments and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts from such particular area are inadequate for the cost of public services rendered therein;
- V. Any building or structure which has any or all of the following conditions or defects:
 1. Whenever any door, aisle, passageway, stairway or other means of exit is not of sufficient width or size, or it is not so arranged as to provide safe and adequate means of exit, in case of fire or panic, for all persons housed or assembled therein who would be required to, or might use such door, aisle, passageway, stairway or other means of exit,
 2. Whenever the stress in any materials, member or portions thereof, due to all dead and live loads, is more than one and one-half times the working stress or stresses allowed in the Uniform Building Code,
 3. Whenever any portion thereof has been damaged by earthquake, wind, flood or by any other cause, in such a manner that the structural strength or stability thereof is appreciably less than it was before such catastrophe and is less than the minimum requirements of this code for a new building or similar structure, purpose or location,
 4. Whenever any portion or member or appurtenances thereof is likely to fail, or to become detached or dislodged, or to collapse and thereby injure persons or damage property,
 5. Whenever any portion of a building, or any member, appurtenance or ornamentation on the exterior thereof is not of sufficient strength or stability, or is not so anchored, attached or fastened in place so as to be capable of resisting a wind pressure of one and one-half that specified in the Uniform Building Code without exceeding the working stresses permitted in the Uniform Building Code,
 6. Whenever any portion thereof has settled to such an extent that walls or other structural portions have materially less resistance to winds or earthquake than is required in the case of new construction,
 7. Whenever the building or structure, or any portion thereof, because of dilapidation, deterioration, decay, faulty construction, or because of the removal or movement of some portion of the ground necessary for the purpose of supporting such building or portion thereof, or some other cause, is likely to partially or completely collapse, or some portion of the foundation or underpinning is likely to fall or give way,
 8. Whenever, for any reason whatsoever, the building or structure, or any portion thereof, is manifestly unsafe for the purpose for which it is used,
 9. Whenever the exterior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity does not fall inside the middle one-third of the base,

10. Whenever the building or structure, exclusive of the foundation shows thirty-three percent or more of damage or deterioration to the member or members, or fifty percent of damage or deterioration of a nonsupporting enclosing or outside wall or covering,
11. Whenever the building or structure has been so damaged by fire, wind, earthquake or flood, or has become so dilapidated or deteriorated as to become an attractive nuisance to children who might play therein to their danger, or as to afford a harbor for vagrants, criminal or immoral persons, or as to enable person to resort thereto for the purpose of committing nuisance or unlawful or immoral acts,
12. Any building or structure which has been constructed or which now exists or is maintained in violation of any specific requirement or prohibition, applicable to such building or structure of the building regulations of this city, as set forth in the Uniform Building Code or Uniform Housing Code, or of any law or ordinance of this state or city relating to the condition, location or structure of buildings,
13. Any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, has in any nonsupporting part, member or portion, less than fifty percent, or in any supporting member less than sixty-six percent of the strength, fire-resisting qualities or characteristics required by law or ordinance in the case of like area, height or occupancy in the same location,
14. Whenever a building or structure, used or intended to be used for dwelling purposes, because of dilapidation, decay, damage or faulty construction or arrangement, or otherwise, is unsanitary or unfit for human habitation or is in a condition that is likely to cause sickness or disease when so determined by the health officer, or is likely to work injury to the health, safety or general welfare of those living within,
15. Whenever the building or structure, used or intended to be used for dwelling purposes, has light, air, and sanitation facilities inadequate to protect the health, safety or general welfare of persons living within,
16. Whenever any building or structure, by reason of obsolescence, dilapidated condition, deterioration, damage, electrical wiring, gas connections, heating apparatus, or other cause, is in such condition as to be a fire hazard and is so situated as to endanger life or other buildings or property in the vicinity or provide a ready fuel supply to augment that spread and intensity of fire arising from any cause.

(Prior code § 5250)

8.16.020 - Abatement—Repair, rehabilitation, removal.

All or any part of premises found, as provided in this chapter, to constitute a public nuisance shall be abated by rehabilitation, demolition or repair pursuant to the procedures set forth in this chapter. The procedures set forth in this chapter shall not in

any manner, however, limit or restrict the city from enforcing city ordinances or abating such public nuisances in any other manner provided by law.
(Prior code § 5251)

8.16.030 - Nuisance declaration.

Whenever the planning commission finds, based upon recommendation therefor by the city administrator, that any premises within the city may be maintained contrary to one or more of the provisions of Section 8.16.010, then the planning commission shall by resolution declare its intent to conduct a public hearing to ascertain whether the same constitutes a public nuisance, the abatement of which is appropriate under the police power of the city. The resolution shall describe the premises involved by street address, referring to the street by the name under which it is officially or commonly known, shall further describe the property by giving the lot and block number thereof, shall give a brief description of the conditions contrary to the provisions of Section 8.16.040 and a brief statement of the methods of abatement thereof.
(Prior code § 5252)

8.16.040 - Abatement hearing.

Within thirty days after the passage of the resolution by the planning commission, the secretary of the planning commission shall cause to be posted on the premises, a certified copy of such resolution, and a notice of the time and place of hearing before the planning commission, which notice shall be title: "NOTICE OF HEARING" in letters not less than one inch in height and shall be substantially in the following form:

**NOTICE OF HEARING
TO DETERMINE EXISTENCE OF
PUBLIC NUISANCE AND TO ABATE
IN WHOLE OR IN PART**

Notice is hereby given that on the; #rule; day of; daterule; the Planning Commission of the City passed a resolution declaring its intent to ascertain whether certain premises situated in the City of Sierra Madre, State of California, known and designated as _____ in said City, and more particularly described as Lot. No.;#rule; Tract No.;#rule;, constitute a public nuisance and are subject to abatement by the rehabilitation of such subject to abatement by the rehabilitation of such premises or by the repair or demolition of buildings or structures situated thereon. If said premises, in whole or part, are found to constitute a public nuisance as defined to constitute a public nuisance as defined by Section 8.16.010 of this Code and if the same are not promptly abated by the owner, such nuisances may be abated by municipal authorities, in which case the cost of such rehabilitation, repair or demolition will be assessed upon such premises and such cost will constitute a lien upon such land until paid. (Reference is hereby made to Resolution No.;#rule; on file with the Secretary of the Planning Commission for further particulars.)

Said alleged violation consist of the following:

The methods of abatement available are:

All persons having any objection to, or interest in said matters are hereby notified to attend a meeting of the Planning Commission of the City to be held on the ;#rule; day of ;daterule; at the hour of _____ when their testimony and evidence will be heard and given due consideration.

Dated: This ; #rule; day of; daterule;, 19_____.

Secretary of the Planning Commission

(Prior code § 5253)

8.16050 - Notice—Service—Posting.

A.

The city clerk shall cause to be served upon the owner of each of the affected premises, one copy of the notice and a certified copy of the resolution of the planning commission, in accordance with the provisions of Section 8.16.060.

B.

The notice and resolutions shall be posted and served, as aforesaid, at least ten days before the time fixed for such hearing; proof of posting and service of such notices and resolution shall be made by affidavit filed with the planning commission.

(Ord. 1084 § 1 (part), 1992: prior code § 5254)

8.16.060 - Notice—Form of service.

A.

Service of the notice and resolution shall be by personal service upon the owner of the affected premises as such owner's name and address appears on the last equalized assessment roll if he is found within the city limits; or if he is not found within the city limits, by depositing a copy of the notice and resolution in the U.S. Postal Service enclosed in a sealed envelope and with the postage thereon fully prepaid. The mail shall be registered or certified and addressed to the owner at the last known address of the owner, and if there is no known address, then in care of the property address.

B.

The service is complete at the time of such deposit. "Owner" as used in this chapter means any person in possession and also any person having or claiming to have any legal or equitable interest in the premises, as disclosed by a title search from any accredited title company. The failure of any person to receive such notice shall not affect the validity of any proceedings under this chapter.

(Prior code § 5255)

8.16.070 - Notice—Hearing.

- A. At the time stated in the notices, the planning commission shall hear and consider all relevant evidence, objections or protests and shall receive testimony from owners, witnesses, city personnel and interested persons relative to such alleged public nuisance and to proposed rehabilitation, repair or demolition of such premises. Such hearing may be continued from time to time.
- B. Upon the conclusion of the hearing, the planning commission shall, based upon such hearing, determine whether the premises, or any part hereof, as maintained constitutes a public nuisance as defined in this chapter. If the planning commission finds that such public nuisance does exist and that there is sufficient cause to rehabilitate, demolish or repair the same, the planning commission may by resolution declare such premises to be a public nuisance and order the abatement of the same within thirty days, by having such premises, buildings or structures, rehabilitated, repaired or demolished in the manner and means specifically set forth in the resolution. The decision of the planning commission shall be final in the absence of an appeal therefrom to the city council as provided in this chapter.

(Ord. 1084 § 1 (part), 1992: prior code § 5256)

8.16.080 - Resolution to abate.

A copy of the resolution of the planning commission ordering the abatement of the nuisance shall be served upon the owners of the property in accordance with the provisions of Section 8.16.060, and shall contain a detailed list of needed corrections and abatement methods. Any property owner shall have the right to have any such premises rehabilitated or to have such buildings or structures demolished or repaired in accordance with the resolution and at his own expenses provided the same is done prior to the expiration of the thirty-day abatement period. Upon such abatement in full by the owner, then proceedings under this chapter shall terminate.

(Ord. 1084 § 1 (part), 1992: prior code § 5257)

8.16.090 - City action—Appeal.

- A. Appeal. Any person entitled to service under Section 8.16.060 may appeal from the decision of the planning commission by filing at the office of the city clerk within seven days from the date of service of such decision, a written, dated appeal, containing:
 - 1. A headline in the words: "Before the City Council";
 - 2. A caption reading: "Appeal of _____," giving the names of all appellants participating in the appeal;
 - 3. A brief statement setting forth the legal interest of each of the appellants in the building or the land involved in the notice and order;
 - 4. A statement in ordinary and concise language of the specific order or action protested, together with any material facts supporting the contentions of the appellant.

- B. Hearing. As soon as practicable after receiving the written appeal, the city clerk shall set a date for hearing of the appeal by the city council, which date shall be not less than ten days nor more than forty-five days from the date the appeal was filed. Written notice of the time and place of the hearing shall be given, at least ten days prior to the date of the hearing, to each appellant by the city clerk either by causing a copy of such notice to be delivered to the appellant personally or by mailing a copy thereof, postage prepaid, addressed to the appellant at his address shown on the appeal. Continuances of the hearing may be granted by the city council on motion of either party for good cause shown, or on the city council's own motion.
- C. Decision. Upon the conclusion of the hearing on such appeal, the city council shall by resolution either:
1. Terminate the proceedings;
 2. Confirm the action and decision of the planning commission; or
 3. Modify such decision based upon evidence adduced at the hearing.
- In the cases of alternatives 2 or 3 of this subsection, the resolution shall declare such premises to be a public nuisance and order the abatement of the same within thirty days or such other period of time as may be fixed by order of the council by having such premises, buildings or structures rehabilitated, repaired or demolished in the manner and means specifically set forth in the resolution.
- (Ord. 1084 § 1 (part), 1992; prior code § 5258)

8.16.100 - City abatement.

If such nuisance is not completely abated by the owner as directed within the thirty-day period, then the planning commission or the city council if the matter was appealed may direct the city administrator to cause the same to be abated by city forces or private contract and the city administrator is expressly authorized to enter upon the premises for such purpose.

(Ord. 1084 § 1 (part), 1992; prior code § 5259)

8.16.110 - Abatement cost.

The city engineer shall keep an account of the cost (including incidental expenses) of abating such nuisance on each separate lot, or parcel or land where the work is done and shall render an itemized report in writing to the body ordering the abatement, as specified in Section 8.16.100, showing the cost of abatement and the rehabilitating, demolishing or repairing of the premises, building or structures, including any salvage value relating thereto; provided, that before the report is submitted to the directing body as specified in Section 8.16.100, showing the cost of abatement and the rehabilitating, demolishing or repairing of the premises, buildings or structures, including any salvage value relating thereto; provided, that before the report is submitted to the directing body as specified in Section 8.16.100, a copy of the same shall be posted for at least five days upon such premises, together with a notice of the time when the report shall be heard by the planning commission or city council for confirmation; a copy of such report,

in accordance with the provisions of Section 8.16.060, at least five days prior to submitting the same to the planning commission or city council; proof of the posting and service shall be made by affidavit filed with the city clerk. The term "incidental expenses" includes, but not be limited to, the actual expenses and costs of the city in the preparation of notices, specifications and contracts, and in inspecting the work, and the costs of printing and mailing required under this chapter.

(Prior code § 5260)

8.16.120 - Report—Hearing and proceedings.

At the time and place fixed for receiving and considering the report, the directing body as specified in Section 8.16.100 shall hear and pass upon the report of the city engineer together with any objections or protests. Thereupon the directing body may make such revision, correction or modification in the report as it may deem just, after which by resolution the report, as submitted or as revised, corrected or modified, shall be confirmed. The decision of the directing body on all protests and objections which may be made shall be final and conclusive.

(Prior code § 5261)

8.16.130 - Assessment against property—Lien.

The total cost for abating such nuisance, as so confirmed by the directing body as specified in Section 8.16.100, shall constitute a special assessment against the respective lot or parcel of land to which it relates, and upon recordation in the office of the county recorder of a notice of lien, as so made and confirmed, shall constitute a lien on the property for the amount of such assessment.

- A. After such confirmation and recordation, a copy may be turned over the tax collector for the city, whereupon it shall be the duty of the tax collector to add the amounts of the respective assessments to the next regular tax bills levied against the respective lots and parcels of land for municipal purposes, and thereafter the amounts shall be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and the same procedure under foreclosure and sale in case of delinquency as provided for ordinary municipal taxes; or
- B. After such recordation such lien may be foreclosed by judicial or other sale in the manner and means provided by law.
- C. Such notice of lien for recordation shall be in form substantially as follows:

NOTICE OF LIEN (Claim of City of Sierra Madre)

Pursuant to the authority vested in the provisions of the Section 18.16.010 of the Sierra Madre City Code., the City Engineer of the City of Sierra Madre did on or

about the ;daterule; day of ;daterule;, 19;daterule;, cause the premises hereinafter described to be rehabilitated or the building or structure on the property hereinafter described, to be repaired or demolished in order to abate a public nuisance on said real property; and the (City Council or Planning Commission) of the City of Sierra Madre did on the ;#rule; day of ;daterule; , 19 _____, assess the cost of such rehabilitations, repair or demolition upon the real property hereinafter described; and the same has not been paid nor any part thereof; and that said City of Sierra Madre does hereby claim a lien on such rehabilitation, repair or demolition in the amount of said assessment, to wit: the sum of \$;\$rule; and the same shall be a lien upon said real property until the same has been paid in full and discharged of record.

The real property hereinbefore mentioned, and upon which a lien is claimed, is that certain parcel of land lying and being in the City of Sierra Madre, County of Los Angeles, State of California, and particularly described as follows:

(DESCRIPTION)

;adv=10; Dated: This; #rule; day of; daterule;, 19 _____.

City Engineer of the City
of Sierra Madre

(ACKNOWLEDGMENT)

8.16.140 - Civil or criminal proceeding.

Nothing in this chapter shall be deemed to prevent the directing body as specified in Section 8.16.100 for ordering the city attorney to commence a civil or criminal proceeding to abate a public nuisance under applicable city or penal code provisions as an alternative to the proceedings set forth in this chapter.

(Prior code § 5263)

CITY OF NORWALK
Vacant and Abandoned Property Registration, Maintenance, and
Security Requirements

TITLE 8 HEALTH AND SAFETY CODE

8.56.010 Purpose and scope.

It is the purpose and intent of the City Council, through the adoption of this chapter, to establish a registration program for abandoned and vacant property as a mechanism to protect residential neighborhoods and commercial areas from becoming blighted through the lack of adequate maintenance and/or security of abandoned and vacant properties.

8.56.020 Definitions.

As used in this chapter, the following definitions shall apply and, for purposes of this chapter, shall supersede any other definitions of the same terms in this code.

Abandoned shall mean real property that is vacant and that meets any of the following conditions:

1. Is under a current Notice of Default.
2. Is under a current Notice of Trustee's Sale.
3. Is pending a tax assessor's lien sale.
4. Has been the subject of a foreclosure sale where the title was retained by the beneficiary of a deed of trust involved in the foreclosure.
5. Has been transferred under a deed in lieu of foreclosure.

Accessible property shall mean any property that is accessible through a gate, fence, wall, or other barrier that is broken, unlocked, unsecured, or otherwise missing or lacking.

Accessible structure shall mean a building or structure (as defined by the Building Code) that is unsecured in any manner that could allow access to the interior of the building or structure by unauthorized persons.

Agreement shall mean any agreement or written instrument which provides that title to real property shall be transferred or conveyed from one owner to another in any manner (whether by sale, gift, exchange, transfer, partition, assignation, placement in a trust, or any other method).

Assignment of rents shall mean an instrument that transfers the beneficial interest under a deed of trust from one lender or entity to another.

Beneficial interest shall mean the interest held in a deed of trust by a beneficiary.

Beneficiary shall the person or persons who own or hold a promissory note that is secured by a deed of trust and who is/are named in that document. *Beneficiary* shall include, but shall not be limited to, the assignees, successors, or transferees of a holder of such a promissory note.

City shall mean the City of Norwalk.

Code shall mean the Norwalk Municipal Code and all laws and regulations incorporated therein, as well as all uncodified and adopted ordinances.

Deed in lieu of foreclosure/sale shall mean a deed to real property accepted by a lender/beneficiary from a defaulting trustor/borrower to avoid the necessity of foreclosure proceedings by the lender.

Deed of trust shall mean an instrument by which an interest in title to real estate is transferred to a third party trustee as security for a real estate loan (and often used in California instead of a mortgage). This definition applies to any and all subsequent deeds of trust (e.g., second deed of trust, third deed of trust).

Default shall mean the failure to fulfill a contractual obligation, monetary or otherwise, under a promissory note and/or deed of trust.

Distressed property shall mean a property that meets any of the following conditions:

1. Is under a current Notice of Default that has been recorded with the Los Angeles County Recorder's Office.
2. Is under a current notice of trustee's sale that has been recorded with the Los Angeles County Recorder's Office.
3. Is pending a tax assessor's lien sale.
4. Has been the subject of a foreclosure sale where legal title was retained or acquired by the beneficiary of a deed of trust involved in the foreclosure.
5. Has been transferred under a deed in lieu of foreclosure.

Evidence of vacancy shall mean any condition that on its own, or combined with other conditions present, would lead a reasonable person to believe that the property is vacant. Such conditions shall include, but shall not be limited to, overgrown and/or dead

vegetation; accumulation of newspapers, circulars, flyers, and/or mail; past-due utility notices and/or disconnected utilities; accumulation of trash, junk, and/or other debris; the absence of window coverings such as curtains, blinds, and/or shutters; the absence of furnishings and/or personal items and/or commercial furnishings consistent with the permitted residential or commercial uses permitted within the zone of the real property; or statements by neighbors, passersby, delivery agents, government employees that the property is vacant.

Foreclosure shall mean the process by which real property pledged as security for a debt is sold to satisfy the debt in event of default in payments or terms. Said process may include recordation of a Notice of Default and/or Notice of Trustee's Sale against the property that is the subject of a default.

Local shall mean within forty (40) driving miles distance of the subject property.

Notice of Default shall mean a recorded notice indicating that a default has occurred under a Deed of Trust and that the beneficiary/trustee named therein, or a successor trustee, intends to proceed with a trustee's sale and/or other foreclosure proceeding. This Notice remains current so long as an instrument evidencing its cancellation, withdrawal, or rescission has not been recorded.

Notice of Trustee's Sale shall mean a recorded notice that follows a Notice of Default to announce the date, time, and place that a sale of real property may occur as a result of a default under a Deed of Trust. This Notice remains current so long as an instrument evidencing its cancellation, withdrawal, or rescission has not been recorded.

Out-of-area shall mean not within forty (40) driving miles distance of the subject property.

Owner shall mean any person having legal or equitable title or any interest in any real property, including the right to possess and use that property.

Owner of record shall mean the person having title to the property at any given point in time as recorded with the Los Angeles County Recorder's Office.

Person shall mean and include any individual, partnership of any kind, corporation, limited liability company, association, joint venture or other organization, however formed, as well as trustees, heirs, executors, administrators, or assigns, or any combination of such persons. *Person* also includes any public entity or agency that acts as an owner in the City.

Personal property shall mean property that is not real property, and includes, without limitation, any appliance, article, device, equipment, item, material, product, substance or vehicle.

Real property shall mean any improved or unimproved real property owned by any person and/or any building, structure, or other improvement thereon, or any portions thereof.

Responsible party shall mean any person or persons who has/have equitable or legal title to or control over real property. *Responsible party* includes, but is not limited to, every owner, owner of record, beneficiary, lien holder, trustee, servicing company, real estate agent, property management company, as well as any person acting on behalf of another responsible party.

Securing shall mean and include such measures as may be directed by the Building Official (or designee thereof) that assist in rendering real property inaccessible to unauthorized persons, including, but not limited to, the repair of fences, walls, and other barriers; chaining or padlocking of gates; and/or the repair or boarding of doors, windows, and/or other openings. The boarding of any window, door, or other opening shall be completed to a minimum of the current United States Department of Housing and Urban Development (HUD) securing standards at the time the boarding is completed or required and shall be consistent with the requirements of this chapter.

Substitution of Trustee shall mean a document executed by a beneficiary that replaces a trustee under a Deed of Trust with another.

Trustee shall mean the person holding a deed of trust on real property, and who has the power to sell the property if the trustor does not fulfill the obligations as recited in the instrument.

Trustor shall mean a borrower under a deed of trust, who deeds property to a trustee as security for the payment of a debt.

Vacant shall mean real property and any building or structure thereon that is not legally occupied, or that otherwise shows evidence of vacancy.

8.56.030 Recordation of transfer of loan/deed of trust.

A. Within ten (10) calendar days following the purchase or transfer of a loan or deed of trust secured by real property, the new beneficiary and trustee shall record with the Los Angeles County Recorder's Office an assignment of rents or similar document that lists the name of the person purchasing or acquiring the loan or deed of trust and the mailing address and contact telephone number of the new beneficiary and trustee responsible for receiving payment associated with the loan or deed of trust. This requirement shall not apply to the sale or transfer of a property when such sale or transfer does not include the sale or transfer of any loan or deed of trust associated with such property.

B. Within ten (10) calendar days following the change of a trustee in a deed of trust secured by real property, the beneficiary shall record with the Los Angeles County

Recorder's Office a Substitution of Trustee or similar document that lists the name of all new trustees, as well as the mailing address and contact telephone number of all new trustees.

8.56.040 Inspection and registration—Fees.

A. Any beneficiary and trustee who holds a deed of trust on real property located within the City of Norwalk shall, within ten (10) calendar days of recordation of a Notice of Default with the Los Angeles County Recorder's Office, perform an inspection of said real property. If the real property is found to be abandoned or shows evidence of vacancy (as these terms are defined by this chapter), the beneficiary and trustee shall register the real property with the City, on City-approved forms, within ten (10) calendar days of the inspection and shall pay an initial registration fee and annual monitoring fee as set by resolution of the City Council. The registration (including the Statement of Intent as referenced in subsection (D)(4) of this section) and accompanying monitoring fee shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. The registration fee shall not be prorated. The annual monitoring fee shall be prorated according to the quarter the initial registration is filed. Subsequent fees shall be due January 1st of each year and must be received by the City no later than January 31st of the year due for as long as the property is subject to registration pursuant to this chapter.

B. If the property is occupied at the time of the initial inspection but a Notice of Default or Notice of Trustee's Sale remains current in connection therewith, it shall be inspected by the beneficiary and trustee every subsequent calendar month until:

1. The trustor or other party remedies the default;
2. The foreclosure is completed and ownership is transferred to a new owner who is not the former beneficiary or trustee; or
3. The real property is found to be vacant or shows signs of vacancy, at which time the beneficiary and trustee shall register the real property with the City within ten (10) calendar days of said inspection.

C. The beneficiary and trustee shall register with the City any real property which becomes vacant or shows evidence of vacancy after a foreclosure where the title was transferred to the beneficiary of a deed of trust involved in the foreclosure and any property which becomes vacant or shows evidence of vacancy after being transferred under a deed in lieu of foreclosure/sale. Registration shall be filed on City-approved forms within ten (10) calendar days of the inspection demonstrating the vacancy or the evidence of vacancy.

D. The registration forms, as established by the City Manager (or designee thereof) shall contain, at a minimum, the following information:

1. Name and street/office address (not a P.O. Box) and, if different, the mailing address of each beneficiary and trustee;

2. A direct contact name, telephone number, and e-mail address for the person handling the deed of trust and/or foreclosure;

3. The name, street address, telephone and facsimile numbers of a local property management service provider responsible for the security and maintenance of the real property, as well as identical information for all realtors who have been engaged to market the real property;

4. A Statement of Intent that provides the following information:

a. The expected period of vacancy,

b. A detailed plan for the regular maintenance of the real property during the period of vacancy,

c. A time-table for the lawful re-occupancy of the real property, or for the rehabilitation or demolition of the structures thereon.

E. Persons required to register real property pursuant to this chapter shall keep such property registered and shall comply with all security and maintenance requirements of this chapter (as well as all other provisions of this code) for the entire time such property remains vacant or shows evidence of vacancy. Persons required to register real property pursuant to this chapter shall also report in writing to the City any change of information contained in the registration within ten (10) calendar days of the change.

F. When real property subject to registration pursuant to this chapter becomes occupied or title is transferred to another responsible party, the beneficiary, trustee and/or prior responsible party shall notify the City in writing within ten (10) calendar days of the property's occupancy or the transfer of title.

G. In such instance where title to an abandoned or vacant real property that was subject to registration pursuant to the provisions of this chapter has been transferred to another responsible party, the new responsible party shall re-register the real property with the City on City-approved forms within ten (10) calendar days of the transfer. Re-registration forms shall contain, at a minimum, all of the information required by subsection D of this section. A re-registration fee as set by Council resolution shall accompany the re-registration form.

H. Nothing contained within this chapter relieves a responsible party from complying with any other obligation set forth in any applicable "Conditions, Covenants, and Restrictions" and/or Homeowner's Association rules and regulations or with any other provision of this code.

8.56.050 Inspection and registration of previously abandoned property.

Any beneficiary and trustee who holds a deed of trust on real property located with the City of Norwalk, which property is distressed (as defined by this chapter) on the effective date of this chapter, shall, within sixty (60) days of adoption of the ordinance establishing this chapter as part of the Code, perform an inspection of the real property that is the security of the deed of trust. If the real property is found to be vacant or shows evidence of vacancy, the beneficiary and trustee shall register the real property with the City, on City-approved forms, within ten (10) calendar days of the inspection, and shall otherwise comply with the requirements of Section 8.56.040.

8.56.060 Property maintenance requirements.

Real property subject to the registration requirements of this chapter shall be maintained in a neat, clean, healthful, and sanitary condition at all times. The following conditions do not constitute a neat, clean, healthful, and sanitary condition and shall be explicitly prohibited:

A. Buildings or structures with graffiti, tagging, or other markings, or graffiti, tagging, or other markings that have not been completely removed or painted over with a color matching the exterior of the remaining portion of the building or structure;

B. Accumulations of lumber, junk, trash, debris, construction material, household furniture, appliances, clothing, or discarded, unused, or abandoned personal property on exterior portions of the real property;

C. Accumulations of newspapers, circulars, flyers, notices, or other printed material that give the appearance that the property is vacant (except those required by Federal, State, or local law);

D. Vegetation that is overgrown, dead, decaying, or otherwise that is not adequately trimmed, pruned, cut, fertilized, watered, or replaced;

E. Swimming pools, spas, or other bodies of water that are not maintained in such a manner as to be free and clear of pollutants or debris, or that are maintained in such a manner as to be likely to harbor mosquitoes, insects, or vector, including, but not limited to, water that is clouded or green, water containing bacterial growth, algae, insect larvae, insect remains, or animal remains; or swimming pools that are not covered, secured and/or maintained in such a manner that water cannot collect or accumulate therein or on top of an cover thereon; and

F. Accessible property or accessible structures not secured as required by this chapter.

8.56.070 Security requirements.

A. Real properties subject to registration pursuant to this chapter (and buildings or structures thereon) shall be secured within forty-eight (48) hours of becoming abandoned, vacant, or showing evidence of vacancy, in a manner to prevent access by unauthorized persons, including, but not limited to, the closure, locking, and/or boarding of windows, doors, gates, or other openings of such a size that it may allow a child to access the interior of the real property and/or buildings or structures located thereon (including garage structures or detached accessory structures).

1. No window, door, or other opening shall be boarded without prior written approval of the Building Official (or designee thereof) and when such approval has been granted, the boarding of any window, door, or other opening shall be completed to a minimum of the current United States Department of Housing and Urban Development (HUD) securing standards at the time the boarding is completed or required and shall be consistent with the requirements of this chapter. The factors that shall be considered in determining whether the boarding of windows, doors, or other openings include, but are not limited to:

- a. Whether the window, door, or other opening is visible from a public vantage;
- b. The difficulty of adequately securing the window, door, or other opening in another manner so as to prevent unauthorized entry;
- c. The length of time the real property has been abandoned or vacant; and
- d. The length of time the real property is expected to remain abandoned or vacant (as indicated in any Statement of Intent on file with the City).

B. Responsible parties for any real property subject to registration pursuant to this chapter shall submit a "Letter of Agency" (or other similarly entitled authorization) to the Los Angeles County Sheriff's Department (Norwalk Station) every thirty (30) calendar days and post "No Trespassing" signs as required and approved by the City so that the Sheriff's Department is authorized to remove and/or arrest all unauthorized persons from the property.

8.56.080 Local property management service provider required.

A. If the responsible parties' place of residence or business location is not local, as defined by this chapter, then the responsible parties for any project subject to the registration pursuant to this chapter shall retain the services of a local property management service provider that shall be responsible for the maintenance and security of the real property. Responsible parties shall provide in writing the name and twenty-four (24) hour contact telephone number of the local property management service provider to adjoining neighbors in case of emergency or other issues that arise in connection with the subject property. Use of out-of-area property management service providers is prohibited. The retention of a local property management service provider shall not relieve

other responsible parties of their obligations, duties, or responsibilities for the maintenance and security of the real property.

B. Responsible parties shall cause the on-site inspection of any real property subject to registration pursuant to this chapter to be inspected on a weekly basis and shall submit a written inspection report to the City Manager (or designee thereof) for the previous calendar month on or before the tenth (10th) day of each calendar month for which the real property remains vacant or shows evidence of vacancy. The written report shall consist of, at a minimum, the following:

1. The address of the real property being inspected;
2. The dates of inspection;
3. A description of any unlawful conditions observed; and
4. The actions taken or proposed to be taken by the responsible party to abate the unlawful conditions.

C. Responsible parties shall cause the abatement of any unlawful condition existing on real property subject to registration pursuant to this chapter within forty-eight (48) hours of observing or of being notified of the unlawful condition. Nothing in this chapter relieves any responsible party of the need to obtain approvals, permits, and/or licenses as otherwise required by this code.

8.56.090 Additional requirements—Appeal.

A. In addition to the specific maintenance and security requirements provided in this chapter, the Building Official, Sheriff's Department, and/or Fire Department (or designees thereof) shall have the authority to require responsible parties for real property subject to registration pursuant to this chapter to implement additional maintenance and security measures in order to effectuate the purpose of this chapter, including, but not limited to, the installation of security lighting, increasing the frequency of on-site inspections, employment of an on-site security guard, and/or posting of additional signage at the subject property.

B. Any responsible party may request a hearing before the City Manager (or designee thereof) in order to challenge or appeal the imposition of any additional maintenance and/or security requirements pursuant to this section in accordance with the requirements, procedures, and provisions of Chapter 1.13 of this code.

8.56.100 Re-occupancy of abandoned or vacant property.

No person shall reoccupy or cause, permit, or suffer the re-occupancy of any real property (or building or structure thereon) that has been subject to registration pursuant

to this chapter in excess of ninety (90) calendar days without having first met the following conditions:

A. All charges, fees, and/or costs imposed pursuant to this chapter or other applicable provisions of this code have been tendered-in-full to the City;

B. City officials have conducted an onsite inspection of the real property (including all structures located thereon) to confirm they are in compliance with applicable provisions of this code; and

C. All unlawful conditions existing at the subject property have been fully corrected and abated with all requisite approvals, permits, and/or inspections.

8.56.110 Violations and penalties.

A. Notwithstanding any other provision of this chapter to the contrary, any person who causes, permits, or suffers a violation of any provision of this chapter, or who fails to comply with any obligation or requirement of this chapter, is guilty of a misdemeanor punishable in accordance with Chapter 1.16 of this code and is also subject to administrative citations in accordance with Chapter 1.13 of this code.

B. Each person shall be guilty of a separate offense for each and every day, or part thereof, during which a violation of this chapter, or of any law or regulation referenced herein, is allowed, committed, continued, maintained, permitted or suffered by such person, and shall be punishable accordingly.

C. This chapter does not exclusively regulate the use, maintenance, and security of real and/or personal property within the City, and the remedies provided in this chapter are in addition to other civil or criminal remedies and penalties authorized by this code, or by the laws of the State of California or of the United States. Nothing in this chapter shall be intended to limit the City from engaging in efforts to obtain voluntary compliance by means of warnings, notices, administrative citations or educational programs.



City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Ryan Baker, Director of Library and Community Services

REVIEWED BY: Elisa Cox, Assistant City Manager

DATE: July 12, 2016

SUBJECT: 2016 Senior Master Plan

SUMMARY

For over two years the Senior Master Plan Committee has been reviewing and updating the 2007 Senior Master Plan. They obtained community input by: 1) distributing surveys to Sierra Madre residents; 2) conducting community workshops; and 3) reviewing comments and discussions by community members during Senior Community Commission and City Council meetings. This updated Plan is the result of an incredible effort on the part of the Senior Master Plan Committee. Staff recommends Council review and adopt attached Plan.

BACKGROUND

In January 1998 the City Council, recognizing that our community must plan to meet future needs, appointed a Senior Master Plan Steering Committee to develop a Master Plan for our mature adult community, similar to that which was created for youths and families. This Committee was to determine the needs and gaps in service for our growing senior population and recommend how to address these issues.

The original Senior Master Plan was adopted March 27, 2000 and was updated in 2007. For the 2016 update, community input was obtained beginning in 2014 by: 1) distributing a survey to Sierra Madre residents requesting comments on current and prospective senior programs, housing needs, health services, transportation needs and means of communicating information on programs and available resources to our residents; 2) conducting community workshops on the aforementioned topics; and 3) reviewing comments and discussions by community members during Senior Community Commission and City Council meetings.

After months of analysis, the Senior Master Plan Committee is pleased submit their completed 2016 Senior Master Plan (attached).

As with the first and second plans, the tasks of the Senior Master Plan were to determine the needs of community seniors, research local demographics, obtain community input and recommend programs and measures to fill unmet needs. Those tasks remain the same today as they did in the beginning.

ANALYSIS

Key Items Contained in the Plan

- Provide more hours and programs for Seniors
- Ensure the Park House is open as a cooling and heating Center during bad weather
- Improve and maximize efficiency of Transit programs especially expanding Dial-A-Ride
- Improve Senior and Handicap Safety
- Collaborate more with the library for additional educational programs
- Improve communications for seniors
- Improve education and resource awareness for Seniors
- Design and implement new programs
 - Health
 - Education
 - Recreation
 - Safety
 - Arts
- Broaden appeal of Senior Center and programs
- Improve Senior program sustainability

FINANCIAL REVIEW

The Senior Master Plan contains many recommendations categorized into target areas and then some overall key recommendations. Several of the recommendations are suggestions for improving current City programs and funding requests that would potentially be made by staff during future budget years for implementation over time. Some recommendations involve collaborative efforts with additional agencies and their financial impacts have not yet been determined. Other recommendations have already been implemented.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. The City Council may approve the 2016 Senior Master Plan in whole or in part.
2. The City Council may reject the 2016 Senior Master Plan in whole or in part.
3. The City Council may provide further direction to the Senior Community Commission and the Senior Master Plan Committee for changes or modifications to the Plan.

COMMITTEE / COMMISSION RECOMMENDATION

The Senior Community Commission recommends Council approve the 2016 Senior Master Plan.

STAFF RECOMMENDATION

Staff recommends Council approve and adopt the 2016 Senior Master Plan.

Attachments (1):

2016 Senior Master Plan

***SIERRA MADRE SENIOR MASTER PLAN
2016***

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Those Responsible for the 2016 Senior Master Plan

Sierra Madre City Council

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

Senior Community Commission

Jacque Pergola, Chair
Joan Spears, Vice Chair
Fran Garbaccio, Commissioner
Dorothy Jerneycic, Commissioner
Amy Putnam, Commissioner
Suzanne Decker, Commissioner
JoAnn Williams, Commissioner

Senior Master Plan Committee

Nina Bartolai, Chair
Community Services Commissioner Pat Alcorn
Senior Commissioner Joan Spears
Joanne Thrane
Anita Thompson

The senior community of Sierra Madre greatly appreciates the efforts of all those who participated in compiling the 2016 Senior Master Plan.

The Senior Master Plan Process

Following adoption of the Sierra Madre General Plan in June 1996, the City Council appointed an ad hoc Steering Committee to develop the Youth Master Plan, which was adopted by the City Council in March 1998. In January of that same year the City Council, recognizing that our community must plan to meet future senior needs, appointed a committee to develop a Senior Master Plan, which was to determine the needs and gaps in service for our growing senior population and recommend how to address these issues. The original Senior Master Plan was adopted March 27, 2000.

To evaluate the community's range of needs, the 2007 Senior Master Plan Committee divided itself into four sub-committees, addressing the following subjects: health and safety, recreation and leisure, transportation, and senior assistance. After months of analysis, each sub-committee submitted its findings, which form the basis of this document.

From the beginning with the first Plan, the principal tasks of the Senior Master Plan were to determine the needs of community seniors, research local demographics, obtain community input and recommend programs and measures to fill unmet needs. Those tasks remain the same today as they did in the beginning.

For the 2016 update, community input was obtained beginning in 2014 by: 1) distributing a survey to Sierra Madre residents requesting comments on current and prospective senior programs, housing needs, health services, transportation needs and means of communicating information on programs and available resources to our residents; 2) conducting community workshops on the aforementioned topics; and 3) reviewing comments and discussions by community members during Senior Community Commission and City Council meetings.

This document, which represents the hard work, commitment and spirit of the volunteers, as well as the input from a large number of senior community members, brings focus to the vision that brought us together...“to assist in providing amenities and services to enrich the quality of life, provide information and education and to support the emotional and physical needs of mature adults.”

CITY OF SIERRA MADRE MISSION STATEMENT

THE CITY OF SIERRA MADRE PROVIDES QUALITY, COST-EFFECTIVE PUBLIC SERVICES THAT PRESERVE THE SMALL TOWN CHARACTER AND ENHANCE THE HEALTH, SAFETY AND WELFARE OF THE COMMUNITY.

Guiding Principles

SIERRA MADRE COMMUNITY VISION FOR MATURE ADULTS

Sierra Madre recognizes the need to assist in providing services and amenities to enrich the quality of life, provide information and education, and to support the emotional and physical needs of mature adults. It is our goal to provide the commitment and leadership to identify their needs, assess existing programs, develop tangible solutions and plan for the future. This will enable mature Sierra Madreans to live in a healthy atmosphere of camaraderie, security, and enjoyment in this community they call home.

We need to:

- Identify current and future needs of seniors and their caregivers;
- Identify and evaluate current services available to seniors;
- Involve and inform the community of these matters;

So that outcome measures will:

- Inform seniors of resources and services available to them;
- Identify steps the community should take to meet their needs; and
- Improve the quality of life for mature Sierra Madreans.

The Mature Adults of Sierra Madre

An Overview

Sierra Madre is a unique community with a rich tradition of citizens, merchants and volunteers working together to improve the quality of life for all its residents. We treasure our heritage and celebrate our spirit. Sierra Madre takes great pride in and cares greatly about its senior population, demonstrated in the early eighties with the dedication of the Hart Memorial Park House as a Senior Center, and the creation of the Senior Community Commission. However, like most communities, Sierra Madre faces many challenges in meeting the needs of its growing senior population. As a continued commitment to meet these needs Sierra Madre has adopted this updated 2007 Senior Master Plan.

As Sierra Madre's senior population has a wide range of needs, meeting them requires varying approaches. For the purposes of this plan, senior needs were grouped into four subjects: health and safety, recreation and leisure, transportation, and senior assistance. The committee studied each of these target areas relative to seniors' needs, bearing in mind that seniors are an integral part of the larger community, and as such are also affected by general issues relating to crime, violence and economic conditions.

Through collaboration with the community, public, and private agencies the City can provide a system of support for seniors and their families that will allow them to remain independent and active for as long as possible, as well as provide proper resources for dependent seniors to maintain their dignity and be treated with respect.

Demographics

The following demographic information according to the US Bureau of Census, 2010 Census of Housing and Population.

	2000		2010	
	#	%	#	%
Summary				
Population	10,762		10,917	
Households	4,629	100	4,837	100
Families	2,821	61	2,872	59
Singles	1,420	31	1,596	33
other	388	8	369	8
Median Age			46.6	
Households by Income				
<\$15,000	182	3.7	232	4.9
\$15,000-\$24,999	206	4.2	369	7.8
\$25,000-\$34,999	327	6.7	415	8.7
\$35,000-\$49,999	591	12.1	645	13.6
\$50,000-\$74,999	937	19.1	1,121	23.6
\$75,000-\$99,999	754	15.4	567	11.9
\$100,000-\$149,999	855	17.4	643	13.5
\$150,000-199,999	365	7.4	308	6.5
\$200,000+	685	14.0	453	9.5
Median Household Income	\$80,460		\$90,780	
Population by Age				
0-4	649	6	513	7
5-17	1,407	13	1,476	14
18-24	733	7	645	6
25-44	3,963	37	2,524	23
45-64	2,383	22	3,864	35
65-74	1,627	15	1,895	17
Race and Ethnicity				
White	9,059	84	7,891	72
Hispanic	1050	10	1,628	15
Asian/ Pacific Islander	527	5	823	8
African American	90	< 1	191	2
American Indian	31	< 1	30	0
Other Race	5	< 1	354	3
Total	10,767	100	10,917	100

Preparing for the Future

No matter how attractive a care facility or senior living facility may be, the overwhelming majority of people, regardless of their condition, will refuse to move out of their homes. Even though the design of their homes makes it difficult to cope and may even be life threatening they will opt to stay at home. Thus, as Sierra Madreans grow older, many will endeavor to “age in place.”

The community should not expect an influx of seniors arriving from other communities, as Sierra Madre property values are likely to preclude that sort of growth. However, many existing seniors, as well as “baby boomers” who are approaching their senior years are already in place. It is that population that is expected to grow. The community needs to prepare for growth in that demographic.

Sierra Madreans aging in place may see stable housing costs, but they will experience rising costs in other areas such as utilities, medicine, and food. They will see declining health and mobility, and may need assistance in maintaining their homes and property. These issues may effect the sustainability of home ownership for some people, so as “undesirable” as senior housing may be for many of the elderly, it will increasingly become a necessity.

Sierra Madre is also fortunate to have a variety of different types of senior living facilities available to the specific population. Although most of the facilities are full at this time, it proves these facilities are needed in the community.

Finally, there are current unmet needs for the community’s seniors. The City seeks to meet those needs, and to implement strategies and programs that enhance the health, safety and welfare of the senior community.

The 2016 Action Plan

The Action Plan supports six goals:

- GOAL 1. SENIORS IN SIERRA MADRE ARE SAFE**
- GOAL 2. SENIORS IN SIERRA MADRE ARE HEALTHY**
- GOAL 3. SENIORS IN SIERRA MADRE HAVE ACCESS TO QUALITY FACILITIES**
- GOAL 4. SENIORS IN SIERRA MADRE HAVE ACCESS TO ADEQUATE TRANSPORTATION**
- GOAL 5. SENIORS IN SIERRA MADRE HAVE ACCESS TO QUALITY PHYSICAL, SOCIAL, AND EDUCATIONAL ACTIVITIES**
- GOAL 6. SENIORS IN SIERRA MADRE ARE WELL INFORMED**

For each goal, the Action Plan describes the purpose of the goal and the need for action in that area. It then provides the following for each:

- **DESIRED OUTCOME:** a simple statement of what we hope to accomplish through this goal.
- **CONTINUING ACTIONS:** services and programs that we already provide, which were indicated by community input to be indispensable.
- **SHORT-TERM STRATEGIES:** steps that should take place immediately, or begin within the first two years of the Senior Master Plan implementation.
- **LONG-TERM STRATEGIES:** steps that should guide the implementation process over the next three to ten years.
- **INDICATORS OF SUCCESS:** results that will be tracked over time, to show how well the community is achieving the desired outcomes of the Plan.

Four additional areas of concern have been identified by the Senior Community Commission as the City enters into the process of updating the Senior Master Plan. Steps to address these concerns are interwoven throughout the Action Plan.

Hart Memorial Park House / Senior Center

The Park House is an historic structure and as such, is subject to a greater level of scrutiny for any proposed exterior modification of the building than would be given a non-historic building. In 2011 the City embarked on the renovation of the interior to the Park House, it must be remembered that this structure is of significant historical value. Whatever functions are assigned to this building, its general form and structure should be respected and remained intact.

Attracting Younger Seniors to Sierra Madre's Senior Programs

The Senior Community Commission is cognizant of a need to involve younger seniors, of the age range 50-65 in senior programming. The need to provide for that burgeoning segment of the senior community was discussed at length through the Master Planning process.

Attracting Men to Sierra Madre's Senior Programs

The Senior Community Commission is aware of a need to involve a greater number of men in the senior programming of the community. This need is underscored by the number of men responding to the Senior Master Plan Survey and the number of senior men attending the two community workshops and current programming.

Sustainability

Due to the ever changing economic impacts of the City's General Fund budget the Senior Commission has partnered with the LA County Surplus Program and has continued to raise funds to support the senior programs and services. In addition, the Commission has hosted an annual community yard sale to raise additional funds. To continue the efforts of becoming more self-supporting the following ideas should be explored:

- Develop a Friends of the Senior Center with annual membership
- Explore other fundraisers: bake sale, bingo event, holiday boutique, casino night
- Continue to explore grants and work with volunteers

Goal 1. Seniors in Sierra Madre are Safe

DESIRED OUTCOME: Sierra Madre Seniors have access to local city services and programs to meet the other goals set forth in the plan.

PROGRESS ACHIEVED SINCE LAST PLAN

- A Neighborhood Watch program has been implemented by the Sierra Madre Police Department
- The Sierra Madre Police Department provides a Vacation Watch program.
- Automated doors were installed at City Hall and the Sierra Madre Public Library
- Lunch and Learn programs regarding scams, fall preventions and hoarding

CONTINUING ACTIONS

- Continue and expand the Neighborhood Watch program.
- Continue educational lecture programs.
- Continue and expand Lunch and Learn program.
- Continue to remind Seniors about the importance of being aware of their surroundings
- Provide safety topic presentations at “lunch and learn” include scams and the internet

SHORT TERM STRATEGIES

- Host Specific Needs Awareness Planning and (SNAP) signups. SNAP is a volunteer disaster registry that helps emergency personnel find people who may need additional assistance in a disaster.
- Look into increased handicap parking around city parks and in front of restaurants
- List safety devices and providers in Senior Resource Guide.
- Survey sidewalks and determine need for repairs
- Lighted pathways to the Hart Park House

LONG TERM STRATEGIES

- Implement a locally-based Handyman program which will serve as a resource for Seniors to address home safety issues.
- Identify and list qualified contractors and volunteers in Senior Resource Guide.
- Reintroduce Welcome Packets for new residents including the Senior Resource Guide.
- Clearly marked crosswalks.
- Identify where seniors can get personal safety home audits
- Weekly check-in program for Seniors.

CHALLENGES

- Program funding
- Staffing

INDICATORS OF SUCCESS

- Educational activities and training programs are provided for seniors in order to increase home safety and security.
- Monitoring programs such as Postal Alert are in place to provide for emergency response.
- Seniors are more aware of programs and services available to assist them.

Goal 2. Seniors in Sierra Madre are Healthy

DESIRED OUTCOME: Seniors are aware of various common disease states, how to avoid them if possible, how to detect or recognize potential health problems, how to obtain immunizations, how to obtain nutritious meals, and how to obtain support when experiencing health problems.

PROGRESS ACHIEVED SINCE LAST PLAN

- Senior fitness classes added to programming
- Updated Resource Guide
- Developed partnership to ensure lunch program and Meals-on-Wheels sustainability
- Support groups listed in Senior Resource Guide

CONTINUING ACTIONS

- Provide or promote various health screening procedures in common use in and around our community.
- Continue Meals-on-Wheels and daily (Monday-Friday) lunch program.
- Continue to update the existing Senior Resource Guide with additional information as listed below.
- Continue existing exercise programs, such as the strengthening class, yoga class, and the balance class.

SHORT TERM STRATEGIES

- Develop fun exercise classes, i.e. dance lessons
- Focus on mental health as well as physical health
- Promote nearby health fairs.
- Partner with The Kensington to provide and promote informative health lectures.
- Promote educational programs and lectures covering health issues that are held at City of Hope, Arcadia Methodist Hospital, and Huntington Hospital.
- Utilize Senior newsletter to promote educational events and to disseminate health-related information.
- Make better use of local newspapers, and Senior newsletter to remind seniors from time to time concerning immunization procedures & when and how to obtain them.
- Publicize exercise and other physical activity classes offered in Sierra Madre and other nearby locations.
- Look into healthy eating and cooking classes

LONG TERM STRATEGIES

- Provide transportation to nearby health fairs and health-related educational programs.

- Keep list of support groups updated in the Senior Resource Guide.
- Re-open the municipal pool for lap swim, especially in the mid-afternoon.

CHALLENGES

- Program funding
- Staffing

INDICATORS OF SUCCESS

- There is increased participation in fitness programs
- There are an increased number of fitness programs available.
- Additional health-related educational programs are available.

Goal 3. Seniors in Sierra Madre Have Access to Quality Facilities

Goal 3a: Hart Memorial Park House (Senior Center)

DESIRED OUTCOME: The Seniors of Sierra Madre are in need of an attractive, versatile, and comfortable Senior Center as a central location where senior needs are being addressed.

PROGRESS ACHIEVED SINCE LAST PLAN

- Completed the Storage Room Construction Project.
- Renovated the Park House in 2011
- New 70" large screen television was purchased for the Park House in December 2013

CONTINUING ACTION

- Continue to seek additional or outside funding for building improvements and maintenance.
- Continue volunteer-provided building improvements

SHORT TERM STRATEGIES

- Designate and improve exterior spaces for programming ie bocce ball, horse shoes and shuffleboard courts
- Provide sliding/moveable partition in main room to allow for multi-use.
- Create lounge area adjacent to fireplace.
- Replace tables and chairs
- Repair the Creative Arts Group Chess Table.
- Establish a donation policy
- Make the kitchen more functional by installing a stove for cooking flexibility

LONG TERM STRATEGIES

- Investigate shade options for the patio
- Furnish comfortable seating at the Park House
- *Construct new Senior Center*

In discussing potential uses for the existing Park House, it is apparent that there is not adequate space for both a lounge by the fireplace and a dining room in the one large room. The subject of dividers has been suggested, but it has been noted that dividers may detract from the ambience and integrity of the historic building. At the most, only three activities can occur simultaneously in the building.

Preparing for and providing the lunch program takes up weekday mornings in the kitchen and the large room. Bingo takes up a large block of afternoon time in the large room twice a week. Ping-pong and card games provide other afternoon

uses. As recreational, educational and social event programming grows, there will be an increasing need to offer multiple concurrent programs in the facility.

In a few years, the senior population of Sierra Madre will equal 34% with the younger seniors of today approaching their mid sixties and seventies. This is likely to have additional impacts on the use of the facility and its limited space.

- *Provide full time staffing at Senior Center*
Much can be gained by improving the community's communication abilities and providing better communications to the seniors of Sierra Madre. Additionally, a number of new and continuing programs are recommended in this Master Plan. A critical component for the improvement of communications and implementation of programs will be the City personnel assigned to senior services. As the Senior Center is the base for Senior activities, it is important that there be established at the Center a well-manned desk. Thus, any improvements to the Senior Center, either short term or long term should provide for a work area for staffing. Currently, the Hart Park House houses all of the part-time Community Services Staff.

CHALLENGES

- Inadequate local funding
- Staffing

INDICATORS OF SUCCESS

- Improved, more versatile Senior Center facility
- Increased usage of the Senior Center for Senior-oriented programs.
- Increased staffing at Senior Center

Goal 3b: Senior Housing

DESIRED OUTCOME: There is a continuing need for desirable, affordable housing for seniors. As the baby boom generation continues to age and expand the senior population into a veritable tsunami of humanity, the need for affordable residences for seniors is set to explode. As a current indicator of the necessity of new senior housing, there were approximately 450 applications for the 46 units available at the Esperanza Senior Housing project.

Safe, desirable, affordable housing alternatives shall be available for seniors. These shall include:

- **Independent living**, where residents tend to all their own needs.

- **Monitored living**, where residents live on their own, but an on-duty manager is available to check on their daily well-being and assist in the case of an emergency.
- **Assisted living**, where all services are provided, food, maid service, etc.
- **Skilled nursing**, where there is licensed medical help available 24 hours a day.
- **Shared Housing**, where Seniors combine their resources to jointly own or rent housing.

PROGRESS ACHIEVED SINCE LAST PLAN

- Opening of the 46 unit senior housing project on Esperanza
- Opening of the Kensington on Sierra Madre Blvd.

CONTINUING ACTION:

- Facilities currently available in Sierra Madre to assist with Seniors' housing needs include:
 - The British Home, providing independent, monitored and assisted living.
 - The Senior Housing Project, providing independent living for low/low moderate income senior residents.
 - The Kensington, providing assisted living and memory care facilities

SHORT TERM STRATEGIES

- Presentations describing available facilities outside the City of Sierra Madre.
- Classes on independent living.

LONG TERM STRATEGIES

- Re-implement the Sierra Madre Home Improvement Program/Handyman Program to assist with home repairs for low/moderate income homeowners to improve health and safety, roofing, plumbing, electrical or water damage. As the senior- age population expands, there will be an increased need for the rehabilitation of existing housing. The implementation of such a Handyman program would be an ideal task for a full time employee/Senior Services Coordinator.
- Review Zoning Code for possible modification to "Granny Flat" restrictions

CHALLENGES

- Limited number of sites appropriate or available for senior housing.
- Limited local government funding for purchase of senior housing sites or development assistance. (Development assistance allows for lower housing costs/rents)
- High local real estate values.
- Environmental compliance for large housing projects.

INDICATORS OF SUCCESS

- Having a CCRC (Continuing Care Retirement Community) available to Sierra Madre seniors. This type of community offers a long term contract that provides all levels of care from independent living to assisted living to skilled nursing care, usually in one location.
- Additional affordable housing opportunities have been made available for seniors.

Goal # 4: Sierra Madre Seniors Have Access to Adequate Transportation

Seniors in Sierra Madre need affordable and user friendly public transportation. This is a pressing issue for many seniors needing to get to medical appointments as well as enjoying their day to day lives. Sierra Madre must be committed to providing affordable access to transportation resources so that all may participate in community programs, meetings, clubs, churches and other social services.

Desired Outcome: Safe, reliable transportation to local services and programs

***From City of Sierra Madre Transit Study
Adopted January 2007***

Analysis of the existing conditions for transit in the community and results of the outreach efforts show that the Gateway Commuter Loop is underutilized, and there is unmet demand for Dial-a-Ride services.

Through surveys and public meetings and in individual ways before that, members of the City's population have complained about the lack of capacity in the City's Dial-a-Ride service. Others, we know anecdotally, have given up on the City's services because those services do not meet their needs. There is no reason to doubt that demand for services exceeds capacity. The City formerly provided more service, and that service was utilized by the community. The questions now facing the City are: does the City want to meet the demand and, if so, how best to do so.

Assuming the City wants to meet some or all of the unmet transit needs, how could the City go about it? There are three ways:

- expand capacity
- better manage the existing service to increase customer satisfaction with the service
- educate residents to better utilize transit services operated by other agencies such as Access Services and MTA

PROGRESS ACHIEVED SINCE THE LAST PLAN

- Metro hosted a lunch and learn

CONTINUING ACTION

- Continue to provide a safe environment for seniors of Sierra Madre to move about the community independently

- Continue advertising transportation services/programs (Gateway Coach, Dial-A-Ride, Access and MTA bus routes) to the community and hosting lunch and learns with Metro
- Continue the AARP 55 Alive classes for seniors that drive and increase frequency

SHORT TERM STRATEGIES

- Look into having an On the Move Riders Club – pairing those comfortable using public transit with those that are not.
- Transportation Education Program, including workshops on understanding shared economy transit programs like Uber, Lyft, etc
- Expand Dial-a-Ride Service
- Maintain and enhance the City's current Curb to Curb (Dial-a-Ride) transportation program for seniors with expanded service hours Monday through Friday
- Marketing and education materials on all transportation options available to seniors

LONG TERM STRATEGIES

- Service to community events and meetings
- Increase frequency of the fixed route program
- Local express curb-to-curb trips
- More flexible and easy to use local transit programs

CHALLENGES

- Program funding
- Community participation in programming
- Staffing

INDICATORS OF SUCCESS

- Increased use of the City's transit programs by Sierra Madre Seniors

Goal 5. Seniors in Sierra Madre Have Access to Quality Physical, Social, and Educational Activities

The Sierra Madre Community Services Department provides a variety of recreation programs and activities for city residents. Such programs are targeted toward youth, adult and senior citizen age groups. Many of the current programs and services targeting seniors are accomplished by volunteers with the assistance and coordinating support of the Senior Community Commission. Existing programs include: senior day excursions, Bingo, minimal exercise programs, and more. The senior population participates in special interest classes provided to the general public. Examples are: dancing, yoga, tennis, and arts and crafts. Survey and Community Forum results indicate the community would like additional physical, educational and leisure recreational opportunities.

DESIRED OUTCOME: Provide quality physical, educational, leisure activities in a quality environment.

PROGRESS ACHIEVED SINCE THE LAST PLAN

- Educational classes
- Fitness and exercise classes
- Speaker series
- Community Health Fair
- Bi-monthly movie program
- Brain Games
- Balance Class
- Construction of the storage room to house additional equipment for classes, programs and activities. *(in process)

CONTINUING ACTION

- Continue to provide monthly parties for lunch program participants.
- Continue to provide episodic musical entertainment
- Continue to implement activities appropriate to current Senior Center facility.
- Continue partnership with the Braille Institute
- Continue to partner with the Library on the programs for homebound seniors

SHORT TERM STRATEGIES

- Recruit instructors for requested activities
- Target men's participation in activities
- Partner with local college's gerontology departments.
- Purchase or find a grant for tablets that can be used at the Senior Center
- Restore the legal assistance program at the Senior Center

LONG TERM STRATEGIES

- Develop a plan to partner with other non-senior activates and host them at the Park House to bring visitors
- Develop and implement educational programs related to the specific interests of seniors
- Implement activities identified by seniors in the survey and community forums
- Facilitate formation of hobby or interest-centered clubs.
- Hire a full-time staff person to manage activities at the Senior Center.
- If funds are not available for full-time staff then at least more hours and programs provided i.e. 9 am to 5 pm to accommodate more groups and programs
- Develop and implement programs for non-mobile seniors.

INDICATORS OF SUCCESS

- Increased senior participation in Senior Center activities
- Implementation of new recreational, physical and educational activities

CHALLENGES

- Attracting seniors ages 50-65
- Attracting men to senior programs
- Overcoming limited hours of service
- Overcoming limited space
- Funding
- Staffing

RECOMMENDATION

The City should review and initiate as many of the suggested programs and activities as possible either through the Community Services Department or through collaboration with and assistance of other community groups and organizations. Such review must include a comprehensive and realistic assessment of the capacity of the Hart Park House in program implementation within the context of the building's historical status.

Goal 6: Sierra Madre Seniors Are Well Informed About Community Resources and Opportunities

Seniors in Sierra Madre learn about programs and services through friends, family, and doctors. Additionally, seniors reported that most of the information they receive is from the Senior Monthly newsletter, weekly newspapers, and the Wistaria Vine. They also receive information from flyers, the Senior Center and signs. However, a number of residents were unaware that resources and activities for seniors exist in the City. One indication that we need to advertise better is that a large number of respondents requested services or programs that are already being provided.

Desired Outcome: to provide seniors with reliable communication resources and publications to help meet the needs of seniors and keep the community informed

PROGRESS ACHIEVED SINCE THE LAST PLAN

- Postal Alert program in place and advertised
- A comprehensive Resource Guide was released in 2014
- "Senior Moments" newsletter is published monthly and in large print.
- Hosted a facilitated community workshop and distribute a community survey targeted to the 50-65 age group for purposes of more clearly establishing the needs of this group in the Sierra Madre demographic area. This will provide guidance for tailoring health-related programs to the differing needs of the younger seniors. Additionally, these activities can be utilized to make this age group aware of the existing services provided by the City.

CONTINUING ACTION

- Recruit volunteers and partnerships to spearhead "clubs" (i.e. Bridge, crafts, shuffleboard) as part of the Center's on-going programs. Volunteers should report to the Senior Center staff person.
- Identify and update all community members (i.e. seniors, disabled) that would benefit from City programs. Methods should include lists from civic organizations, water bills, senior newsletter, trip list, housing list and word of mouth.
- Regular newsletter and e-mails to keep these seniors apprised of the activities and services being offered.
- Update and re-distribute Pocket Resource Guide.

SHORT TERM STRATEGIES

- House an Open House every quarter to inform people about the facility and programs
- Commissioners should attend City Council meetings and "share the voice" of seniors and details of services and programs going on

- Hire a full-time staff person to be on-site at the Senior Center/or achieve more open hours and programming
- Social Media class to educate seniors on emerging technology, including the Senior Center or Commission using social media platforms to share information
- Re-evaluate the ear-to-ear program
- Partner with other Senior Centers to share ideas, resources, and contacts.
- Advertise senior programs and events on the Chamber of Commerce website, city-website and other related group sites (e.g. Woman's Club).
- A volunteer force to assist seniors with minor home repairs, maintenance, or chores, possibly partner with a local church or service group.
- Provide informational outreach for The Kensington, British Home and Esperanza Senior Housing project.
- Research Monrovia Providers Group

LONG TERM STRATEGIES

- Join a consortium of senior community groups to utilize common resources, talent bank, speakers and special events.
- Re-establish an information table or kiosk at the Senior Center
- Develop a senior programs/service marketing campaign

CHALLENGES

- Funding
- Staffing
- Transportation to and from program sites
- Identifying where seniors live so that they can be reached by communication efforts.

INDICATORS OF SUCCESS

- Increased use of the Directory of Community Services
- Increase in users of quality senior programs.

2016 Senior Master Plan Recommendations

- 1 PROVIDE MORE HOURS AND PROGRAMS FOR SENIORS
- 2 ENSURE THE PARK HOUSE IS OPEN AS A COOLING AND HEATING CENTER DURING BAD WEATHER
- 3 IMPROVE AND MAXIMIZE EFFICIENCY OF TRANSIT PROGRAMS ESPECIALLY EXPAND DIAL-A-RIDE
- 4 IMPROVE SENIOR AND HANDICAP SAFETY
- 5 COLLABORATE MORE WITH THE LIBRARY FOR ADDITIONAL EDUCATIONAL PROGRAMS
- 6 IMPROVE COMMUNICATION FOR SENIORS
- 7 IMPROVE EDUCATION AND RESOURCE AWARENESS FOR SENIORS
- 8 DESIGN AND IMPLEMENT NEW PROGRAMS
 - HEALTH
 - EDUCATION
 - RECREATION
 - SAFETY
 - ARTS
- 9 BROADEN APPEAL OF SENIOR CENTER AND SENIOR PROGRAMS
- 10 IMPROVE SENIOR PROGRAM SUSTAINABILITY

CHALLENGES AND INDICATORS OF SUCCESS

Challenges

- To secure funding for desired programs and facility improvements, and new facility construction.
- To find the physical space to implement programs or new facility construction.
- To maintain credibility and enthusiasm for the Senior Master Plan with Seniors and the community.
- To involve Seniors in the programs and activities outlined in the Master Plan.
- To devise appropriate programs and activities utilizing professional, private, or volunteer efforts as necessary and available.
- To maintain an effective and working Master Plan document, revising it to reflect the ever changing needs of the community.

Indicators of Success

- Increased participation by Seniors in City programs and activities. Enrollment in Seniors' classes and activities should be monitored by the Community Services Department and reported to the Senior Community Commission.
- An increase in support from the community; i.e., the sharing of money, goods, time, expertise, business knowledge, or volunteerism.
- More organized programs to provide the community's mature adults opportunities to fulfill their needs.
- Analysis of evaluation forms, distributed on a regular basis, should determine whether the participants are satisfied with current programs.
- An annual review of the short term and long term goals by the Senior Community Commission will ensure that the community is achieving those goals.
- Better utilization of resources.



City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Ryan Baker, Director of Library and Community Services

REVIEWED BY: Elisa C. Cox, Assistant City Manager

DATE: July 12, 2016

SUBJECT: Kersting Court Renovation Concept and Related Use of Art in Public Places Funding

SUMMARY

The Sierra Madre Community Foundation (SMCF) has proposed a community project renovating Kersting Court to the Community Services Commission, which the Commission has approved in concept. SMCF is seeking conceptual approval from the City Council before moving forward with any additional planning. If completed, the Kersting Court renovation will be considered a donation/gift to the City. Furthermore, SMCF is requesting funding through the Art in Public Places fund for sculptural and artistic portions of the project.

BACKGROUND

The Sierra Madre Parks Master Plan outlines multiple items that need to be updated in Kersting Court. These include, but are not limited to, repairing brickwork, installing a monument sign that reads "Sierra Madre", grading the area with new landscaping, and adding additional picnic tables and seating. Additionally, City Council and the Community Services Commission have been discussing the possibility of public art pieces in Kersting Court using Art in Public Places funds.

In May of 2016, the Sierra Madre Community Foundation (SMCF) and other interested community groups presented the Community Services Commission a concept proposal (attached) to renovate Kersting Court. The concept improvements match the Parks Master Plan and also include proposed sculptural and aesthetic elements for which SMCF is requesting a commitment of Art in Public Places funding to support.

This project is not based on the direction Council previously provided to the Community Services Commission regarding Art in Public Places funding, rather it is a new opportunity that has arisen from community organizations for which such funding could be appropriated. The Community Services Commission will continue to look into further art projects as previously directed by Council depending on Council direction for this current proposal.

ANALYSIS

SMCF working with other groups, is proposing to demolish the existing infrastructure in Kersting Court, with the exception of the bell tower and the stained glass kiosk, and replace with a:

- New front corner design
- New retaining walls, irrigation and lighting
- New picnic tables and seating/benches
- Native drought-resistant plants and turf similar to civic center landscaping
- Permanent "holiday" tree
- Pergola

In addition, the groups would install the following possible sculptural/art additions:

- Compass inlay inset within antique cobble interlocking ground pavers. The compass inlay will feature pictures that feature Mount Wilson Trail representing North, the Library for West, and Sierra Vista Park for East, and the Sierra Madre Post Office for South.
- Standing wrought iron compass sculpture
- Sculptural monument sign reading "Sierra Madre" with mountain profiles in stone and wrought iron
- Sculptural wayward signs on a decorated post listing Sierra Madre sights such as E. Waldo Wards, Pinney House, the Wisteria Vine and/or other locations
- Sculptural Stone Benches reminiscent of Lew Watanabe's work

The total estimate of the project is \$110,000.

Several community groups are interested in contributing to the project pending acceptance of the donation of the project to the City. Furthermore, SMCF is requesting Art in Public Places funds for the sculptural/art additions. Further donations may be necessary to complete all work upon final commitments by the currently interested community groups.

FINANCIAL REVIEW

This is volunteer community project that will be considered a donation/gift to the City and will address the much needed renovation of Kersting Court. As such, there should be no cost to the City's General Fund or CIP funds. SMCF and interested groups are

requesting Art in Public Places funds in the currently estimated amount of \$27,175 to complete the proposed sculptural/art additions:

<i>Estimated sculptural/art costs for project:</i>	
Ground compass art inset within pavers	\$16,950
Standing compass sculpture	\$ 975
Monument sign sculpture	\$ 5,250
Wayward sign sculpture	\$ 800
Sculptural stone benches (four)	<u>\$ 3,200</u>
Estimated total request:	\$27,175

The current balance of the Art in Public Places fund is \$57,714. Should the City Council approve this project in concept, there would be \$30,539 remaining in the Art in Public Places fund.

The project and project component costs are provided by the SMCF and are currently only estimates.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. The City Council may approve the project proposal in concept and direct the Community Services Commission to obtain working plans and renderings from SMCF and volunteer groups as well as approve the commitment of Art in Public Places funding for sculptural/art components of the project at an amount not to exceed \$30,000 pending approval of each individual art piece.
2. The City Council may approve the project proposal in concept and direct the Community Services Commission to obtain working plans and renderings from SMCF and volunteer groups as well as approve the commitment of Art in Public Places funding for sculptural/art components of the project at an alternate not to exceed amount pending approval of each individual art piece.
3. The City Council may approve the project proposal in concept and direct the Community Services Commission to obtain working plans and renderings from SMCF and volunteer groups but deny the use of Art in Public Places funding for the project.
4. Reject the project in concept including any use of Art in Public Places funding.

5. Request the Sierra Madre Community Foundation and volunteer groups explore other options for the concept.

COMMITTEE / COMMISSION RECOMMENDATION

The Community Services Commission made the recommendation that Council move forward with the Kersting Court Project and use Art in Public Places funds to assist with the public art pieces integrated into the design.

STAFF RECOMMENDATION

Staffs' recommendation is to approve the project in concept as well as to approve a commitment of Art in Public Places funding for sculptural/art components. Staff further recommends that the Community Services Commission work with SMCF and other interested groups to obtain plans and costs for subsequent review.

Attachments (2):

1. Parks Master Plan – Kersting Court
2. Kersting Court Concept Drawings

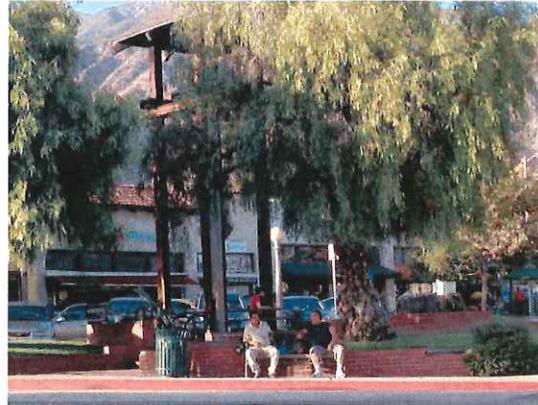
MINI-PARKS

KERSTING COURT – the corner of Baldwin Avenue and Sierra Madre Boulevard

BACKGROUND

Shaded by a couple of well-established California pepper trees, Kersting Court, one of the City's two mini-parks, is tucked into the generally commercial area at the corner of Baldwin Avenue and Sierra Madre Boulevard. The largest of the pepper trees located on the NE corner of the park and estimated to be over 100 years old was destroyed by termites and a windstorm in December 2011.

The centerpiece of Kersting Court is the bell tower, dedicated on October 27, 1974. The bell tower houses the school bell from the 1885 schoolhouse that once sat on the site.



FACILITIES AND AMENITIES (SEE APPENDIX 3)

In addition to being a bustling commercial area, Kersting Court is the venue for numerous community, family, and youth events, as well as seasonal displays. Facilities include several park benches; two picnic tables; a community information kiosk; a Chamber of Commerce flowerbed; a brick patio; open lawn space; bike racks; two drinking fountains (one for dogs and one for their owners); and a community flag pole. Also in close proximity, informational banners span Baldwin Avenue, advertising upcoming community events; and handicapped and other parking is available. The banners and the information kiosk on Kersting Court are popular ways for residents and visitors to receive information regarding City programs and events.

PARK ACTIVITIES

Winter Events: In November, Kersting Court is the site of the yearly Chamber of Commerce Sierra Madre Dickens Village event. In the past, this event has included horse and buggy rides, sledding, caroling, tree lighting, a visit from Santa Claus, and, of course, lots of good shopping, and food. In celebration of the winter holiday season, the Chamber of Commerce, community churches, and the City provide a variety of activities in Kersting Court. A holiday display, consisting of a nativity scene, snowman, menorah, lighted tree, and other seasonal items, is showcased in Kersting Court. The festivities usually begin in early December with a visit from Santa Claus. Santa has also been known to visit Kersting Court on Christmas Eve, distributing stockings to all the children (an event sponsored by the Sierra Madre Fire Department). The weekend before Christmas, Kersting Court is also the site of a candlelight walk with caroling.

Spring Events: During the spring, the Wistaria Festival Committee, in cooperation with the Chamber of Commerce, the City, and other volunteers, hosts a celebration in honor of the Wistaria Vine. In 1994, the celebration marked the Centennial birthday of the “Lavender Lady.” Sierra Madre’s Wistaria Vine is listed in the Guinness Book of World Records as the largest blooming plant. Around Kersting Court (and in Memorial Park) the Wistaria Festival typically features such events as an Art & Garden Fair, a student art sale at the nearby Creative Arts Group, and live music. On Friday evenings, beginning usually in May, family movies, displayed on a large, outdoor screen, are shown in Kersting Court. Families are encouraged to bring chairs and blankets. Food is available from local restaurants and merchants.

Summer Events: First held in 1908, the Mount Wilson Trail Race is the second oldest trail race in the country. At that time, runners raced to Mount Wilson, rested 1/2 hour, then raced back down. The race was held sporadically from that first year until the late 1940s and early 1950s, when it was abandoned completely. In autumn of 1965 it was revived and has grown over the years to its present format. Sierra Madre sponsors the May event, offset through revenue collected for race registration. Organized by the volunteer Trail Race Committee, the current race is 8.6 miles in length and open to all participants in all age categories. On the day of the yearly race, Kersting Court is the site of various booths and activities. Past activities have included the Kids’ Art show, beer garden; live video feed, food truck(s), and the Kidz’ Fun Run. On the evening prior to the race, Kersting Court is the site of the Pre-race Pasta Load dinner.

The 4th of July Firecracker Fun Run, which begins in Kersting Court, was held for the first time in 2011. The 5K event is open to runners of all ages and runs a loop along the Fourth of July Parade route.

Fall Events: In fall, Kersting Court plays host to the annual Wine Jazz Walk, benefiting the City of Hope. The event includes a VIP Wine Garden, world-class jazz bands, silent auction, antique cars, and a stroll through historic downtown Sierra Madre, sampling fine wines and local cuisine. During the Halloween season, community fun kicks off with the Downtown Window Painting contest, typically held the weekend before Halloween. Youths compete in teams of up to four contestants, decorating the windows of downtown Sierra Madre businesses with their most creative Halloween designs. Painting takes place over Friday and Saturday with awards presented in Kersting Court on Saturday afternoon. On Halloween, youth enjoy trick-or-treating in downtown Sierra Madre as business owners open their doors. Kersting Court marks the start of the Halloween parade along Sierra Madre Boulevard. The parade is led by the Sierra Madre Fire Department to the Memorial Park Band Shell, where a costume contest is held, with prizes awarded to the top three costumes in each of the age categories.

CURRENT CONDITIONS/NEEDS

One of the pepper trees had to be removed because of termite damage. A non-damaged portion of the tree trunk was placed in the same location as a memorial to the original tree.

There is termite and/or other wood damage to the kiosk, the bell tower, and possibly the remaining pepper trees.

Information in the information kiosk is often outdated.
The information board in the kiosk is falling apart.

Residents are unaware of the purpose or history of the bell tower.

Bricks are settling near the bell tower.

There is no obvious provision for recycling.

There are not enough bike racks.

More picnic tables or bench seating would encourage increased usage.

As with all the City's parks and facilities, on-site monument signage, and in-town directional signage are lacking or in disrepair.

GOALS AND PRIORITIES

As the "gateway" to Sierra Madre and the center of the business district, this mini-park welcomes guests to the City, generates a gathering place in the downtown shopping district, and contains items of historical significance. The goals of the Committee are to highlight the City's small-town character, increase utilization, and provide timely and relevant information to visitors and guests (see Appendix 6).

Level I Priorities

Termites have been a major problem in Kersting Court and in 2012 one of the pepper trees had to be removed because of damage. It appears that the bell tower and the kiosk may also have some damage from termites or wood rot or both. A termite and/or engineering or other safety inspection should be conducted on both the kiosk and the bell tower in order to be certain that they are both structurally sound.

Replace damaged wood at bell tower and kiosk.

Fix the settling bricks next to the bell tower (consider replacing bricks with pavers like those used at the library).

Keep the information in the kiosk current and attractively presented. Determine the responsible parties for maintaining the information.

Level II Priorities

Place a monument sign (i.e., Welcome to Sierra Madre), similar to the one on Sierra Madre

Boulevard at Michillinda, or the one at Bailey Canyon, on the southeast corner of Kersting Court. The City could sponsor a competition for the sign, or solicit donations from businesses and/or community organizations and could include "sponsors" on the sign (see Appendix 5).

After the stump is removed (see Level I above), grade the area where the pepper tree stump currently sits. Add new landscaping, and picnic tables and/or benches, with some shade trees or other covering in that area (see Appendix 6).

Replace the kiosk with a more durable material such as stone. Keep the stained glass inlays as part of the kiosk.

Replace the information board in the kiosk as the current one is falling apart. A digital display, containing a downtown business directory and other points of interest is desired.

Add more bike racks.

Level III Priorities

Create signage detailing the history of the bell tower. The City could obtain funding for this from private sources, such as a fund-raising activity by children.

Install a second flag pole in Kersting Court specifically for the City's flag.

MILTON AND HARRIET GOLDBERG RECREATION AREA - 171 South Sunnyside Avenue

BACKGROUND

In December 2006, the Sierra Madre City Council approved the purchase of an undeveloped vacant lot at 171 South Sunnyside for a community passive park. The property is approximately 9,479 square feet. It is bordered by a home on Ramona to the west, Ramona Avenue to the north, Sunnyside to the east and another vacant parcel to the south. The lot had long been identified as a potential passive public park as far back as the 1973 General Plan. For many



years, in fact decades, the property owners, Milton and Harriet Goldberg (Mr. Goldberg was a former Parks and Recreation Commissioner and youth advocate), allowed neighborhood children to play in the lot. The City agreed as terms of the sale to name the park after the owners.





















City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Elisa C. Cox, Assistant City Manager 

DATE: July 12, 2016

SUBJECT: Information Technology Master Plan

SUMMARY

In July 2015 the City Council authorized staff to work with ClientFirst to complete an Information Technology (IT) Audit and Master Plan. The project has been completed and is being presented to the City Council to receive and file and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.

ANALYSIS

Much of the City's information technology infrastructure is dated and has been piecemealed together over the years. Furthermore, the cost of technology is continuing to drop and with the hope that there may be ways to increase the City's technological operational efficiencies while decreasing costs, the City Council authorized staff to work with ClientFirst to complete an Information Technology (IT) Audit and Master Plan in July 2015.

The objective of the Master Plan included developing and articulating a vision for the effective use of technology to support the work of the City, identifying strategies for developing and implementing technology initiatives, and highlighting the cost, as well as the benefits of doing so.

The attached document is a well-documented plan to guide the City over the next five years in planning, procuring, implementing, and managing current and future technology investments and resources related to Information Technology Services. The plan is the result of a thorough analysis of the following:

- Existing hardware and network infrastructure, staffing, funding, applications, business systems, projects, processes, telecommunications, training, and other investments and resources currently in use by the City

- Interviews and workshops involving all levels of the City's staff, including the Management
- Team, end-users, and other stakeholders, recognizing limited staff availability
- Identification and prioritization of projects that the IT staff should undertake over the next five years
- Identification of needs to accommodate current and future technology requirements, such as data storage and management, legal requirements, security requirements, etc.

Findings

ClientFirst found that City management, staff, and contractors have worked hard to maintain the information technology systems with limited financial and staff resources. City management and the City's contractor have managed to keep current technology and systems operating and the City's staff deserves credit for their patience and acceptance of the current state of IT within the City.

Although the organization has gotten by with very limited expenditures, a significant portion of the IT infrastructure and some of the enterprise business applications - which are the backbone of departmental operations and citizen services - are out of date, end of life, underutilized, and significantly behind peer municipalities. Continuing with the existing state of City systems and under-trained employees is a significantly less than optimal approach to doing business. It takes more recurring staff time (and therefore labor cost) to make up for the lack of more up-to-date IT systems and infrastructure that are common in other municipal governments.

Over the last few years, citizens have begun demanding more efficient interaction, online transactions, and more transparent information availability. The City will not be able to manage these changes without updating, improving the level of IT management, and better utilizing enterprise business applications and the IT infrastructure that supports them.

ClientFirst Recommendations

Moving forward, over the next 18 to 24 months, the focus of Information Technology should be on infrastructure upgrades and increasing IT support staff to meet the needs of 21st Century technology. While some software applications improvements are possible during this time, major software system utilization improvements and replacement system implementations must follow the initial focus on infrastructure. ClientFirst recommends that IT work to position itself in the following ways:

IT Infrastructure – Follow best practices for infrastructure equipment replacement recommendations to reduce risk. Focus initially should be on the following:

- Upgrade to Municipal Area Network (MAN) per the initiative recommendations
- Local Area Network (LAN) Upgrade*

- Computer Room and Data Center Improvements (including connection between City and PD)*
- Increase Internet Bandwidth*
- Virtual Server Upgrade
- Disk Space Expansion
- Electronic Mail Upgrade*
- Complete a Security Review (with outside assistance)

Telephone System Replacement* – Proceed with completing the installation and implementation of the new Citywide Voice-over Internet Protocol (VoIP) telephone system.

Backups and Disaster Recovery – Backup improvements to ensure complete and development of disaster recovery plan.

IT Staffing – The IT function does not have the staffing resources to maintain existing systems. Over the near term, a significant investment in infrastructure will require additional IT Support and Network Engineering skills. Over the longer term, the City will need to increase the number of IT support days provided by the City's existing contractor and also turn to other third-party resources to accomplish the implementation of the necessary infrastructure improvements.

ERP Gap Analysis and Utilization Improvements* – Conduct a structured Gap Analysis and Utilization Improvement Plan for the existing Tyler Incode ERP, including the following components (suites/modules):

- Financials
- HR and Payroll (including reconfiguration of TimeClock Plus timekeeping)
- Land Management (Planning, Permits, Inspections, Licensing, Code Enforcement)
- Work Orders and Maintenance Management
- Tyler Content Management (TCM)
- Integrations with other core applications outside of the Tyler Incode ERP system

Application Utilization – City departments want to improve their core business processes and fully utilize their applications. The City should work to encourage a sense of application ownership and continuous improvement by the departments. Improved application utilization is one of the most effective ways to increase staff productivity and customer service.

Governance – ClientFirst expects the projects outlined in the MasterPlan will result in improved productivity and customer service, as well as improved sustainability.

Third-party subject-matter experts (SMEs) will be helpful for projects that are (1) high priorities, (2) beyond the scope of City skill sets, and/or (3) lacking internal resource availability.

Additionally, ClientFirst recommends that action plans be developed by the departments and IT for all active, short-term initiatives. The action plans should include all identified needs, recommended solutions, responsible individuals, and target due dates. These action plans can ensure that all needs are being addressed and/or that a decision has been made not to pursue an initiative. These action plans will also prove beneficial to annual resource and budget planning requirements.

The City should review and update the IT Master Plan annually, using an abbreviated version of the master planning methodology. In this way, the plan will be a vehicle to continuously guide the information technology activities of the City. The annual IT Master Plan update should be synchronized with the City's annual budget process, so the City's IT Plan initiative costs can be properly represented in the City's annual budget.

FINANCIAL REVIEW

ClientFirst has included a proposed budget with the Master Plan following page 39 in the attached document. The adopted Internal Services IT Fund includes some funding in Fiscal Year 2016-2017 to begin implementing parts of the IT Master Plan, but not at the level ClientFirst recommends in the attached budget.

The items with an asterisk (*) above have some level of funding set aside in the Information Technology Internal Service Fund in Fiscal Year 2015-2016 (meaning the City completed the recommendation already) or in Fiscal Year 2016-2017. But of the \$572,570 recommended for FYE 2017, only \$228,230 has been budgeted, which is less than the total Top Priority Initiatives, \$402,690, recommended in FYE 2017.

There is approximately \$628,000 in fund balance (reserves) in the Internal Services IT Fund, should the City Council wish to allocate additional funding to accomplish some of the Top Priority Initiatives identified by ClientFirst.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. The City Council may receive and file the IT Master Plan and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.
2. The City Council may receive and file the IT Master Plan and allocate additional funding from Internal Services IT Fund Reserves to implement some of the Top

Priority Initiatives identified in the Master Plan.

3. The City Council may provide alternate direction on the IT Master Plan.

STAFF RECOMMENDATION

Staff recommends the City Council receive and file the IT Master Plan and instruct staff to work on implementing the objectives in the Master Plan as the budget allows.

Attachment: Information Technology Master Plan



City of Sierra Madre Agenda Report

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

Melinda Carrillo, City Clerk
Michael Amerio, City Treasurer

TO: Honorable Mayor Goss and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Elisa C. Cox, Assistant City Manager

DATE: July 12, 2016

SUBJECT: Improving Community Communications

SUMMARY

At the City Council's last strategic plan retreat, the City Council requested that staff bring forward a staff report with suggestions for improving community communications.

BACKGROUND

The City has a number of ways in which it constantly communicates with its residents including:

- Press Releases
- Website
- eBlast
- Facebook
- Nixle Alerts
- AM Radio
- Flyers
- Water Bill Insert
- Banners
- Wistaria Vine Community Newsletter

There are other avenues that the City uses from time-to-time depending on resources, both the physical expense and staffs' time:

- Direct Mailers
- Event Booths
- Instagram
- LinkedIn
- Visiting Downtown Businesses
- Community Group Meetings
- Targeted Social Media
- Coordinating Council

And there are communication vehicles that the City currently does not use – although, some of these are in the works:

- Additional Banner Poles
- Citizen Request Dashboard
- City Mobile Phone Application
- Electronic Message Boards
- Emergency Alert System / Reverse 911

ANALYSIS

Additional Banner Poles

Multiple community surveys have indicated that the second most common way residents learn about what is going on in town is by the information provided on the

banner over Baldwin Avenue at Sierra Madre Boulevard (the most common way people learn about City business is word of mouth). In 2008, the City Council considered installing two banner poles east of the intersection of West Sierra Madre Boulevard and Lima Street – at the time the cost was estimated at \$26,000 for installation and would take five years in Banner Permit Fees to recover the cost of installation. Ultimately, the City Council at the time chose not to continue exploring this project, but if the current City Council is interested, staff can return with updated information and a draft RFP for a project to provide additional banner poles east of Lima Street on West Sierra Madre Boulevard. The 2008 staff report is attached.

Citizen Request Dashboard

The Citizen Request Dashboard or Online Citizen Reporting is a feature of the new City website that staff hopes to complete this summer. This dashboard will give residents a place to report problems or issues through the City's website – i.e. excess water waste, potholes, or a tree issue.

City Mobile Phone Application

Once the Citizen Request Dashboard is launched, staff will work on launching and publicizing the City App which will provide a quick way for residents and visitor to access the City's online calendar, agenda, and the Citizen Request Dashboard from their smartphones. The app will be available in the Apple App Store and the Google Play Store.

Electronic Message Boards

Another way the City Council increase information is through an electronic message board. Costs for a very basic board start at around \$399 (single line scrolling banner) but can increase up to \$20,000 (full color with graphics).



Although this method would easily provide information to public and the information would be easy to update staff anticipates that the installation of an electronic message board might be controversial as the municipal code currently prohibits these types of signs.

Emergency Alert System / Reverse 911

A reverse 911 system allows the City to contact residents and key personnel during an emergency situation using voice, email, SMS texting and social media at a moment's notice. Staff looked at three different service providers for emergency alert systems, Nixle 360, Inspiron Logistics, and Emergency Communication Network. Of the three options, staff recommends the City Council upgrade from our current Nixle service to Nixle 360 which will provide a completely web-based solution combining reverse 911 directories with a comprehensive databases of geographically-located phone numbers

that do not require citizens to opt-in for emergency usage. The annual cost for this service is \$5,000, which is \$1,250 more than what the Police Department is currently paying. The other systems would increase the City's current costs by \$5,000 or more each year and would not provide any additional functionality.

Increased Staffing

Much of the discussion on this topic at the Strategic Planning retreat centered around hiring a full-time person to work on community communications. Currently, the Assistant City Manager serves as the City's Public Information Officer and the Public Works and Library & Community Services Departments have staff whose ancillary duties include working on publicity. The City employs a part-time Website and Public Information Technician who primary responsibly is keeping the City's website up-to-date. The Police Department has also identified one of its part-time grant-funded Community Services Officers to work on social media and community outreach.

There is little doubt that a full-time employee dedicated to community communications would increase the public's information on the current status of various City programs and services. This person would be dedicated to community relations, media relations, Cable TV programming, the City website, and the various social media platforms; he or she would be able to create and implement comprehensive programs for dissemination of information to assure that the City's key messages reach the public, develop and coordinate official media strategies, and perhaps most importantly, promote, organize and stimulate good relationships with neighborhood and community groups and other local agencies, interpreting and explaining City programs and philosophies.

As envisioned above, this position would likely operate at an Analyst level, which cost approximately \$95,000 year in salary and benefits. Even if the City were to upgrade the current Website and Public Information Technician to a Community Communications Analyst, it would be at an increase of approximately \$75,000 each year.

FINANCIAL ANALYSIS

Initiative	Cost
Additional Banner Poles	\$26,000
Citizen Request Dashboard	<i>In process</i>
City Mobile Phone Application	<i>In process</i>
Electronic Message Boards	Up to \$20,000
Emergency Alert System	Additional \$1,250
Increased Staffing	\$75,000 - \$95,000

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. The City Council may instruct staff to upgrade the City's emergency alert system to Nixle 360 and to prepare a Request for Proposals for additional banner poles at Sierra Madre Blvd. and Lima Street.
2. The City Council may provide additional direction to staff on how to increase community communication.

STAFF RECOMMENDATION

Staff recommends the City Council instruct staff to upgrade the City's emergency alert system to Nixle 360 and to prepare a Request for Proposals for additional banner poles at Sierra Madre Blvd. and Lima Street.



City of Sierra Madre Agenda Report

ATTACHMENT

Kurt Zimmerman, Mayor

MaryAnn MacGillivray, Mayor Pro Tem

John Buchanan, Council Member

Joseph Mosca, Council Member

Donald Watts, Council Member

Nancy Shollenberger, City Clerk

George Enyedi, City Treasurer

TO: Honorable Mayor Zimmerman and Members of the City Council

FROM: Elaine I. Aguilar, City Manager

INITIATED BY: James Carlson, Management Analyst

DATE: September 23, 2008

SUBJECT: **INSTALLATION OF BANNER POLES AT W. SIERRA MADRE
BOULEVARD EAST OF LIMA STREET**

SUMMARY

Staff recommends that the City Council provide direction regarding the installation of two banner poles east of the intersection of West Sierra Madre Boulevard and Lima Street.

ANALYSIS

Background

Over the past several years it has been suggested by a number of residents and community groups that the City consider installing an additional set of banner poles on the west end of the traditional downtown district. In July of this year, staff was contacted by a representative of the Sierra Madre Chamber of Commerce with a request to install the additional banner poles once again.

Overview of the Current Downtown Banner

The City of Sierra Madre has used a banner to promote City and community organization activities since the early 1970's. The location of the banner, just off Kersting Court and across North Baldwin Avenue, has proven to be a valuable method of publicizing a wide variety of events to Sierra Madre residents and visitors. Banners are provided by the organizations publicizing the events and Public Works staff attaches them to the banner poles on Mondays. A Banner Permit (Attachment A) is required for each banner which clearly lists the policies and procedures for displaying the banner. A fee of \$88.00 is also charged and is adjusted for CPI yearly at approximately 3%. It is City policy that there is no waiver of the fee for any banner. Applications and banners are processed by the Community & Personnel Services Department and approved by the Community Services Commission.

Staff has found that at least as far back as 2000, there have been suggestions by the public and community organizations that there are not enough opportunities to use the banner to publicize events. Often banners are forced to be scheduled at times that are not close to the date of the event. This is particularly difficult in the spring and summer when many events occur on the same weekend. For example the Huck Finn Fishing Derby may fall on the same weekend as Little League Opening Day.

Proposal for a Second Banner

A second banner located at the western side of traditional downtown would provide twice the promotion space for City and organizational events. It would also provide information at an additional access point into the downtown area. The location of this banner has been suggested by the Chamber of Commerce to be at the intersection of West Sierra Madre Boulevard and Lima Street. This location was also the preference of the Parks & Recreation Commission in 2000. The Commission's specific recommendation was that the banner should be located at a controlled intersection providing motorists a safe opportunity to view the information. Staff proposes that the banner location be just easterly of Lima Street, where the banner information can be viewed by vehicles stopped at the intersection.

At the Sierra Madre City Council meeting on October 9, 2000, a project proposal was presented for a second set of banner poles. At that time, Staff recommended the purchase of two simple taper steel posts at an approximate cost of \$5,000.00. The proposal was declined by the City Council at that time. Current research shows that the project could be considerably more expensive. The City of Monrovia completed a very similar project in 2006 at a total cost of over \$25,000.00.

Cost Estimates for Second Banner

Staff has been in contact with the contractor for the Monrovia project and has been informed that there are costly safety aspects for producing and installing permanent poles for street banners. These costs are associated with pole strength ratings in regards to windstorm events. Staff has also contacted six additional contractors for estimates. Generally, the contractors request a more specific scope of work that would be included with an RFP. All contractors have alluded to an extra cost associated with these types of poles. Any RFP would require that strength specifications be met for the specific purpose and location of proposed construction.

Consideration of Newer Safety Technology

At this time, Staff has been unable to locate information or specifications of the two existing banner poles located next to Kersting Court. It is believed that the poles are similar to the simple tapered steel posts that were recommended in the 2000 report. There is no indication, however, if the wind safety strength criteria was considered when the poles were installed.

Staff was able to find a vendor for breakaway swivels that could be installed at the connection point between the banner and the pole. These swivels can be purchased in a wide variety of "breaking points" ranging from 150 to 1800 pounds of tension. These items are listed for \$100.00 each (regardless of setting) and replacement parts are available at a minimal cost in the event of the breakaway feature being used. This technology could be considered for both improving the safety of our current banner poles, as well as possibly contributing to the safety rating of proposed new poles.

Staff discussed the breakaway swivel option with two of the potential pole installation contractors and in both cases they indicated it was possible that it could contribute to the poles safety rating, and may decrease the price of such poles. A representative from Composite Materials Technology indicated that they would be able to produce the poles, (without delivery or installation) for approximately \$3000 after considering the breakaway swivels and a pole height of 30 feet. Both contractors also indicated that more precise information, including pricing would be available after viewing the specifications on an RFP.

Environmental Review

If City Council decides to direct staff to prepare a RFP for this project, staff will prepare a Negative Declaration for the project, consistent with the approach taken in 2000.

FINANCIAL REVIEW

Although the informal estimate from the Composite Materials Technology indicates that there is a possibility of receiving lower bids based on discussions with contractors, staff recommends using the \$26,000.00 Monrovia cost figure to discuss the benefits of producing the RFP. Staff would also recommend that analysis and retrofit with breakaway swivels or complete replacement of existing banner poles be included as an optional scope of work item within the RFP.

Funds have not been budgeted for this project and would come from the General Fund or Community Redevelopment Fund. In either case, Staff could consider using the new banner application fees to pay off the project. A \$26,000.00 project would pay for itself in approximately five years if it is used at 100% and CPI increases to the fee is approved for the next five and a half years. Staff would also consider approaching members of the Sierra Madre Coordinating Council to fund-raise for the project as it would be beneficial to their organization's marketing efforts.

Another financial benefit should be considered in respect to the additional publicity that would be provided to many of our community organizations in their fund-raising efforts. The financial donations the City receives from these organizations have proven to be a very important income to the City for many years. The intangible benefits of greater publicity for these events and groups is difficult to measure but should be recognized.

At this time, the Council may also want to consider the purchase and installation of breakaway swivels to our existing banner poles as a safety measure.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. The City Council may elect to direct staff to prepare and distribute a Request for Proposal for a project to provide additional banner poles east of Lima Street on West Sierra Madre Boulevard.
2. The City Council may elect to appropriate funds and direct staff to install breakaway swivels at the existing banner poles.
3. The City Council may elect to instruct staff to take no further action relative to the existing banner pole, or the request to install new poles.

STAFF RECOMMENDATION

Staff recommends that the City Council discuss whether to install two banner poles east of the intersection of West Sierra Madre Boulevard and Lima Street. If the Council decides to have the banner poles installed, the Council should direct staff to prepare a Request for Proposal (RFP) for banner pole installation based on the Council's recommendations. Staff also recommends that City Council consider the appropriation of funds and direction of staff to add breakaway swivels to the existing banner poles on North Baldwin.

Attachments (1):

Attachment A: Banner Permit (including policies & procedures)