

**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 26, 2016
Closed Session 5:30 pm
Open Session 6:30 pm**

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

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

and

**Council Member Denise Delmar via
teleconference from Sofitel San Francisco Bay
223 Twin Dolphin Drive
Redwood City, California 94065**

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.

CLOSED SESSION

CALL TO ORDER/ROLL CALL

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

PUBLIC COMMENT

Regarding Closed Session Items

RECESS TO CLOSED SESSION REGARDING:

CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Pursuant to Calif. Government Code Section G.C 54956.9 (d)(1)

CETT v. City of Sierra Madre, et. al.

CONFERENCE WITH LEGAL COUNSEL

Pursuant to Calif. Government Code Section 54956.9(a)

The City Council/Agency finds, based on advice from legal counsel, that discussion in open session will prejudice the position of the local agency in the litigation.

Existing Litigation: Case No. ADJ10149463
Morrison Christopher a de, Lori v City of Sierra Madre

CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Calif. Government Code Section 54957.6

City Negotiators: City Manager Elaine Aguilar, Finance Director Marcie Medina, and Human Resources Analyst Miguel Hernandez

Employee Organization: Classified Employee Association

OPEN SESSION

**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

REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MINUTES

Approval of minutes from the [July 12, 2016](#) City Council meeting.

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Presentation by Director Tom Love of San Gabriel Valley Municipal Water District Strategic Plan

PRESENTATION

Update from Public Works Director Inman regarding water conservation and the City's Water Quality Report

ACTION ITEMS

1. CONSENT

a) [ADOPTION OF RESOLUTION 16-49 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS](#)

Recommendation that the City Council approve Resolution 16-49 for approval of payment of City Warrants in aggregate amount of \$413,653.41 ; Library warrants in the aggregate amount of \$8,481.83 , and payroll transfer in the aggregate amount of \$323,094.40 for fiscal years ending June 2016 and June 2017.

b) [ADOPTION OF RESOLUTION 16-50 AMENDING RESOLUTION 14-48 ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR PART-TIME, UNREPRESENTED EMPLOYEES](#)

Recommendation that the City Council approve Resolution 16-50 amending Resolution 14-48 to include 0% paid by the employer of the employees' contribution to CalPERS for part-time, unrepresented employees.

c) [RECOMMENDATION TO APPROVE A CONSTRUCTION CONTRACT WITH STEPHEN DORECK EQUIPMENT RENTALS, INC. IN AN AMOUNT NOT TO EXCEED \\$246,615 FOR THE REPLACEMENT OF THE FAILED EXISTING WATER MAIN IN THE 400 AND 450 BLOCKS OF NORTH MICHILLINDA AVENUE](#)

Recommendation that the City Council approve a contract with Rain-for Rent for installation and rental of a temporary water main along the frontage of the 400 and 450 blocks of North Michillinda in an amount not to exceed \$21,410; and a construction contract with Stephen Doreck Equipment Rentals, Inc. in an amount not to exceed \$246,615 for the replacement of the failed existing water main in the 400 and 450 blocks of North Michillinda Avenue.

d) [AUTHORIZATION TO GO OUT TO BID FOR REPLACEMENT OF SIERRA MADRE POLICE DEPARTMENT RADIO CONSOLE](#)

Recommendation that the City Council authorize staff to go out to bid for the replacement of the Sierra Madre Police Department Radio Console

e) [FISCAL YEAR 2016-2017 ANNUAL BUDGET FOR THE CITY OF SIERRA MADRE](#)

Recommendation that the City Council receive and file.

ITEMS FOR DISCUSSION

2. [CONSIDERATION OF APPOINTMENT TO THE PLANNING COMMISSION](#)

Recommendation that the City Council provide staff with direction.

3. [CONSIDERATION OF APPOINTMENT TO THE LIBRARY BOARD OF TRUSTEES](#)

Recommendation that the City Council provide staff with direction

4. [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 Proposal 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, September 13, 2016

MINUTES

Agenda - Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority
Tuesday, July 12, 2016 – 6:30 p.m.
City Hall Council Chambers, 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024
and
Council Member Denise Delmar via
teleconference from Fairfield Inn & Suites
555 Skyway Rd., San Carlos, CA 94070

Mayor, Gene Goss, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:30 p.m. City Clerk, Melinda Carrillo, read the roll, noting that all City Council members were present. No closed session took place.

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
Melinda Carrillo, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION

Council Member Harabedian, led the Pledge of Allegiance. In light of the recent devastating shootings, Council Member Harabedian asked those present that know the prayer, *Our Father*, to please pray aloud.

APPROVAL OF AGENDA

*Council Member Harabedian asked to remove Agenda Item 1c regarding awarding a professional services contract to develop a water distribution system model for the city.

Moved: Council Member John Capoccia

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

Abstain: None

APPROVAL OF MINUTES FROM THE REGULAR CITY COUNCIL MEETING ON MAY 24, 2016

*Minutes are approved, however, Council Members Capoccia, Harabedian and Mayor Pro Tem Arizmendi have minor corrections and will get those to City Clerk Carrillo after the meeting.

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

Abstain: None

MAYOR AND CITY COUNCIL REPORTS

- 1) Council Member Delmar is on a business trip and is very pleased with the new phone system. She can hear the meeting more clearly than the last time she was away on business.
- 2) Mayor Pro Tem Rachelle Arizmendi commended the Fourth of July Committee for a job well done. Some emails of concern regarding some parade entries were received and will be reviewed with the Fourth of July Committee.
- 3) Mayor Gene Goss enjoyed riding the parade route this year with his family and added to Mayor Pro Tem Arizmendi's words stating that the Fourth of July Parade was fantastic, and the activities the day before and after the parade were fantastic as well.
- 4) Council Members Capoccia and Harabedian had nothing to report.

PUBLIC COMMENT ON NON-AGENDA ITEMS

- Dave Colcher, Sierra Madre Rose Float Association President: Presented the city with a framed photo of this year's Sierra Madre Rose Parade Float. This year's float was awarded the Animation trophy at the Rose Parade. The 2017 float, "Cat's Away", is under construction since March.

- Faith Lee: Introduced herself as the field representative for Assemblyman Chris Holden and offered her assistance when needed.
- Paul Hovsepian: Offered a few words of wisdom regarding the shootings the past weeks stating that these occurrences are wearing at the nation's soul and that a change in human hearts would be accomplished through an understanding and practice of empathy.
- Tom Arnt: Added to Mr. Hovsepian input stating that a change in our vocabulary regarding Blacks, Hispanics and Whites. Moreover, he is concerned with the cross walk by the post office on Baldwin Ave. that should be changed to a stop sign. He requested to see the minutes from two years ago when he requested that be done during a city council meeting. Mr. Arnt was given immediate direction by staff about requesting the minutes.
- Lori Gearsbock: Is concerned with the Canary Island Pine trees at Oakcrest starting at Carter. She said these trees are a fire hazard and should be replaced with other trees one by one. She and her husband are very concerned about the potential fire hazard of the dried, brown pine needles.

Mayor Goss closed public comment.

PRESENTATION

- Mayor Goss recognized Elisa Cox, outgoing Assistant City Manager, and presented her with a city plaque and read a proclamation in her honor.

AGENDA ACTION ITEMS

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

1. CONSENT CALENDAR

- 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.

Mayor Goss opened for public comment.

- Barbara Lee Cline: Is disappointed that City Council and Planning Commission decided to remove that nothing over twenty-acres should be developed.

Mayor Goss closed public comment.

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

Moved: Council Member John Harabedian

Seconded: Council Member John Capoccia

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 1c

Council Member Harabedian asked why not an RFP regarding the development of a water distribution system model for the city. He also inquired about what year Arcadia did their system and how much did they pay. Director Inman stated that he did indeed consider an RFP and did get other quotes from two other companies and stated the price is very well within reasonable range. A RFP will delay the project by approximately two months. He had no information regarding Arcadia.

Mayor Goss opened for public comment.

- Tom Arnt: Why don't we ask what Arcadia did and follow their plan since they've already done it.

- Barbara Lee Cline: Agrees with an RFP and adds that there are streets in Sierra Madre that don't have fire hydrants.

Mayor Goss closed public comment.

DIRECTION OF ITEM 1c

After council discussion, direction was given to City Manager, Aguilar. City Council concurred that the RFP should be done as soon as possible. Council directed staff to do the RFP, however, Council does not need to see it.

ITEMS FOR DISCUSSION:

2. MS4 PERMIT COMPLIANCE

Recommendation that the City Council receive and file.

*Permit update presented by James Carlson, Management Analyst, and with Jason Pereira, Principal of California Water Shed Engineering, CWE. The MS4 Permit Compliance is also known as the storm water permit. Council received and filed.

Mayor Goss opened for public comment.

- Tom Arnt: Are we actually polluting? If we are not polluting, we should not have to participate and that needs to be answered.
- Paul Hovsopian: If it has to do with pollution, we do not have much to pollute.

Mayor Goss closed public comment.

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.

*Vincent Gonzalez, Director of Planning & Community Preservation presented.

Mayor Goss opened for public comment.

- Joanna Schilling, 633 W. Alegria Ave.: Mrs. Schilling is grateful that this matter was agendized and still concerned that homes are being bought with no intent to live in those homes.

- Steve Schilling, 633 W. Alegria Ave.: Mr. Schilling is still concerned that the issue brought up and agendized is still not broad enough. Foreign investors continue buying homes and those homes remain vacant.
- Becca Vodnoy ,W. Alegria Ave.: Safety and community are why we moved to this community. We love our community and we want continue to feel safe.
- Joy Painter, 640 W. Alegria Ave.: Mrs. Painter concerned with vacant homes with over grown trees growing across property lines and hoarder houses with mice and rats. Vacant Property Registration Ordinances, VPROs, were developed years ago to specifically combat this problem.
- Bruce Jones, 662 W. Alegria Ave.: 678 W. Alegria has been vacant for four years. Mr. Jones is concerned with fire. He has complaint about 670 W. Alegria and the potential fire hazard due to dry grass and Palm trees in the backyard since 2014. Palm trees catch fire fast. He believes Title 8 has everything to solve this problem. Pasadena had code enforcement volunteers and we can do the same.
- Barbara Lee Cline: Is concerned is safety and vacant homes with pools and the possibility of a child falling in. We need a strong ordinance for a vacant home and heavy fine.
- Bruce Jones, 662 W. Alegria Ave.: Suggested getting county help.

Mayor Goss closed public comment.

City Council discussed and Mayor opened for additional public comment.

- Tom Arnt: We can give the maintenance information to the realtors to give to the buyers.
- Paul Hovsopian: I do not believe the Schillings are being prejudice with their comments. They are simply concerned with their block and our small community.
- Joy Painter: Mrs. Painter stated these issues are happening everywhere in the world.
- Bruce Jones: Reiterated that Palm trees are dangerous and a potential fire hazard.
- Steve Schilling: Mr. Schilling is not being prejudice, simply concerned.

Mayor Goss closed additional public comment.

DIRECTION OF ITEM 3

After City Council discussion, direction was given to City Manager, Aguilar. With majority consensus, staff will go to the Planning Commission to look into a property maintenance inspection program and look at our code section Title 8 on property standards. The language in Title 8 will be made more clear, and therefore, making it easier for code enforcement officers to follow and enforce. After the Planning Commission makes a recommendation and an ordinance is made, a volunteer patrol program can be established. Staff cannot do anything further with the fire code since that is already specific. Moreover, information regarding the maintenance program would be readily available to realtors and buyers. Lastly, City Attorney Highsmith

pointed out that whatever standards are created regarding property maintenance standards, will apply to any property in Sierra Madre, whether the property is vacant or not.

4. 2016 SENIOR MASTER PLAN

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

*Nina Bartolai, Senior Master Plan Committee Chair presented.

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

APPROVAL OF 2016 SENIOR MASTER PLAN

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

Abstain: None

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.

*Ryan Baker, Director of Library and Community Services presented.

* Karma Bell, Civic Club President, explained that the concept of updating Kersting Court came together when the club wanted to spend some surplus funds on the community, and therefore, ended up meeting with other group leaders such as the Community Foundation who was also interested in doing something as a community project at Kersting Court.

*Mark Meahl, Garden View Landscaping, commented on the possible concept and design for Kersting Court.

Mayor Goss opened for public comment.

- Carol Canterbury, Chamber of Commerce, indicated that an anonymous person donated a \$10,000 Christmas tree that is 25 feet for Kersting Court. The signs should consider businesses on East Montecito and further West Sierra Madre Ave.
- Pat Alcorn suggested a call for artists to do some of the work.
- Barabara Lee Cline suggested to replant the Pepper Trees and call for artists. She would like ideas for the concept to be open to everyone in the community.
- Mr. McGuire indicated that Kersting Court is iconic and is a great idea.
- Michelle Keith, Community Foundation Chair stated that this was their idea. Kersting Court will keep it's character and remain a place of gathering.
- Karma Bell indicated that the idea for the public art comes from the idea that Kersting Court is the center of our universe, our town, therefore the sign is indicating to what makes our town.
- Rob Stockley likes the concept and promotes spending the entire money from the Public Arts Fund on the Kersting Court concept.
- Bart Doyle would like Council to approve staff recommendation as presented and agrees with Mr. Stockley.

Mayor Goss closed public comment.

*Direction was given to staff to move forward with the Kersting Court concept by unanimous consensus by City Council.

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.

*Postponed for City Council meeting on September 13, 2016.

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.

*Postponed for next City Council meeting.

FUTURE AGENDA ITEMS

Council Member Delmar requested to place the topic of leaf blowers on a future agenda. Mayor Pro Tem Arizmendi requested the Planning Commission look at the legal non-conforming codes and place on a future agenda.

ADJOURNMENT at 10:35 p.m.

Moved: Council Member John Harabedian

Seconded: Council Member John Capoccia

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

Noes: None

Absent: None

Abstain: None

Gene Goss, Mayor

Minutes taken and typed by:

Melinda Carrillo
City Clerk

RESOLUTION NUMBER 16 – 49

**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 \$413,653.41 ; Sierra Madre Library Warrants in aggregate amount of \$8,481.83 and Payroll Transfer in the aggregate amount of \$323,094.40 for the fiscal year ending June 30, 2016 and 2017.

APPROVED AND ADOPTED this 26th day of July, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 – 49 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 26th 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 26, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrant	\$413,653.41
Sierra Madre Library Warrant	\$8,481.83
Payroll #14 Transfer.....	\$323,094.40

Warrant Register 7/26/16**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	467.10	1
FY 1617	Manual Warrants	1,000.00	2
FY 1516	General Warrants - Utility Bills	87,432.40	3
FY 1617	General Warrants - Utility Bills	4,866.98	4
FY 1516	General Warrants	260,059.09	5-9
FY 1617	General Warrants	59,827.84	10-11
	Total	413,653.41	

Fiscal Year	Description	Amount	
FY 1516	Library Warrants	8,481.83	12
	Total	8,481.83	

Date: 7/14/2016	Payroll #14 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	323,094.40	
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City of Sierra Madre, CA

Check Approval

P.1

Packet: APPKT03010 - MAN FY1516 7/14/16
Vendor Set: 01 - Vendor Set 01

Check Date: 07/14/2016

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0833	HOME DEPOT				467.10
APBWEST	Check	<u>1563231</u>	PW Supplies/Glass	60001.83200.53201	108.67
		<u>3044490</u>	PW Supplies/Glass	60001.83200.53201	326.02
		<u>9030664</u>	PW Supplies/Building Paper	60001.83200.53201	11.97
		<u>F919600HP000U1167</u>	CREDIT MEMO	10000.82000.53999	-7.74
		<u>INV018783</u>	PW Supplies/Wood Stud	60001.83200.53201	28.18
Report Total:					467.10



City of Sierra Madre, CA

Check Approval

P.2

Packet: APPKT03009 - MAN 07/14/16
Vendor Set: 01 - Vendor Set 01

Check Date: 07/14/2016

Vendor Number	Vendor Name				
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 77003 - SPECIAL EVENTS					
<u>VENO2142</u>	PHIL ERNST				
APBWEST	Check	<u>INV018782</u>	Concert in the Park - Cash Up Front	77003.79002.52999	1,000.00
				Fund 77003 Total:	1,000.00
				Report Total:	1,000.00



P.3

Packet: APPKT03028 - Utility 07/26/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 07/21/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2011946423-070816	ELECTRICITY	32005.83500.55003	136.08
Fund 32005 Total:							136.08
Fund: 32006 - LIGHTING DISTRICT - ZONE A							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2011946423-070816	ELECTRICITY	32006.83500.55003	235.11
Fund 32006 Total:							235.11
Fund: 32007 - LIGHTING DISTRICT - ZONE B							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2011946423-070816	ELECTRICITY	32007.83500.55003	993.41
Fund 32007 Total:							993.41
Fund: 32008 - PARKING ASSMNT DIST							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2037520756-071216	ELECTRICITY	32008.83000.55003	386.68
Fund 32008 Total:							386.68
Fund: 32009 - SANTA ANITA/ARNO ASSESSMENT							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2011946423-070816	ELECTRICITY	32009.83500.55003	159.11
Fund 32009 Total:							159.11
Fund: 38005 - GAS TAX FUND							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2037520756-071216	ELECTRICITY	38005.83500.55003	48.24
				2011946423-070816	ELECTRICITY	38005.83500.55003	4,039.77
Fund 38005 Total:							4,088.01
Fund: 60000 - INT SVC FND - FLEET							
0216	THE GAS COMPANY						
APBWEST	Check			11826147883-070616	NATURAL GAS FUEL	60000.83100.55001	542.53
Fund 60000 Total:							542.53
Fund: 60001 - INT SVC FND - FACILITIES MGT							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2037520756-071216	ELECTRICITY	60001.83200.55003	11,773.51
0216	THE GAS COMPANY						
APBWEST	Check			19591871009-071216	GAS	60001.83200.55004	20.57
				13511935002-071316	GAS	60001.83200.55004	26.45
				16861877005-071216	GAS	60001.83200.55004	75.50
0642	VERIZON WIRELESS - LA						
APBWEST	Check			9767735735	CELL PHONE SVC	60001.83200.55005	875.68
Fund 60001 Total:							12,771.71
Fund: 71000 - WATER ENTERPRISE FUND							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2037520756-071216	ELECTRICITY	71000.81100.55003	66,712.40
Fund 71000 Total:							66,712.40
Fund: 77001 - AQUATICS							
0384	SOUTHERN CALIF. EDISON CO.						
APBWEST	Check			2037520756-071216	ELECTRICITY	77001.71000.55003	541.79
0216	THE GAS COMPANY						
APBWEST	Check			13721935008-071316	GAS	77001.71000.55004	865.57
Fund 77001 Total:							1,407.36
Report Total:							87,432.40



City of Sierra Madre, CA

Check Approval

P.4

Packet: APPKT03030 - UTILITY 07/26/16 FY1617
Vendor Set: 01 - Vendor Set 01

Check Date: 07/21/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60001 - INT SVC FND - FACILITIES MGT					
<u>VEN02792</u>	FRONTIER CALIFORNIA INC				
APBWEST	Check	<u>20915157430511995</u>	PHONE SVC	60001.83200.55005	443.74
		<u>31000157630511995</u>	PHONE SVC	60001.83200.55005	138.76
		<u>20918837570307075</u>	PHONE SVC	60001.83200.55005	2,025.93
<u>VEN02715</u>	MCI COMM SERVICE				
APBWEST	Check	<u>7N872325-071116</u>	Telephone	60001.83200.55005	37.09
Fund 60001 Total:					2,645.52
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>VEN02262</u>	GLOBAL CAPACITY				
DO NOT USE AI Check		<u>49489482</u>	DSL Line Monthly Charge	60003.30000.52200	1,305.80
<u>1439</u>	TIME WARNER CABLE				
APBWEST	Check	<u>8448300220164625-</u>	CABLE SVC	60003.30000.52200	209.80
		<u>8448300220131806-</u>	CABLE SVC	60003.30000.52200	509.24
<u>VEN02100</u>	TIME WARNER CABLE-BROADBAND				
DO NOT USE AI Check		<u>039966201-070116</u>	Broadband HSD Svc	60003.30000.52200	144.99
Fund 60003 Total:					2,169.83
Fund: 71000 - WATER ENTERPRISE FUND					
<u>VEN02792</u>	FRONTIER CALIFORNIA INC				
APBWEST	Check	<u>20918837570307075</u>	PHONE SVC	71000.81100.55005	51.63
Fund 71000 Total:					51.63
Report Total:					4,866.98



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Packet: APPKT03021 - GEN 07/26/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 07/21/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>VEN01753</u>	AIR EXCHANGE, INC				
APBWEST	Check	<u>38628</u>	Service Repair - Plymovent Serice call	10000.61000.52302	465.13
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.				
APBWEST	Check	<u>190853</u>	SUPPRESSION EQUIPMENT	10000.61000.53300	394.00
<u>1644</u>	AMAZON				
APBWEST	Check	<u>093602590495</u>	Special Event Supplies	10000.70000.53999	9.47
		<u>152257105789</u>	Special Event Supplies	10000.70000.53999	20.90
		<u>200650412293</u>	Special Event Supplies	10000.70000.53999	13.33
<u>1498</u>	AREA D				
APBWEST	Check	<u>1519</u>	Minimum annual dues	10000.50000.53409	900.00
<u>1553</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>074725</u>	Surge Protector	10000.50000.53100	65.38
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>073571</u>	HARDWARE SUPPLIES	10000.61000.53204	30.50
		<u>071415</u>	HARDWARE SUPPLIES	10000.61000.53204	4.89
		<u>073464</u>	HARDWARE SUPPLIES	10000.61000.53204	5.66
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>074729</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	37.01
<u>1786</u>	AXONTECH LLC				
APBWEST	Check	<u>7453</u>	Hardware - Plantronics SHS189015 15"	10000.50000.53301	255.90
<u>VEN02208</u>	CALIFORNIA BUILDING STANDARDS COMMISSION				
APBWEST	Check	<u>INV018813</u>	Quarterly BASRF Fees/2nd Qtr 2016	10000.00000.23207	54.83
<u>1025</u>	CALIFORNIA J P I A				
APBWEST	Check	<u>ADA-105</u>	AL2:ADA survey barrier removal plans	10000.32000.52100	30,325.00
<u>0326</u>	CITY OF PASADENA				
APBWEST	Check	<u>INV018425</u>	INMATE HOUSING /4-16	10000.50000.52003	188.00
		<u>3004766</u>	Inmate housing for June	10000.50000.52003	168.00
		<u>3004765</u>	Inmate housing for month of May	10000.50000.52003	84.00
		<u>INV018423</u>	INMATE HOUSING /3-16	10000.50000.52003	336.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBWEST	Check	<u>31204</u>	Legal Svc/Retainer/6-16	10000.21000.52201	8,400.00
		<u>31208</u>	Legal Svc/6-16	10000.21000.52201	562.00
		<u>31205</u>	Legal Svc/6-16	10000.21000.52201	407.00
		<u>31207</u>	Legal Svc/6-16	10000.21000.52201	17,337.75
		<u>31206</u>	Legal Svc/6-16	10000.21000.52201	211.00
<u>0185</u>	D. F. POLYGRAPH				
APBWEST	Check	<u>2016/7</u>	Professional Services Polygraph Exam	10000.50000.52100	300.00
<u>1681</u>	DEPT OF CONSERVATION				
APBWEST	Check	<u>INV018814</u>	Quarterly SMIP Fees/2nd Qtr 2016	10000.00000.23206	93.24
<u>0713</u>	DEPT OF JUSTICE				
APBWEST	Check	<u>176028</u>	Fingerprint - Child Abuse Index	10000.50000.52200	629.00
<u>1462</u>	FASCHING'S CAR WASH				
APBWEST	Check	<u>INV018722</u>	May / June Car Wash Charges	10000.50000.52302	523.35
<u>VEN01936</u>	FOOTHILL COMMUNICATIONS LLC				
APBWEST	Check	<u>1705</u>	RADIO EQUIPMENT	10000.61000.53301	1,795.87
<u>VEN01387</u>	HEALTHCARE PARTNERS MEDICAL GROUP				
APBWEST	Check	<u>INV018720</u>	Medical	10000.64000.47029	80.74
<u>VEN01267</u>	ICL PERFORMANCE PRODUCTS LP				
APBWEST	Check	<u>50370571</u>	PHOSCHEK	10000.62000.53300	1,381.68
<u>0397</u>	KEVORK TCHARKHOUTIAN				
APBWEST	Check	<u>16-701</u>	RETAINER	10000.82000.52100	800.00
		<u>16-702</u>	CITY ENGINEER SERVICES PLAN CHECK	10000.82000.52100	840.00
<u>0266</u>	L.A. COUNTY SHERIFF'S DEPT.				

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>164890NH</u>	Deputy Svc Unit, 84 hrs Law Enf. Services	10000.50000.52200	6,408.89
				<u>16438INH</u>	Sheriff's Services	10000.50000.52200	6,408.89
<u>1348</u>	LANDS' END BUSINESS OUTFITTERS						
		APBWEST	Check	<u>SIN3927351</u>	City Shirts	10000.50000.53303	54.50
<u>0786</u>	OFFICE DEPOT, INC						
		APBWEST	Check	<u>846575273001</u>	Office Supplies - Highlighter, MAJ	10000.50000.53100	6.57
				<u>846575272001</u>	Supplies - Protector Sheet 11x8.5	10000.50000.53100	65.38
<u>0389</u>	STAPLES, INC.						
		APBWEST	Check	<u>13461</u>	Office Supplies	10000.50000.53100	202.52
				<u>11699</u>	Office Supplies	10000.50000.53100	98.09
<u>0404</u>	TOM'S UNIFORMS						
		APBWEST	Check	<u>5137</u>	Uniforms	10000.50000.53303	109.00
				<u>5030</u>	Uniforms	10000.50000.53303	6.54
<u>VENO2833</u>	WILLIAM SUTER						
		APBWEST	Check	<u>INV018808</u>	Parking fee refund	10000.00000.43008	15.00
Fund 10000 Total:							80,095.01
Fund:	32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBWEST	Check	<u>47455</u>	Serv for April - Contract Ext. Landscape Mainten: 32002.83000.52200		9,883.00
Fund 32002 Total:							9,883.00
Fund:	34001 - DEVELOPMENT FEES						
<u>0841</u>	DAPEER, ROSENBLIT & LITVAK,LLP						
		APBWEST	Check	<u>11279</u>	Professional Services	34001.40000.52201	18,097.36
				<u>11368</u>	Legal services	34001.40000.52201	9,482.95
<u>VENO2830</u>	HARRY & CONNIE SCOLINOS						
		APBWEST	Check	<u>INV018815</u>	Refund/Plan Check#205142	34001.00000.47012	944.80
<u>VENO2631</u>	THE CODE GROUP INC						
		APBWEST	Check	<u>72053</u>	Project 50-10039 Retainer fee	34001.40000.52200	4,125.00
Fund 34001 Total:							32,650.11
Fund:	35004 - PUB SAFETY AUGMENTATION FUND						
<u>0333</u>	PETTY CASH FUND-PD						
		APBWEST	Check	<u>INV018798</u>	Training Refreshments	35004.50000.52205	18.56
				<u>INV018799</u>	Training Refreshments	35004.50000.52205	29.85
Fund 35004 Total:							48.41
Fund:	36001 - EMERGENCY MEDICAL SERVICES						
<u>0109</u>	AIRGAS USA						
		APBWEST	Check	<u>9936883380</u>	MEDICAL OXYGEN	36001.64000.53300	39.52
				<u>1601124815</u>	MEDICAL OXYGEN	36001.64000.53300	15.12
				<u>9936875583</u>	MEDICAL OXYGEN	36001.64000.53300	413.45
<u>0640</u>	LIFE-ASSIST INC.						
		APBWEST	Check	<u>753884</u>	EMS SUPPLIES	36001.64000.53300	2,675.85
				<u>751107</u>	EMS Supplies	36001.64000.53300	5,587.52
				<u>751860</u>	EMS SUPPLIES	36001.64000.53300	991.69
<u>VENO2018</u>	SUZETTE OTLEWIS						
		APBWEST	Check	<u>INV018717</u>	CE/QI SERVICES	36001.64000.52205	500.00
<u>1053</u>	WITTMAN ENTERPRISES, LLC						
		APBWEST	Check	<u>1605056</u>	EMS BILLING SERVICES (FY 2015-16)	36001.64000.52200	1,572.94
Fund 36001 Total:							11,796.09
Fund:	37004 - LOCAL TRANSPORTATION/PROP A						
<u>1455</u>	FIRST TRANSIT INC						
		APBWEST	Check	<u>11247405</u>	Dial-A-Ride Transportation	37004.70000.52203	11,788.20
				<u>11237060</u>	Dial-A-Ride Transportation	37004.70000.52203	11,792.15
<u>0267</u>	LACMTA						
		APBWEST	Check	<u>6002395</u>	CPOS TAP CARD /6-16	37004.70000.52001	50.00
Fund 37004 Total:							23,630.35
Fund:	37006 - SENIOR CENTER						
<u>0332</u>	PETTY CASH FUND-ADMIN						
		APBWEST	Check	<u>INV018818</u>	OLDER AMERICAN RECEPTION SUPPLIES	37006.72000.53999	87.96
				<u>INV018819</u>	OLDER AMERICAN RECEPTION SUPPLIES	37006.72000.53999	83.75

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0378</u>	SMART & FINAL	APBWEST	Check	<u>305665 0169049</u>	Concert in the Park - Popsicles	37006.72000.53999	23.74
Fund 37006 Total:							195.45
Fund: 38005 - GAS TAX FUND							
<u>1024</u>	ATHENS	APBWEST	Check	<u>510296698</u>	STREET SWEEPING	38005.81201.52200	7,669.89
Fund 38005 Total:							7,669.89
Fund: 60000 - INT SVC FND - FLEET							
<u>0207</u>	ERNIE'S AUTO PARTS	APBWEST	Check	<u>14IN236474</u> <u>14IN236104</u>	VEHICLE MAINTENANCE SUPPLIES VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208 60000.83100.53208	40.99 4.46
<u>1608</u>	MUNICIPAL MAINTENANCE EQUIP IN	APBWEST	Check	<u>0111016-IN</u>	SEWER TRUCK	60000.83100.53208	527.17
<u>0391</u>	STATE BOARD OF EQUALIZATION	APBWEST	Check	<u>57425204-073116</u>	Diesel Fuel Tax/2nd Qtr 2016	60000.83100.55001	136.44
Fund 60000 Total:							709.06
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>1786</u>	AXONTECH LLC	APBWEST	Check	<u>7457</u>	FACILITIES EQUIPMENTS SECURITY CAMERA	60001.83200.56009	5,968.47
<u>1181</u>	DELTA DISTRIBUTING	APBWEST	Check	<u>135469</u>	JANITORIAL SUPPLIES	60001.83200.53200	854.09
<u>0290</u>	MARX BROS FIRE EXTINGUISHERS	APBWEST	Check	<u>H041004</u>	Fire Extinguisher Sales	60001.83200.52200	935.48
<u>1372</u>	ORKIN COMMERCIAL SERVICES	APBWEST	Check	<u>96357025</u> <u>96356223</u> <u>96295245</u> <u>96357846</u> <u>96356958</u> <u>96357004</u> <u>96296292</u> <u>96296359</u> <u>96296720</u> <u>96296517</u>	PEST CONTROL PEST CONTROL	60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200 60001.83200.52200	149.55 70.00 70.00 149.55 197.42 313.47 197.42 149.55 313.47 149.55
<u>VEN01910</u>	STANLEY ACCESS INC	APBWEST	Check	<u>0904482096</u>	Standard Serv Labor & Travel Labor	60001.83200.52200	154.00
Fund 60001 Total:							9,672.02
Fund: 60002 - INT SVC FND - ADMINISTRATION							
<u>0820</u>	ACCONTEMPS	APBWEST	Check	<u>46159892</u> <u>46103086</u>	Account Temp Account Temp	60002.30000.52100 60002.30000.52100	720.00 720.00
<u>1644</u>	AMAZON	APBWEST	Check	<u>281190818945</u>	Lamps	60002.30000.53100	99.98
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC	APBWEST	Check	<u>31204</u>	Legal Svc/Retainer/6-16	60002.21000.52201	2,100.00
<u>0507</u>	DIRECT CONNECTION	APBWEST	Check	<u>55788</u>	Water Bill Letterhead	60002.30000.53102	624.00
<u>1483</u>	PRO PRINTING INC	APBWEST	Check	<u>45788</u>	Business Cards R.Baker, J.Perez, B.Inman	60002.30000.53102	104.64
Fund 60002 Total:							4,368.62
Fund: 60003 - INT SVC FND - TECHNOLOGY							
<u>1786</u>	AXONTECH LLC	APBWEST	Check	<u>7469</u> <u>7470</u> <u>7494</u>	Network Maintenance/6-16 Network Maintenance/6-16 Monthly Datto Backup Servers/6-16	60003.30000.52100 60003.30000.52100 60003.30000.52200	1,926.25 2,788.75 754.00
<u>VEN02677</u>	CLIENTFIRST CONSULTING GROUP INC	APBWEST	Check	<u>6517</u>	IT Master Plan	60003.30000.52200	987.00
<u>1641</u>	RICOH AMERICAS CORP	APBWEST	Check	<u>50587348</u>	Copier Lease	60003.30000.53210	825.63

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1476</u>	RICOH AMERICAS CORPORATION						
APBWEST	Check			<u>5043218340</u>	Copier Supplies	60003.30000.53210	153.84
				<u>5042617822</u>	Base 6/6/16 - 7/5/16	60003.30000.53210	153.84
<u>VENO2829</u>	RINGCENTRAL INC						
APBWEST	Check			<u>121325</u>	Digital Phone System	60003.30000.55005	1,229.81
				<u>114897</u>	Digital Phone System	60003.30000.55005	29,614.45
				<u>120390</u>	Digital Phone System	60003.30000.55005	1.43
				<u>120392</u>	Digital Phone System	60003.30000.55005	1.43
				<u>25485</u>	Credit Memo	60003.30000.55005	-3,254.07
<u>1799</u>	TYLER TECHNOLOGIES INC						
APBWEST	Check			<u>025-160152</u>	UB Online Svc Fee and Transaction Fee	60003.30000.52200	225.00
				<u>025-161444</u>	Insite transaction fees - utility billing	60003.30000.52200	926.25
<u>0429</u>	XEROX CORPORATION						
APBWEST	Check			<u>085247652</u>	Lease Ser #MX4-344809 June	60003.30000.53210	900.53
				<u>085247651</u>	Lease #MX4-334825 June	60003.30000.53210	434.81
Fund 60003 Total:							37,668.95
Fund:	60007 - INT SVC FND - PERSONNEL AND RISK MGMT						
<u>1359</u>	HIRERIGHT, LLC						
APBWEST	Check			<u>H0080988</u>	Background Screening Services	60007.70101.52100	745.32
<u>1348</u>	LANDS' END BUSINESS OUTFITTERS						
APBWEST	Check			<u>SIN3927351</u>	City Shirts	60007.70100.53303	59.93
<u>0378</u>	SMART & FINAL						
APBWEST	Check			<u>305665 0174375</u>	Volunteer Event Supplies	60007.70100.53403	175.83
<u>VENO2729</u>	SONIA CRUZ						
APBWEST	Check			<u>INV018817</u>	TUITION REIMBURSEMENT	60007.70100.53401	1,953.00
Fund 60007 Total:							2,934.08
Fund:	71000 - WATER ENTERPRISE FUND						
<u>0109</u>	AIRGAS USA						
APBWEST	Check			<u>9937618515</u>	CY-OX 20 Cyl Oxygen Industrial 20CGA 540	71000.81100.53200	38.60
<u>VENO2187</u>	AQUALITY ENGINEERING INC						
APBWEST	Check			<u>CSM-11</u>	CORROSION NITRIFIATION BLENDING PRJT/NOV	71000.81100.52100	1,600.00
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>073847</u>	Maintenance Supplies/Water	71000.81100.53200	26.14
<u>0171</u>	CLINICAL LABORATORY OF SAN BERNARDINO, INC.						
APBWEST	Check			<u>947641</u>	PERIODIC WATER TESTING/12-15	71000.81100.53209	2,176.00
				<u>948743</u>	PERIODIC WATER TESTING/02-16	71000.81100.53209	4,081.00
<u>VENO2309</u>	DANGELO CO INC						
APBWEST	Check			<u>S1280773.001</u>	Maintenance Supplies	71000.81100.53200	1,760.96
				<u>S1280039.001</u>	MAINTENANCE SUPPLIES WD	71000.81100.53200	626.79
<u>VENO2090</u>	FERGUSON WATERWORKS #1083						
APBWEST	Check			<u>0558514</u>	MAINTENANCE SUPPLIES WD	71000.81100.53200	414.20
<u>VENO1385</u>	GOLDEN METERS SERVICE						
APBWEST	Check			<u>768</u>	Meter Services	71000.81100.56011	2,019.16
<u>VENO1080</u>	PACIFIC COAST TOOL & SUPPLY						
APBWEST	Check			<u>0160456-00</u>	Supplies	71000.81100.53205	149.68
<u>1581</u>	S & J SUPPLY CO INC						
APBWEST	Check			<u>S100072207.001</u>	MAINTENANCE SUPPLIES WD	71000.81100.53200	396.50
<u>1199</u>	SA ASSOCIATES						
APBWEST	Check			<u>UWMP-01</u>	Profess Engin Serv prep of 2015 Urban Water Pl:	71000.81100.52100	22,000.00
<u>0426</u>	WESTERN WATER WORKS						
APBWEST	Check			<u>421623-00</u>	DISTRIBUTION SYSTEM REPAIR	71000.81100.53200	301.14
				<u>420913-00</u>	DISTRIBUTION SYSTEM REPAIR	71000.81100.53200	17.44
Fund 71000 Total:							35,607.61
Fund:	72000 - SEWER						
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBWEST	Check			<u>734270</u>	STREET MAINTENANCE MATERIAL	72000.81200.53206	201.17
<u>VENO2151</u>	HAAKER EQUIPMENT COMPANY						
APBWEST	Check			<u>C22226</u>	KG 100320-C Twister 1/2" Nozz	72000.81200.53200	1,183.99
				<u>C22222</u>	KG 100072-C Rotor Nozzle 3/4"	72000.81200.53200	-1,165.91
Fund 72000 Total:							219.25

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 77002 - RECREATION CLASSES							
<u>0514</u>	ANDREA WALSH						
APBWEST	Check			<u>INV018785</u>	Yoga Lessons	77002.77000.52200	664.30
<u>1394</u>	ANDREAS WEYERMANN						
APBWEST	Check			<u>INV018787</u>	Tennis Lessons	77002.77000.52200	351.00
<u>0636</u>	CYNTHIA SIRLIN						
APBWEST	Check			<u>INV018786</u>	Tai Chi Chuan Lessons	77002.77000.52200	270.40
Fund 77002 Total:							1,285.70
Fund: 77003 - SPECIAL EVENTS							
<u>1644</u>	AMAZON						
APBWEST	Check			<u>235083152081</u>	Special Event Supplies	77003.70000.53100	23.42
				<u>073576955781</u>	Special Event Supplies	77003.70000.53100	8.88
				<u>288352606869</u>	Special Event Supplies	77003.70000.53100	82.83
				<u>288354348327</u>	Special Event Supplies	77003.70000.53100	82.83
				<u>288351138710</u>	Special Event Supplies	77003.70000.53100	37.19
				<u>288357736889</u>	Special Event Supplies	77003.70000.53100	47.03
				<u>288354450519</u>	Special Event Supplies	77003.70000.53100	153.56
				<u>288355483297</u>	Special Event Supplies	77003.70000.53100	24.30
				<u>019376466028</u>	Special Event Supplies	77003.70000.53100	15.18
				<u>288358598715</u>	Special Event Supplies	77003.70000.53100	24.30
				<u>288351990539</u>	Special Event Supplies	77003.70000.53100	91.87
<u>1464</u>	ARCADIA PARTY RENTALS INC						
APBWEST	Check			<u>530764</u>	6 Tall 24 Inch Cocktail tables	77003.79007.52999	59.10
<u>1271</u>	RACE CENTRAL						
APBWEST	Check			<u>6834</u>	MWTR Computer Reg/Finish/Results balance	77003.79007.52999	975.00
Fund 77003 Total:							1,625.49
Report Total:							260,059.09



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Packet: APPKT03031 - GEN 07/26/16 FY1617
Vendor Set: 01 - Vendor Set 01

Check Date: 07/21/2016

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>074796</u>		misc. hardware supplies	10000.50000.53204	23.15
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check		<u>074795</u>		HARDWARE SUPPLIES	10000.61000.53204	4.35
			<u>074798</u>		HARDWARE SUPPLIES	10000.61000.53204	46.30
			<u>074822</u>		HARDWARE SUPPLIES	10000.61000.53204	6.53
<u>1662</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check		<u>074877</u>		Bandshell Padlock and extra key copies	10000.70000.53999	19.01
<u>0759</u>	EXECUTIVE INFORMATION SERVICES						
APBWEST	Check		<u>7630</u>		PSnet software	10000.50000.52200	19,308.00
<u>VEN02088</u>	JCL TRAFFIC SUPPLIES AND EQUIPMENT						
APBWEST	Check		<u>86501</u>		STREET MAINTENANCE SUPPLIES	10000.83500.53206	747.74
<u>VEN02837</u>	KIDSPACE A PARTICIPATORY MUSEUM						
APBWEST	Check		<u>001-000002288</u>		Summer Fun in the Park 7/19/16	10000.73000.52999	325.00
<u>0323</u>	PASADENA HUMANE SOCIETY						
APBWEST	Check		<u>INV018810</u>		Animal Control Services	10000.50000.52004	622.50
<u>0325</u>	PASADENA STAR NEWS						
APBWEST	Check		<u>INV018809</u>		Newspaper	10000.50000.53501	535.00
					Fund 10000 Total:		21,637.58
Fund: 35005 - STATE COPS GRANT							
<u>0795</u>	CITY OF GLENDALE						
APBWEST	Check		<u>GLN0000006874</u>		Annual ICIS Subscriber Fees	35005.50000.52200	12,810.00
					Fund 35005 Total:		12,810.00
Fund: 37006 - SENIOR CENTER							
<u>VEN01524</u>	MOTION PICTURE LICENSING CORP						
APBWEST	Check		<u>504026869</u>		MPLC Certificate of License (Annual)	37006.72000.52200	315.89
					Fund 37006 Total:		315.89
Fund: 38004 - ENVIRONMENTAL FUND							
<u>0574</u>	WEST COAST ARBORISTS, INC.						
APBWEST	Check		<u>115894</u>		ANNUAL TREE MAINTENANCE	38004.83300.52200	2,520.00
					Fund 38004 Total:		2,520.00
Fund: 60000 - INT SVC FND - FLEET							
<u>0108</u>	ADVANTAGE FORD						
APBWEST	Check		<u>165030</u>		FORD PARTS AND SERVICES	60000.83100.53208	138.02
<u>0207</u>	ERNIE'S AUTO PARTS						
APBWEST	Check		<u>14IN237866</u>		VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	221.97
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF						
APBWEST	Check		<u>50130068</u>		CAR BATTERIES	60000.83100.53208	201.15
<u>1454</u>	JDS TANK TESTING & REPAIR INC						
APBWEST	Check		<u>9108</u>		TANK TESTING AND MAINTENANCE	60000.83100.55001	1,395.00
			<u>9170</u>		TANK TESTING AND MAINTENANCE	60000.83100.55001	140.00
<u>1608</u>	MUNICIPAL MAINTENANCE EQUIP IN						
APBWEST	Check		<u>0111513-IN</u>		SEWER TRUCK	60000.83100.53208	57.24
<u>VEN02823</u>	PETROLEUM MARKETING EQUIPMENT						
APBWEST	Check		<u>INV018811</u>		FUEL MONITORING SYSTEM	60000.61000.56007	4,227.15
					Fund 60000 Total:		6,380.53
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check		<u>074855</u>		FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	15.25
			<u>074939</u>		FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	45.71
			<u>074963</u>		FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	6.09

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Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0714</u>	CINTAS CORPORATION #693				
APBWEST	Check	<u>693663581</u>	UNIFORM CLEANING	60001.83200.53303	281.14
<u>1639</u>	GMS ELEVATOR SERVICES INC				
APBWEST	Check	<u>00083631</u>	ELEVATOR MAINTENANCE/JULY	60001.83200.52200	175.00
<u>0336</u>	POST ALARM SYSTEMS				
APBWEST	Check	<u>890044</u>	ALARM MONITORING	60001.83200.52200	50.87
<u>0399</u>	TELETRONIC ALARM SYSTEMS				
APBWEST	Check	<u>INV018784</u>	ALARM SVC - LIBRARY	60001.83200.52200	60.00
Fund 60001 Total:					634.06
Fund: 60002 - INT SVC FND - ADMINISTRATION					
<u>0820</u>	ACCONTEMPS				
APBWEST	Check	<u>46168461</u>	Account Temp	60002.30000.52100	240.00
Fund 60002 Total:					240.00
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT					
<u>0842</u>	ANTOINETTE BUCKNER				
APBWEST	Check	<u>INV018796</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	466.11
<u>VENO2227</u>	CHRISTINE SMART				
APBWEST	Check	<u>INV018820</u>	Tuition Reimbursement	60007.70100.53401	1,953.00
<u>1428</u>	DAN GINTER				
APBWEST	Check	<u>INV018821</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	466.11
<u>1044</u>	JESSE TORIBIO				
APBWEST	Check	<u>INV018802</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	233.06
<u>1156</u>	JOHN FORD				
APBWEST	Check	<u>INV018803</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	326.28
<u>0277</u>	LIEBERT CASSIDY WHITMORE				
APBWEST	Check	<u>1421654</u>	SGV Employment Relations Consortium 2016/20	60007.70100.53409	3,685.50
<u>VENO1660</u>	LISA VOLPE				
APBWEST	Check	<u>INV018804</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	372.89
<u>1711</u>	MARIO OLANO				
APBWEST	Check	<u>INV018805</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	466.11
<u>0704</u>	STEPHEN ABERNETHY				
APBWEST	Check	<u>INV018806</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	466.11
<u>2016</u>	STEVE POCK				
APBWEST	Check	<u>INV018807</u>	RETIREE HEALTH INSURANCE/8-16	60007.70100.51302	466.11
Fund 60007 Total:					8,901.28
Fund: 71000 - WATER ENTERPRISE FUND					
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>074794</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	17.41
<u>VENO1500</u>	INLAND WATER WORKS SUPPLY CO.				
APBWEST	Check	<u>285276</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	2,644.35
Fund 71000 Total:					2,661.76
Fund: 77003 - SPECIAL EVENTS					
<u>1662</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>074565</u>	4th of July Supplies	77003.79012.53999	89.72
<u>1206</u>	B & H SIGN CO.				
APBWEST	Check	<u>1149</u>	Banner corrections and date change	77003.79002.52999 77003.79008.52999	92.65 49.05
<u>1368</u>	SWANK MOTION PICTURES INC				
APBWEST	Check	<u>RG2205525</u>	Movies in the Park	77003.79012.52999	528.00
		<u>RG2196677</u>	Movies in the Park	77003.79012.52999	528.00
<u>1820</u>	TARGET MAILING SERVICES INC				
APBWEST	Check	<u>34648</u>	Mailing of the 4th of July Flyer	77003.79012.53102	2,439.32
Fund 77003 Total:					3,726.74
Report Total:					59,827.84



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Packet: APPKT03018 - LIB 07/26/16 FY1516
Vendor Set: 01 - Vendor Set 01

Check Date: 07/21/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>1644</u>	AMAZON				
APBWEST	Check	<u>021010527499</u>	DVD, CD, Media for Library	10000.90000.53406	17.76
		<u>046362018481</u>	Library supplies	10000.90000.53999	23.99
		<u>065314739897</u>	Library Supplies	10000.90000.53999	121.83
<u>0132</u>	BAKER & TAYLOR, INC.				
APBWEST	Check	<u>4011638029</u>	Processing Fees	10000.90000.52200	17.93
		<u>4011643476</u>	Processing Fees	10000.90000.52200	12.17
		<u>4011644717</u>	Library books	10000.90000.53406	41.26
		<u>4011638028</u>	Library books	10000.90000.53406	108.87
		<u>4011643475</u>	Library Supplies	10000.90000.53406	1,277.46
		<u>T39401860</u>	Library books	10000.90000.53406	12.24
<u>0145</u>	BRODART				
APBWEST	Check	<u>438376</u>	Library Supplies	10000.90000.53100	1,441.90
<u>VENO2321</u>	CAVENDISH SQUARE PUBLISHING, LLC				
APBWEST	Check	<u>3023201</u>	Children's Books	10000.90000.53406	1,158.29
<u>VENO1212</u>	CONSTRUCTIVE PLAYTHINGS				
APBWEST	Check	<u>5147835600</u>	Family Place Children Supplies	10000.90000.53999	284.08
<u>0598</u>	DEMCO, INC.				
APBWEST	Check	<u>5906678</u>	Office Supplies	10000.90000.53100	113.25
<u>VENO1170</u>	LERNER PUBLISHING GROUP				
APBWEST	Check	<u>1214340</u>	Children's Books	10000.90000.53406	300.71
<u>0786</u>	OFFICE DEPOT, INC				
APBWEST	Check	<u>846600023001</u>	Supplies	10000.90000.53100	403.06
		<u>842865680001</u>	Office Supplies	10000.90000.53100	6.08
		<u>846600477001</u>	Office Supplies	10000.90000.53100	71.91
		<u>846600481001</u>	Office Supplies	10000.90000.53100	65.36
		<u>846600483001</u>	Shredder	10000.90000.53100	78.47
		<u>846600479001</u>	Office Supplies	10000.90000.53100	16.32
<u>1783</u>	PUBLIC SECTOR PUBLICATIONS				
APBWEST	Check	<u>1278/2865</u>	Public Sector California Directory 15th edition	10000.90000.53406	631.95
<u>1817</u>	SO CA LIBRARY COOPERATIVE				
APBWEST	Check	<u>IN-09874</u>	SCLC and Califa Consortium Membership	10000.90000.53409	2,082.00
<u>1800</u>	STAPLES BUSINESS ADVANTAGE				
APBWEST	Check	<u>3304660548</u>	Computer supplies - Headphones & Cruiser USBs	10000.90000.53801	194.94

Fund 10000 Total: 8,481.83

Report Total: 8,481.83



City of Sierra Madre Agenda Report

Gene Goss, Mayor
Rachelle Arizmendi, Mayor Pro Tem
John Capoccia, Council Member
Denise Delnar, 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: Miguel Hernandez, Human Resources Analyst 

DATE: July 26, 2016

**SUBJECT: Approval of Resolution 16-50 Amending Resolution 14-48
Eliminating the percentage paid by the Employer of the Employees'
Contribution to the California Public Employees Retirement
System for Part-Time Unrepresented Employees**

SUMMARY

On June 10, 2014 City Council approved Resolution 14-48 eliminating the percentage paid by the employer of the Employees' Contribution to the California Public Employees Retirement System for Part-time unrepresented employees. Staff is seeking Council approval of Resolution 16-50 amending Resolution 14-48.

ANALYSIS

In reviewing Resolution 14-48, the California Public Employees Retirement System recently notified the City that the Resolution did not include certain information indicating the City will be paying 0% of the normal member contribution as EPMC. The amended Resolution 16-50 will amend the error and satisfy CalPERS' requirement.

FINANCIAL REVIEW

There is no financial impact on the City approving the amendment to Resolution 14-48

LEGAL REVIEW

The proposed documents have been reviewed by the City's employment and labor relations attorney and have been approved as to form.

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

ALTERNATIVES

1. The City Council may adopt Resolution 16-50, approving the amendment to Resolution 14-48 in which it excluded the 0% the City will pay towards EPMC.
2. City Council may choose to adopt the Resolution and provide further direction to staff on the outstanding resolutions.
3. The City Council may ask additional information.

STAFF RECOMMENDATION

The City Council can approve Resolution 16-50 Amending Resolution 14-48 in which it did not include the 0% Percentage paid by the Employer of the Employees' Contribution to CalPERS for Part-Time Unrepresented Employees.

Attachments:

1. Resolution 16-50 Amending Resolution 14-48 Eliminating the Percentage Paid by the Employer of the Employees' Contribution to the California Public Employees Retirement System for Part-Time Unrepresented Employees.
2. Resolution 14-48 excluding the 0% the City will pay towards EPMC.

ATTACHMENT

RESOLUTION NO. 16-50

ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM FOR FULL-PART UNREPRESENTED EMPLOYEES

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

WHEREAS, the governing body of the City of Sierra Madre has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Sierra Madre has a written labor policy or agreement which specifically provides for the normal member contribution to be paid by the employer; and

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption, by the governing body of the City of Sierra Madre of, a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, On June 10, 2014, the City Council adopted Resolution 14-48 approving Part-Time unrepresented employees to begin paying the entire portion of the retirement plan to the California Public Employees' Retirement system;

WHEREAS, Resolution 16-50 amends resolution 14-48 adding the following;

- This benefit shall consist of paying 0% of the normal member contributions as EPMC.

WHEREAS, the governing body of the City of Sierra Madre has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all miscellaneous employees of the Police Officers Association.
- The effective date of this Resolution shall be July 1, 2014.

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

Section 1. The City of Sierra Madre elects to pay EPMC, as set forth above.

Section 2. Effective Date. This Resolution shall go into effect July 1, 2014.

PASSED, APPROVED AND ADOPTED this 26th day of July, 2016.

Gene Goss, Mayor

City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 26th day of July, 2016 by the following vote:

AYES:

NOES:

ABSENT:

Melinda Carrillo, City Clerk
City of Sierra Madre, California

ATTACHMENT

RESOLUTION NO. 14-48

ELIMINATING THE PERCENTAGE PAID BY THE EMPLOYER OF THE EMPLOYEES' CONTRIBUTION TO THE CALIFORNIA PUBLIC EMPLOYEE RETIREMENT SYSTEM FOR PART-TIME UNREPRESENTED STAFF

THE CITY COUNCIL OF SIERRA MADRE DOES HEREBY RESOLVE:

WHEREAS, the governing body of the City of Sierra Madre has the authority to implement Government Code Section 20691; and

WHEREAS, the governing body of the City of Sierra Madre has a written labor policy which specifically provides for none of the normal member contributions to be paid by the employer; and

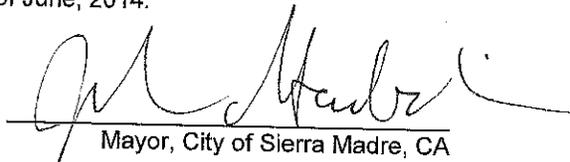
WHEREAS, the part-time unrepresented employees will begin paying an the entire portion of their salary into their retirement with the California Public Employees Retirement System; and

WHEREAS, the governing body of the City of Sierra Madre has identified the following conditions for the purpose of its election to pay EPMC.

- This benefit shall apply to all part-time non-represented employees in the City of Sierra Madre.
- The effective date of this Resolution shall be July 1, 2014.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the City of Sierra Madre elects to pay EPMC, as set forth above.

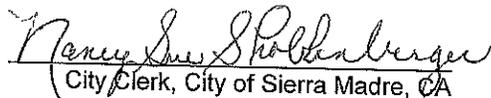
Approved and Adopted on the 10th day of June, 2014.



Mayor, City of Sierra Madre, CA

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the City of Sierra Madre City Council on the 10th day of June, 2014 by the Sierra Madre City Council following a roll call vote:

Ayes	Mayor, John Harabedian, Mayor Pro Tem, John Capoccia, Council Members, Rachele Arizmendi, Denise Delmar and Gene Goss
Noes	None
Absent	None
Abstain	None



City Clerk, City of Sierra Madre, CA



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 26, 2016

SUBJECT: RECOMMENDATION TO APPROVE A CONSTRUCTION CONTRACT WITH STEPHEN DORECK EQUIPMENT RENTALS, INC. IN AN AMOUNT NOT TO EXCEED \$246,615 FOR THE REPLACEMENT OF THE FAILED EXISTING WATER MAIN IN THE 400 AND 450 BLOCKS OF NORTH MICHILLINDA AVENUE

SUMMARY

Over the last two and a half months the Water Division has been frequently visiting the northerly end of Michillinda Avenue to repair distribution system leaks. There have been 25 leaks in the two-block section of main between Gatewood Lane and Edgeview Avenue. Staff recommends that the City Council approve:

- 1.) A contract with Rain-for-Rent for installation and rental of a temporary water main along the frontage of the 400 and 450 blocks of North Michillinda in an amount not to exceed \$21,410; and,
- 2.) A construction contract with Stephen Doreck Equipment Rentals, Inc. in an amount not to exceed \$246,615 for the replacement of the failed existing water main in the 400 and 450 blocks of North Michillinda Avenue.

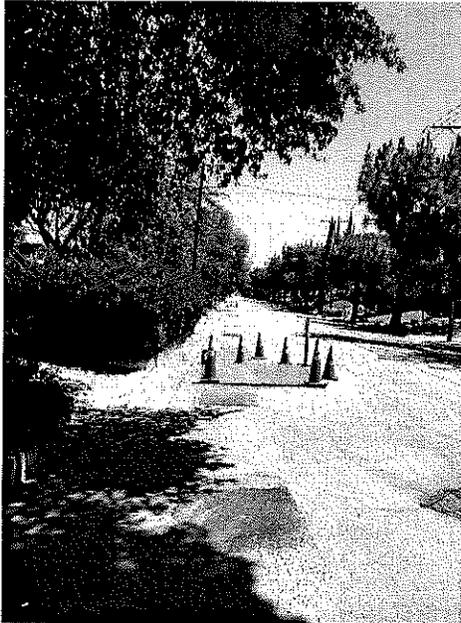
ANALYSIS

The existing water main in North Michillinda Avenue between Edgeview Drive and Fairview Avenue has become a frequent destination of Water Division staff for the repair of system leaks. The old pipe has become extremely fragile, to the point where scraping the rust off the outside of the pipe to prepare it for repair clamp application often creates another leak. Repair excavations are being backfilled but they are not being compacted and re-paved due to concerns over the compaction of soil and pavement causing additional leaks. Some of the leaks have undermined the existing

Emergency Repair North Michillinda Water Main

July 26, 2016

Page 2 of 5



asphalt pavement. Staff has backfilled under the pavement in those areas but has been unable to compact that material.

The damaged main lies approximately within the wheel track of trucks collecting solid waste along North Michillinda. Continued operation of heavy trucks over the pipeline may result in additional damage to the water main, other existing utilities, the roadway subgrade and the pavement itself. The east half of North Michillinda also supports a sewer main, a gas main (approximately 1 foot from the water main) and underground GTE facilities.

Public Works staff sought informal bids for replacement of the 5 inch main in North Michillinda from seven general contractors which have provided timely, quality water system construction services for

the City or which are known by staff to have provided quality work to other agencies.

From the seven firms contacted 4 bids were received:

Bidder	Edgeview-Gatewood	Gatewood-Fairview	Total
J. Desigio Const.	\$186,468	\$78,045	\$262,513
Stephen Doreck Equip.	\$166,065	\$58,130	\$224,195
Perry C. Thomas Const.	\$194,160	\$82,750	\$276,910
MCC Pipeline	-	-	\$241,516
Vasilj, Incorporated	No Bid		-
S. A. Salazar Construction	No Bid		-
Gentry Brothers, Inc.	No Bid	(Too Busy)	-

The overall project will provide for the removal of the existing 5 inch main and installation of 1,192 lf of 6" ductile iron pipe, 8 valves, six fire hydrant assemblies, and 11 house services. It will also include re-paving the street from the gutter line out to a width of about nine feet in order to repair all of the existing potholes as well as the trench for the new main.

Stephen Doreck Equipment Rentals has provided service for the City on multiple projects, including replacement of the 12 inch transmission main (in two projects) from the Main Plant to Mira Monte Reservoir, and replacement of the Woodland drive main along the side of the Mary's Market bridge. Staff has had no problems with the firm's work quality or scheduling. The Contractor indicates that they can start immediately.

Prior to replacing the water main with a permanent main it would be necessary to provide temporary water service in a manner similar to what was recently done on Skyland Drive. In order to provide continuous water service to customers within the

project area a temporary "high line" main should be installed in the gutter on the east side of Michillinda. This would allow for the existing main to be abandoned and drained and would provide staff with an opportunity to backfill and compact those areas which have not been completely repaired yet. These repairs would be done before the Contractor starts work, so that the Contractor has firm soils on which to work.

Staff has received a sole-source bid from Rain for Rent for installation and one-month's rental of the temporary high line pipeline and water services. The amount of that bid is \$21,410.09 for initial installation. The monthly rental cost of the temporary equipment is \$3,834.65.

It should be noted that the project could be limited just to installation of the high line, as a temporary repair. This would allow for the old main to be abandoned and the street temporarily repaired.

LEGAL

The City's normal procurement process for public works construction projects is outlined in Municipal Code Title 3, Chapter 8. That purchasing procedure closely follows the California Uniform Cost Accounting Act, (The Act), found at Public Contract Code Section 22000 et seq.

Typically the process involves the preparation of plans, specifications, bid documents, a minimum 30-day advertisement period followed by a formal public bid opening, review of contractor qualifications, and analysis of bids, followed by a staff recommendation to award a project or purchase to the lowest responsible bidder.

The plan/bid document preparation process is intensive of staff time and usually requires the contracting for professional design services. This can add months to a project.

The Act allows for public agencies to procure on purchases and projects of up to \$175,000 using an informal bidding process. The informal process lends itself well to the replacement of water mains, because in cases such as North Michillinda where the replacement main is going back in the same trench the original main is currently in, there is little if any engineering design involved. A written RFP issued to several contractors is typically sufficient to award an informal bid.

Unfortunately, the total cost of the project as described in the low bid provided by \$244,195 exceeds the \$175,000 threshold of the Act. Therefore, in order to alleviate the frequent outages for repair on North Michillinda and to ensure continual water service to customers in that area staff recommends approaching this main replacement as an emergency project.

For the purposes of the Public Contract Code, "emergency" is defined at Section 1102 as "a sudden, unexpected occurrence that poses a clear and imminent danger,

requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.”

California Public Contracts Code § 22035.

(a) In cases of emergency when repair or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the governing body, by contractor, or by a combination of the two.

(b) In case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 (commencing with Section 22050).

California Public Contracts Code § 22050.

(a) (1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

(2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

FINANCIAL

The projected fund balance for FYE 2016 is \$1,116,400. The projected fund balance for FYE 2017 is \$923,900. There is adequate funding available to complete this emergency project. As a main line replacement, the proposed construction is an investment in assets that will be expensed over time through depreciation of the asset. The proposed not-to-exceed price includes a 10% contingency amount. If as expected, the contingency is not needed, it will remain in the Water Fund.

ALTERNATIVES

- 1.) The City Council may award the contract for the installation of the temporary water main for the 400 and 450 blocks of North Michillinda to Rain for Rent in an amount not to exceed \$21,410.09, declare the replacement of the existing water main in that section of Michillinda to be an emergency under PCC Section 1102 and award a contract for replacement of the main to Stephen Doreck Equipment in an amount not to exceed \$246,615.

- 2.) The City Council may declare the replacement of the existing water main in North Michillinda to be an emergency under PCC Section 1102 and award a contract to Stephen Doreck Equipment Rentals in an amount not to exceed \$246,615. This alternative is not recommended in that it would require that the existing water main be left in service until the new main is completed and operational. The longer the existing main remains charged the longer the City's

exposure to additional damage to the street subgrade, street paving, and even the new work being done by the Contractor due to continued leakage events. In the current condition of the existing pipe, the construction activity may contribute to pipe failure or leakage events.

- 3.) The City Council may award the contract for the installation of the temporary water main for the 400 and 450 blocks of North Michillinda to Rain for Rent in an initial amount not to exceed \$21,410.09 and direct staff to prepare plans, specifications and bid documents for formal bidding of the main replacement project. This alternative would provide continuous water service to customers in the area as well as allowing staff to disconnect the existing main from the water system, thereby eliminating the repetitive leakage.

With the existing main shut down and abandoned, staff could return to the project site and make the necessary repairs to the roadway, including removal of loose soil/undermined pavement, compaction of backfill, and re-paving of the street.

However, this alternative would result in higher costs due to the addition of design costs to the project. It would also delay the project allowing for RFP issuance for design, the design process itself, and the bidding. The delay is estimated at 2.5 – 3 months, which would also increase the rental cost for the temporary system and it would lengthen the period of time in which the customers would have to endure the inconvenience and eyesore of the temporary main across their property frontages.

- 4.) The City Council may defer this project until the completion of the Water System Master Plan.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Staff recommends that the City Council approve:

- 1.) A contract with Rain-for-Rent for installation and rental of a temporary water main along the frontage of the 400 and 450 blocks of North Michillinda in an amount not to exceed \$21,410; and,
- 2.) A construction contract with Stephen Doreck Equipment Rentals, Inc. in an amount not to exceed \$246,615 for the replacement of the failed existing water main in the 400 and 450 blocks of North Michillinda Avenue.

Attachments: Contractor Proposals



5101 Office Park Drive, Suite 100
Bakersfield, CA 93309

ATTACHMENT

7/11/2016

RAIN FOR RENT - Santa Paula
333 South 12th Street
Santa Paula, CA 93060

Jose Reynoso
CITY OF SIERRA MADRE
232 W SIERRA MADRE BLVD
SIERRA MADRE, CA 91024

RE: Michillinda Ave

Jose,

Thank you for your continued interest with Rain for Rent. We appreciate the opportunity to review your liquid handling needs and provide the enclosed quote.

As a leading provider of temporary liquid handling solutions, Rain for Rent provides top quality equipment, unparalleled engineering expertise, as well as the ability to handle jobs of any size cost effectively while keeping jobsite safety at the forefront.

Family owned and operated since 1934, we serve all 50 states, as well as Canada and the UK from over 60 locations.

I look forward to discussing this project with you at your earliest convenience.

Sincerely,

Gerry Fonseca
310-953-6236
GFONSECA@rainforrent.com



QUOTATION

RAIN FOR RENT - Santa Paula
333 South 12th Street
Santa Paula, CA 93060

Your Sales Person
Gerry Fonseca
GFONSECA@rainforrent.com
310-953-6236

ATTACHMENT

24/7 Emergency 800-742-7246
rainforrent.com

CONTACT	Jose Reynoso	CONTACT	Jose Reynoso	QUOTATION# 039160417 Version# 0 PO# Date: 7/11/2016
COMPANY	CITY OF SIERRA MADRE	JOB SITE		
CUSTOMER #	391134	ADDRESS	500 N. Michillinda Ave	
ADDRESS	232 W SIERRA MADRE BLVD	CITY	Sierra Madre	
CITY, ST ZIP	SIERRA MADRE, CA 91024	STATE	CA	
PHONE	(626) 355-7135	ZIP	91024	
EMAIL	jreynoso@cityofsierramadre.com	PHONE	(626) 378-4948	

JOB DESCRIPTION	APPLICATIONS	LIQUID PARAMETERS
Job Title: Michillinda Ave Est. Delivery Date: 7/18/2016 Customer requests a Time and Materials quote for a temporary high pressure line to provide potable water for individual home services.	Water Transfer	Materials: Potable Water Flow: ~300gpm Suction Lift: unspecified Friction Loss: unspecified Static Head: unspecified Other:

Quotation# 039160417

Rental:	\$3,834.65			
Sales:	\$479.64			
Service (Hauling, Labor, Misc):	\$16,511.60			
Grand Total:	\$20,825.89			
Does not include sales tax				
Recommended Optional Items - Rental:	\$0.00	Accept	Decline	Initial
Recommended Optional Items - Sales:	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not include sales tax				
<i>By checking Accept and initialing Customer is acknowledging that the additional cost for these items will be added to the Grand Total.</i>				

By signing this Quotation, Customer represents that he/she has read and agreed to both the Statement of Work and Scope of Agreement sections, and is also agreeing to the Grand Total amount listed above, plus any recommended optional items if checked and initialed. If Customer requires a Purchase Order number to process and submit payment, it must be supplied to Rain for Rent at the time of acceptance of this Quotation. Please insert Purchase Order number here: _____

This quotation has been identified as prevailing wage

Loss Damage Waiver Option

Protection from loss or damage resulting from fire, theft or vandalism is available for an additional 14% of the rental cost of the covered items. This protection is only offered on specific products. If you wish to add this coverage to your rental, please sign the Loss Damage Waiver Agreement attached at the end of this document and initial here: _____

Customer

Date

Quotation# 039160417 Confidentiality Notice: This quotation and associated document(s) are privileged and confidential, and are intended for the sole use of the addressee(s). They cannot be used, circulated, duplicated, quoted or otherwise referred to or disclosed to third parties for any reason without the written consent of an Officer of Western Oilfields Supply Company dba Rain for Rent. If you have received this information in error, please immediately contact us at retun@rainforrent.com. Thank you.



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QUOTE DETAILS

Rental Items

QTY	UNIT	DESCRIPTION	PRODUCT#	DURATION	PERIOD	UNIT PRICE	EXT. PRICE
2	Each	FIRE HOSE ADAPTER 3"x2.5" FITTING MIPTxFNST	320025	1.00	Cycle	\$51.65	\$103.30
12	Each	4"x4" ADAPTER GROOVED x HDPE SDR11	326127	1.00	Cycle	\$37.85	\$454.20
13	Each	4" ELBOW 90 DEGREE GROOVED	720754	1.00	Cycle	\$17.85	\$232.05
2	Each	3" COUPLER GROOVED HEAVY WEIGHT	720763	1.00	Cycle	\$6.00	\$12.00
36	Each	4" COUPLER GROOVED HEAVY WEIGHT	720764	1.00	Cycle	\$8.00	\$288.00
1	Each	BACKFLOW PREVENTER 4"	721148	1.00	Cycle	\$842.98	\$842.98
4	Each	4" ELBOW 45 DEGREE GROOVED	721194	1.00	Cycle	\$17.85	\$71.40
4	Each	4" ELBOW 22 DEGREE GROOVED	721207	1.00	Cycle	\$17.85	\$71.40
2	Each	HEAVY DUTY HOSE 4"x5' GROOVE 200psi	722813	1.00	Cycle	\$81.34	\$162.68
1	Each	4"x3" REDUCER ADAPTER GROOVED	727945	1.00	Cycle	\$17.85	\$17.85
1,200	Feet	PIPE 4" HDPE SDR9	950987	1.00	Cycle	\$1.30	\$1,560.00
1	Each	PIPE 4"x5' GROOVED STEEL SCH40	954005	1.00	Cycle	\$18.79	\$18.79
Rental Sub Total:							\$3,834.65

Sale Items

QTY	UNIT	DESCRIPTION	PRODUCT#	UNIT PRICE	EXT. PRICE
12	Each	VALVE BALL PLTD FxF 759 1	302927	\$10.03	\$120.36
12	Each	SALE ITEM PVC SADDLE 4	MS	\$29.94	\$359.28
Sale Sub Total:					\$479.64

Services Breakdown

PHASES	HAULING	LABOR	MISC
Delivery/Installation	\$1,516.80	\$7,581.00	
Removal/Pickup	\$1,516.80	\$4,873.00	
Materials, Subcontractors, Fees			\$1,024.00
Services Sub Total			\$16,511.60

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QUOTATION

RAIN FOR RENT - Santa Paula
333 South 12th Street
Santa Paula, CA 93060

Your Sales Person

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310-953-6236

24/7 Emergency 800-742-7246
rainforrent.com

STATEMENT OF WORK

BACKGROUND

Customer requires a bypass of potable water in order to maintain flow to 12 residents.

SCOPE

Rain for Rent will provide labor and equipment necessary to deliver, install, remove, and demobilize the bypass products outlined in the quote. The suction location will be a fire hydrant at 740 Fairview Ave and discharging at location 500 Michillinda Way, Sierra Madre, CA.

REFERENCE MATERIALS

Documents used as input for this proposal include:
Job Walk with Jose Reynoso on 7/8/16

OPERATING PARAMETERS

System is designed to operate on 4" 160psi HDPE pipe. No specifications, flows, pressures were provided.
Pipe Distance: 1,200 feet

ESTIMATED DURATION

For the quoted items, Rain for Rent requires a signed quote no less than 10 days prior to delivery.

Planned Schedule Durations:

Mobilization: 1 Day

Installation: 3 Days

Removal: 2 Days

Demobilization: 1 Day

RAIN FOR RENT RESPONSIBILITIES

- Labor and equipment necessary to perform one (1) unimpeded delivery & return trip per load to site.
- Labor and equipment necessary to install & remove system except for customer provided items.
- Equipment and services expressly included in this scope.

CUSTOMER RESPONSIBILITIES

- Ensure that the application of this system does not damage nearby structures or cause negative impacts to the environment either directly or indirectly.
- Provide all needed unloading, testing, operations and maintenance, and cleaning of provided equipment to assure it is fit for potable use.
- Promptly notify Rain for Rent of any service or performance related needs.
- Dedicated equipment with operator and fuel to perform unloading activities. Equipment must be capable of lifting 6,000 lbs.
- Perform system hydrotest and flushing operations.
- All equipment for this temporary system will be delivered as new. Customer is responsible for certifying equipment for potable use.
- Customer is responsible for chlorination or bacteria testing of this equipment.
- Protect system from damage and malfunction due to temperature or any substance that will cause corrosion, damage or leakage. Customer must provide protection that does not impede system function. Customer is responsible for all damages to system.
- Supply all needed water for any applicable system testing, startup, and cleaning.
- All labor & materials to perform system chlorination and deodorizing.
- All waste materials on associated with this system.

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- Provide any needed vehicular or pedestrian traffic control, site security, sewer plugs, and the modification or alteration of any permanent structure or site element, including any needed suction pits, and discharge locations.

RAIN FOR RENT EXCLUSIONS

- All work associated with monitoring.
- All labor, equipment and identification of areas for sump pumping, lateral line flows, system infiltrations and similar are excluded.
- All design input and services. This system is provided as per customer provided information.
- Compliance with unknown discharge requirements.

ADDITIONAL INFORMATION

Always use equipment in a safe and proper manner and in accordance with manufacturers and regulatory standards and industry best practices. Improper usage will cause system failure, product damages, possible injuries, and spills. Services quoted in this proposal provided on a Time and Material basis. All values for service totals and phases are estimates only. Actual time used will be billed to customer. It is recommended that an independent party or vendor be secured to perform both the disinfection and bacteria testing of this equipment, if deemed necessary. Rain for Rent will not warranty water quality. Customer is responsible for confirming that the water, as it relates to this project, is fit for its intended use.



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SCOPE OF AGREEMENT

If Customer has entered into a Master Service Agreement with Rain for Rent and there is a conflict between the terms and conditions of this Scope of Agreement and the Customer's Master Service Agreement, then the terms and conditions in the Customer's Master Service Agreement signed by Rain for Rent will prevail.

Availability of products and services is subject to change without notice.

The rental period begins the day the equipment is delivered and continues until returned to originating Rain for Rent facility unless agreed to in writing before the rental period begins. A cycle is defined as 4 weeks, which is 28 days. The weekly price is one third of the cycle price, and the daily price is one third of the weekly price. Payment terms are net 30 days from invoice date. Interest at the rate of 18% per year shall be charged on any past due invoice.

A Fuel Surcharge will be calculated and invoiced based on the diesel fuel price as published by the Department of Energy on <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>

Customer is prohibited from deducting retention from Rain for Rent invoices and charging Rain for Rent liquidated damages.

Customer is responsible for flushing and cleaning tanks, roll off boxes, pipelines, pumps, filters and other Rain for Rent equipment prior to return unless specifically agreed to by both parties in writing.

The Terms and Conditions of the Rain For Rent Rental and Acute Hazardous Waste Agreements, Credit Application/Master Rental & Sales Agreement, Invoice and this Quotation (also known as the Rain for Rent Rental/Sale Estimate as may be referenced in any Master Service Agreement, Blanket Purchase Order, or any other contractual document executed between the parties) contain the complete and final agreement between Rain For Rent and Customer and no other agreement in any way modifying or adding to any of said Terms and Conditions will be binding upon Rain For Rent unless made in writing and signed by a Rain For Rent Corporate Officer.

The Customer cannot alter the equipment without Rain for Rent's prior written approval. Customer is responsible for equipment, repairs, maintenance and damage, excluding normal wear and tear or damage caused by Rain for Rent. All returned equipment is subject to inspection by Rain for Rent personnel. Damages and accrued rent will be invoiced to Customer while equipment is out of service for repairs. The Customer is responsible for damage caused by reactive, corrosive or abrasive material; including, but not limited to sand, sodium hydroxide, chlorine, and acids. Customer must notify Rain for Rent immediately of any spill so that any necessary repairs to the system can be made and to minimize service interruption. The Customer assumes all risks of loss due to operation and use of the equipment. Customer will provide "all risk" property insurance for rented equipment.

Customer shall pay Rain For Rent additional expenses caused by unforeseen or changing conditions, including, but not limited to, soil, underground conditions, rock formations, environmental conditions, weather events, regulations or restrictions, hard pan, boulders, cesspools, gas lines, water lines, drain pipes, underground electrical conduits or other above ground or underground obstructions.

All equipment rented or used products sold are provided "AS IS, WHERE IS" in their present condition. Rain for Rent makes no warranties, expressed or implied of any kind whatsoever with respect to the equipment or products. Customer agrees that customer is renting equipment or purchasing used products based on their judgment and evaluation, without reliance upon any statements of representations by Rain for Rent, and that Rain for Rent is not responsible for any defects in their operation or for any repairs, parts or services, unless otherwise noted.

All new products sold are provided without warranty beyond the terms of such warranty offered by the manufacturer, if any. Customer must comply with all original manufacturer's terms and conditions for any warranty claims that may arise. Neither Rain for Rent nor the manufacturer warranties the product if it has failed due to corrosion, misuse or damage; (2) it has been altered, repaired or modified in any way that would adversely affect its operation; or (3) it was installed or operated other than in accordance with manufacturer's operating instructions. Products supplied by Rain for Rent are warranted to be free from any defect in workmanship and material under conditions of normal use and service. Rain for Rent's obligation under this warranty is limited to replacing or repairing at the designated manufacturer's or Rain for Rent facility any part or parts returned to it with transportation charges prepaid, which Rain for Rent determines in its sole discretion to be defective.

This Quotation excludes any additional costs to Rain for Rent associated with Owner Controlled Insurance (OCIP) or WRAP insurance programs that will be added to Rain For Rent's prices.

De-watering, Roll-off, Vacuum boxes and similar equipment are not liquid tight. Rentee accepts full responsibility for all losses, damages and costs caused by or arising out of spills, leakage or discharge from this equipment. Rain for Rent will not be held liable for any structural or soils subsidence.

This Quotation is valid for 30 days and is subject to credit approval.

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QUOTATION

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24/7 Emergency 800-742-7246
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LOSS DAMAGE WAIVER PROGRAM AGREEMENT

This Loss Damage Waiver Program Agreement (this "LDWP Agreement") is entered into between the undersigned Rentor and Rentee in relation to the Master Rental and Sales Agreement (MRSA) between Rentor and Rentee. If Rentee has checked or initialed, as applicable, the Loss Damage Waiver Program (the "LDW Program") box on the quote, then Rentee has opted-in to the LDW Program and this LDWP Agreement shall supplement the MSRA whether or not executed by Rentee. Rentee understands and agrees that the LDW Program is not insurance and that the LDW Program provides only limited coverage, as described below.

1. Cost; Deductible; Maximum Coverage; Rentee shall pay a fee equal to 14 percent (14%) of the rental charge for each covered item, which fee shall be listed on each invoice during which period Rentee has opted to participate in the LDW Program. In the event of a Covered Occurrence, as defined below, Rentee shall further be responsible for the lesser of \$1,000 or 15 percent (15%) of the total loss, as a deductible. The maximum coverage available under the LDW Program is \$50,000 per Covered Occurrence, whether or not there is more than one piece of equipment involved in the occurrence.

2. Coverage; The LDW Program provides coverage only for losses involving Covered Equipment, as defined below, in the following instances: fire that was not caused by Rentee's gross negligence or willful misconduct; theft for which a police report was filed, and that occurred despite Rentee's reasonable precautions to protect and secure the covered equipment; and vandalism for which a police report was filed (individually, "Covered Occurrence," and collectively, "Covered Occurrence"). The LDW Program provides coverage only for the following types of equipment: pumps, tanks, generators, light towers, filtration, boxes and heaters ("Covered Equipment"). Coverage does not extend to any equipment not owned by Rentor such as re-rented equipment.

3. Exclusions; The LDW program does not cover any equipment or event of loss that is not specifically described in Section 2. Without limiting the foregoing, the LDW Program does not provide coverage for the following: misuse of equipment; willful abuse of equipment; failure to maintain equipment; failure to secure items from theft (including but not limited to failing to store items in a fenced, locked area or failing to maintain personnel on site); damage or theft while in transit to or from a jobsite; corrosion from any source; any instance that occurs while the account is not in good standing, such as a default as defined in the MRSA or upon written notice of non-payment; and any occurrence not reported to Rentor within 24 hours after the occurrence. The LDW program does not provide coverage for: spillguards, hoses, fittings (valves or bulk items), pipe, manifolds, tires, submersible pumps or copper wiring.

4. Claims; All claims must be submitted within 24 hours of the Covered Occurrence. Rentor's mechanic will inspect the equipment following any claim. The mechanic's findings as to the cause of the damage and cost of repair will be final. In the event of a theft or vandalism, Rentee must also provide supporting evidence that the site was secured at the time of loss.

IN WITNESS WHEREOF, Rentee hereby executes the LDWP Agreement on the date written below.

Customer Name (Print/Type)	Customer Authorized Title	Date
Customer (Signature)		
Company Name		

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Stephen Doreck Equipment Rentals, Inc.
 General Contractor Lic # A665471
 9075 Telegraph Road
 Pico Rivera, CA 90660
 TEL (562) 949-4949 - FAX (562) 261-5038 -Cell (562) 733-8821

UNION CONTRACTOR ***CERTIFIED SMALL BUSINESS**

D.I.R. No. 1000011335 Exp. 06/30/17

PROPOSAL

To: City Of Sierra Madre
 232 West Sierra Madre Blvd.
 Sierra Madre, CA 91024

PHONE # -
 FAX # -
 Bid Date: 7/14/2016
 Bid Time: 5:00 PM
 Price Expires: 8/13/2016

Attention: **Jose Reynoso**

Description

Location: **Michillinda Avenue - From Gatewood Lane To Edgeview Drive**

Scope: **Waterline Installation**

	Bid Item #	Item Descriptions	Qty	Unit	Per Unit	Total
		Michillinda Avenue From Gatewood Lane To Edgeview Drive				
Line Item 1		Provide and Install 6" DIP, CL350	812	LF	128.00	\$ 103,936.00
Line Item 2		Provide and Install 6" Tee's	2	EA	90.00	\$ 180.00
Line Item 3		Provide and Install 6" Mueller Gate Valves	8	EA	1,020.00	\$ 8,160.00
Line Item 4		Provide and Install 6" Fire Hydrant Assemblies	2	EA	8,100.00	\$ 16,200.00
Line Item 5		Provide and Install 1" Copper Services	4	EA	1,490.00	\$ 5,960.00
Line Item 6		Provide and Install 1.5" Copper Services	2	EA	3,330.00	\$ 6,660.00
Line Item 7		2" Grind and Cap -9.5' Wide Asphalt Paving	522	LF	37.00	\$ 19,314.00
Line Item 8		Grind and Cap 2" Over 6" Tee Cut	290	LF	19.50	\$ 5,655.00
Line Item 9					-	\$ -
		Michillinda Avenue From Gatewood Drive To Fairview Avenue				
Line Item 10					-	\$ -
Line Item 11		Provide and Install 6" DIP, CL350	380	LF	117.00	\$ 44,460.00
Line Item 12		Provide and Install 1" Copper Services	5	EA	1,290.00	\$ 6,450.00
Line Item 13		Grind and Cap 2" Over 6" Tee Cut	380	LF	19.00	\$ 7,220.00
Line Item 14					-	\$ -
Line Item 50					-	\$ -
Total Amount						\$ 224,195.00

PLEASE SEE ATTACHED EXCLUSIONS

Stephen Doreck Equipment Rentals, Inc.:

City Of Sierra Madre

Contractor Approval:


 Pablo Viramontes - Estimator

Customer Approval: _____

PLEASE CALL TO CONFIRM YOU HAVE RECEIVED THIS PROPOSAL

THANK YOU



Lic. No. 737593

J. DE SIGIO CONSTRUCTION, INC.

General Engineering/Pipeline Contractors
5055 Bleecker Street, Baldwin Park, CA 91706
Phone: 626-480-8900 Fax: 626-480-0550

July 18, 2016

City of Sierra Madre
232 W. Sierra Madre Blvd.
Sierra Madre, Ca 91024
Attention: Mr. Jose Reynoso

Project: Michillinda Ave
Reference: Installation of 6" DI Water Line and Appurtenances

Jose:

J. DeSigio Construction, Inc. (JDC) is pleased to offer the following proposal to provide personnel, equipment and materials necessary to install 6" ductile iron pipe, per instructions/notes provided by the City of Sierra Madre.

Edgeview Dr. to Gatewood Ln.:

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>UM</u>	<u>Extended</u>
1.	6" CI 350 TJ Ductile Iron Pipe*	812	\$ 169.00	lf	\$ 137,228.00
2.	Fire Hydrant Assy	2	9,650.00	ea	19,300.00
3.	1-1/2" Water Service	2	6,920.00	ea	13,840.00
4.	1" Water Service	4	3,525.00	ea	14,100.00
Project Total					\$ 184,468.00

* Bid item 1 includes installation of 6" DI pipe/valves/fittings, pressure testing, chlorination/flushing, tie ins, asphalt paving (522' x 9.5' with a 2" grind and cap, 290' with 6" T-Cut and 2" grind and cap) and traffic control.

Gatewood Ln. to Fairview Ave (to be added at the city discretion):

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Unit Price</u>	<u>UM</u>	<u>Extended</u>
1.	6" CI 350 TJ Ductile Iron Pipe**	380	\$ 159.00	lf	\$ 60,420.00
2.	1" Water Service	5	3,525.00	ea	17,625.00
Alternate Total					\$ 78,045.00

** Bid item 1 includes installation of 6" DI pipe/valves/fittings, pressure testing, chlorination/flushing, tie ins, asphalt paving (380' with 6" T-Cut and 2" grind and cap) and traffic control.



PROPOSAL CONTINUED

July 18, 2016

Page 2

Mr. Jose Reynoso

Project: Michillinda Ave.

Reference: Installation of 6" DI Water Line and Appurtenances

All engineering, permits, soil testing, inspection fees, field staking and survey, agency connection fees and assessments by others.

Construction water shall be provided and paid for by others.

All excess spoil not required for backfill will be removed offsite by JDC.

Backfill is based on sand import to one foot over pipe. All remaining backfill shall be crushed misc base, compacted in place per the "Green Book".

Our proposal is based upon one move-in to complete all work. Additional move-ins will be at charged at a rate of \$4,500.00 each.

Our proposal is based upon completing all work during normal working hours (Monday through Friday -- no overtime).

Our proposal excludes tree removal, landscaping, irrigation, electrical and painting.

De-watering of excavations due to groundwater and/or perched water conditions will be handled as extras work and shall include the use of pumps, gravel/rock, well-points or whatever methods may be deemed as necessary.

Rock encountered during excavation that cannot be removed efficiently with the backhoe onsite will be classified as "rock excavation" and its removal shall be considered extra work. The extra work may involve loss of anticipated production, or may require the use of a compressor and jackhammer, hoe-rams, larger backhoes or whatever methods JDC may deem as necessary.

If we encounter any soils that are considered as hazardous by the Federal, State or local government, any and all costs associated with the handling, storage, transportation, disposal, etc. is to be treated as extra work. The responsibilities for and additional costs associated with these hazardous materials shall be assumed and paid for by others.

JDC will not accept responsibility for damage to any unmarked or unknown substructures when reasonable care has been taken.

This proposal will remain in effect for sixty (60) days and this document shall be included in our contract as an attachment.



PROPOSAL CONTINUED

July 18, 2016
Page 3

Mr. Jose Reynoso
Project: Michillinda Ave.
Reference: Installation of 6" DI Water Line and Appurtenances

This proposal is based on payment being made no later than *thirty (30)* days after date of invoice. Release of all retention money shall occur within thirty (30) days after completion of JDC's scope of work and *not* overall project completion.

We thank you for the opportunity to provide you with a proposal for this project. Should you have any questions, please contact us at (626) 480-8900.

Respectfully,
J. De Sigio Construction, Inc.

A handwritten signature in black ink, appearing to read 'D. Scott Walker', with a long horizontal flourish extending to the right.

D. Scott Walker
Vice President

MCC Pipeline, Inc.

33562 Yucaipa Blvd. #4-325
Yucaipa, California 92399
(909)795-0400 Fax (909)795-7308
License #993248

ATTACHMENT

July 18, 2016

City of Sierra Madre – Public Works
232 Sierra Madre Blvd
Sierra Madre, California 91024

Reference: Michillinda Ave – Gatewood Ln to Edgeview Dr & Gatewood Ln to Fairview Ave

Subject: RFP - Bid Proposal per Scope of Work provided

We hereby propose to perform the following scope of work per the scope of work provided 7/18/2016.

Michillinda Ave – Gatewood Ln. to Edgeview Dr. & Gatewood Ln. to Fairview Ave -

Mobilization, TC, potholing, test&disinfect, bonds&insurance-	1 LS @ \$22,750.00/EA	\$ 22,750.00
6" DIP – w/POLYWRAP, includes trench base paving	812 LF @ \$ 85.00/LF	\$ 69,020.00
6" DIP – w/POLYWRAP, includes trench base paving	380 LF @ \$ 85.00/LF	\$ 32,300.00
6" DIP TEE WITH ACCESSORIES -	2 EA @ \$ 800.00/EA	\$ 1,600.00
6" GATE VALVES – MUELLER -	8 EA @ \$ 1,500.00/EA	\$ 12,000.00
1" COPPER WATER SERVICE -	9 EA @ \$ 2,860.00/EA	\$ 25,740.00
1.5" COPPER WATER SERVICE -	2 EA @ \$ 6,735.00/EA	\$ 13,470.00
6" FIRE HYDRANT ASSEMBLIES	2 EA @ \$ 7,200.00/EA	\$ 14,400.00
Compact & Pave existing mainline repairs & 9.5' grind & cap -	522 LF @ \$ 68.00/LF	\$ 35,496.00
Pave – Trench width 6" Tee-Cut & 2" Cap (1/2" state mix) -	670 LF @ \$ 22.00/LF	\$ 14,740.00

TOTAL BID AMOUNT \$241,516.00

- Qualifications:**
1. Work done during normal working hours.
 2. Bid price is based on 1 move-in.
 3. Bid based upon closing road to thru traffic.
 4. Traffic Control per Watchbook.
 5. Trench backfill is Aggregate Base, unless otherwise noted.

Exclusions: Survey, Soils Testing, Construction Water, Permits, Traffic Plan, Fees, Assessments, Engineering, Removal/Relocation of interfering utilities, Hazardous material handling of any kind.

Should you have any questions or comments regarding this document, please feel free to contact me directly at any time. Thank you for your cooperation with this matter.

Respectfully Submitted,
Jesse Munoz III
Project Manager
MCC PIPELINE
909-795-0400 – OFFICE
951-892-2680 – MOBILE
JMUNOZ3@MCCPIPELINE.COM



PERRY C. THOMAS

Engineering Contractor
Underground Utilities
Lic. #672532

240 W. Duarte Road
Monrovia, CA 91016

626-303-4483
626-303-0126
Fax 626-303-7959

7-19-2016

City of Sierra Madre
232 W. Sierra Madre Blvd
Sierra Madre Ca 91024

Attention: Jose Reynoso

RE: Furnish and install 6-inch ductile iron water main in Michillinda Ave.

In accordance with the above referenced project we propose to furnish labor, material and equipment for the following:

Phase 1 Michillinda Ave from Gatewood Lane to Edgeview Drive

Furnish and install 812 linear feet of 6-inch DIP, two 6-inch tee's, eight 6-inch gate valves, two 6-inch fire hydrant assemblies, four 1-inch services, two 1-1/2-inch services, 522 linear feet 9-1/2 feet wide grind and cap and 290 linear feet trench width plus 6-inch tee cut asphalt paving.

Lump Sum \$ 194,160.00

Phase 2 Michillinda Ave from Gatewood Drive to Fairview Ave

Furnish and install 380 linear feet of 6-inch DIP, five 1-inch services, 380 linear feet trench width plus 6-inch tee cut asphalt paving.

Lump Sum \$ 82,750

Excludes: Permits,

Rock that cannot be excavated with a John Deere 510B backhoe or equal will be removed at an extra charge, on an hourly time and equipment basis. Drilling and / or blasting if required will be done by others and paid separately by Customer. Retrenching and / or jackhammer work after rock removal, drilling and / or blasting will be at an extra charge billed on an hourly time and equipment basis.

Engineering, grading and setting of grade stakes and Customer, if required, shall do lot line markers. Customer is to have grade to within plus or minus three (3) inches on our right of way. Permits and inspection fees are to be secured, and paid for, by Customer.

The above work will be completed in a workman like manner according to the standard specification of: City Sierra Madre. Alterations or deviations, if any, from the above specifications, or any delays of postponements of the work by the Customer or his agents which result in additional material or labor costs, will become an extra charge which will be billed as an addition to this proposal amount. Any extra move on or off the job site, due to circumstances beyond our control, will be billed as an extra in the amount of \$ 0 per move.

Progress billing, commensurate with the work complete, will be made monthly until ninety percent (90%) of the work is billed. Upon completion of all work, the remaining ten-percent (10%) retention will be billed. Extra charges will either be added to this proposal amount, or billed as above, or billed separately after the completion of work. Terms for the payment of all invoices are net thirty (30) days with a one and one-half (1 1/2%) monthly interest charge on all past due accounts.

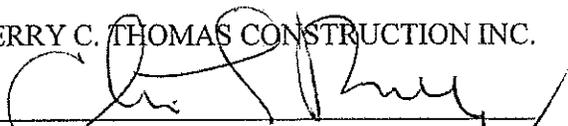
In the event legal action is instituted to endorse any of the terms or conditions of this proposal, the prevailing party shall be entitled to recover reasonable attorney's fees and collection costs.

We are prepared to start work within working days after receipt of your acceptance of this proposal and estimate that will be completed within working days.

This proposal is good for 20 days from 7-19, 2016

Sincerely,

PERRY C. THOMAS CONSTRUCTION INC.


CHRIS MIKITY, Estimator

****ACCEPTANCE****

Authorized Signature

Date



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 *EIA*

INITIATED BY: Joe Ortiz, Police Captain *JO*

REVIEWED BY: Larry Giannone, Director of Public Safety *LG*

DATE: July 26, 2016

**SUBJECT: REQUEST FOR AUTHORIZATION TO GO OUT TO BID FOR
REPLACEMENT OF SIERRA MADRE POLICE DEPARTMENT
RADIO CONSOLE**

SUMMARY

The existing police dispatch radio console has reached the end of its service life. The system is subject to frequent outages and has become nearly unserviceable. Staff recommends that the City Council direct City staff to go out to bid for the replacement of the existing police dispatch radio console.



Existing Police Radio Console

BACKGROUND

Police dispatchers are the communications personnel that are responsible for the receiving and transmitting of reliable messages to and from officers in the field, communicating with other enforcement agencies, the tracking of vehicles and equipment and the recording of other important information. Like most police departments, the Sierra Madre Police Department (SMPD), use police dispatchers to relay information and coordinate their operations through radio systems. Essentially, the Dispatcher is responsible for the direction of all field units. The primary tool of the Dispatcher is the dispatch console. A dispatch console is a system that interfaces to a radio system, allowing the dispatcher to communicate directly with all police officers, Fire, EMS personnel and other police agencies to coordinate their activities. A critical capability of a radio console is its ability to communicate with multiple radio frequencies simultaneously, allowing for seamless inter-department/inter agency communications. The two radio consoles for SMPD are approximately twenty years old. They are failing and in need of replacement. Instances of intermittent outage occur on a roughly 4-6 week frequency.

In the event the radio consoles were to fail altogether, the police department dispatchers would not be able to efficiently communicate with personnel in the field. Essentially, in the event of console failure, dispatchers must rely on the use of limited-range hand-held radios or cell phones to communicate with officers in the field, Fire, EMS, etc. The hand-held radios do not support multiple-frequency communications, so dispatchers would have to frequently switch frequencies on the hand-helds (patching) to be able to talk to other city departments or other agencies. This process would delay communications and introduce the possibility of errors in communication. Similarly, resorting to the use of cell phones would also severely reduce the efficiency of communications by adding dialing, ring time, and the need to send out multiple messages in multi-department/multi-agency events.

The Power 911 Dispatch console currently being used by the police department was discontinued many years ago and is no longer manufactured or supported by any telecommunication company. The current issues with the system include intermittent loss of transmission and reception of radio traffic. This often occurs during emergency calls for service or requests for help by police officers in the field causing a public or officer safety issue to exist. In addition to the inoperability of the radio transmission, the parts on the console continue to fail, with no replacement parts available and no technical support for the console.

ANALYSIS

Newer dispatch console systems are more reliable with fewer potential points of failure, allowing radio transmissions to clearly be heard when they are made from the dispatch center to field units.

A new dispatch console will have the ability to patch various radio systems together. If a patch were needed to bridge another department's radio system into the new SMPD radio console it could be done much more simply with the new systems than with the current system. For example, if SMPD and Arcadia PD were working an incident and needed to talk to each other, the dispatcher can patch the traffic from the Arcadia PD radio system onto the SMPD channel and vice-versa.

FISCAL IMPACT

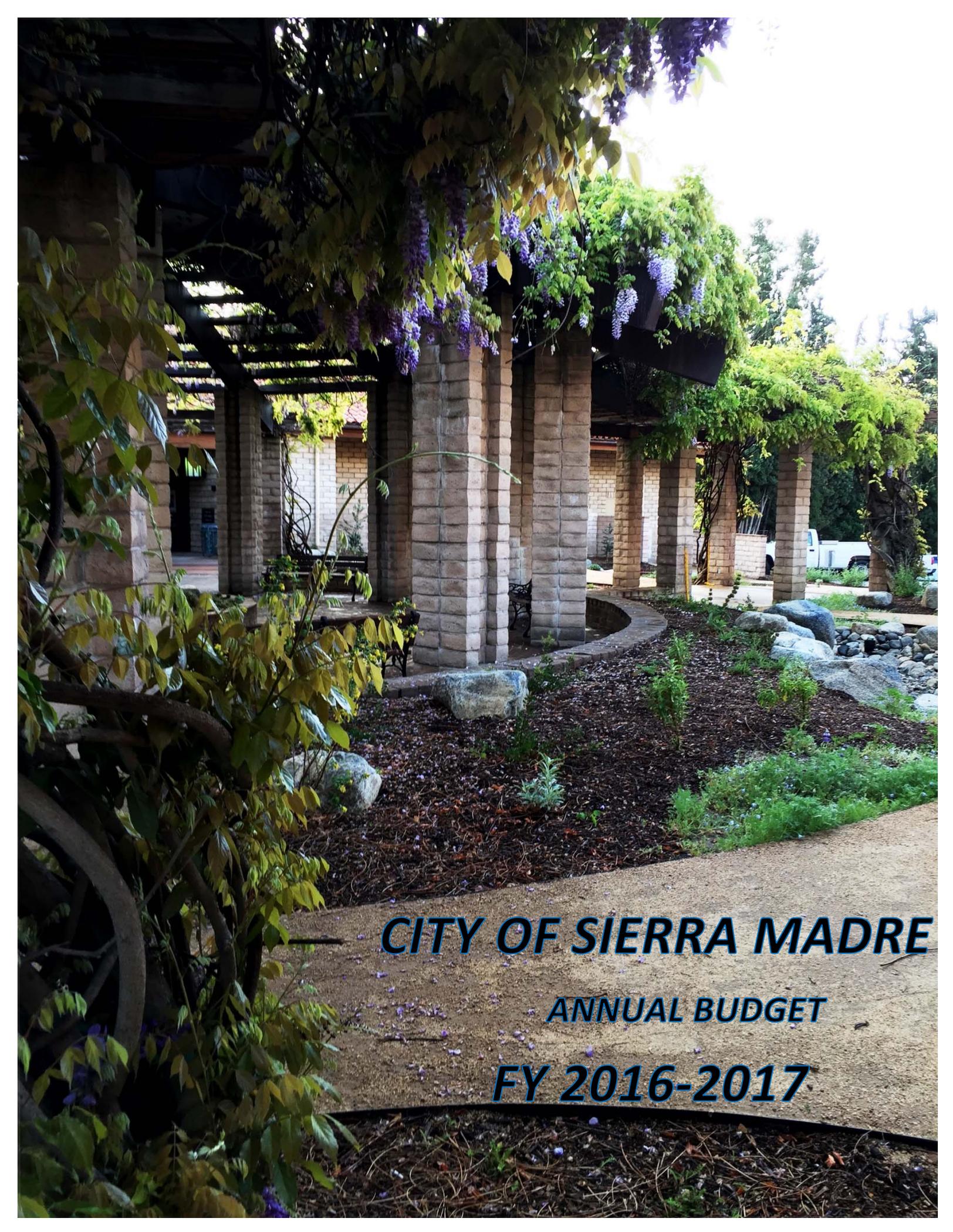
This expenditure was included in the list of Capital Improvement Projects (CIP) as an unfunded expenditure in the 2016/2017 budget.

ALTERNATIVES

1. The City Council may provide an additional appropriation from General Fund reserves and direct staff to go out for bids for Sierra Madre Police Department radio consoles.
2. The City Council may choose not to make an additional appropriation from general Funds and direct staff to seek bids to replace the Sierra Madre Police Department radio consoles.

STAFF RECOMMENDATION

Staff recommends that the City Council direct City staff to go out for bid for the replacement of the existing police dispatch radio console.



CITY OF SIERRA MADRE

ANNUAL BUDGET

FY 2016-2017

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City of Sierra Madre

Village of the Foothills

Adopted Budget



July 1, 2016 – June 30, 2017

City of Sierra Madre
Successor Agency
Sierra Madre Public Financing Authority

City Council and Elected Officials

<i>Gene Goss</i>	<i>Mayor</i>
<i>Rachelle Arizmendi</i>	<i>Mayor Pro Tem</i>
<i>John Capoccia</i>	<i>Council Member</i>
<i>Denise Delmar</i>	<i>Council Member</i>
<i>John Harabedian</i>	<i>Council Member</i>
<i>Melinda Carrillo</i>	<i>City Clerk</i>
<i>Michael Amerio</i>	<i>City Treasurer</i>

Executive Management

<i>Elaine Aguilar</i>	<i>City Manager</i>
<i>Theresa Highsmith</i>	<i>City Attorney</i>
<i>Elisa Cox</i>	<i>Assistant City Manager</i>
<i>Marcie Medina</i>	<i>Finance Director</i>
<i>Vincent Gonzalez</i>	<i>Planning & Community Preservation Director</i>
<i>Steve Heydorff</i>	<i>Fire Chief</i>
<i>Ryan Baker</i>	<i>Library & Community Services Director</i>
<i>Larry Giannone</i>	<i>Public Safety Director – Police Chief</i>
<i>Bruce Inman</i>	<i>Public Works Director</i>

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City of Sierra Madre

Village of the Foothills



Introduction

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**OFFICE OF THE
CITY MANAGER**

Budget Message

Fiscal Year 2016-2017 Adopted Budget

Honorable Mayor, City Council and Residents of Sierra Madre:

As City Manager, it is my honor to present the Approved Annual Budget for Fiscal Year 2016-2017. While the past few years have been financially difficult due to the recession, the State taking resources from cities to address its financial situation, and finally the sun-setting of the City's Utility Tax Rate (UUT), the voters' approval of the new UUT provides the City the opportunity to refocus on continuing to provide quality services to the community

On the April 12, 2016 municipal election, the new UUT measure was approved at a 10% rate, the same rate prior to FY 2015-2016. This was the result of the City's two year community outreach efforts which included brochures, mailings, social media, community meetings and Town Halls. The increase in the UUT, the second largest General Fund Revenue, provides some financial relief to the City for the next couple of years. However, the medium to long-term financial outlook is not sustainable. With limited revenue sources, increased costs, deferred maintenance and the state of the City's infrastructure, it is time to focus on long-term financial solutions.

Total Adopted Budget

The budget presentation has changed from previous years. One of the main changes is the collapsing of subsidized operations to the General Fund. In prior years Recreation Classes, the Paramedic Program and the Development Services were reported in separate funds supported by a subsidy from the General Fund. This year the subsidized operations are accounted for in the General Fund, eliminating the need for "transfers out". This resulted in increased revenues and expenditures in the General Fund from these operations.

Another change was the change in allocations from Internal Services Funds. This change was necessary in order to improve the health of Internal Service Funds and provide a more equitable allocation methodology. The change in the allocations created a shift in expenditure categories from Personnel Expenditures to Maintenance & Operations. It also created a shift in expenditures from other General Fund Departments to the Administrative Services Department.

The budget provides for a total of 63 full-time positions, 58,594 part-time hours (or 28 full-time equivalents), and seven elected officials. The budget presented is based on "status-quo" operations with the exception of increases due to the approval of a new Police Association Memorandum of Understanding (MOU) and changes in two positions. One of the personnel changes was the upgrade of a part-time Code Enforcement Officer to a full-time position. The other personnel change is the increase of the Community Services Administrative Aide to an Administrative Analyst supporting the new Library and Community Services Department.

The following table summarizes the estimated revenues and expenditures by Fund for FY 2015-2016 (Unaudited), and FY 2016-2017 Approved Budget. The “deficits” at the bottom of the chart reflect the use of the General Fund reserves, and restricted reserves that have been earmarked in prior years for specific projects, particularly in the Capital Improvement Project (Section 7), for the Water, Sewer, and Internal Service Funds.

(Excludes Transfers In/Out)

FUND	FY 2015-2016		FY 2016-2017	
	Unaudited		Adopted	
REVENUES				
GENERAL FUND	\$	9,068	\$	10,661
SPECIAL REVENUE FUNDS:		2,316		1,556
INTERNAL SERVICE FUNDS		4,459		4,562
BUSINESS FUND		377		233
SEWER		843		840
WATER		4,654		4,727
SUCCESSOR AGENCY		528		497
TOTAL REVENUES	\$	22,245	\$	23,076
GENERAL FUND		8,366		10,603
SPECIAL REVENUE FUNDS:		3,651		1,795
INTERNAL SERVICE FUNDS		4,350		4,548
BUSINESS FUND		436		224
SEWER		1,023		1,191
WATER		4,009		5,485
SUCCESSOR AGENCY		503		488
TOTAL EXPENDITURES	\$	22,338	\$	24,334
NET CHANGE	\$	(93)	\$	(1,258)

General Fund

The FY 2016-2017 General Fund Budget is balanced using General Fund reserves of \$54,600. This is after including \$400,000 in expenditures for temporary nighttime patrol services with Los Angeles County Sheriff’s Department (LASD) and also budgeting \$178,500 for NPDES compliance that is part of the Capital Improvements Program Budget.

The chart below provides a one page summary of the City’s General Fund revenues, expenditures and changes to net assets (or the City’s surplus or deficit) for FY 2014-2015 (Actuals), FY 2015-16 (Unaudited) and FY 2016-2017 Adopted Budget.

GENERAL FUND	FY 2014-2015	FY 2015-2016	FY 2016-2017
	Actuals	Estimated	Adopted
REVENUES			
Property Taxes	\$ 4,884,642	\$ 5,179,800	\$ 5,484,800
AB1X 26 - RDA Residual	198,171	200,000	200,000
Utility User Taxes	2,467,813	2,093,000	2,700,000
Franchise Fees	372,694	365,000	368,600
Sales Taxes	330,053	250,000	250,000
Business Licenses	238,702	240,000	240,000
Charges for Services	212,174	171,100	695,500
Fines and Forfeitures	223,072	224,000	227,100
Licenses and Permits	170,076	134,600	483,300
Revenue from Other Agencies	6,512	1,000	1,000
Other Revenues	112,647	210,300	10,700
TOTAL REVENUES	9,216,556	9,068,800	10,661,000
TRANSFERS IN	131,445	100,000	100,000
EXPENDITURES			
Administrative Services	1,296,702	1,550,600	2,198,100
Community Services	199,135	155,200	201,800
Elected and Appointed	308,630	327,800	278,500
Fire	1,048,870	1,064,900	1,864,900
Library	737,833	782,600	740,300
Planning & Community Preservation	-	-	1,127,200
Police	3,387,335	3,930,900	3,639,700
Public Works	509,410	553,500	552,700
TOTAL EXPENDITURES	7,487,915	8,365,500	10,603,200
TRANSFERS OUT	851,752	1,420,511	33,900
CHANGE IN FUND BALANCE BEFORE CIP	1,008,334	(617,211)	123,900
TRANSFERS OUT TO CIP	-	857,500	178,500
NET CHANGE IN FUND BALANCE	1,008,334	(1,474,711)	(54,600)

Conclusion

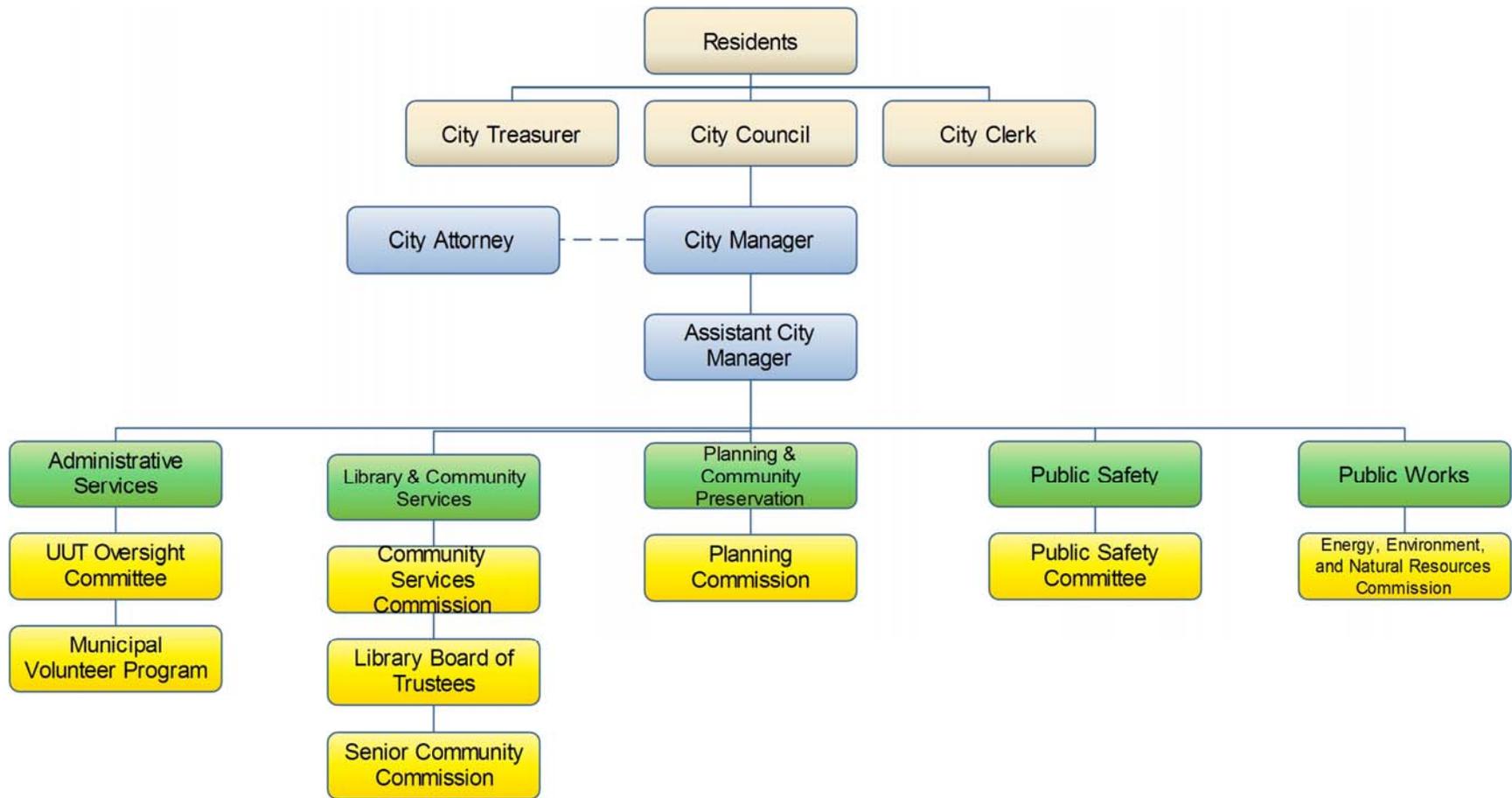
This budget incorporates the policy direction of the City Council in the budget process. The services and programs included in the budget address the needs of the community, and continue to provide full-service City programs and services.

This budget does not address other significant challenges such as fully funding deferred maintenance and delayed infrastructure maintenance. These are topics that will continue to be addressed in discussions of the City's financial future and the development of a long-term financial sustainability plan.

In closing, I would like to thank our dedicated City Council for their commitment and leadership and express my appreciation to all of the Department Heads and their staff who worked on this year's budget.

Thank You,

Elaine Aguilar
City Manager





C I T Y O F S I E R R A M A D R E

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.

VISION STATEMENT

The All-America City of Sierra Madre will be recognized as a thriving, civically engaged community that honors its past, lives in the present and plans for the future.

CORE VALUES

not in priority order

The City of Sierra Madre values . . .

Efficiency and effectiveness

Honesty and integrity

Financial accountability

Teamwork

Community participation

Small town character



Community Profile

General Information

Sierra Madre is small city, approximately 3.5 square miles, with approximately 11,000 residents. It is among the smallest cities in all of Los Angeles County. Sierra Madre has no direct freeway access and a limited retail and service area of approximately 6 blocks. Since its incorporation in 1907, Sierra Madre has always been, and remains today, a full-service city with its own in-house Police Department, Recreation, Public Works, Water, Sewer, Public Library and Fire Department.

The City of Sierra Madre is primarily a residential community with a small business district in the downtown area covering less than one-half mile. The City of Sierra Madre is a built out community with only small parcels available for new development. As a result, the population has remained relatively unchanged for the last three decades. The 2010 census reflects that more than half of the adults have at least two years of college or professional accreditations which leads to higher than average median incomes in this area. The median age of the Sierra Madrens is 46 with 25% of the population over the age of 65 and only 12-15% of the population school age children. The majority of the parcels are owner occupied and the property turnover is low at approximately 8-11% a year. Being secluded against the San Gabriel Mountains without major transportation avenues is what continues to make Sierra Madre a desirable housing market. But it does create challenges in the ability to attract commercial retailers to the area.



Council-Manager Form of Government

Under the council-manager form of government, the elected governing body, the City Council, is responsible for establishing policy, passing local ordinances, voting appropriations, and developing an overall vision for the City of Sierra Madre. Under such a government, the Mayor performs primarily ceremonial duties and is the presiding officer of the City Council. Selection of the Mayor and Mayor Pro-Tem is done annually in April through a Council nomination and vote.

The City Council then appoints a City Manager to oversee the daily operations of the government and implement the policies established by the governing body. The City

Manager serves the governing body, often with an employment agreement or contract that specifies his or her duties and responsibilities.

Recreation and City Events

The City conducts its recreational programs at its six parks, an aquatics center, Community Recreation Center, Youth Activity Center and Hart Park House - Senior Center. The City also provides cultural and historical awareness through the Lizzie's Trail Inn Museum, Richardson Historical House and the Sierra Madre Public Library's Local History Collection. Bailey Canyon Wilderness Area and the Mount Wilson Trail allows individuals to escape the City life without traveling long distances. A complete listing of City facilities is included at the end of this narrative. The City provides a wide variety of recreational opportunities for children, teenagers, and senior citizens. Numerous special events are sponsored by the City and community organizations throughout the year, including:

- 4th of July Parade and Festivities (July)
- Chamber of Commerce's Holiday Event (November)
- Chamber of Commerce's Wistaria Festival (March)
- Senior Excursions (all year)
- Friends of the Library Art Fair (May)
- Friends of the Library Wine and Cuisine Fund Raiser (February)
- Halloween Happenings (October)
- Huck Finn Campout and Fishing Derby (April)
- Mt. Wilson Trail Race (May)
- Rose Float Decorating (all year)
- Movies in the Park (June/July)
- Summer Concerts in the Park (June-August)
- Youth and Adult Sports Leagues (all ages; all year)

These events could not take place without the thousands of volunteer hours provided by local residents, schools, churches and civic organizations, including Chamber of Commerce, Civic Club, Kiwanis, Rotary, Rose Float Association, and Woman's Club. To learn more about volunteering in our community visit www.cityofsierramadre.com.

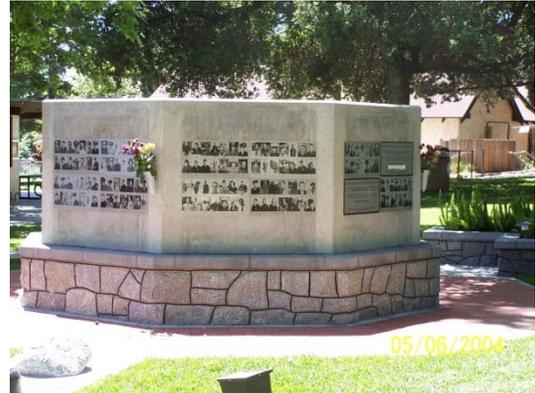
Education

Public and private schools within Sierra Madre provide education for children from preschool through high school. The City of Sierra Madre is served by the Pasadena Unified School District (PUSD), which also serves the adjacent City of Pasadena, California. Within the City, there is one public elementary and middle school, Sierra Madre Elementary School, which is housed on two campuses overseen by PUSD. The public high school for Sierra Madre residents is located in the City of Pasadena, California. The City is home to several private schools, including: two preschools, three K-8 institutions, and one high school.

Recreational & Wilderness Areas

Memorial Park

222 W, Sierra Madre Blvd.
Sierra Madre, California 90124



Milton & Harriet Goldberg Recreation Area

171 S. Sunnyside Ave.
Sierra Madre, California 91024

Bailey Canyon Wilderness Park

451 West Carter Avenue,
Sierra Madre, CA 91024



Mount Wilson Trail Park

189 East Mira Monte Avenue,
Sierra Madre, CA 91024

Lizzie's Trail Inn Museum

189 E. Mira Monte Ave
Sierra Madre, CA 91024

Sierra Vista Park

611 East Sierra Madre Blvd,
Sierra Madre, CA 91024

Richardson Historical House

189 E. Mira Monte Ave
Sierra Madre, CA 91024





City Facilities

City Hall

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

Community Recreation Center

611 E. Sierra Madre Blvd.
Sierra Madre, CA 91024

Police and Fire Station

242 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

Aquatic Center

601 E. Sierra Madre Blvd.
Sierra Madre, CA 91024

Public Works Facilities

621 Sierra Madre Blvd.
Sierra Madre, CA 91024

Youth Activity Center

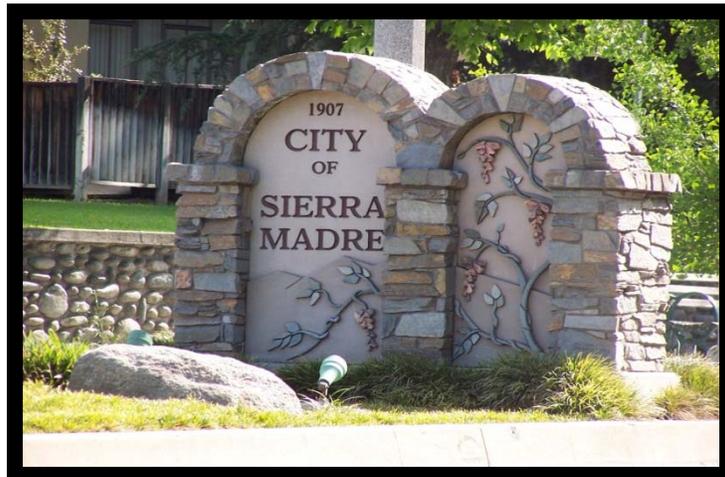
611 E. Sierra Madre Blvd.
Sierra Madre, CA 91024

Public Library

440 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

Hart Park House Senior Center

222 West Sierra Madre Blvd,
Sierra Madre, CA 91024



City of Sierra Madre

Village of the Foothills



Financial Policies and Procedures

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Financial Policies & Procedures

The Budget Process

The City budget process is an on-going, dynamic activity involving City Council, City staff, and City residents. While each year's budget process includes certain specific steps in the development of the current year's figures, the budget also addresses the City Council's Priorities, Strategic and Operational Goals.

Budgetary Control

The City Council adopts an annual budget by June 30, prior to the beginning of the budget cycle. The budgets are adopted on a basis that does not differ materially from Generally Accepted Accounting Principles (GAAP). An appropriated annual budget is legally adopted for the General and Special Revenue Funds. Annual appropriated budgets are not adopted for Debt Service Funds because bond indentures are used as the method for adequate budgetary control.

Capital Projects Funds do not have annual appropriated budgets. Instead, control over projects is maintained by means of a project-length capital improvement budget. This project-length budget authorizes total expenditures over the duration of a construction project, rather than year by year. Additionally, planned expenditures for the capital projects and purchases for the current budget cycle are reflected within the operating budgets of the appropriate fund whose resources are used to fund the project.

The City Manager maintains budgetary controls to ensure compliance with legal provisions embodied in the appropriated budget approved by the City Council. The level of budgetary control (the level at which expenditures cannot legally exceed the appropriated amount) is the department level and within a single fund. The City Manager may authorize transfers of appropriations within a department so long as it is within a single fund. A department head may move funds within a single fund between divisions and categories (personnel and maintenance & operations) without City Manager approval. Supplemental appropriations during the year must be approved by the City Council. These appropriations, representing amendments to the budget during the year, could be significant in relationship to the original budget as adopted (see Budget Amendment Procedures).

The City uses an "encumbrance system". Under this procedure, commitments such as purchase orders and contracts at year-end are carried over as part of fund balance. In order to be an encumbered appropriation there must be either an approved purchase order or contract in force as of June 30. All unencumbered appropriations lapse at fiscal year-end.

FINANCIAL POLICIES & PROCEDURES

Budget Amendment Procedures

The City's operating budget may be amended by three methods:

1. Purchase order carryovers
2. Administrative carryovers approved by the City Manager
3. City Council action.

Under all instances where appropriations are increased, funds must be available to match the request.

Purchase Order Carryovers

At the end of each fiscal year, the Finance Department reviews outstanding (open) purchase orders with the departments and determines whether the purchase orders should be carried forward into the next fiscal year. When a purchase order is "carried forward", a department's budget appropriation increases in the new fiscal year by the amount of the purchase order. This carry forward represents unspent budget from the previous fiscal year.

Administrative Carryovers

At the end of each fiscal year, the Finance Department requests that each department review its budget for items or programs for which any planned expenditure is pending. This may include a project, which has been initiated, or an item ordered but not completed or received. Administrative carryover requests are reviewed by the Finance Director to determine the merit of the request and to ensure funding is available. A recommendation is made to the City Manager on the carryover request; the City Manager then determines which requests are appropriate and authorizes the administrative carryover request. The approved carryover request increases the department's budget appropriation in the new fiscal year.

City Council Action

Throughout the year, the City Council considers departmental requests for additional appropriations to fund activities not included in the adopted budget.

Fund Balance Policy

The City Council has adopted Fund Balance Policy which establishes the procedures for reporting unrestricted fund balance in the City of Sierra Madre financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy adopted a fiscal policy which sets the General Fund Undesignated Fund Balance Reserve at 50% of operating revenues.

FINANCIAL POLICIES & PROCEDURES

Financial Structure and Operations

The City's accounting system is organized and operated on a "fund basis" with each fund distinct and self-balancing. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created". Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, legal restrictions or limitations. The City's annual operating budget is prepared in conformity with Generally Accepted Accounting Principles (GAAP).

The City provides a full range of services to its citizens. These include: police, fire, emergency medical, street construction and maintenance, water and sewer utility, parks, recreational, cultural and social, planning, building and safety, economic development, environmental and general administrative services.

Services are categorized into a departmental structure to afford similarity in service provided. Departments may receive funding from one or more funds. Through the budget process and ongoing activity, the City Council oversees the operation of the City and sets forth community priorities and policies to be implemented by the City Manager. The City Manager directs the departments in the administration of City programs and service delivery. The City Manager establishes administrative policy in areas under his/her purview.

Measurement Focus and Basis of Accounting

The City of Sierra Madre's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Government Accounting Standards Board (GASB). Governmental (General, Special Revenue, Debt Service and Capital Projects) Fund Types and Expendable Trust Funds are accounted for on a "current financial resources" measurement focus.

The modified accrual basis of accounting is followed by the Governmental and Expendable Trusts. Under the modified accrual basis of accounting, revenues are susceptible to accrual when they become both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Accordingly, only current assets and current liabilities are included on their balance sheets. The reported fund balance provides an indication of available, spendable resources. Operating statements for Governmental Fund Types and Expendable Trust Funds report increases (revenues) and decreases (expenditures) in available spendable resources. Expenditures, other than interest on long-term debt, are recorded when a current liability is incurred. Liabilities are considered current when they are normally expected to be liquidated with expendable available financial resources.

The Proprietary (Enterprise and Internal Service) Funds are accounted for on an "economic resources" measurement focus. The Proprietary, Nonexpendable Trust, and Pension Trust Funds are accounted for using the accrual basis of accounting. Revenues or contributions are recognized when they are earned or due and expenses or benefits paid are recorded when the related liability is incurred. Accordingly, all assets and liabilities are included on the balance sheet, and the reported fund equity provides an indication of

FINANCIAL POLICIES & PROCEDURES

the economic net worth of the fund. Operating statements for Proprietary Funds report increases (revenues) and decreases (expenses) in total economic net worth.

Cash Management

The majority of unrestricted cash is combined into one pooled operating account to facilitate effective management of the City's resources. The basic tool for management of the City's cash is the investment policy approved annually by the City Council in compliance with State of California law. The City will invest only in those instruments authorized by the California Government Code Section 53601 and further restricted by the City's Investment Policy.

Fees & Rates

The City Council establishes fees at a rate designed to recover the costs of providing the service. Per the City adopted User Fee Policy, the City reviews and increases all fees by the Consumer Price Index (CPI) on an annual basis. The Citywide Fee Schedule is adopted as part of the budget process via a resolution at a Public Hearing

City of Sierra Madre

Village of the Foothills



Budget Resolutions

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RESOLUTION NO. 16-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AND THE SUCCESSOR AGENCY OF THE FORMER COMMUNITY REDEVELOPMENT AGENCY ADOPTING THE FISCAL YEAR 2016-2017 BUDGET AND APPROPRIATING THE AMOUNTS BUDGETED

WHEREAS, a proposed annual budget for the City of Sierra Madre and the Successor Agency for the fiscal year commencing July 1, 2016 and concluding on June 30, 2017 was submitted to the City Council and is on file at City Hall, Sierra Madre Public Library, and City website;

WHEREAS, on June 28, 2016, the City Manager did present the City's Fiscal Year 2016-2017 Proposed Budget to the City Council for its consideration; and

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

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

SECTION 1. The budget, as proposed, is adopted for the City of Sierra Madre for Fiscal Year commencing July 1, 2016 and concluding June 30, 2017.

SECTION 2. Appropriations for the City as described in the attached documents titled "City of Sierra Madre FY 2016-2017 Budget", are hereby adopted for the fiscal years commencing July 1, 2016 and concluding on June 30, 2017.

SECTION 3. The City Manager and Director of Finance are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council on the 28th day of June 2016.

APPROVED AND ADOPTED, this 28 day of June 2016.

ORIGINAL SIGNED



Gene Goss, Mayor
City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16-44 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 28th day of June 2016, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Melinda Carrillo, City Clerk,
City of Sierra Madre, California

RESOLUTION NO. 16-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE SETTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2016-2017 AT \$9,898,134 IN ACCORDANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

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

WHEREAS, the Appropriations Limit for any fiscal year is calculated by applying a calculation factor to the Appropriations Limit to the prior fiscal year; and,

WHEREAS, the Appropriations Limit adopted for the Fiscal Year ending June 30, 2015 is \$9,361,863; and,

WHEREAS, the population factor provided by the State of California, Department of Finance is 1.0034%; and,

WHEREAS, the inflationary factor provided by the State of California, Department of Finance is 1.0537%; and,

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

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

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

WHEREAS, the calculation for the FY 2016-2017 appropriations limit has been available to the public for inspection.

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

SECTION 1. The Fiscal Year 2016-2017 Appropriations Limit is calculated as shown on the document known as the "Gann Appropriations Limit Calculation" attached hereto as Exhibit "A", and,

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

SECTION 3. The appropriations limit for Fiscal Year 2016-2017 is hereby set at \$9,898,134 and

SECTION 4. The Fiscal Year 2016-2017 budgeted appropriations amount subject to the Limit is \$ 8,771,900; and,

SECTION 5. The City's budgeted appropriations for the year ending June 30, 2016 are in compliance with Article XII-B of the Constitution of the State of California, commonly known as the Gann Appropriations Limit.

RESOLUTION NO. 16-45 – Continued

APPROVED AND ADOPTED this 28th day of June 2016.



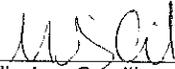
Gene Goss, Mayor,
City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16-45 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 28th day of June 2016, by the following vote.

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

NOES: None

ABSTAIN: None



Melinda Carrillo, City Clerk,
City of Sierra Madre, California

CITY OF SIERRA MADRE
 GANN APPROPRIATIONS LIMIT CALCULATION FOR FISCAL YEAR 2016-2017

Appropriations Limit:

Fiscal Year 2015-2016 Adopted Limit	\$ 9,361,863
Inflation Factor*	X 1.0537
Population Factor*	X 1.0034
Fiscal Year 2016-2017 Appropriation Limit	= \$ 9,898,134

**Price and Population Information provided by California Department of Finance.*

Appropriations Subject to Limitation:

Proceeds from Taxes	\$9,332,400
Exclusions	560,500
Appropriations Subject to Limitation	<u>8,771,900</u>
Amount Under Limit (A-B)	<u><u>1,126,234</u></u>

**RESOLUTION 16-46
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR CITY
SERVICES FOR FISCAL YEAR 2016-2017.**

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

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

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

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

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

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

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

WHEREAS, it is the intention of the City Council to develop a revised schedule of fees and charges based on the City's budgeted and projected costs reasonably borne from the Fiscal Year beginning July 1, 2016; AND

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

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

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

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

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

RESOLUTION 16-46 – Continued

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

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

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

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

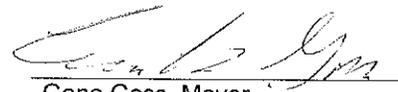
SECTION 7. Repealer. All Resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 8. Effective Date. This Resolution shall go into full force and effect July 1, 2016 through June 30, 2017 (unless specifically listed as calendar year in the fee schedule), but shall be subject to the terms and conditions of the Sierra Madre Municipal Code.

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

PASSED, APPROVED AND ADOPTED this 28th day of June 2016.

ORIGINAL SIGNED


Gene Goss, Mayor,
City of Sierra Madre, California

I hereby certify that the foregoing Resolution 16-46 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 28th day of June 2016 by the following vote:

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

NOES: None

ABSENT: None

ORIGINAL SIGNED


Melinda Carrillo, City Clerk,
City of Sierra Madre, California

RESOLUTION NO. 16-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE
AMENDING THE CLASSIFICATION PLAN AND SALARY MATRIX

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

WHEREAS, the City of Sierra Madre employs full-time employees who are members of the Sierra Madre Classified Employees Association; and

WHEREAS, the City Council recognizes the Sierra Madre Classified Employee Association under Section 2.48.040 of the City of Sierra Madre Municipal Code; and

WHEREAS, the City Council has authorized a new full-time Code Enforcement Officer position since the last salary matrix was adopted which is illustrated in the attached salary matrix.

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

Section 1. The City of Sierra Madre amends the salary matrix as presented in Exhibit A.

Section 2. Effective Date. This Resolution shall go into effect July 1, 2016.

PASSED, APPROVED AND ADOPTED this 28th day of June, 2016.



Gene Goss, Mayor
City of Sierra Madre, California

I hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Sierra Madre held on the 28th day of June, 2016 by the following vote:

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

NOES: None

ABSENT: None



Melinda Carrillo, City Clerk
City of Sierra Madre, California

PFA RESOLUTION NO. 69

A RESOLUTION OF THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SIERRA MADRE ADOPTING THE BUDGET FOR FISCAL YEAR 2016-2017 AND APPROPRIATING THE AMOUNTS BUDGETED

WHEREAS, a proposed biennial budget for the Public Financing Authority of Sierra Madre (Authority) for the fiscal years commencing July 1, 2016, and concluding on June 30, 2017 was submitted to the City Council acting as the Authority Board and is on file at City Hall; and

WHEREAS, On June 28, 2016, the Executive Director did present the Fiscal Year 2016-2017 Budget to the City Council for its consideration; and the Public Financing Authority Board did, in a public meeting, carefully consider the proposed budget; and

WHEREAS, the Authority Board did, in a public meeting on June 28, 2016 receive input from the Executive Director, additional staff and the public; and

NOW, THEREFORE, THE PUBLIC FINANCING AUTHORITY OF THE CITY OF SIERRA MADRE DOES RESOLVE AS FOLLOWS:

SECTION 1. The budget, as amended, is adopted as the budget for the Public Financing Authority of the City of Sierra Madre for Fiscal Year commencing July 1, 2016 and concluding June 30, 2017.

SECTION 2. Appropriations for the Agency as described in the attached documents titled "City of Sierra Madre FY 2016-2017 Budget", is hereby adopted for the fiscal years commencing July 1, 2016 and concluding June 30, 2017.

SECTION 3. The Executive Director and Finance Director are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council, acting as the Authority Board on July 1, 2013.

APPROVED AND ADOPTED this 28 day of June 2016.

ORIGINAL SIGNED


Gene Goss, Chairperson, Public Financing Authority of the City of Sierra Madre

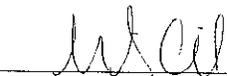
I hereby certify that the foregoing PFA Resolution 69 was adopted at a regular meeting of the City Council and the Public Financing Authority of the City of Sierra Madre held on this 28 day of June 2016 by the following vote:

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

NOES: None

ABSENT: None

ORIGINAL SIGNED


Melinda Carrillo,
Secretary, Public Financing Authority of the City of Sierra Madre, California

City of Sierra Madre

Village of the Foothills



Authorized Positions

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AUTHORIZED POSITIONS

Department	FY 2014-2015 Actuals	FY 2015-2016 Estimated	FY 2016-2017 Adopted
<u>Citywide Totals</u>			
Full-Time Positions	61	61	63
Part-time Hours	52,145	54,135	58,594
TOTAL FTE	86.07	87.03	91.17
<u>Administrative Services</u>			
Full-Time Positions	9	9	9
Part-Time Hours	3,840	3,840	3,840
TOTAL FTE	10.85	10.85	10.85
<u>Community Services</u>			
Full-Time Positions	2	2	2
Part-Time Hours	4,380	3,855	3,430
TOTAL FTE	4.11	3.85	3.65
<u>Fire Department</u>			
Full-Time Positions	4	4	4.3
Part-Time Hours	23,385	28,200	31,104
TOTAL FTE	15.54	17.86	19.25
<u>Library Services</u>			
Full-Time Positions	4	4	4
Part-Time Hours	9,600	9,600	10,560
TOTAL FTE	8.62	8.62	9.08
<u>Planning & Community Preservation</u>			
Full-Time Positions	4	4	5
Part-Time Hours	960	960	960
TOTAL FTE	4.46	4.46	5.46
<u>Police Department</u>			
Full-Time Positions	20	20	19.7
Part-Time Hours	8,060	6,720	7,740
TOTAL FTE	23.58	22.93	23.42
<u>Public Works</u>			
Full-Time Positions	18	18	19
Part-Time Hours	1,920	960	960
TOTAL FTE	18.92	18.46	19.46

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City of Sierra Madre

Village of the Foothills



Budget Summaries

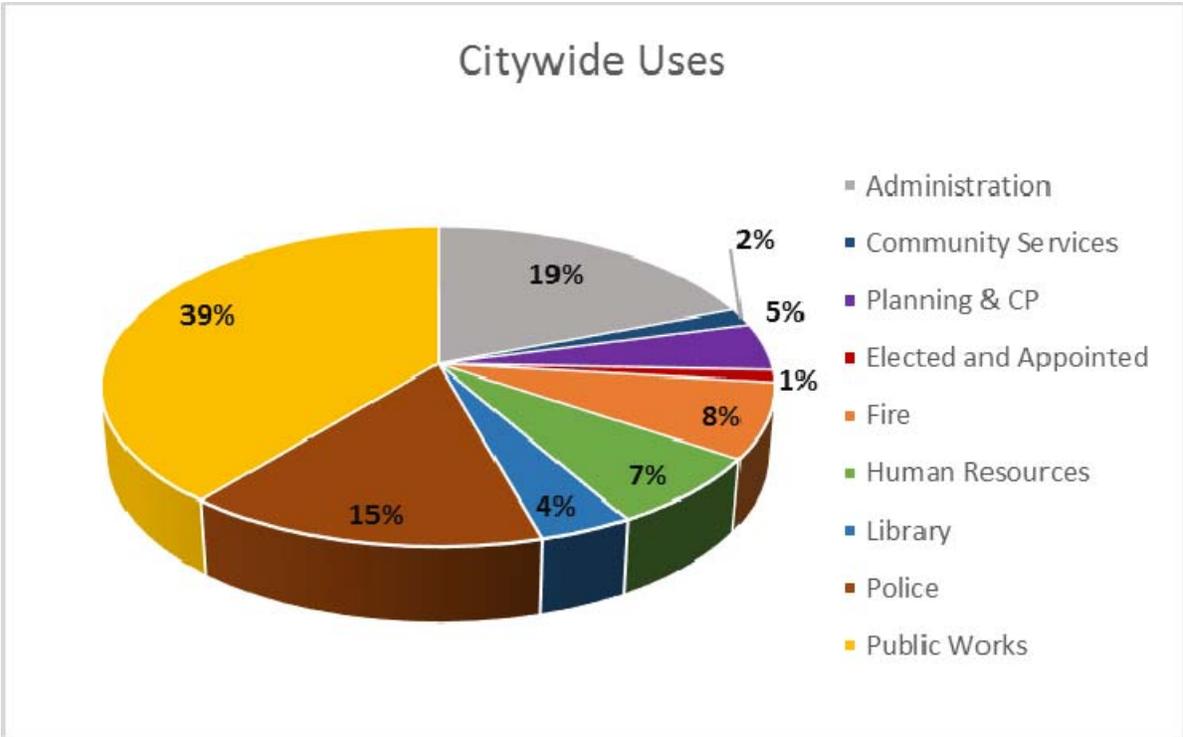
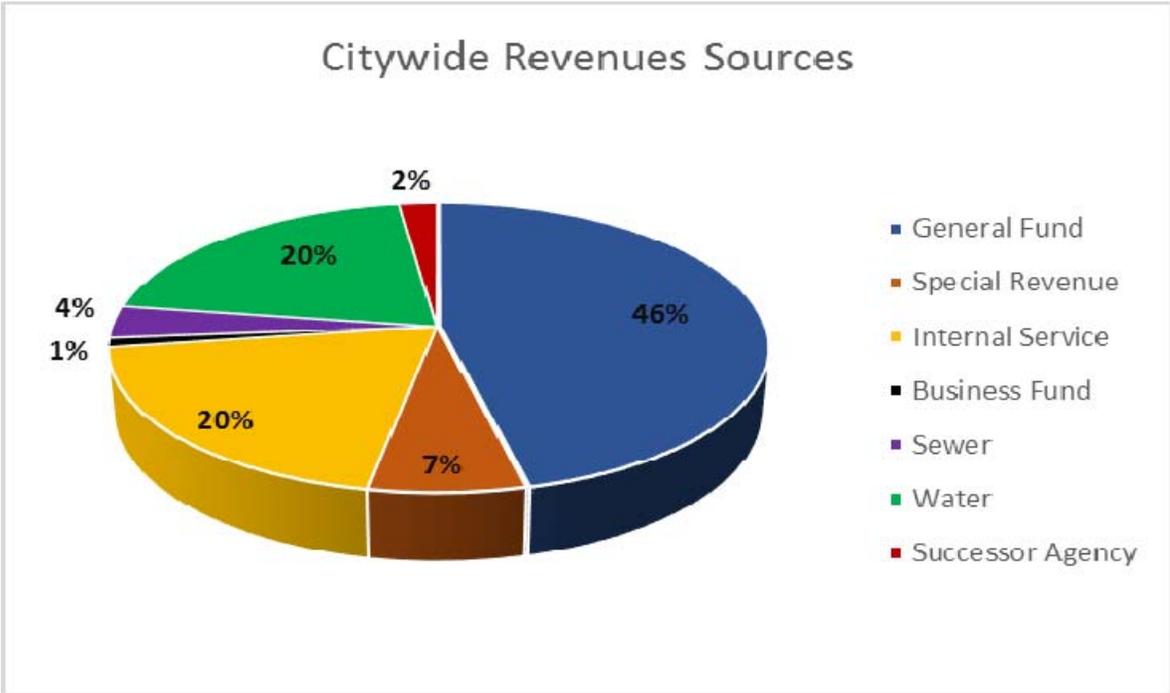
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**ESTIMATED FUNDS AVAILABLE BY FUND
FY 2016-2017**

FUND	Estimated Funds Available 06/30/2016	Estimated Revenues FY 2016-2017	Projected Expenditures FY 2016-2017	Estimated Net Transfers In/(Out)	Estimated Funds Available 06/30/2017
GENERAL FUND	6,837,500	10,661,000	10,603,200	(112,400)	6,782,900
ASSESSMENTS	567,100	182,300	71,900	20,000	697,500
COPS FUND	-	100,000	100,000		-
ENVIRONMENT FUND	42,100	77,000	116,300		2,800
FRIENDS OF THE LIBRARY DONATIONS	-	154,300	154,300		-
GAS TAX	19,000	234,800	226,000		27,800
CAPITAL PROJECTS FUND	697,500	-	876,000	178,500	-
LIBRARY GIFT AND MEMORIAL FUND	113,900	63,600	63,600		113,900
MEASURE R	325,400	126,900	452,300		-
PROP A	178,700	209,000	178,500		209,200
PROP C	151,500	169,200	320,700		-
SENIOR DONATION FUND	200,600	21,600	15,100		207,100
OTHER SPECIAL REVENUE	77,600	216,800	95,800	(100,000)	98,600
INTERNAL SERVICES	2,917,000	4,561,500	4,547,600		2,930,900
BUSINESS FUND	305,100	233,000	224,400		313,700
SEWER	614,600	840,400	1,191,200	-	263,800
WATER	1,116,400	4,727,100	4,909,800	13,000	946,700
SUCCESSOR AGENCY	-	496,900	488,200		8,700
GRAND TOTAL	\$ 14,164,000	\$ 23,075,400	\$ 24,634,900	\$ (900)	\$ 12,603,600

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CITYWIDE REVENUES BY FUND

FUND	FY 2014-2015	FY 2015-2016	FY 2016-2017
	Actuals	Unaudited	Adopted
GENERAL FUND	9,216,556	9,068,800	10,661,000
SPECIAL REVENUE FUNDS:			
ASSESSMENTS	182,244	182,100	182,300
COPS FUND	120,897	100,000	100,000
ENVIRONMENT FUND	89,500	88,000	77,000
FRIENDS OF THE LIBRARY DONATIONS	39,917	20,000	154,300
GAS TAX	318,841	241,900	234,800
LIBRARY GIFT AND MEMORIAL FUND	8,920	56,000	63,600
MEASURE R	121,611	124,600	126,900
PARAMEDIC	256,354	264,000	-
COMMUNITY DEVELOPMENT FUND	722,718	525,600	-
PROP A	200,163	205,300	209,000
PROP C	161,726	166,200	169,200
SENIOR DONATIONS FUND	34,118	30,600	21,600
OTHER SPECIAL REVENUES FUND	260,089	311,800	216,800
TOTAL SPECIAL REVENUE FUNDS	2,517,098	2,316,100	1,555,500
INTERNAL SERVICE FUNDS	4,324,568	4,458,600	4,561,500
ENTERPRISE FUNDS:			
BUSINESS FUND	317,051	377,200	233,000
SEWER	808,096	843,100	840,400
WATER	4,620,597	4,654,200	4,727,100
TOTAL ENTERPRISE FUNDS	5,745,744	5,874,500	5,800,500
SUCCESSOR AGENCY	738,789	528,200	496,900
GRAND TOTAL CITYWIDE REVENUES	22,542,755	22,246,200	23,075,400

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CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Property Taxes	\$ 4,884,642	\$ 5,179,800	\$ 5,484,800
AB1X 26 - RDA Residual	198,171	200,000	200,000
Utility User Taxes	2,467,813	2,093,000	2,700,000
Franchise Fees	372,694	365,000	368,600
Sales Taxes	330,053	250,000	250,000
Business Licenses	238,702	240,000	240,000
Charges for Services	212,174	171,100	695,500
Fines and Forfeitures	223,072	224,000	227,100
Licenses and Permits	170,076	134,600	483,300
Revenue from Other Agencies	6,512	1,000	1,000
Other Revenues	112,647	210,300	10,700
TOTAL GENERAL FUND	9,216,556	9,068,800	10,661,000
SPECIAL REVENUE FUNDS:			
ASSESSMENTS			
Interest	585	-	-
Property Taxes	181,659	182,100	182,300
TOTAL ASSESSMENTS	182,244	182,100	182,300
COPS FUND			
Revenue from Other Agencies	120,897	100,000	100,000
TOTAL COPS	120,897	100,000	100,000
ENVIRONMENT FUND			
Charges for Services	-	-	-
Donations	-	-	-
Interest	83	-	-
Licenses and Permits	89,417	88,000	77,000
TOTAL ENVIRONMENT FUND	89,500	88,000	77,000
FRIENDS OF THE LIBRARY DONATIONS			
Donations	39,917	20,000	154,300
TOTAL FRIENDS OF THE LIBRARY DONATIONS	39,917	20,000	154,300
GAS TAX			
Interest	-	-	-
Revenue from Other Agencies	318,841	241,900	234,800
TOTAL GAS TAX	318,841	241,900	234,800
LIBRARY GIFT AND MEMORIAL FUND			
Donations	8,803	56,000	63,600
Interest	117	-	-
TOTAL LIBRARY GIFT AND MEMORIAL FUND	8,920	56,000	63,600
MEASURE R			

CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2014-2015	FY 2015-2016	FY 2016-2017
	Actuals	Unaudited	Adopted
Interest	307	-	-
Revenue from Other Agencies	121,304	124,600	126,900
TOTAL MEASURE R	121,611	124,600	126,900
PARAMEDIC			
Charges for Services	256,354	264,000	-
TOTAL PARAMEDIC	256,354	264,000	-
COMMUNITY DEVELOPMENT FUND			
Charges for Services	306,776	180,500	-
Licenses and Permits	415,942	345,100	-
TOTAL COMMUNITY DEVELOPMENT FUND	722,718	525,600	-
PROP A			
Charges for Services	5,036	5,000	5,000
Interest	182	-	-
Revenue from Other Agencies	194,945	200,300	204,000
TOTAL PROP A	200,163	205,300	209,000
PROP C			
Revenue from Other Agencies	161,726	166,200	169,200
TOTAL PROP C	161,726	166,200	169,200
SENIOR DONATIONS FUND			
Donations	33,863	30,600	21,600
Interest	255	-	-
TOTAL SENIOR DONATIONS FUND	34,118	30,600	21,600
OTHER SPECIAL REVENUES FUND			
Donations	12,425	33,400	-
Interest	622	-	-
Other Revenues	54,269	49,600	49,600
PSAF	122,379	118,000	100,000
Revenue from Other Agencies	70,394	110,800	67,200
TOTAL OTHER SPECIAL REVENUES FUND	260,089	311,800	216,800
TOTAL SPECIAL REVENUE FUNDS	2,517,098	2,316,100	1,555,500
INTERNAL SERVICE FUNDS			
Charges for Services	4,305,871	4,436,600	4,561,500
Interest	6,478	-	-
Licenses and Permits	10,859	15,000	-
Other Revenues	1,360	7,000	-
TOTAL INTERNAL SERVICE FUNDS	4,324,568	4,458,600	4,561,500

CITYWIDE REVENUE DETAIL BY FUND

FUND	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
ENTERPRISE FUNDS:			
BUSINESS FUND			
Charges for Services	298,304	350,700	174,400
Donations	2,558	-	43,600
Interest	481	-	-
Licenses and Permits	15,708	26,500	15,000
	317,051	377,200	233,000
SEWER			
Charges for Services	806,070	840,700	840,100
Interest	1,674	1,500	-
Licenses and Permits	352	900	300
	808,096	843,100	840,400
WATER			
Charges for Services	4,348,819	4,527,800	4,632,100
Fines and Forfeitures	25,008	25,000	25,000
Interest	4,270	-	-
Other Revenues	-	-	-
Revenue from Other Agencies	242,500	101,400	70,000
	4,620,597	4,654,200	4,727,100
TOTAL ENTERPRISE FUNDS	5,745,744	5,874,500	5,800,500
SUCCESSOR AGENCY			
Interest	594	-	-
Property Taxes	738,195	528,200	496,900
	738,789	528,200	496,900
GRAND TOTAL CITYWIDE REVENUES	22,542,755	22,246,200	23,075,400

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CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
ADMINISTRATIVE SERVICES			
GENERAL FUND			
Personnel	90,274	295,700	306,900
Maintenance & Operations	1,206,423	1,254,900	1,891,200
TOTAL GENERAL FUND	1,296,697	1,550,600	2,198,100
SEWER FUND			
Personnel	69,073	77,500	73,300
Maintenance & Operations	5,023	-	-
Debt	11,461	12,000	12,000
TOTAL SEWER FUND	85,557	89,500	85,300
WATER FUND			
Personnel	119,501	139,000	118,300
Maintenance & Operations	23,383	25,000	-
Debt	438,012	420,800	399,900
TOTAL WATER FUND	580,896	584,800	518,200
SUCCESSOR AGENCY			
Personnel	43,327	27,000	25,300
Maintenance & Operations	92,356	82,200	70,400
Debt	92,672	393,400	392,500
TOTAL SUCCESSOR AGENCY	228,355	502,600	488,200
INTERNAL SERVICES FUND			
Personnel	518,926	597,200	563,100
Maintenance & Operations	474,267	624,000	707,400
Capital Outlay	48,403	72,000	120,400
Debt	3,170	3,500	3,500
TOTAL INTERNAL SERVICES FUND	1,044,766	1,296,700	1,394,400
TOTAL ADMINISTRATIVE SERVICES			
DEPARTMENT	3,236,271	4,024,200	4,684,200
COMMUNITY SERVICES			
GENERAL FUND			
Personnel	187,278	143,400	147,400
Maintenance & Operations	11,857	11,800	54,400
TOTAL GENERAL FUND	199,135	155,200	201,800
PROP A FUND			
Maintenance & Operations	145,381	149,000	-
TOTAL PROP A FUND	145,381	149,000	-
SENIOR DONATION FUND			
Maintenance & Operations	10,157	27,000	15,100
TOTAL SENIOR DONATION FUND	10,157	27,000	15,100

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	21,164	6,300	-
TOTAL OTHER SPECIAL REVENUE FUND	21,164	6,300	-
BUSINESS FUND			
Personnel	91,903	132,800	82,500
Maintenance & Operations	113,478	258,100	111,700
TOTAL BUSINESS FUND	205,381	390,900	194,200
WATER FUND			
Personnel	-	-	13,200
TOTAL BUSINESS FUND	-	-	13,200
TOTAL COMMUNITY SERVICES DEPARTMENT	581,218	728,400	424,300
ELECTED AND APPOINTED			
GENERAL FUND			
Personnel	39,296	48,000	47,900
Maintenance & Operations	269,336	279,800	230,600
TOTAL GENERAL FUND	308,632	327,800	278,500
DEVELOPMENT SERVICES FUND			
Maintenance & Operations	21,514	-	-
TOTAL DEVELOPMENT SERVICES FUND	21,514	-	-
INTERNAL SERVICES FUND			
Maintenance & Operations	28,123	25,200	25,000
TOTAL INTERNAL SERVICES FUND	28,123	25,200	25,000
TOTAL ELECTED AND APPOINTED DEPARTMENT	358,269	353,000	303,500
FIRE			
GENERAL FUND			
Personnel	772,034	771,800	1,233,500
Maintenance & Operations	185,794	199,300	527,400
Capital Outlay	-	-	12,000
Debt	91,042	93,800	92,000
TOTAL GENERAL FUND	1,048,870	1,064,900	1,864,900
PARAMEDIC FUND			
Personnel	482,332	568,000	-
Maintenance & Operations	206,264	298,700	-
TOTAL PARAMEDIC FUND	688,596	866,700	-
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	10,041	-	-
TOTAL OTHER SPECIAL REVENUE FUND	10,041	-	-

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
BUSINESS FUND			
Personnel	23,447	45,300	-
TOTAL BUSINESS FUND	23,447	45,300	-
TOTAL FIRE DEPARTMENT	1,770,954	1,976,900	1,864,900
HUMAN RESOURCES			
INTERNAL SERVICES FUND			
Personnel	472,100	471,000	359,400
Maintenance & Operations	1,055,279	1,338,300	1,421,100
TOTAL INTERNAL SERVICES FUND	1,527,379	1,809,300	1,780,500
TOTAL HUMAN RESOURCES DEPARTMENT	1,527,379	1,809,300	1,780,500
LIBRARY			
GENERAL FUND			
Personnel	641,976	634,400	603,100
Maintenance & Operations	95,857	143,500	123,200
Capital Outlay	-	4,700	14,000
TOTAL GENERAL FUND	737,833	782,600	740,300
FRIENDS OF THE LIBRARY DONATIONS			
Maintenance & Operations	40,812	41,400	54,300
Capital Outlay	-	-	100,000
TOTAL FRIENDS OF THE LIBRARY DONATIONS	40,812	41,400	154,300
LIBRARY GIFT AND MEMORIAL FUND			
Personnel	2,109	-	-
Maintenance & Operations	5,120	33,600	49,600
Capital Outlay	-	-	14,000
TOTAL LIBRARY GIFT AND MEMORIAL FUND	7,229	33,600	63,600
INTERNAL SERVICE FUND			
Personnel	77,612	12,300	-
TOTAL INTERNAL SERVICE FUND	77,612	12,300	-
TOTAL LIBRARY SERVICES DEPARTMENT	863,486	869,900	958,200
PLANNING AND COMMUNITY PRESERVATION			
GENERAL FUND			
Personnel	-	-	532,900
Maintenance & Operations	-	-	589,300
Capital Outlay	-	-	5,000
TOTAL GENERAL FUND	-	-	1,127,200
DEVELOPMENT SERVICES FUND			
Personnel	390,047	533,400	-
Maintenance & Operations	671,757	699,200	-
TOTAL DEVELOPMENT SERVICES FUND	1,061,804	1,232,600	-

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
INTERNAL SERVICES FUND			
Maintenance & Operations	69,781	6,000	-
TOTAL INTERNAL SERVICES FUND	69,781	6,000	-
SUCCESSOR AGENCY			
Personnel	50,569	-	-
TOTAL SUCCESSOR AGENCY	50,569	-	-
BUSINESS FUND			
Personnel	-	-	27,000
Maintenance & Operations	-	-	3,200
TOTAL BUSINESS FUND	-	-	30,200
WATER FUND			
Personnel	-	-	16,500
TOTAL WATER FUND	-	-	16,500
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT			
	1,182,154	1,238,600	1,173,900
POLICE			
GENERAL FUND			
Personnel	2,982,536	3,023,400	2,775,400
Maintenance & Operations	403,828	907,500	837,300
Capital Outlay	971	-	27,000
TOTAL GENERAL FUND	3,387,335	3,930,900	3,639,700
COPS FUND			
Personnel	99,483	79,200	74,600
Maintenance & Operations	140,554	67,500	25,400
TOTAL COPS FUND	240,037	146,700	100,000
OTHER SPECIAL REVENUE FUND			
Personnel	-	-	-
Maintenance & Operations	7,517	7,200	-
TOTAL OTHER SPECIAL REVENUE FUND	7,517	7,200	-
BUSINESS FUND			
Personnel	1,309	-	-
TOTAL BUSINESS FUND	1,309	-	-
TOTAL POLICE DEPARTMENT			
	3,636,198	4,084,800	3,739,700
PUBLIC WORKS			
GENERAL FUND			
Personnel	244,342	234,400	214,500
Maintenance & Operations	212,066	259,100	338,200
Capital Outlay	53,000	60,000	-
TOTAL GENERAL FUND	509,408	553,500	552,700

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
ASSESSMENTS			
Maintenance & Operations	83,367	83,000	71,900
TOTAL ASSESSMENTS FUND	83,367	83,000	71,900
ENVIRONMENT FUND			
Personnel	42,318	48,800	46,200
Maintenance & Operations	54,880	68,800	70,100
TOTAL ENVIRONMENT FUND	97,198	117,600	116,300
GAS TAX FUND			
Personnel	75,746	-	-
Maintenance & Operations	220,346	222,900	226,000
TOTAL GAS TAX FUND	296,092	222,900	226,000
MEASURE R FUND			
Personnel	29,382	91,800	76,000
Maintenance & Operations	5,220	11,400	11,300
Capital Outlay	528,776	270,200	365,000
TOTAL MEASURE R FUND	563,378	373,400	452,300
PROP A FUND			
Personnel	-	8,300	10,200
Maintenance & Operations	-	-	168,300
TOTAL PROP A FUND	-	8,300	178,500
PROP C FUND			
Maintenance & Operations	5,704	12,400	30,700
Capital Outlay	113,874	102,500	290,000
TOTAL PROP C FUND	119,578	114,900	320,700
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	46,572	102,000	95,800
Capital Outlay		118,700	-
TOTAL OTHER SPECIAL REVENUE FUND	46,572	220,700	95,800
SEWER FUND			
Personnel	449,595	502,200	488,400
Maintenance & Operations	227,747	196,300	324,800
Capital Outlay	190,871	235,000	292,700
TOTAL SEWER FUND	868,213	933,500	1,105,900
WATER FUND			
Personnel	683,349	717,900	667,100
Maintenance & Operations	2,189,968	2,220,400	2,805,300
Capital Outlay	1,158,167	486,200	1,464,500
TOTAL WATER FUND	4,031,484	3,424,500	4,936,900

CITYWIDE EXPENDITURES BY DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
INTERNAL SERVICES FUND			
Personnel	283,605	218,900	207,700
Maintenance & Operations	581,271	651,500	640,400
Capital Outlay	1,783,706	330,100	499,600
TOTAL INTERNAL SERVICES FUND	2,648,582	1,200,500	1,347,700
TOTAL PUBLIC WORKS DEPARTMENT	9,263,872	7,252,800	9,404,700
GRAND TOTAL CITYWIDE EXPENDITURES	22,419,801	22,337,900	24,333,900



CITYWIDE EXPENDITURES BY FUND AND CATEGORY

FUND	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	4,957,736	5,151,100	5,861,600
Maintenance & Operations	2,385,161	3,055,900	4,591,600
Debt	91,042	93,800	92,000
Capital Outlay	53,971	64,700	58,000
TOTAL GENERAL FUND	7,487,910	8,365,500	10,603,200
SPECIAL REVENUE FUNDS:			
ASSESSMENTS			
Maintenance & Operations	83,367	83,000	71,900
TOTAL ASSESSMENTS	83,367	83,000	71,900
COPS FUND			
Personnel	99,483	79,200	74,600
Maintenance & Operations	140,554	67,500	25,400
TOTAL COPS	240,037	146,700	100,000
ENVIRONMENT FUND			
Personnel	42,318	48,800	46,200
Maintenance & Operations	54,880	68,800	70,100
TOTAL ENVIRONMENT FUND	97,198	117,600	116,300
FRIENDS OF THE LIBRARY DONATIONS			
Maintenance & Operations	40,812	41,400	54,300
Capital Outlay	-	-	100,000
TOTAL FRIENDS OF THE LIBRARY DONATIONS	40,812	41,400	154,300
GAS TAX			
Personnel	75,746	-	-
Maintenance & Operations	220,346	222,900	226,000
TOTAL GAS TAX	296,092	222,900	226,000
LIBRARY GIFT AND MEMORIAL FUND			
Personnel	2,109	-	-
Maintenance & Operations	5,120	33,600	49,600
Capital Outlay	-	-	14,000
TOTAL LIBRARY GIFT AND MEMORIAL FUND	7,229	33,600	63,600
MEASURE R			
Personnel	29,382	91,800	76,000
Maintenance & Operations	5,220	11,400	11,300
Capital Outlay	528,776	270,200	365,000
TOTAL MEASURE R	563,378	373,400	452,300

**CITYWIDE EXPENDITURES
BY FUND AND CATEGORY**

FUND	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
PARAMEDIC			
Personnel	482,332	568,000	-
Maintenance & Operations	206,264	298,700	-
TOTAL PARAMEDIC	688,596	866,700	-
DEVELOPMENT SERVICES FUND			
Personnel	390,047	533,400	-
Maintenance & Operations	693,271	699,200	-
TOTAL DEVELOPMENT SERVICES FUND	1,083,318	1,232,600	-
PROP A			
Personnel	-	8,300	10,200
Maintenance & Operations	145,381	149,000	168,300
TOTAL PROP A	145,381	157,300	178,500
PROP C			
Maintenance & Operations	5,704	12,400	30,700
Capital Outlay	113,874	102,500	290,000
TOTAL PROP C	119,578	114,900	320,700
SENIOR DONATION FUND			
Maintenance & Operations	10,157	27,000	15,100
TOTAL SENIOR DONATION FUND	10,157	27,000	15,100
OTHER SPECIAL REVENUE FUND			
Personnel	-	-	-
Maintenance & Operations	85,294	115,500	95,800
Capital Outlay	-	118,700	-
TOTAL OTHER SPECIAL REVENUE FUND	85,294	234,200	95,800
TOTAL SPECIAL REVENUE FUNDS			
EXPENDITURES	3,460,437	3,651,300	1,794,500
INTERNAL SERVICES			
Personnel	1,352,243	1,299,400	1,130,200
Maintenance & Operations	2,208,721	2,645,000	2,793,900
Debt	3,170	3,500	3,500
Capital Outlay	1,832,109	402,100	620,000
TOTAL INTERNAL SERVICES	5,396,243	4,350,000	4,547,600
ENTERPRISE FUNDS:			
BUSINESS FUND			
Personnel	116,659	178,100	109,500
Maintenance & Operations	113,478	258,100	114,900
TOTAL BUSINESS FUND	230,137	436,200	224,400

**CITYWIDE EXPENDITURES
BY FUND AND CATEGORY**

FUND	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
SEWER			
Personnel	518,668	579,700	561,700
Maintenance & Operations	232,770	196,300	324,800
Debt	11,461	12,000	12,000
Capital Outlay	190,871	235,000	292,700
TOTAL SEWER	953,770	1,023,000	1,191,200
WATER			
Personnel	802,850	856,900	815,100
Maintenance & Operations	2,213,351	2,245,400	2,805,300
Debt	438,012	420,800	399,900
Capital Outlay	1,158,167	486,200	1,464,500
TOTAL WATER	4,612,380	4,009,300	5,484,800
TOTAL ENTERPRISE FUNDS EXPENDITURES	5,796,287	5,468,500	6,900,400
SUCCESSOR AGENCY			
Personnel	93,896	27,000	25,300
Maintenance & Operations	92,356	82,200	70,400
Debt	92,672	393,400	392,500
TOTAL SUCCESSOR AGENCY	278,924	502,600	488,200
GRAND TOTAL CITYWIDE EXPENDITURES	22,419,801	22,337,900	24,333,900

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General Fund Overview

The revenues for the City of Sierra Madre come from a wide variety of sources, many of which are restricted in their use. Revenues that are of a “general” nature, i.e. those that can be used for the general operations of the City, are maintained in the General Fund.

General Fund Revenues

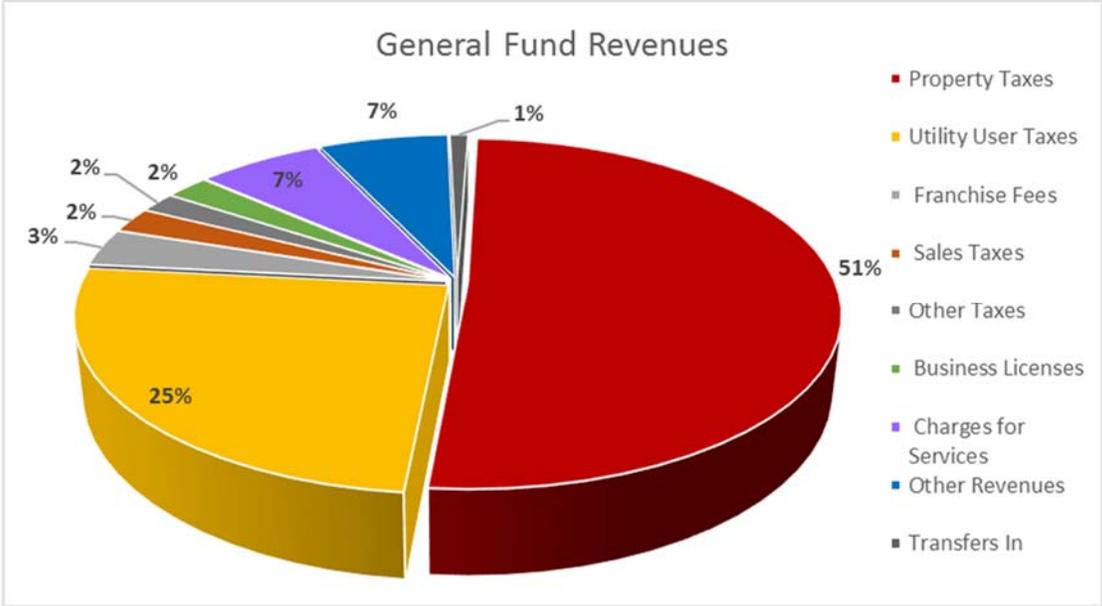
General Fund revenues are of particular interest as they fund basic City services. The City’s two major revenue sources are Property Taxes and Utility User Taxes, which make up 76 % of the General Fund Revenues. Overall, staff is estimating an 8% increase in General Fund revenues for Fiscal Year 2016-2017. The estimated General Fund revenues of \$10,661,000 also include \$862,600 of revenues for the Paramedic Program, Recreation Classes, and Development Services Revenues that were formerly accounted for in other funds.

Property Taxes are the City’s largest revenue source representing 50.9 percent of the total General Fund revenue. They are derived from a portion of the one-percent property tax collected by the County of Los Angeles and allocated to the various governmental entities within the county. The City of Sierra Madre General Fund receives approximately \$21.91 for every \$100 collected. In accordance with State law, property is assessed at actual full cash value and the maximum tax is one percent of the assessed valuation. Proposition 13, passed by California voters in 1979, specified that an assessed value may increase at the rate of the Consumer Price Index, not to exceed two percent per year based on the 1979 value, unless the property is improved or sold to establish a new market value. In March 2004, California voters approved Proposition 57, the California Economic Recovery Bond Act, which allowed the state to purchase bonds to reduce the state budget deficit. The legislature enacted provisions that changed how revenues were distributed to schools and local governments. Consequently, effective July 1, 2004, the Motor Vehicle License Fee backfill was eliminated by the State and replaced dollar-for-dollar with property tax. The “property tax in-lieu of motor vehicle license fee” has risen annually and will continue to increase at the rate of growth in assessed valuation. The overall property tax revenue is projected to increase approximately 5.9 percent from last year’s estimated actual, which is attributed to an increase in current secured and unsecured tax projections.

Utility User Taxes (UUT) are the City’s second largest revenue source representing 25.1 percent of the total General Fund revenue up from 22.3% in FY 2016. The City currently collects Utility User Tax (UUT) on six utility services. On July 1, 2015 the City’s UUT rate decreased from 10% to 8% causing a significant loss of General Fund Revenues. This was the result of a sunset clause in the 2008 UUT ordinance. On April 2016, the voters approved a new UUT initiative which resulted in a 10% Utility Users Tax rate effective July 1, 2016.

Other Revenues – are revenues, such as, Franchise Fees, Sales Taxes, Business Licenses, Fines & Forfeitures, Charges for Services make up the remainder 24 percent of the General Fund Revenues.

GENERAL FUND OVERVIEW



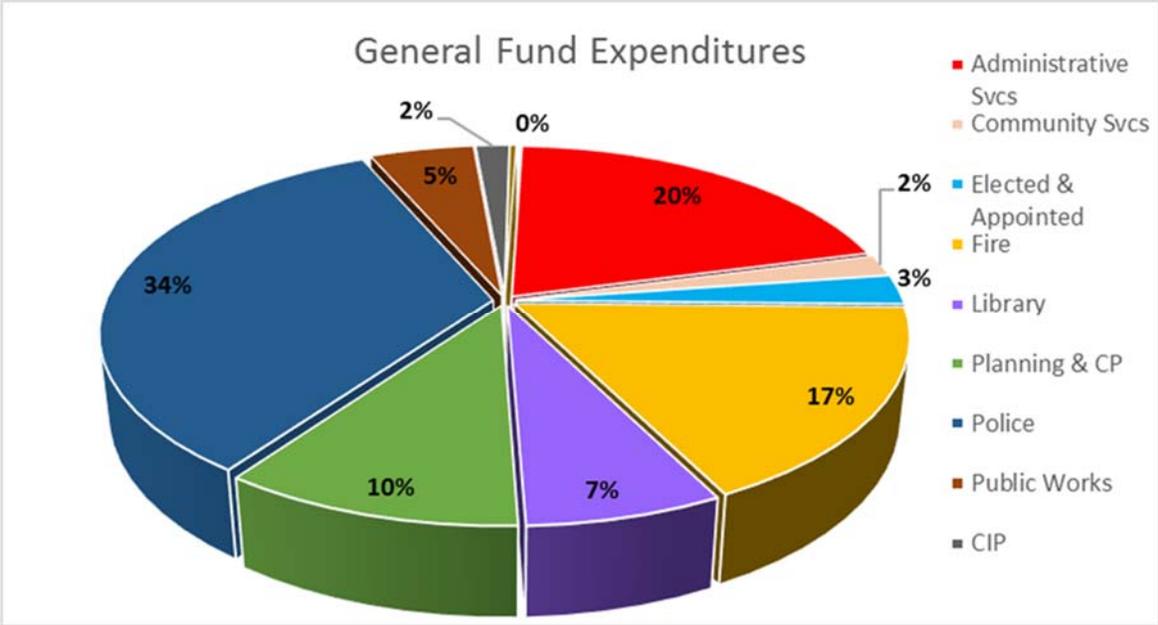
General Fund Expenditures

The City’s largest fund is the General fund. It provides the resources necessary to sustain the day-to-day activities and services to the community. All departments receive support from the General Fund, either directly or indirectly in the form of subsidies or cost allocation (overhead). Over half of the General Fund resources are used to provide public safety, with Police making up 34% and Fire 17% of the General Fund.

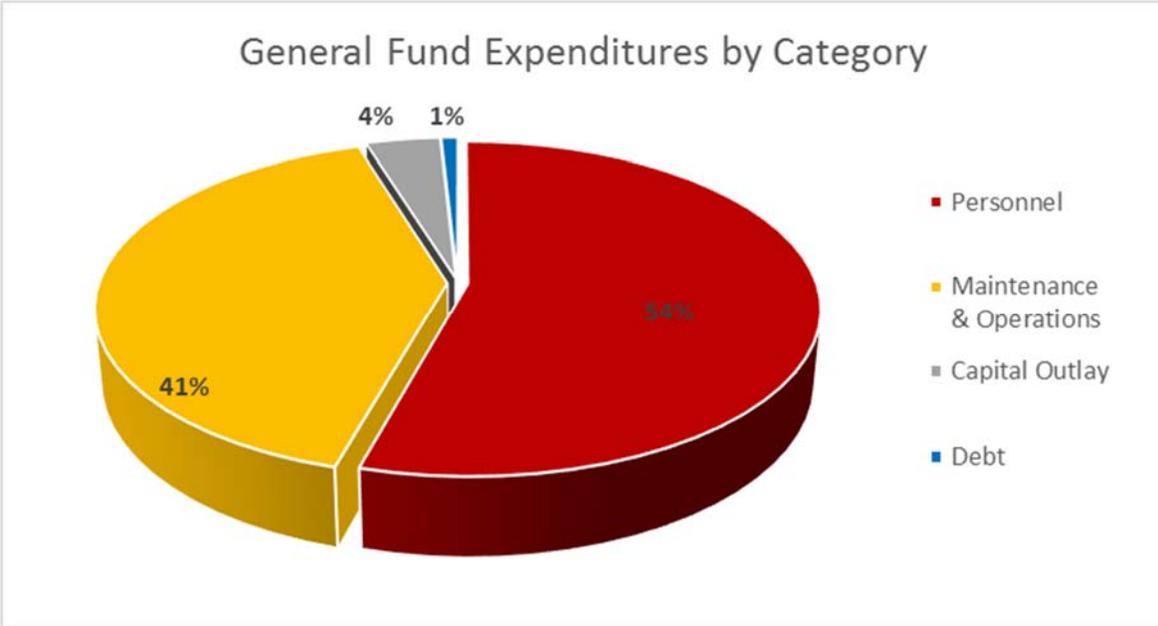
There were two changes in the preparation of the budget that impact the presentation of General Fund expenditures. 1) The collapse of the Paramedic Program, the Recreation Classes and the Development Services Funds into the General Fund which increases the expenditures for the Fire , Community Services, and Planning & Community Preservation Departments in the General Fund. Previously the General Fund subsidized these programs via a Transfer Out to the various funds which appeared as a lump sum expenditure amount. Having these programs fully in the General Fund allows the City Council and the public to better understand the cost of these Departments. 2) Change in the various cost allocations as due to the reevaluation of the City’s Internal Service Funds.

The reallocation was necessary in order to fully recover the expenses of the Internal Service Funds. Workers’ Compensation (WC) is a charge via payroll that is an allocation for revenue charges for the Personnel & Risk Management Fund. The Workers’ Compensation Rate was revised to only charge for the cost related to such insurance coverage. This resulted in a reduction in the WC Rate and an off-setting increase to the allocations for general liability insurance and personnel administration. Because WC is charged through payroll and therefore charged to the various departments and other allocations are mainly charged to the fund in total, it resulted in a shift from other General Fund Departments to the Administrative Services Department, which is the source of allocation for the majority of the General Fund.

GENERAL FUND OVERVIEW



Personnel costs make up 54% of the City's General Fund with most of the remaining costs consisting of Maintenance and Operations Expenditures. The personnel expenditure category % is projected to decrease from 66% in FY 16 to 54% in FY 17. This is mainly due to the WC rate adjustment which resulted in a shift of expenditures from Personnel Expenditures to Maintenance & Operations.



The General Fund projected Sources and Uses reflects a net change of a negative \$54,600. This number includes one-time expenditure of \$400,000 for temporary nighttime patrol services with Los Angeles County Sheriff's Department (LASD). The budget also

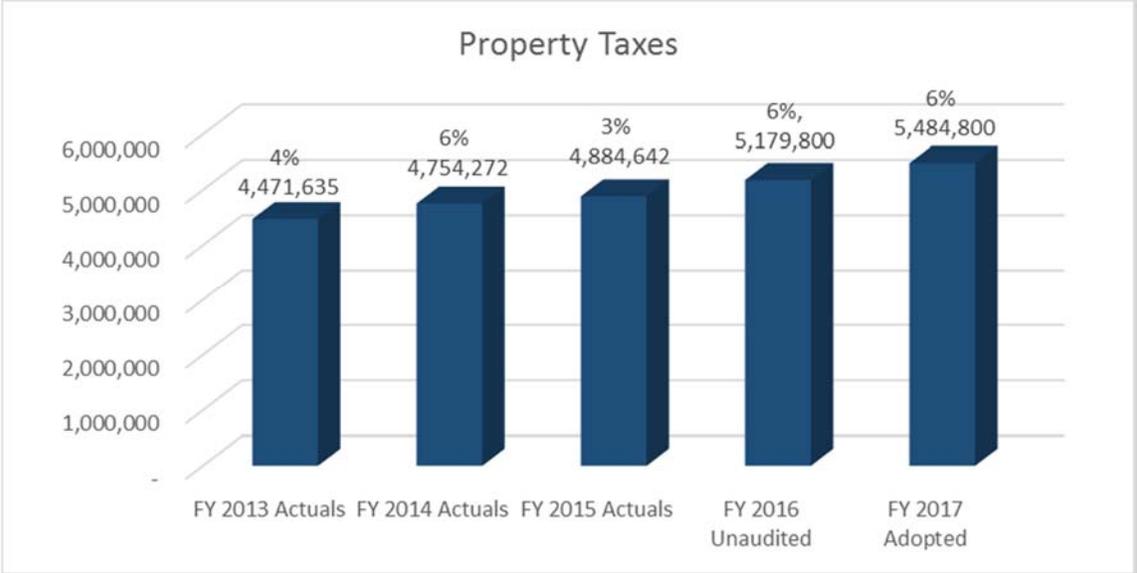
GENERAL FUND OVERVIEW

includes estimated amounts for National Pollutant Discharge Elimination System (NPDES) of \$178,500 which are part of the Capital Improvements Projects (CIP) Budget.

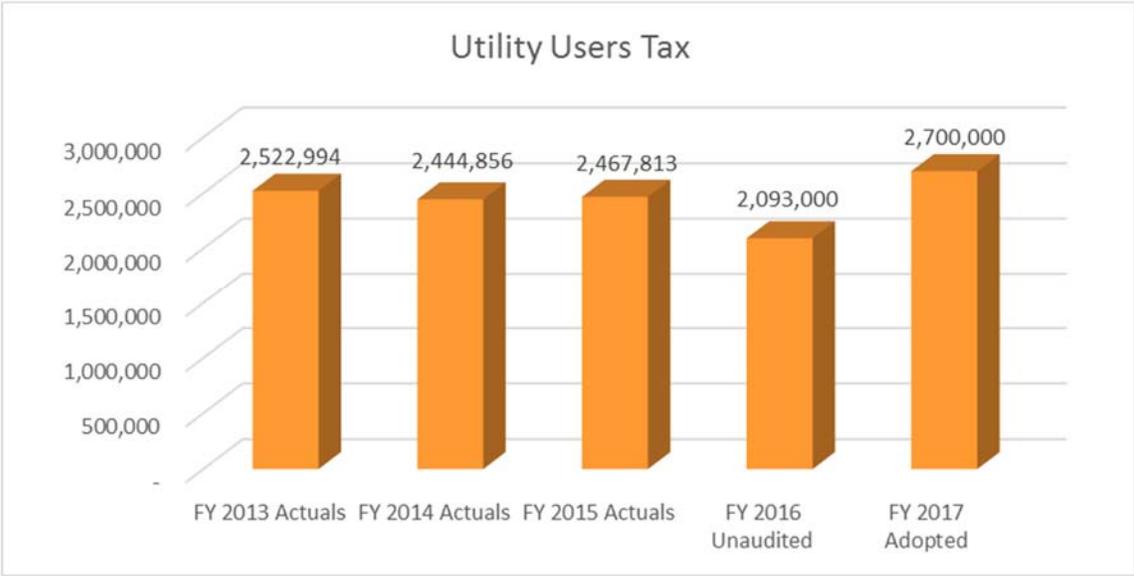
CITY OF SIERRA MADRE FISCAL YEAR 2016-2017 BUDGET GENERAL FUND

GENERAL FUND	FY 2014-2015 Actuals	FY 2015-2016 Estimated	FY 2016-2017 Proposed
REVENUES			
Property Taxes	\$ 4,884,642	\$ 5,179,800	\$ 5,484,800
AB1X 26 - RDA Residual	198,171	200,000	200,000
Utility User Taxes	2,467,813	2,093,000	2,700,000
Franchise Fees	372,694	365,000	368,600
Sales Taxes	330,053	250,000	250,000
Business Licenses	238,702	240,000	240,000
Charges for Services	212,174	171,100	695,500
Fines and Forfeitures	223,072	224,000	227,100
Licenses and Permits	170,076	134,600	483,300
Revenue from Other Agencies	6,512	1,000	1,000
Other Revenues	112,647	210,300	10,700
TOTAL REVENUES	9,216,556	9,068,800	10,661,000
TRANSFERS IN	131,445	100,000	100,000
EXPENDITURES			
Administrative Services	1,296,702	1,550,600	2,198,100
Community Services	199,135	155,200	201,800
Elected and Appointed	308,630	327,800	278,500
Fire	1,048,870	1,064,900	1,864,900
Library	737,833	782,600	740,300
Planning & Community Preservation	-	-	1,127,200
Police	3,387,335	3,930,900	3,639,700
Public Works	509,410	553,500	552,700
TOTAL EXPENDITURES	7,487,915	8,365,500	10,603,200
TRANSFERS OUT	851,752	1,420,511	33,900
CHANGE IN FUND BALANCE BEFORE CIP	1,008,334	(617,211)	123,900
TRANSFERS OUT TO CIP	-	857,500	178,500
NET CHANGE IN FUND BALANCE	1,008,334	(1,474,711)	(54,600)

General Fund Trends



Property Taxes have increased steadily from year to year by 3% to 6% every year. The inflation rate has contributed to this increase plus increase in sale values of homes sold, and the reversal of the proposition 8 reductions.

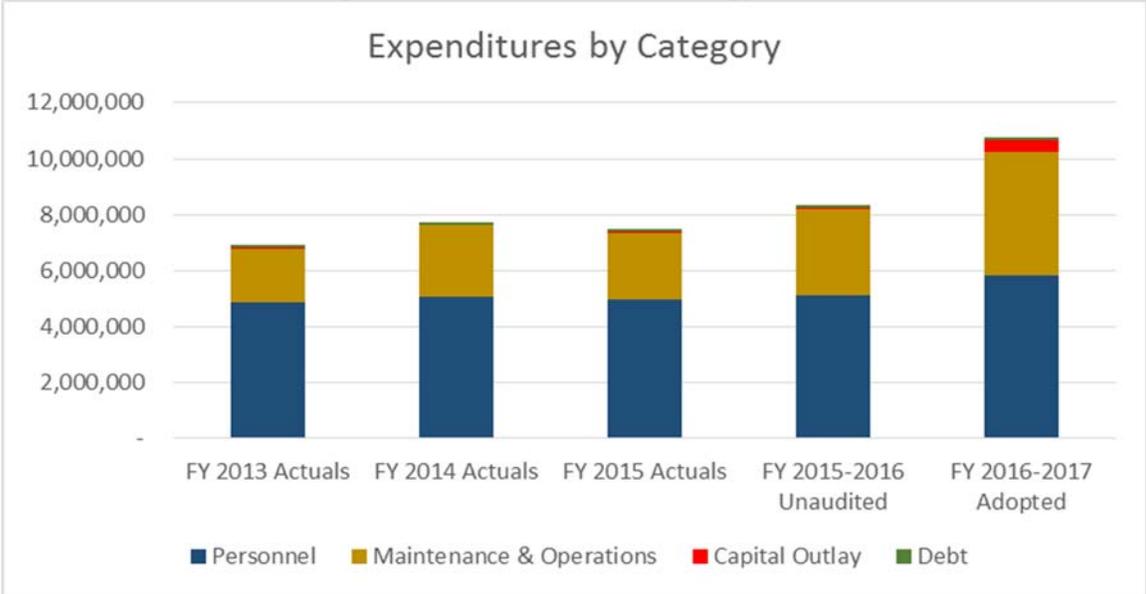


Although the Utility User Tax rate did not change between FY 2013 and FY 2015, the revenues from this source have fluctuated. This is mainly due to the fluctuation on the base of the tax. Utility rates have fluctuated overtime and conservation of electricity and water have impacted the revenues. For FY 2016, there was a decrease of UUT revenues of 15%, this is due to the decrease of the Tax Rate by 2%.

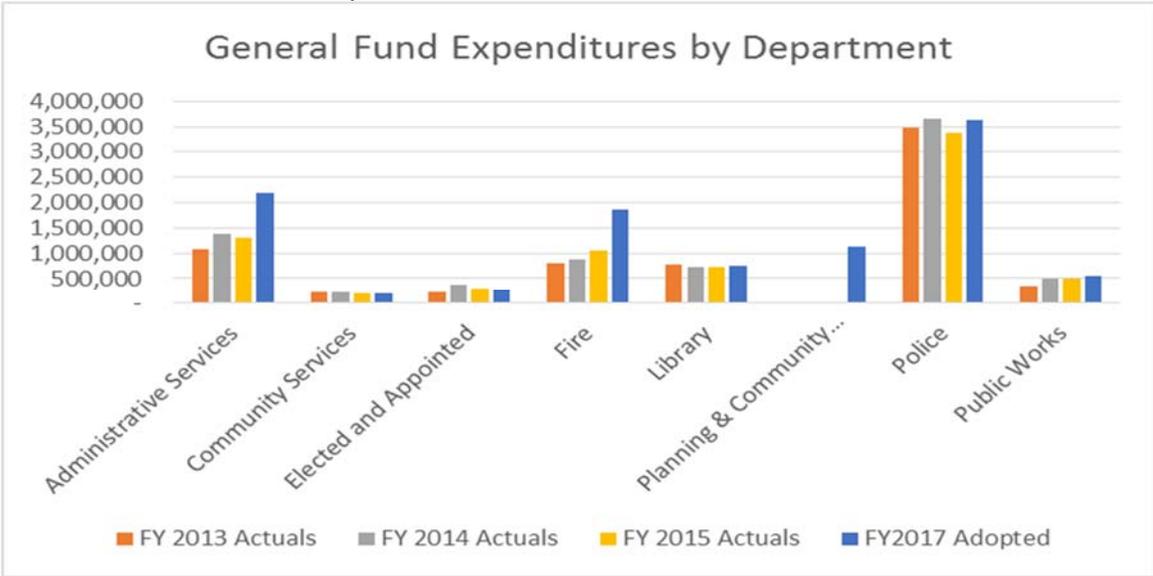
GENERAL FUND OVERVIEW

General Fund Trends (Cont.)

The City has continually worked on containing costs across the board. The increase in personnel expenditures are mainly due to rising costs of insurance and pension rates, with some of the fluctuations attributed to salary savings from vacant positions over the years. However, for FY 2016-2017 the projected budget includes increases per the new Police Association Memorandum of Understanding (MOU). Increases in maintenance and operations for FY 2016-17 are mainly attributed to the shift of expenditures from Personnel to Maintenance & Operations which is due to the adjustment of the Workers' Compensation Rate. The projected Maintenance & Operations expenditures have also increased due to the change of the allocation methodology for all internal services.

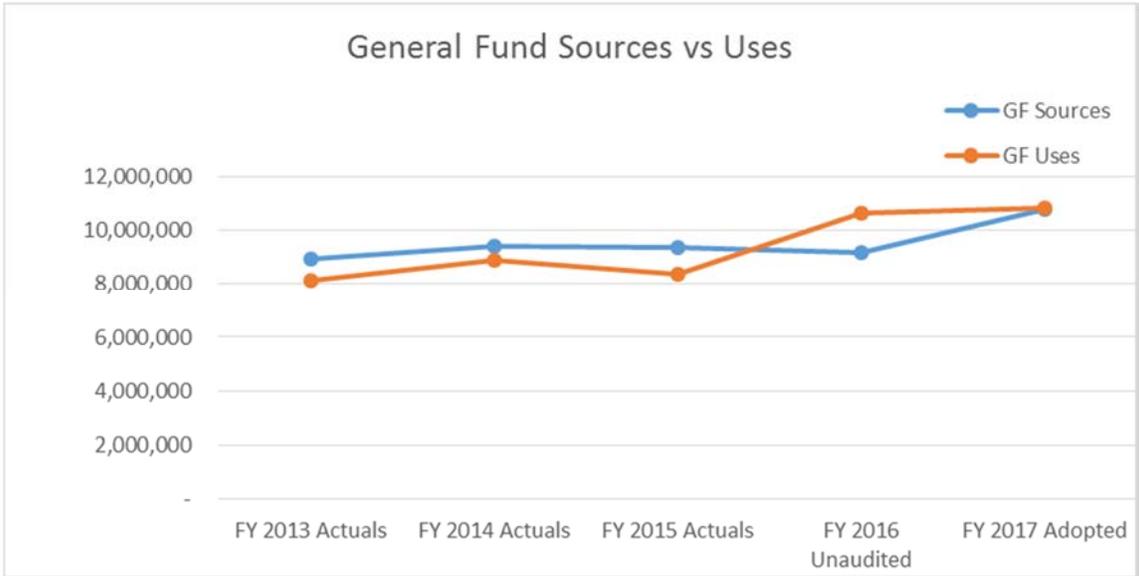


The shift of expenditures due to the change in allocations, mainly the WC allocation, also resulted in a shift of expenditures from other General Fund departments to the Administrative Services Department which absorbs most allocations to the General Fund.



GENERAL FUND OVERVIEW

As can be viewed at a glance in the chart below, prior to FY 2016, General Fund Revenues increased, while expenditures increased at a faster rate. In FY 2016, General Fund revenues decreased mainly due to the reduction in the Utility User Tax from 10% to 8% per the UUT sunset clause. The rising costs of operations mainly due to CIP activity and Sheriff’s contract created a shortfall estimated at 1.5 million for the FYE 2016. For FY 2017 revenues are projected to increase by about 8%, with expenditures increasing by about 1.4%. The budget for FY 2016-2017 includes \$400,000 for temporary nighttime patrol services with the Los Angeles County Sheriff’s Department (LASD) and \$178,500 for NPDES Compliance and is projected to be balanced using \$54,600 in reserves.



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City of Sierra Madre

Village of the Foothills



Department Budgets

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City of Sierra Madre

Village of the Foothills



Administrative Services Department

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ADMINISTRATIVE SERVICES DEPARTMENT

ADMINISTRATIVE SERVICES DEPARTMENT

The department contains the offices of the City Manager and Administrative Services.

City Manager's Office Overview

The City Manager serves as the chief administrative officer of the City. He/she is responsible for the implementation of the decisions made by the City Council and for the overall efficient and effective administration of City departments. The City Manager is also the Executive Director of the Successor Agency and Public Financing Authority.

The City Manager provides day-to-day direction to the department heads who run each of the City's departments/divisions. The City Manager also serves as the primary liaison point-of-contact with the City Attorney and the elected City Clerk. In addition, the City Manager coordinates with other governmental agencies, including adjacent municipalities and Los Angeles County; as well as co-ordinates with higher levels of government, including the City's elected officials at the State and Federal.

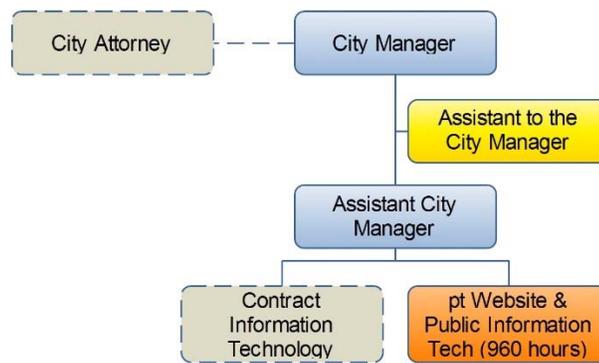
The City Manager implements City Council policy and directives, ensures the continued provision of municipal services in an efficient and effective manner, and plans for the long-term needs of the City. Ultimately the City Manager is responsible for the delivery of a timely budget to the City Council, and has oversight over the budget for the entire City. This includes control over expenditures and purchasing.

Many of the contracts the City has with other agencies for services are negotiated by and administered, or co-administered, by the City Manager. Section 2.08.070 of the Sierra Madre Municipal Code tasks the City Manager with the final oversight over enforcement of all laws and ordinance of the City, contracts and franchises and financial reporting to the City Council.

As the chief administrative officer of the organization, the City Manager is responsible for all publicly owned buildings, has final authority over all employees, and is charged with managing and organizing the operations of the City in the most effective and efficient manner possible to provide services to the public.

The City Manager's Office consist of three full-time employees, one part-time employee, and one part-time contracted service provider for Information Technology.

Organizational Chart



Administrative Services Overview

ADMINISTRATIVE SERVICES DEPARTMENT

Administrative Services is responsible for the day-to-day business affairs and administration of the City. The division consists of four full-time staff and three part-time staff. Administrative Services executes the following tasks:

Asset Management: Investing of idle funds; controlling fixed assets; collecting of accounts receivable; managing return on investment.

Budgeting: Projecting revenues, preparing the annual budget document; monitoring compliance with the adopted budget.

Business Licensing: Coordinating the issuance, renewal, and audit of business licenses within the City.

Debt Service Administration: Coordinating the issuance of debt instruments; ensuring compliance with lender and regulatory restrictions; processing repayments of debt.

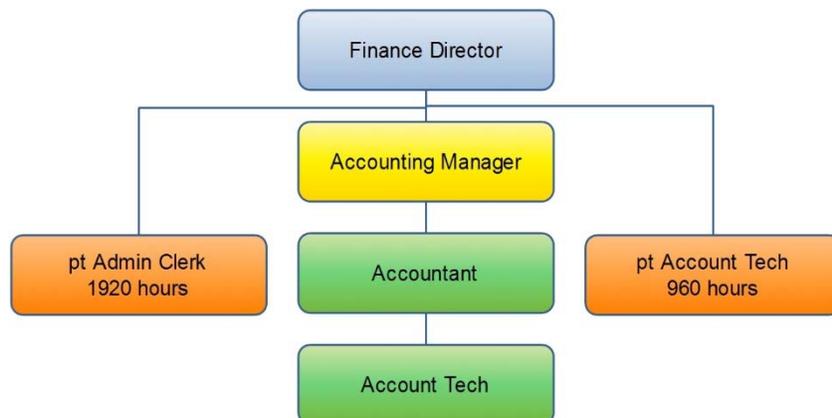
Financial Accounting and Reporting: Recording of all transactions in the general ledger of the City, Agency, and Financing Authority; processing of invoices; preparing internal and external financial reports.

General Administration: Answering the City's general telephone line; providing internal and external mailing service; coordinating the purchase of office supplies and furnishings.

Tax and Assessment Administration: Ensuring that all local taxes and assessments are remitted; ensuring that the City receives its portion of taxes and assessments levied by other governments.

Utility Billing: Billing of City utilities (Water & Sewer), processing of payments and customer service.

Organization Chart



ADMINISTRATIVE SERVICES (CITY MANAGER & FINANCE)

Board/Committee Liaisons

The Department serves as liaison to the:

- Council Water Sub-committee
- Successor Agency
- Other special Council advisory committees

Administrative Services Mission Statement

To facilitate open and accountable municipal operations and financial services, manage and safeguard the City's resources in a prudent and comprehensive manner. To consistently develop and support information technology that will continue to benefit the citizens of Sierra Madre.

Accomplishments for FY 2015-2016

- Planted the Drought Resistant Landscaping for the Civic Center in partnership with the Sierra Madre Garden Club, FormLA, Sierra Madre Community Foundation, and Sierra Madre Girl Scout Troop 2991 with no General Fund dollars thanks to grants and community contributions.
- Audits completed on time without significant findings.
- Implemented an extensive community outreach program in light of the sunseting of the UUT.
- Successfully completed outside agency audits including CDBG and state gas tax.
- Launched a new City website.
- Conducted community outreach sessions related to conservation and water.
- Implemented a new phone system.
- Completed the Information Technology Audit and Master Plan.
- Presented the General Plan update document with EIR and response to comments to the City Council.
- Adopted implementation plan for the General Plan.
- Explored contracting Library and Police services.
- Adopted a Citizen approved UUT ordinance.
- Updated internal service charges.
- Installed Comment Boxes at various City facilities.

Objectives from FY 2015-2016 not completed/continued to FY 2016-2017

- Continued education on water conservation.
- Creating Accounting Procedure and Policy Manuals.
- Delay in completion of internal control evaluations and professional development.
- Online business license renewals, online yard sale permits and utility billing enhancements.
- Implement a Citizens' Request Dashboard on the website.
- Release a City of Sierra Madre mobile application.

Department Goals FY 2016-2017

- Evaluate compliance effectiveness associated with assessing penalties to water customers exceeding their water conservation targets.
- Continue open communications with our residents for the need to conserve water.

ADMINISTRATIVE SERVICES DEPARTMENT

- Evaluate the implementation of updated water conservation targets based on water budgets methodology.
- Continue to evaluate service levels and associated costs and to strategize the balance of internal and external sources to maximize the funding.
- Continue to identify appropriate, diversified revenues to maintain City's financial health in all service levels.
- Continue to seek local, state and Federal grants to increase financial assistance in maintaining, repairing and replacement of infrastructure.
- Develop five, ten, and twenty year, all inclusive, Capital Improvement Plan (CIP) that includes City policy for evaluating and prioritizing CIP projects and purchases.
- Promote confidence in City government by ensuring fiscal responsibility, openness and accessibility in the delivery of City services.
- Encourage increased and innovative uses of technology to become more efficient and effective.
- Explore long-term financial sustainability measure.

Performance Measures FY 2016-2017

Performance Measures	FY 2015 Actual	FY 2016 Projected	FY 2017 Projected
Utility Bills Processed	22,548	22,428	22,400
Cash Register Transactions	25,448	23,628	23,600
Checks Issued	3,744	2,473	2,500

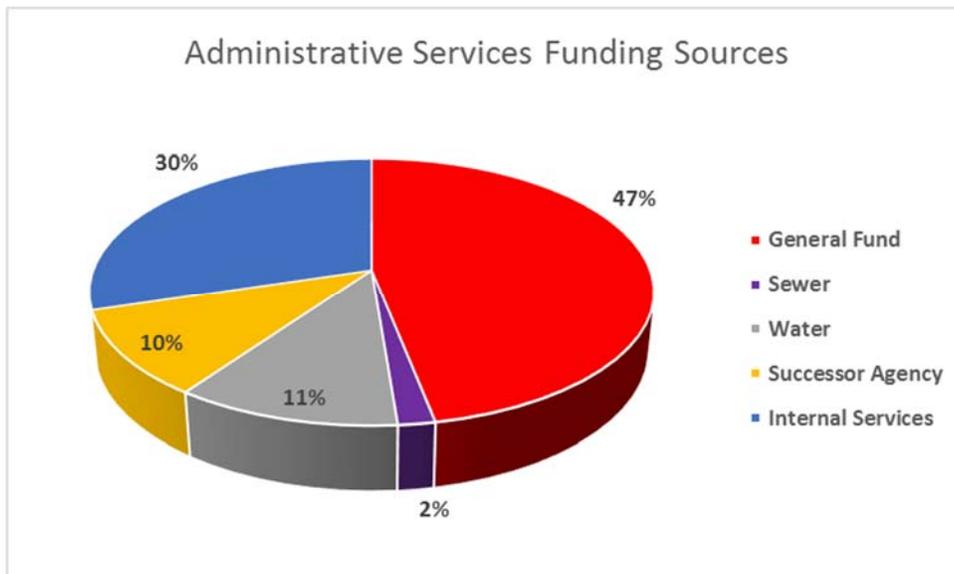
Operational Highlights FY 2016-2017

- Combined the Library and Community Services Departments under one director.
- Extensive time will be dedicated to water conservation and on exploring long-term sustainable strategies.
- Extensive time will be dedicated to implementation of the General Plan.

EXPENDITURE CATEGORY	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
ADMINISTRATIVE SERVICES			
Personnel	841,101	1,136,400	1,086,900
Maintenance & Operations	1,801,452	1,986,100	2,669,000
Capital Outlay	48,403	72,000	120,400
Debt	545,315	829,700	807,900
TOTAL ADMINISTRATIVE SERVICES DEPARTMENT	3,236,271	4,024,200	4,684,200

ADMINISTRATIVE SERVICES DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	90,274	295,700	306,900
Maintenance & Operations	1,206,423	1,254,900	1,891,200
TOTAL GENERAL FUND	1,296,697	1,550,600	2,198,100
SEWER FUND			
Personnel	69,073	77,500	73,300
Maintenance & Operations	5,023	-	-
Debt	11,461	12,000	12,000
TOTAL SEWER FUND	85,557	89,500	85,300
WATER FUND			
Personnel	119,501	139,000	118,300
Maintenance & Operations	23,383	25,000	-
Debt	438,012	420,800	399,900
TOTAL WATER FUND	580,896	584,800	518,200
SUCCESSOR AGENCY			
Personnel	43,327	27,000	25,300
Maintenance & Operations	92,356	82,200	70,400
Debt	92,672	393,400	392,500
TOTAL SUCCESSOR AGENCY	228,355	502,600	488,200
INTERNAL SERVICES FUND			
Personnel	518,926	597,200	563,100
Maintenance & Operations	474,267	624,000	707,400
Capital Outlay	48,403	72,000	120,400
Debt	3,170	3,500	3,500
TOTAL INTERNAL SERVICES FUND	1,044,766	1,296,700	1,394,400
TOTAL ADMINISTRATIVE SERVICES DEPARTMENT	3,236,271	4,024,200	4,684,200



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City of Sierra Madre

Village of the Foothills



Community Services Department

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Department Overview

The Community Services Department operating budget focuses resources on core programs and services to meet the City's goals outlined in the General Plan, department master plans, and the Council's Strategic Plan. The department consists of two (2) full-time employees and 1.46 full-time equivalent (FTE) part-time employees under the direction of the Director of Library and Community Services. Additionally, the Department calls upon the services of contract instructors for special interest classes, and volunteers for all of the City's events.

The Department is responsible for a variety of facilities and programs for all ages:

Aquatic Services: The Department leases the Sierra Madre Aquatic Center to Waterworks Aquatics. Waterworks provides swim programs that include: lessons, water aerobics, lap swimming, recreational swimming and a swim team. The Aquatic Center is open year round.

Arts: The Department organizes the monthly City Hall Art Shows and provides oversight for the Art in Public Places funds.

Commissions and Committees: The Department oversees the Community Services Commission and Senior Community Services Commission. The Department also relies on the support of a number of volunteer committees for each of the City's major programs and events.

Coordinating Council: The Coordinating Council brings together community groups, schools and non-profits with the common goal of serving the Sierra Madre community. The Coordinating Council provides a forum to distribute information, share ideas and plan for upcoming events.

Enrichment Classes: The Department leases the Community Recreation Center to the Pasadena YMCA which offers a variety of fitness classes and enrichment classes for all ages. The Department also offers a few contract classes at various locations in the City's parks and Hart Park House Senior Center.

Parks: The Community Services Department oversees the following parks: Kersting Court, Sierra Vista Park, Memorial Park, Mt. Wilson Trail Park, Bailey Canyon Wilderness Park and the Milton and Harriet Goldberg Recreation Area.

Programs: The Department hosts community programs such as: Compost Giveaway, Concerts in the Park, Summer Fun in the Park and Family Movie Fridays.

Reservations: The Department reserves parks and facilities to the public. The City has five parks available for reservation for private parties and community events.

Senior Services: The Department offers a full service senior program run out of the Hart Park House Senior Center. A Monday through Friday lunch program is operated by the YWCA. Programs include fitness classes, bingo, movies, health

COMMUNITY SERVICES DEPARTMENT

screenings, and legal services. A monthly excursion is organized to various locations throughout the Southern California region.

Special Events: The Department hosts large City events throughout the year including; Huck Finn Fishing Derby and Campout, Older American Reception, Mount Wilson Trail Race, Community Yard Sale, Fourth of July Festivities and Halloween Happenings.

Wistaria Vine Community Newsletter & Brochure: The Department releases the Wistaria Vine Community Newsletter & Brochure three times a year which provides community information from various City Departments and updates residents on the latest City happenings.

Youth Services: The Department leases the Community Recreation Center to the Pasadena YMCA which provides an afterschool daycare program and a Teen Leadership Club. Both programs run out of the Community Recreation Center in Sierra Vista Park and year-round.

Youth Sports Organizations: The Department works with local youth sports organizations to provide field access at City and Pasadena Unified School District sites. The youth sports organizations meet twice a year for scheduling, insurance verification, light invoicing and to address any concerns or issues.

Organizational Chart



Board/Committee Liaisons

The Department serves as liaison to the:

- Community Services Commission
 - Arts Advisory Board
 - Various Special Events committees
 - Waterworks Advisory Board
- Senior Community Commission
 - Senior Master Plan Committee

Community Services Mission Statement

The Mission of the Sierra Madre Community Services Department is to provide safe facilities, quality services, and programs that are affordable, open, and friendly to enrich the overall quality of life for all visitors and residents.

Accomplishments FY 2015-2016

- Completed the new update of the Senior Master Plan.
- Completed the Hart Park House Storage Room Project.
- Completed the Sierra Madre Aquatic Center pool re-plaster.
- Maintained Department service levels with current staffing and the support of Commission and Committees.
- Obtained sponsorships for City special events to provide these services with little financial assistance from the General Fund.
- Entered into a lease agreement with the YMCA for the Community Recreation Center to expand services to the community.

Objectives from FY 2015-2016 not completed / continued to FY 2016-2017

- Begin the update of the Youth Master Plan.
- Begin the Sierra Vista Park Open Space Project.
- Identify permanent, public art direction for utilizing the Art in Public Places funds.

Department Goals FY 2016-2017

- Implement Senior Master Plan.
- Reanalyze costs and fee structures for City facility rentals.
- Negotiate long-term field use agreement between community sports organizations.
- Identify resource sharing opportunities between the Library and Community Services that will result in increased service opportunities and jointly produced programming.
- Create an amendment to the YMCA contract for providing community programs to further define expectations and understanding.
- Begin Middle School Field grant project and field updates.
- Identify “cross-over” areas and workload redundancies between the Library and Community Services that will reduce staff workloads and operating costs.
- Research additional means of revenue generation through advertising in community publications.

COMMUNITY SERVICES DEPARTMENT

Performance Measures FY 2015-2016

Senior Classes	1552 participants
Senior Lunches	3266 meals served
Summer Fun programs	320 participants
Movies in the Park	1100 approx. participants
Concerts in the Park	3600 approx. participants
Special events – Senior	Older American Reception Community Yard Sale
Special events – Community Services	Mt. Wilson Trail Race 4 th of July Events Huck Finn Events Halloween Happenings

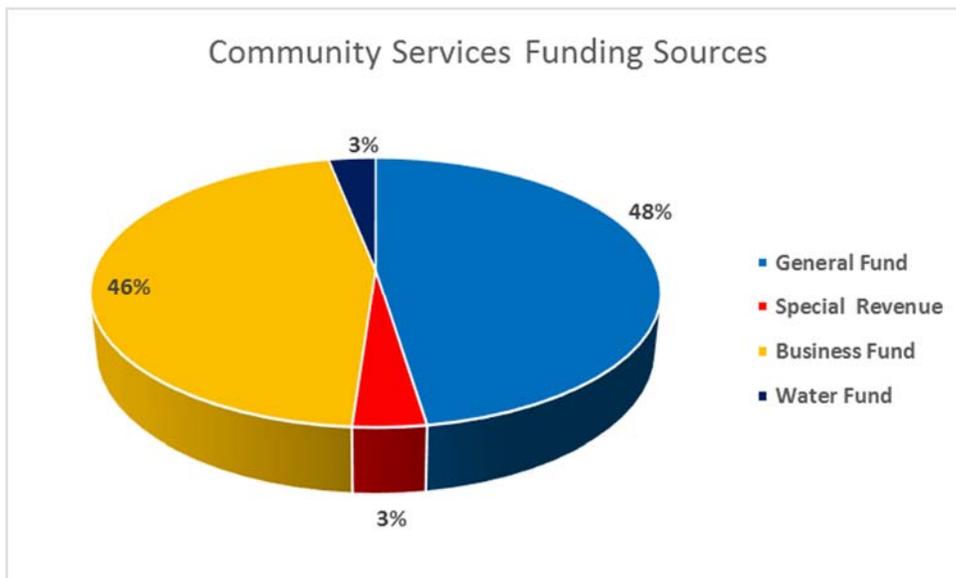
Operational Highlights FY 2015-2016

- Continued monitoring of the contract services for the operations of the Sierra Madre Aquatic Center provided by Waterworks Aquatics, allowing for year-round aquatic services to the public.
- Enter into a lease agreement with the Pasadena YMCA for expanded community programming at the Community Recreation Center.
- Combined direction of Community Services with Library.

EXPENDITURE CATEGORY	FY 2014-2015	FY 2015-2016	FY 2016-2017
	Actuals	Unaudited	Adopted
COMMUNITY SERVICES			
Personnel	279,181	276,200	243,100
Maintenance & Operations	302,037	452,200	181,200
Capital Outlay	-	-	-
TOTAL COMMUNITY SERVICES			
DEPARTMENT	581,218	728,400	424,300

COMMUNITY SERVICES DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	187,278	143,400	147,400
Maintenance & Operations	11,857	11,800	54,400
TOTAL GENERAL FUND	199,135	155,200	201,800
PROP A FUND			
Maintenance & Operations	145,381	149,000	-
TOTAL PROP A FUND	145,381	149,000	-
SENIOR DONATION FUND			
Maintenance & Operations	10,157	27,000	15,100
TOTAL SENIOR DONATION FUND	10,157	27,000	15,100
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	21,164	6,300	-
TOTAL OTHER SPECIAL REVENUE FUND	21,164	6,300	-
BUSINESS FUND			
Personnel	91,903	132,800	82,500
Maintenance & Operations	113,478	258,100	111,700
TOTAL BUSINESS FUND	205,381	390,900	194,200
WATER FUND			
Personnel	-	-	13,200
TOTAL BUSINESS FUND	-	-	13,200
TOTAL COMMUNITY SERVICES DEPARTMENT	581,218	728,400	424,300



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City of Sierra Madre, California

Village of the Foothills



Elected and Appointed Department

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Department Overview

The Elected and Appointed department is responsible for the programs and activities of the City of Sierra Madre City Council, the City Clerk, and the City Treasurer.

The City Council also appoints the City Attorney and City Manager. Both positions serve at the will of the City Council. The City Attorney's budget is included in the Elected and Appointed Officials Departments. The City Manager's budget is included in the Administrative Services section of this document.

Elected Officials

City Council

The City Council is the legislative branch of Sierra Madre's City government responsible for the formulation of general City policy and appointment of the City Manager, City Attorney, and members of City's Boards and Commissions. It also serves as the governing body for the Successor Agency and Public Financing Authority.

Sierra Madre's City Council is comprised of five members elected to four-year terms with three seats eligible in 2018. Elections are budgeted in the City Clerk's department. The honorary positions of Mayor and Mayor Pro Tempore rotate among the five elected members of the City Council every April.

The City's governing body, having the primary responsibility for enacting legislation and policies, is also responsible for setting the goals and objectives for the City's strategic plan, for passing resolutions and ordinances, amending or setting zoning, and approving budget appropriations.

City Clerk

The City Clerk is elected to a four-year term. Among the responsibilities of this office are recording the minutes of the City Council, Financing Authority, and Successor Agency meetings, advertising legal notices, codifying newly adopted municipal codes, administering oaths, ensuring that City staff and elected and appointed officials comply with State Conflict of Interest and Campaign Reporting Laws, providing notary services, and managing municipal elections.

City Elections are budgeted in the City Clerk's department. The FY 2017-2018 budget will include the scheduled elections of three City Council seats.

ELECTED AND APPOINTED DEPARTMENT

City Treasurer

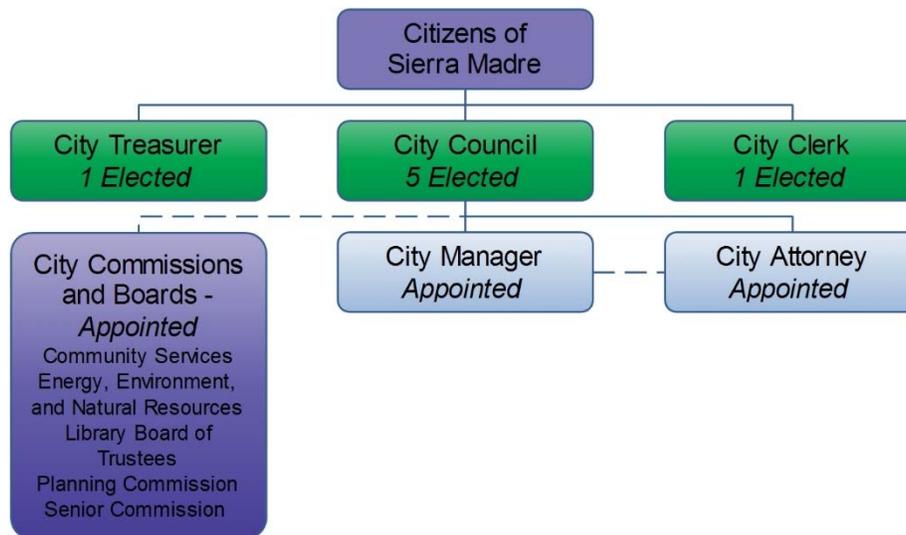
The City Treasurer is elected to a four-year term. Among the City Treasurer's responsibilities are developing an investment policy for adoption by the City Council, ensuring compliance with the investment policy as adopted, and reporting quarterly cash and investment activity to the City Council.

Appointed Officials

City Attorney

The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney provides the City Council and staff with legal advice, ensures that the Municipal Code is current, up to date and reflects accurate policies, procedures, and ordinances. The City Attorney also coordinates other contract legal services provided to the City.

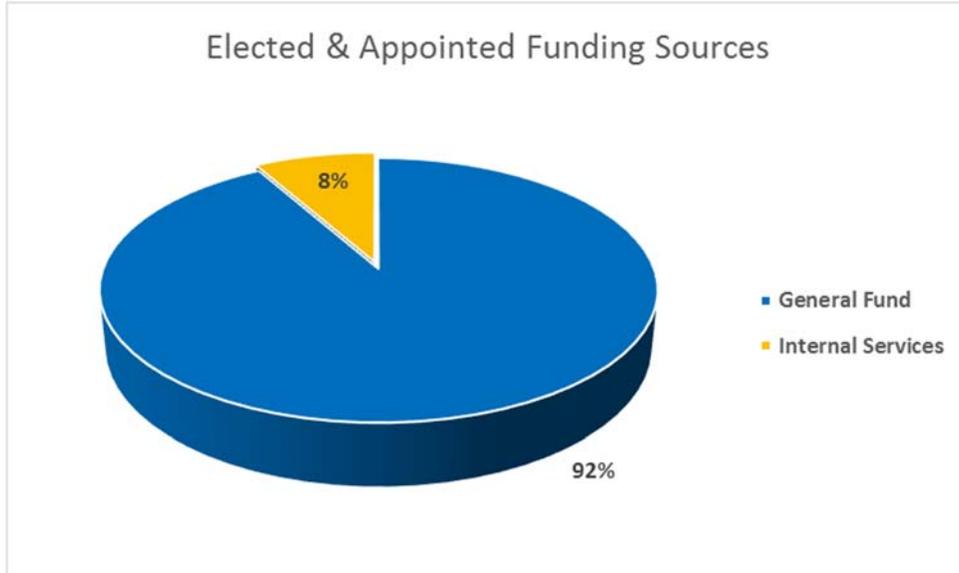
Organizational Chart



EXPENDITURE CATEGORY	FY 2014-2015	FY 2015-2016	FY 2016-2017
	Actuals	Unaudited	Adopted
ELECTED AND APPOINTED			
Personnel	39,296	48,000	47,900
Maintenance & Operations	318,973	305,000	255,600
TOTAL ELECTED AND APPOINTED			
DEPARTMENT	358,269	353,000	303,500

ELECTED AND APPOINTED DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	39,296	48,000	47,900
Maintenance & Operations	269,336	279,800	230,600
TOTAL GENERAL FUND	308,632	327,800	278,500
DEVELOPMENT SERVICES FUND			
Maintenance & Operations	21,514	-	-
TOTAL DEVELOPMENT SERVICES FUND	21,514	-	-
INTERNAL SERVICES FUND			
Maintenance & Operations	28,123	25,200	25,000
TOTAL INTERNAL SERVICES FUND	28,123	25,200	25,000
TOTAL ELECTED AND APPOINTED DEPARTMENT	358,269	353,000	303,500



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City of Sierra Madre

Village of the Foothills



Fire Department

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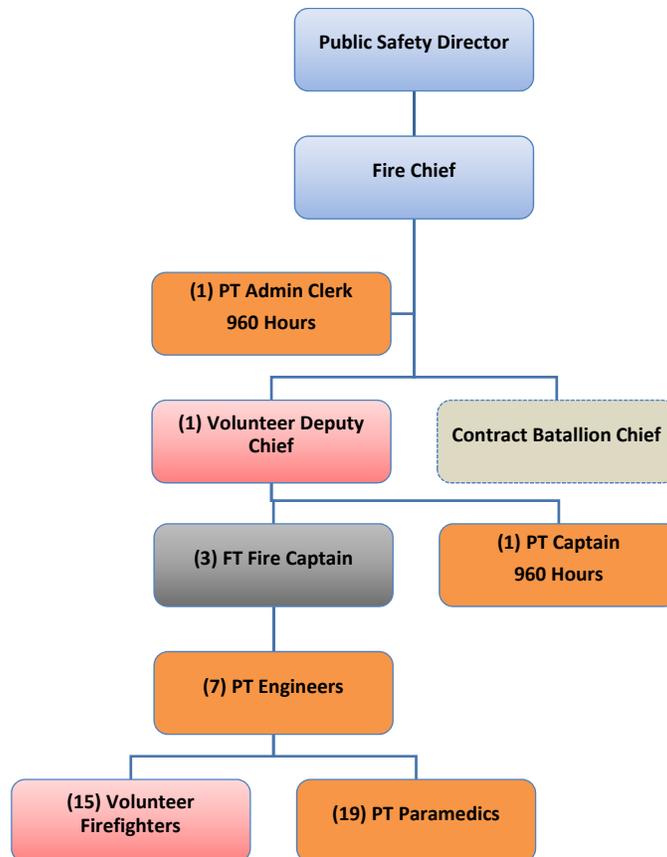


Department Overview

The Fire Department is responsible for fire suppression, rescue, and emergency medical services (EMS). The Department consists of four (4) full-time, twenty-eight (28) part-time, and seventeen (17) volunteer personnel. Personnel are housed at the Fire Station in rotating 24 hour shifts. Each shift consists of an Engine Crew (one Captain, one Engineer, and minimum one Firefighter) and a Paramedic Crew (two Paramedics). Engine Crews are responsible for responding to all fire, EMS, and inspection dispatches. Firefighters also conduct yearly measures to ensure the safety of the community that include, but are not limited to, inspections of schools, local businesses, apartments, and brush. Paramedics provide advanced life support and emergency medical care. The Department also provides informational programs to educate the community about fire prevention.

As well as providing service to the local community, the Fire Department houses a Water Tender that responds to wildland fires throughout California.

Organizational Chart



Fire Department Mission Statement

The mission of the Sierra Madre Fire Department is to provide superior community service through the delivery of fire suppression, fire prevention, and emergency medical and public education services. We will support our mission with an absolute commitment to community service, customer support, cost effective operation, training and education.

Accomplishments FY 2015-2016

- Completed transition to 2015 Type I Frazier Ambulance as primary RA41. The 2009 Road Rescue Ambulance was designated as secondary RA241.
- Purchased necessary equipment for an electronic Patient Care Reporting (ePCR) system. Final grant reimbursement requests were submitted to Los Angeles County Department of Health Services. The ePCR system will allow for the reduction of paper waste and improved documentation of EMS Patient Care Reports, Incident Reports, and Inspection Reports.
- Increased live fire training in cooperation with the Monrovia and Arcadia Fire Departments. Live fire training is conducted at the Monrovia Fire Department's Regional Training Group (RTG) training tower located at Station 102.
- Applied for the Assistance to Firefighters Grant (AFG) for the purchase of Personal Protective Equipment. Awards will be announced during the 2016-2017 Fiscal Year.
- Applied for the Staffing for Adequate Fire & Emergency Response (SAFER) grant for the hiring of three full-time Engineers. Awards will be announced during the 2016-2017 Fiscal Year.
- Continued cooperation with and support of the Sierra Madre Citizen Emergency Response Team (CERT) program.
- Provided yearly EMS training for CERT.
- Updated preplans for the schools, churches, commercial zones, and the City's interface zone.

Objectives from FY 2015-2016 not completed / continued to FY 2016-2017

- Due to necessary system upgrades provided by the manufacturer, the ePCR system will not be implemented until the latter half of 2016.
- The number of qualified volunteer firefighters continues to decrease due to the increased hiring at paid departments within Los Angeles County.

Department Goals FY 2016-2017

- Continue to provide high quality training to all Department personnel with minimal water waste.
- Continue to seek grant funding for the department
- Stabilize Department Staffing at all levels through paid personnel while maintaining a cost effective budget.

FIRE SERVICES DEPARTMENT

- Increase public knowledge of the Lifesavers Paramedic Subscription Program.
- Increase presence and visibility of Sierra Madre Fire Department in the community through public education and events at the fire station.
- Continue to improve response time by all duty personnel.
- Continued cooperation and support of the Sierra Madre CERT Program.
- Continue to update preplans for the schools, churches, commercial zones and the City's interface zone.

Performance Measures FY 2015-2016

- Due to the reduced number of volunteer firefighters, cumulative training hours in 2015 decreased.
- Engine 41 response time increased in 2015 due to an increased number of calls in the Chantry Flat Recreation Area. As part of an Automatic Aid agreement with Los Angeles County, RA 41 no longer responds to incidents in Chantry Flat, and decreased total response time.
- The Sierra Madre Fire Department has the lowest Cost per Capita, Cost per Call, and Cost per parcel compared to six neighboring Departments.

Performance Measures	Actual 2014	Actual 2015	Projected 2016	Projected 2017
Fire Calls	24	25	25	25
Rescues/EMS Calls	675	699	780	800
Avg. Response Time RA41	4:43	4:38	< 5 min	< 5 min
Avg. Response Time E41	4:43	4:55	< 5 min	< 5 min
Fire Inspections	2,365	1,923	~1,900	~1,900
Training Hours	6,330	6,086	~6,100	~6,100

City	Department Budget 16/17	Total Calls 2015	Population (2014 Census)	Total Parcels (2015 County Assessors)	Cost per Call	Cost per Capita	Cost per Parcel
Alhambra	\$17,141,483	6,499	85,569	19,041	\$2,994.54	\$200.32	\$900.24
Arcadia	\$15,007,400	5,235	58,232	16,424	\$3,013.82	\$257.72	\$913.75
Monrovia	\$10,713,342	3,929	37,415	10,392	\$2,851.82	\$286.34	\$1,030.92
Pasadena	\$44,642,000	19,420	140,881	38,435	\$2,454.05	\$316.88	\$1,161.49
San Marino	\$6,176,337	1,851	13,423	4,712	\$6,407.56	\$460.13	\$1,310.77
Sierra Madre	\$1,895,900	958	11,165	4,102	\$1,979.02	\$169.81	\$462.19
South Pasadena	\$5,021,470	2,369	26,156	7,011	\$2,418.88	\$191.98	\$716.23
Average:	\$14,371,133	5,752	53,263	14,302	\$2,566.46	\$269.03	\$927.94

Operational Highlights FY 2015-2016

- A decline in volunteers has resulted in the need to increase part-time staffing costs.

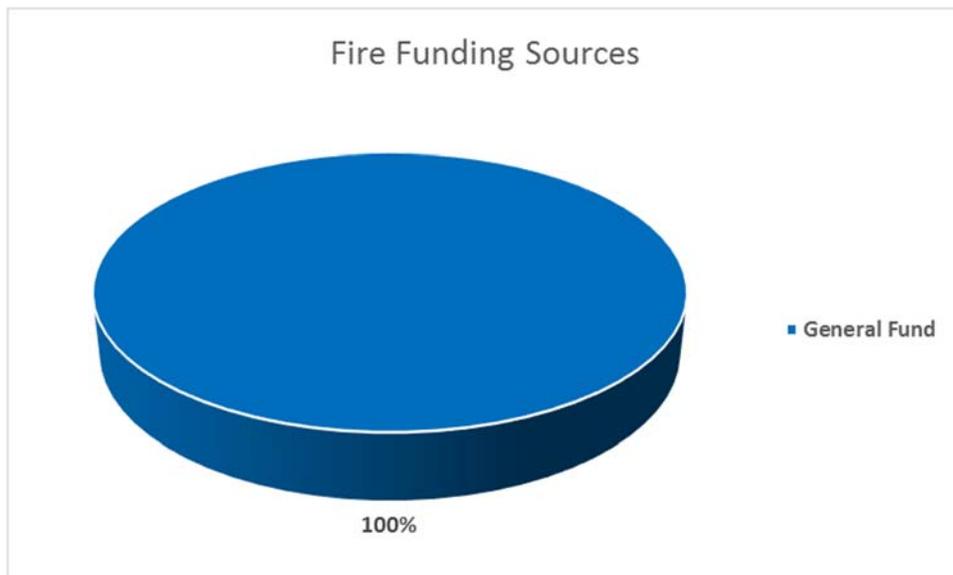
FIRE SERVICES DEPARTMENT

- Sierra Madre Fire Department entered an automatic aid agreement with the County of Los Angeles on October 1, 2015. SMFD has responded to 22 automatic aid incidents in the Chantry Flat Recreation Area, and has received automatic aid from Los Angeles County at 16 incidents within Sierra Madre city limits.
- Sierra Madre contracted Battalion Chief Services with the Cities of Arcadia and Monrovia in 2015. Arcadia and Monrovia Battalion Chiefs responded to 11 incidents within Sierra Madre in the 2015-2016 Fiscal Year.
- Due to lack of available personnel, OES 281 was transferred to the Monterey Park Fire Department for deployment on Strike Teams. Water Tender 41 remains available for deployment.

EXPENDITURE CATEGORY	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
FIRE			
Personnel	1,277,813	1,385,100	1,233,500
Maintenance & Operations	402,099	498,000	527,400
Capital Outlay	-	-	12,000
Debt	91,042	93,800	92,000
TOTAL FIRE DEPARTMENT	1,770,954	1,976,900	1,864,900

FIRE SERVICES DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	772,034	771,800	1,233,500
Maintenance & Operations	185,794	199,300	527,400
Capital Outlay	-		12,000
Debt	91,042	93,800	92,000
TOTAL GENERAL FUND	1,048,870	1,064,900	1,864,900
PARAMEDIC FUND			
Personnel	482,332	568,000	-
Maintenance & Operations	206,264	298,700	-
TOTAL PARAMEDIC FUND	688,596	866,700	-
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	10,041	-	-
TOTAL OTHER SPECIAL REVENUE FUND	10,041	-	-
BUSINESS FUND			
Personnel	23,447	45,300	-
TOTAL BUSINESS FUND	23,447	45,300	-
TOTAL FIRE DEPARTMENT	1,770,954	1,976,900	1,864,900



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City of Sierra Madre

Village of the Foothills



Human Resources Department

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Department Overview

The Human Resources Department operating budget focuses resources on developing and maintaining a customer service orientated and safety minded workforce. The department consists of three full-time employees, but in total, is responsible for over 500 employees and volunteers.

The Department performs a variety of personnel and risk management duties for full-time employees, part-time employees and volunteers including recruitment and retention, discipline and discharge, benefits administration, personnel file maintenance and security, workers compensation, as well as insurance and liability protection. Department staff advise managers on employee performance, employment laws, personnel policies, and best practices for risk management as well as provide City-wide training to further develop quality employees who excel at customer service and promptly assist residents with their needs.

Board/Committee Liaison

The Department serves as liaison to the:

- Municipal Volunteer Program (MVP) Committee
- Safety Committee

Organizational Chart



Human Resources Mission Statement

The mission of the City of Sierra Madre Human Resources Department is to partner with other City Departments to efficiently produce and sustain a customer service orientated and safety minded workforce while serving as the catalyst to assure employee success in the performance of the City's mission, keeping in focus that human resources are our most valued assets.

Accomplishments FY 2015/2016

- Agreed upon a two-year Memorandum of Understanding with the Sierra Madre Police Association.
- Hosted annual volunteer and employee appreciation programs throughout the year.
- Implemented a new industry-standard online recruitment and applicant tracking tool – NeoGov.
- Affordable Care Act - implemented tracking system for hours worked.
- Affordable Care Act IRS Filing.
- Began City wide facility, programs, sidewalks inspection to prepare the ADA Self-evaluation and Transition Plan.
- Updated City's website.
- Implemented part time sick leave.
- Updated City's waivers and contracts for special events and City facility usage.
- Compensation study for local area Fire Departments.
- Completed customer service training.
- Provided support for grieving employees during difficult times.
- Installed new time clocks.
- CJPIA Risk Management Evaluation (RME).

Objectives from FY 2015-2016 Not Completed / Continued to FY 2016-2017

- Continuing to train and refine NeoGov.
- Replacing broken office furniture (mainly chairs).
- Review completed ADA self-evaluation and transition plan.
- Implement new ADA DAC software to maintain transition plan and ADA communication.
- Review RME and prioritize list of deficiencies to correct.
- Continue to stay on top of the City- wide recruitment.
- Implement Incode Employee web-based Self-service.
- Continue to work with Capital Research in reducing employees ICMA admin fees.

Department Goals FY 2016-2017

- Address remaining findings in the 2015 Risk Management Evaluation.
- Complete the job description updates.
- Continue to utilize and promote the Municipal Volunteer Program (MVP).
- Continually evaluate Citywide staff organization levels, with focus on effectiveness and efficiencies.
- Plan for the minimum wage increase starting January 1, 2017 and any resulting compaction.
- Adjust any positions effected by the new FLSA overtime exemption rules.
- ADA training for Department Heads and supervisors.
- Implement contract tracking system.

HUMAN RESOURCES DEPARTMENT

Performance Measures FY 2015-16

Performance Measures	Actual FY 2015	Projected FY 2016
Full-Time Recruitments	15	8
Part-Time Recruitments	24	20
% of Turnover	26%	15%
Citywide Volunteers	525	500
Liability Claims Submitted	9	10
Workers Compensation Claims Submitted	14	5

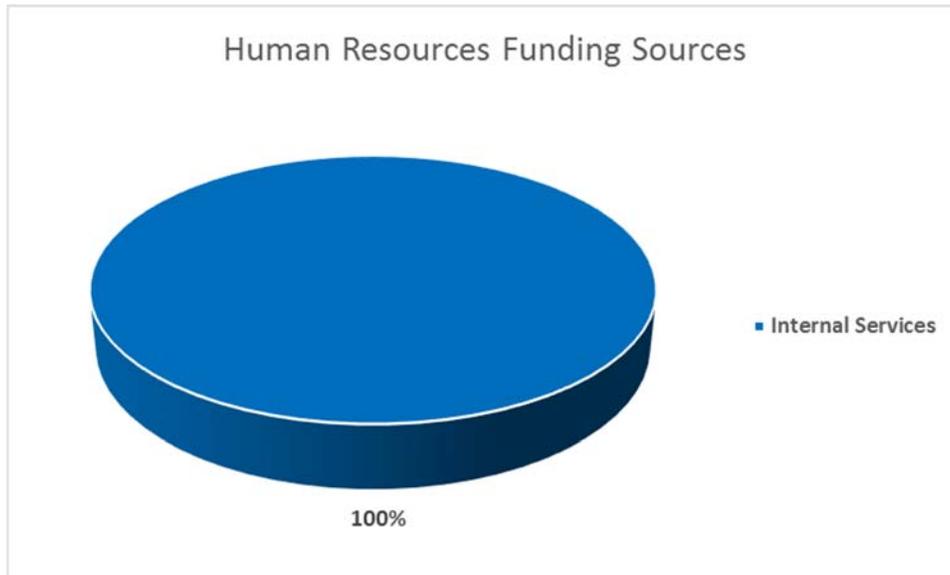
Operational Highlights FY 2016-17

- Will need to plan for the increase to California Minimum Wage which begins January 1, 2017 and will continue each year until the Minimum Wage is \$15 beginning January 1, 2022.
- Need to adjust certain position to comply with the new regulations for the weekly salary and annual compensation threshold levels for white collar exemptions to FLSA overtime requirements. These regulations become effective December 1, 2016.

EXPENDITURE CATEGORY	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
HUMAN RESOURCES			
Personnel	472,100	471,000	359,400
Maintenance & Operations	1,055,279	1,338,300	1,421,100
TOTAL HUMAN RESOURCES DEPARTMENT	1,527,379	1,809,300	1,780,500

HUMAN RESOURCES DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
INTERNAL SERVICES FUND			
Personnel	472,100	471,000	359,400
Maintenance & Operations	1,055,279	1,338,300	1,421,100
TOTAL INTERNAL SERVICES FUND	1,527,379	1,809,300	1,780,500
TOTAL HUMAN RESOURCES DEPARTMENT	1,527,379	1,809,300	1,780,500



City of Sierra Madre

Village of the Foothills



Library Services Department

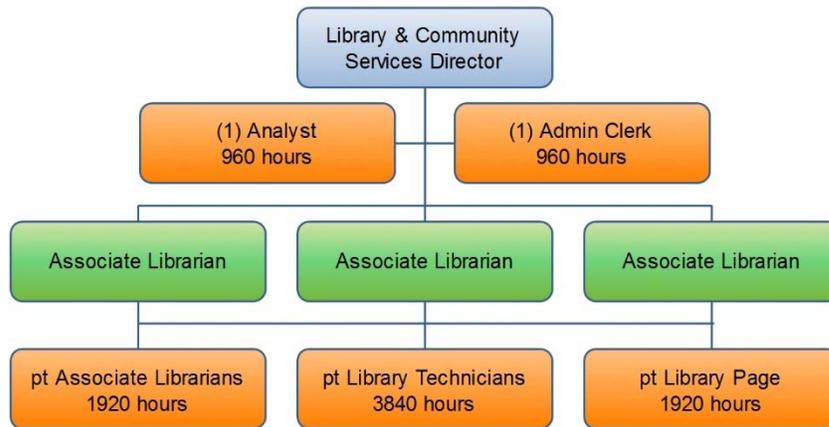
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Department Overview

The Library Services Department consists of four (4) full-time and eleven (11) regular part-time employees providing forty-seven weekly public service hours from Monday through Saturday. The Department is responsible for providing public access to current and historical information through physical and electronic collections; and delivering services and programs supportive of lifelong learning, critical thinking, cultural enrichment and community engagement. Regular staff duties include training patrons how to find and evaluate information and use technology effectively. Librarians support the collection and preservation of historical images and documents relating to Sierra Madre and the local mountains. Volunteer opportunities are available for residents ages 12 through adult to support the Summer Reading Program, Teen Docents, processing of materials, and digital preservation of archival materials.

Organizational Chart



Board/Committee Liaisons

The Department serves as liaison to the:

- Library Board of Trustees
- Friends of the Sierra Madre Public Library
- Sierra Madre Historical Preservation Society

Library Mission Statement

The Sierra Madre Public Library is a community library dedicated to providing equal access to information services and programs reflecting diverse points of view, always endeavoring to be responsive to changing needs of the community, to preserving its history, and to meeting the challenges of the future. The library provides a welcoming environment, quality materials and technologies, and professional, dedicated staff.

Accomplishments FY 2015-2016

- Created and presented informational water-wise landscaping programs for the public.
- Evaluated and compared costs and services of contracting library services.
- Identified and applied for National Endowment for the Humanities funding for Archives.
- Completed Facility Condition Assessment and began ADA facility assessment in order to move forward on Library Facilities Master Plan.
- Launched updated Integrated Library System.
- Conducted library “Open-House” event to raise awareness of library programs.
- Maintained previous level of Children’s programming and added teen and adult programming.
- Added foreign language books to the library collection.
- Improved online access to library e-resources and added e-magazine collections through Zinio platform.
- Maintained Teen History Docent program in cooperation with Historical Society.

Objectives from FY 2015-2016 not completed / continued to FY 2016-2017

- Complete digitization of 180 volumes of City Ordinances and Resolutions.
- Complete Library Facilities Master Plan.
- Implement ability to pay library fees online or by credit card.

Department Goals FY 2016-2017

- Identify funding for and prioritize library facility improvements.
- Identify “cross-over” areas and workload redundancies between the Library and Community Services that will reduce staff workloads and operating costs.
- Complete the Library Facility Master Plan.
- Enable use of improved automated functionality of new Integrated Library System to reduce staff workloads and improve online patron service.
- Analyze costs per use for database subscriptions and renegotiate renewals.
- Begin “last mile” phase of CENIC broadband project to increase data speeds at reduced cost.
- Identify resource sharing opportunities between the Library and Community Services that will result in increased service opportunities and jointly produced programming.
- Expand library collections to include non-traditional formats.

LIBRARY SERVICES DEPARTMENT

Performance Measures FY 2015-2016

Performance Measures	Actual FY 2014	Actual FY 2015	Projected FY 2016
Annual Circulation	79,676	93,991	100,500
# of Programs	297	321	340
Program Attendance	7,833	9,116	9,500
Teen Volunteers	58	58	58
Adult Volunteers	29	38	35

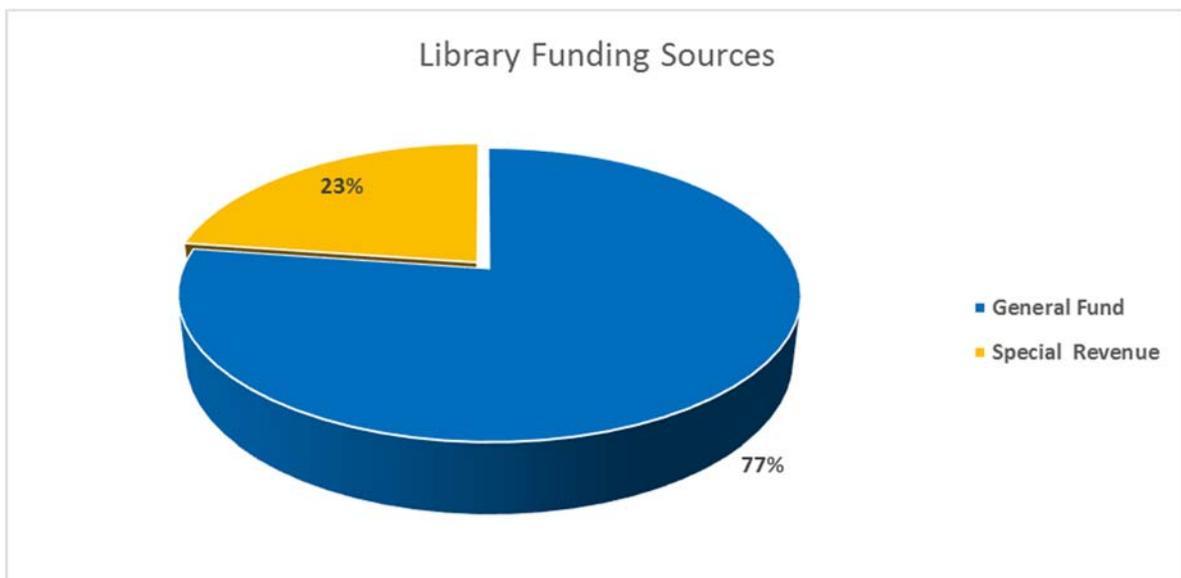
Operational Highlights FY 2015-2016

- Exceeded circulation and attendance statistics of previous years.
- Filled vacant PT Library Technician positions through internal recruitments and PT Library Page positions through external recruitment.
- Combined direction of Library with Community Services department.

EXPENDITURE CATEGORY	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
LIBRARY SERVICES			
Personnel	721,697	646,700	603,100
Maintenance & Operations	141,789	218,500	227,100
Capital Outlay	-	4,700	128,000
TOTAL LIBRARY SERVICES DEPARTMENT	863,486	869,900	958,200

LIBRARY SERVICES DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	641,976	634,400	603,100
Maintenance & Operations	95,857	143,500	123,200
Capital Outlay	-	4,700	14,000
TOTAL GENERAL FUND	737,833	782,600	740,300
FRIENDS OF THE LIBRARY DONATIONS			
Maintenance & Operations	40,812	41,400	54,300
Capital Outlay	-	-	100,000
TOTAL FRIENDS OF THE LIBRARY DONATIONS	40,812	41,400	154,300
LIBRARY GIFT AND MEMORIAL FUND			
Personnel	2,109	-	-
Maintenance & Operations	5,120	33,600	49,600
Capital Outlay	-	-	14,000
TOTAL LIBRARY GIFT AND MEMORIAL FUND	7,229	33,600	63,600
INTERNAL SERVICE FUND			
Personnel	77,612	12,300	-
TOTAL INTERNAL SERVICE FUND	77,612	12,300	-
TOTAL LIBRARY SERVICES DEPARTMENT	863,486	869,900	958,200



City of Sierra Madre

Village of the Foothills



Planning and Community Preservation Department

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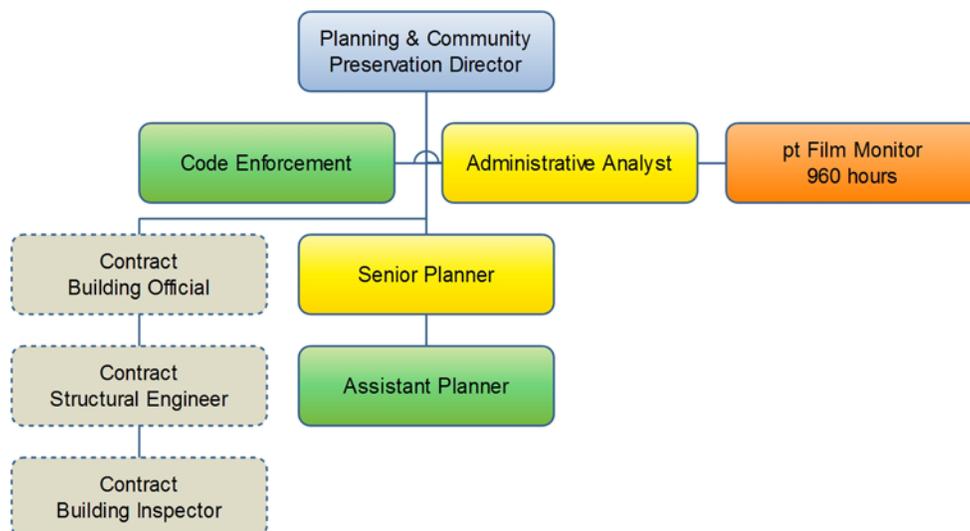
PLANNING & COMMUNITY PRESERVATION DEPARTMENT

Department Overview

The Planning and Community Preservation Department is responsible for the City's Planning and Building and Safety programs. The Department carries out the rules, policies and objectives of the Sierra Madre Municipal Code and General Plan, as it relates to land use and development. Planning services includes the processing of development applications, conducting the required environmental review (CEQA), and managing the discretionary and public review application process. Building and Safety Services of the Department responds to inquiries relating to building development, building plan check review, on-site inspections, and issuance of permits in compliance with adopted building codes. The Planning and Community Preservation Department also maintains the City's list of historic landmark structures, manages Mills Act contracts, and reviews project applications for their compliance with the City's historic preservation program, which serves to preserve Sierra Madre's historic treasures. Filming Services are overseen by a part-time film coordinator to monitor on location filming and photo shoots. The Department also manages the Code Enforcement Program to address property maintenance nuisances, such as control of overgrown vegetation, unlawful accumulation of debris, vacant buildings, unlawful use of potable water, etc.

Department staffing consists of 5.46 full time employee equivalents, which includes 5 full-time staff members and 960 hours of part-time staffing. The Department utilizes the services of a contract Building Official, contract Building Inspector and contract Structural Plan Checker to review plans for compliance with adopted building codes prior to permit issuance. The chart below illustrates the organization of the Department by employee classification.

Organizational Chart



PLANNING & COMMUNITY PRESERVATION DEPARTMENT

Board/Committee Liaisons

The Department serves as liaison to the:

- Planning Commission

Department Mission Statement

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

Accomplishments FY 2015-2016

- Adopted Urgency Ordinance 1366-U, to rescind Ordinance 1360-U that established an Interim Demolition Moratorium and Ordinance, on the demolition, in part or in whole, of single-family homes and duplexes that were constructed prior to 1941, effective as of July 2015.
- Adopted amendments to Chapter 15.38, Small Residential Rooftop Solar Systems effective as of October 2015.
- Adopted amendments to Chapter 17.93, Standards and Criteria for Wireless Telecommunications Facilities effective as of December 2015.
- Adopted amendments to Chapter 17.10, Marijuana Cultivation and Dispensaries effective as of February 2016.
- Adopted amendments to the R-1 (One Family Residential Zone) Ordinance, and Conditional Use Permit (CUP) and Minor Conditional Use Permit Standards effective as of March 2016.
- Adopted amendments to Chapter 17.28, R-3 Multiple Family Residential Zone, to allow densities of approximately 13 units per acre and establish a maximum allowable floor area. Introduced for first reading June 2016. The Planning Commission also appointed an R-3 sub-committee to provide policy direction to staff in updating the R-3 design standards.
- Adopted amendments to Chapter 17.38, Institutional Zone introduced for second reading on June 14, effective as of July 2016.
- Published a Mills Act Contract brochure January 2016.
- Granted Local Historic Landmark status to the Webster House at 101 West Bonita Avenue, November 2015.
- Updated Planning and Development Fees.

Objectives from FY 2015-2016 continued to FY 2016-2017

- Finalize the revisions to the Public Facilities Fee Impact Study (development impact fees) to update methodology and fees to be charged to development.
- Continue policy implementation efforts of the General Plan Update.
- Management of current Mills Act contracts, annual monitoring for compliance with contracts, and processing of any new applications.

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

Department Goals FY 2016-17

- Implement General Plan Update policies as prioritized by City Council.
- Update various zoning code ordinances/sections which are problematic, in need of clarification, such as the provisions for Hillside Management Zone, neighborhood notification and appeal procedures, adult businesses, group homes, and updating the official zoning map.
- Update various zoning code ordinances to achieve compliance with State mandates.
- The City shall develop a plan that addresses parking, walkability, and pedestrian activity in the core area.
- Continue to achieve compliance with legal deadlines with discretionary approvals.
- Update Public Facilities Fee Impact Study (Development Impact Fees) to update methodology and fees to be charge to development.
- Update monitoring and compliance of the 18 Mills Act contracts with the assistance of a non-paid historic preservation intern.

Performance Measures

Performance Measures	Actual FY 14-15	Actual FY 15-16	Projected FY 16-17
Planning Commission Meetings	23	19	23
Planning Applications Processed	102	50	96
Counter Traffic	1,775	1,874	1,825
Plan Checks	144	100	122
Building Inspections	1,362	1,549	1,455
Building Permits Issued	699	792	745
Code Enforcement Cases	Not Reported	121	160

Operational Highlights FY 2016-2017

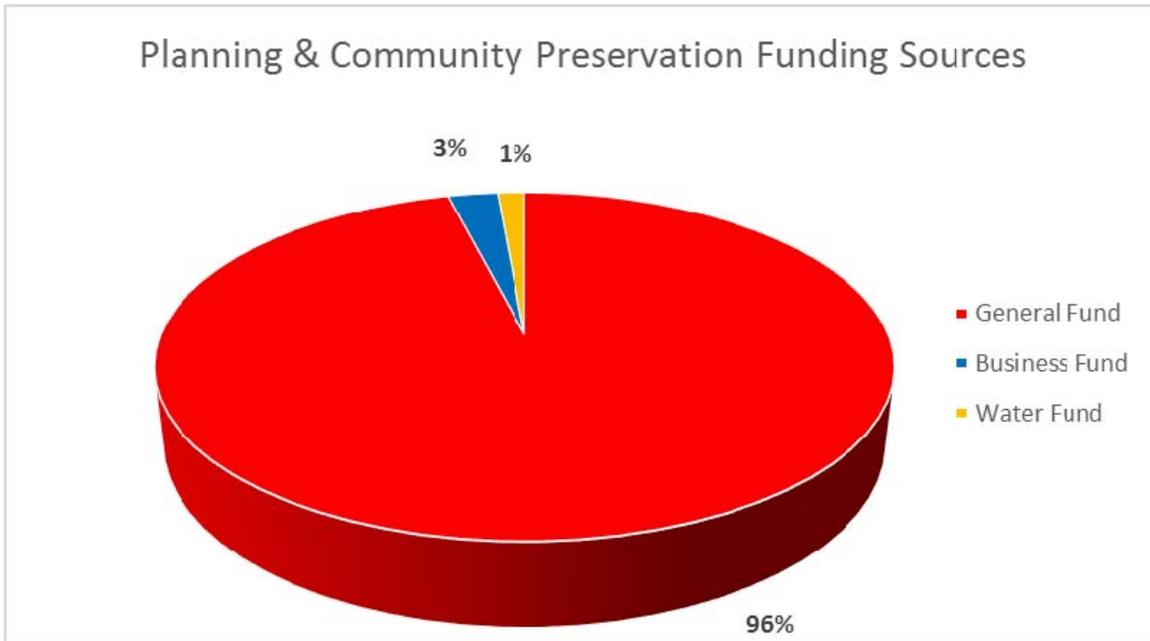
- The Department will be completing an updated Development Impact Fee Study.
- The Department will continue to contract for full-time Building and Safety services on a percentage of fees basis, under the three-year contract (60% of plan check fees, 70% of permit fees) approved in May 2016.
- The Department completed its first full fiscal year overseeing Filming.
- The Department is recruiting for a full-time Code Enforcement Officer.

PLANNING & COMMUNITY PRESERVATION DEPARTMENT

EXPENDITURE CATEGORY	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
PLANNING AND COMMUNITY PRESERVATION			
Personnel	440,616	533,400	576,400
Maintenance & Operations	741,538	705,200	592,500
Capital Outlay	-	-	5,000
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT	1,182,154	1,238,600	1,173,900

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	-	-	532,900
Maintenance & Operations	-	-	589,300
Capital Outlay	-	-	5,000
TOTAL GENERAL FUND	-	-	1,127,200
DEVELOPMENT SERVICES FUND			
Personnel	390,047	533,400	-
Maintenance & Operations	671,757	699,200	-
TOTAL DEVELOPMENT SERVICES FUND	1,061,804	1,232,600	-
INTERNAL SERVICES FUND			
Maintenance & Operations	69,781	6,000	-
TOTAL INTERNAL SERVICES FUND	69,781	6,000	-
SUCCESSOR AGENCY			
Personnel	50,569	-	-
TOTAL SUCCESSOR AGENCY	50,569	-	-
BUSINESS FUND			
Personnel	-	-	27,000
Maintenance & Operations	-	-	3,200
TOTAL BUSINESS FUND	-	-	30,200
WATER FUND			
Personnel	-	-	16,500
TOTAL WATER FUND	-	-	16,500
TOTAL PLANNING AND COMMUNITY PRESERVATION DEPARTMENT	1,182,154	1,238,600	1,173,900

PLANNING & COMMUNITY PRESERVATION DEPARTMENT



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City of Sierra Madre

Village of the Foothills



Police Department

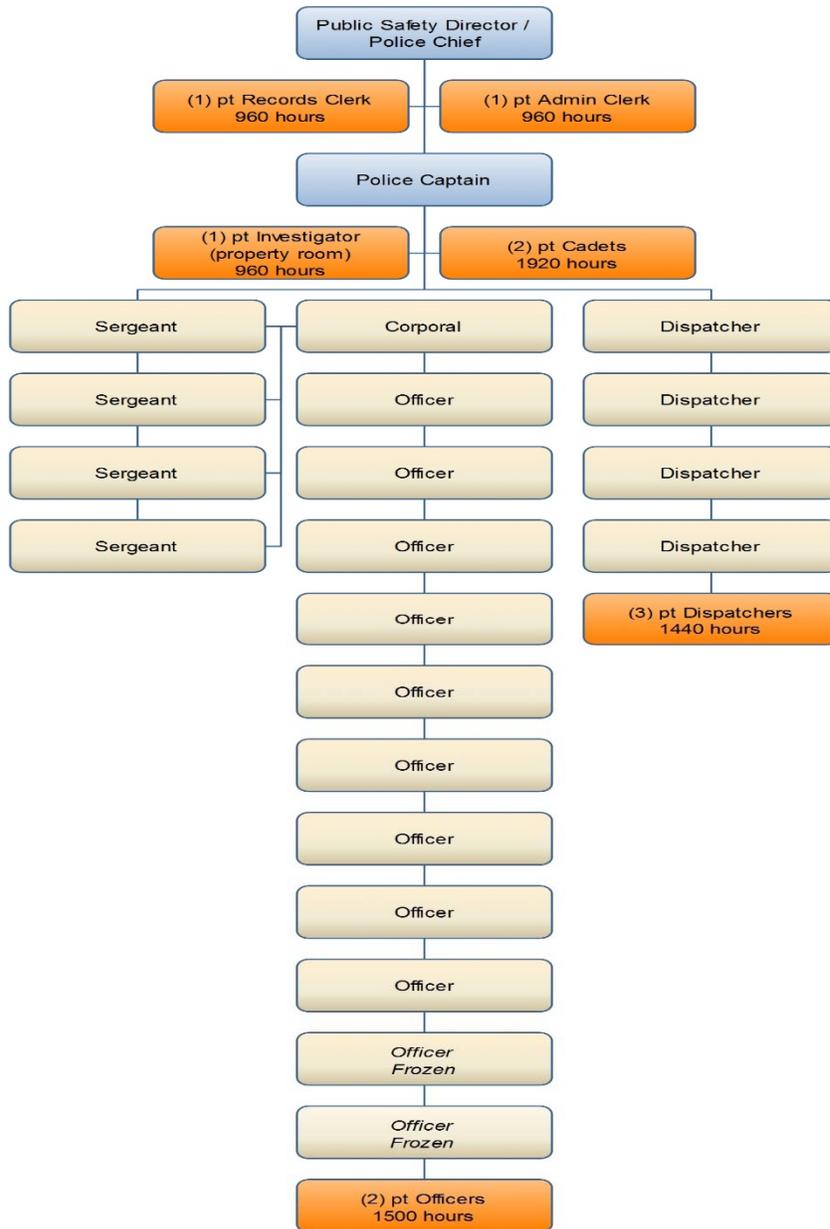
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Department Overview

The men and women of the Sierra Madre Police Department are committed to ensuring a safe environment for those who live, visit, and work in Sierra Madre. The Police Department consists of 20 full-time employees, sixteen (16) part-time employees, six (6) Reserve Officers, three (3) Community Service Officers and seventeen (17) Volunteers. The Department is responsible for partnering with the community to prevent crime and to promote health and safety. The Department also enforces and monitors traffic violations, investigates crimes, and handles code enforcement in the absence of the City's Code Enforcement Officer.

Organizational Chart



Police Department Mission Statement

To ensure community safety, and to deliver the highest quality service through our dedication, teamwork, and partnerships.

Accomplishments FY 2015-2016

Dispatch Center

- Upgraded our current 911 phone system by installing software and hardware to our existing system (at no cost to the city).
- The dispatch center was operating with broken console furniture. A grant was obtained from the state to purchase new console furniture.
- The Computer Aided Dispatch (CAD) and Law Enforcement Records Management System (RMS) was upgraded. This upgrade was partially funded through a grant obtained from the state.

Patrol

- Officers were dispatched to 13,335 calls for service.
- Officers continue to walk downtown in the Business District during their shifts.
- Officers participated with City staff with the Summer Fun in the Park.
- Joint training was conducted with the Fire Department on Mass Casualty Incidents and Active Shooters. During the training, the Fire Captains and Police Sergeants participated in a tabletop exercise.
- With the recent upgrade of our RMS system, officers are now able to write reports in the field.
- We have successfully recruited and hired two police officers and one dispatcher.

Investigations

- The Detective Bureau wrote multiple search warrants, sent multiple types of evidence to the crime lab for DNA, computer, or latent print forensic processing.
- Numerous felony and misdemeanor cases were filed with the Los Angeles County District Attorney's Office

Community Services Officers

- Currently we have three (3) Community Services Officers. Two officers are working parking enforcement throughout the city. One officer oversees the department's social media and community outreach, utilizing venues like "Coffee with a Cop", Neighborhood/Business Watch Meetings, and the preparation of the Police Blotter.

Volunteers/Reserve Police Officers

- The Sierra Madre Police Volunteers continue to augment the department by conducting special assignments and details, so that police officers can increase their availability in the field. This year, our Sierra Madre Police Volunteers volunteered a total of almost 1700 hours of service to the city.
- Our Reserve Police Officers perform law enforcement duties in the community and often assist at neighborhood watch meetings and city events.

Public Safety Committee

- The City of Sierra Madre formed a committee to act as an advisory panel for all aspect of Public Safety within the community. The committee currently has five members on the board, one council liaison and one staff member on committee.
- The committee meets the 2nd Thursday of the month at 6:00 PM in the City Hall Conference Room.

Objectives from FY 2015-16 not completed / continued to FY 2016-2017

- Due to staffing shortages, the Sierra Madre Police Department was unable to provide night time police services.
- Ability to staff a second Detective to reduce investigation times for Part-1 crimes.
- Consistent staff for traffic and DUI enforcement.
- Increase the bicycle patrol and foot patrol in the Downtown Business District.
- Community Service Officers to handle routine reports to free up Police Officers for Patrol.

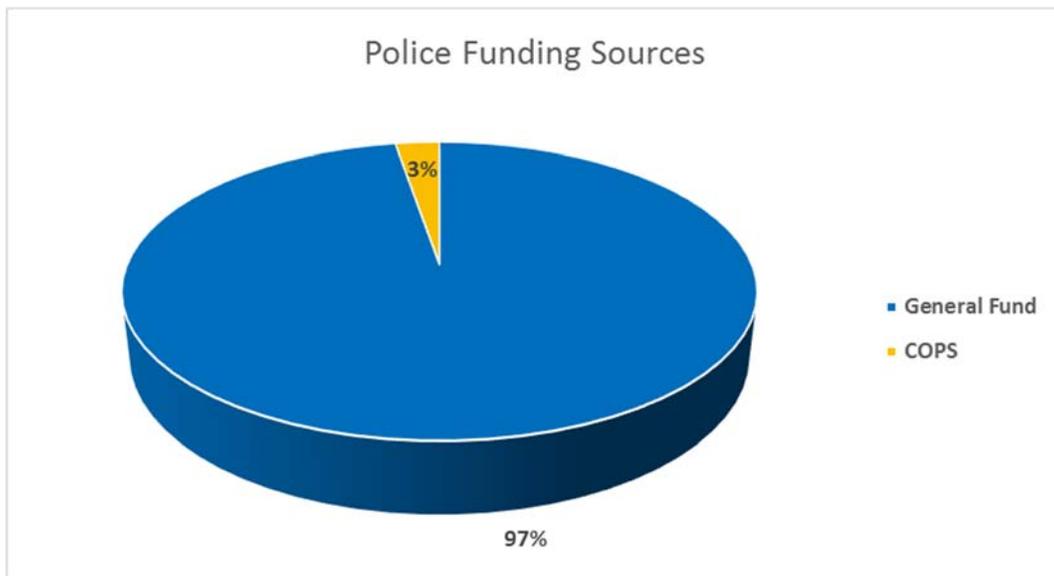
Department Goals FY 2016 - 2017

- To recruit and hire additional staff for the police department.
- Neighborhood Watch presentations to increase to three a month.
- The department is sponsoring a police officer trainee to attend a police academy in July 2016.
- Expand our Reserve Police Officer Program.
- Conduct one “Coffee with a COP” meeting once a month.
- Community Service Officers to assist with in-field reporting to reduce the wait time to community members.
- Increase in the number of hours for the “Volunteers on Patrol”.
- Reduction in overall response times.
- Reduction in Part 1 crimes by 2 ½%

	FY 2014-2015	FY 2015-2016	FY 2016-2017
EXPENDITURE CATEGORY	Actuals	Unaudited	Adopted
POLICE			
Personnel	3,083,328	3,102,600	2,850,000
Maintenance & Operations	551,899	982,200	862,700
Capital Outlay	971	-	27,000
TOTAL POLICE DEPARTMENT	3,636,198	4,084,800	3,739,700

POLICE DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	2,982,536	3,023,400	2,775,400
Maintenance & Operations	403,828	907,500	837,300
Capital Outlay	971	-	27,000
TOTAL GENERAL FUND	3,387,335	3,930,900	3,639,700
COPS FUND			
Personnel	99,483	79,200	74,600
Maintenance & Operations	140,554	67,500	25,400
TOTAL COPS FUND	240,037	146,700	100,000
OTHER SPECIAL REVENUE FUND			
Personnel	-	-	-
Maintenance & Operations	7,517	7,200	-
TOTAL OTHER SPECIAL REVENUE FUND	7,517	7,200	-
BUSINESS FUND			
Personnel	1,309	-	-
TOTAL BUSINESS FUND	1,309	-	-
TOTAL POLICE DEPARTMENT	3,636,198	4,084,800	3,739,700



City of Sierra Madre

Village of the Foothills



Public Works Department

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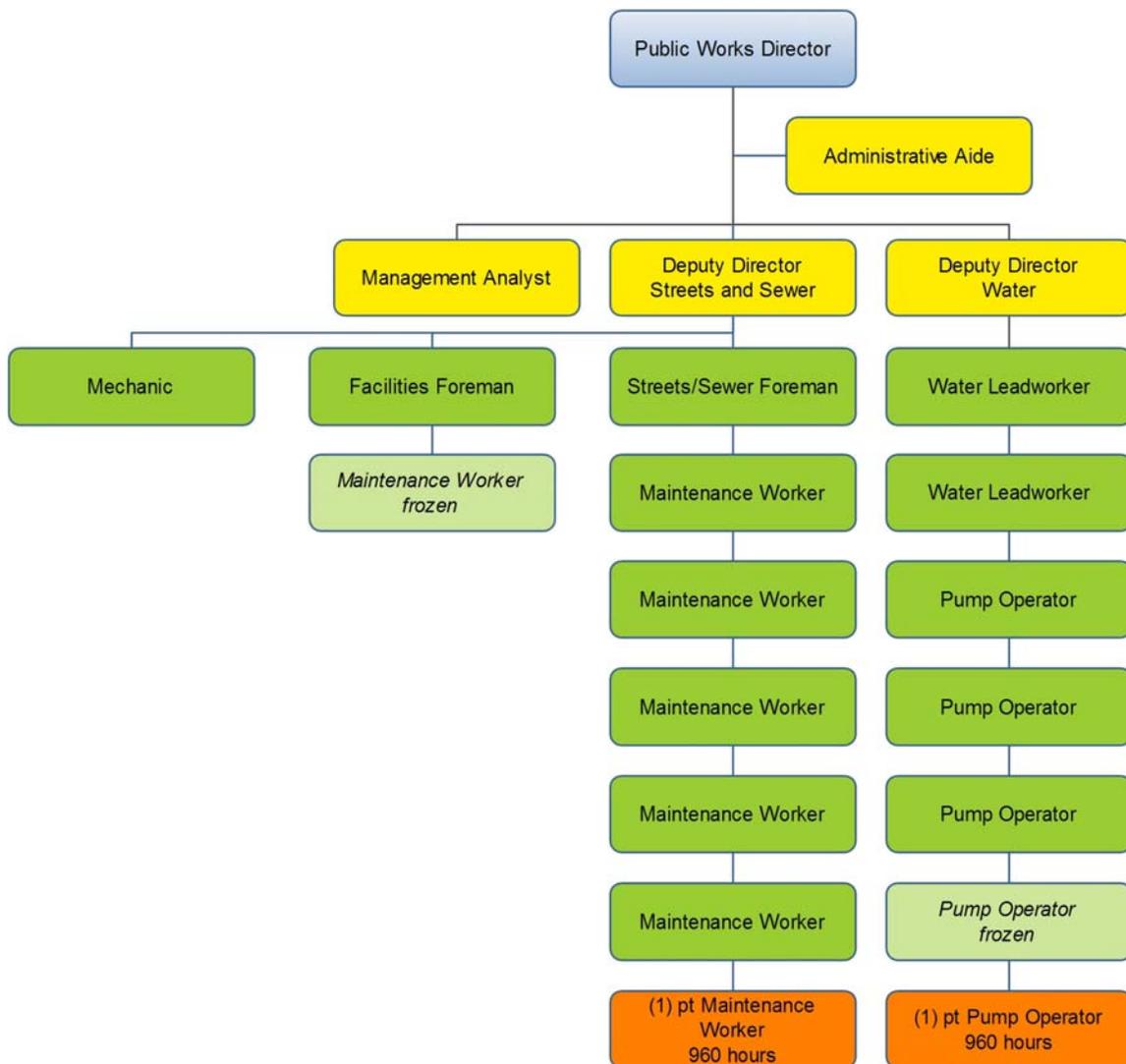


PUBLIC WORKS DEPARTMENT

Department Overview

The Public Works Department consists of twenty (20) full time employees and two (2) part-time positions. The Department is responsible for production and distribution of potable water to the community. In addition, the department is responsible for the maintenance of all City infrastructure, including street, sewer, storm drain and water systems, maintenance of all City buildings, parks, landscaped areas and City owned trees. The Public Works Department also maintains the City's vehicle fleet. Department staff administers the City's contract solid waste disposal, street sweeping, transportation, and tree trimming services.

Organization Chart



One F/T Maintenance Worker position and one F/T pump Operator position will remain frozen for FY 2016-17.

Board/Committee Liaisons

The Department serves as liaison to the:

- Energy, Environment and Natural Resources Commission

Public Works Mission Statement

We are dedicated to delivering quality customer service to our community. As a team, we strive to update services in response to changing needs. We are committed to providing all services in a manner that is professional, courteous, cost effective, efficient and understanding.

Accomplishments for FY15-16

- Initiated water conservation programs, including monitoring and enforcement of City-adopted statewide regulations.
- Completed municipal pool re-plaster.
- Completed Senior Center storage room addition.
- Replaced Idle Hour and Skyland Drive water mains.
- Purchased water system leak detection equipment.
- Established generator maintenance agreement for emergency generators at Civic Center and Maintenance Yard, deferring the need to replace the existing equipment.
- Completed final Corrosion Control Plan.
- Completed Civic Center Landscape project.
- Reduced water consumption a total of over 30% across all City-owned water accounts.
- Administered community-wide water conservation programs resulting in conservation of 20% over FYE 2013.
- Obtained Watermaster and State regulatory approvals to utilize imported water for groundwater recharge; eliminated direct use of imported water.
- Switched to use of imported water for groundwater recharge.
- Proved through tracking of imported water chemical constituents in groundwater that Sierra Madre spreading basins do recharge the Eastern Unit of the Raymond Basin.

Objectives for FY 2015-16 Not Completed/Continued to FY 2016-17

- Complete FY 2015-16 street improvement program.
- Correct highest priority sewer main deficiencies.
- Replace Santa Anita Creek Diversion Structure (East Raymond Basin Project).
- Complete water distribution system master plan.
- Replace highest priority water mains.

PUBLIC WORKS DEPARTMENT

Department Goals FY 2016-2017

- Continue water conservation-related activities
- Replace highest priority water mains.
- Continue implementation of NPDES Municipal Permit requirements.
- Continue installation of drywells in parkways.
- Initiate action on ADA compliance assessment.
- Replace water meters to allow for implementation of AMI water metering system.
- Complete Maintenance Yard (Water) and Civic Center Solar Energy Project.
- Continue to work with San Gabriel Valley Municipal Water District, the Raymond Basin Watermaster, and the City of Arcadia to restore the Santa Anita Subarea of the Raymond Basin to previous water levels.
- Continue to work with San Gabriel Valley Municipal Water District, the Main San Gabriel Basin Watermaster, and the City of Arcadia to construct a well in the Main San Gabriel Basin.

PERFORMANCE MEASURES

Street/sewer Division	Actual FYE 2016	Projected FYE 2017
Potholes repaired (each)	575	600
Sewers Cleaned (lf)	186,176	186,176
Replaced damaged sidewalk (sq ft)	10,000	10,000
Temporary Repairs on sidewalk (sq ft)	3,000	4,000
PW Service requests resolved	850	950
Trees trimmed	24	20
Trees removed	75	80
Trees planted	0	0
Trees inspected	155	200
Streets resurfaced (sq ft)	0	170,000
Stormwater samples taken (Maint. Yard)	4	7
Sewer main repairs (ea)	0	10
Sewer main replacement or lining(lf)	0	2,790
Sewer manhole repairs	7	2
Turf Removal Rebates Requested	0	0
Turf Removal Rebates Issued	0	0
Conservation Courtesy Letters	72	80
Conservation Notices of Violation	348	300

PUBLIC WORKS DEPARTMENT

Conservation Administrative Citations	46	50
Water Audits Performed	37	60
Community Events setup/supported	16	16
Transmission/Distribution Main Replaced (lf)	1,750	840 - 4,015*
Repaired service leaks	19	20
Repaired mainline leaks	550	400
Valves exercised	267	300
Hydrants Flushed	2,148	1,000
Meters replaced		
New services installed	0	0
Water Produced (Gallons)	671 MG	671 MG
Water meter readings	23,796	23,796

* Main reaches previously identified as Phases 1b and 2 include Sierra Place, Canyon Crest, Manzanita, West Montecito, Woodland Drive, Fern Drive, and a x-country main between Canyon Crest and Brookside. The list is subject to change based on the completion of the Master Plan in FYE 2017.

Operational Highlights FY 2016-2017

- Multi-Agency Cooperative Agreement: The City has entered into a Cooperative Agreement with the Los Angeles County Department of Public Works, the Raymond Basin Management Board, and the City of Arcadia to fund a series of projects intended to capture rainwater runoff for groundwater recharge. The overall project costs are estimated at \$22,000,000. Sierra Madre's share of the project cost is \$900,938. The first 50% installment payment on this was paid in 2015; the second installment will be split between this fiscal year and FY 2017-18.
- Street resurfacing will continue during this budget cycle.
- The City is partnering with the Los Angeles County Department of Public Works on a The Bridge Preventative Maintenance Program that is expected to begin in FY 2016-17.
- The Department will continue to hold one (1) water pump operator and one (1) facilities maintenance worker position "frozen" during this budget cycle.

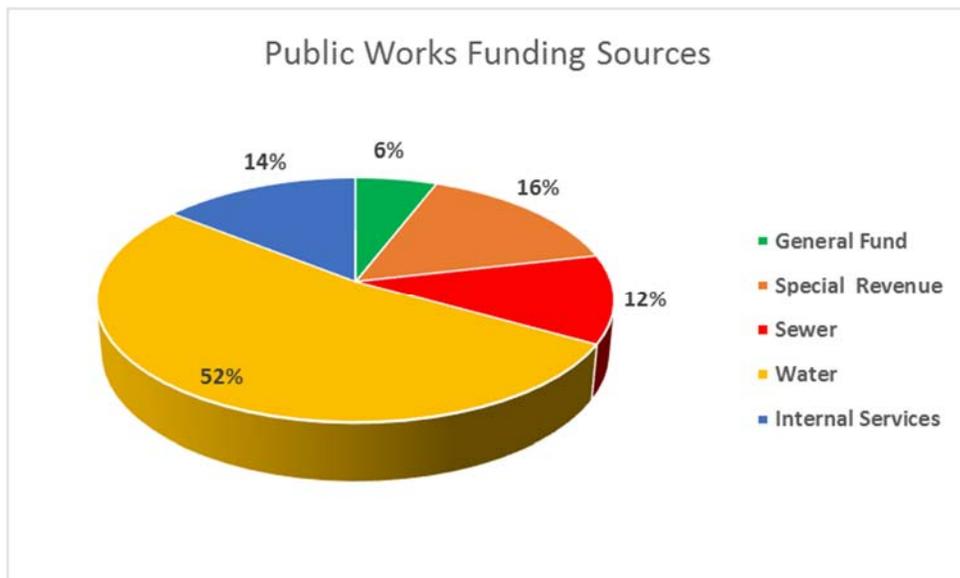
EXPENDITURE CATEGORY	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
PUBLIC WORKS			
Personnel	1,808,337	1,822,300	1,710,100
Maintenance & Operations	3,627,141	3,827,800	4,782,800
Capital Outlay	3,828,394	1,602,700	2,911,800
TOTAL PUBLIC WORKS DEPARTMENT	9,263,872	7,252,800	9,404,700

PUBLIC WORKS DEPARTMENT

FUND TYPE	FY 2014-2015 Actuals	FY 2015-2016 Unaudited	FY 2016-2017 Adopted
GENERAL FUND			
Personnel	244,342	234,400	214,500
Maintenance & Operations	212,066	259,100	338,200
Capital Outlay	53,000	60,000	-
TOTAL GENERAL FUND	509,408	553,500	552,700
ASSESSMENTS			
Maintenance & Operations	83,367	83,000	71,900
TOTAL ASSESSMENTS FUND	83,367	83,000	71,900
ENVIRONMENT FUND			
Personnel	42,318	48,800	46,200
Maintenance & Operations	54,880	68,800	70,100
TOTAL ENVIRONMENT FUND	97,198	117,600	116,300
GAS TAX FUND			
Personnel	75,746	-	-
Maintenance & Operations	220,346	222,900	226,000
TOTAL GAS TAX FUND	296,092	222,900	226,000
MEASURE R FUND			
Personnel	29,382	91,800	76,000
Maintenance & Operations	5,220	11,400	11,300
Capital Outlay	528,776	270,200	365,000
TOTAL MEASURE R FUND	563,378	373,400	452,300
PROP A FUND			
Personnel	-	8,300	10,200
Maintenance & Operations	-	-	168,300
TOTAL PROP A FUND	-	8,300	178,500
PROP C FUND			
Maintenance & Operations	5,704	12,400	30,700
Capital Outlay	113,874	102,500	290,000
TOTAL PROP C FUND	119,578	114,900	320,700
OTHER SPECIAL REVENUE FUND			
Maintenance & Operations	46,572	102,000	95,800
Capital Outlay		118,700	-
TOTAL OTHER SPECIAL REVENUE FUND	46,572	220,700	95,800

PUBLIC WORKS DEPARTMENT

FUND TYPE	FY 2014-2015 Unaudited	FY 2015-2016 Adopted	FY 2015-2016 Adopted
SEWER FUND			
Personnel	449,595	502,200	488,400
Maintenance & Operations	227,747	196,300	324,800
Capital Outlay	190,871	235,000	292,700
TOTAL SEWER FUND	868,213	933,500	1,105,900
WATER FUND			
Personnel	683,349	717,900	667,100
Maintenance & Operations	2,189,968	2,220,400	2,805,300
Capital Outlay	1,158,167	486,200	1,464,500
TOTAL WATER FUND	4,031,484	3,424,500	4,936,900
INTERNAL SERVICES FUND			
Personnel	283,605	218,900	207,700
Maintenance & Operations	581,271	651,500	640,400
Capital Outlay	1,783,706	330,100	499,600
TOTAL INTERNAL SERVICES FUND	2,648,582	1,200,500	1,347,700
TOTAL PUBLIC WORKS DEPARTMENT	9,263,872	7,252,800	9,404,700



City of Sierra Madre

Village of the Foothills



Capital Purchases and Capital Projects

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FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

Included with the budget for City Council authorization is a 5-Year capital improvement program (CIP) which covers the next budget and four years beyond. The 5-Year CIP allows for medium range planning of expenditures and phasing of projects. The CIP is comprised of two portions, Capital Projects, which can be best described as mainly construction-related activities; have a useful life greater than a one year and have activity that will expand over several periods to complete; and Capital Purchases, which are just that, purchases of major pieces of equipment, necessary for the general operation of the City, have a useful life greater than one year, and are valued at \$5,000 or more (per unit).



The CIP budget represents a major investment in the community's future and infrastructure, while maintaining significant funding for operations and service levels to meet City Council goals. The Fiscal Years 2016-2021 Capital Improvement Program (CIP) is a multi-year plan for capital expenditures to replace and expand the City's infrastructure, vehicles and equipment. The program is updated annually to reflect the latest

Council priorities, to provide updated cost estimates, and to identify available revenue sources.

Preparing the Capital Improvement Program requires identifying the various sources of revenue for the projects such as debt, federal grants, state grants, existing reserves and Capital Pay As You Go. Currently the City does not list any CIP's that will be funded either through issuing new bonds or other debt financing.



In addition, each project must be evaluated as to the impact it will have on the City's operating budget. New facilities and acquisitions require staff, utilities, maintenance and other costs that must be included in the operating budget. Equipment purchases should have a planned replacement and maintenance schedule. Building and infrastructure improvements should have efficiency, utility savings and

service enhancements designed into the projects.

CAPITAL IMPROVEMENT PROJECTS and PURCHASES

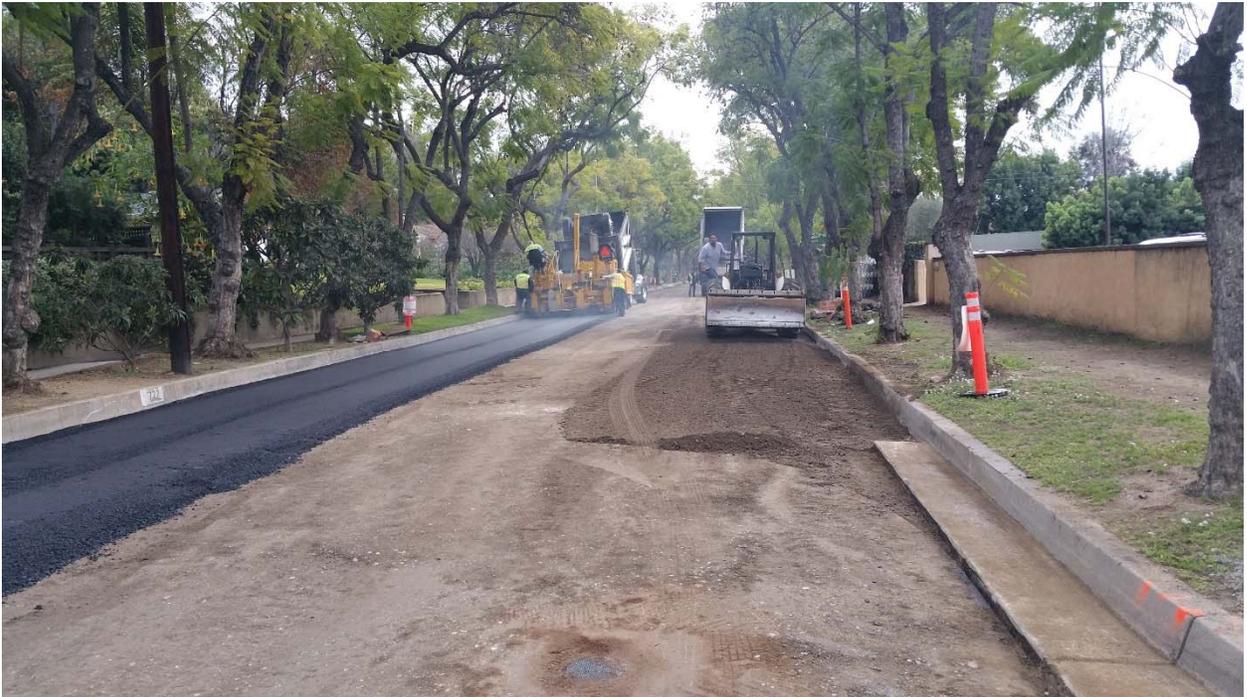
Purchases and Projects

A. Major Purchases

In FY 2016-2017, the Fleet Fund will replace a Public Works dump truck and three utility trucks, a pick-up truck, a GMC Sonoma and a backhoe. In this budget, the Technology fund will replace computers per its computer replacement policy and various City servers.

B. Major Projects

The City of Sierra Madre will continue its street and parking area repavement projects as funded by Proposition C, Measure R, and Gas Tax funds. The Sewer fund will continue the sewer main replacement five year projects as outlined in the Sewer Master Plan. General Fund, Storm Drain projects, including carryovers over from prior years, include the upgrade of the vehicle wash facility to meet Industrial Permit standards, install catch basin inserts and joint storm water planning with other regional agencies.

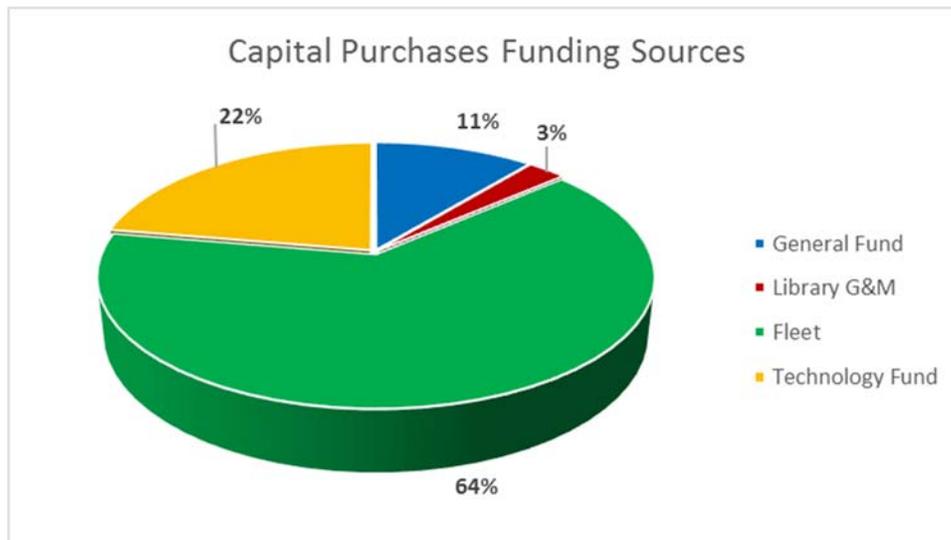


Capital Purchases Summary

The Capital Purchases Summary lists 40 individual items of equipment that should be purchased or replaced within the next five fiscal years or soon thereafter. These range from computers and related operating and software systems to park equipment to specialized equipment. The City has an annual vehicle replacement schedule. The CIP for FY 2016-2017 lists 14 proposed capital purchases totaling \$528,600.

CAPITAL IMPROVEMENT PROGRAM

		Carryover						
		FY15-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	Unfunded
ADMIN	Technology	22,000	118,000	106,000	86,000	56,000	56,000	
	Unfunded			200,000	200,000	200,000	200,000	75,000
ADMIN Total		22,000	118,000	306,000	286,000	256,000	256,000	75,000
DEVSE	Unfunded				45,000			65,000
DEVSE Total					45,000			65,000
FIRE	Fleet			38,000	185,000			
	General Fund		12,000		12,000			34,000
	Paramedic				20,000			450,000
FIRE Total			12,000	38,000	217,000			484,000
LIB	General Fund		14,000					55,700
	Library G&M		14,000					
	Unfunded							155,000
LIB Total			28,000					210,700
PD	Fleet			40,000				
	General Fund		32,000		24,000			
	Unfunded							150,000
PD Total			32,000	40,000	24,000			150,000
PW	AQMD		92,300					
	Fleet		338,600		120,000			
	Unfunded							1,000,000
	Water							6,500
PW Total		92,300	338,600		120,000			1,006,500
Grand Total		114,300	528,600	384,000	692,000	256,000	256,000	1,991,200



CAPITAL IMPROVEMENT PROGRAM

Capital Project Summary

The purpose of the CIP is to fund capital projects and capital acquisitions that will provide a long-term benefit to the citizens of Sierra Madre. The majority of the plan is maintained at the same level as last year and there have been some new needs identified this year that have had an impact on the CIP budget.

The Capital Project Summary lists 120 projects recently completed, underway, or planned for the next 5 fiscal years. As with the capital purchases, these cover a wide range of community improvements, from resurfacing streets to Water and Sewer Main Replacement. The CIP for FY 2016-2017 lists 19 projects totaling \$1,954,600 million.

Unfunded Capital Improvements

Included in the list of budgeted Capital Improvements are lists of the many unfunded City



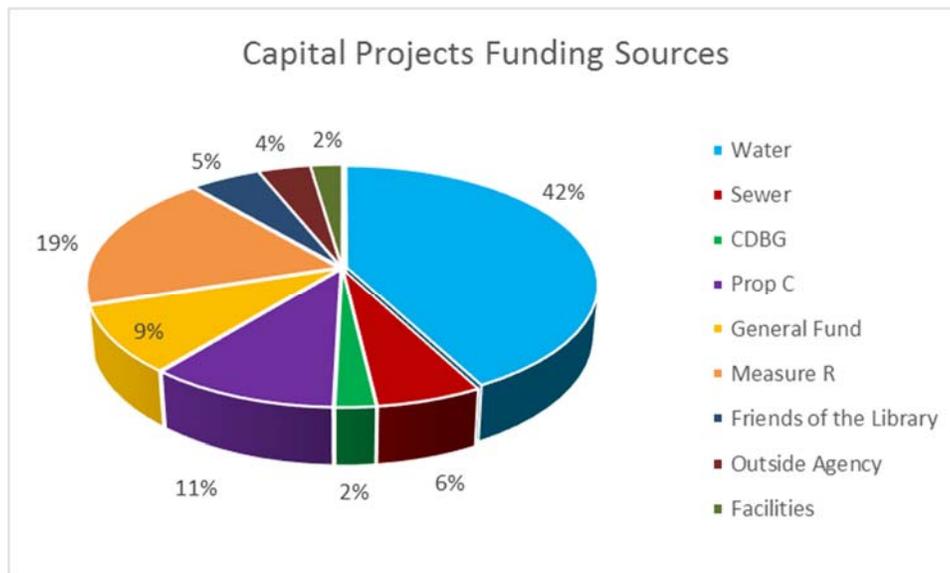
CIP needs. Projects in the Capital Improvement Program are ranked using various criteria such as the amount of funds available, importance to the overall mission of the Division and strategic priorities of the City Council. The unfunded list is an important component of the CIP process as it keeps the total City needs in the spotlight allowing City Council and staff to plan for the future.

This is not an all-inclusive list and will continue to grow as the City's buildings and infrastructures age. Additionally, with each passing year, the inflationary factor of construction, materials, and supplies continue to rise at rate twice the normal consumer price index which leads to additional unplanned expenses. The current estimates to complete the list as presented is over \$86 million. These include primarily water and sewer system improvements, but also include the street resurfacing, City facility improvements, and unfunded technology and equipment

purchases.

CAPITAL IMPROVEMENT PROGRAM

FY 2015-16							
	Carryover	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	Unfunded
ADMI Unfunded							135,000
ADMIN Total							135,000
C-SVC FACILITIES		-	125,000	75,000	17,000		
Future		-					100,000
Unfunded		-					673,500
Recreation Donations	15,000						
C-SVCS Total	15,000	-	125,000	75,000	17,000		773,500
LIB Unfunded							400,000
General Fund	35,000						35,000
LIB Total	35,000						435,000
PW CDBG GRANT		43,900					
FACILITIES		45,000					
WATER	160,000	825,500	225,000	36,800	96,300	74,400	4,886,700
SEWER	100,000	115,700	100,000	100,000	6,000		
Unfunded			304,000	12,000			74,743,500
Prop C	100,000	206,000	55,000	150,000	166,000	150,000	
Measure R	-	365,000	294,000	24,000	24,000	24,000	
General Fund	662,500	178,500	116,000	-	-	-	5,600,000
Outside Agency		75,000					4,639,000
SM Community Foundation	31,200						
Friends of the Library		100,000					70,000
Capital Projects Fund	192,600		-	-	-	-	
PW Total	1,246,300	1,954,600	1,094,000	322,800	292,300	248,400	89,939,200
Grand Total	1,296,300	1,954,600	1,219,000	397,800	309,300	248,400	91,282,700



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PURCHASE	DEPT.	FUND #	FY15-16 Carryover	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Administration										
Upgrade GIS software	DEVSERV	Unfunded				\$45,000			\$65,000	
Computer replacement policy (10-15 annually)	ADMIN	60003		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		8 year rotation
Microsoft office licensing - 365	ADMIN	60003		\$36,000	\$36,000	\$36,000	\$36,000	\$36,000		IT policy budgeted annually
Council Chambers A/V, Wi-Fi, Streaming Improvements	ADMIN	60003								IT one time use of reserves, should be planned every 10 years
City Servers	ADMIN	60003	\$22,000	\$42,000		\$30,000				six year rotation
IT Master Plan	ADMIN	Unfunded			\$200,000	\$200,000	\$200,000	\$200,000		
Land Management ERP	ADMIN	60003		\$20,000	\$50,000					
Granicus (digital cataloging and storage of CC meetings)	ADMIN	Unfunded								
Fire Department										
Dual Axle trailer - USAR	FIRE	10000							\$10,000	every 15 years
Utility Truck	FIRE	60000			\$38,000					every 10 years
Fire Dept. MDC's	FIRE	10000		\$12,000		\$12,000				every two years (replaces 2)
Thermal Imaging Camera	FIRE	10000								every six years
Jaws-of-life	FIRE	10000						\$24,000		every 20 year
Ambulance	FIRE	60000				\$185,000				every seven years 2022-23
Cardiac defibrulators	FIRE	36001				\$20,000				every six years
Fire Engine	FIRE	36001							\$450,000	UNFUNDED
Library										
Records retention/preservation	ADMIN	Unfunded							\$75,000	est \$100,000
Library information system upgrade	LIB	10000							\$55,700	seven year rotation with (annual lease)
RFID	LIB	10000		\$14,000						RFID 50% Gift & Memorial & 50% GF
RFID	LIB	39002		\$14,000						RFID 50% Gift & Memorial & 50% GF
Outdoor Furniture	LIB	Unfunded							\$50,000	every 7-10 years
Self Check Machine	LIB	Unfunded							\$25,000	one time purchase(annual maintenance)
Shelving	LIB	Unfunded							\$80,000	one time purchase (ADA)

PURCHASE	DEPT.	FUND #	FY15-16 Carryover	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Planning & Community Preservation										
Storage Shelves	PD	10000		\$5,000						
Police Department										
PD Mobile Radios	PD	10000				\$24,000				estimated cost to replace 25 radios
Ruggedized laptops for police cars	PD	10000								five year life
Patrol Vehicle	PD	60000			\$40,000					annual rotation
Police Dispatch Console replacement (2)	PD	Unfunded							\$150,000	UNFUNDED
Stancil Dispatch Recorder	PD	10000		\$27,000						
Public Works										
Backhoe replacement	PW	60000				\$120,000				every 20 years
Telescopic Boom Lift	PW	60000								UNFUNDED
Update Urban Water Management Plan	PW	71000							\$6,500	State Requirement, 5-year intervals
Radio Read Meter/Software	PW	Unfunded							\$1,000,000	possible master lease
Replace #5105 GMC Sonoma	PW	60000		\$32,300						
Replace #5111 1996 Ford Utility	PW	38003	\$50,600							every 10 years
Replace #5101 1996 Chevy Utility	PW	60000		\$37,300						every 10 years
Replace #5118 1999 Chevy Pickup	PW	38003	\$41,700							every 10 years
Replace #5115 2002 Chevy Utility	PW	60000		\$42,000						
Replace #5124 1982 Ford Dump Truck	PW	60000		\$82,000						every 10 years
Replace #5201 1993 Deere Backhoe	PW	60000		\$145,000						
TOTAL			\$114,300	\$528,600	\$384,000	\$692,000	\$256,000	\$256,000	\$1,991,200	

PROJECT	DEPT.	Fund #	15-16 Carryov	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Storm Drain/ NPDES Projects										
Catch Basin Inserts	PW	10000	\$ 78,500	\$ 78,500	\$ 77,000					GASB 54 6/9/15
Regional BMP's	PW	10000	\$ 10,000	\$ 50,000						GASB 54 6/9/15
Local BMP's	PW	10000	\$ 50,000	\$ 50,000						GASB 54 6/9/16
EWMP Development	PW	10000								
NPDES Vehicle Washing Station	PW	10000	\$ 75,000							GASB 54 6/9/15
Storm Drain/ NPDES Projects Subtotal			\$ 213,500	\$ 178,500	\$ 77,000	\$ -	\$ -	\$ -	\$ -	
Sewer projects										
Sewer repairs per Sewer System Management Plan	PW	72000	\$ 100,000	\$ 115,700	\$ 100,000	\$ 100,000				Per Sewer Master Plan recommendation
Update Sewer System Management Plan	PW	72000					\$ 6,000			Required by State every 5 years
Sewer Projects Subtotal			\$ 100,000	\$ 115,700	\$ 100,000	\$ 100,000	\$ 6,000	\$ -	\$ -	
Street Resurfacing or Replacement										
Street Reconst. - STPL Exchange	PW	40000	\$ 192,600		\$ -	\$ -	\$ -	\$ -		STPL Exchange for Metro Funds
Street Reconst. - Prop. C West Grandview	PW	37009	\$ 100,000	\$ 190,000						projected available funding
Citywide Street Reconst. - Prop C	PW	37009	\$ -		\$ 55,000	\$ 150,000	\$ 150,000	\$ 150,000		projected available funding
Street Reconst. - Measure R	PW	38007	\$ -	\$ 365,000	\$ 294,000	\$ 24,000	\$ 24,000	\$ 24,000		projected available funding
Street Reconst. - Gen Fund	PW	10000	\$ 404,000						\$ 5,550,000	Allocated from GF reserves GASB 54 6/24/14
Street Reconst - Gen Fund	PW	10000			\$ 39,000	\$ -	\$ -	\$ -		
Repave City-owned parking lots	PW	Unfunded							\$ 500,000	UNFUNDED
Repave East Montecito	PW	Unfunded							\$ 125,000	possible Prop C or Measure R
Other Street Improvement Projects										
Bridge Preventative Maintenance	PW	10000								PROCEEDING UNDER COUNTY/STATE PROG; City match paid.
Update Pavement Management System	PW	37009		\$ 16,000			\$ 16,000			Mandatory 3-year Cycle
Street Projects subtotal			\$ 696,600	\$ 571,000	\$ 388,000	\$ 174,000	\$ 190,000	\$ 174,000	\$ 6,175,000	

PROJECT	DEPT.	Fund #	2015-16 Carryov	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Parks Improvements										
Resurface Memorial Park Tennis Court	C-SVCS	60001		\$ -			\$ 8,500			5 year life
Resurface Sierra Vista Tennis Court	C-SVCS	60001		\$ -			\$ 8,500			5 year life
Replace Sierra Vista Park Playground equipment	C-SVCS	60001		\$ -	\$ 125,000					10 year life
Replace Turtle Park Playground equipment	C-SVCS	60001		\$ -		\$ 75,000				10 year life
Repair Volleyball Court	C-SVCS	Future		\$ -					\$ 25,000	Est 7 years
Replace Memorial Park Playground equipment	C-SVCS	Future		\$ -					\$ 75,000	expected replacement 2020
Heasley Field Light Box	C-SVCS	Unfunded		\$ -					\$ 8,500	CSC Priority 2; possible grant funding
Kersting Court Bell Tower Renovation	C-SVCS	Unfunded		\$ -					\$ 15,000	CSC Priority 1; possible grant funding
Convert Dutyman house into rec site	C-SVCS	37003	\$ 15,000							Pending CSC decision on new usage
Replace Pool House & Equip.	C-SVCS	Unfunded		\$ -					\$ 650,000	UNFUNDED
Parks Projects Subtotal			\$ 15,000	\$ -	\$ 125,000	\$ 75,000	\$ 17,000	\$ -	\$ 773,500	
Facility Improvements										
Waterless urinals	PW	60001		\$ 20,000						Partial Rebate From SGVMWD
Library mechanical, electrical, plumbing	LIB	Unfunded							\$ 220,000	Pending 2015 Library Needs assessment - UNFUNDED
Construct Access ramp to basement	LIB	Unfunded							\$ 10,000	Pending 2015 Library Needs assessment
Create Space for Friends operation	LIB	Unfunded							\$ 10,000	Pending 2015 Library Needs assessment
Downtown Wi-Fi	ADMIN	Unfunded							\$ 25,000	UNFUNDED
Install Solar Panels	PW	Unfunded							\$ 50,000	UNFUNDED
Paint City Hall	ADMIN	Unfunded							\$ 60,000	Possible facilities maintenance funding
Paint PS Building	PW	Unfunded							\$ 60,000	Possible facilities maintenance funding
Painting - exterior & interior is needed	LIB	10000	\$ 35,000						\$ 35,000	GSAB 54 6/24/14
Refurbish PW Facil.	PW	Unfunded							\$ 31,500	Possible facilities maintenance funding

PROJECT	DEPT.	Fund #	2015-16 Carryov	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Remodel front counters at city hall	ADMIN	Unfunded							\$ 50,000	Possible facilities maintenance funding
Remodel/reconfigure staff work area	LIB	Unfunded							\$ 10,000	Pending 2015 Library Needs assessment
Resurface Maint. Yard	PW	Unfunded							\$ 90,000	UNFUNDED
Resurface/expand Library Parking lot	LIB	Unfunded							\$ 150,000	UNFUNDED
Resurface City hall parking lot	PW	10000	\$ 45,000						\$ 50,000	GF Reserves GSAB 54 6/24/14
Paint Rose Float Barn	PW	Unfunded							\$ 10,500	Per Rose Float Assoc. 4/12/15 request
Council Chambers carpet, seating	PW	Unfunded							\$ 100,000	Possible facilities maintenance funding
City Hall Landscape	PW	37007	\$ 31,200							
Replacement of City entrance/population and parking directional signs	PW	Unfunded							\$ 15,000	Unfunded - could sell old entrance/population signs
Replacement of City park and facility monument signs	PW	Unfunded							\$ 21,500	Unfunded - CH, PS, SVP, Goldberg Park - Parks & Facilities Master Plan
Wayfinding Signage	PW	Unfunded							\$ 20,000	Unfunded
Improvements to Lizzies/Richardson	PW	60001		\$ 10,000						
Library Structural and Seismic Upgrades	PW	Unfunded			\$ 165,000					Possible Friends of the Library Funding
Remove Library Interior Stair & Dumbwaiter for New Stacks	PW	Unfunded			\$ 3,000					Possible Library Gift & Funding
New Library Service Desk	PW	Unfunded				\$ 12,000				Possible Friends of the Library Funding
New Library Stacks- ADA upgrade, replace non-conforming original shelving	PW	Unfunded			\$ 136,000					Possible Friends of the Library & CDBG Funding
Library HVAC	PW	Unfunded							\$ 25,000	

PROJECT	DEPT.	Fund #	2015-16 Carryov	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Library Re-Roof with TPO Membrane; Remove and Re-Set HVAC Equipment	PW	Unfunded							\$ 64,000	
Replace Library 1955 Windows	PW	Unfunded							\$ 50,000	
New Library Restrooms, Elevator and Meeting Room	PW	Unfunded							\$ 500,000	\$33,000 Public Facilities Fees
Electrical Systems: Rewire Single Service Upgrade, Basement Subpanel, Lighting, Fire Alarm, Telecom	PW	Unfunded							\$ 174,000	
Library New Carpet	PW	Unfunded							\$ 39,000	
Library Design & Architectural Fees	PW	39006		\$ 100,000					\$ 70,000	
Library ADA Improvements (CDBG)	PW	38002		\$ 43,900						
Maintenance yard Entry and West Side fence repl.	PW	60001		\$ 15,000						
Upgrade YAC elevator for ADA	PW	Unfunded							\$ 75,000	Unfunded
Facilities Projects Subtotal			\$ 111,200	\$ 188,900	\$ 304,000	\$ 12,000	\$ -	\$ -	\$ 2,015,500	
Water System Improvements										
Well 3 Rehabilitation	PW	71000							\$ 160,000	Pending Water Master Plan
Well 4 Rehabilitation	PW	71000		\$ 200,000						
Well 5 Rehabilitation	PW	71000							\$ 160,000	Pending Water Master Plan
Well 6 Rehabilitation	PW	71000							\$ 160,000	Pending Water Master Plan
SCADA Upgrade	PW	71000							\$ 25,000	Pending Water Master Plan
Rehabilitate West Tunnel	PW	71000							\$ 88,000	Pending Water Master Plan
Automate Inlet Weir at Spreading Basins (State)	PW	71000		\$ 10,000						
Sierra Place MR	PW	71000		\$ 260,000						FYE Phase 1
Manzanita Ave. MR	PW	71000								

PROJECT	DEPT.	Fund #	015-16 Carryov	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Replace Zone III Canyon Main (Canyon Crest/Brookside) & Canyon Crest Main Replacement	PW	71000	\$ 100,000						\$ 252,400	Ensure redundancy in service to east side of city FYE17 Phase 2
Woodland Drive, West Montecito, Fern Glen, and Fern Drive Main Replacement	PW	71000							\$ 534,000	Pending Water Master Plan
Santa Anita Court MR Sierra Pl. to Mtn. Trail	PW	71000							\$ 76,900	Pending Water Master Plan
Santa Anita Court MR Mtn. Trail to Rancho	PW	71000							\$ 63,300	Pending Water Master Plan
Colony Drive MR	PW	71000							\$ 123,100	Pending Water Master Plan
Fane Street MR	PW	71000							\$ 63,300	Pending Water Master Plan
N. Michillinda MR Alegria - Fairview	PW	71000							\$ 282,200	Pending Water Master Plan
W. Alegria MR Sunnyside - East End	PW	71000							\$ 34,100	Pending Water Master Plan
Key Vista MR Sierra Keys - West End	PW	71000							\$ 35,500	Pending Water Master Plan
Fairview Ave MR Grove St. - Michillinda	PW	71000							\$ 222,300	Pending Water Master Plan
Lower Brookside x-country MR	PW	71000							\$ 103,700	Pending Water Master Plan
Gatewood Lane, Gatewood Terr. MR Michillinda to end	PW	71000							\$ 180,900	Pending Water Master Plan
W. Bonita MR Baldwin - Hermosa	PW	71000							\$ 203,700	Pending Water Master Plan
Liliano DR. MR Arno - Stonehouse	PW	71000							\$ 359,900	Pending Water Master Plan
Auburn Res. Main	PW	71000							\$ 230,000	Pending Water Master Plan
Rehabilitate East Tunnel	PW	71000							\$ 325,000	Pending Water Master Plan
Tunnels Chlorination Facility Scrubber	PW	71000							\$ 95,000	Pending Water Master Plan
San Gabriel Court MR	PW	71000						\$ 74,400	\$ 74,400	Pending Water Master Plan
Kaia Lane Main repl.	PW	71000				\$ 36,800			\$ 36,800	Pending Water Master Plan

PROJECT	DEPT.	Fund #	2015-16 Carryov	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Arno Drive Main Repl.	PW	71000					\$ 96,300		\$ 96,300	Pending Water Master Plan
Water System Repairs	PW	Unfunded							\$ 1,000,000	Pending Water Master Plan
Water reservoir maintenance	PW	71000		\$ 100,000						
Water Reservoir treatment dispensing mixers	PW	71000	\$ 60,000	\$ 30,000						Est \$30,000 each, 3 needed
Auburn Reservoir interior re-coating	PW	Unfunded							\$ 185,000	water deferred maintenance
Auburn Reservoir exterior re-coating/ladder replacement	PW	Unfunded							\$ 50,000	water deferred maintenance
Auburn Reservoir Inlet/outlet modification; install flex coupling	PW	Unfunded							\$ 30,000	water deferred maintenance
Auburn Reservoir Replacement	PW	Unfunded							\$ 4,050,000	Seismic reliability improvement
Carter Reservoir Replacement	PW	Unfunded							\$ 230,000	Est \$230,000
Replace fence at Maint/Spreading	PW	Unfunded							\$ 50,000	UNFUNDED
Main Plant Reconst	PW	Unfunded							\$ 2,310,000	UNFUNDED
Replace Main Plant generator	PW	Unfunded							\$ 350,000	UNFUNDED
City-wide Water Main Replacement	PW	Unfunded							\$ 40,000,000	UNFUNDED
SGVMWD pipeline	PW	Unfunded							\$ 17,000,000	Possible SGVMWD project
Development of Computer Modeling of the Water System	PW	Outside Agency		\$ 75,000						
Federally-funded water projects										
Well 7 construction	PW	Unfunded							\$ 1,800,000	Possible Federal (WRDA)
Wells 3-6 Replacement	PW	Unfunded							\$ 4,403,000	Possible Federal (WRDA)
Zone 2 interconnect with Arcadia	PW	Unfunded							\$ 975,000	Possible Federal (WRDA)
Zone 2 Pipeline - Lima	PW	Unfunded							\$ 360,000	Possible Federal (WRDA)
Outside Agency Projects										
Street light LED conversion	PW	Outside Agency							\$ 100,000	UNFUNDED
Edison undergrounding	PW	Outside Agency							\$ 2,000,000	UNFUNDED

PROJECT	DEPT.	Fund #	2015-16 Carryov	2016-17	2017-18	2018-19	2019-20	2020-21	Unfunded	STATUS
Santa Anita Creek Div. Pipeline	PW	Outside Agency							\$ 200,000	Possible Federal (WRDA) Est \$200,000 (Thru FY 2014-15)
Santa Anita Creek Diversion Structure	PW	71000	\$ -	\$ 225,500	\$ 225,000				\$ 900,900	Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Creek Spreading Grd.	PW	Outside Agency								Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Dam Rehab	PW	Outside Agency								Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Debris Basin Rehab.	PW	Outside Agency								Part of LA County/Arcadia/RBMB Cooperative project
Santa Anita Spreading Grounds Booster Pump Station	PW	Outside Agency							\$ 1,000,000	Possible Federal (WRDA) Est \$1,000,000
Sierra Madre Creek Diversion Rehab.	PW	Outside Agency							\$ 85,000	Possible Federal (WRDA) Est \$85,000
Sierra Madre Spreading Grounds Rehab	PW	Outside Agency							\$ 1,254,000	Possible Federal (WRDA) Est \$1,254,000
Water Projects Subtotal			\$ 160,000	\$ 900,500	\$ 225,000	\$ 36,800	\$ 96,300	\$ 74,400	\$ 82,318,700	
TOTAL			\$ 1,296,300	\$ 1,954,600	\$ 1,219,000	\$ 397,800	\$ 309,300	\$ 248,400	\$ 91,282,700	

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City of Sierra Madre

Village of the Foothills



Appendix

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A

Accrual Basis of Accounting: Revenues are recognized when both measurable and available; expenditures are recorded when services have been substantially performed or goods have been received and the liabilities incurred.

Actual: A cost sustained in fact, on the basis of costs incurred, as distinguished from forecasted or estimated costs.

Ad-Hoc: For the specific purpose, case, or situation at hand and for no other. Ad-Hoc are usually used in reference to City Council committees and commission to limit terms, scope or purpose.

Ad Valorem Tax: (which means "according to its value.") A tax based on the assessed value of real estate or personal property. In the State of California, Proposition 4 limits Ad Valorem taxes. Proposition 13 limits property tax to 1 percent of the assessed valuation of the property.

Adopted Budget: The official budget as approved by the City Council at the start of each fiscal year.

Agency Fund: An account for assets held by the City in a trustee capacity or an agent for individuals, private organizations, other governmental units, and/or other funds.

Amended Budget: Represents the adopted budget including changes made during the year.

Appropriation: An authorization by the City Council to make expenditures and/or expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation: The value of real property that a taxing authority places upon personal property for the purposes of taxation.

Assessment Improvement District: A designated area receiving services for common grounds benefiting property owners such as median landscaping.

Asset: Any item of economic value owned by an individual or corporation, especially that which could be converted to cash. Examples are cash, securities, accounts receivable, inventory, office equipment, and other property. On a balance sheet, assets are equal to the sum of liabilities, and fund balance.

Audit: Conducted by an independent Certified Public Accounting (CPA) firm, the primary objective of an audit is to determine if the City's Financial Statements present the City's financial position fairly and results of operations are in conformity with generally accepted accounting principles.

B

Balanced Budget: A budget in which total budgeted resources, including revenues, transfers in from other funds, and unallocated fund balance from previous years meet or exceed total budgeted use of resources including expenditures and transfers out to other funds.

Biennial: Occurring every two years. The City typically adopts a biennial budget covering two fiscal years.

Bond: A written promise issued by the City to pay a specific sum of principal amount, at a specific date(s) in the future, together with periodic interest at a special rate to raise capital, usually to pay for the construction of long-term infrastructure projects. Two major types of bonds include General Obligation Bonds and Revenue Bonds.

Bond Proceeds: Funds received from the sale or issuance of bonds.

Bonded Debt: The amount at which a bond or note is bought or sold above its par value or face value without including accrued interest.

Budget: A plan of financial operation comprised of estimated expenditures for a given period (usually a single fiscal year) and the proposed means of financing the expenditures (through revenues).

Budget Preparation: Process by which the fiscal spending plan is prepared by City staff for presentation as the City Manager's Recommended Budget to the City Council.

Budget Review Process: Process by which the Recommended Budget is discussed and finalized in Public Meeting by the City Manager and City Council.

C

Capital Budget: A financial plan showing planned expenses, and revenues associated with those expenses, for purchase or construction of capital improvements which have a useful life of over one year. The City of Sierra Madre prepares a five-year plan called the Capital Improvement Program (CIP) Budget. Appropriations are added to projects each fiscal year as the CIP is adopted.

Capital Expenditures: Money spent to purchase or construct capital improvement projects and purchases as approved in the CIP budget.

Capital Improvements: A permanent physical addition to the City's assets including the design, construction, and/or purchase of lands buildings, facilities, or major renovations.

Capital Outlay: A budget appropriation category for equipment having a unit cost of more than \$5,000 and an estimated useful life of over one year.

Cash Basis Accounting: Style of accounting in which revenues and expenses are recognized when they are received or disbursed rather than when they are earned or incurred.

Charges for Services: Reimbursement for services rendered to the public or to some other program/fund in the City.

Consumer Price Index (CPI)

Consumer Price Index (CPI): A measure used to reflect the change in the price of goods and services.

Contingency: An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as natural emergencies.

D

Debt Service: The payment of principal and interest on an obligation resulting from the issuance of bonds, notes, or certificates of participation.

Debt Service Requirements: The amount of money required to pay interest on outstanding debt and required contributions to accumulate moneys for future retirement of bonds.

Deficit: An excess of expenditures or expenses over revenues (resources).

Designated Fund Balance: A portion of unreserved fund balance designated by City policy for a specific future use.

Deferred Compensation: An agreement between an employer and an employee under which the employee will receive compensation during periods in which he or she is no longer working – after retirement, death and/or disability.

Department: A major organizational group of the City with overall management responsibility for an operation or a group of related operations within a functional area.

Departmental Expenditures: Planned spending by individual departments in the City associated with the provision of services and programs to the public.

Direct Costs: Expenses associated with the actual provision of a service or program.

Division: An organizational subgroup of a department.

E

Encumbrance: A legal obligation or commitment to expend resources in the future for a service or item, such as a long-term contract or purchase order. The use of encumbrances helps prevent overspending and provides officials with information on the amount of money remaining to be spent.

Enterprise Fund: Governmental entities that operate in a manner similar to, and provide services competitive with, those of private business enterprises. Enterprises are self-supporting - service fees rather than taxes or transfers are used to fund the business on a continuing basis.

Entitlements: Payments to which local governmental units are entitled, pursuant to an allocation formula determined by the agency providing the monies, usually the State or the Federal government.

Expenditure / Expense: The term ‘expenditure’ refers to the outflow of funds paid or to be paid for an asset obtained or goods and services received regardless of when the expenditure is actually paid. This term applies to Governmental Funds. The term ‘expense’ is used for Enterprise and Internal Service Funds. Fees for Services: Charges paid to the City by users of a service to help support the costs of providing that service.

F

Fiduciary Fund: Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government’s own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

Fiscal Accountability: The responsibility of government to justify that their actions in the current period have complied with public decisions concerning the raising and spending of public moneys in the short term (budgetary year).

Fiscal Year (FY): The twelve month period on which the budget is planned. The City’s fiscal year begins July 1 and ends June 30 of the following year.

Franchise: The right or license granted to an individual or group to market a company’s goods or services in a particular territory.

Full Time Equivalent (FTE): The conversion of part-time employee hours to an equivalent of a full-time position. For example: one person working half time would count as 0.5 FTE.

Fund: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations and equities segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance: A term used to express the equity (assets minus liabilities) of governmental fund and fiduciary fund types.

G

Gann Appropriations Limit: Article XIII-B of the California State Constitution provides limits regarding the total amount of appropriations in any fiscal year from tax proceeds.

General Fund: That fund into which the general (non-earmarked) revenues of the City are deposited and from which monies are appropriated to pay the general expenses of the City.

General Obligation Bond (G.O.): A bond secured by a pledge of the issuer's taxing powers (limited or unlimited). More commonly the general obligation bonds of local governments are paid from ad valorem property taxes and other general revenues. Considered the most secure of all municipal debt. Limited in California by Proposition 13 to debt authorized by a vote of two thirds of voters in the case of local governments or a simple majority for state issuance.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations.

Government Accounting Standards Board (GASB): A private, non-profit organization established in 1984; responsible for setting generally accepted accounting principals for state and local governments.

Governmental Fund Types: Funds generally used to account for tax-supported activities.

Grant: Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

I

Impact Fees: Fees charged to developers to cover, in whole or in part, the anticipated costs of improvements that will be necessary as a result of the development.

Information Technology (IT): A term that encompasses all forms of technology used to create, store, exchange and utilize information in its various forms including business data, conversations, still images, and multimedia presentations. The term information technology includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. In the City organization, the IT is a division of Administrative Services which provides support of internal and external technology support.

Infrastructure: Long-lived assets that normally are stationary in nature and normally can be preserved for a significant greater number of years than most capital assets. They can be defined as physical facilities, on which an entire community depends, such as sewers, storm drains, streets, buildings, utility lines and parks. The City follows GASB 34 for the recording of Infrastructure Assets.

Interfund Transfers: Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Intergovernmental Revenue: Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

Internal Services Charges: Charges used to account for the services provided by one department to another on a cost-reimbursement basis. These charges are accounted for in separate funds: Facilities, Fleet, Administration, Information Technology, Worker's Compensation, and Self-Insurance.

J

JPA (Joint Powers Authority): A JPA is formed when it is to the advantage of two or more public entities with common powers to consolidate their forces to acquire or construct a joint-use facility. The City participates in JPIA, Joint Powers Insurance Authority, for Worker's Compensation and Other General Liability Insurance.

L

Levy: To impose or assess a tax on a person or property. The City's ability to levy taxes is restricted by State law.

Liability: A claim on the assets of an entity.

Local Agency Investment Fund (LAIF): An investment pool managed by the State of California.

Long-term Debt: Debt with a maturity of more than one year after the date of issue.

M

Modified Accrual Basis: The accrual basis of accounting where revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period. All governmental funds and agency funds are accounted for using the modified accrual basis of accounting.

Municipal Code: A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

N

Net Pension Obligation: Term used in connection with defined benefit pension plans. The cumulative difference between annual pension cost and the employer's contributions to the plan.

Non-Personnel: City operations and capital purchases and projects exclusive of personnel (salary and benefits) costs.

O

Object: A term used in connection with the classification of expenditures.

Operating Budget: The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies, materials, and capital assets required to maintain service levels.

Operating Transfers: Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended, such as transfers from the General Fund to a Special Revenue or Capital Projects Fund.

Ordinance: A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law.

Organization Chart: A pictorial representation of the administrative and functional structure of a City unit.

Original Budget: The first completed appropriations budget (adopted budget).

Other Post Employment Benefits (OPEB): The promise of health (medical, dental and vision) benefits after retirement from the City.

P

Performance Measures: Data collected regarding program results, which indicate the level of achievement of a desired result.

Personnel Expenses: Compensation paid to, or on behalf of, City employees for salaries and wages, overtime and benefits.

Policy: A direction that must be followed to advance toward a goal. The direction can be a course of action or a guiding principal.

Program: A grouping of activities organized to accomplish basic goals and objectives.

Principal: The face value of a bond, exclusive of interest.

Property Tax: A tax levied on real estate and personal property.

Proprietary Fund: Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. There are two different types of proprietary funds: enterprise and internal services funds.

Public Employees Retirement System (PERS): Statewide retirement system that covers full-time City employees.

Public Financing Authority: The Sierra Madre Financing Authority (SMFA) is a component unit of the City of Sierra Madre and the Sierra Madre Community Redevelopment Agency formed for the purpose of issuing bonds to provide financial assistance to the City and Agency.

R

Reappropriation: The inclusion of a balance from the prior year's budget as part of the budget of the subsequent fiscal year.

Recommended Budget: The draft financial budget document detailing the City Manager's recommended spending plan for the next fiscal year. The Recommended Budget is reviewed and modified by the City Council before formal adoption as the Adopted Operating Budget.

Regular Employees: City employees, usually full-time, who receive some form of medical, dental and retirement benefits.

Reserves: (also known as restricted fund balance) – the portion of a fund's balance that is restricted for a specific purpose by legislative or legal requirements.

Resolution: A special order of the City Council which has a lower legal standing than an ordinance.

Resources: Supply of funds to be used in paying for planned expenditures.

Restricted Fund Balance: The portion of a governmental fund balance (or net assets) that is not available for appropriation, but is ear marked by the City Council for a specific use.

Revenue: Moneys that the City receives as income such as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, rents and interest income.

Revenue Bond: A municipal bond whose debt service is payable solely from the revenues received from operating the facilities acquired or constructed with the proceeds of the bonds.

Risk Management: A managed approach to protecting an organization's assets against accidental loss in the most economical manner.

S

Sales Tax: A tax on the purchase of goods and services.

Special Assessment: A compulsory levy made against certain properties to defray all or part of the costs of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Fund: Funds that account for the proceeds of specific revenue sources (other than expendable trusts or capital projects) that are restricted by law or administrative action to expenditures for specified purposes.

T

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons for property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.

Timeliness: The principle that financial reporting must be issued soon enough after the reported events to affect decisions.

U

Unrestricted Fund Balance: The portion of a governmental fund balance (or net assets) that is available for appropriation. The amount listed in fund balance is assumed to be unrestricted unless set aside in "Restricted Fund Balance".

User Charges/Fees: The payment of a fee for direct receipt of a service by the party benefiting from the service.

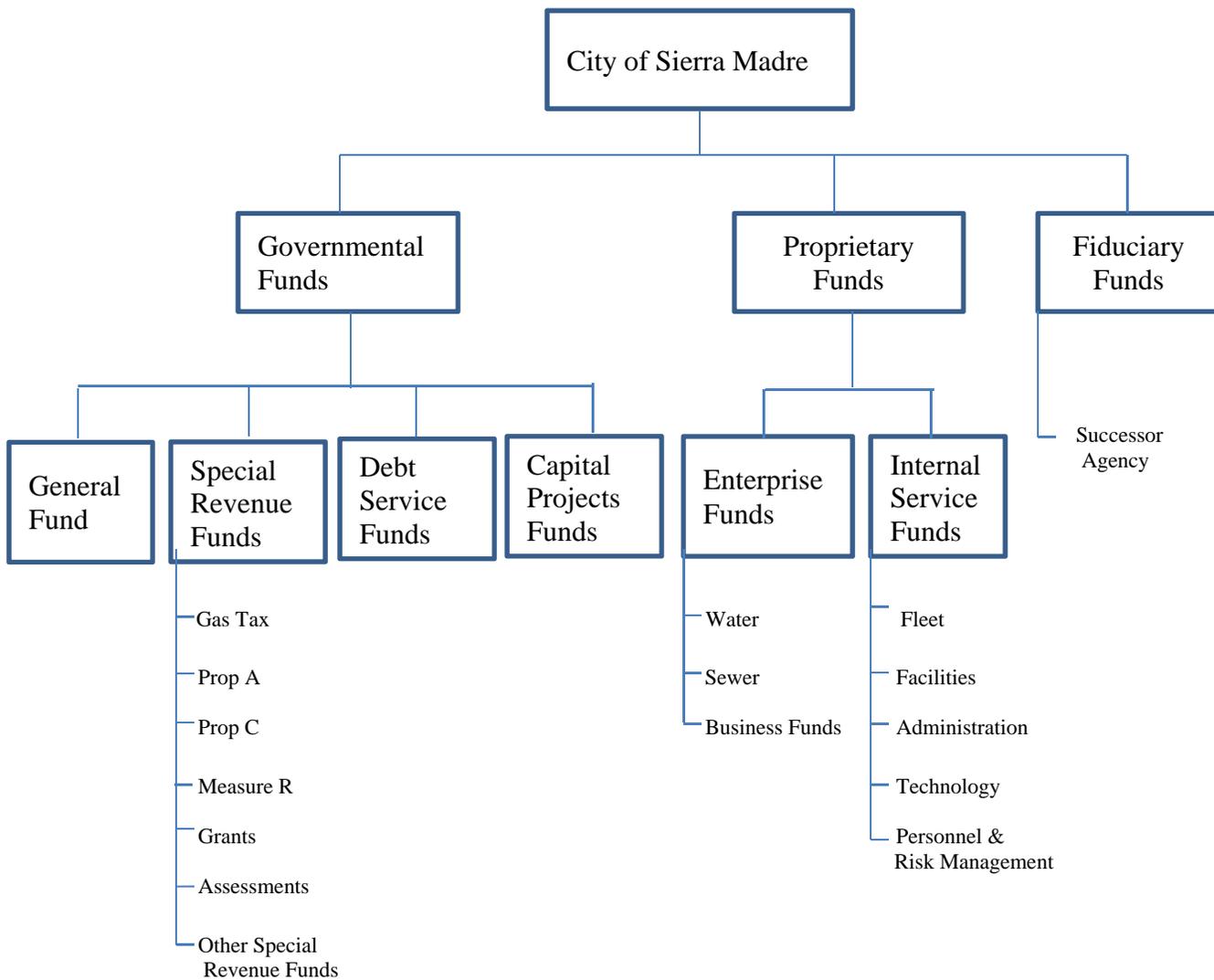
Utility Users Tax (UUT): A tax imposed on users for various utilities in the City including Telephone, Gas, Electric and Water/Sewer services.

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FUND OVERVIEW

The City of Sierra Madre uses funds to account for resources for specific activities or objectives in accordance with special regulations, restrictions or limitations to facilitate the assessment of stewardship and compliance. A fund is a separate accounting entity created to track specific revenue and expense activity. The City of Sierra Madre has several fund groupings, which are reviewed herein. On the following pages, a summary is provided for each of the fund groupings that comprise the financial structure of the City. The fund groupings outlined in the following pages are depicted below with specific definitions to follow:



FUND OVERVIEW

Governmental Funds - funds generally used to account for activities primarily supported by taxes, grants, and similar revenue sources. There are five different types of funds. Governmental Funds include the General Fund, Special Revenue Funds, Debt Service Funds and Capital Projects Funds.

General Fund - one of five governmental fund types that serves as the chief operating fund of a government. The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds - used to account for revenues derived from specific sources which are usually required by law or administrative regulation to be accounted for in a separate fund for specified purposes other than debt service or capital projects. Special Revenue funds of the City include:

- Gas Tax Fund - is used to account for state gasoline taxes received by the City. These funds may be used for street maintenance, right-of-way acquisition, and street construction.
- Prop A Fund - the City receives a portion of the ½ % sales tax approved for transportation related programs from the Metropolitan Transit Authority (MTA). The funds are restricted for local transportation projects that reduce congestion or improve public transportation systems. The City funds its "Round-About" fixed route shuttle bus and "Dial-a-Ride" programs from these revenues.
- Prop C Fund - the City receives a portion of the ½ % sales tax approved for transportation related programs and capital projects. The funds are restricted for local transportation programs and projects that reduce congestion or benefit mass transit systems.
- Measure R
- Grants Funds account for federal, state and local grants received by the City and the expenditure of those funds.
- Assessment Districts

Debt Service Funds - governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Capital Projects Funds - established to account for resources used for the acquisition and construction of capital facilities by the City, except those financed by proprietary funds.

Proprietary Funds - funds used to account for activities that receive significant support from fees and charges and operate more like a business. There are two different types of proprietary funds: Enterprise funds and Internal Service funds.

Enterprise Funds - established to account for the operations and financing of self-supporting activities of a governmental unit that renders services on a user charge basis to the general public, similar to private business enterprises. Enterprise funds of the City include:

FUND OVERVIEW

- Water used to account for the operation, maintenance, and capital facility financing of the City's water system. Its major revenue source is from user charges.
- Sewer is used to account for the operation, maintenance, and capital facility financing of the City's wastewater system. Its major revenue source is from user charges.
- Business Funds are used to account for special events, filming, Recreation Classes, Strike Team, and Aquatics operations.

Internal Service Funds - used to account for the financing of centralized services to different funds and City departments on a cost reimbursement basis (including replacement costs). Internal Service funds of the City include Fleet, Facilities Management, Administration, Technology, and Personnel & Risk Management.

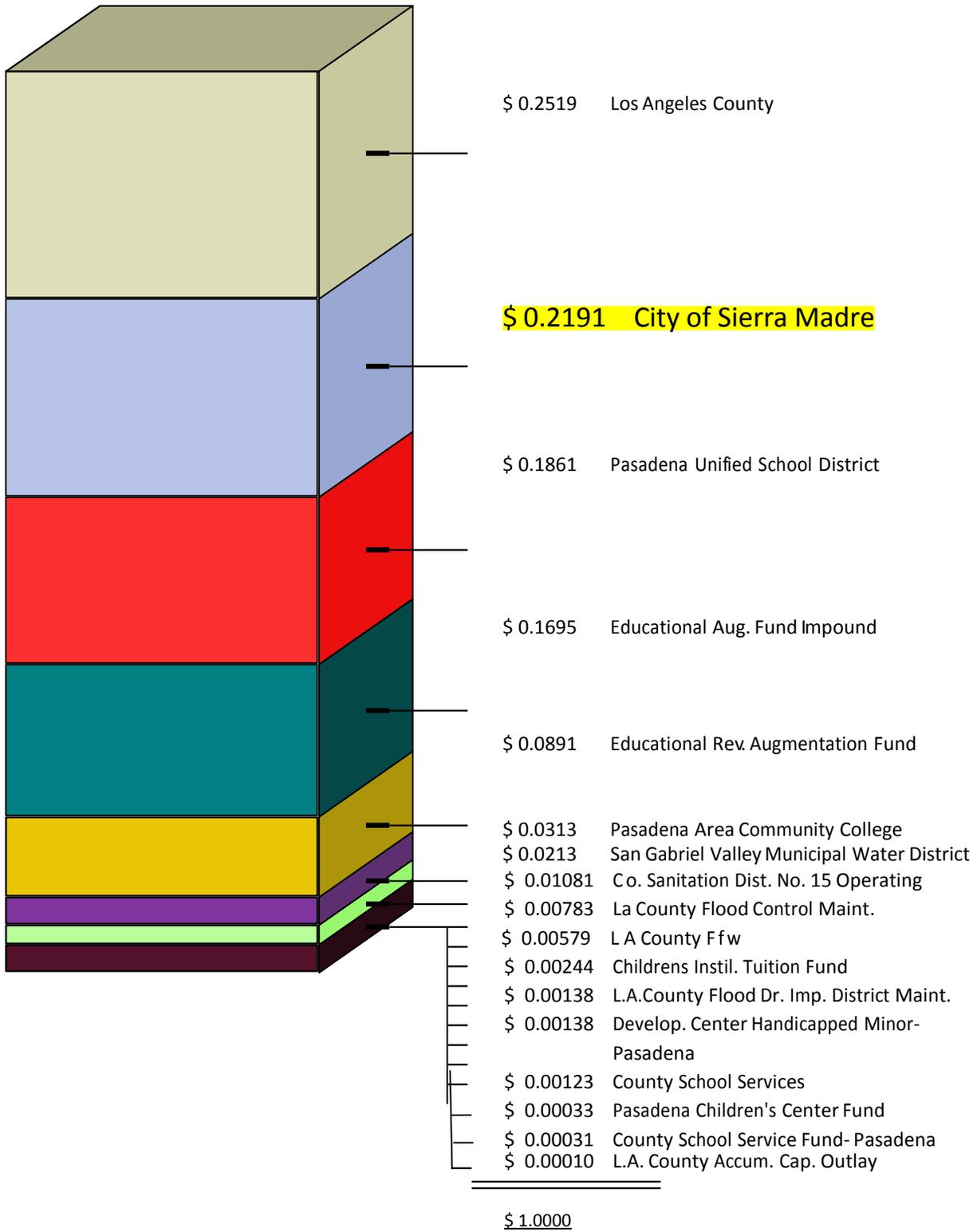
Fiduciary Funds - used to report assets held in a trustee or agency capacity for others, which therefore cannot be used to support the government's own programs. The main Fiduciary fund of the City is the:

Successor Agency Fund - With the passage of AB1x26, the California Legislature dissolved all Redevelopment Agencies in California. The City of Sierra Madre assumed the role of Successor Agency to facilitate the dissolution of the non-housing funds and the debt service payments of Tax Increment bond service payments. This fund is a Private Purpose Trust Fund

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PROPERTY TAX DOLLAR BREAKDOWN



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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: Laura M. Aguilar, Assistant to the City Manager 

DATE: July 26, 2016

SUBJECT: **Consideration of Appointment to the Library Board of Trustees**

SUMMARY

Members of the Library Board are appointed by the City Council to serve three year terms; Trustees may serve two full terms. Trustee Glenn Putnam completed his second term on June 30th and has “termed out” leaving one vacancy on the Library Board of Trustees beginning July 1st.

The City requested applications for vacancy through e-Blast, the weekly City Manager Report, the City’s website, and in the Wistaria Vine.

ANALYSIS

The term for this position is from July 2016 to June 30, 2019. A total of three (3) applications were received for the single vacancy. The selection process is summarized below.

- All applications to fill Board or Commission vacancies are forwarded to the City Council for its review to make recommendations to the Mayor on the appointments. At a regular or special meeting the City Council may interview the applicants and provide their recommendation(s) to the Mayor.
- At the same meeting, or at a subsequent meeting, the Mayor submits to the City Council, for its approval the names of the applicants proposed to fill each vacancy. The appointment requires a majority vote of approval of the Council. If the Council fails to approve a proposed appointment, any Council member may propose an alternative applicant.

The applicants are (in alphabetical order):

- Pat Alcorn
- Daniel W. Eckstrom
- Patricia Hall

FINANCIAL REVIEW

There are no financial impacts associated with the appointment of Trustees.

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, the Sierra Madre Public Library, and the City's website, www.cityofsierramadre.com.

ALTERNATIVES

The alternatives are:

1. Upon receiving the Council's recommendations, the Mayor may make a recommendation for City Council consideration.
2. Take no action, and direct staff to continue to solicit applications for the vacant position.

STAFF RECOMMENDATION

It is recommended that the City Council provide staff with direction regarding the appointment of a Library Board Trustee.

Attachments (3)

- A) Application for Pat Alcorn
- B) Application for Daniel W. Eckstrom
- C) Application for Patricia Hall

Application for Commissions, Boards, and Committees



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
626.355.7135 Fax 626.355.2251
www.cityofsierramadre.com

RECEIVED

JUN 20 2016

Please note: All information provided on this front page is subject to disclosure under the Public Records Act and will be posted on the City's website.

CITY OF SIERRA MADRE

PERSONAL INFORMATION

NAME PAT ALCORN	DATE 06-17-2016
CITY OF RESIDENCE SIERRA MADRE	YEARS AS RESIDENT 52

COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING
LIBRARY TRUSTEE

Why are you interested in serving as a member of this commission / board / committee?

BECAUSE THIS WILL BE A TRANSITIONAL PERIOD FOR BOTH THE LIBRARY AND THE COMMUNITY SERVICES DEPARTMENT I BELIEVE I CAN LEND SOME HISTORY AND EXPERIENCE WITH BOTH DEPARTMENTS

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee?

I HAVE SERVED ON THE COMMUNITY SERVICES COMMISSION FOR 7 YEARS, 3 OF WHICH I WAS CHAIR. I WAS ALSO THE LIAISON TO THE LIBRARY TRUSTEES FOR THE FRIENDS FOR 2 YEARS AND ALSO SERVED ON THE FRIENDS BOARD FOR 6 YEARS, 2 OF WHICH WERE AS PRESIDENT. THEREFORE, I AM FAMILIAR WITH THE BUDGETS, POLICIES AND ACTIVITIES OF BOTH DEPARTMENTS. IT WOULD BE MY JOY AND PLEASURE TO TRANSITION TO THIS BOARD.

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE Community Service Commission	DATES OF SERVICE 2009-2016
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NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
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You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in its evaluation. Supplemental information is subject to disclosure under the Public Records Act.

Application for Commissions, Boards, and Committees



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
626.355.7135 Fax 626.355.2251
www.cityofsierramadre.com

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JUN 14 2016

CITY OF SIERRA MADRE

Please note: All information provided on this front page is subject to disclosure under the Public Records Act and will be posted on the City's website.

PERSONAL INFORMATION

NAME Daniel W. Eckstrom	DATE June 8, 2016
CITY OF RESIDENCE Sierra Madre	YEARS AS RESIDENT 45

COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING Library Board of Trustees

Why are you interested in serving as a member of this commission / board / committee?

Having lived in Sierra Madre since the early 1970's, my family and I have benefitted from the availability of a high quality library. Now that I am retired, I have the time to repay, in a small way, the debt that I owe to that institution.

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee?

Until retiring in 2005, I was a teacher and an administrator with the Los Angeles Unified School District for 37 years. In that capacity, I taught history, English, and ESL to a wide variety of students. As an administrator, I was responsible for teacher evaluations, school maintenance, budgets, discipline, disaster preparedness, and student attendance. I dealt with student attendance. I dealt with students, parents, teachers, and district personnel. I implemented district policy and conducted meetings with parents on a regular and on-going basis.

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE

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JUN 23 16 1:25PM

Application for Commissions, Boards, and Committees

JUN 23 2016



City of Sierra Madre

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JUN 23 2016

CITY OF SIERRA MADRE

PERSONAL INFORMATION

NAME	Patricia Hall	DATE	June 22, 2016
CITY OF RESIDEN	Sierra Madre	YEARS AS RESIDENT	18

COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING

Sierra Madre Library Board of Trustees

Why are you interested in serving as a member of this commission / board / committee?

I served previously on the Board for 8 years, and I love the Library. A number of people close to the Library have urged me to seek membership on the Board again.

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee?

**President of the Friends of the Library for 2 years. Chair Wine Tasting 4 years.
Chair of the successful \$85,000 Campaign for the Children's Room of the Library.
President of the Sierra Madre Chamber of Commerce
President of the Guild for The Creative Arts Group
Retired Professional Fundraiser.
Served on California Hospital Assn. State Committee on Volunteers 3 Years
Past Board Member San Gabriel Valley Chapter of the Red Cross
Past Board Member of Pasadena Pops Orchestra
Capital Campaign Committee of St. Rita Catholic Church**

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
<i>ARTS COMMISSION</i>	<i>200 - 2003</i>
NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
<i>BOARD OF TRUSTEES</i>	<i>6/04 - 6/12</i>

You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in its evaluation. Supplemental information is subject to disclosure under the Public Records Act.



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: James Carlson, Management Analyst

DATE: July 26, 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
- Electronic Message Boards

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 can improve information dissemination 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 database 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 whose primary responsibility 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

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 Eryedi, 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 \$26,000.00.

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)



City of Sierra Madre Agenda Report

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 Eryedi, 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
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SUMMARY

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ANALYSIS

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FOR CITY COUNCIL AGENDA September 23, 2008

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Cost Estimates for Second Banner

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Environmental Review

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FINANCIAL REVIEW

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PUBLIC NOTICE PROCESS

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ALTERNATIVES

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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)



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: Laura M. Aguilar, Assistant to the City Manager 

DATE: July 26, 2016

SUBJECT: **Consideration of Appointment to the Planning Commission**

SUMMARY

Members of the Planning Commission are appointed by the City Council to serve four-year terms. At the completion of their first term, Commissioners are asked for their interest in serving a second term. Commissioner Goldstein completed one four-year term and elected to not serve a second term leaving one vacancy on the Planning Commission beginning July 1st.

The City advertised the vacancy through e-Blast, the weekly City Manager Report, the City's website, and in the Wistaria Vine.

ANALYSIS

The term for this position is from July 2016 to June 30, 2020. A total of four (4) applications were received for the single vacancy. The selection process is summarized below.

- All applications to fill Board or Commission vacancies are forwarded to the City Council for its review to make recommendations to the Mayor on the appointments. At a regular or special meeting the City Council may interview the applicants and provide their recommendation(s) to the Mayor.
- At the same meeting, or at a subsequent meeting, the Mayor submits to the City Council, for its approval the names of the applicants proposed to fill each vacancy. The appointment requires a majority vote of approval of the Council. If the Council fails to approve a proposed appointment, any Council member may propose an alternative applicant.

The applicants are (in alphabetical order):

- Barry Gold
- William J. Pevsner
- Art Sripipat
- John Vandavelde

FINANCIAL REVIEW

There are no financial impacts associated with the appointment of Trustees.

PUBLIC NOTICE PROCESS

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ALTERNATIVES

The alternatives are:

1. Upon receiving the Council's recommendations, the Mayor may make a recommendation for City Council consideration.
2. Take no action, and direct staff to continue to solicit applications for the vacant position.

STAFF RECOMMENDATION

It is recommended that the City Council provide staff with direction regarding the appointment to the Planning Commission.

Attachments (3)

- A) Application for Barry Gold
- B) Application for William J. Pevsner
- C) Application for Art Sripipat
- D) John Vandavelde

Application for Commissions, Boards, and Committees



City of Sierra Madre
 232 W. Sierra Madre Blvd
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RECEIVED
 JUL 11 2016
 CITY OF SIERRA MADRE

Please note: All information provided on this front page is subject to disclosure under the Public Records Act and will be posted on the City's website.

PERSONAL INFORMATION

NAME Barry Gold	DATE 7/11/2016
CITY OF RESIDENCE Sierra Madre	YEARS AS RESIDENT 4 1/2

COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING
 Planning Commission

Why are you interested in serving as a member of this commission / board / committee?
 My wife Judy and I moved to Sierra Madre 4 1/2 years ago after living in Arcadia for over 15 years. We had always admired the unique charm and small town feel of Sierra Madre and feel fortunate to have been able to buy a home here where we live with two of our children and a granddaughter.
 I want to help maintain Sierra Madre's unique qualities that our community values so much. I feel that as a member of the Planning Commission I can contribute in this effort and help make a difference.

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee?
 Six years in the Air Force Reserves taught me a lot about being a member of a team where each person relies on the others. As past President of the Ladera Heights Homeowner's Association my duties gave me the opportunity to work with our County Supervisor, Kenneth Hahn, and our Congresswoman Yvonne Braithwaite Burke.
 My business experience includes over 50 years in manufacturing, retail, and real estate. I am a licensed Real Estate Broker specializing in the management of industrial properties in Downtown Los Angeles. I am also a past Chairman of the Board of the Downtown Los Angeles Fashion District Business Improvement District (BID) overseeing a \$4,000,000 annual budget.
 I have learned over the years to keep an open mind, listen to all sides before coming to a conclusion and by applying the goals of the General Plan Update to the decision making process I believe I would be a positive addition to the Planning Commission.

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?
 Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE UUT Oversight Committee / Revenue Committee	DATES OF SERVICE 2015
NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE

You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in its evaluation. Supplemental information is subject to disclosure under the Public Records Act.

Application for Commissions, Boards, and Committees



City of Sierra Madre

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JUN 01 2016

Please note: All information provided on this front page is subject to disclosure under the Public Records Act and will be posted on the City's website. **CITY OF SIERRA MADRE**

PERSONAL INFORMATION

NAME WILLIAM J PEYSNER	DATE 5-26-2016
CITY OF RESIDENCE SIERRA MADRE	YEARS AS RESIDENT ~15

COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING
PLANNING COMMISSION

Why are you interested in serving as a member of this commission / board / committee?

I LOVED SERVING ON THE COMMISSION AND BEING A PART OF THE ~~DEVELOPMENT~~ DEVELOPMENT IN OUR TOWN; KEEPING IT WHAT THE ^{FAMILY} CITIZENS WANT; SMALL, QUIANT, AND FRIENDLY; A PLACE ANYONE WOULD WANT TO LIVE!

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee?

PREVIOUS SERVICE AS A COMMISSIONER, HOWEVER I FEEL I REPRESENT THE

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?
 Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE Planning Commission	DATES OF SERVICE 2007-2014
NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE

You are invited to attach additional information or submit supplemental information which you feel may assist the City Council in its evaluation. Supplemental information is subject to disclosure under the Public Records Act.

Application for Commissions, Boards, and Committees



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

626.355.7135

Fax 626.355.2251

www.cityofsierramadre.com

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JUN 20 2016
JUN 20 16 10:55AM
CITY OF SIERRA MADRE

PERSONAL INFORMATION

NAME Art Sripipat	DATE 06/17/2016
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CITY OF RESIDENCE Sierra Madre	YEARS AS RESIDENT Less than 1 year
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COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING
Planning Commission

Why are you interested in serving as a member of this commission / board / committee?

What initially attracted me to move to Sierra Madre was its quiet small-town feel. I believe that the Planning Commission has an important role to play in balancing growth and development while also preserving our city's unique heritage for the enjoyment of current and future generations. I grew up in nearby Arcadia but work took me abroad for the past several years; first to Basel, Switzerland, and then to San Francisco, CA. While I enjoyed my time living in both places, I feel most at home in Southern California, and it is my intention to stay in Sierra Madre for the long-term. I would like to help serve our city on the Planning Commission, where I believe my experience and background would be useful in the deliberation and decision making process that the Planning Commission undertakes.

What specific attitudes, skills, and expertise do you think you have to enhance the work of the commission / board / committee?

I take a deliberate approach to problem solving. As an attorney, I have had to negotiate difficult and complex commercial transactions, where emotions ran high between the parties. It was important for me to be able to understand the different sides and their arguments, so that I could find and propose solutions that satisfied the parties. I try to keep an open mind and not make any conclusions until I have understood all the underlying facts. In addition, my experience living abroad in Switzerland gave me valuable insight into how Swiss cities create sustainable growth by balancing the needs of development with the preservation of their historic areas and buildings. I believe that I could use my background and skills to help solve the difficult issues that come before the Planning Commission.

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
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NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE
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CITY OF SIERRA MADRE

PERSONAL INFORMATION

NAME <i>John Vanderveede</i>	DATE <i>6/21/16</i>
CITY OF RESIDENCE <i>Sierra Madre</i>	YEARS AS RESIDENT <i>23</i>

COMMISSION/COMMITTEE

COMMISSION/BOARD/COMMITTEE FOR WHICH YOU ARE APPLYING
Planning Commission

Why are you interested in serving as a member of this commission / board / committee?

Although I grew up just 15 miles away, I didn't "discover" Sierra Madre and its small town charm until my wife Shannon and I moved here in 1993. We were renters for the first 7 years and have been homeowners for the last 16.

We have 3 children -- a 5th grader at SME, an 8th grader at SMMS, and a 10th grader at PHS. My wife is a member of the Civic Club and PTA, frequently volunteering in the classroom and organizing many school events. Shannon also coaches several sports at SMMS including girls basketball, girls volleyball, girls soccer, & boys volleyball. I coached the varsity boys soccer team at SMMS in the past, and I have volunteered as both coach & referee in AYSO for the last 10 years. I also coached & served as a board member for Sierra Madre Little League for many seasons.

I've been employed in the design profession since 1993 and practicing as a licensed architect since 1995. The majority of my work has focused on single-family residential projects. Over the course of my career, I have designed projects in dozens of cities and several counties within California, and this process keeps me constantly exposed to a wide variety of planning strategies and zoning ordinances.

I have previously served 8 years on our city's Planning Commission (7/05 - 6/13) and found that time to be a rewarding experience. As residents, we all share concerns regarding development within Sierra Madre. Serving on the commission allowed me to play a role in advancing projects that were consistent with our general plan & zoning code. For the projects that fell short of this standard, I had the opportunity to offer constructive criticism and guidance to encourage solutions that did. I would appreciate the opportunity to serve again.

SERVICE HISTORY

Are you currently, or have you ever been a member of any City of Sierra Madre Commission, Board, or Committee?

Yes No

NAME OF COMMISSION, BOARD, OR COMMITTEE <i>Planning Commission</i>	DATES OF SERVICE <i>7/05-6/13</i>
NAME OF COMMISSION, BOARD, OR COMMITTEE	DATES OF SERVICE

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