

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

Tuesday, March 27, 2018 - 6:30 pm

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

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

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



PUBLIC COMMENT

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

PUBLIC COMMENT FOR ITEMS ON THE AGENDA:

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

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:

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

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

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

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Council Member John Capoccia

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MEETING MINUTES

Approval of City Council minutes from the regular meeting on March 13, 2018.

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Proclamation in Recognition of Armenian Genocide Remembrance Day

ACTION ITEMS

1. CONSENT

a) **ADOPTION OF RESOLUTION 18-12 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS**

Recommendation that the City Council approve Resolution 18-12 for approval of payment of City warrants in aggregate amount of \$517,663.59; Library warrants in the aggregate amount of \$12,461.72, and payroll transfer in the aggregate amount of \$329,040.11 for fiscal year ending June 2018.

b) **CONSIDERATION OF CONSULTANT SERVICES AGREEMENT – DAPEER, ROSENBLIT, LITVAK, LLP**

Recommendation that the City Council enter into an agreement with Dapeer, Rosenblit, Litvak, LLP for code-enforcement legal services and authorize the City Manager to execute an agreement in a form acceptable to the City Attorney.

c) **SECOND READING OF ORDINANCE No. 1396 AMENDING TITLE 17, CHAPTER 17.56 OF THE SIERRA MADRE MUNICIPAL CODE: NON-CONFORMING USES ORDINANCE, AND CHAPTER 17.82 OF THE SIERRA MADRE MUNICIPAL CODE: HISTORIC PRESERVATION ORDINANCE**

Recommendation that the City Council introduce and approve, for second reading, by title only, and waive further reading of Ordinance No. 1396, amending Title 17, Chapter 17.56 of the Sierra Madre Municipal Code: Non-Conforming Uses Ordinance, and Chapter 17.82 of the Sierra Madre Municipal Code: Historic Preservation Ordinance and direct the City Attorney to prepare a summary of Ordinance No. 1396.

DISCUSSION

2. **SIERRA MADRE PUBLIC LIBRARY: REVIEW OF 2017 LIBRARY SERVICES**

Recommendation that the City Council receive and file.

3. **BUDGET AND EXPENDITURE REVIEW FOR FISCAL YEAR 2007-2008 THROUGH FISCAL YEAR 2017-2018**

Recommendation that the City Council receive and file.

ACTION ITEMS

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

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, April 24, 2018.



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL,
SUCCESSOR AGENCY, AND
PUBLIC FINANCE AUTHORITY

Tuesday, March 13, 2018 - 6:30 pm

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

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL

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

Absent: None

Also Present: Gabe Engeland, City Manager
Teresa Highsmith, City Attorney
Marcie Medina, Assistant City Manager
Laura Aguilar, Assistant City Clerk
James Carlson, Management Analyst
Chris Cimino, Public Works Director
Vincent Gonzalez, Planning and Community Preservation Director
Joe Ortiz, Police Chief
Sue Spears, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Mayor Pro Tem Denise Delmar led in the Pledge of Allegiance, followed by words of inspiration in which she requested that the Council Members and residents recognize and remember Gregory Casillas, Pomona Police Department Probationary Officer, who was shot and died on Saturday, March 10, 2018. Mayor Pro Tem Delmar asked for a moment of silence as we remember Officer Casillas and all of our officers.

REPORT ON THE CLOSED SESSION SPECIAL MEETING OF THE SIERRA MADRE CITY COUNCIL ON TUESDAY, MARCH 13, 2018 AT 5:30 PM

City Attorney Highsmith reported that the City Council met in Closed Session on a matter of anticipated litigation. No action was taken, however direction was provided to the City Attorney.

APPROVAL OF AGENDA AS PRESENTED:

Council Member John Harabedian moved to approve the agenda as presented.

Mayor Pro Tem Denise Delmar seconded the motion to approve the agenda.

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

Noes: None

The motion to approve the agenda as presented was passed unanimously.

APPROVAL OF MINUTES:

Mayor Arizmendi moved on to the approval of the Minutes of the Regular Council Meeting of February 27, 2018.

Council Member Gene Goss moved to approve the Minutes of the Regular Council Meeting of February 27, 2018 as presented.

Council Member John Capoccia seconded the motion to approve the Minutes.

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

Noes: None

Absent: None

Abstain: None

The motion to approve the Minutes of the Regular Council Meeting of February 27, 2018 as presented was passed unanimously.

MAYOR AND CITY COUNCIL REPORTS:

1. Council Member John Capoccia reported that he attended the Wild and Scenic Film Festival on Saturday at the Sierra Madre Playhouse. He said that it was a packed house, sold out, and a lot of fun. It was the first time in 40 years that an actual film had been shown at Playhouse. Council Member Capoccia said that it was impressive that Carolyn Dasher, EENR Commissioner, paid for the new screen there. In addition, he reflected that it is incredible that we have this kind of dedication in town and that weekly there is always something that reminds him why he loves living in Sierra Madre because of the people here.
2. Council Member Gene Goss reported that, as a liaison to the Chamber of Commerce, the St. Patrick's Celebration events in the Park scheduled for Saturday have been cancelled due to the rain prediction. He said that the Wistaria Festival events scheduled for Sunday, March 18, 2018, are proceeding as planned.
3. Council Member John Harabedian did not make a report
4. Mayor Pro Tem Denise Delmar encouraged everyone to attend the 2018 Wistaria Festival events on Sunday, March 18, 2018, to show their support of the City's Chamber of Commerce.
5. Mayor Rachelle Arizmendi reported that she attended a meeting this past week in which Los Angeles Mayor Eric Garcetti talked about Census 2020 that is coming up in two years and that this requires a lot of planning. She emphasized the importance of Census 2020, in terms of money and power. Mayor Arizmendi said that there are "hard to survey blocks" in LA County, while Sierra Madre is "not hard to survey." In addition, she stated that Census 2020 is about the entire region, state, and county. It is important that our county and state make sure that the count is accurate to ensure that the distribution of funds and representation are fair and equitable.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Mayor Arizmendi opened for Public Comment on items not on the agenda.

- Gary Hood, 465 North Baldwin Ave., stated that he is speaking at the request of the *Preserve Sierra Madre Group*. Mr. Hood said that he wanted to recognize the fine job that the current Sierra Madre Council Members are doing, including handling problems in the community and balancing of the books. In addition, he articulated that everyone is supportive of the current Council Members who are on the ballot in April and is pleased to see that three of them are running. Mr. Hood wanted to make the Council aware that he received in the mail a beautiful brochure in which his wife and the name of a person not living at his house was listed, thus causing him concern. He thanked the three Council members running and said that they have the support of the community.

Mayor Arizmendi asked if anyone else would like to come forward on items not on the agenda. Seeing no one come forward, Mayor Arizmendi closed Public Comment.

PRESENTATION – PROCLAMATION IN SUPPORT OF RED CROSS MONTH:

Mayor Arizmendi presented a Proclamation in Support and Recognition of Red Cross Month to Sylvia Ramos, representing the Sierra Madre Chapter of the American Red Cross.

1. AGENDA ACTION ITEM: CONSENT CALENDAR:

City Manager Engeland gave the following reports under the Consent Calendar:

- A) ADOPTION OF RESOLUTION 18-09 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS - Recommendation that the City Council approve Resolution 18-09 for approval of payment of City warrants in the aggregate amount of \$146,803.44, Library warrants in the aggregate amount of \$400.00, and payroll transfer in the aggregate amount of \$299,313.07 for fiscal year ending June 2018.
- B) ANNUAL HOUSING ELEMENT PROGRESS REPORT ON STATUS OF REGIONAL HOUSING NEEDS ALLOCATION (RHNA) - Recommendation that the City Council receive and file.
- C) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH MARTIN AND CHAPMAN - Recommendation that the City Council approve an agreement with Martin and Chapman for services related to the 2018 General Municipal Election and authorize the City Manager to execute the agreement.
- D) NATIONAL LEAGUE OF CITIES SERVICE LINE WARRANTY PROGRAM - Recommendation that the City Council authorize the City Manager or his designee to enter into a non-royalty marketing agreement with Utility Service Partners, Inc. (USP) for a three (3) year term and authorize USP to use the City's official logo in the program's marketing.

Mayor Arizmendi asked if any Member of the Council had questions on items on the Consent Calendar.

Council Member Harabedian had a question regarding 1D because he has personally received letters from this organization in the past. He asked if property owners would receive the same type of information, are there other companies offering this type of coverage, and asked about the program benefits.

City Manager Engeland stated that this program is co-branding and endorsed by the City. He further stated that the benefit to the program is that there are two options, (1) Royalty to the City for co-sponsorship or (2) Reduced costs for the residents. City Manager Engeland reported that the City is recommending reduced rates to the residents, in lieu to royalties to the City. He asked Utilities Services Director Reynoso to respond to whether there are other companies offering this type of program. Director Reynoso indicated that property owners can contact their homeowner's policy providers to determine if they offer this type of coverage and that the City was unaware of any other company willing to do a marketing outreach in partnership with the City for this type of service. He introduced Bill Coffey, Regional Account Director, Utility Service Partners, Inc. (USP) and representing the National League of Cities Service Line Warranty Program, to address the Council and respond to their questions.

Mr. Coffey, in response to Council Members' questions stated the following: (1) this is the only such program offered by the National League of Cities and is unique, (2) there are no deductibles for participants in the program, except under \$10 per month each for the water line and sewer line, these are the lateral lines on the front of homeowners property, (3) participation is voluntary and persons may opt in or out of the program at any time, without penalty, and (3) the rates are based on the volume of business done in the State of California and nationwide.

Council Member Harabedian asked Mr. Coffey "why should the City do this." Mr. Coffey responded that USP will not reach out to Sierra Madre residents without City approval. In addition, he said that USP will send out three letters per year, at no cost to the City, and that the City is given the opportunity to review and approve the letters beforehand.

Council Member Capoccia asked whether there would be a press release issued or other community outreach about the City's participation in the program. He expressed that any communication should let residents know about the benefits of this voluntary program, including low rates, and that the City is waiving royalties in order to keep rates low for its customers. Mayor Pro Tem Delmar concurred that the City should let residents know that this program has the backing of the City.

Mayor Arizmendi opened the meeting for Public Comment.

- John Hutt, Planning Commissioner, reported that the City is four years into the eight year Housing Element cycle and the progress for the Above Moderate Dwelling Units has exceeded expectations, partly due to the development of the Sierra Madre Kensington Assisted Living Facility, which was built in 2015. He stated that the affordable housing development is currently 37 ½% of the RHNA goal for the entire eight year cycle (ending in 2021). Mr. Hutt said that, while the City's affordable housing development is currently below the expected 50%, Sierra Madre is better positioned than most neighboring cities.

Mayor Arizmendi asked if anyone else would like to come forward to speak on items on the Consent Calendar. Seeing no one, Mayor Arizmendi closed Public Comment and brought the matter back to the Council for discussion.

Council Member Goss stated that item 1D is a great program for the people of Sierra Madre and that it is an opportunity to protect themselves in the event of a catastrophic failure of one of these systems.

Council Member John Harabedian made a motion to approve Consent Items 1A, 1B, 1C, and 1D as presented.

Council Member John Capoccia seconded the motion for approval.

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

Noes: None

Absent: None

Abstain: None

The motion to approve Consent Calendar items IA, 1B, 1C, and 1D as presented was approved unanimously.

2. AGENDA ACTION ITEM: PUBLIC HEARING – FIRST READING OF ORDINANCE NUMBER 1396 AMENDING TITLE 17, CHAPTER 17.56 – NONCONFORMING USES ORDINANCE AND CHAPTER 17.82 – HISTORIC PRESERVATION ORDINANCE OF THE SIERRA MADRE MUNICIPAL CODE. Recommendation that the City Council conduct a Public Hearing and introduce, for first reading, by title only, Ordinance No. 1396, an Ordinance amending Chapter 17.56 Non-Conforming Uses Ordinance and Chapter 17.82 Historic Preservation Ordinance.

Mayor Arizmendi opened the issue for Public Hearing.

Planning and Community Preservation Director Gonzalez gave a report on the first reading, by title only, of Ordinance No. 1396, an Ordinance Amending Title 17, Chapter 17.56 – Nonconforming Uses Ordinance and Chapter 17.82 – Historic Preservation Ordinance of the Sierra Madre Municipal Code, which included a power-point presentation.

Mayor Arizmendi asked if any Member of the Council had questions on the report. Council Member Harabedian said that he had questions but would wait until Commissioner Hutt made his report.

John Hutt, Planning Commissioner, testified on the matter and stated the “high points” of the Ordinance as follows:

- The City’s current non-conforming ordinance is horrible, is so ambiguous that it is not understandable, and that staff spends a lot of time trying to figure it out.
- The Planning Commission started from scratch in drafting the Ordinance and that we now have an Ordinance that works, is functional, is clearer, gives better direction to property owners, and will save staff time.
- We are not seeking to phase out non-conforming uses in town and that the Ordinance separates non-conforming use and non-conforming structures and treats them differently.
- Modifications are greatly allowed and provide for the re-use of structures, especially in the downtown.
- The Ordinance fixes previous inconsistencies in the Historic Code regarding re-use.
- Routine maintenance and repair is allowed.

Council Member Capoccia asked if a structure loses its non-conforming status if it is demolished or removed. Commissioner Hutt responded that it depends on whether the property is under involuntary demolition or voluntary demolition. He said that the Ordinance expanded the definitions of involuntary demolition to include onetime casualty and decay over time. He further stated that there is a difference between full demolition and repair and that the homeowner would work with staff on that.

Council Member Capoccia asked what would happen if Mary's Market were to close for more than 24 months. Commissioner Hutt responded that, if that were to happen, then there would be no market in the Canyon and that is why the Ordinance expanded the non-use provision to 24 months.

Council Member Harabedian asked how we define structural alterations/changes. Commissioner Hutt responded that internal changes are not included and would be allowed. Council Member Harabedian questioned whether there was a better way to define structural alterations to be considered in the future. He asked how we define enlargement of use. Commissioner Hutt testified that enlargement of use is adding square footage, i.e. enlarging the structure to enlarge the use.

Gina Frierman-Hunt, Planning Commissioner, testified the following:

- Expanding use within the existing structure does not affect the non-conforming structure.
- Non-conforming use does not address the intensity of use, which is different.

Council Member Harabedian expressed that there may be a need to clarify structural alterations and enlargement of use and asked how property owners disagree with staff decisions appeal. Commissioner Hutt said that the person can proceed with a general appeal to the Planning Commission.

Mayor Arizmendi said that this is a Public Hearing and asked if anyone else would like to come forward to comment on this item. Seeing no one, Mayor Arizmendi closed the Public Hearing and brought the matter back to the Council for discussion.

Mayor Pro Tem Delmar thanked the Planning Commission and Commissioners Hutt and Frierman-Hunt for being so thoughtful in the drafting of the Ordinance.

Council Member Goss said that the Ordinance is reasonable, will make it easier for staff and property owners to interpret, and that clarity is important.

Mayor Arizmendi asked whether definitions can be added to the Ordinance. City Attorney Highsmith said that the Council could give direction to staff to come back with clarifying definitions and still be on target for first reading tonight, as the definitions would not change the provisions in the Ordinance. She further stated that non-conforming ordinances are generally written very broadly to provide for interpretation. City Manager Engeland said that we cannot eliminate all ambiguity and allowing for interpretation, when reasonable, is preferred. City Attorney Highsmith said that, as decisions are made, precedents for future interpretation are established and that administrative interpretation is allowed and can be added to the books. In addition, the Ordinance was drafted to make it easier for residents, to keep the character of the community and not written to eliminate non-conformity in Sierra Madre.

Council Member Harabedian stated that he was okay with the Ordinance as proposed.

Council Member John Capoccia made a motion to approve the first reading, by title only, of Ordinance No. 1396 Amending Title 17, Chapter 17.56 – Nonconforming Uses Ordinance and Chapter 17.82 – Historic Preservation Ordinance of the Sierra Madre Municipal Code.

Council Member John Harabedian seconded the motion for approval.

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

Noes: None
Absent: None
Abstain: None

The motion to approve the first reading, by title only, of Ordinance No. 1396 Amending Title 17, Chapter 17.56 – Nonconforming Uses Ordinance and Chapter 17.82 – Historic Preservation Ordinance of the Sierra Madre Municipal Code was approved unanimously.

AGENDA DISCUSSION ITEMS:

3. CONSIDERATION OF RESOLUTION 18-10 – MOBILE SOURCE AIR POLLUTION REDUCTION REVIEW COMMITTEE (MSR) CLEAN TRANSPORTATION FUNDING OPTIONS.

Management Analyst Carlson gave a report on Resolution 18-10 - Mobile Source Air Pollution Reduction Review Committee (MSR) Clean Transportation Funding Options, including a PowerPoint presentation, recommending that the City Council accept the Clean Transportation Funding Grant in the amount of \$50,000 and adopt Resolution 18-10 allocating those grant funds towards the operations and maintenance of the San Gabriel Valley-wide Metro Bike Share Program that is currently being coordinated through the San Gabriel Valley Council of Governments.

Mayor Arizmendi asked if any Member of the Council had questions on the report.

Mayor Arizmendi noted that the City of Arcadia was not participating in the program at this time and questioned why. Analyst Carlson responded that Arcadia did not participate at the beginning of the program, but may join as the program develops.

Council Member Goss asked about the number of bikes that would be assigned to Sierra Madre and Analyst Carlson responding to say that Sierra Madre will be on the second phase of the bike roll out of this program. In addition, he said that, if Sierra Madre worked with agencies not related to the Metro Bike Share Program, then the bikes could not participate in the Metro Bike Share Program.

Analyst Carlson also said that the City would like stationless bikes, which will probably roll out within a year, would use a TAP Card to lock, and where it can be locked is under development. In addition, part of the program is Metro staff going out, from time to time, to retrieve and spread the bikes out.

Mayor Pro Tem Delmar asked if, in big cities, Metro is working with certain employers and businesses to have docking stations. Analyst Carlson responded that he has seen, in Downtown Los Angeles, the strategic placement of docking stations at green oriented and sustainable oriented businesses.

Mayor Arizmendi opened this item for Public Comment.

- Dee Alcorn, Grandview, asked if there is a charge and if there has been a pilot program to indicate that it is worthwhile. He also asked what happens if the program is over and there are ongoing costs.

In response, Mayor Arizmendi stated that she has seen that the program is well used in Downtown Los Angeles. In addition, Analyst Carlson said that bike use cost is \$1.35 for 30 minutes via TAP cards or phone App. He also reported that Long Beach, Santa Monica, Downtown Los Angeles,

and Pasadena had test programs, although Pasadena's test program had glitches. He said that there is no cost to the City to participate in the Metro Bike Share Program. Analyst Carlson reported that, if the City were to use the funds for electric vehicle charging stations, it would require that the City pay for 50% of the total project cost, funds the City does not have.

Mayor Arizmendi asked if anyone else would like to come forward to speak on this item. Seeing no one, Mayor Arizmendi closed Public Comment and brought the matter back to the Council for discussion.

Mayor Pro Tem Delmar said that she has seen a similar type of program working in Northern California and it was well used. In addition, she stated that there are employers who subsidize employees who use the program.

Council Member Gene Goss made a motion to accept the Clean Transportation Funding Grant in the amount of \$50,000 and adopt Resolution 18-10 as presented.

Council Member John Capoccia seconded the motion for approval.

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

Noes: None

Absent: None

Abstain: None

The motion to accept the Clean Transportation Funding Grant in the amount of \$50,000 and adopt Resolution 18-10 as presented was approved unanimously.

At 7:45 p.m., Mayor Arizmendi announced that the meeting would break for five minutes and resume at 7:50 p.m. The meeting resumed at 7:51 p.m.

4. FY 2017-2018 MIDYEAR BUDGET REVIEW SECOND QUARTER FINANCIAL REPORT – CONSIDERATION OF RESOLUTION 18-11 – ADOPTING THE MIDYEAR BUDGET FOR FISCAL YEAR 2017-2018 AND APPROPRIATING THE AMOUNTS PROJECTED.

Assistant City Manager Medina gave a report on the FY 2017-2018 Midyear Budget Review Second Quarter Financial Report, including a PowerPoint presentation, and recommended approval of Resolution 18-11 - Adopting the Midyear Budget for Fiscal Year 2017-2018 and Appropriating the Amounts Projected.

Mayor Arizmendi asked if any Member of the Council had questions on the FY 2017-2018 Midyear Budget Review Second Quarter /Financial Report or Resolution 18-11.

In response to a question from Mayor Pro Tem Delmar, Asst. City Manager Medina explained that, in regards to the General Fund for Planning & Preservation, the increase in expenditures of \$100,000 was due to the legal bills associated with the coding.

In response to questions from Council Member Capoccia, Asst. City Manager Medina explained and clarified the small increases across several revenue sources, which included, property tax, redevelopment rate residuals, sales tax (+\$20,000), and franchise fees (+\$20,000), as well as the decrease in utility taxes.

Mayor Arizmendi had a question about the Sewer Fund, how it works out with the timing of our Water Study, and asked if we need to be concerned and do we need to move faster.

Asst. City Manager Medina responded that the staff is aware that they need to move quickly due to the depleting fund balance, are moving much faster than anticipated because it has already been a few years, and there is a need to implement the new Sewer Rate Study within the next year.

City Manager Engeland stated that they anticipate bringing in the Sewer Rate Study with the Water Rate Study. He also reiterated that, at the time, the Council had correctly decided to let the fund balance go down, in lieu of rate increases.

Mayor Arizmendi opened this item for Public Comment.

- Dee Alcorn, Grandview, said that he is concerned with the condition of the water and sewer systems due to inadequate maintenance that has occurred because of underfunding for years. He expressed that that the system has to pay for itself now and not expect people in the future to pay for it and asked about the City's the plan to (1) show improvements and (2) make sure that the City has the funds to do them. Mr. Alcorn doubts that the current reserve funds are adequate to maintain the sewer system and water system.

In response, Mayor Arizmendi acknowledged that the sewer is an area of concern and that is why the City is looking to the Sewer Rate Study to make sure that this is addressed for the future. She also reported that the Master Water Plan has been completed and that there have been significant investments in the infrastructure. Mayor Arizmendi stated that there is a plan in place to address these issues utilizing the Master Water Plan, Water Infrastructure Plan, and the Sewer Rate Study.

In regards to water infrastructure, City Manager Engeland stated that an important part of last year's budget was the investment in capital assets in the Water Fund of \$915,000, which is more than was spent in the previous two years combined. He recognized that the water system is in critical and poor condition such that the vast majority has passed its useful life. City Manager Engeland said that the City needs to seriously invest in its water infrastructure maintenance from year to year. In regards to the Sewer Fund, he said that the sewer infrastructure is in good shape and that the Sewer Funds have been adequate, but that this is the last year that we can allow depletions of the sewer fund balance. City Manager Engeland said that, when the water rates are adopted, it will break out and show exactly what we are investing in infrastructure per household. Asst. Manager Medina stated that in the last few years the City refinanced the Water Bond Fund for greater savings to the City and, with the Water Rate Study, the City will be better able to allocate its costs over time.

Mayor Arizmendi asked if anyone else would like to come forward to speak on this item. Seeing no one, Mayor Arizmendi closed Public Comment and brought the matter back to the Council for discussion.

Mayor Arizmendi commented that, given where the City was a year ago, the City's financial position has improved greatly and commended City staff for their work in balancing the budget and finding savings for the City.

Major Pro Tem Delmar commented that the City is beginning, albeit late, to invest in the City's infrastructure and that this is really due to the staff finding ways for us to pay for that and commended the staff for putting together a really good budget.

Council Member Goss commented that, with the new City Manager, new Public Works Director, and Utilities Director, the City's management team gets it in that, when you invest in infrastructure, you save in operating costs over time. He stated that good things are happening, but that it takes patience, and he is optimistic for the City in the long run.

Council Member Harabedian echoed the comments of the previous Council members.

Mayor Pro Tem Denise Delmar made a motion to approve Resolution 18-11 - Adopting the Midyear Budget for Fiscal Year 2017-2018 and Appropriating the Amounts Projected.

Council Member John Harabedian seconded the motion for approval.

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

Noes: None

Absent: None

Abstain: None

The motion to approve Resolution 18-11 - Adopting the Midyear Budget for Fiscal Year 2017-2018 and Appropriating the Amounts Projected as presented was approved unanimously.

5. PROCEDURES FOR DISINCORPORATION AND IMPACTS THEREOF.

City Manager Engeland provided a background on the origin of this item, as at the last Council Meeting he had given a report on the fiscal impact analysis to Sierra Madre if Measure D were to pass and what the complete repeal of the 10% Utility Users Tax (UUT) would equal. City Manager listed the following regarding the impact to the City if the 10% UUT were to be completely repealed:

- Reduction of 24% of the General Fund or \$2.6 million in revenue plus additional revenues that the departments bring in that we could no longer count on.
- Areas that will be proposed to staff include: eliminate six police officers and four sergeants, eliminate our ambulance service, eliminate Community Services in its entirety, and reduce the Library to one day per week.
- The cuts indicated above would total \$1.7 million of the \$2.6 million revenue loss.
- The remaining \$900,000 of revenue loss would require a 20% cut equally across all departments.

In response to the request at the last Council Meeting, City Attorney Highsmith gave a report on the Procedures for City Disincorporation and the Impacts Thereof, which included the following:

- When a public entity does not have enough revenue to pay for essential services, the options are (1) Raise revenue, (2) Cut services, (3) Chapter 11 Bankruptcy Process, does not eliminate the city, just reorganizes it, and the result is less services, and finally (4) Disincorporation, meaning a city would cease to exist.
- The point of disincorporation is that there is no sustainable way to continue City services.

City Attorney Highsmith reported the following impact to Sierra Madre, if disincorporation were to take place to include, but not be limited to, the following:

- Sierra Madre would cease to be Sierra Madre as a city and be absorbed into unincorporated Los Angeles County (County) territory.

- All Sierra Madre Municipal Codes and all legislative enactments would cease and Sierra Madre would be under the County Code of Ordinances.
- All building and zoning permits would be reviewed by the County, subject to the County Code.
- Paramedic services, police services, and fire services would be provided by the County.
- How water services are provided would be a County decision.
- The County could decide to keep the Water Department or could decide to sell the entire system
- Disincorporation would not eliminate Sierra Madre's liabilities, which would remain through the entire disincorporation process.
- In disincorporation, all assets are taken into consideration and liquidated, to the extent necessary, to pay off the debt and/or liability so that the County gets that territory free of the debt.
- The County decides all assets to be liquidated to eliminate the debt and, if that does not generate sufficient revenue to eliminate the debt, then a Parcel Tax can be levied by a majority vote (instead of the usual two-thirds percent required vote), as part of the disincorporation vote.
- To initiate the disincorporation process, the City must adopt a resolution application that is ultimately submitted and reviewed by the Local Agency Formation Commission (LAFCO).
- Disincorporation is a very lengthy process that takes about a year, requires approval by a majority of the voters (Special Election or General Election), and, if it fails, no one can request the disincorporation procedure for two years.

Mayor Arizmendi asked if any Member of the Council had questions on the Procedures for City Disincorporation and the Impacts Thereof.

Council Member Capoccia commented that there would be no way out of this mess if the City loses the UUT revenue. He noted that services would be decimated to a level that we are not really functioning as a city and there would still be a shortfall of revenue. Bankruptcy is not viable or appropriate because the City would still have the CalPERS obligation. Council Member Capoccia further commented that, if the City tried to get out of CalPERS, then it would be extremely difficult to hire police and fire personnel and may have to pay safety personnel more to have them work under those conditions.

City Attorney Highsmith advised that there is no way out of CalPERS and that, in leaving CalPERS, the City would have to superfund CalPERS @100% for every person working for the City currently and in the past, as if they retired immediately and CalPERS would determine and demand that amount upfront. The price tag would be huge and untenable. In addition, the likelihood that the City could attract new employees would be very slim.

In response to a comment by Council Member Capoccia, City Attorney advised that, during the disincorporation process which is very lengthy, the City would be depleting its reserves while drastically eliminating services to the community and cutting staff and the City would still not have completed the disincorporation process.

Council Member Capoccia commented that any plan for City disincorporation would probably have to include a Parcel Tax in which 50% of the voters could approve, instead of the regular two-thirds percent required for tax approval and that this would ultimately end up costing tax payers more money in the near term, possibly lose our water system, and have higher water rates, all of which is really frightening.

Mayor Arizmendi asked, if this were to happen, when would UUT end and what happens to the City, how do we function and how do we survive as a city going through the disincorporation process. City Manager Engeland responded that the Council would have to make immediate decisions regarding drawing down on fund balances, increasing liabilities, cutting services, while trying to remain viable as a city as we go through the disincorporation process, which is lengthy. City Attorney Highsmith added that, if Measure D were to be approved, the UUT cut would be effective immediately following the election.

Mayor Pro Tem Delmar commented regarding what would happen if Measure D were to pass, we do not have UUT, and if the City does not want to go through disincorporation, then the City could choose one of the other options and try to find ways to increase revenue. She commented that it would take two years to put a Parcel Tax on the ballot, in which case staff has already been laid off. City Attorney Highsmith confirmed that, once UUT is repealed, a whole year must go by to try to bring it back and that any Parcel Tax proposal can only be on a General Election, thus it would be a full year to try to raise additional revenue for the City. In the meantime, services would have to be cut and reserves would be spent down, which will only last for so long.

Mayor Arizmendi opened this item for Public Comment.

- Edward Garcia, East Grandview, informed the Council that he is the Chairperson of the No on Measure D Committee. He wanted to remind the community and City Council that, two years ago, 72% of the voters said that they wanted to fund and support the City and bring things back to the way that they were. The last two years have been very nice. We have been able to go to a paid fire department, hired a new City Manager, hired a new Public Works Director, and re-staffed our police department. Mr. Garcia wanted to encourage and remind everyone that it is important that they go out on April 10, 2018, and vote no on Measure D to avoid the disincorporation of Sierra Madre. He stated that wanted to advise the electorate that the proponents/organizations of Measure D do not live in Sierra Madre and are disingenuous. Mr. Garcia noted that Sierra Madre pays less to its employees than neighboring cities and that we have great talent at cheap prices. The No on Measure D Committee will have a booth at the Wistaria Festival. He urged people to come out to the polls, not forget why we love this community, and vote that we want to fund this community.

Mayor Arizmendi asked if anyone else would like to come forward to speak on this item. Seeing no one, Mayor Arizmendi closed Public Comment and brought the matter back to the Council for discussion.

The report was for informational purposes only. No action was taken.

NEW ITEMS PLACED FOR FUTURE AGENDA:

Mayor Arizmendi asked the members of the City Council if there are any new items for future meeting agendas.

Council Member Harabedian expressed thanks to Edward Garcia and the No on Measure D Committee for their service, that Mr. Garcia's report could not have said it any better, and thanked City Attorney Highsmith for her report as well.

Council Member Goss thanked Mr. Garcia, as well, for his decision to devote himself to this project and know that there are others in the community that will be joining him and encourage them all and thank them. He stated that Mr. Garcia articulated the situation as well as any of the Council members could and expressed kudos to him and all of the volunteers.

No new items were requested by the Council Members.

ADJOURNMENT:

Mayor Arizmendi asked for a motion to adjourn.

Council Member John Harabedian made a motion to adjourn the meeting.

The motion to adjourn was seconded by Council Member Gene Goss.

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

Noes: None

Absent: None

Abstain: None

The motion to adjourn was passed unanimously.

THE SIERRA MADRE CITY COUNCIL MEETING WAS ADJOURNED AT 8:47 p.m. to a Regular Meeting on Tuesday, March 27, 2018, to be held in the Sierra Madre City Hall Council Chambers.

Rachelle Arizmendi, Mayor

Minutes taken and prepared by:

Sue Spears, City Clerk

RESOLUTION NUMBER 18-12

**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 \$517,663.59 Sierra Madre Library Warrants in aggregate amount of \$12,461.72 and Payroll Transfer in the aggregate amount of \$329,040.11 the fiscal year ending June 30, 2018.

APPROVED AND ADOPTED this 27th day of March, 2018.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 18-12 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 27th day of March, 2018.

AYES:

NOES:

ABSTAIN:

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of March 27, 2018**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants	\$517,663.59
Sierra Madre Library Warrants	\$12,461.72
Payroll #6 Transfer.....	\$329,040.11

Warrant Register 03/27/18**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY1718	Manual Warrants	11,510.13	1-4
FY1718	General Warrants- Utility Bills	45,176.41	5-7
FY1718	General Warrants	460,977.05	8-15
	Total	517,663.59	

Fiscal Year	Description	Amount	
FY1718	Manual Library Warrants	5,675.00	16-17
FY1718	Library Warrants	6,786.72	18-19
	Total	12,461.72	

Date: 3/22/18	Payroll #6 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	329,040.11	
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Check Approval Register

Page 1

Packet: APPKT03903 - MNCKS030818
Vendor Set: 01 - Vendor Set 01

Check Date: 03/08/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000	GENERAL FUND						
0680	POSTMASTER						
APBWEST	Check			<u>INV022195</u>	Postage - State of the City Postcards	10000.11000.53999	865.59
0691	RIO HONDO COLLEGE						
APBWEST	Check			<u>INV022194</u>	TRAINING	10000.50000.52205	352.00
Fund 10000 Total:							1,217.59
Report Total:							1,217.59



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Packet: APPKT03909 - CC030518
Vendor Set: 01 - Vendor Set 01

Check Date: 03/12/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0823</u>	BANK OF AMERICA						
APBWEST	Check			<u>INV022212</u>	GE- MEMBERSHIP	10000.11000.53402	45.00
				<u>INV022210</u>	GE- BANNER FOR MAYOR'S STATE OF CITY	10000.11000.53999	106.65
				<u>INV022215</u>	GE- COUNCIL MTG TRANSCRIPTS	10000.12000.52100	58.00
				<u>INV022213</u>	GE- CONFERENCE	10000.12000.53402	57.96
				<u>INV022216</u>	GE- CONFERENCE	10000.12000.53402	17.66
				<u>INV022147</u>	VG- APA MEMBERSHIP	10000.40000.53409	343.00
				<u>INV022148</u>	VG- APA ANNUAL MEMBERSHIP	10000.40000.53409	531.00
				<u>INV022150</u>	DC- EMPLOYEE TRAINING	10000.50000.52205	135.00
				<u>INV022152</u>	DC- EMPLOYEE TRAINING	10000.50000.52205	225.00
				<u>INV022214</u>	GE- CONFERENCE	10000.50000.52205	57.96
				<u>INV022211</u>	GE-CONFERENCE	10000.50000.52205	17.66
				<u>INV022151</u>	DC- SUPPLIES	10000.50000.52999	9.86
				<u>INV022153</u>	DC- EVENT	10000.50000.53306	24.98
				<u>INV022198</u>	CC- FACILITIES MAINTENANCE	10000.83200.53201	79.76
				<u>INV022200</u>	JS- SUBSCRIPTION	10000.90000.52200	19.99
				<u>INV022199</u>	JS- SECURITY TAGS FOR BOOKS	10000.90000.53100	276.31
				<u>INV022202</u>	JS- KEYBOARD REPLACEMENT	10000.90000.53103	5.98
Fund 10000 Total:							2,011.77
Fund: 37006 - SENIOR CENTER							
<u>0823</u>	BANK OF AMERICA						
APBWEST	Check			<u>18639</u>	RS- SENIOR EXCURSION TRANSPRTN	37006.72000.52200	1,095.00
				<u>INV022207</u>	RS- SUPPLIES MONTHLY ACTIVITIES	37006.72000.53999	17.48
				<u>INV022204</u>	RS- SUPPLIES FOR MONTHLY ACTIVITIES	37006.72000.53999	24.09
				<u>INV022203</u>	RS- SENIOR MONTHLY ACTIVITY	37006.72000.53999	74.87
<u>0378</u>	SMART & FINAL						
APBWEST	Check			<u>3056650040502</u>	SENIOR MONTHLY ACTIVITIES	37006.72000.53999	24.55
Fund 37006 Total:							1,235.99
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND							
<u>0823</u>	BANK OF AMERICA						
APBWEST	Check			<u>INV022201</u>	JS- YOUTH PROGRAM	39006.90000.53999	8.41
Fund 39006 Total:							8.41
Fund: 71000 - WATER ENTERPRISE FUND							
<u>0823</u>	BANK OF AMERICA						
APBWEST	Check			<u>INV022144</u>	JR- WIRING FOR PRODUCTION METER	71000.81100.53200	243.30
				<u>INV022143</u>	JR- METER REPAIR	71000.81100.53209	72.27
				<u>INV022142</u>	JR- ANNUAL MEMBERSHIP	71000.81100.53409	270.00
				<u>INV022141</u>	JR- CAL WATER FIX UPDATE	71000.81100.53409	30.00
Fund 71000 Total:							615.57
Fund: 77003 - SPECIAL EVENTS							
<u>0823</u>	BANK OF AMERICA						
APBWEST	Check			<u>INV022209</u>	RS- SENIOR EXCURSION	77003.79003.52999	900.00
Fund 77003 Total:							900.00
Report Total:							4,771.74



Check Approval Register

Page 3

Packet: APPKT03913 - HMEDEPOT031218
Vendor Set: 01 - Vendor Set 01

Check Date: 03/14/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0833</u>	HOME DEPOT						
APBWEST	Check			<u>2381154</u>	STREET MATERIALS	10000.83500.53206	21.87
Fund 10000 Total:							21.87
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>0833</u>	HOME DEPOT						
APBWEST	Check			<u>6111176</u>	FACILITY SUPPLIES	60001.83200.53200	100.49
				<u>40900</u>	FACILITY SUPPLIES	60001.83200.53200	88.53
				<u>2590062</u>	FACILITY SUPPLIES	60001.83200.53200	99.01
				<u>1140526</u>	FACILITY SUPPLIES	60001.83200.53200	69.82
Fund 60001 Total:							357.85
Fund: 71000 - WATER ENTERPRISE FUND							
<u>0833</u>	HOME DEPOT						
APBWEST	Check			<u>2090497</u>	WATER SAFETY EQUIP	71000.81100.53200	89.08
Fund 71000 Total:							89.08
Report Total:							468.80



City of Sierra Madre, CA

Check Approval Register

Page 4

Packet: APPKT03917 - TURNER031518
Vendor Set: 02 - Vendor Set 02

Check Date: 03/15/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 77004 - SERVICES MOVIE/OES DETAILS							
<u>VEN03114</u>	TURNER NORTH CENTER PRODUCTIONS INC						
APBWEST	Check			<u>INV022253</u>	DEPOSIT REIMBURSEMENT	77004.00000.23001	5,052.00
Fund 77004 Total:							5,052.00
Report Total:							5,052.00



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Packet: APPKT03912 - UB030918
Vendor Set: 01 - Vendor Set 01

Check Date: 03/14/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	
Fund: 32008 - PARKING ASSMNT DIST								
<u>0384</u>	SOUTHERN CALIF. EDISON CO.	APBWEST	Check	<u>2037520756-031018</u>	ELEC CHGS 2/6-3/8/18	32008.83000.55003	465.11	
							Fund 32008 Total:	465.11
Fund: 38005 - GAS TAX FUND								
<u>0384</u>	SOUTHERN CALIF. EDISON CO.	APBWEST	Check	<u>2037520756-031018</u>	ELEC CHGS 2/6-3/8/18	38005.83500.55003	49.20	
							Fund 38005 Total:	49.20
Fund: 60000 - INT SVC FND - FLEET								
<u>0216</u>	THE GAS COMPANY	APBWEST	Check	<u>11826147883-030618</u>	GAS CHGS 2/1-3/1/18	60000.83100.55001	238.84	
							Fund 60000 Total:	238.84
Fund: 60001 - INT SVC FND - FACILITIES MGT								
<u>0384</u>	SOUTHERN CALIF. EDISON CO.	APBWEST	Check	<u>2036613305-030618</u>	ELEC CHGS 2/1/18-3/5/18	60001.83200.55003	1,078.92	
				<u>2037520756-031018</u>	ELEC CHGS 2/6-3/8/18	60001.83200.55003	6,012.44	
<u>0216</u>	THE GAS COMPANY	APBWEST	Check	<u>16651877009-030918</u>	GAS CHGS 2/5-3/7/18	60001.83200.55004	77.58	
				<u>16861877005-030918</u>	GAS CHGS 2/5-3/7/18	60001.83200.55004	178.57	
				<u>19591871009-030918</u>	GAS CHGS 2/5-3/7/18	60001.83200.55004	20.43	
				<u>13511935002-031218</u>	GAS CHGS 2/6-3/8/18	60001.83200.55004	84.61	
							Fund 60001 Total:	7,452.55
Fund: 60003 - INT SVC FND - TECHNOLOGY								
<u>VEN02792</u>	FRONTIER CALIFORNIA INC	APBWEST	Check	<u>20918837570307075</u>	PH CHGS 3/4-4/3/18	60003.30000.55005	1,928.88	
				<u>62635514140920175</u>	PH CHGS 3/1-3/31/18	60003.30000.55005	567.14	
<u>VEN03086</u>	GC PIVOTAL LLC	APBWEST	Check	<u>GC_INV-871096</u>	DSL MON CHGS 4/1-4/30/18	60003.30000.52200	1,297.95	
<u>0642</u>	VERIZON WIRELESS - LA	APBWEST	Check	<u>9802426501-022518</u>	TELEPHONE 1/26-2/25/18	60003.30000.55005	981.42	
							Fund 60003 Total:	4,775.39
Fund: 71000 - WATER ENTERPRISE FUND								
<u>VEN02792</u>	FRONTIER CALIFORNIA INC	APBWEST	Check	<u>20918837570307075</u>	PH CHGS 3/4-4/3/18	71000.81100.55005	52.16	
<u>0384</u>	SOUTHERN CALIF. EDISON CO.	APBWEST	Check	<u>2037520756-031018</u>	ELEC CHGS 2/6-3/8/18	71000.81100.55003	30,858.79	
							Fund 71000 Total:	30,910.95
							Report Total:	43,892.04



City of Sierra Madre, CA

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Packet: APPKT03897 - UB030518
Vendor Set: 01 - Vendor Set 01

Check Date: 03/08/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>VEN02792</u>	FRONTIER CALIFORNIA INC						
APBWEST	Check			<u>31000157630511995</u>	LA CNTY SHRFF CHGS 2/28-3/27/18	10000.50000.55005	139.87
				<u>20915157430511995</u>	LA CNTY SHRFF CHGS 2/28-3/27/18	10000.50000.55005	241.66
Fund 10000 Total:							381.53
Fund: 60003 - INT SVC FND - TECHNOLOGY							
<u>0942</u>	TELEPACIFIC COMMUNICATIONS						
APBWEST	Check			<u>1006263570-022318</u>	PH SVCS 2/23-3/22/18	60003.30000.55005	417.09
Fund 60003 Total:							417.09
Report Total:							798.62



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Packet: APPKT03924 - UB031918
Vendor Set: 01 - Vendor Set 01

Check Date: 03/22/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0129</u>	AT&T						
APBWEST	Check			<u>81829102416611-03</u>	TELECOM DIV 911 3/4-4/3/18	10000.50000.55005	200.46
Fund 10000 Total:							200.46
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>0129</u>	AT&T						
APBWEST	Check			<u>81824637835914-02</u>	TELECOM DIV 2/23-3/22/18	60001.83200.55005	202.65
Fund 60001 Total:							202.65
Fund: 60003 - INT SVC FND - TECHNOLOGY							
<u>1749</u>	PACIFIC TELEMANAGEMENT SERVICE						
APBWEST	Check			<u>975765</u>	PAY PHONE 4/1-4/30/18	60003.30000.55005	82.64
Fund 60003 Total:							82.64
Report Total:							485.75



Check Approval Register

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Packet: APPKT03927 - GEN032718
Vendor Set: 01 - Vendor Set 01

Check Date: 03/22/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.						
APBWEST	Check			<u>204938</u>	Fire Suppression Equipment	10000.61000.53300	214.02
				<u>204894</u>	Helmet Shield	10000.61000.53303	79.19
				<u>205082</u>	Turnouts	10000.64000.53300	868.55
<u>0514</u>	ANDREA WALSH						
APBWEST	Check			<u>INV022255</u>	Recreation Classes - Yoga	10000.77000.52200	642.20
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBWEST	Check			<u>083823</u>	FY 17-18 PARK MAINTENANCE SUPPLIES	10000.83300.53001	12.01
				<u>083955</u>	FY 17-18 PARK MAINTENANCE SUPPLIES	10000.83300.53001	19.13
				<u>084048</u>	FY 17-18 PARK MAINTENANCE SUPPLIES	10000.83300.53001	4.98
				<u>083739</u>	FY 17-18 STREET MAINTENANCE SUPPLIES	10000.83500.53206	7.11
				<u>083741</u>	FY 17-18 STREET MAINTENANCE SUPPLIES	10000.83500.53206	48.60
				<u>083748</u>	FY 17-18 STREET MAINTENANCE SUPPLIES	10000.83500.53206	15.29
				<u>083736</u>	FY 17-18 STREET MAINTENANCE SUPPLIES	10000.83500.53206	10.93
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBWEST	Check			<u>1131379</u>	ASPHALT	10000.83500.53206	51.19
<u>VEN03076</u>	BRANDON WU						
APBWEST	Check			<u>INV022217</u>	Building permit fees	10000.40000.43010	4,023.50
<u>VEN03072</u>	CA DEPT OF TAX AND FEE ADMINISTRATION						
APBWEST	Check			<u>SU AP 017-772438/20</u>	SALES AND USE TAX RETURN/2017	10000.00000.21003	169.00
<u>1025</u>	CALIFORNIA J P I A						
APBWEST	Check			<u>6081</u>	TRAINING	10000.70000.53402	375.00
<u>1087</u>	CITY OF ARCADIA						
APBWEST	Check			<u>18-01</u>	BC Coverage	10000.61000.52100	1,445.00
				<u>CONNM000033</u>	LOBBYING FEDERAL FUNDING W/ CITY OF ARCA	10000.81201.52001	9,000.00
<u>0326</u>	CITY OF PASADENA						
APBWEST	Check			<u>30001245</u>	blanket po - inmate housing	10000.50000.52003	682.00
				<u>30001244</u>	blanket po - inmate housing	10000.50000.52003	672.00
				<u>30001243</u>	blanket po - inmate housing	10000.50000.52003	336.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC						
APBWEST	Check			<u>35070</u>	BPO- LEGAL SERVICES- RETAINER	10000.21000.52201	451.20
				<u>35068</u>	BPO- LEGAL SERVICES- RETAINER	10000.21000.52201	8,400.00
				<u>35072</u>	LEGAL SERVICES FEB 2018	10000.40000.52201	2,512.28
				<u>35073</u>	LEGAL SERVICES FEB 2018	10000.81201.52202	293.00
<u>VEN01012</u>	COMMUNICATIONS CENTER						
APBWEST	Check			<u>97665</u>	RADAR/LIDAR	10000.50000.53301	75.00
<u>VEN01482</u>	COPWARE						
APBWEST	Check			<u>INV022234</u>	CALIF PEACE OFFICERS LEGAL SOURCE	10000.50000.53406	85.00
<u>VEN02871</u>	CYBERREEF SOLUTIONS INC						
APBWEST	Check			<u>1761</u>	DATA PLAN	10000.50000.52200	299.78
<u>0636</u>	CYNTHIA SIRLIN						
APBWEST	Check			<u>INV022256</u>	Recreation Classes - Tai Chi Chuan	10000.77000.52200	436.80
<u>VEN03110</u>	DAVID JACKSON						
APBWEST	Check			<u>2003528.001</u>	SECURITY DEPOSIT REFUND	10000.00000.23200	525.00
<u>0713</u>	DEPT OF JUSTICE						
APBWEST	Check			<u>289688</u>	blanket po - fingerprinting	10000.50000.52200	87.00
<u>VEN01203</u>	DIGITAL ALLY INC						
APBWEST	Check			<u>1099609</u>	cam kit for PD car	10000.50000.53305	4,357.03
<u>0507</u>	DIRECT CONNECTION						
APBWEST	Check			<u>71037</u>	ENVELOPES	10000.61000.53102	138.00
<u>1157</u>	EMBLEM ENTERPRISES, INC.						
APBWEST	Check			<u>579199</u>	UNIFORM PATCHES	10000.50000.53303	445.99
<u>VEN01936</u>	FOOTHILL COMMUNICATIONS LLC						

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount	
<u>0814</u>	APBWEST	Check	2367	Communications	10000.64000.53301	440.00
	HDL, COREN & CONE					
<u>VEN02088</u>	APBWEST	Check	0025076-IN	BL REFUND PER CONTRACT	10000.00000.43002	177.00
	JCL TRAFFIC SERVICES					
	APBWEST	Check	94388	FY 17-18 STREET MAINTENANCE SUPPLIES	10000.83500.53206	287.59
			94441	FY 17-18 STREET MAINTENANCE SUPPLIES	10000.83500.53206	370.02
<u>VEN01382</u>	KIDZ LOVE SOCCER					
<u>0515</u>	APBWEST	Check	INV022258	Recreation Classes - Kidz Love Soccer	10000.77000.52200	1,037.40
	LANDSCAPE WAREHOUSE					
	APBWEST	Check	2550711	FY 17-18 IRRIGATION SUPPLIES	10000.83300.53001	125.86
			2550728	FY 17-18 IRRIGATION SUPPLIES	10000.83300.53001	78.48
			2550822	FY 17-18 IRRIGATION SUPPLIES	10000.83300.53001	64.23
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC					
	APBWEST	Check	51533	FY 17-18 LANDSCAPE MAINTENANCE	10000.81201.52200	208.33
					10000.83300.52200	6,566.67
<u>0884</u>	MOBILE MINI, INC.					
	APBWEST	Check	9003825209	RENTAL STORAGE	10000.50000.53300	114.38
<u>0786</u>	OFFICE DEPOT, INC					
	APBWEST	Check	113677870001A	OFFICE SUPPLIES	10000.40000.53100	30.10
			112349174001	blanket po - office supplies	10000.50000.53100	204.96
			111514522001	blanket po - office supplies	10000.50000.53100	31.82
			111515259001	blanket po - office supplies	10000.50000.53100	5.25
			111515258001	blanket po - office supplies	10000.50000.53100	3.60
			111515257001	blanket po - office supplies	10000.50000.53100	15.21
			110315998001A	OFFICE SUPPLIES	10000.70000.53100	61.75
			113677870001A	OFFICE SUPPLIES	10000.70000.53100	1.25
			113679025001	OFFICE SUPPLIES	10000.70000.53100	6.89
<u>0323</u>	PASADENA HUMANE SOCIETY					
	APBWEST	Check	MAR2018CtySM	blanket po - animal control	10000.50000.52004	2,397.72
<u>0333</u>	PETTY CASH FUND-PD					
	APBWEST	Check	INV022247	CLEARs TRAINING	10000.50000.52205	22.00
			INV022248	FO TRAINING COURSE	10000.50000.52205	38.00
			INV022244	NARCO TRAINING	10000.50000.52205	45.00
			INV022240	TRAINING/SOCIAL MEDIA	10000.50000.52205	35.80
			INV022236	OFFICE SUPPLIES	10000.50000.53100	21.74
			INV022245	POSAGE FOR XMAS CARDS	10000.50000.53101	31.85
			INV022241	VIDEO DOWNLOAD	10000.50000.53305	10.93
			INV022239	WATER SUPPLIES	10000.50000.53306	8.53
			INV022242	CLEARs TRAINING	10000.50000.53402	15.00
			INV022235	TRAINING MANUAL SUPPLIES	10000.50000.53999	40.29
			INV022237	PINNING CEREMONY SUPPLIES	10000.50000.53999	43.65
			INV022246	COP EVENT	10000.50000.53999	11.99
			INV022238	MT. WILSON TRAIL EVENT/COFFEE W/COP	10000.50000.53999	56.66
<u>1483</u>	PRO PRINTING INC					
	APBWEST	Check	48616	BUSINESS CARDS	10000.50000.53102	55.85
<u>1032</u>	PUENTE READY MIX, INC.					
	APBWEST	Check	88516	FY 17-18 SIDEWALK PARTNERSHIP	10000.83600.53211	923.91
<u>VEN02381</u>	RUSS BASSETT CORP					
	APBWEST	Check	86133	EQUIPMENT	10000.50000.52302	800.00
<u>VEN01941</u>	SIRCHIE					
	APBWEST	Check	0338246-IN	EVIDENCE SUPPLIES	10000.50000.53304	210.67
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT					
	APBWEST	Check	1802-043211	FY 17-18 CONSTRUCTION MATERIAL	10000.83500.53206	191.34
<u>0404</u>	TOM'S UNIFORMS					
	APBWEST	Check	10877	blanket po - uniform supplies	10000.50000.53303	21.90
			10923	blanket po - uniform supplies	10000.50000.53303	86.51
			10771	Uniforms	10000.61000.53303	208.05
<u>VEN03115</u>	VIVIAN MCLAUGHLIN					
	APBWEST	Check	2003527.001	REFUND	10000.77000.52200	84.00
<u>0425</u>	WILLDAN ASSOCIATES					
	APBWEST	Check	002-18688	Plan Check / Inspection Services 17/18	10000.40000.52100	30,159.73

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	<u>002-19007</u>	Plan Check / Inspection Services 17/18	10000.40000.52100	30,448.10
		<u>002-18939</u>	Plan Check / Inspection Services 17/18	10000.40000.52100	26,702.54
Fund 10000 Total:					139,284.33
Fund: 32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST					
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBWEST	Check	<u>35070A</u>	LEGAL SERVICES FEB 2018	32002.83000.52200	781.37
Fund 32002 Total:					781.37
Fund: 32008 - PARKING ASSMNT DIST					
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>51533</u>	FY 17-18 LANDSCAPE MAINTENANCE	32008.83000.52200	1,000.00
Fund 32008 Total:					1,000.00
Fund: 37004 - LOCAL TRANSPORTATION/PROP A					
<u>1455</u>	FIRST TRANSIT INC				
APBWEST	Check	<u>11378154</u>	FY 17-18 DIAL A RIDE GATEWAY COACH TRANSP 37004.70000.52203		11,845.35
		<u>11423975</u>	FY 17-18 DIAL A RIDE GATEWAY COACH TRANSP 37004.70000.52203		11,868.08
<u>0267</u>	REGIONAL TAP SERVICE CENTER				
APBWEST	Check	<u>6006058</u>	CPOS Tap Card	37004.70000.52001	215.00
Fund 37004 Total:					23,928.43
Fund: 37006 - SENIOR CENTER					
<u>0786</u>	OFFICE DEPOT, INC				
APBWEST	Check	<u>110315998001A</u>	OFFICE SUPPLIES	37006.72000.53999	125.39
Fund 37006 Total:					125.39
Fund: 38004 - ENVIRONMENTAL FUND					
<u>0271</u>	LAWN MOWER CORNER				
APBWEST	Check	<u>9320</u>	EQUIP MAINTENANCE	38004.83300.52302	8.74
<u>0574</u>	WEST COAST ARBORISTS, INC.				
APBWEST	Check	<u>134428</u>	FY 17-18 ANNUAL TREE MAINTENANCE	38004.83300.52200	540.00
		<u>134432</u>	FY 17-18 ANNUAL TREE MAINTENANCE	38004.83300.52200	8,100.00
		<u>134678</u>	FY 17-18 ANNUAL TREE MAINTENANCE	38004.83300.52200	8,100.00
Fund 38004 Total:					16,748.74
Fund: 38005 - GAS TAX FUND					
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBWEST	Check	<u>51533</u>	FY 17-18 LANDSCAPE MAINTENANCE	38005.83500.52200	1,750.00
Fund 38005 Total:					1,750.00
Fund: 38006 - BIKEWAY/SIDEWALK FUND					
<u>1032</u>	PUENTE READY MIX, INC.				
APBWEST	Check	<u>88449</u>	FY 17-18 SIDEWALK MAINTENANCE	38006.83600.53211	849.99
Fund 38006 Total:					849.99
Fund: 60000 - INT SVC FND - FLEET					
<u>0207</u>	ERNIE'S AUTO PARTS				
APBWEST	Check	<u>14IN319580</u>	FY 17-18 VEHICLE MAINTENACE	60000.83100.53208	34.43
		<u>14IN319586</u>	FY 17-18 VEHICLE MAINTENACE	60000.83100.53208	87.53
		<u>14IN319717</u>	FY 17-18 VEHICLE MAINTENACE	60000.83100.53208	32.85
<u>1488</u>	FEDEX OFFICE				
APBWEST	Check	<u>6-090-42079</u>	shipping charges	60000.83100.53208	24.28
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF				
APBWEST	Check	<u>50139157</u>	FY 17-18 CAR BATTERIES	60000.83100.53208	150.29
<u>1608</u>	MUNICIPAL MAINTENANCE EQUIP IN				
APBWEST	Check	<u>0126107-IN</u>	SEWER TRUCK MAINTENANCE	60000.83100.53208	29.38
<u>2013</u>	SIGN CONTRACTORS INC				
APBWEST	Check	<u>20793</u>	POLICE PATROL VEHICLE GRAPHICS	60000.83100.56006	867.20
Fund 60000 Total:					1,225.96
Fund: 60001 - INT SVC FND - FACILITIES MGT					
<u>VENO2961</u>	ARAMARK UNIFORM & CAREER APPAREL GROUP INC				
APBWEST	Check	<u>533149638</u>	FY 17-18 JANITORIAL SUPPLIES	60001.83200.53200	322.02
		<u>533166839</u>	FY 17-18 JANITORIAL SUPPLIES	60001.83200.53200	322.02
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>083725</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	41.04

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check			<u>083996</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	2.19
				<u>083940</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	5.46
				<u>083973</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	24.08
				<u>083832</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	9.08
				<u>083899</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	20.76
				<u>084046</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	7.07
				<u>083937</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	8.75
				<u>084039</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	28.78
				<u>084057</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	9.18
				<u>083656</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	28.44
				<u>083715</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	61.74
				<u>083966</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	42.64
				<u>083834</u>	FY 17-18 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	0.77
				<u>VEND2312</u>	ASSA ABLOY ENTRANCE SYSTEM		
<u>APBWEST</u>	Check			<u>SEI/01162009</u>	DOOR MAINTENANCE	60001.83200.53200	385.18
<u>0714</u>	CINTAS CORPORATION #693						
<u>APBWEST</u>	Check			<u>693835475</u>	UNIFORM	60001.83200.53303	120.00
				<u>693839535</u>	UNIFORM	60001.83200.53303	121.35
				<u>693841574</u>	UNIFORM	60001.83200.53303	120.95
				<u>693837516</u>	UNIFORM	60001.83200.53303	120.00
<u>VEND3066</u>	DAVE NEMETH						
<u>APBWEST</u>	Check			<u>13638</u>	CITY HALL PLANNING DEPT REMODEL	60001.83200.56010	3,793.00
<u>1639</u>	GMS ELEVATOR SERVICES INC						
<u>APBWEST</u>	Check			<u>91512</u>	FY 17-18 ELEVATOR MAINTENANCE	60001.83200.52200	175.00
<u>1334</u>	HP MECHANICAL INC.						
<u>APBWEST</u>	Check			<u>2177</u>	FACILITY IMPROVEMENT - AC	60001.83200.56010	5,057.00
<u>1724</u>	LAWRENCE ROLL-UP DOORS INC						
<u>APBWEST</u>	Check			<u>1817290</u>	FY 17-18 FD ROLL UP DOOR MAINTENANCE	60001.83200.52200	244.00
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
<u>APBWEST</u>	Check			<u>51533</u>	FY 17-18 LANDSCAPE MAINTENANCE	60001.83200.52200	2,475.00
<u>1372</u>	ORKIN COMMERCIAL SERVICES						
<u>APBWEST</u>	Check			<u>168140642</u>	FY 17-18 PEST CONTROL	60001.83200.52200	158.52
<u>0336</u>	POST ALARM SYSTEMS						
<u>APBWEST</u>	Check			<u>1047848</u>	FY 17-18 ALARM MONITORING	60001.83200.52200	21.50
				<u>1053162</u>	FY 17-18 ALARM MONITORING	60001.83200.52200	38.00
				<u>1050578</u>	FY 17-18 ALARM MONITORING	60001.83200.52200	42.00
				<u>1047375</u>	FY 17-18 ALARM MONITORING	60001.83200.52200	47.50
				<u>1052986</u>	FY 17-18 ALARM MONITORING	60001.83200.52200	50.87
<u>0346</u>	RED WING SHOES						
<u>APBWEST</u>	Check			<u>15-1-32577</u>	FY 17-18 SAFETY BOOTS	60001.83200.53303	130.28
				<u>15-1-32953</u>	FY 17-18 SAFETY BOOTS	60001.83200.53303	190.00
<u>0362</u>	SIERRA GLASS & MIRROR						
<u>APBWEST</u>	Check			<u>25378</u>	FACILITY SUPPLIES	60001.83200.53200	575.00
<u>VEND1027</u>	STUBBIES						
<u>APBWEST</u>	Check			<u>17343</u>	FLAGS	60001.83200.53200	658.71
<u>0399</u>	TELETRONIC ALARM SYSTEMS						
<u>APBWEST</u>	Check			<u>B6426026-MAR18</u>	FY 17-18 LIBRARY ALARM SERIVES MONTHLY	60001.83200.52200	60.00
Fund 60001 Total:							15,517.88
<u>Fund:</u>	60002 - INT SVC FND - ADMINISTRATION						
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC						
<u>APBWEST</u>	Check			<u>35068</u>	BPO- LEGAL SERVICES- RETAINER	60002.21000.52201	2,100.00
				<u>35070</u>	BPO- LEGAL SERVICES- RETAINER	60002.21000.52201	112.80
				<u>35071</u>	LEGAL SERVICES FRB 2018	60002.21000.52201	2,232.50
<u>0507</u>	DIRECT CONNECTION						
<u>APBWEST</u>	Check			<u>71037</u>	ENVELOPES	60002.30000.53102	75.00
<u>0241</u>	HINDERLITER, DE LLAMAS & ASSOC						
<u>APBWEST</u>	Check			<u>0028530-IN</u>	CONT SVCS SALES TAX 1ST QTR	60002.30000.52100	323.85
<u>0786</u>	OFFICE DEPOT, INC						
<u>APBWEST</u>	Check			<u>110315998001B</u>	Office Supplies	60002.30000.53100	64.86
				<u>113677870001D</u>	Office Supplies	60002.30000.53100	7.64
				<u>113677870001</u>	OFFICE SUPPLIES	60002.30000.53100	52.55

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	<u>110316877001</u>	OFFICE SUPPLIES	60002.30000.53100	21.89
Fund 60002 Total:					4,991.09
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>1786</u>	AXONTECH LLC				
APBWEST	Check	<u>7786</u>	FY 17-18 MONTHLY DATTO SERVICE	60003.30000.52200	649.00
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS				
APBWEST	Check	<u>319</u>	FY 17-18 SIERRA MADRE PRODUCTION SERVICE	60003.30000.52100	2,331.01
<u>1641</u>	RICOH AMERICAS CORP				
APBWEST	Check	<u>58330372</u>	FY 17-18 COPIER LEASE	60003.30000.53210	776.88
<u>1476</u>	RICOH AMERICAS CORPORATION				
APBWEST	Check	<u>5052703829</u>	FY 17-18 COPIER LEASE	60003.30000.53210	154.07
<u>VEN02829</u>	RINGCENTRAL INC				
APBWEST	Check	<u>422448</u>	FY 17-18 VOIP TELEPHONE SERVICES	60003.30000.55005	4,946.84
<u>1799</u>	TYLER TECHNOLOGIES INC				
APBWEST	Check	<u>025-214865</u>	MAINT OF SOFTWARE PLTFRM	60003.30000.52200	12,324.11
<u>0429</u>	XEROX CORPORATION				
APBWEST	Check	<u>092454164</u>	FY 17-18 COPIER LEASE	60003.30000.53210	431.00
		<u>092454163</u>	FY 17-18 COPIER LEASE	60003.30000.53210	759.12
		<u>092524654</u>	FY 17-18 COPIER LEASE	60003.30000.53210	359.65
Fund 60003 Total:					22,731.68
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT					
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBWEST	Check	<u>35069</u>	LEGAL SERVICES FEB 2018	60007.70100.52201	540.50
<u>VEN01177</u>	EYEMED				
APBWEST	Check	<u>INV022218</u>	VISION MAR 2018 #9810110	60007.00000.21603	6.06
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC				
APBWEST	Check	<u>2130-778382</u>	DOT/ DRUG SCREEN	60007.70101.52106	160.00
<u>VEN01176</u>	METLIFE SMALL MARKET				
APBWEST	Check	<u>INV022219</u>	DENTAL MAR 2018 KM736666-0001	60007.00000.21603	66.18
<u>0786</u>	OFFICE DEPOT, INC				
APBWEST	Check	<u>110315998001</u>	Office Supplies	60007.70100.53300	87.71
Fund 60007 Total:					860.45
Fund: 71000 - WATER ENTERPRISE FUND					
<u>0859</u>	AQUA METRIC				
APBWEST	Check	<u>0068702-IN</u>	WATER METERS	71000.81100.56011	39,914.19
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBWEST	Check	<u>083714</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	27.36
		<u>083963</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	28.46
		<u>083767</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	22.61
		<u>083094</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	17.50
		<u>083856</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	5.45
		<u>083762</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	5.14
		<u>083743</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	15.95
		<u>083716</u>	FY 17-18 WATER MAINTENANCE SUPPLIES	71000.81100.53200	2.40
<u>1200</u>	BLUE DIAMOND MATERIALS				
APBWEST	Check	<u>1131379</u>	ASPHALT	71000.81100.53206	204.77
<u>0146</u>	BYRD INDUSTRIAL ELECTRONICS				
APBWEST	Check	<u>4975</u>	FY 17-18 SCADA PC SERVICES	71000.81100.52200	2,097.84
<u>0791</u>	CITY ELECTRIC SUPPLY				
APBWEST	Check	<u>PDA/004355</u>	FY 17-18 ELECTRICAL SUPPLIES / WATER	71000.81100.53200	342.19
		<u>PDA/004298</u>	ELECTRICAL SUPPLIES	71000.81100.53205	56.94
<u>0171</u>	CLINICAL LABORATORY OF SAN BERNARDINO, INC.				
APBWEST	Check	<u>961363</u>	FY 17-18 WATER TREATMENT TESTING MONTHI	71000.81100.52200	2,748.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBWEST	Check	<u>35070B</u>	LEGAL SERVICES FEB 2018	71000.81100.52201	1,527.50
<u>0507</u>	DIRECT CONNECTION				
APBWEST	Check	<u>71037</u>	ENVELOPES	71000.32000.53102	766.80
<u>VEN01500</u>	INLAND WATER WORKS SUPPLY CO.				
APBWEST	Check	<u>S1008757.001</u>	Open PO - Distribution system repair supplies	71000.81100.53200	657.00
		<u>S1007922.002</u>	Open PO - Distribution system repair supplies	71000.81100.53200	587.71

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
APBWEST	Check	<u>\$1008581.002</u>	Open PO - Distribution system repair supplies	71000.81100.53200	52.56
		<u>\$1008600.002</u>	Open PO - Distribution system repair supplies	71000.81100.53200	87.60
		<u>\$1008600.003</u>	Open PO - Distribution system repair supplies	71000.81100.53200	210.24
		<u>\$1008600.001</u>	Open PO - Distribution system repair supplies	71000.81100.53200	1,259.25
<u>0786</u>	OFFICE DEPOT, INC				
APBWEST	Check	<u>110315998001C</u>	OFFICE SUPPLIES	71000.32000.53100	105.05
		<u>110316877001A</u>	OFFICE SUPPLIES	71000.32000.53100	21.89
<u>VEN03051</u>	T A RIVARD INC				
APBWEST	Check	<u>INV022257</u>	RETENTION AMT	71000.00000.23500	14,481.20
<u>1820</u>	TARGET MAILING SERVICES INC				
APBWEST	Check	<u>36123</u>	FY 17-18 MAILING SERVICES/ WATER BILLING	71000.32000.53101	1,169.07
<u>1799</u>	TYLER TECHNOLOGIES INC				
APBWEST	Check	<u>025-215389</u>	FY 17-18 MON UB ONLINE & WEBSITE COMP	71000.32000.52200	180.00
<u>0410</u>	UNDERGROUND SERVICE ALERT				
APBWEST	Check	<u>220180665</u>	FY 17-18 DIG ALERT SERVICES	71000.81100.52200	132.10
				Fund 71000 Total:	66,726.77
Fund: 72000 - SEWER					
<u>0507</u>	DIRECT CONNECTION				
APBWEST	Check	<u>71037</u>	ENVELOPES	72000.32000.53102	100.00
<u>1799</u>	TYLER TECHNOLOGIES INC				
APBWEST	Check	<u>025-215389</u>	FY 17-18 MON UB ONLINE & WEBSITE COMP	72000.32000.52200	45.00
				Fund 72000 Total:	145.00
Fund: 77003 - SPECIAL EVENTS					
<u>1455</u>	FIRST TRANSIT INC				
APBWEST	Check	<u>11378154</u>	FY 17-18 DIAL A RIDE GATEWAY COACH TRANSP 77003.79012.52999		11.81
		<u>11378154A</u>	4TH OF JULY SHUTTLE	77003.79012.52999	143.61
		<u>11423975</u>	FY 17-18 DIAL A RIDE GATEWAY COACH TRANSP 77003.79012.52999		11.83
				Fund 77003 Total:	167.25
Fund: 77004 - SERVICES MOVIE/OES DETAILS					
<u>VEN03109</u>	MESQUITE PRODUCTIONS INC				
APBWEST	Check	<u>INV022251</u>	FILM DEPOSIT REFUND	77004.00000.23001	2,436.00
<u>VEN03111</u>	THE CAVALRY				
APBWEST	Check	<u>INV022250</u>	FILM DEPOSIT REFUND	77004.00000.23001	2,026.00
<u>VEN03112</u>	THE SWEET SHOP FILM LLC				
APBWEST	Check	<u>INV022249</u>	DEPOSIT REFUND	77004.00000.23001	1,891.00
				Fund 77004 Total:	6,353.00
				Report Total:	303,187.33



City of Sierra Madre, CA

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Packet: APPKT03888 - CTYLEASE031218
Vendor Set: 01 - Vendor Set 01

Check Date: 02/28/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 50001 - CITYWIDE DEBT SERVICE							
<u>VEN01220</u>	CITY NATIONAL BANK						
AP EFT WEST	Electronic Funds Transfer			<u>10-001-27</u>	CITY MASTER LEASE	50001.30000.58004	21,651.77
						50001.30000.58005	69,394.71
						Fund 50001 Total:	91,046.48
Fund: 60000 - INT SVC FND - FLEET							
<u>VEN01220</u>	CITY NATIONAL BANK						
AP EFT WEST	Electronic Funds Transfer			<u>10-001-27</u>	CITY MASTER LEASE	60000.30000.58004	3,333.44
						60000.30000.58005	10,685.69
						Fund 60000 Total:	14,019.13
Fund: 72000 - SEWER							
<u>VEN01220</u>	CITY NATIONAL BANK						
AP EFT WEST	Electronic Funds Transfer			<u>10-001-27</u>	CITY MASTER LEASE	72000.30000.58004	38,646.07
						72000.30000.58005	12,056.45
						Fund 72000 Total:	50,702.52
						Report Total:	155,768.13



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Packet: APPKT03923 - RET032718
Vendor Set: 01 - Vendor Set 01

Check Date: 03/22/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT							
<u>1428</u>	DAN GINTER						
APBWEST	Check			<u>INV022231</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	404.32
<u>1044</u>	JESSE TORIBIO						
APBWEST	Check			<u>INV022232</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	202.16
<u>1156</u>	JOHN FORD						
APBWEST	Check			<u>INV022229</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	283.02
<u>VEN01660</u>	LISA VOLPE						
APBWEST	Check			<u>INV022230</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	323.45
<u>1113</u>	RUBEN ENRIQUEZ						
APBWEST	Check			<u>INV022233</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	404.32
<u>2016</u>	STEVE POCK						
APBWEST	Check			<u>INV022228</u>	RETIREE HEALTH INSURANCE	60007.70100.51302	404.32
Fund 60007 Total:							2,021.59
Report Total:							2,021.59



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Packet: APPKT03914 - MNCKLIB031418
Vendor Set: 01 - Vendor Set 01

Check Date: 03/14/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 29005 - LIBRARY GRANTS							
<u>VEN03102</u>	CODING FOR TREASURE						
APBWEST	Check			<u>INV022226</u>	WORKSHOPS	29005.90000.53999	485.00
Fund 29005 Total:							485.00
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND							
<u>VEN03102</u>	CODING FOR TREASURE						
APBWEST	Check			<u>INV022227</u>	WORKSHOPS	39006.90000.53999	90.00
<u>VEN03098</u>	RICHARD THE MAGICIAN						
APBWEST	Check			<u>RR331-183</u>	PERFORMER	39006.90000.53999	300.00
Fund 39006 Total:							390.00
Report Total:							875.00



City of Sierra Madre, CA

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Packet: APPKT03928 - MNCKLIB032218
Vendor Set: 01 - Vendor Set 01

Check Date: 03/22/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 39006	FRIENDS OF THE LIBRARY DONATION FUND						
VEN03056	JOSEPH MATTHEWS						
APBWEST	Check			<u>122</u>	CONSULTING SERVICES	39006.90000.56002	4,800.00
Fund 39006 Total:							4,800.00
Report Total:							4,800.00



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Packet: APPKT03922 - LIB032718
Vendor Set: 01 - Vendor Set 01

Check Date: 03/22/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>1644</u>	AMAZON	APBWEST	Check	<u>455494368539</u>	Misc-Library(Books/Ref/Prog/Media/Supplies	10000.90000.53100	25.64
				<u>436576954939</u>	Misc-Library(Books/Ref/Prog/Media/Supplies	10000.90000.53100	21.89
				<u>455538846793</u>	COMPUTER SUPPLIES	10000.90000.53103	155.08
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>4012151770</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	27.95
				<u>4012141562</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	30.39
				<u>4012142024</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	49.51
				<u>4012152888</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	20.89
				<u>4012154276</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	8.99
				<u>4012156128</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	14.59
				<u>4012142842</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	29.14
				<u>4012148878</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	39.12
				<u>4012160849</u>	Books & Reference, Processing Fees & Media	10000.90000.52200	6.90
				<u>4012151769</u>	Books & Reference, Processing Fees & Media	10000.90000.53406	537.41
				<u>4012152887</u>	Books & Reference, Processing Fees & Media	10000.90000.53406	330.71
				<u>4012160848</u>	Books & Reference, Processing Fees & Media	10000.90000.53406	136.20
				<u>4012148877</u>	Books & Reference, Processing Fees & Media	10000.90000.53406	848.78
				<u>4012142841</u>	Books & Reference, Processing Fees & Media	10000.90000.53406	591.94
				<u>4012156127</u>	Books & Reference, Processing Fees & Media	10000.90000.53406	368.06
				<u>4012141561</u>	Books & Reference, Processing Fees & Media	10000.90000.53406	870.62
<u>0145</u>	BRODART	APBWEST	Check	<u>494133</u>	Library Supplies	10000.90000.53100	257.54
				<u>492660</u>	Library Supplies	10000.90000.53100	127.37
<u>VEN02802</u>	CHINASPROUT INC	APBWEST	Check	<u>2018-184</u>	YOUTH BOOKS	10000.90000.53406	79.95
<u>0598</u>	DEMCO, INC.	APBWEST	Check	<u>6312928</u>	Library Supplies	10000.90000.53100	160.33
<u>0428</u>	GREY HOUSE PUBLISHING	APBWEST	Check	<u>942514</u>	REFERENCE BOOKS	10000.90000.53406	149.60
<u>0314</u>	OCLC, INC.	APBWEST	Check	<u>0000585127</u>	2017-2018 - OCLC & Baker & Taylor Subscription	10000.90000.52200	460.92
<u>0786</u>	OFFICE DEPOT, INC	APBWEST	Check	<u>108258233001</u>	Office Supplies	10000.90000.53100	15.76
				<u>108258006001</u>	Office Supplies	10000.90000.53100	74.46
				<u>106861723001</u>	Office Supplies	10000.90000.53100	65.64
Fund 10000 Total:							5,505.38
Fund: 29005 - LIBRARY GRANTS							
<u>1644</u>	AMAZON	APBWEST	Check	<u>879454736975</u>	STEAM PROGRAM	29005.90000.53999	164.20
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>4012143405</u>	BOOKS & REFERENCE, PROCESSING	29005.90000.53999	18.88
				<u>4012143406</u>	BOOKS & REFERENCE, PROCESSING	29005.90000.53999	0.26
				<u>4012154404</u>	BOOKS & REFERENCE, PROCESSING	29005.90000.53999	44.15
				<u>4012154405</u>	BOOKS & REFERENCE, PROCESSING	29005.90000.53999	1.02
<u>1488</u>	FEDEX OFFICE	APBWEST	Check	<u>370100019416</u>	STEAM MAR ROBOTICS	29005.90000.53999	125.31
Fund 29005 Total:							353.82
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL							
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>4012154280</u>	BOOKS & REFERENCE, PROCESSING	39002.90000.53406	36.45
				<u>4012158165</u>	BOOKS & REFERENCE, PROCESSING	39002.90000.53406	15.24

Packet: APPKT03922 - LIB032718
 Vendor Set: 01 - Vendor Set 01

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND					
<u>1644</u>	AMAZON				
APBWEST	Check	<u>953557767335</u>	REFUND	39006.90000.53999	-22.82
		<u>456963687354</u>	Misc-Library(Books/Ref/Prog/Media/Supplies	39006.90000.53999	21.89
<u>0132</u>	BAKER & TAYLOR, INC.				
APBWEST	Check	<u>4012142023</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	270.35
		<u>4012154275</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	102.75
		<u>T77048640</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	77.93
		<u>T76342720</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	29.96
		<u>T76942900</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	24.62
		<u>T76342700</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	53.35
		<u>T76200290</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	24.60
		<u>T76342721</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	69.92
		<u>883009260</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	17.82
		<u>T76342701</u>	Books & Reference, Processing Fees & Media	39006.90000.53406	8.90
<u>VEN01733</u>	ORIENTAL TRADING CO				
APBWEST	Check	<u>688491354-01</u>	SUPPLIES	39006.90000.53999	75.83
		<u>688670163-01</u>	SUPPLIES	39006.90000.53999	28.95
<u>1578</u>	PETTY CASH FUND-LIBRARY				
APBWEST	Check	<u>INV022223</u>	LIBRARY TEEN PROGRAM SUPPLIES	39006.90000.53999	19.35
		<u>INV022221</u>	LIBRARY FORUM WATER	39006.90000.53999	16.76
		<u>INV022222</u>	LIBRARY ADULT PROGRAM SUPPLIES	39006.90000.53999	47.40
		<u>INV022224</u>	LIBRARY ADULT BOOK CLUB SUPPLIES	39006.90000.53999	8.27
Fund 39006 Total:					875.83
Report Total:					6,786.72



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor Arizmendi and Members of the City Council

FROM: Vincent Gonzalez, Planning & Community Preservation Director 

REVIEWED BY: Gabe Engeland, City Manager 

DATE: March 27, 2018

SUBJECT: CONSULTANT SERVICES AGREEMENT – DAPEER, ROSENBLIT LITVAK LLP

SUMMARY

The purpose of this report is to update the Consultant Services Agreement (Agreement) with Dapeer, Rosenblit Litvak LLP (Consultant), to provide code enforcement legal services as code enforcement attorneys and prosecutors as well as for other legal services that may be necessary as identified in the scope of services.

STAFF RECOMMENDATION

Staff recommends that the City Council enter into an Agreement with Dapeer, Rosenblit Litvak LLP to provide code enforcement legal services and authorize the City Manager to execute such Agreement in a form acceptable to the City Attorney. This Agreement shall remain in full force and effect until terminated in accordance with the provisions therein.

ALTERNATIVES

1. Enter into an Agreement with Dapeer, Rosenblit Litvak LLP to provide code enforcement legal services and authorize the City Manager to execute the Agreement in a form acceptable to the City Attorney.
2. Prepare a request for proposal to solicit bids from other legal firms providing similar contract services.

FINANCIAL REVIEW

The City is responsible for the full compensation for Consultant's services provided under this contract. The City shall pay Consultant based on the hourly rate scheduled included therein as Exhibit C in the Contract Services Agreement.

CEQA

Environmental Review is not applicable to contracts for professional services.

BACKGROUND

Dapeer, Rosenblit Litvak LLP have provided code enforcement legal services to the City for the past 10 years and continues to represent the City in matters regarding ongoing litigation. The City desires to retain the services of the Consultant by virtue of its experience and expertise of its principals and employees.

This Agreement shall remain in full force and effect until terminated in accordance with the provisions therein.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Notice of the hearing was published consistent with the requirements of Government Code Section 65090 and 65091 including publication of a notice of public hearing in the local adjudicated newspaper. Notice of the hearing was also published on the City's website at www.cityofsierramadre.com. Copies of this report are available at the City Hall public counter, on the City of Sierra Madre website, and the Sierra Madre Public Library.

Attachment:

Attachment A – Consultant Services Agreement

CONSULTANT SERVICES AGREEMENT
(City of Sierra Madre / Dapeer, Rosenblit Litvak LLP)

1. IDENTIFICATION

This Consultant Services Agreement (“Agreement”) is entered into by and between the City of Sierra Madre, a California municipal corporation (“City”) and Dapeer, Rosenblit Litvak LLP, a Limited Liability Partnership (“Consultant”).

2. RECITALS

A. City desires to utilize the services of Consultant as an independent contractor to provide contract code enforcement legal services as code enforcement attorneys and prosecutors as well as for other legal services as provided herein.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. CONSULTANT’S SERVICES

A. Scope of Services. Consultant shall perform the services described in the Scope of Services, attached as **Exhibit A**. City may request, in writing, changes in the scope of services to be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the “City Representative”). For the purposes of this Agreement, the Consultant Representative shall be William Litvak, Partner (the “Consultant Representative”). The Consultant Representative shall directly manage Consultant’s services under this Agreement. Consultant shall not change the Consultant Representative without City’s prior written consent.

C. Time for Performance. Consultant shall commence the services on the Effective Date and shall perform all services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Consultant shall perform all services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the services required under this Agreement. All of the services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements applicable to this Agreement.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license.

4. **TERM OF AGREEMENT**

This Agreement shall be effective as of March __, 2018 and shall be and remain in full force and effect until terminated in accordance with the provisions of Section 15 hereof.

5. **COMPENSATION**

A. Compensation. As full compensation for Consultant's services provided under this Agreement, City shall pay Consultant based on the hourly rates set forth in the Approved Fee Schedule, attached hereto as **Exhibit B**.

B. Expenses. The amount set forth in paragraph A shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement.

C. Additional Services. City shall not allow any claims for additional services performed by Consultant, unless the City Council and the Consultant Representative authorize the additional services in writing prior to Consultant's performance of the additional services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council shall be compensated at the rates set forth in **Exhibit B**, unless otherwise agreed to by the parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

6. **METHOD OF PAYMENT**

B. Invoices. Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall

itemize the services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten (10) business days of receipt of any disputed invoice amounts.

C. Payment. City shall pay all undisputed invoice amounts within thirty (30) calendar days after receipt up to the maximum compensation set forth in Section 3 of this Agreement. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant.

D. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this agreement available during Consultant's regular working hours to City for review and audit by City.

7. OWNERSHIP OF DOCUMENTS/MAINTENANCE OF RECORDS

All reports, documents or other written material ("Documents") developed by Consultant in the performance of this Agreement shall be and remain City's property without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of the Documents as desired, but the Documents shall not be the subject of a copyright application by Consultant.

8. INDEPENDENT CONTRACTOR

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

9. CONFIDENTIALITY

All data, documents, discussion, or other information (collectively "data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential. Consultant shall keep all data confidential and shall not disclose any data to any person or entity without City's prior written consent. City shall grant such consent if disclosure is legally required. Consultant shall return all data to City upon the expiration or termination of this Agreement. Consultant's covenant under this Section 7 shall survive the expiration or termination of this Agreement.

10. CONFLICTS OF INTEREST

Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this

Agreement, Consultant may perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section 8 into any subcontract that Consultant executes in connection with the performance of this Agreement.

11. INDEMNIFICATION

A. Indemnities for Third Party Claims.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liability with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Subparagraph A. 2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section 9 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties.

4) In the event that any claim is based upon the sole negligence or wrongful conduct of the City or its representatives, Consultants shall not be obligated to indemnify or defend the City. In the event that Consultant is made a defendant solely based upon its status as a representative of the City, Consultant may request reimbursement of its legal fees and expenses, which shall not be unreasonably withheld. In the event of any dispute between Consultant and City, as to whether liability arises from the sole negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Consultant will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section 9, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section 9 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liability, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section 9 shall survive the expiration or termination of this Agreement.

12. INSURANCE

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of Two Million Dollars (\$2,000,000) per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under Subparagraph A. 1) of this Section 10.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per accident for bodily injury or disease. If Consultant has no employees while performing services under this Agreement, workers' compensation policy is not required, but Consultant shall execute a declaration that it has not employees.

B. Acceptability of Insurers. The insurance policies required under this Section 10 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A: VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section 10.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming the City, its officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section 10 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section 10 shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section 10 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) days' prior written notice to City. If any insurance policy required under this Section 10 is canceled or reduced in coverage or limits, Consultant shall, within two (2) business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section 10 in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section 10, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of services under this Agreement, Consultant shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section 10. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two (2) weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 9 of this Agreement.

K. Subcontractor Insurance Requirements. Consultant shall require each of its subcontractors that perform services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section 10.

13. MUTUAL COOPERATION

A. City's Cooperation. City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for Consultant's proper performance of the services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against the City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

14. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three (3) years after the conclusion of services. Consultant shall, without charge, provide City with access to the records during normal business hours. Consultant may, three years after the conclusion of any matter, destroy the original of such records and Documents and in lieu of physical retention maintain an electronic version. Consultant shall give City sixty (60) days' notice of its intention to destroy any records or Documents and permit City to take possession of them.

15. TERMINATION OF AGREEMENT

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least ten (10) calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least sixty (60) calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant the contracted rate through the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

16. FORCE MAJEURE

Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

17. NOTICES

Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the party to be notified as set forth below:

If to City:
Attn: City Manager
City of Sierra Madre
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

If to Consultant:
Dapeer Rosenblit Litvak LLP
Attn: William Litvak, Partner
11500 W. Olympic Blvd., Ste. 550
Los Angeles, CA 90064-1524

With a courtesy copy to:

Teresa L. Highsmith, City Attorney
Colantuono, Highsmith & Whatley, PC
790 E. Colorado Blvd. Suite 850
Pasadena, CA 91101

18. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

19. PROHIBITION OF ASSIGNMENT AND DELEGATION

Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section 17 shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section 17,

“assignment” and “delegation” means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

20. NO THIRD PARTY BENEFICIARIES INTENDED

This Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

21. EXHIBITS

Exhibits A and **B** constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

22. ENTIRE AGREEMENT AND MODIFICATION OF AGREEMENT

This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those expressly set forth in this Agreement. This AGREEMENT MAY BE MODIFIED ONLY BY A WRITING SIGNED BY BOTH PARTIES.

23. HEADINGS

The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the parties to this Agreement.

24. WORD USAGE

Unless the context clearly requires otherwise, (a) the words “shall,” “will” and “agrees” are mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “INCLUDES” OR “INCLUDING” ARE NOT LIMITING.

25. TIME OF THE ESSENCE

Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

26. GOVERNING LAW AND CHOICE OF FORUM

This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a municipal, superior or federal court with geographic jurisdiction over the City of Sierra Madre.

27. ATTORNEYS' FEES

In any litigation or other proceeding by which on party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorneys' fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

28. SEVERABILITY

If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

[SIGNATURE PAGE FOLLOWS]

The parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Sierra Madre,
a California municipal corporation

Consultant:

Dapeer Rosenblit Litvak
A Limited Liability Partnership

By: _____

Name: Gabriel Engeland
Title: City Manager

By: _____

Name: William Litvak
Title: Partner

ATTEST:

By: _____

City Clerk

APPROVED AS TO FORM:

By: _____

Teresa L. Highsmith
City Attorney

EXHIBIT A SCOPE OF SERVICES

Consultant shall perform code enforcement legal services. The following activities are essential duties, but not limited to:

- Code enforcement – general consulting and enforcement services
- Code enforcement - criminal enforcement and city prosecutor services;
- Administrative services - representation of City, its department and divisions in administrative proceedings, including hearing officer matters, administrative appeals, planning commission and city council proceedings, code review and consultation;
- Code enforcement - special proceedings, including inspection warrants, abatement warrants, receivership and California state code enforcement (e.g. building, fire, plumbing, electrical, mechanical and similar codes).
- Civil litigation and remedies.
- Appellate and mandamus services

**EXHIBIT B
APPROVED FEE SCHEDULE**

Consultant shall charge the City the following hourly rates for services rendered pursuant to the Scope of Services (Exhibit "A") set forth herein.

<u>Service</u>	<u>Hourly Rate</u>
<u>Criminal Code Enforcement</u>	<u>\$190</u>
<u>Administrative matters and appeals</u>	<u>\$235</u>
<u>Civil enforcement and litigation</u>	<u>\$235</u>
<u>Special Services</u>	<u>\$235</u>
<u>Para Professional Services</u>	<u>\$145</u>

When there is a statutory or other authority that permits the recovery of attorneys' fees and/or costs from third parties, Consultant Attorneys are authorized to request an award of such sums. Consultant attorneys are further authorized to seek reimbursement of such fees and costs at rates allowed by law, which may be higher than the rates set forth above, provided, however, that the City's obligation under this Agreement shall be limited to make payment in accordance with the terms of this Agreement as calculated using the rates set forth in this Exhibit B.



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor Arizmendi and Members of the City Council

FROM: Vincent Gonzalez, Planning & Community Preservation Director 

REVIEWED BY: Gabe Engeland, City Manager 

DATE: March 27, 2018

SUBJECT: SECOND READING OF ORDINANCE NO. 1396 AMENDING TITLE 17, CHAPTER 17.56 – NONCONFORMING USES ORDINANCE AND CHAPTER 17.82 HISTORIC PRESERVATION ORDINANCE.

SUMMARY

At the meeting on March 13, 2018, City Council (Council) introduced for first reading recommending adoption of Ordinance No. 1396 regarding amendments to the City's Nonconforming Uses Ordinance. This ordinance, codified under Chapter 17.56 of the Sierra Madre Municipal Code, regulates land uses and structures that were conforming at the time of their establishment and/or construction, but have since become non-conforming due to amendments to the City's zoning code.

The Council expressed concern regarding the generality of the some of the terms in the ordinance, such as "structural alterations" and "expansion of a nonconforming use" and if these terms should be defined in the proposed ordinance. After discussing the matter the City Council approved the ordinance without modification.

To assist Council in evaluating the significant changes to the Code, staff has included a "Comparative Analysis Matrix" summary that highlights the major changes from the current to the proposed code amendments, attached herein as Exhibit E.

The Council also reviewed amendments to the Historic Preservation Ordinance (Chapter 17.82) regarding adaptive reuse of structures in residential zones. The City Council offered no further amendments.

At the meeting on December 14, 2017, the Planning Commission unanimously recommended City Council approval of Ordinance 1396 pursuant to Planning Commission Resolution 17-10 attached herein as Exhibit A and Exhibit B.

STAFF RECOMMENDATION

Staff recommends that the City Council introduce and approve for second reading by title only and waive further reading, Ordinance No. 1396, amending Title 17, Chapter 17.56 – Nonconforming Uses Ordinance and Chapter 17.82 – Historic Preservation Ordinance, pursuant to Planning Commission Resolution 17-10, and designate the City Attorney to prepare a summary of Ordinance No. 1396 pursuant to Government Code Section 36933(c)(1).

ALTERNATIVES

The City Council can consider the following alternatives:

1. Introduce and approve for second reading by title only and waive further reading, Ordinance No. 1396 as approved by the City Council, and designate the City Attorney to prepare a summary of Ordinance No. 1390 pursuant to Government Code Section 36933(c)(1).
2. Adopt Ordinance 1396 recommending approval with modifications.
3. Recommend denial stating the reasons for denial.
4. Continue the matter and provide direction to Staff.

FINANCIAL REVIEW / SOURCE OF FUNDING

There is no financial impact related to the proposed code text amendments to Title 17, Chapter 17.56 and Chapter 17.82. Staff time was incurred in the preparation of the report and draft ordinance.

ANALYSIS

The Nonconforming Uses Ordinance, codified under Chapter 17.56 of the Sierra Madre Municipal Code, regulates land uses and structures that were conforming at the time of their establishment and/or construction, but have since become nonconforming due to amendments to the City's zoning code. However, the adopted ordinance is inadequate in addressing a variety of nonconforming issues that commonly arise, it has not been updated for many years, and is difficult to apply in most instances, therefore hindering the ability of property owners to use and improve existing buildings that have become nonconforming over time. Consequently, the City Council directed staff to seek Planning Commission input regarding amendments to correct these deficiencies.

In addition, the Implementation Program adopted as part of the 2015 General Plan Update requires that the ordinance be amended in 2017 pursuant to the following Implementation Measure:

IM-44 The City shall amend the Nonconforming Uses Ordinance (SMMC Chapter 17.56) as necessary to allow reconstruction of existing non-conforming structures that must be replaced due to deterioration or hazard such as fire and earthquakes. (2017)

Appointment of Subcommittee

At the regular meeting held on August 17, 2017, the Planning Commission formed a three-member subcommittee that included Chair Spears and Members Hutt and Frierman-Hunt. The subcommittee was tasked with providing recommendations for a complete overhaul of Chapter 17.56 as it was agreed that the existing ordinance was extremely inadequate in addressing most of the nonconforming issues that come before staff on a normal basis. To help inform the discussion, staff provided a list of nonconforming issues that it recommended be addressed in the revised ordinance, and provided a number of sample ordinances from other cities, including the City of Pasadena, which the Commission felt would be a good template for the amended ordinance due to its comprehensiveness and formatting.

The subcommittee also recommended revisions to the Historic Preservation Ordinance (Chapter 17.82) regarding adaptive reuse of structures in residential zones.

The Planning Commission reviewed and discussed the draft recommendations from the subcommittee at their meetings on November 2, and November 16, 2017; at the last meeting, the Commission directed staff to return with a draft ordinance incorporating all of the changes agreed upon and a draft resolution for their review and recommendation to the City Council.

Nonconforming Uses Ordinance – Chapter 17.56

The Commission is recommending an extensive overhaul of the existing ordinance to cover a wide range of nonconforming issues that staff is asked to address on an ongoing basis, and which are not included in the adopted ordinance. The amended ordinance includes sections specifying the purpose and applicability of the ordinance, restrictions on nonconforming uses and structures, continuation and abatement of uses and structures, reconstruction after involuntary damage, limitations on alterations and/or additions to nonconforming uses and structures, exemptions from nonconforming determination, nonconformance with respect to conditional use permit requirements, and regulations regarding unlawful uses and structures as well as nuisance abatement. The existing sections regarding public utility exemptions and nonprofit organizations/places of worship were slightly revised but generally maintained in the amended ordinance.

Historic Preservation Ordinance – Chapter 17.82

In addition to addressing nonconforming uses, the Commission is also recommending a few changes to the section on adaptive reuse of historic structures, including amendments to Section 17.82.030 (“Definitions”) allowing the adaptive reuse of multifamily historic properties up to 12 units as bed and breakfast inns (the ordinance currently limit allowable conversions to single-family homes), and to require an innkeeper for this type of use; this amendment makes the ordinance consistent with a recent amendment to the R-3 zoning ordinance.

The amendments also include the expansion of potential adaptive reuses to allow commercial uses such as small entrepreneurial business, service and professional offices as adaptive reuse of historic residential structures under Section 17.82.065 (“Conversion of single-family residences to bed and breakfast inns”), subject to the approval of a conditional use permit; the title of the section would also be revised to “Adaptive reuse of historic landmarks”.

PURPOSE OF AMENDMENTS AND CONSISTENCY WITH THE GENERAL PLAN

The amendments are generally consistent with the goals, policies, and objectives of the General Plan in that they would help the preservation of the City’s distinct character by providing for the upgrade and preservation of existing structures and uses and promoting the health and safety of the community.

ENVIRONMENTAL (CEQA)

Adoption of the amendments qualify for an exemption from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations as it can be seen with certainty that there is no possibility that the adoption of this ordinance may have a significant effect on the environment, because it will provide regulations to help retain existing structures and uses in place, and impose certain limitations on their expansion; the amendments also apply to conversion of historic residential structures and are exempt for numerous reasons: all historic landmarks in the city that are single- or multi-family residences are located in residentially zoned areas; given the limited number of such structures, the number of conversions should be extremely limited; such conversions should include few, if any, modifications to the exterior of such structures, and only if such changes would not be detrimental to the historic or architectural character of the historical landmark.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Notice of the hearing was published consistent with the requirements of Government Code Section 65090 and 65091 including publication of a notice of public hearing in the local adjudicated newspaper. Notice of the hearing was also published on the City’s website

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

Attachments:

- Exhibit A: City Council Ordinance 1396
- Exhibit B: Planning Commission Resolution 17-10
- Exhibit C: Nonconforming Uses Ordinance – Chapter 17.56 (Existing)
- Exhibit D: Historic Preservation Ordinance – Chapter 17.82 (Redlined)
- Exhibit E: Nonconforming Uses Summary Ordinance Comparative Analysis Matrix

ATTACHMENT A

ORDINANCE NO. 1396

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING CHAPTER 17.56 NONCONFORMING USES ORDINANCE AND CHAPTER 17.82 HISTORIC PRESERVATION ORDINANCE.

THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Chapter 17.56 ("Nonconforming Uses") of Title 17 ("Zoning") is hereby amended to read as follows:

Chapter 17.56 – Nonconforming Uses and Structures

Sections:

- 17.56.010 - Purpose of Chapter
- 17.56.020 - Application of Regulations
- 17.56.030 - Restrictions on Nonconforming Uses and Structures
- 17.56.040 - Continuation of Nonconforming Uses and Structures
- 17.56.050 - Limitation on Other Uses
- 17.56.060 - Abatement and Termination
- 17.56.070 - Repair and Maintenance
- 17.56.080 - Alterations and/or Additions to Nonconforming Uses and Structures
- 17.56.090 - Exemptions and Exceptions
- 17.56.100 - Uses Requiring Conditional Use Permits
- 17.56.110 - Condemnation of a Portion of a Lot
- 17.56.120 - Nonprofit organizations and places of worship.
- 17.56.130 - Unlawful Uses and Structures
- 17.56.140 - Nuisance Abatement

17.56.010 - Purpose of Chapter

This chapter establishes uniform provisions for the regulation of nonconforming land uses and structures.

- A. Within the zoning districts established by this title, there exist land uses and structures that were lawful before the adoption or amendment of this title, but which would be prohibited, regulated, or restricted differently under the current terms of this title or under future amendments.
- B. It is the overall intent of this chapter to regulate the long-term continuance of nonconformities and to:
 - 1. Limit the number and extent of specific nonconforming uses and structures that conflict with the provisions of this title by prohibiting their reestablishment after abandonment or, in some cases, their enlargement;

2. Allow for the reconstruction of nonconforming structures that are involuntarily damaged or destroyed, with certain limitations and regulations;
3. Allow for the continuation and maintenance of specific nonconforming uses and structures;
4. Establish procedures and criteria for evaluating the allowable enlargement of specific nonconforming uses and structures;
5. Limit the alteration, enlargement, or relocation of nonconforming structures in a manner that would further increase the difference between existing nonconforming conditions and the current provisions of this title; and
6. Ensure that current building and zoning standards do not unreasonably inhibit the adaptive reuse of existing structures or their seismic and other structural upgrading.

17.56.020 - Application of Regulations

The provisions of this chapter shall apply to all nonconforming uses and structures located within any zoning district in the City. This chapter does not apply to land uses and structures that were illegally established, constructed, or modified. These are instead subject to code enforcement and nuisance abatement provisions of this code.

17.56.030 - Restrictions on Nonconforming Uses and Structures

The following provisions shall apply to all nonconforming uses and structures existing as of the effective date of this chapter:

A. Maintained and continued.

1. Nonconforming use. A nonconforming use may be maintained and continued; provided there is no increase or enlargement of the area, space, or volume occupied or devoted to the nonconforming use, except as allowed by this chapter.
2. Nonconforming structure. A nonconforming structure may be maintained and continued; provided there is no physical change other than necessary maintenance and repair to the structure, except as allowed by this chapter.

B. Change of use. Any part of a structure or land occupied by a nonconforming use which is changed to or replaced by a conforming use shall not again be used or occupied by a nonconforming use.

C. Replacement of a nonconforming use prohibited. The nonconforming use of a structure or site shall not be changed to another nonconforming use.

17.56.040 - Continuation of Nonconforming Uses and Structures

Each and every nonconforming use or structure may be continued and maintained, provided that there is no addition, alteration, or enlargement to any use or structure, except as allowed by this chapter, or unless ordered discontinued, modified, or removed as a public nuisance.

17.56.050 - Limitation on Other Uses

So long as a nonconforming use or structure exists upon a lot, no new use or structure may be constructed, established, or installed on the lot, except as allowed by this chapter.

17.56.060 - Abatement and Termination

Nonconforming uses and structures shall be subject to abatement and termination of the use, in the following manner:

A. Termination for violation of or change of use. Whenever any of the following facts are found to exist with reference to a nonconforming use, the nonconforming protection/benefits provided by this chapter shall cease, and the use shall be abated, except as otherwise allowed by this chapter.

1. Material violation of any applicable law;
2. A change from a nonconforming use to another nonconforming use;
3. A change from a nonconforming use to a conforming use;
4. An increase or enlargement of the area, space, or volume of the structure or land occupied by or devoted to the nonconforming use. No new additions or alterations shall increase existing nonconformities; or
5. A structural alteration, except as required by law.

B. Termination of nonconforming uses by discontinuance.

1. Without any further action by the City, a nonconforming use shall lose its nonconforming status and shall not be reestablished if the nonconforming use is discontinued for any reason for a continuous period of at least 24 months.
2. A nonconforming use within a structure shall also lose its nonconforming status if the structure is demolished or removed from the site.
3. The determination of discontinuance (aka abandonment) shall be supported by evidence, satisfactory to the director (e.g. the actual removal of equipment, furniture, machinery, structures, or other components of the nonconforming use and not replaced, the turning off of the previously connected utilities, or where there are no business receipts/records or any necessary licenses available to provide evidence that the use is in continual operation).
4. In an appeal of the director's determination that the use has lost its nonconforming status by discontinuance, the appellant shall be required to present evidence satisfactory to the director showing that the use is in continual operation.
5. The use of the site after the discontinuance or removal of a nonconforming use shall comply with all current requirements of this title and the subject zoning district.

17.56.070 - Repair and Maintenance; Reconstruction after Involuntary Damage

A. Ordinary repair and maintenance.

1. Ordinary repair and maintenance may be performed on a structure or site, the use of which is nonconforming; and
2. Ordinary repair and maintenance of a nonconforming structure shall be allowed.

B. As used in this chapter:

1. "Involuntary damage" shall mean involuntary damage or destruction of a structure, either in whole or in part, by a catastrophic event (e.g., fire or other calamity, by act of God, or by the public enemy) or over the course of time (e.g., termite infestation, dry rot, or mold).
2. "Date of involuntary damage" shall mean the date of the catastrophic event that caused the involuntary damage, or for involuntary damage caused over time, the date that the City deems the damaged structure to be unsafe or irreparably deteriorated.

C. Nonresidential uses or structures. Whenever a nonconforming nonresidential structure or a structure occupied by a nonconforming use is involuntarily damaged:

1. The structure may be repaired, reconstructed or replaced with a new structure, and its use resumed, provided that:
 - a. The applicant provides documentation satisfactory to the director supporting the claim that the damage occurred involuntarily;
 - b. The replacement structure matches the original structure in terms of exterior materials, height, setbacks, size and building configuration;
 - c. The replacement structure is in compliance with the City's adopted building code; and
 - d. A building permit for the reconstruction is issued within 24 months after the date of involuntary damage and the construction is diligently pursued to completion.
2. If the preceding requirements are not met, the replacement structure shall comply with all current requirements of this code in effect on the date a building permit is issued.

D. Residential uses or structures.

1. Nonconforming single- and multi-family dwelling units (including the residential component of a mixed-use project) that have been involuntarily damaged may be repaired, reconstructed or replaced with a new structure using the same development standards applied to the damaged or destroyed structures (e.g., setbacks, square footage, building height, and density standards) in compliance with State law (including Government Code Section 65852.25), provided:
 - a. The applicant provides documentation satisfactory to the director supporting the claim that the damage occurred involuntarily;
 - b. No expansion of the gross floor area occurs;
 - c. The replacement structure is in compliance with City's adopted building code; and
 - d. A building permit is issued within 24 months after the date of involuntary damage and the construction is diligently pursued to completion.
2. If the preceding requirements are not met, the replacement structure shall comply with all current requirements of this code in effect on the date a building permit is issued.

17.56.080 - Alterations and/or Additions to Nonconforming Uses and Structures

Nothing in this chapter shall be deemed to prevent the construction, enlargement, expansion, extension, or reconstruction (hereafter referred to as "work") of a nonconforming use or structure in the following manner:

- A. Elimination of nonconformity. The work shall be allowed in order to render the use or structure in conformity with this title;
- B. Reduction of nonconformity. Work that reduces, but does not entirely eliminate a nonconformity, shall be allowed in the following circumstances:
 1. Work which reduces the nonconformity of residential setbacks shall be allowed provided that the modified setback is at least ten feet if in the front yard, five feet if in the rear yard, and three feet if in the side yard; or
 2. Any other work provided that an administrative design review permit covering such work is approved in accordance with Chapter 17.60.
- C. Compliance with laws. The work shall be allowed in order to comply with any law enacted after December 31, 2017.
- D. Seismic retrofitting/building code compliance. Repairs or alterations otherwise required by law shall be allowed in the following circumstances:
 1. Reconstruction required to reinforce unreinforced masonry structures shall be allowed, provided the retrofitting is limited exclusively to compliance with earthquake safety standards in compliance with Chapter 15.44 (Earthquake Hazard Reduction in Existing Buildings); and
 2. Reconstruction required to comply with the City's adopted building code requirements shall be allowed, provided the retrofitting/code compliance is limited exclusively to compliance with earthquake safety standards and/or other applicable building code requirements, including State law (e.g., Title 24, California Code of Regulations, etc).
- E. Alteration or enlargement of a nonconforming structure.
 1. A nonconforming structure shall not be altered or enlarged so as to further increase the difference between existing conditions and the current development standards identified for the subject zoning district, unless a variance is obtained in compliance with Chapter 17.60. Alteration and enlargement may occur, but only in compliance with the current applicable development standards, or as otherwise allowed in this section.
 2. A nonconforming structure shall not be enlarged or moved unless the enlargement or new location conforms to the current development standards identified for the subject zoning district, or as otherwise allowed in this section.
- F. Alteration or enlargement of a nonconforming use shall require a permit.
 1. A nonconforming use may not be altered or enlarged unless a minor conditional use permit is first obtained, in accordance with Chapter 17.60.

2. The use shall comply with the performance standards and applicable development standards for the subject zoning district.
3. There shall be no expansion of a nonconforming use onto an additional lot, adjacent or otherwise.

G. Conforming Uses. A conforming use may be established, expanded and/or enlarged notwithstanding that a nonconforming structure (or on a lot with multiple uses, a nonconforming use) is located upon the same lot as such conforming use.

17.56.090 - Exemptions and Exceptions

- A. Nonconformance with loading, parking, screening standards, and residential density. A use that does not conform with the loading, parking, planting area, screening standards or residential density of the zoning district in which it is located shall not be deemed a nonconforming use solely for these reasons.
- B. Parking requirements for reuse of existing structures and residential additions.
1. In order to meet required parking pursuant to Chapter 17.68 or otherwise by this code, a nonresidential use occupying an existing structure (whether conforming or nonconforming) shall be credited with the largest number of parking spaces of:
 - a. The actual number of parking spaces provided;
 - b. The number of parking spaces required for the use last occupying the structure or applicable portion thereof; or
 - c. For uses in the C zone occupying under 2,500 square feet of floor area, the number of parking spaces required for the proposed use.
 2. A nonresidential use occupying an existing structure (whether conforming or nonconforming) which is credited with fewer than the number of parking spaces required pursuant to Chapter 17.68 or otherwise by this code may nonetheless be approved with a minor conditional use permit in accordance with Chapter 17.60 upon the additional finding by the reviewing authority that such parking deficit will not unreasonably overload street parking or public parking facilities nor create a nuisance.
 3. An addition or alteration to an existing residential structure for which additional parking spaces are required pursuant to Chapter 17.68 or otherwise by this code but does not provide any or all of such additional parking spaces may nonetheless be approved with a minor conditional use permit in accordance with Chapter 17.60 upon the additional finding by the reviewing authority that such parking deficit will not unreasonably overload street parking or public parking facilities nor create a nuisance.
- C. Public utilities exempt. The foregoing provision of this chapter concerning the required removal of nonconforming uses and structures, and the reconstruction of nonconforming structures partially damaged or destroyed, shall not apply to a public utility structure that distributes a utility service (e.g., electric distribution and transmission substations, gas storage, metering, and valve control stations, steam electric generating stations, water wells and pumps, etc.); nor shall any provision of this chapter be construed or applied to prevent the expansion, modernization, or replacement of public utility structures, equipment, and features as

are used directly for the delivery of or distribution of the service; provided that this section shall not exempt the uses from the provisions of this chapter covering nonconformity of the uses or structures not immediately related to the direct service to consumers (e.g., storage yards, warehouses, etc.).

17.56.100 - Uses Requiring Conditional Use Permits

Notwithstanding the other provisions of this code, no use identified in this title as a "conditional use" that was lawfully in existence as of the effective date of these regulations, shall be deemed nonconforming solely by reason of the application of the minor conditional use permit/conditional use permit procedural requirements, in compliance with Chapter 17.60; provided, that:

- A. Use allowed with use permit approval. A land use that was legally established without a use permit, but would be required by current code provisions to have minor conditional use permit or conditional use permit approval, shall not be altered or enlarged in any way unless the applicable use permit is first obtained.
- B. Use no longer allowed with use permit approval. A land use that was established with minor conditional use permit or conditional use permit approval, but is not allowed with such approval by the current code, may continue only in compliance with the original use permit. If the original use permit specified a termination date, then the use shall terminate in compliance with the requirements of the use permit.

17.56.110 - Condemnation of a Portion of a Lot

- A. Failure to meet minimum requirements. A nonconforming structure located on property acquired for public use may be relocated on the same lot even though the current minimum lot area or setback requirements of this title cannot reasonably be complied with. Where a part of the structure is acquired for public use, the remainder of the structure may be reconstructed, remodeled, or repaired with the same or similar kind of materials used in the existing structure. However, the materials shall conform to the requirements of the City's adopted building code.
- B. Involuntary damage. A nonconforming structure, or portion thereof, located on the lot remaining after acquisition of the property for public use which is thereafter involuntarily damaged, may be rebuilt or reconstructed on the same lot even though the current minimum lot area or setback requirements of this title cannot reasonably be complied with. However, the floor area and cubical contents of the structure, or portion thereof, shall not be increased.
- C. Does not apply to uses. The provisions of this section shall not apply to a nonconforming use existing at the time of acquisition of the property for public use.

17.56.120 - Institutional Uses.

Institutional uses in commercial zones, in existence on November 8, 1994, shall be permitted to remain subject to conditions of existing conditional use permits or other

approvals, as long as the use is continued in existing facilities or is for expansion on properties upon which such existing facilities are located.

17.56.130 - Unlawful Uses and Structures

- A. Violations. Uses and structures that did not comply with the applicable provisions of this title or prior planning and zoning regulations when established are violations hereof and are subject to code enforcement and nuisance abatement provisions of this code.
- B. Illegal uses and structures prohibited. This chapter does not grant any right to continue occupancy of property containing an illegal use or structure.
- C. Permits required. The illegal use or structure shall not continue unless/until permits and entitlements required by this code are first obtained.

17.56.140 - Nuisance Abatement

In the event that a nonconforming use or structure is found to constitute a public nuisance, appropriate action shall be taken by the City, in compliance with Chapter 8.16 and other applicable codes and laws.

SECTION 2. Section 17.82.030 (“Definitions”) of Chapter 17.82 (“Historic Preservation”) of Title 17 (“Zoning”), is hereby amended to read as follows:

“Bed and breakfast inn” is a hotel that: (i) if in a converted single-family dwelling, has up to six units for transients, or if in a converted multi-family property, has up to twelve units for transients; (ii) has one unit for resident innkeeper(s); and (iii) which may include food or drinking service as permitted by a conditional use permit. The terms “hotel” and “transient” in this definition have the same definitions as set forth in Chapter 5.50, “Uniform Transient Occupancy Tax.”

SECTION 3. Section 17.82.065 (“Conversion of single family residences to bed and breakfast inns”) of Chapter 17.82 (“Historic Preservation”) of Title 17 (“Zoning”), is hereby amended to read as follows:

17.82.065 – Adaptive reuse of historic landmarks.

Notwithstanding any other provision of this code to the contrary, any historic landmark in a residential zone may be converted into a bed and breakfast inn, small entrepreneurial business, or service or professional office if a conditional use permit is issued in accordance with Chapter 17.60 and if all of the following additional findings are made:

- A. The proposed use will be consistent with the historic preservation objectives of the general plan,
- B. The proposed use will not be detrimental to the historic or architectural character of the historic landmark, and
- C. The proposed use is compatible with the neighborhood in which it is located.

SECTION 4. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared by a court of competent jurisdiction to be

unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council declares that it would have adopted this ordinance and each subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more subsections, phrases, or portions be declared invalid or unconstitutional.

SECTION 5. Continuity. To the extent the provisions of this ordinance are substantially the same as previous provisions of the Sierra Madre Municipal Code, these provisions shall be construed as continuations of those provisions and not as new enactments.

SECTION 6. CEQA Finding. The City Council hereby finds that adoption of the amendments qualify for an exemption from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations as it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment, because it will provide regulations to help retain existing structures and uses in place, and impose certain limitations on their expansion; the amendments also apply to conversion of historic residential structures and are exempt for numerous reasons: all historic landmarks in the city that are single- or multi-family residences are located in residentially zoned areas; given the limited number of such structures, the number of conversions should be extremely limited; such conversions should include few, if any, modifications to the exterior of such structures, and only if such changes would not be detrimental to the historic or architectural character of the historical landmark.

SECTION 7. Effective Date. This ordinance is adopted by the City Council and shall take effect 30 days after adoption. This Ordinance and the City Clerk's certification, together with proof of publication, shall be entered in the Book of Ordinances of the City Council.

SECTION 8. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted according to law.

PASSED, APPROVED AND ADOPTED, this ___ day of _____, 2018

Rachelle Arizmendi, Mayor

ATTEST:

Laura Aguilar, Assistant City Clerk

I, Laura Aguilar, Assistant City Clerk of the City of Sierra Madre, California, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Sierra Madre held on the ____ day of _____ 2018, and was adopted at its regular meeting of _____, 2018 by the following vote:

AYES:

NOES

ABSTAIN:

ABSENT:

ATTACHMENT B

RESOLUTION 17-10

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING TO THE CITY COUNCIL APPROVAL OF ORDINANCE NO. 1396 AMENDING CHAPTER 17.56 NONCONFORMING USES ORDINANCE AND CHAPTER 17.82 HISTORIC PRESERVATION ORDINANCE.

WHEREAS, the City Council adopted a General Plan Update in July 2015 and as part of the General Plan Implementation Program, the City is currently in the process of amending various ordinances in the Municipal Code, including the Nonconforming Uses Ordinance;

WHEREAS, the existing Nonconforming Uses Ordinance was adopted to regulate nonconforming uses in the City in consideration of the fact that within all zones in the city, there exist land uses and structures that were lawful before the adoption or amendment of the zoning code, but which would be prohibited, regulated, or restricted under the current zoning requirements; and

WHEREAS, in the process of reviewing the existing ordinance, the Planning Commission has determined that it is inadequate in addressing a variety of non-conforming issues that commonly arise, it has not been updated for many years, and is difficult to apply in most instances, therefore hindering the ability of property owners to use and improve existing buildings that have become nonconforming over time; and

WHEREAS, the fully amended ordinance provides a detailed list of requirements to address those issues and regulate the long-term continuance of nonconformities of uses and structures;

WHEREAS, the Planning Commission has also determined that in the interest of promoting and encouraging the protection of historic resources in the City and to ensure consistency with the R-3 Multiple Family Zone Ordinance, the Historic Preservation Ordinance should be amended to allow the adaptive reuse of multifamily historic properties as bed and breakfast inns up to 12 units; and

WHEREAS, the Planning Commission also determined that limited commercial uses such as small entrepreneurial business, service and professional offices, should be allowable as adaptive reuse of historic residential structures subject to the approval of a conditional use permit; and

WHEREAS, the Planning Commission discussed these revisions at four meetings and wish to recommend to the City Council the subject municipal code text amendment as the proposed changes will help preserve the City's existing buildings and uses, including those that are historically designated by expanding the opportunities for their adaptive reuse; and

WHEREAS, The amendments are generally consistent with the goals, policies, and objectives of the General Plan in that they would help the preservation of the City's distinct character by providing for the upgrade and preservation of existing structures and uses and promoting the health and safety of the community; and

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

WHEREAS, the Planning Commission finds that adoption of the amendments qualify for an exemption from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations as it can be seen with certainty that there is no possibility that the adoption of this Ordinance may have a significant effect on the environment, because it will provide regulations to help retain existing structures and uses in place, and impose certain limitations on their expansion; the amendments also apply to conversion of historic residential structures and are exempt for numerous reasons: all historic landmarks in the city that are single- or multi-family residences are located in residentially zoned areas; given the limited number of such structures, the number of conversions should be extremely limited; such conversions should include few, if any, modifications to the exterior of such structures, and only if such changes would not be detrimental to the historic or architectural character of the historical landmark; and

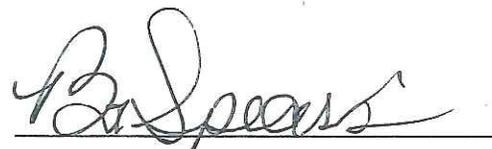
WHEREAS, notice was duly given of the public hearing on the matter, which public hearing was held before the Planning Commission on December 14, 2017, with all testimony being received being made part of the public record; and

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

Recommend that the City Council approve the ordinance attached hereto as Exhibit A amending Chapters 17.56 and 17.82 of the Municipal Code.

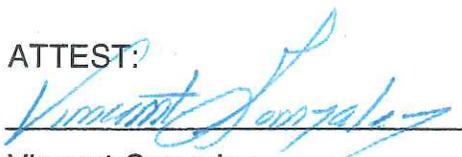
APPROVAL RECOMMENDED, this 14 day of December 2017, by the following vote:

AYES: 6
NOES: 0
ABSENT: 1 (Pevsner)
ABSTAIN: 0



Bob Spears
Chair, Planning Commission

ATTEST:



Vincent Gonzalez
Director, Planning & Community Preservation

ATTACHMENT C

Existing Chapter 17.56 - NONCONFORMING USES

Sections:

17.56.010 - Nonconforming use limits.

While a nonconforming use exists on any lot, no additional use may be established thereon, even though such use would be a conforming use.

(Prior code § 9775)

17.56.020 - Removal of nonconforming buildings or change in status of nonconforming use.

If any nonconforming building is removed, every future use of the land on which the building is located shall conform to the provisions of this chapter. If a nonconforming use vacates and is succeeded by another and more restrictive use, it is presumed that the heavier nonconforming use has ended and thereupon immediately loses any vested right as such.

- A. If the substitute use is itself nonconforming, the degree of nonconformity shall not subsequently be increased by changing to a less restricted use.
- B. Required accessory buildings (garages, carports, etc.) which become nonconforming or are removed, destroyed or demolished by "act of God," "city abatement," or mandated or voluntary "rehabilitation" must be reconstructed and be made whole and conforming within one hundred eighty days of such nonconformity.
- C. Sites rendered nonconforming by reason of the conditions of subsections A and B of this section and by reason of the application of this section to such site, where same has occurred within the last thirty months (two and one-half years), shall conform with the provisions of this chapter within twelve months (one year) of the effective date of this chapter.

(Ord. 1011 § 1, 1983: prior code § 9776)

17.56.030 - Applicability.

The provisions of this chapter shall apply to buildings, lands and uses which hereafter become nonconforming due to any reclassification of zones under this chapter.

(Ord. 1011 § 1, 1983: prior code § 9777)

17.56.040 - Nonconforming use of land—No structure involved—Abatement.

In any zone the nonconforming use of land wherein no structure is involved shall be abated within five years from October 1, 1955, and any further use of such land shall conform to the provisions of this chapter. If the nonconforming use of land existing on

October 1, 1955, is thereafter discontinued for six months or more, any future use of such land shall conform to the provisions of this chapter.

(Prior code § 9778)

17.56.050 - Nonconforming use of conforming buildings.

- A. In R or C Zones. All nonconforming uses of a conforming building in any of the R or C zones shall be discontinued within one year from the date of formal notice to the owner by the planning commission.
- B. In M Zones. The nonconforming use of a conforming building which is devoted to any residential purpose, hospital (except emergency hospitals), hotel, institution or home for the treatment of convalescent persons, alcoholics, the wounded or mentally infirm, lodging houses, schools, trailers used for human habitation, or trailer parks shall be completely removed before the expiration of a ten-year period measured from the date this chapter becomes applicable to it.

(Prior code § 9779)

17.56.060 - Nonconforming use of nonconforming buildings.

The nonconforming use of a nonconforming building may be continued, and may be expanded or extended throughout such building so long as such nonconforming building remains nonconforming, provided no structural alterations are made except those required by law. A nonconforming use of a nonconforming building may be changed to another use of the same or more restricted classification.

(Prior code § 9780)

17.56.070 - Required removal of nonconforming buildings.

- A. In R Zones. Every nonconforming building in any of the R zones, except residential buildings, churches and schools, which nonconforming building was designed or intended for a use not permitted in the R zone in which it is located, shall be completely removed or altered to structurally conform to the uses permitted in the zone in which it is located within the herein specified times upon notice from the planning commission, which time is measured from the date of construction. In no case shall this period of time be less than five years from the date of notification by the planning commission. As used in this section, the designations "Type 1 Building," "Type 2 Building," "Type 3 Building," "Type 4 Building" and "Type 5 Building" are employed as defined in the existing building title.
 - 1. If property is occupied by structures of a type for which the existing building ordinance does not require a building permit, one year;
 - 2. Type 4 or Type 5 buildings (light combustible frame and wood frame), forty years;

3. Type 2 or Type 3 buildings (heavy timber construction and ordinary masonry):
 - a. Apartments, offices, hotels or residences having stores or offices below and apartments or offices above, thirty-five years,
 - b. Warehouses, stores, garages, lofts, thirty-five years,
 - c. Factories and industrial, forty-five years;
4. Type 1 building (fire resistant):
 - a. Offices and hotels, forty-five years,
 - b. Theaters, fifty years,
 - c. Warehouses, lofts, stores, garages, forty-five years,
 - d. Industrial, thirty-five years.

B. In M Zones.

1. In the M zones, any residential structures existing on October 1, 1955, shall be considered as nonconforming uses, but, as such, shall be subject only to that provision of this chapter which provides that a nonconforming building removed or destroyed shall not be replaced by other than a conforming building.
2. Every nonconforming building in the M zones which is used for, or devoted to, any hospital (except emergency hospitals), hotel, institution or home for the treatment of convalescent persons, alcoholics, the wounded or mentally infirm, lodginghouses, schools, trailers used for human habitation, or trailer parks, and which nonconforming building was designed or intended for a use not permitted in the M zone in which it is located, shall be completely removed or altered to structurally conform to the uses permitted in the zone in which it is located within the herein specified times upon notice from the planning commission, which times are measured from the date of construction, except that in no case shall this period of time be less than five years from the date of such notice. As used in this section, the designations "Type 1 Building," "Type 2 Building," "Type 3 Building," "Type 4 Building" and "Type 5 Building" are employed as defined in the existing building title.
 - a. Where property is unimproved except for structures of a type for which the existing building title does not require a building permit, one year,
 - b. Type 4 or Type 5 buildings (light combustible frame and wood frame), forty years,
 - c. Type 2 or Type 3 buildings (heavy timber construction and ordinary masonry):
 - i. Apartments, offices, hotels or residences having stores or offices below and apartments or offices above, thirty-five years,
 - ii. Warehouses, stores, garages, lofts, thirty-five years,
 - iii. Factories and industrial, forty-five years,
 - d. Type 1 buildings (fire resistant):

- i. Offices and hotels, forty-five years,
- ii. Theaters, fifty years,
- iii. Warehouses, lofts, stores, garages, forty-five years,
- iv. Industrial, thirty-five years.

(Prior code § 9781)

17.56.080 - Commission to determine conditions of abatement.

When any nonconforming condition exists in any zone, other than the nonconforming use of land when no structure is involved, it shall be the responsibility of the planning commission, on its own initiative, to fix a date upon which the nonconforming building was established. It shall also be the responsibility of the planning commission to determine whether, by reason of structural alterations or enlargements, or the installation of major equipment designed into the building prior to the date this chapter becomes applicable thereto, it is deemed necessary to establish a later date for abatement than that prescribed herein for the building itself in order to assure that the investment represented by such structural alterations, enlargements or equipment installations may be amortized. In performing this function, the commission shall consider all pertinent data in connection therewith to provide the opportunity for the owner of record, or lessee, if there be such, to present such evidence as they may possess and which properly relates to such case. When the date of abatement has been determined the commission, by resolution, shall establish such date and shall set forth such facts as bear upon the case upon which the determination of such date of abatement is based, and shall formally notify the owner of such nonconforming property of the action of the commission by mailing to such owner a copy of the formally adopted resolution not later than ten days following the date of subject action by the planning commission.

(Prior code § 9782)

17.56.090 - Reconstruction of nonconforming building destroyed.

- A. Nonresidential Structures. A nonconforming nonresidential building destroyed to the extent of not more than fifty percent of its value at the time of its destruction by fire, explosion or other casualty or act of God or the public enemy, may be restored and occupancy or use of such building or part thereof which existed at the time of such destruction may be continued subject to all other provisions of this title.
- B. Residential Structures. A nonconforming residential building destroyed by fire, explosion or other casualty or act of God or the public enemy, may be restored and occupancy or use of such building or part thereof which existed at the time of such destruction may be continued subject to all other provisions of this title. If reconstruction of a residential structure lawfully existing on a residentially zoned parcel at the time of its destruction cannot be accomplished in compliance with all other provisions of this title, then the city shall grant such variances as are

necessary to allow reconstruction of a residence on the site to the same size, scope and footprint as existed previously, as necessary to avoid denying the property owner a reasonable economic use of the parcel.

(Ord. 1256 § 1 (Exh. A (part)), 2006: prior code § 9783)

17.56.100 - Alteration of nonconforming buildings—Inadequate yards.

Where a building or buildings, and customary accessory building, are nonconforming only by reason of substandard yards or open spaces, the provisions of this chapter prohibiting structural alterations or enlargements shall not apply, provided that any structural alterations of an existing building shall not increase the degree of nonconformity of yards or open spaces and any enlargements shall observe the yards and open spaces required on such lot.

(Prior code § 9784)

17.56.110 - Public utility exemptions.

The foregoing provisions of this chapter concerning the required removal of nonconforming buildings and uses, and the reconstruction of nonconforming buildings partially destroyed, shall not apply to public utility buildings and structures when such buildings and structures pertain directly to the rendering of the service distribution such as power-generating plants and electrical distribution substations, water wells and pumps, gas storage metering and valve control stations. Nor shall anything in this chapter be construed or applied so as to prevent the expansion, modernization or replacement of such public utility buildings, structures, equipment and features as are used directly for the delivery or distribution of the service, provided the provisions of this section shall not exempt from the provisions covering nonconformity of such buildings, structures or uses as do not immediately relate to the direct service by consumers such as warehouses, storage yards and the like.

(Prior code § 9785)

17.56.120 - Nonprofit organizations and places of worship.

Nonprofit organizations and places of worship in commercial zones, in existence on November 8, 1994, shall be permitted to remain subject to conditional use permits, and may renew conditional use permits, as long as the use is continued in existing facilities or is for expansion on existing properties which have tax-exempt status.

(Ord. 1135 § 6, 1996: Ord. 1116 § 5, 1994: Ord. 1115 § 5, 1994)

ATTACHMENT D

Chapter 17.82 - HISTORIC PRESERVATION

Sections:

17.82.010 - Scope.

- A. This chapter shall be known as the historic preservation ordinance by the city of Sierra Madre.
- B. This chapter shall be voluntary and, notwithstanding any other provision of this chapter, shall be so interpreted so as not to impose any burden, limitation or restriction of property rights (or with regard to procedures with regard thereto) without prior consent of the respective property owners, provided that once a property has been designated by the city council, with the consent of the property owner, as a historical landmark then this chapter shall no longer be voluntary and all provisions shall apply.

(Ord. 1134 § 2 (part), 1997)

17.82.020 - Purpose and intent.

Whereas, the city council has determined:

- A. That the character and history of the city are reflected in its cultural, historical and architectural heritage;
- B. That these historic foundations should be preserved as living parts of community life and development to build an understanding of the city's past so that future generations may have a genuine opportunity to appreciate, enjoy and understand the rich heritage of the city;
- C. That the city's total number of public, commercial and residential structures is fewer than three thousand five hundred units, and that without diligent efforts to minimize the demolition and loss of the city's historical landmarks, the rich heritage of the city will be eroded over time;
- D. That pursuant to the provisions of the National Historic Preservation Act of 1966, as amended, the city of Sierra Madre, the state of California, and the United States Congress, to develop preservation programs and activities to give maximum encouragement to agencies and individuals undertaking preservation of the city's unique architectural and historical heritage;
- E. Therefore, the purpose of this chapter is the protection, appreciation and preservation of the historic landmarks of the city through a partnership between the cultural heritage commission and the property owners/residents, the business sector and the community at large to retain and protect those historic landmarks which preserve and enhance our small town atmosphere and:
 - 1. To safeguard the city's unique historic heritage as embodied and reflected in the city's diverse architectural and cultural history,
 - 2. To encourage and facilitate public knowledge, understanding and appreciation of the city's historic past and unique sense of place,
 - 3. To foster civic and neighborhood pride and a sense of identity based on the recognition and use of historic resources,

4. To promote the enjoyment, celebration and use of historic resources appropriate for the education and recreation of the people of the city,
5. To preserve diverse architectural styles, patterns of development, and design preferences reflecting phases of the city's history and to encourage complementary contemporary design and construction and inspire a more livable environment,
6. To enhance property values and to increase economic and financial benefits to the city and its inhabitants through the exploration of creative financial incentives for preservation,
7. To protect and enhance the city's attraction to tourists and visitors thereby stimulating commerce,
8. To identify as early as possible and resolve conflicts between the preservation of historic landmarks and alternative land uses,
9. To integrate the preservation of historic landmarks into public and private land use management and development processes,
10. To conserve valuable material and energy resources by ongoing use and revitalization of the existing built environment,
11. To stabilize neighborhoods through the preservation of historic landmarks,
12. To encourage public awareness and participation in identifying and preserving historical and architectural landmarks, thereby increasing community pride in the city's historical heritage,
13. To identify and make available the economic benefits of preservation of historic resources to the city and its inhabitants,
14. To take all reasonable and necessary steps to safeguard the property rights of owners of properties which are subject to this chapter.

(Ord. 1134 § 2 (part), 1997)

17.82.030 - Definitions.

As used in this chapter:

"Alteration" means any change or modification through public or private action, to the exterior historical character defining or significant architectural features of properties affected by this chapter. This is in contrast to "ordinary repairs and maintenance," as defined below.

"Appeal" is a written request submitted to the city clerk by a person not satisfied with the decision or determination of the commission. Appeals will be heard before the city council at a public hearing.

"Bed and breakfast inn" is a hotel that: (i) if in a converted single-family dwelling, has up to six units for transients ~~and, or if in a converted multi-family property, has up to twelve units for transients;~~ (ii) has one unit for any resident innkeeper(s); ~~(ii) is a converted single-family dwelling;~~ and (iii) which may include food or drinking service as permitted by a conditional use permit. The terms "hotel" and "transient" in this definition have the same definitions as set forth in Chapter 5.50, "Uniform Transient Occupancy Tax."

"Certificate of appropriateness" is a certificate issued by the commission approving such plans, specifications, statements of work, or any other information which is reasonably required

by the commission to make a decision on any proposed alteration, restoration, rehabilitation, construction, removal, relocation or demolition, in whole or in part, of or to a historic landmark.

"Certificate of economic hardship" is a certificate authorizing work described in the accompanying certificate of appropriateness granted by the commission because of extreme financial impact or adversity and in accordance with the procedures and findings of this chapter.

"Character defining feature" means an identifiable manmade or natural element, style, design arrangement, detail or material, or landscape arrangement, which embodies or contributes to the recognizable historic value, consistent with the designation criteria in this chapter.

"Demolition" means any act or process that destroys or damages in part or in whole, an historic landmark, or property identified as a potential historic resource.

"Designation statement" means a document prepared by the commission which contains a specific description of the designated historic landmark or historic district, containing the following information:

1. Assessor's parcel number(s);
2. Site address;
3. Identification of the specific elements, improvements or natural features to be included in the designation and subject to the provisions of this chapter, per Section 17.82.040(B).

"Historic landmark" means any improvement or natural feature that meets the criteria listed in this ordinance and is designated by the city council pursuant to this ordinance or nominated to the National Register of Historic Places. Until the designation is finalized, the property shall be referred to as a "potential historical resource" as defined below.

"Improvement" means any manmade physical object or structure, or manmade alteration of terrain or plantings, constituting a physical feature of real property.

"Natural feature" means any geographical or geological site or feature subject to the provisions of this chapter.

"Ordinary maintenance and repair" means any work, for which a building permit is not required by law, where the purpose and effect of such work is upkeep, or correction of deterioration or damage to an historic resource or any part thereof, and to restore the same to its condition prior to the occurrence of such deterioration or damage. This is in contrast to "alteration," as defined above.

"Potential historic resource" means a property which has been identified on a survey conducted by the city and adopted by the city council which contains a list of properties and all relevant corresponding documentation indicating that the identified properties meet the criteria for "historic landmark" as defined herein.

"Preservation" means the identification, study, protection, restoration, rehabilitation or acquisition of historic landmarks.

"Register of historic landmark" means the list of properties located within the city that identifies the properties designated as historic landmarks.

"Rehabilitation" means the act or process of returning an improvement or site to a condition of utilization, through repair, remodeling or alteration, that makes possible an efficient contemporary use while preserving those portions or features of the improvement or site that are significant to its historic values.

"Restoration" means the act or process of accurately recovering the form and details of an improvement or natural feature and its setting as it appeared at a particular period of time, by means of removal of later additions to, by replacement of missing earlier portions of, and the correction of deteriorated conditions in, the improvement or natural feature.

"Secretary of the Interior Standards and Rehabilitation" means the guidelines prepared by the National Park Service for Rehabilitating Historic Buildings and the Standards for Historic Preservation Projects prepared by the Park Service with Guidelines for Applying the Standards.

"Substantial adverse change" means demolition, destruction, relocation or alteration such that the significance of an historical resource would be impaired.

"Survey" means a list of properties for which the city has obtained verifiable documentation that said properties meet the designation criteria contained in Section 17.82.070 herein, and, which the city council has (with the consent of the owners) adopted as the official survey of the city.

(Ord. 1134 § 2 (part), 1997)

(Ord. No. 1329, § 1, 5-22-2012)

17.82.040 - Classification of landmarks and inclusion of previous designations.

- A. Historic landmarks shall be classified as potential historic resources or historic landmarks.
- B. Provisions of this chapter shall be applicable to exterior elements of properties affected by this chapter, and expressly do not apply to building interiors. As part of the designation statement, the commission shall identify the particular elements, improvements or natural features to be included in the designation, and which will be subject to the provisions of this chapter as having historical value.
- C. The ordinance codified in this chapter is adopted without designating any property as a historic landmark. Ordinance No. 1036 is repealed except for the list of properties designated as historic landmarks thereunder. Properties designated as historic landmarks under Ordinance 1036 shall remain as such until property designations thereunder are de-designated or de-listed by appropriate procedures according to law.

(Ord. 1134 § 2 (part), 1997)

17.82.050 - Designation criteria.

For the purposes of this chapter, an improvement, natural feature, or site may be designated a historic landmark by the city council upon a recommendation by the commission if it meets at least one of the following criteria:

- A. Historic. It was the site of, or is associated with local, state or national cultural, social, economic, political or natural history, events or persons significant to the history of Sierra Madre, or it reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.
- B. Architectural. It is representative of the work or is one of a few remaining examples of a notable builder, designer or architect, or, it embodies distinctive characteristics of a style,

type, period or method of construction, or, is a valuable example of architectural achievement or innovation such as the use of indigenous materials or craftsmanship.

(Ord. 1134 § 2 (part), 1997)

17.82.060 - Benefits and conditions of designation.

A. Conditions for Benefits.

1. Benefits shall only be available for structures listed on the city's register of historic landmarks and subject to this chapter at time for which application for financial benefits is made.
2. Historic landmarks must be maintained in reasonable condition in accordance with the Secretary of Interior's Standards for Rehabilitation.
3. In order to qualify for benefits, owners of historic landmarks must submit plans for rehabilitation or restoration to the commission for review to ensure that the work is undertaken in accordance with the Secretary of the Interior's Standards for Rehabilitation. Ordinary repair and maintenance is exempted, per Section 17.82.130 of this chapter.

B. The property owner of a historic landmark in compliance with the above conditions may receive benefits including the following and any others established as policy of the city council:

1. Waiver of city building permit and plan check fees as established by resolution of the city council;
2. Use of the State Historical Building Code (SHBC) as the governing building code. The SHBC provides alternative building regulations to facilitate rehabilitation, preservation, restoration or relocation;
3. Mills Act contracts approved by the city council;
4. Change of use, subject to a conditional use permit granted by the planning commission pursuant to Section 17.60, to facilitate adaptive reuse of historic landmarks.

(Ord. 1134 § 2 (part), 1997)

(Ord. No. 1329, § 2, 5-22-2012)

17.82.065 - ~~Conversion of single family residences to bed and breakfast inns~~Adaptive reuse of historic landmarks.

Notwithstanding any other provision of this code to the contrary, any ~~single family residence that is a~~ historic landmark in a residential zone may be converted into a bed and breakfast inn, small entrepreneurial business, or service or professional office if a conditional use permit is issued ~~pursuant to Section~~in accordance with Chapter 17.60-~~040~~ and if all of the following additional findings are made:

- A. The proposed use will be consistent with the historic preservation objectives of the general plan.

- B. The proposed use will not be detrimental to the historic or architectural character of the historic landmark, and
- C. The proposed use is compatible with the neighborhood in which it is located.

(Ord. No. 1329, § 3, 5-22-2012)

17.82.070 - Designation procedures.

Historical landmarks shall be established by the city council in the following manner:

- A. Any person or group may request the designation of an improvement, natural feature or site as a historic landmark by submitting a nomination application for such designation to the commission. The nomination application shall contain sufficient documentation and information indicating how the nominated resource meets the criteria for designation as indicated in this chapter. The commission or city council may also initiate such proceedings on their own motion.
- B. Notification of the nomination shall be sent to the property owner(s) and occupant(s) of the property within thirty days of the receipt of the nomination. No application shall be accepted or processed unless accompanied by the written consent of the property owner.
- C. The commission shall schedule a public hearing, for the earliest possible meeting of the commission.
- D. No permits shall be issued by the city for demolition, alteration or building, while the public hearing or any appeal related thereto is pending.
- E. Notice of the public hearing, including its place, date, time and purpose, shall be given by first class mail, return receipt requested, at least thirty days prior to the date of the public hearing, and also shall be advertised at least once in a newspaper of general circulation. Mail notification shall be provided to the applicant and all other owners and occupants of properties with the proposed resource, using the name and address of such owners as shown on the latest equalized assessment rolls.
- F. At the conclusion of the public hearing, but in no event more than sixty days from the date set for the initial public hearing, the commission shall make a recommendation to the city council, which shall include findings of fact relating to the criteria for designation in Section 17.82.050 that constitute the basis for its decision and shall transmit its recommendation to the city council, the property owner, and the applicant. The recommendation can be as follows:
 - 1. Adoption of a designation statement, prepared pursuant to the public hearing, with approval in whole or in part;
 - 2. Disapproval in whole or in part, of the application.
- G. The city council, within thirty days of receipt of the recommendations of the commission, shall either adopt the designation statement by resolution or shall by motion disapprove it in its entirety.
- H. Failure to send any notice by mail to any property owner where the address of such owner is not a matter of public record shall not invalidate any proceedings in connection with the proposed designation. The commission and council may also give such other notice as they may deem desirable and practicable.

- I. The city shall record such designation with the county recorder of Los Angeles County with the written consent of the owner.
- J. Designations hereunder shall not excuse such property from any other provisions of the municipal code.

(Ord. 1134 § 2 (part), 1997)

17.82.080 - Requests to de-designate.

- A. The application shall set forth the factual basis for the request, including supporting materials, and shall be granted if the finding can be made that the information relied upon by the commission or the city council in making the designation is discovered to be false or substantially erroneous thus rendering the property without historic merit.
- B. The application shall be submitted to the commission, and a public hearing shall be set at the earliest commission meeting after the application is filed. The commission's recommendation shall be forwarded to the city council, which will render a final decision and determine compliance with the California Environmental Quality Act.
- C. Open Period of De-Listing. For a period of one hundred twenty days following the effective date of the ordinance codified in this chapter (or any later court validation thereof), the owner or owners of any property presently listed as an historic landmark under Ordinance 1036 or 1134 may petition the city council for declassification or de-listing from such classification. Application shall be made by written request, properly dated and signed; there shall be no charge for such application.
 1. Upon receipt of such petition, the property shall automatically thereafter be declassified from the effects of Ordinances 1036 and 1134 without any further action by the city or the city council.
 2. Such declassification or de-listing from the impact of Ordinances 1036 and 1134 shall not affect the application or demolition of the de-listed properties in the future.

(Ord. I-01-1 § 2, 2002; Ord. 1134 § 2 (part), 1997)

17.82.090 - Certificates of appropriateness.

- A. All permits for alteration, restoration, rehabilitation, remodeling, addition, change of use, demolition or relocation of historic landmarks, which alter the exterior appearance as seen from public view shall require a certificate of appropriateness from the commission.
- B. No permits for work on a property in the process of being considered for designation shall be awarded until a certificate of appropriateness, if applicable, has been secured.
- C. All applications for certificates of appropriateness shall be submitted to the director of planning and community preservation for commission approval. The director shall forward the request to the commission within thirty days of receipt. The commission shall have sixty days to render a decision regarding the application. The applicant is encouraged to confer with the commission prior to submitting an application.
- D. The commission shall promulgate and publish such standards as are a necessary supplement to the provisions of this chapter to inform property owners and the general public of those standards of review by which applications for certificates of appropriateness are to be judged.

- E. In evaluating applications for certificates of appropriateness, the commission or the city council upon appeal shall consider the existing and proposed exterior architectural style, design, arrangement, texture, materials, and any other factors with regard to the original distinguishing architectural characteristics of the historic landmark. Using the Secretary of the Interior's Standards for Rehabilitation as a guide, the commission or city council upon appeal shall approve the issuance of a certificate of appropriateness for any proposed work if and only if it makes the following findings:
 - 1. With regard to a historic landmark, the proposed work will neither adversely affect the integrity of the significant architectural features, nor adversely affect the historic character or value of the historic landmark.
 - 2. In the case of construction of a new improvement, addition, building or structure upon a designated historic landmark site, the use and exterior of such improvements will not adversely affect and will be compatible with the use and exterior of the historic landmark.
- F. Any request for the demolition of a designated historic landmark shall be accompanied by application for certificate of appropriateness or a certificate of economic hardship as described in Section 17.82.100.
- G. Demolition of an historic landmark may be approved only in connection with an approval of a replacement project.
- H. Applications for certificates of appropriateness shall be filed with the city's department of planning and community preservation for processing. Applications shall include specific submittal requirements as determined by the commission and made available to the applicant. Where required by the commission, applications shall also show the relationship of the proposed work to the surrounding environs. The application shall be accompanied by any other information that the commission determines is required for them to make an informed judgment of the proposed work according to the standards of review in Section 17.82.090.
- I. After the permit has been issued, the building inspector shall inspect the work approved by the commission in order to assure compliance. If the work is not being performed in accordance with the certificate of appropriateness, a stop work order shall be issued and all work shall cease.

(Ord. 1134 § 2 (part), 1997)

(Ord. No. 1363, § 3, 3-24-15)

17.82.100 - Certificate of economic hardship.

The owner of a historic landmark may apply for a certificate of economic hardship. This request shall be on an application form provided by the city manager.

- A. The owner shall have the burden of proof, by clear and convincing evidence, that the economic hardship caused by designation is disproportionate to the value of the property with the designation in place.
- B. The commission shall consider the cost of the stabilization of the historic elements of the property as it relates to the appraised value, and evidence of the economic return of maintaining the designation versus other proposed uses.

- C. The application shall be submitted to the commission, and a public hearing shall be set at the earliest commission meeting after the application is filed.
- D. After the public hearing, the commission shall recommend in writing that the city council either grant or deny the request. The recommendation shall be based on one or more of the following findings:
 - 1. Sale or lease of the property is impractical in comparison to holding the property;
 - 2. Denial of the request will diminish the value of the property so as to leave substantially no value, or damage the owner unreasonably in comparison to benefits conferred on the community;
 - 3. An adaptive reuse study has been satisfactorily conducted, and found that utilization of the property for other lawful uses is not feasible, or that it would not allow a reasonable rate of return to the owner;
 - 4. A rehabilitation study has been satisfactorily conducted, and that it would not allow a reasonable rate of return to the owner;
 - 5. All means have been explored to relieve possible economic disincentives to no avail, involving city-sponsored incentives as of rights, tax abatements, financial assistance, application of the SHBC, zoning variances, loans, grants or reimbursements;
 - 6. The owner has made every possible effort to find a willing buyer for the property who would agree to restore the historic landmark and has not been able to find a buyer who would offer a purchase price which afforded the owner a reasonable rate of return.

(Ord. 1134 § 2 (part), 1997)

17.82.110 - Substantial alterations.

Any substantial adverse change to an historic landmark shall be subject to the provisions of the Municipal Code governing demolitions.

(Ord. 1134 § 2 (part), 1997)

17.82.120 - Appeals.

Any action by the commission may be appealed by any interested party to the city council including but not limited to the following:

- A. The commission's decision not to hold a public hearing on an application for designation;
- B. A determination made after a public hearing that a property(ies) is not determined to be a historic landmark, potential resource or on any survey list;
- C. The commission's decision to grant or to not grant a certificate of appropriateness or certificate of economic hardship.

Any interested party may appeal by filing a notice of appeal with the city council not later than fourteen days after the commission's written decision has been filed with the city clerk.

(Ord. 1134 § 2 (part), 1997)

17.82.130 - Ordinary maintenance and repair.

- A. Owners shall not be prevented from undertaking ordinary maintenance and repair as defined in this chapter.
- B. For demolition, removal, repairs or alteration for any element covered by this chapter, when the building department certifies to the commission that such action is required for the public safety due to an unsafe or dangerous condition, a permit may be issued under one of the following conditions:
 - 1. The condition cannot be rectified through the use of the California State Historical Building Code;
 - 2. Temporary repairs are necessary on an emergency basis;
 - 3. When the element shall be replaced according to the Secretary of the Interior's Standards for Rehabilitation.

(Ord. 1134 § 2 (part), 1997)

17.82.140 - Severability.

If any section, sentence, clause or phrase of this chapter is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The city council declares that it would have passed the ordinance codified in this chapter and adopted this chapter, and each section, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

(Ord. 1134 § 2 (part), 1997)

NONCONFORMING USES SUMMARY ORDINANCE COMPARATIVE ANALYSIS MATRIX

Proposed Municipal Code Text Amendment to Chapter 17.56	Current Municipal Code Regulations - Chapter 17.56
<p>17.56.010 – Purpose of Chapter: It is the overall intent of this chapter to regulate the long-term continuance of nonconformities and to:</p> <ol style="list-style-type: none"> 1. Limit nonconforming uses and structures by prohibiting their reestablishment after abandonment, or in some cases, their enlargement; 2. Allow reconstruction of nonconforming structures that are involuntarily damaged or destroyed; 3. Allow for continuation and maintenance of specific nonconforming uses and structures; 4. Allow for the enlargement of specific nonconforming uses and structures; 5. Limit the alteration, enlargement, or relocation of nonconforming structures that would increase the degree of nonconformity; 6. Ensure that current building and zoning standards do not inhibit the adaptive reuse of existing structures or their seismic or other structural upgrading. 	<p>17.56.010 – Nonconforming Use Limits: While a nonconforming use exists on any lot, no additional use maybe established, even a conforming use.</p>
<p>17.56.030 – Restrictions on Nonconforming Uses and Structures:</p> <ol style="list-style-type: none"> A. Maintained and continued. <ol style="list-style-type: none"> 1. A nonconforming use may be maintained and continued provided there is no increase in the area, space, or volume of the nonconforming use; 2. A nonconforming structure may be maintained and continued provided there is no physical change other than necessary maintenance and repair; B. Change of Use. A nonconforming use which is changed to or replaced by a conforming use shall not again be used or occupied by a nonconforming use; C. Replacement of a nonconforming use prohibited; A nonconforming use of a structure or site shall not be changed to another nonconforming use. 	
<p>17.56.040 – Continuation of nonconforming use prohibited. Every nonconforming use or structure may be continued and maintained, provided there is no addition, alteration, or enlargement to any use or structure.</p>	
<p>17.56.060 – Abatement and termination. Nonconforming uses shall be subject to abatement and termination in the following manner:</p> <ol style="list-style-type: none"> A. Termination for violation of or change of use. Whenever any of the following facts are found to exist, the nonconforming benefits shall cease, and the use shall be abated, except as otherwise allowed. <ol style="list-style-type: none"> 1. Material violation; 2. Change from a nonconforming use to another nonconforming use; 3. Change from a nonconforming use to a conforming use; 4. An increase or enlargement of the area, space, or volume. B. Termination of nonconforming uses by discontinuance. <ol style="list-style-type: none"> 1. Nonconforming use shall lose its nonconforming status is use is discontinued for a continuous period of at least 24 months; 2. A nonconforming use within a structure shall lose its nonconforming status if demolished or removed. 	<p>17.56.020 – Removal of conforming building or change in status of nonconforming use: If any nonconforming building is removed, every future use of the land on which the building is located shall conform to the provisions of this chapter. If a nonconforming use vacates and is succeeded with a more restrictive use, it is presumed that the heavier nonconforming use has ended and loses any vested right as such:</p> <ol style="list-style-type: none"> A. If the substitute use is nonconforming, the degree of nonconformity shall not subsequently be increased by changing to a less restricted use. B. Required accessory buildings (garages, carports, etc.) which become nonconforming or are removed, destroyed or demolished by “act of God,” “city abatement,” or voluntary “rehabilitation” must be reconstructed and be made whole and conforming within one hundred eight days. C. Sites rendered nonconforming by subsections A and B above where same has occurred within the last 30 months shall conform to the provisions of this chapter within twelve months. <p>17.56.040 - Nonconforming use of land—No structure involved—Abatement. In any zone the nonconforming use of land wherein no structure is involved shall be abated within five years from October 1, 1955, and any further use of such land shall conform to the provisions of this chapter. If the nonconforming use of land exiting on October 1, 1955, is thereafter discontinued for six months or more, any future use of such land shall conform to the provisions of this chapter.</p>
<p>17.56.070 – Repair and Maintenance; Reconstruction after Involuntary Damage.</p> <ol style="list-style-type: none"> A. Ordinary Repair and Maintenance may be performed on a structure that is nonconforming; 	<p>17.56.50 – Nonconforming use of conforming buildings:</p>

<p>B. Nonresidential uses or structures. Whenever a nonconforming nonresidential structure occupied by a nonconforming use is involuntarily damaged, the structure may be repaired, reconstructed or replaced with a new structure, and its use resumed.</p> <p>C. Residential uses and structures.</p> <ol style="list-style-type: none"> 1. Nonconforming single- and multi-family units that have been involuntarily damaged may be repaired, reconstructed or replaced with a new structure using the same development standards applied to the damaged or destroyed structures (e.g., setbacks, square footage, building height, and density). 	<p>A. In R or C Zones. All nonconforming uses of a conforming building in any of the R or C Zones shall be discontinued within one year from the date of formal notice.</p> <p>B. In M Zones. The nonconforming use of a conforming building devoted to any residential purpose, hospital, hotel or group living facility, schools, trailers (for habitation), shall be completely removed before the expiration of a ten-year period measured from the date this chapter becomes applicable.</p>
<p>17.56.080 – Alterations and/or additions to nonconforming uses and structures. Nothing in this chapter shall be deemed to prevent the construction, enlargement, expansion, extension of a nonconforming use or structure in the following manner:</p> <ol style="list-style-type: none"> A. Elimination of nonconformity. B. Reduction of nonconformity. Work that reduces, but does not entirely eliminate a nonconformity, shall be allowed in the following circumstances: <ol style="list-style-type: none"> 1. Work which reduces the nonconformity of residential setbacks shall be allowed provided that the modified setback is at least ten feet if in the front yard, five feet if in the rear yard, and three feet if in the side yard; or 2. Any other work provided that an administrative design review permit covering such work is approved. C. Compliance with laws. The work shall be allowed in order to comply with any law enacted after December 31, 2017. D. Seismic retrofitting/building code compliance. Repairs or alterations otherwise required by law shall be allowed: <ol style="list-style-type: none"> 1. Reconstruction required to reinforce unreinforced masonry structures shall be allowed; and 2. Reconstruction required to comply with the City's adopted building code requirements shall be allowed. E. Alteration or enlargement of a nonconforming structure. <ol style="list-style-type: none"> 1. A nonconforming structure shall not be altered or enlarged so as to further increase the difference between existing conditions and the current development standards unless a variance is obtained. 2. A nonconforming structure shall not be enlarged or moved unless the enlargement or new location conforms to the current development standards. F. Alteration or enlargement of a nonconforming use shall require a permit. <ol style="list-style-type: none"> 1. A nonconforming use may not be altered or enlarged unless a minor conditional use permit is first obtained. G. Conforming Uses. A conforming use may be established, expanded and/or enlarged notwithstanding that a nonconforming structure is located upon the same lot as such conforming use. 	<p>17.56.60 – Nonconforming use of nonconforming buildings: May be continued, and may be expanded or extended so long as such nonconforming building remains nonconforming provided no structural alterations are made except those required by law.</p> <p>A nonconforming use of a nonconforming building may be changed to another use of the same or more restricted classification.</p> <p>17.56.100 – Alternation of nonconforming buildings. Where a building(s) and accessory building are nonconforming by reason of substandard yards or open spaces, the provisions of this chapter prohibiting structural alterations or enlargements shall not apply, provided there is no increase in the degree of nonconformity.</p>

17.56.090 - Exemptions and Exceptions:

- A. Nonconformance with loading, parking, screening standards, and residential density. A use that does not conform with the loading, parking, planting area, screening standards or residential density of the zoning district in which it is located shall not be deemed a nonconforming use solely for these reasons.
- B. Parking requirements for reuse of existing structures and residential additions.
 - 1. In order to meet required parking, a nonresidential use occupying an existing structure (whether conforming or nonconforming) shall be credited with the largest number of parking spaces of:
 - a. The actual number of parking spaces provided;
 - b. The number of parking spaces required for the use last occupying the structure or applicable portion thereof; or
 - c. For uses in the C zone occupying under 2,500 square feet of floor area, the number of parking spaces required for the proposed use.
 - 2. A nonresidential use occupying an existing structure (whether conforming or nonconforming) which is credited with fewer than the number of parking spaces required may nonetheless be approved with a minor conditional use permit upon the additional finding by the reviewing authority that such parking deficit will not unreasonably overload street parking or public parking facilities.
 - 3. An addition or alteration to an existing residential structure for which additional parking spaces are required but does not provide any or all of such additional parking spaces may nonetheless be approved with a minor conditional use permit upon the additional finding by the reviewing authority that such parking deficit will not unreasonably overload street parking or public parking facilities nor create a nuisance.
- C. Public utilities exempt.

17.56.100 – Uses Requiring Conditional Use Permits:

No use identified in this title as a "conditional use" that was lawfully in existence as of the effective date of these regulations, shall be deemed nonconforming solely by reason of the application of the minor conditional use permit/conditional use permit procedural requirements, in compliance with Chapter 17.60; provided, that:

- A. Use allowed with use permit approval. A land use that was legally established without a use permit, but would be required by current code provisions to have minor conditional use permit or conditional use permit approval, shall not be altered or enlarged in any way unless the applicable use permit is first obtained.
- B. Use no longer allowed with use permit approval. A land use that was established with minor conditional use permit or conditional use permit approval, but is not allowed with such approval by the current code, may continue only in compliance with the original use permit. If the original use permit specified a termination date, then the use shall terminate in compliance with the requirements of the use permit.

17.56.070 – Required removal of nonconforming buildings:

- A. **R-Zones.** Any nonconforming buildings in any R zones, except residential buildings, churches and schools, which nonconforming building was designed or intended for a use not permitted shall be completely removed or altered to structurally conform to the uses permitted upon notice of the Planning Commission within the specified time period and not less than five years from the date of notification.
 - 1. If property is occupied by structures that do not require a building permit; one year.
 - 2. Type 4 & 5 buildings (light combustible frame and wood frame); forty years.
 - 3. Type 2 or 3 buildings (heavy timber construction and ordinary masonry ;
 - a. Apartments, offices (35 years)
 - b. Warehouses (35 years)
 - c. Factories and industrial (45 years)
 - 4. Type 1 building (fire resistant)
 - a. Office and hotels (45 years)
 - b. Theaters (50 years)
 - c. Warehouses., lofts, stores, garages (45 years)
 - d. Industrial (35 years)
- B. **M Zones.**
 - 1. Residential structures existing on October 1, 1955, are considered nonconforming uses, but is subject only to that provision that nonconforming building removed or destroyed shall not be replaced by other than a conforming building.
 - 2. Every nonconforming building in the M Zones devoted to any hospital (except emergency hospitals), hotel, institution or group facilities and was designed or used for a use not permitted shall be completely removed or altered upon notice of the Planning Commission within the specified time period and not less than five years from the date of notification.
 - a. Where property is unimproved except structures which do not require a building permit (one year)
 - b. Type 4 or 5 buildings: Light combustible frame and wood frame (45 years)
 - c. Type 2 or 3 buildings:
 - i. Apartments, offices, hotels, mixed-use offices (35 years)
 - ii. Warehouses, stores, garages, lofts (35 years)
 - iii. Factories and Industrial (45 years)
 - d. Type 1 buildings (fire resistant):
 - i. Offices and hotels (45 years)
 - ii. Theaters (50 years)
 - iii. Warehouses, lofts, stores, garages (45 years)
 - iv. Industrial (35 years)

17.56.090 – Reconstruction or nonconforming building destroyed

- A. **Nonresidential Structures.** A nonconforming residential building destroyed by act of God, etc. may be restored and occupancy or use may be continued.
- B. **Residential Structures.** A nonconforming residential building destroyed by fire, explosion or other casualty or act of God, may be restored and occupancy or use may be continued. If reconstruction of a residential structure cannot be accomplished in compliance with all other provisions of this title, then the city shall grant such variances as are necessary to reconstruct residence to the same size, scope and footprint.

<p>17.56.110 - Condemnation of a Portion of a Lot</p> <p>A. Failure to meet minimum requirements. Property acquired for public use may be relocated on the same lot even though the current minimum lot area or setback requirements of this title cannot reasonably be complied with.</p> <p>B. Involuntary damage. A nonconforming structure, located on the lot remaining after acquisition of the property for public use which is thereafter involuntarily damaged, may be rebuilt or reconstructed.</p> <p>C. Does not apply to uses. The provisions of this section shall not apply to a nonconforming use existing at the time of acquisition.</p>	
<p>17.56.120 - Institutional Uses.</p> <p>Institutional uses in commercial zones, in existence on November 8, 1994, shall be permitted to remain subject to conditions of existing conditional use permits or other approvals, as long as the use is continued in existing facilities or is for expansion on properties upon which such existing facilities are located.</p>	<p>17.56.120 – Nonprofit organizations and places of worship.</p> <p>Nonprofit organizations and places of worship in commercial zones, existing on November 89, 1994, shall be permitted to remain subject to a CUP as long as the use is continued in existing facilities or expansion on existing properties.</p>
<p>17.56.130 - Unlawful Uses and Structures.</p> <p>A. Violations. Uses and structures that did not comply with prior planning and zoning regulations when established are violations hereof and are subject to code enforcement and nuisance abatement.</p> <p>B. Illegal uses and structures prohibited. This chapter does not grant any right to continue occupancy of property containing an illegal use or structure.</p> <p>C. Permits required. The illegal use or structure shall not continue unless/until permits and entitlements required by this code are first obtained.</p>	
<p>17.56.140 - Nuisance Abatement</p> <p>In the event that a nonconforming use or structure is found to constitute a public nuisance, appropriate action shall be taken by the City, in compliance with Chapter 8.16 and other applicable codes and laws.</p>	



Sierra Madre Public Library Review of Library Services 2017

City Council Meeting
March 27, 2018

Jill Schofield
Acting Library Services Manager

Read, Discover, Connect



According to the State Education Code:

“A public library is a supplement to the formal system of free public education, and a source of information and inspiration to persons of all ages, and a resource for continuing education and re-education beyond the years of formal education,…….”



Major Changes

***Library Facility Master Plan* completed March 2017**

Library and Community Services

→ Library Services

→ Community Services

Eliminated late fees & DVD rental fees



Statistics

Circulation – 2017	104,800
Circulation – 2016	93,320
Patron count – 2017	84,255
Patron count – 2016	79,981
Items in catalog	48,167
Hours open	47/per wk – 24/7 online
Library cards	11,141

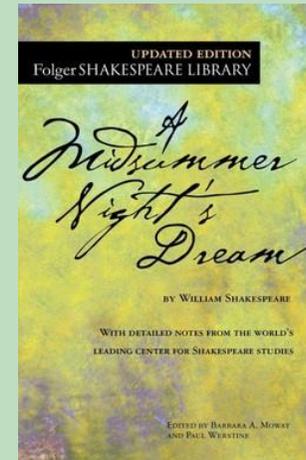


Collection

Items added in 2017 = 6004

- Adult print items = 2732
- Children & YA print items = 2388
- DVDs = 366
- Audiobooks = 152
- Music CDs = 150

Items weeded in 2017 = 7736



New Materials

- Books in Chinese
- Updated classics collection
- Launchpads

New Youth Programs 2017



Teen Scene



Bookmark Contest



Lego Play Day

Popular Programs 2017

- Stuffed Animal Sleepover
- Miniature Golf
- Teen Candyland Party
- One Book One City
 - 2017 – Rise of the Rocket Girls
 - 2018 – In God we trust; all others pay cash
- Open House at the Library
- Sierra Madre Super Summer



Archives 2017



California Digital Library
Digital Public Library of America

Sierra Madre Historical Preservation Society

Digital Storytelling Workshop

Friday-Saturday, May 11-12, 2018
9 am - 5 pm
Sierra Madre City Hall
232 W. Sierra Madre Blvd.



Sierra Madre Public Library joins the California State Library to invite you to share your story about life in California.

In libraries across the state, Berkeley-based StoryCenter's Staff will bring a special two-day intensive workshop to help you make a short film using your personal and family images, videos or archival material. Your 2-4 minute video will be part of a statewide local story archive.

Fishin' and other Sierra Madre stories wanted. Free to the public. Powerful and fun regardless of experience!

Apply online at:
storycenter.org/sierramadre
or submit a paper application to the Library

For more information, contact:
Debbie Henderson tel. 626.355.7186 or e-mail:
dhenderson@cityofsierramadre.com

Deadline: April 28, 2018

Digital Storytelling Workshop includes:

- ✓ How to Make a Great Story
- ✓ Group Scripts Sharing
- ✓ Hands-on Video Editing
- ✓ Production Support



Technology 2017

- CalRen 1 Gigabit per second Internet access
- Virtual Reality
- 3D Printers
- Book Scanning Center
- STEAM for Adults – Pitch an Idea Grant



Staff 2017

- 4 Full time
- 11 Part time



Customer Service!



Volunteers 2017

- 10 - 15 adult volunteers
- Opportunities for teens throughout the year
- 1 FTE of staff time

Friends of the Library

Winner of the Wistaria Award 2017

- Wine & Cuisine Tasting
- Art Fair
- Book Sales



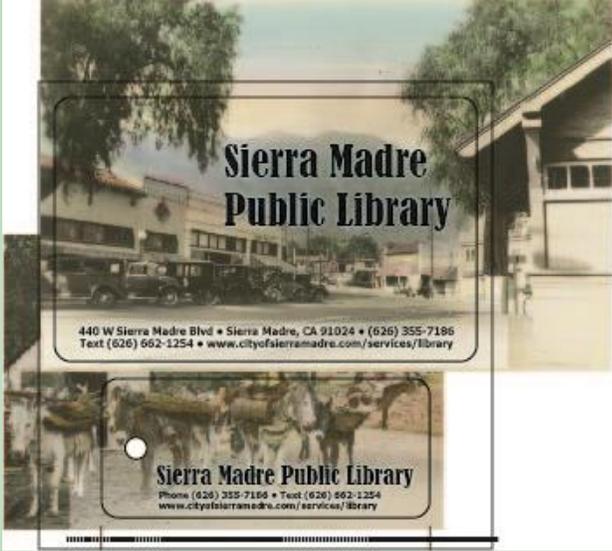
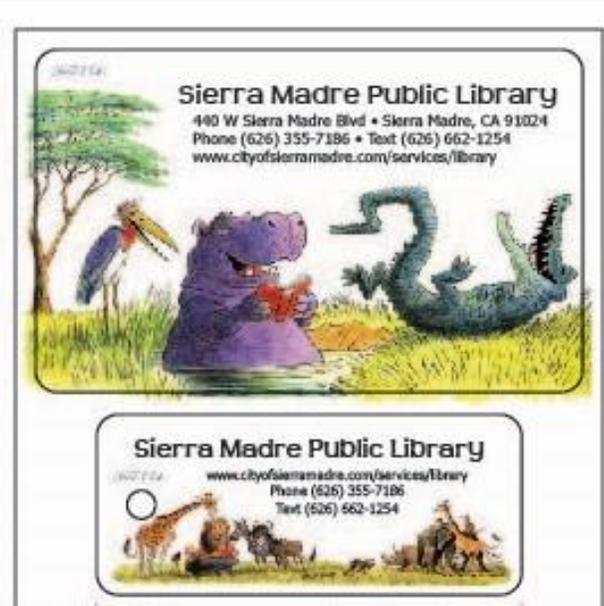
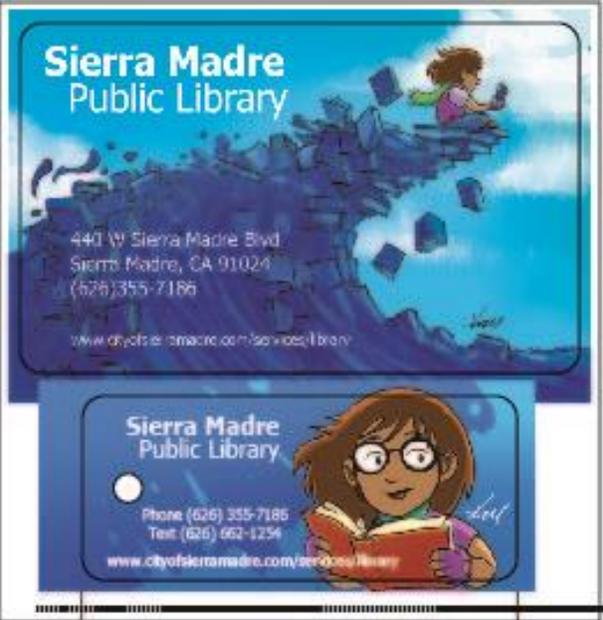
Library Board of Trustees



Barry Ziff, Shannon King, Rod Spears, Patricia Hall, Rich Procter

New Library Card Designs

- Kazu Kibuishi
- Bill Peet
- Sierra Madre Historical Archives



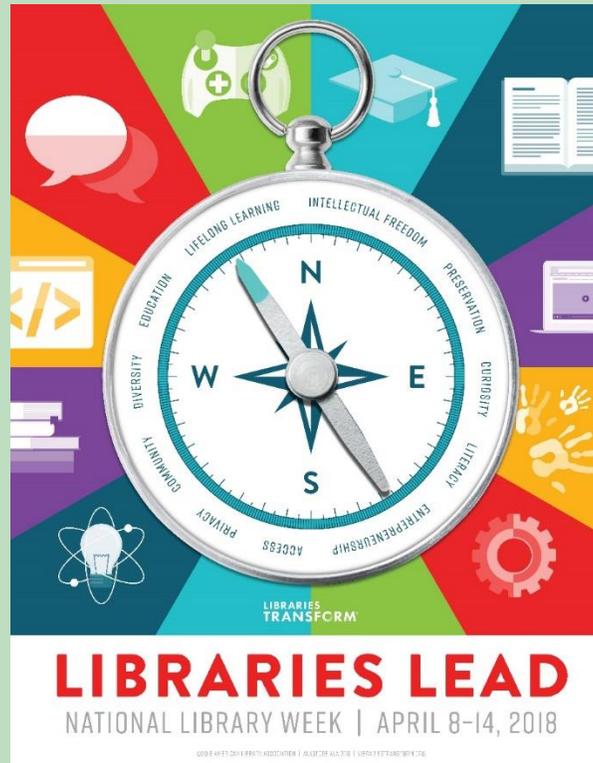
Coming Soon!

Bookmark Contest -March

STEAM for Adults

- 3D printers – April
- Fractals – May

Parenting Workshop - April



Open House April 14

**Digital Storytelling
Workshop- May**

**Sierra Madre Super
Summer – June**





Thank You!
Any Questions?





City of Sierra Madre Agenda Report

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

*Sue Spears, City Clerk
Michael Amerio City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Gabriel L. Engeland, City Manager 

DATE: March 27, 2018

SUBJECT: Budget and Expenditure Review FY2007-08 through FY2017-18

ANALYSIS

Staff has received numerous inquiries from the public to review budgeted expenditures over the past 10 years. This presentation will cover budgeted expenditures since Fiscal Year 2007-08, changes to budgeting practices and how Funds are budgeted, and overview any significant changes in City policies.

STAFF RECOMMENDATION

This report is for informational purposes only. No action is required.

FINANCIAL REVIEW

There is no fiscal impact to the City associated with the preparation of this report.

PUBLIC NOTICE PROCESS

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