

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

Tuesday, November 13, 2018

6:30 pm

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

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

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Council Member Gene Goss

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 October 23, 2018.

REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Proclamation for a Dementia-Friendly Sierra Madre. Accepted on behalf of Mr. Steve Scurba, Director of Community Outreach at Kensington Sierra Madre

ACTION ITEMS

1. CONSENT

a) **ADOPTION OF RESOLUTION 18-57 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS**

Recommendation that the City Council approve Resolution 18-57 for approval of payment of City warrants in aggregate amount of \$1,033,822.16; Library warrants in the aggregate amount of \$6,590.87, and payroll transfer in the aggregate amount of \$328,339.71 for fiscal years ending June 2018 and June 2019.

b) **CONSIDERATION OF RESOLUTION 18-58: ADOPTING THE CITY'S YOUTH EMPLOYMENT PLAN FOR THE KERSTING COURT REMODEL PROJECT THROUGH THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR THE FIFTH SUPERVISORIAL DISTRICT**

Recommendation that the City Council read by title only, waive further reading, and approve Resolution 18-58, a Resolution of the City Council approving the application for grant funds from the Los Angeles County Regional Park and Open Space District Fifth Supervisorial District excess funds for the Kersting Court Remodel Project and approving the adoption of the Youth Employment Plan.

c) **CONSIDERATION OF AWARD OF THE RENOVATION PLAN OF THE PUBLIC WORKS/UTILITY SERVICES OFFICES AT THE CITY CORPORATE YARD TO INTER-PLAN WEST GENERAL CONTRACTING**

Recommendation that the City Council award the renovation plan of the Public Works/Utility Services at the City Corporate Yard to Inter-Plan West General and authorize the City Manager to execute an agreement in an amount not to exceed \$112,000

PUBLIC HEARING

2. **CONSIDERATION OF ORDINANCE 1405 AMENDING SECTION 10.52.030 "PARKING PROHIBITIONS" OF THE SIERRA MADRE MUNICIPAL CODE TO FURTHER DEFINE RED FLAG EVENT AND TO ADD ADDITIONAL STREETS TO THE LIST OF STREETS WITH RESTRICTED PARKING ON RED FLAG DAYS**

Recommendation that the City Council read by title only and waive further reading Ordinance 1405, an Ordinance of the City of Sierra Madre amending Section 10.52.030 "Parking Prohibitions" of the Sierra Madre Municipal Code.

DISCUSSION

3. **CONSIDERATION OF CHANGES TO THE CURRENT BOARD AND COMMISSIONER CITY COUNCIL LIAISON PROCESS**

Recommendation that the City Council provide direction.

4. **CONSIDERATION OF RESOLUTION 18-59 AMENDING THE CITY'S COMPENSATION PLAN AND SALARY MATRIX**

Recommendation that the City Council approve Resolution 18-59, Amending the City's Compensation Plan and Salary Matrix.

ACTION ITEMS

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

AVAILABILITY OF AGENDA MATERIALS

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

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a Public Hearing at this same place on Tuesday, November 27, 2018.



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Miguel Hernandez, Human Resources Manager *MH*

REVIEWED BY: Gabriel Engeland, City Manager *GE*

DATE: November 13, 2018

SUBJECT: **Consideration of Resolution 18-59 Amending the City's Compensation Plan and Salary Matrix**

SUMMARY

The City has identified modifications needed to the Compensation Plan and Salary Matrix which sets forth all positions established for the City.

STAFF RECOMMENDATION

Staff recommends City Council approve Resolution 18-59, Amending the Compensation Plan and Salary Matrix for the following positions:

1. Creating a new full-time position of Administrative Services Manager
2. Creating a new full-time position of IT Senior Network Administrator
3. Updating Public Works Foreman to Public Works Supervisor/Foreman
4. Updating Water Foreman to Water Foreman/Supervisor

ALTERNATIVES

1. The City Council may adopt Resolution 18-59, approving amending the Compensation Plan and Salary Matrix.
2. The City Council may direct staff to make changes to the proposed resolution and return to future meeting with those changes.
3. City Council may choose to provide alternate direction to staff.

FINANCIAL REVIEW

The creation of the Administrative Services Manager will place the position in Range 28 of the City's Classification Plan and Salary Matrix, which has a salary range of \$63,962-\$79,879. Additionally, the Assistant City Clerk salary range will move to Range 28 as the new position will be combined with the Assistant City Clerk position and will oversee all customer service staff seated in the reception area of City Hall. The Assistant City Clerk is currently at Range 24 of the City's Classification Plan and Salary Matrix, which has the following salary range \$54,672-\$68,278.

The Senior Network Administrator will have a salary range of 26, which will have the following budget impacts:

- Annual increase to the General Fund of \$16,998
- Annual increase to the Water Fund of \$91,792
- Annual increase to the Sewer Fund of \$11,210

This position would be responsible for the management of the Supervisory Control and Data Acquisition (SCADA) system in water, as well as the management of ARC GIS in Sewer, managing and maintaining the City's website, and monitoring and responding to all help-desk requests.

Lastly, updating the titles of the Public Works and Utilities Foreman to Public Works Supervisor/Foreman and Utilities Supervisor/Foreman, will have no impact on the compensation structure of these positions and no fiscal impact on the current budget.

ANALYSIS

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

The following outlines the recommended changes to the Classification Plan and Salary Matrix that are necessary to move forward with recommended reorganizations with the City's Administrative Services Department, Information Technology Division, Public Works Department, and Utilities Department.

Administrative Services Department

The reorganization of the City's front counter personnel has been an ongoing effort to streamline processes while still providing exceptional customer service to the public. Currently, the front counter includes employees from Finance, Community Services, City Manager's office and Community Planning and Preservation. In order to create continuity within the front counter staff, executive management staff discussed consolidating staff into one department and creating an Administrative Services Manager position to manage front counter operations. The Administrative Services Manager would fall under the

direction of the City Manager and duties may include, but are not limited to the following: supervises and assigns schedules, directs the work of front counter personnel to ensure and enhance customer support. Additionally, the Administrative Services Manager will serve as the point person for resolving customer service inquiries and implementing public desk policies and procedures.

Information Technology Division

On May 9, 2017, City Council approved the position of Information Technology Manager to oversee the City's network and server infrastructure, while providing supplemental IT support through contracted/purchased services. The IT Manager, after completing high level review of the City's objectives and needs, believes having in-house expertise and support will provide additional support for daily IT needs as well as in emergencies. In an effort to address mission-critical areas such as public safety, utilities, financial management and project management for the City's technology needs, the City will significantly improve response times to day-to-day activities, routine maintenance, and emergency response. Currently, our IT Manager is on call 24/7 as the single point of contact for all of the City's IT needs.

Staff is recommending Council approve the creation of a new full-time position of Senior Network Administrator. The Senior Network Administrator will be under general direction of the Information Technology Manager. This position would be responsible for the management of the Supervisory Control and Data Acquisition (SCADA) system in water, as well as the management of ARC GIS in Sewer, managing and maintaining the City's website, and monitoring and responding to all help-desk requests. Additionally, the new position will assist with coordinating and managing activities related to the support, deployment, configuration, and usage network and server infrastructure. This includes assistance with application system selection, implementation, project coordination, management of interfaces, application setup and configurations, business process reviews, and custom reporting. Major role in help desk operations and related projects. All of these responsibility currently handled by our IT Manager as the single resource for the organization. The addition of this position, coupled with subject matter experts in specific areas from outside contracted/purchased services, will provide additional resource to support the City's IT needs. The City will be able to leverage the additional staff to allow for on call responsibilities to be shared between the IT Manager and Senior Network Administrator.

Public Works Department, and Utilities Department

Staff is also recommending an update for the titles of the Public Works and Utilities Foreman to Public Works Supervisor/Foreman and Utilities Supervisor/Foreman. There will be no changes to compensation, but the title change is a more accurate description of the level of responsibility for each of these positions.

PUBLIC NOTICE PROCESS

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

Attachment:

Attachments:

1. Resolution 18-59 Amending the City's Compensation Plan and Salary Matrix
2. Amended Compensation Plan and Salary Matrix

**RESOLUTION NO. 18-59
AMENDING THE CITY OF SIERRA MADRE CLASSIFICATION PLAN AND
SALARY MATRIX**

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

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

WHEREAS, on November 13, 2018, the City Council approved the proposed organizational structure that includes creating a new full-time Administrative Services Manager position and a full-time Senior Network Administrator position; and

WHEREAS, The Assistant City Clerk salary range of 24 will move to Range 28 in the Classification Plan and salary Matrix;

WHEREAS, the City will update the Public Works and Utilities Foreman to Public Works Supervisor/Foreman and Utilities Supervisor/Foreman; and

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

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

NOW, THEREFORE, BE IT RESOLVED

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

SECTION 2. That the changes in Assistant City Clerk, Public Works and Utilities Department Foreman and the addition of two new full-time positions takes effect November 14, 2018.

Passed, Approved and Adopted on the 13th day of November, 2018.

Mayor, City of Sierra Madre, CA

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted at a regular meeting of the City of Sierra Madre City Council on the 13th day of November, 2018 by the Sierra Madre City Council following a roll call vote:

Ayes

Noes

Absent

City Clerk, City of Sierra Madre, CA

Classification Plan & Salary Matrix

City of Sierra Madre

November 13, 2018

Adopted by Resolution 18-37

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

For Fiscal Year 2019/2020

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

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

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

City of Sierra Madre
 Classification Plan & Salary Matrix - Administrative Services Department
 November 13, 2018

Classified Employee Association

	1	2	3	4	5	
Administrative Clerk	Annual Salary	34,679	36,412	38,233	40,144	42,152
	Monthly Salary	2,890	3,034	3,186	3,345	3,513
	Bi-Weekly	1,334	1,400	1,471	1,544	1,621
	Hourly Salary	16.67	17.51	18.38	19.30	20.27
Administrative Aide	Annual Salary	38,217	40,128	42,134	44,241	46,453
	Monthly Salary	3,185	3,344	3,511	3,687	3,871
	Bi-Weekly	1,470	1,543	1,621	1,702	1,787
	Hourly Salary	18.37	19.29	20.26	21.27	22.76
Account Technician	Annual Salary	42,198	44,308	46,523	48,850	51,292
	Monthly Salary	3,516	3,692	3,877	4,071	4,274
	Bi-Weekly	1,623	1,704	1,789	1,879	1,973
	Hourly Salary	20.29	21.30	22.37	23.49	24.66
Customer Service Lead	Annual Salary	45,361	47,629	50,010	52,511	55,137
	Monthly Salary	3,780	3,969	4,167	4,375	4,595
	Bi-Weekly	1,745	1,832	1,923	2,020	2,121
	Hourly Salary	21.81	22.90	23.59	25.25	26.51

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10	
Administrative Analyst	Annual Salary	40,521	41,535	42,573	43,637	44,728	45,846	46,993	48,167	49,371	50,606
	Monthly Salary	3,377	3,461	3,548	3,636	3,727	3,820	3,916	4,014	4,114	4,217
	Bi-Weekly	1,559	1,597	1,637	1,678	1,720	1,763	1,807	1,853	1,899	1,946
	Hourly Salary	19.48	19.97	20.47	20.98	21.50	22.04	22.59	23.16	23.74	24.33
Assistant to the City Manager	Annual Salary	46,490	47,652	48,843	50,065	51,316	52,599	53,914	55,261	56,644	58,059
	Monthly Salary	3,874	3,971	4,070	4,172	4,276	4,383	4,493	4,605	4,720	4,838
	Bi-Weekly	1,788	1,833	1,879	1,926	1,974	2,023	2,074	2,125	2,179	2,233
	Hourly Salary	22.35	22.91	23.48	24.07	24.67	25.29	25.92	26.57	27.23	27.91
Analyst (various)	Annual Salary	54,672	56,039	57,440	58,876	60,348	61,857	63,403	64,988	66,613	68,278
	Monthly Salary	4,556	4,670	4,787	4,906	5,029	5,155	5,284	5,416	5,551	5,690
	Bi-Weekly	2,103	2,155	2,209	2,264	2,321	2,379	2,439	2,500	2,562	2,626
	Hourly Salary	26.28	26.94	27.62	28.31	29.01	29.74	30.48	31.24	32.03	32.83
Administrative Services Manager/Assistant City Clerk	Annual Salary	63,962	65,561	67,200	68,880	70,601	72,367	74,176	76,030	77,931	79,879
	Monthly Salary	5,330	5,463	5,600	5,740	5,883	6,031	6,181	6,336	6,494	6,657
	Bi-Weekly	2,460	2,522	2,585	2,649	2,715	2,783	2,853	2,924	2,997	3,072
	Hourly Salary	30.75	31.52	32.31	33.12	33.94	34.79	35.66	36.55	37.47	38.40

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
Classification Plan & Salary Matrix - Development Services (Planning) Department
 June 24, 2018

Classified Employee Association

	1	2	3	4	5
Assistant Planner					
10					
Annual Salary	58,188	61,097	64,153	67,360	70,728
Monthly Salary	4,849	5,091	5,346	5,613	5,894
Bi-Weekly	2,238	2,350	2,467	2,591	2,720
Hourly Salary	27.97	29.37	30.84	32.38	34.00
Associate Planner					
14					
Annual Salary	64,669	67,901	71,296	74,862	78,605
Monthly Salary	5,389	5,658	5,941	6,238	6,550
Bi-Weekly	2,487	2,612	2,742	2,879	3,023
Hourly Salary	31.09	32.64	34.28	35.99	37.79

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Senior Planner										
26										
Annual Salary	67,912	69,609	71,350	73,133	74,961	76,835	78,757	80,726	82,744	84,813
Monthly Salary	5,659	5,801	5,946	6,094	6,247	6,403	6,563	6,727	6,895	7,068
Bi-Weekly	2,612	2,677	2,744	2,813	2,883	2,955	3,029	3,105	3,182	3,262
Hourly Salary	32.65	33.47	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.78
Planning Manager										
29										
Annual Salary	87,662	89,854	92,356	94,402	96,763	99,182	101,662	104,203	106,808	109,478
Monthly Salary	7,305	7,488	7,696	7,867	8,064	8,265	8,472	8,684	8,901	9,123
Bi-Weekly	3,372	3,456	3,552	3,631	3,722	3,815	3,910	4,008	4,108	4,211
Hourly Salary	42.15	43.20	44.40	45.39	46.52	47.68	48.88	50.10	51.35	52.63

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
Classification Plan & Salary Matrix - Community Services Department
June 24, 2018

		Classified Employee Association									
		1		2		3		4		5	
Recreation Coordinator	1										
	Annual Salary	34,679		36,412		38,233		40,144		42,152	
	Monthly Salary	2,890		3,034		3,186		3,345		3,513	
	Bi-Weekly	1,334		1,400		1,471		1,544		1,621	
Hourly Salary	16.67		17.51		18.38		19.30		20.27		

		Confidential Exempt																			
		1		2		3		4		5		6		7		8		9		10	
Recreation Supervisor	21																				
	Annual Salary	56,756	58,175	59,630	61,120	62,647	64,214	65,820	67,465	69,152	70,881										
	Monthly Salary	4,730	4,848	4,969	5,093	5,221	5,351	5,485	5,622	5,763	5,907										
	Bi-Weekly	2,183	2,237	2,293	2,351	2,410	2,470	2,532	2,595	2,660	2,726										
Hourly Salary	27.29	27.97	28.67	29.38	30.12	30.87	31.64	32.44	33.25	34.08											

Community Services Manager	28																				
	Annual Salary	63,962	65,561	67,200	68,880	70,601	72,367	74,176	76,030	77,931	79,879										
	Monthly Salary	5,330	5,463	5,600	5,740	5,883	6,031	6,181	6,336	6,494	6,657										
	Bi-Weekly	2,460	2,522	2,585	2,649	2,715	2,783	2,853	2,924	2,997	3,072										
Hourly Salary	30.75	31.52	32.31	33.12	33.94	34.79	35.66	36.55	37.47	38.40											

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
Classification Plan & Salary Matrix - Human Resources Department
June 24, 2018

Classified Employee Association

	1	2	3	4	5
Human Resources Technician 6					
Annual Salary	42,198	44,308	46,523	48,850	51,292
Monthly Salary	3,516	3,692	3,877	4,071	4,274
Bi-Weekly	1,623	1,704	1,789	1,879	1,973
Hourly Salary	20.29	21.30	22.37	23.49	24.66

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Human Resources Analyst 24										
Annual Salary	54,672	56,039	57,440	58,876	60,348	61,857	63,403	64,988	66,613	68,278
Monthly Salary	4,556	4,670	4,787	4,906	5,029	5,155	5,284	5,416	5,551	5,690
Bi-Weekly	2,103	2,155	2,209	2,264	2,321	2,379	2,439	2,500	2,562	2,626
Hourly Salary	26.28	26.94	27.62	28.31	29.01	29.74	30.48	31.24	32.03	32.83

Human Resources Manager 26										
Annual Salary	67,912	69,609	71,350	73,133	74,961	76,835	78,757	80,726	82,744	84,813
Monthly Salary	5,659	5,801	5,946	6,094	6,247	6,403	6,563	6,727	6,895	7,068
Bi-Weekly	2,612	2,677	2,744	2,813	2,883	2,955	3,029	3,105	3,182	3,262
Hourly Salary	32.65	33.47	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.78

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
 Classification Plan & Salary Matrix - Finance Department
 June 24, 2018

Classified Employee Association

	1	2	3	4	5
Account Technician					
Annual Salary	42,198	44,308	46,523	48,850	51,292
Monthly Salary	3,516	3,692	3,877	4,071	4,274
Bi-Weekly	1,623	1,704	1,789	1,879	1,973
Hourly Salary	20.29	21.30	22.37	23.49	24.66

	1	2	3	4	5
Accountant					
Annual Salary	53,853	56,546	59,373	62,342	65,459
Monthly Salary	4,488	4,712	4,948	5,195	5,455
Bi-Weekly	2,071	2,175	2,284	2,398	2,518
Hourly Salary	25.89	27.19	28.54	29.97	31.47

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Senior Accountant										
Annual Salary	54,672	56,039	57,440	58,876	60,348	61,857	63,403	64,988	66,613	68,278
Monthly Salary	4,556	4,670	4,787	4,906	5,029	5,155	5,284	5,416	5,551	5,690
Bi-Weekly	2,103	2,155	2,209	2,264	2,321	2,379	2,439	2,500	2,562	2,626
Hourly Salary	26.28	26.94	27.62	28.31	29.01	29.74	30.48	31.24	32.03	32.83

	1	2	3	4	5	6	7	8	9	10
Accounting Manager										
Annual Salary	67,912	69,609	71,350	73,133	74,972	76,855	78,757	80,726	82,744	84,813
Monthly Salary	5,659	5,801	5,946	6,094	6,248	6,403	6,563	6,727	6,895	7,068
Bi-Weekly	2,612	2,677	2,744	2,813	2,884	2,955	3,029	3,105	3,182	3,262
Hourly Salary	32.65	33.47	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.78

	1	2	3	4	5	6	7	8	9	10
Finance and IT Manager										
Annual Salary	87,662	89,854	92,101	94,402	96,763	99,182	101,662	104,203	106,808	109,478
Monthly Salary	7,305	7,488	7,675	7,867	8,064	8,265	8,472	8,684	8,901	9,123
Bi-Weekly	3,372	3,456	3,542	3,631	3,722	3,815	3,910	4,008	4,108	4,211
Hourly Salary	42.15	43.20	44.28	45.39	46.52	47.68	48.88	50.10	51.35	52.63

	1	2	3	4	5	6	7	8	9	10
Senior Network Administrator										
Annual Salary	67,912	69,609	71,350	73,133	74,972	76,855	78,757	80,726	82,744	84,813
Monthly Salary	5,659	5,801	5,946	6,094	6,247	6,403	6,563	6,727	6,895	7,068
Bi-Weekly	2,612	2,677	2,744	2,813	2,883	2,955	3,029	3,105	3,182	3,262
Hourly Salary	32.65	33.47	34.30	35.16	36.04	36.94	37.86	38.81	39.78	40.78

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

**City of Sierra Madre
Classification Plan & Salary Matrix - Fire Department
June 24, 2018**

		Unrepresented / 2756 Hours									
		1	2	3	4	5	6	7	8	9	10
Fire Captain	201										
.....	Annual Salary	77,773	79,717	81,710	83,754	85,847	87,993	90,193	92,447	94,760	97,128
.....	Monthly Salary	6,481	6,643	6,809	6,979	7,154	7,333	7,516	7,704	7,897	8,094
.....	Bi-Weekly	2,991	3,066	3,143	3,221	3,302	3,384	3,469	3,556	3,645	3,736
.....	Hourly Salary	28.22	28.92	29.65	30.39	31.15	31.93	32.73	33.54	34.38	35.24

Note: Unrepresented Safety Full-Time employees - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
 Classification Plan & Salary Matrix - Fire Department
 June 24, 2018

Unrepresented / 2756 Hours

	1	2	3	4	5	6	7
Firefighter/Paramedics							
203							
Annual Salary	42,125	44,232	46,450	48,782	51,224	53,780	56,476
Monthly Salary	3,510	3,686	3,871	4,065	4,269	4,398	4,706
Bi-Weekly	1,620	1,701	1,787	1,876	1,970	2,030	2,172
Hourly Salary	15.29	16.05	16.85	17.70	18.59	19.51	20.49

Unrepresented / 2756 Hours

	1	2	3	4	5
Single-Function					
Paramedics					
XX					
Annual Salary	35,105	36,874	38,727	40,665	42,687
Monthly Salary	2,925	3,073	3,227	3,389	3,557
Bi-Weekly	1,350	1,418	1,490	1,564	1,642
Hourly Salary	12.74	13.38	14.05	14.76	15.49

Note: Unrepresented Safety Full-Time employees - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
Classification Plan & Salary Matrix - Fire Department
June 24, 2018

Unrepresented / 2756 Hours

Engineer	1	2	3	4	5	6	7
204							
Annual Salary	42,125	44,232	46,450	48,782	51,224	53,780	56,476
Monthly Salary	3,510	3,686	3,871	4,065	4,269	4,398	4,706
Bi-Weekly	1,620	1,701	1,787	1,876	1,970	2,030	2,172
Hourly Salary	15.29	16.05	16.85	17.70	18.59	19.51	20.49

Unrepresented / 2756 Hours

Single-Function Firefighters	1	2	3	4	5
XX					
Annual Salary	35,105	36,874	38,727	40,665	42,687
Monthly Salary	2,925	3,073	3,227	3,389	3,557
Bi-Weekly	1,350	1,418	1,490	1,564	1,642
Hourly Salary	12.74	13.38	14.05	14.76	15.49

Note: Unrepresented Safety Full-Time employees - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
Classification Plan & Salary Matrix - Library Department
June 24, 2018

Classified Employee Association

	1	2	3	4	5
Library Technician					
1					
Annual Salary	34,679	36,412	38,233	40,144	42,152
Monthly Salary	2,890	3,034	3,186	3,345	3,513
Bi-Weekly	1,334	1,400	1,471	1,544	1,621
Hourly Salary	16.67	17.51	18.38	19.30	20.27
Librarian					
9					
Annual Salary	52,195	54,804	57,545	60,422	63,443
Monthly Salary	4,350	4,567	4,795	5,035	5,287
Bi-Weekly	2,007	2,108	2,213	2,324	2,440
Hourly Salary	25.09	26.35	27.67	29.05	30.50

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Analyst (Various)										
24										
Annual Salary	54,672	56,039	57,440	58,876	60,348	61,857	63,403	64,988	66,613	68,278
Monthly Salary	4,556	4,670	4,787	4,906	5,029	5,155	5,284	5,416	5,551	5,690
Bi-Weekly	2,103	2,155	2,209	2,264	2,321	2,379	2,439	2,500	2,562	2,626
Hourly Salary	26.28	26.94	27.62	28.31	29.01	29.74	30.48	31.24	32.03	32.83
Library Services Manager/City Librarian										
28										
Annual Salary	63,962	65,561	67,200	68,880	70,601	72,367	74,176	76,030	77,931	79,879
Monthly Salary	5,330	5,463	5,600	5,740	5,883	6,031	6,181	6,336	6,494	6,657
Bi-Weekly	2,460	2,522	2,585	2,649	2,715	2,783	2,853	2,924	2,997	3,072
Hourly Salary	30.75	31.52	32.31	33.12	33.94	34.79	35.66	36.55	37.47	38.40

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
Classification Plan & Salary Matrix - Public Works Department
June 24, 2018

Classified Employee Association

	1	2	3	4	5	Y
Maintenance Worker						
1						
Annual Salary	34,679	36,412	38,233	40,144	42,152	
Monthly Salary	2,890	3,034	3,186	3,345	3,513	
Bi-Weekly	1,334	1,400	1,471	1,544	1,621	
Hourly Salary	16.67	17.51	18.38	19.30	20.27	
Fleet Mechanic						
3						
Annual Salary	38,217	40,128	42,134	44,241	46,453	
Monthly Salary	3,185	3,344	3,511	3,687	3,871	
Bi-Weekly	1,470	1,543	1,621	1,702	1,787	
Hourly Salary	18.37	19.29	20.26	21.27	22.33	
Leadworker						
4						
Annual Salary	39,212	41,173	43,232	45,393	47,662	
Monthly Salary	3,268	3,431	3,603	3,783	3,972	
Bi-Weekly	1,508	1,584	1,663	1,746	1,833	
Hourly Salary	18.85	19.79	20.78	21.82	22.91	

Classified Employee Association Continued

	1	2	3	4	5
Foreman					
5					
Annual Salary	42,433	44,555	46,782	49,122	51,579
Monthly Salary	3,536	3,713	3,899	4,093	4,298
Bi-Weekly	1,632	1,714	1,799	1,889	1,984
Hourly Salary	20.40	21.42	22.49	23.62	24.80

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37
 Note: Water Foreman - 5.0% pay increase effective June 24, 2018 - Resolution 18-37

City of Sierra Madre
Classification Plan & Salary Matrix - Utility Services (Water) Department
 June 24, 2018

Classified Employee Association

	1	2	3	4	5
Customer Service Representative 1					
Annual Salary.....	34,679	36,412	38,233	40,144	42,152
Monthly Salary.....	2,890	3,034	3,186	3,345	3,513
Bi-Weekly.....	1,334	1,400	1,471	1,544	1,621
Hourly Salary.....	16.67	17.51	18.38	19.30	20.27
Utility Service Worker/Meter Reader X					
Annual Salary.....	35,734	37,520	39,397	41,366	43,434
Monthly Salary.....	2,978	3,127	3,283	3,447	3,620
Bi-Weekly.....	1,374	1,443	1,515	1,591	1,671
Hourly Salary.....	17.18	18.04	18.94	19.89	20.88
Water Pump Operator 2					
Annual Salary.....	37,511	39,387	41,356	43,424	45,594
Monthly Salary.....	3,126	3,282	3,446	3,619	3,800
Bi-Weekly.....	1,443	1,515	1,591	1,670	1,754
Hourly Salary.....	18.03	18.94	19.88	20.88	21.92
Water Leadworker 7					
Annual Salary.....	44,507	46,733	49,069	51,523	54,098
Monthly Salary.....	3,709	3,894	4,089	4,294	4,508
Bi-Weekly.....	1,712	1,797	1,887	1,982	2,081
Hourly Salary.....	21.40	22.47	23.59	24.77	26.01
Water Foreman 8					
Annual Salary.....	46,741	49,078	51,531	54,108	56,814
Monthly Salary.....	3,895	4,090	4,294	4,509	4,734
Bi-Weekly.....	1,798	1,888	1,982	2,081	2,185
Hourly Salary.....	22.47	23.60	24.77	26.01	27.31

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Water Superintendent 25										
Annual Salary.....	54,672	56,039	57,440	58,876	60,348	61,857	63,403	64,988	66,613	68,278
Monthly Salary.....	4,556	4,670	4,787	4,906	5,029	5,155	5,284	5,416	5,551	5,690
Bi-Weekly.....	2,103	2,155	2,209	2,264	2,321	2,379	2,439	2,500	2,562	2,626
Hourly Salary.....	26.28	26.94	27.62	28.31	29.01	29.74	30.48	31.24	32.03	32.83

Note: Miscellaneous (not including: Executive Management & Confidential-Exempt employees) - 1.9% pay increase effective June 24, 2018 - Resolution 18-37
 Note: Utilities Department - 5.0% pay increase effective June 24, 2018 - Resolution 18-37

**City of Sierra Madre
Salary Matrix - Executive Management
September 16, 2018**

Amended and Adopted September 11, 2018 Resolution 18-XX

		Executive Management Employees									
		1	2	3	4	5	6	7	8	9	10
Library & Community Services Director 41	Annual Salary	100,381	102,890	105,463	108,099	110,802	113,571	116,411	119,322	122,305	125,361
	Monthly Salary	8,365	8,574	8,789	9,008	9,234	9,464	9,701	9,943	10,192	10,447
	Bi-Weekly	3,861	3,957	4,056	4,158	4,262	4,368	4,477	4,589	4,704	4,822
	Hourly Salary	48.26	49.47	50.70	51.97	53.27	54.60	55.97	57.37	58.80	60.27
Planning, Utilities and Public Works Director 40	Annual Salary	101,553	104,091	106,694	109,362	112,095	114,898	117,770	120,714	123,732	126,825
	Monthly Salary	8,463	8,674	8,891	9,113	9,341	9,575	9,814	10,060	10,311	10,569
	Bi-Weekly	3,906	4,004	4,104	4,206	4,311	4,419	4,530	4,643	4,759	4,878
	Hourly Salary	48.82	50.04	51.30	52.58	53.89	55.24	56.62	58.04	59.49	60.97
Police Captain 41	Annual Salary	100,381	102,890	105,463	108,099	110,802	113,571	116,411	119,322	122,305	125,361
	Monthly Salary	8,365	8,574	8,789	9,008	9,234	9,464	9,701	9,943	10,192	10,447
	Bi-Weekly	3,861	3,957	4,056	4,158	4,262	4,368	4,477	4,589	4,704	4,822
	Hourly Salary	48.26	49.47	50.70	51.97	53.27	54.60	55.97	57.37	58.80	60.27
Fire Chief 39	Annual Salary	100,381	102,890	105,463	108,099	110,802	113,571	116,411	119,322	122,305	125,361
	Monthly Salary	8,365	8,574	8,789	9,008	9,234	9,464	9,701	9,943	10,192	10,447
	Bi-Weekly	3,861	3,957	4,056	4,158	4,262	4,368	4,477	4,589	4,704	4,822
	Hourly Salary	48.26	49.47	50.70	51.97	53.27	54.60	55.97	57.37	58.80	60.27
Police Chief 43	Annual Salary	108,628	111,344	114,128	116,981	119,906	122,903	125,975	129,125	132,353	135,662
	Monthly Salary	9,052	9,279	9,511	9,748	9,992	10,242	10,498	10,760	11,029	11,305
	Bi-Weekly	4,178	4,282	4,390	4,499	4,612	4,727	4,845	4,966	5,090	5,218
	Hourly Salary	52.23	53.53	54.87	56.24	57.65	59.09	60.57	62.08	63.63	65.22
Finance Director 44	Annual Salary	118,070	121,021	124,047	127,148	130,327	133,585	136,924	140,347	143,856	147,453
	Monthly Salary	9,839	10,085	10,337	10,596	10,861	11,132	11,410	11,696	11,988	12,288
	Bi-Weekly	4,541	4,655	4,771	4,890	5,013	5,138	5,266	5,398	5,533	5,671
	Hourly Salary	56.76	58.18	59.64	61.13	62.66	64.22	65.83	67.47	69.16	70.89
City Manager 45	Annual Salary	182,000									
	Monthly Salary	15,167									
	Bi-Weekly	7,000									
	Hourly Salary	87.50									

Note: 2.3% pay increase effective July 1, 2017 with the exception of the City Manager - Resolution 17-25



City of Sierra Madre Agenda Report

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

*Sue Spears, City Clerk
Michael Amerio City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Gabriel Engeland, City Manager 

DATE: November 13, 2018

SUBJECT: Consideration of changes to the current Board and Commissioner City Council Liaison process

STAFF RECOMMENDATION

Council Member Capoccia has requested that the City Council consider changes to the current process of having Council Member liaisons attend monthly and bi-monthly commission and board meetings. It is recommended that the City Council provide direction.

ALTERNATIVES

1. Continue liaison assignments and meeting attendance as is currently in place.
2. The Council may alter the current process to instead meet with the Chairs and/or Vice-Chair of the City's commissions/boards.

SUMMARY

With liaison appointments the intent of the assignments is to ensure that the City Council can enjoy the reciprocal communication with the respective commissions, committees, and organizations. Similarly, the City Council liaisons actively participate in inter-jurisdictional organizations to ensure the interests of the community are represented in regional public policy discussions.

Traditionally the Mayor makes recommended appointments of City Council members to commissions and organizations in May of each year.

There are several agencies that require Council appoint a voting delegate by resolution. Those agencies, as they pertain to the City of Sierra Madre, are: League of California Cities, the Los Angeles County Sanitation District, San Gabriel Valley Council of Governments, and the California Joint Powers Insurance Authority

This item is seeking consideration of changes for City commission and board meetings only, and not for meetings as required by other government agencies.

ANALYSIS

Council Member John Capoccia is currently the liaison to the Planning Commission. Due to a permanent scheduling conflict Council Member Capoccia is only able to attend one of the two monthly Planning Commission meetings. Council Member Capoccia has previously requested a quarterly meeting with the Chair and Vice Chair of the Planning Commission in lieu of attending the meetings.

The Planning Commission has reported these meetings are helpful in discussion of the City's direction, the vision of the Council, sharing information and providing feedback. Based on this, Council Member Capoccia would like other Council liaisons to consider the same model.

FINANCIAL REVIEW

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

CEQA / ENVIRONMENTAL

N/A

PUBLIC NOTICE PROCESS

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



CITY OF SIERRA MADRE
CITY COUNCIL REGULAR MEETING MINUTES

SIERRA MADRE CITY COUNCIL
SUCCESSOR AGENCY AND
PUBLIC FINANCE AUTHORITY

Tuesday, October 23, 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

Mayor Pro Tem John Harabedian called the meeting to order at 6:41 p.m. City Clerk Sue Spears called the roll.

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

Absent: Mayor Denise Delmar (arrived 6:57 pm)

Also Present: Gabe Engeland, City Manager
Lindsey Zwicker, Assistant City Attorney
Laura Aguilar, Assistant City Clerk
James Carlson, Management Analyst
Chris Cimino, Director of Public Works
Vincent Gonzalez, Planning & Community Preservation Director
Miguel Hernandez, Human Resources Manager
Joe Nocella, Interim Finance Director
Joe Ortiz, Police Chief
Christine Smart, Library Services Manager
Sue Spears, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION

Council Member Capoccia led the Pledge of Allegiance and commented about the low rate of participation in our local, state, and national elections, especially in a community like Sierra Madre that has so many blessings. He read quotes from the last book authored by the late Senator John McCain, "The Restless Wave: Good Times, Just Causes, Great Fights, and Other Appreciations." Council Member Capoccia expressed that he hopes that everybody steps up, realizes what we have in this country, takes that responsibility seriously, and votes in the upcoming election on November 6, 2018.

APPROVAL OF AGENDA

Mayor Pro Tem Harabedian asked for a motion to approve the agenda as presented.

Council Member Arizmendi moved to approve the agenda as presented.

Council Member Goss seconded the motion to approve.

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

The motion to approve the agenda as presented was passed by a vote of four (4) yes votes and one (1) absent.

APPROVAL OF MINUTES

Mayor Pro Tem Harabedian asked for the approval of the Minutes of the Regular Council Meeting of October 9, 2018.

Council Member Goss moved to approve the Minutes of the Regular Council Meeting of October 9, 2018 as presented.

Council Member Arizmendi seconded the motion to approve.

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

The motion to approve the agenda as presented was passed by a vote of four (4) yes votes and one (1) absent.

REPORT ON THE CLOSED SESSION SPECIAL MEETING

Assistant City Attorney Zwicker reported that the City Council met in Closed Session on a matter of anticipated litigation and that no reportable action was taken.

6:48 p.m. - Mayor Denise Delmar arrived at the meeting and assumed as chair of the meeting.

MAYOR AND CITY COUNCIL REPORTS

- A. Mayor Denise Delmar reported that she will be serving as a Judge in this Saturday's Sierra Madre Halloween Decorating Contest.
- B. Pro Tem John Harabedian reported that, as result of the recent power outage and lack of communication from the Southern California Edison (SCE), there will be a meeting with SCE staff in the near future to talk about improvements in getting City Staff and City Council timely information in an emergency and to keep residents up to date as well.
- C. Council Member Rachelle Arizmendi did not make a report.
- D. Council Member John Capoccia reported that (1) he attended the San Gabriel Valley Council of Governments Meeting, (2) the water level in the Main San Gabriel Basin is once again at an all-time low, despite last year's average rainfall and the requirement that the producers in the San

Gabriel Valley have been assessed an extra fee to purchase replenishment water to bring the level up, and (3) urged people to continue to reduce their water consumption/usage.

E. Council Member Gene Goss did not make a report.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mayor Delmar opened the meeting for Public Comment on items not on the agenda.

- David Gordon, Sierra Madre Playhouse President, said that (1) the Sierra Madre Playhouse's production of "A Christmas Story" is returning by popular demand and will run from November 23 – December 30, 2018, and (2) tickets can be purchased from the SM Playhouse's website.
- Helen Romero Shaw, Southern California Gas Company (SoCalGas) Public Affairs Manager, said that (1) SoCalGas is concerned that California policy makers and legislators want to electrify the entire state and (2) SoCalGas is working to continue having natural gas as part of the best energy management portfolio.
- Vickere Murphy, CA State Senator Anthony Portantino District Representative, said that (1) she is the new District Representative from the office of State Senator Anthony Portantino and (2) there will a "Women in Business" event on December 4, 2018, and nominations continue through November 1, 2018.

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

AGENDA ACTION ITEMS:

1. CONSENT CALENDAR

City Clerk Spears read the following reports under the Consent Calendar:

- a) ADOPTION OF RESOLUTION 18-55 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS - Recommendation that the City Council approve Resolution 18-55 for approval of payment of City warrants in aggregate amount of \$578,210.75; Library warrants in the aggregate amount of \$4,453.65, and payroll transfer in the aggregate amount of \$312,629.61 for fiscal years ending June 2018 and June 2019.
- b) SECOND READING OF ORDINANCE 1404 AMENDING TITLE 17 ("ZONING"), CHAPTER 17.22 ("SECOND UNITS") OF THE SIERRA MADRE MUNICIPAL CODE, OMITTING THE PERIODIC INSPECTION REQUIREMENT FOR A SECOND UNIT PERMIT - Recommendation that the City Council read by title only, waive further reading, and adopt Ordinance 1404, Municipal Code Text Amendment 18-02, amending Chapter 17.22 ("Second Units"), Section 17.30.130 ("Recordation"), omitting the periodic inspection requirement for a second unit permit.
- c) CONSIDERATION OF RESOLUTION 18-56 ADOPTING THE CITY'S FRAUD POLICY - Recommendation that the City Council read by title only, waive further reading, and adopt Resolution 18-56, approving and adopting a fraud policy and protocol.
- d) CONSIDERATION OF CANCELLATION OF DECEMBER 25, 2018 CITY COUNCIL MEETING - Recommendation that the City Council approve the cancellation of the December 25, 2018 City Council meeting and direct staff to pay all necessary expenses during that time.

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

Regarding Consent Item 1c, Mayor Tem Harabedian asked why the City Council does not have direct authority/responsibility over the Fraud Policy. City Manager Engeland responded that the City's contract attorneys drafted the Fraud Policy and that it was their recommendation to assign the direct reporting authority/responsibility to the City Manager.

Mayor Delmar opened the meeting for Public Comment on the Consent Calendar. Seeing no one, Mayor Delmar closed Public Comment and brought the matter back to the Council for discussion.

Council Member Capoccia made a motion to approve Consent Items 1a, 1b, 1c, and 1d as presented.

Mayor Pro Tem Harabedian seconded the motion to approve.

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

Noes: None

Absent: None

Abstain: None

The motion to approve Consent Calendar Items 1a, 1b, 1c, and 1d as presented was passed unanimously.

2. **DISCUSSION ITEM – CONSIDERATION OF RESOLUTION 18-54 IN OPPOSITION OF LOS ANGELES COUNTY BALLOT MEASURE W – Recommendation that the City Council adopt Resolution 18-54 opposing the County of Los Angeles Clean, Safe Water Program – Los Angeles County Ballot Measure W.**

Management Analyst Carlson gave a report on this item and said that, based on previous Council action (July 20, 2018) by unanimous vote, Staff is recommending that the City Council adopt Resolution 18-54 opposing the County of Los Angeles Clean, Safe Water Program – Los Angeles County Ballot Measure W. Ballot Measure W is a special parcel tax that would be assessed at 2 ½ cents (\$0.025) per square foot of impermeable surfaces upon all parcels (with limited exceptions) located in the Flood Control District and is estimated to bring in approximately \$300,000,000 annually for municipal projects (50%), municipal projects (40%), and administrative efforts/support of the program (10%).

Mayor Delmar asked if any member of the Council had any questions. There were no questions.

Mayor Delmar opened the meeting for Public Comment on this item.

- Margaret Schuster, Sierra Madre, said that she is proposing that the City Council withdraw its opposition to Measure W.

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

Council Member Capoccia stated that (1) the parcel tax is unnecessary for the San Gabriel Valley because 95% of stormwater in both the Rio Hondo River and San Gabriel River is already being captured in all but the very worst storms, (2) the pollutants in the San Gabriel Valley go no further than the Santa Fe Spreading Grounds or the Whittier Narrows Spreading Grounds, (3) the San Gabriel River and Rio Hondo River are not designated as being "impaired waterways", as they are not on the Federal 303D List, (4) the waterways are not polluted according to the EPA Rules, (5) the San Gabriel Valley gets no direct benefit from this parcel tax and would be subsidizing other areas that might mitigate some pollution, and (6) his recommended approach is to continue to work with the Regional Board to get them to be more realistic about what they are trying to achieve with the money.

Council Member Capoccia made a motion to approve Resolution 18-54 as written.

Council Member Arizmendi seconded the motion to approve.

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

The motion to approve Resolution 18-54 as written was passed unanimously.

ADJOURNMENT

Mayor Delmar asked for a motion to adjourn.

Mayor Pro Tem Harabedian made a motion to adjourn the meeting.

The motion to adjourn was seconded by Council Member Arizmendi.

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

The motion to adjourn was passed unanimously.

THIS SIERRA MADRE CITY COUNCIL REGULAR MEETING WAS ADJOURNED at 7:10 p.m. to a Joint Study Session with the Planning Commission on the same evening, at the same location, immediately following the Regular City Council meeting.

Denise Delmar, Mayor

Minutes taken and prepared by:

Sue Spears, City Clerk

RESOLUTION NUMBER 18-57

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$1,033,822.16; Sierra Madre Library Warrants in the aggregate amount of \$6,590.87 and Payroll Transfer in the aggregate amount of \$328,339.71 the fiscal year ending June 30, 2019.

APPROVED AND ADOPTED this 13th day of November, 2018.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 18-57 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13th day of November, 2018.

AYES:

NOES:

ABSTAIN:

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of November 13, 2018**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrants	\$1,033,822.16
Sierra Madre Library Warrants	\$6,590.87
Payroll #22 Transfer.....	\$328,339.71

Warrant Register 11/13/18**Attachment 1A**

Fiscal Year	Description	Amount	Page #
FY 1819	Manual Warrants	11,525.95	1-4
FY 1819	General Warrants - Utility Bills	1,798.77	5-6
FY 1819	General Warrants	1,020,497.44	7-11
	Total	1,033,822.16	

Fiscal Year	Description	Amount	
FY 1819	Manual Library Warrants	275.00	12
FY 1819	Library Warrants	6,590.87	13-14
	Total	6,590.87	

Date: 11/1/2018	Payroll #22 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	328,339.71	
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Packet: APPKT04264 - MANUALCKS
Vendor Set: 01 - Vendor Set 01

Check Date: 10/18/2018

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60000 - INT SVC FND - FLEET					
<u>VEN03072</u>	CA DEPT OF TAX AND FEE ADMINISTRATION				
APBWEST	Check	<u>57-425204-103118</u>	DIESEL FUEL TAX JUL-SEPT 2018	60000.83100.55001	231.48
Fund 60000 Total:					231.48
Fund: 60001 - INT SVC FND - FACILITIES MGT					
<u>1336</u>	L.A. CO. FIRE DEPT.				
APBWEST	Check	<u>AR0024967</u>	ANNUAL HAZARDOUS WASTE	60001.83200.52401	1,111.80
Fund 60001 Total:					1,111.80
Fund: 71000 - WATER ENTERPRISE FUND					
<u>1336</u>	L.A. CO. FIRE DEPT.				
APBWEST	Check	<u>AR0024967</u>	ANNUAL HAZARDOUS WASTE	71000.81100.52401	4,447.20
		<u>AR0024967-A</u>	ANNUAL HAZARDOUS WASTE	71000.81100.52401	0.95
Fund 71000 Total:					4,448.15
Report Total:					5,791.43



City of Sierra Madre, CA

Check Approval Register

Page 2

Packet: APPKT04271 - NEOPOST102918

Check Date: 10/23/2018

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name				
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60002 - INT SVC FND - ADMINISTRATION					
<u>VEN03173</u>	NEOFUNDS BY NEOPOST				
APBWEST	Check	<u>7900044080533890</u>	FY 18-19 POSTAGE REFILL	60002.30000.53101	53.85
				Fund 60002 Total:	53.85
				Report Total:	53.85



City of Sierra Madre, CA

Check Approval Register

Page 3

Packet: APPKT04283 - MTVIEW103118
Vendor Set: 01 - Vendor Set 01

Check Date: 10/31/2018

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
1497	MOUNTAIN VIEWS NEWS				
APBWEST	Check	<u>CM140529</u>	Publication of Notices	10000.12000.52206	400.12
Fund 10000 Total:					<u>400.12</u>
Report Total:					<u>400.12</u>



Page 4

Packet: APPKT04293 - CC111218
Vendor Set: 01 - Vendor Set 01

Check Date: 11/07/2018

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
0823	BANK OF AMERICA						
APBWEST	Check			<u>INV023477</u>	GE- CONFERENCE LEAGUE OF CA	10000.12000.53402	475.00
				<u>INV023527</u>	VG- SOFTWARE SUBSCRIPTION	10000.40000.53999	179.88
				<u>INV023470</u>	DC- PD BATTERIES CITE WRITERS	10000.50000.53100	117.35
				<u>INV023471</u>	JO- CONFERENCE	10000.50000.53402	133.82
				<u>INV023536</u>	RS- SENIOR EXCURSION	10000.79003.52999	360.00
				<u>INV023485</u>	CS- INTERNET RENEWAL	10000.90000.52200	120.00
Fund 10000 Total:							1,386.05
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL							
0823	BANK OF AMERICA						
APBWEST	Check			<u>INV023484</u>	CS- TRAINING DC	39002.90000.53999	269.00
Fund 39002 Total:							269.00
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND							
0823	BANK OF AMERICA						
APBWEST	Check			<u>10350638</u>	CS- OBOC	39006.90000.53999	14.73
Fund 39006 Total:							14.73
Fund: 60001 - INT SVC FND - FACILITIES MGT							
0823	BANK OF AMERICA						
APBWEST	Check			<u>INV023528</u>	CC-SHIPPING COSTS FOR SLIDE	60001.83200.53200	148.00
Fund 60001 Total:							148.00
Fund: 60002 - INT SVC FND - ADMINISTRATION							
0823	BANK OF AMERICA						
APBWEST	Check			<u>INV023476</u>	GE- CONFERENCE MD	60002.30000.53402	854.72
Fund 60002 Total:							854.72
Fund: 60003 - INT SVC FND - TECHNOLOGY							
0823	BANK OF AMERICA						
APBWEST	Check			<u>INV023480</u>	HGL- IT CONFERENCE	60003.30000.53402	642.91
				<u>300002785</u>	HGL- MEMBERSHIP	60003.30000.53409	130.00
Fund 60003 Total:							772.91
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT							
0823	BANK OF AMERICA						
APBWEST	Check			<u>INV023474</u>	GE- INTERVIEW PANEL SUPPLIES	60007.70100.53999	104.77
Fund 60007 Total:							104.77
Fund: 71000 - WATER ENTERPRISE FUND							
0823	BANK OF AMERICA						
APBWEST	Check			<u>INV023481</u>	HGL- COURTESY NOTICES	71000.32000.53102	98.21
				<u>INV023472</u>	GE- SGVW CONFERENCE	71000.32000.53402	75.00
				<u>INV023473</u>	GE- SVWF CONFERENCE	71000.32000.53402	75.00
				<u>INV023525</u>	JR- AWWA FALL CONFERENCE	71000.81100.53402	625.00
				<u>INV023526</u>	JR- AWWA FALL CONFERENCE	71000.81100.53402	625.00
				<u>425698</u>	JR- AWWA FALL CONFERENCE	71000.81100.53402	232.16
Fund 71000 Total:							1,730.37
Report Total:							5,280.55



Packet: APPKT04284 - UB102418

Check Date: 10/31/2018

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>1439</u>	TIME WARNER CABLE				
APBWEST	Check	<u>8448300220179789-1</u>	LA CNTY ISD WAN 10/27-11/26/18	10000.50000.52200	287.62
		<u>8448300220192683-1</u>	LIBRARY INTERNET 10/25-11/24/18	10000.90000.52200	199.98
Fund 10000 Total:					487.60
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>VEN02792</u>	FRONTIER CALIFORNIA INC				
APBWEST	Check	<u>31016998450619065</u>	PH CHGS 10/16-11/15/18	60003.30000.55005	89.98
<u>1439</u>	TIME WARNER CABLE				
APBWEST	Check	<u>8448300220192691-1</u>	SVCS 611 SM RC MD 10/25-11/24/18	60003.30000.52200	189.98
Fund 60003 Total:					279.96
Report Total:					767.56



Packet: APPKT04274 - UB102218

Check Date: 10/23/2018

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 60000 - INT SVC FND - FLEET					
<u>0216</u>	THE GAS COMPANY				
APBWEST	Check	<u>11826147883-092518</u>	NATURAL GAS 9/1-10/1/18	60000.83100.55001	378.99
Fund 60000 Total:					378.99
Fund: 60003 - INT SVC FND - TECHNOLOGY					
<u>VEN02792</u>	FRONTIER CALIFORNIA INC				
APBWEST	Check	<u>62635514140920175</u>	PH CHGS 10/1-10/31/18	60003.30000.55005	569.58
<u>1749</u>	PACIFIC TELEMANAGEMENT SERVICE				
APBWEST	Check	<u>2003012</u>	TELEPHONE 11/1-11/30/18	60003.30000.55005	82.64
Fund 60003 Total:					652.22
Report Total:					1,031.21



Packet: APPKT04297 - GEN111318
Vendor Set: 01 - Vendor Set 01

Check Date: 11/08/2018

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0109</u>	AIRGAS USA				49.45
APBWEST	Check	<u>9956794741</u>	MEDICAL OXYGEN	71000.81100.53200	49.45
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.				2,518.43
APBWEST	Check	<u>207347</u>	Suppression Safety Equipment and PPE	10000.61000.53300	376.68
		<u>210745</u>	EMS Equipment and PPE	10000.64000.53300	365.73
		<u>210851</u>	Suppression Safety Equipment and PPE	10000.61000.53300	1,776.02
<u>1644</u>	AMAZON				8,295.48
APBWEST	Check	<u>443966777344</u>	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	136.55
		<u>463733769334</u>	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	1,363.20
		<u>496435986795</u>	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	526.92
		<u>784935884347</u>	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	824.95
		<u>883667558889</u>	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	1,130.02
		<u>959833433744</u>	FY 18-19 BPO-COMPUTER PERIPHERALS	60003.30000.53103	4,313.84
<u>0514</u>	ANDREA WALSH				371.80
APBWEST	Check	<u>INV023532</u>	Yoga Lessons	10000.77000.52200	371.80
<u>0859</u>	AQUA METRIC				126,823.42
APBWEST	Check	<u>DIR000045</u>	Water meter purchase installation infrastructure	71000.81100.56011	69,598.42
		<u>INV0070775</u>	Water meter purchase installation infrastructure	71000.81100.56011	7,950.00
		<u>INV0071318</u>	Water meter purchase installation infrastructure	71000.81100.56011	49,275.00
<u>VEN02961</u>	ARAMARK UNIFORM & CAREER APPAREL GROUP INC				1,337.88
APBWEST	Check	<u>533716917</u>	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	108.56
		<u>533716918</u>	FY 18/19 JANITORIAL SUPPLIES	60001.83200.53200	296.50
		<u>533734171</u>	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	215.01
		<u>533734172</u>	FY 18/19 JANITORIAL SUPPLIES	60001.83200.53200	296.50
		<u>533751304</u>	FY 18-19 UNIFORM - T-SHIRT	60001.83200.53303	124.81
		<u>533751305</u>	FY 18/19 JANITORIAL SUPPLIES	60001.83200.53200	296.50
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				506.98
APBWEST	Check	<u>086541</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	34.97
		<u>086848</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	12.57
		<u>086857</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	3.93
		<u>086904</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	18.60
		<u>086909</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	3.92
		<u>086919</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	26.10
		<u>086955</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	27.33
		<u>086972</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	56.85
		<u>086992</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	10.71
		<u>087049</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	15.31
		<u>087053</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	9.83
		<u>087067</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	37.45
		<u>087091</u>	Misc Hardware and Station Supplies	10000.61000.53204	6.01
		<u>087123</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	47.19
		<u>087134</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	38.31
		<u>087137</u>	FY 18-19 STREET MAINTENANCE SUPPLIES	10000.83500.53206	36.66
		<u>087173</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	27.01
		<u>087182</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	25.71
		<u>087197</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	10.39
		<u>087206</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	26.00
		<u>087209</u>	FY 18-19 FACILITY MAINTENANCE SUPPLIES	60001.83200.53200	9.84
		<u>087211</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	19.14
		<u>087214</u>	FY 18-19 WATER MAINTENANCE SUPPLIES	71000.81100.53200	3.15
<u>0125</u>	ARROW AUTOMOTIVE SERVICE				160.00
APBWEST	Check	<u>1041244</u>	VEHICLE MAINTENANCE	60000.83100.53208	80.00
		<u>1041255</u>	VEHICLE MAINTENANCE	60000.83100.53208	80.00
<u>1206</u>	B & H SIGN CO.				1,067.63

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	17643	HALLOWEEN BANNER	37003.70000.53999	1,067.63
<u>VEN03203</u>	BALLARD AND BALLARD INVESTIGATIONS				1,721.54
APBWEST	Check	2018-022	BACKGROUND INVESTIGATION	60007.70101.52100	1,721.54
<u>VEN03147</u>	BANNER BANK				344,400.06
AP EFT WEST	Check	INV023483	INTEREST AND PRINCIPAL LN#72198478	71000.00000.27200	262,933.55
				71000.30000.58002	81,466.51
<u>0435</u>	CALIFORNIA PEACE OFFICERS ASSN				125.00
APBWEST	Check	142850	MEMBERSHIP	10000.50000.53409	125.00
<u>1666</u>	CARBON ACTIVATED CORP.				25,710.00
APBWEST	Check	42958	GAC Replacement	71000.81100.53209	25,710.00
<u>VEN03214</u>	CBS RADFORD-"AMERICAN HOUSEWIFE"				3,962.00
APBWEST	Check	INV023534	FILM DEPOSIT REFUND	10000.00000.23001	3,962.00
<u>VEN03213</u>	CBS TV STUDIOS				4,071.00
APBWEST	Check	INV023535	FILM DEPOSIT REFUND	10000.00000.23001	4,071.00
<u>0714</u>	CINTAS CORPORATION #693				508.20
APBWEST	Check	693151792	UNIFORM	60001.83200.53303	124.04
		693153781	UNIFORM	60001.83200.53303	128.17
		693155785	UNIFORM	60001.83200.53303	122.96
		693157760	UNIFORM	60001.83200.53303	133.03
<u>VEN02101</u>	County of Los Angeles				226.45
APBWEST	Check	02132G	EMPLOYEE TRAINING	71000.81100.52205	226.45
<u>0893</u>	CREATIVE FORMS & CONCEPTS, INC				446.74
APBWEST	Check	116613	LASER 1099 FORMS	60002.30000.53102	446.74
<u>0636</u>	CYNTHIA SIRLIN				353.60
APBWEST	Check	INV023530	Tai Chi Chuan Lessons	10000.77000.52200	353.60
<u>0841</u>	DAPEER, ROSENBLIT & LITVAK,LLP				50.80
APBWEST	Check	15066	Specialized Legal Services	10000.40000.52201	50.80
<u>VEN03180</u>	DICKS AUTO SUPPLY				883.03
APBWEST	Check	158297	Vehicle maintenance supplies	60000.83100.53208	229.95
		158707	Vehicle maintenance supplies	60000.83100.53208	198.47
		158920	Vehicle maintenance supplies	60000.83100.53208	276.55
		159002	Vehicle maintenance supplies	60000.83100.53208	75.11
		159589	Vehicle maintenance supplies	60000.83100.53208	102.95
<u>VEN01153</u>	DONNA CAYSON				250.00
APBWEST	Check	INV023468	WWLLE CONFERENCE REIMBURSEMENT	10000.50000.53402	250.00
<u>0578</u>	ENTENMANN-ROVIN COMPANY				126.24
APBWEST	Check	0138945-IN	ENGINEER BADGE	10000.61000.53303	126.24
<u>VEN03151</u>	EUROFINS EATON ANALYTICAL LLC				50.00
APBWEST	Check	L0419538	TEST DRINKING	71000.81100.52200	50.00
<u>VEN01177</u>	EYEMED				11.49
APBWEST	Check	INV023463	NOV VISION #9810110	60007.00000.21603	11.49
<u>VEN01848</u>	FAILSAFE TESTING				233.00
APBWEST	Check	10004	LABOR FOR LADDER REPLACEMENT	10000.61000.52302	233.00
<u>1462</u>	FASCHING'S CAR WASH				248.25
APBWEST	Check	INV023466-SEPT 201	FY 18-19 BLANKET PO	10000.50000.52302	248.25
<u>VEN02778</u>	FORMLA LANDSCAPING INC				833.33
APBWEST	Check	30435	FY 18-19 CITY HALL LANDSCAPE MAINTENANCE	10000.83300.52200	833.33
<u>VEN01613</u>	GANAHL LUMBER COMPANY				278.28
APBWEST	Check	141064659	LUMBER & HARDWARE	10000.83500.53205	22.50
		141067421	LUMBER & HARDWARE	10000.83500.53205	21.65
		141073124	LUMBER & HARDWARE	10000.83500.53205	139.98
		141074461	LUMBER & HARDWARE	10000.83500.53205	94.15
<u>0899</u>	GOLDENWEST LUBRICANTS, INC.				1,407.09
APBWEST	Check	INV000353213	VEHICLE MAINTENANCE	60000.83100.53208	1,407.09
<u>VEN03195</u>	GREATAMERICA FINANCIAL SERVICES				488.31
APBWEST	Check	23523291	LASERCARE HP MFP	60003.30000.53210	488.31
<u>0236</u>	HACH COMPANY				40.00
APBWEST	Check	11124436A	ANNUAL MANUF MAINT	71000.81100.52200	40.00
<u>VEN02991</u>	HEY WONDERFUL				2,000.00
APBWEST	Check	INV023533	FILM DEPOSIT REFUND	10000.00000.23001	2,000.00
<u>0243</u>	HOSE MAN				119.43

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
	APBWEST	Check	2354748-0001-02	FLEET MAINTENANCE	60000.83100.53208	119.43
<u>1334</u>	HP MECHANICAL INC.					1,147.00
	APBWEST	Check	2285	FY 2018-2019 HVAC maintenance	60001.83200.56010	687.00
	APBWEST	Check	2293	FY 2018-2019 HVAC maintenance	60001.83200.56010	460.00
<u>VEN01969</u>	INLAND EMPIRE STAGES					978.50
	APBWEST	Check	52841	SENIOR TRIP TRANSPORTATION	37006.72000.52200	978.50
<u>VEN01500</u>	INLAND WATER WORKS SUPPLY CO.					2,271.79
	APBWEST	Check	S1016746.001	Distribution supplies	71000.81100.53200	820.70
			S1016770.001	Distribution supplies	71000.81100.53200	88.91
			S1017547.002	Distribution supplies	71000.81100.53200	30.66
			S1017775.001	Distribution supplies	71000.81100.53200	45.99
			S1017779.002	Distribution supplies	71000.81100.53200	683.28
			S1017781.001	Distribution supplies	71000.81100.53200	602.25
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC					200.00
	APBWEST	Check	2130-830734	DOT/FIRE & PW	60007.70101.52100	200.00
<u>1454</u>	JDS TANK TESTING & REPAIR INC					140.00
	APBWEST	Check	12320	TANK TESTING AND MAINTENANCE	60000.83100.55001	140.00
<u>0397</u>	KEVORK TCHARKHOUTIAN					5,660.00
	APBWEST	Check	2018-011D	FY 18-19 CITY ENGINEER SERVICES	10000.82000.52100	4,860.00
			2018-011R	CITY ENGINEER RETAINER	10000.82000.52100	800.00
<u>VEN01382</u>	KIDZ LOVE SOCCER					1,037.40
	APBWEST	Check	INV023531	Soccer Lessons	10000.77000.52200	1,037.40
<u>1348</u>	LANDS' END BUSINESS OUTFITTERS					71.88
	APBWEST	Check	SIN6694915	EMPLOYEE UNIFORMS	60007.70100.53303	43.47
			SIN6750270	EMPLOYEE UNIFORMS	60007.70100.53303	28.41
<u>0515</u>	LANDSCAPE WAREHOUSE					342.84
	APBWEST	Check	2574473	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	163.34
			2574578	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	81.96
			2574580	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	34.31
			2574628	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	41.59
			2575980	FY 18-19 IRRIGATION SUPPLIES	10000.83300.53001	21.64
<u>1551</u>	LAURA AGUILAR					66.96
	APBWEST	Check	INV023479	CONFERENCE	10000.11000.53402	66.96
<u>1724</u>	LAWRENCE ROLL-UP DOORS INC					5,100.89
	APBWEST	Check	1812505	FY 18-19 FD Roll Up Door Service	60001.83200.52200	789.29
			1813287	FY 18-19 FD Roll Up Door Service	60001.83200.52200	416.85
			1813301	FY 18-19 FD Roll Up Door Service	60001.83200.52200	297.00
			1813511	FY 18-19 FD Roll Up Door Service	60001.83200.52200	3,597.75
<u>0277</u>	LIEBERT CASSIDY WHITMORE					324.50
	APBWEST	Check	1467627	FY 18-19 LEGAL SERVICES	60007.70100.52201	324.50
<u>0640</u>	LIFE-ASSIST INC.					4,474.03
	APBWEST	Check	881881	Paramedic Medical Supplies	10000.64000.53300	2,795.47
			882090	Paramedic Medical Supplies	10000.64000.53300	588.56
			883577	Paramedic Medical Supplies	10000.64000.53300	1,090.00
<u>VEN03211</u>	MACLEOD WATTS INC					6,700.00
	APBWEST	Check	180909COSM	GASB 75 ACTUARIAL REPORT	60002.30000.52100	6,700.00
<u>VEN02976</u>	MEDICO PROFESSIONAL LINEN SERVICE					52.00
	APBWEST	Check	2274417	Medical Waste	10000.64000.53300	52.00
<u>VEN01176</u>	METLIFE SMALL MARKET					129.82
	APBWEST	Check	INV023464	NOV DENTAL KM05736666-0001	60007.00000.21603	129.82
<u>0884</u>	MOBILE MINI, INC.					122.17
	APBWEST	Check	9005081045	FY 18-19 BLANKET PO	10000.50000.53300	122.17
<u>0786</u>	OFFICE DEPOT, INC					313.24
	APBWEST	Check	203964622001	OFFICE SUPPLIES	10000.40000.53100	67.09
			203964622001A	OFFICE SUPPLIES	71000.81100.53100	10.83
			217132597001	OFFICE SUPPLIES	10000.61000.53100	37.08
			217135193001	Office Supplies	60002.30000.53100	6.50
			217135194001	OFFICE SUPPLIES	10000.40000.53100	38.31
			221053193001	FY 18-19 BPO-OFFICE SUPPLIES	60003.30000.53100	7.12
			221053194001	FY 18-19 BPO-OFFICE SUPPLIES	60003.30000.53100	10.39
			222459237001	Office Supplies	60002.30000.53100	82.84

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	<u>222459419001</u>	Office Supplies	60002.30000.53100	38.31
		<u>223197465001</u>	FY 18-19 BPO-OFFICE SUPPLIES	60003.30000.53100	14.77
					2,661.70
<u>0321</u>	PARKHOUSE TIRE, INC.				
APBWEST	Check	<u>1010638191</u>	FY 18-19 Tire Purchase and Labor	60000.83100.53208	1,936.60
		<u>1010639684</u>	FY 18-19 Tire Purchase and Labor	60000.83100.53208	725.10
					2,581.65
<u>VEN01608</u>	PHOENIX GROUP INFORMATION SYSTEMS				
APBWEST	Check	<u>092018200</u>	FY 18-19 BPO- PARKING CITATION SVCS	10000.50000.52200	2,581.65
<u>0336</u>	POST ALARM SYSTEMS				
APBWEST	Check	<u>1105409</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	47.50
		<u>1105838</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	882.11
		<u>1108369</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	42.00
		<u>1111086</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	50.87
		<u>1111237</u>	FY 18-19 ALARM MONITORING	60001.83200.52200	38.00
		<u>1111553</u>	ALARM MONITORING	60001.83200.53200	406.66
		<u>1111759</u>	ALARM MONITORING	60001.83200.53200	481.06
					55.85
<u>1483</u>	PRO PRINTING INC				
APBWEST	Check	<u>49604</u>	BUSINESS CARDS	10000.50000.53102	55.85
<u>1032</u>	PUEENTE READY MIX, INC.				
APBWEST	Check	<u>90601</u>	SIDEWALK MAINTENANCE	10000.83600.53206	1,053.94
		<u>90694</u>	SIDEWALK MAINTENANCE	10000.83600.53206	119.38
					617.50
<u>0447</u>	RAYMOND BASIN MANAGEMENT BOARD				
APBWEST	Check	<u>09-18-0006</u>	Title 22 Monitoring	71000.81100.52100	617.50
<u>1476</u>	RICOH AMERICAS CORPORATION				
APBWEST	Check	<u>5054762072</u>	COPIER LEASE	60003.30000.53210	154.07
<u>VEN02895</u>	ROBERT J. GUERRERO				
APBWEST	Check	<u>PI22471-101618</u>	BACKGROUND INVESTIGATION	60007.70101.52100	1,794.70
<u>1443</u>	SHRED-IT USA LLC				
APBWEST	Check	<u>8125749133</u>	FY 18-19 BLANKET PO	10000.50000.52200	389.86
<u>VEN03199</u>	SO CAL MAILING SERVICES				
APBWEST	Check	<u>62546</u>	FY18-19 BPO- MAILING AND WATER BILLING	71000.32000.53101	1,154.78
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT				
APBWEST	Check	<u>1808-119031</u>	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	62.36
		<u>1809-135031</u>	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	48.88
		<u>1810-139231</u>	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	384.24
		<u>1810-139240</u>	FY 18/19 CONSTRUCTION MATERIAL	10000.83500.53206	30.88
					329.55
<u>1258</u>	SPINITAR PRESENTATION PROD INC				
APBWEST	Check	<u>372869</u>	LAMINATION	37003.70000.53999	329.55
<u>VEN01257</u>	STANDARD INSURANCE COMPANY				
APBWEST	Check	<u>INV023465</u>	DISABILITY INSURANCE	10000.61000.51303	217.35
<u>VEN02444</u>	SUPERIOR COURT OF CA, CO OF L. A.				
APBWEST	Check	<u>740A-AUG 2018</u>	FY 18-19 BPO- REVENUE DISTRIBUTION	10000.50000.52200	1,258.50
		<u>740A-SEPT2018</u>	FY 18-19 BPO- REVENUE DISTRIBUTION	10000.50000.52200	1,235.00
					405,000.00
<u>VEN03051</u>	T A RIVARD INC				
APBWEST	Check	<u>1-1567</u>	2018-19 Water Main replacement Project Spc #1	71000.81100.56011	450,000.00
		<u>1-1567A</u>	WATERMAIN REP FY 18-19 PROJ#WT81901	71000.00000.23500	-45,000.00
					62.00
<u>0399</u>	TELETRONIC ALARM SYSTEMS				
APBWEST	Check	<u>86426026-OCT18</u>	FY 18-19 LIBRARY ALARM MONITORING SERVICE	60001.83200.52200	62.00
<u>0404</u>	TOM'S UNIFORMS				
APBWEST	Check	<u>10722</u>	FY 18-19 BLANKET PO	10000.50000.53303	179.58
		<u>11454</u>	FY 18-19 BLANKET PO	10000.50000.53303	196.01
					12,182.55
<u>1799</u>	TYLER TECHNOLOGIES INC				
APBWEST	Check	<u>025-239503</u>	FY 18-19 BPO Annual Maint Fees	60003.30000.52200	11,957.55
		<u>025-239997</u>	FY 18-19 BPO MONTHLY FEES	71000.32000.52200	180.00
					45.00
					450.00
<u>VEN02263</u>	VINCENT PIRES				
APBWEST	Check	<u>10918</u>	TEST AND TAP	71000.81100.52200	450.00
<u>0574</u>	WEST COAST ARBORISTS, INC.				
APBWEST	Check	<u>140228</u>	FY 18-19 Arborists services	38004.83300.52200	13,800.00
		<u>140231</u>	FY 18-19 Arborists services	38004.83300.52200	9,000.00
		<u>141386</u>	FY 18-19 Arborists services	38004.83300.52200	2,820.00
					1,900.98
<u>0429</u>	XEROX CORPORATION				

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Vendor Total

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	<u>092140689</u>	BPO- COPIER LEASE	60003.30000.53210	508.99
		<u>094707057</u>	BPO- COPIER LEASE	60003.30000.53210	581.02
		<u>094707058</u>	BPO- COPIER LEASE	60003.30000.53210	391.78
		<u>094707059</u>	BPO- COPIER LEASE	60003.30000.53210	419.19
Report Total:					1,020,497.44



City of Sierra Madre, CA

Check Approval Register

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Packet: APPKT04277 - SMLIB110118
Vendor Set: 01 - Vendor Set 01

Check Date: 10/29/2018

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND					
<u>VEN03062</u>	DAVID E BOATMAN				
APBWEST	Check	<u>INV023467</u>	CARTOON CLASS	39006.90000.53999	275.00
				Fund 39006 Total:	<u>275.00</u>
				Report Total:	<u>275.00</u>



Packet: APPKT04296 - LIB111318
Vendor Set: 01 - Vendor Set 01

Check Date: 11/08/2018

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>447349638659</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	8.99
				<u>445383353794</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	6.70
				<u>688498357388</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	10000.90000.53100	8.99
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>4012349844</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	27.76
				<u>4012336253</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	4.72
				<u>4012338840</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	4.83
				<u>4012337028</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	27.00
				<u>4012345540</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	13.24
				<u>4012348459</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	26.81
				<u>4012337147</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	57.88
				<u>4012346540</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	4.60
				<u>4012352887</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	9.85
				<u>4012357894</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.52200	18.22
				<u>4012345539</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	362.64
				<u>4012352886</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	383.29
				<u>4012338839</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	102.11
				<u>4012337146</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	1,234.03
				<u>4012348458</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	672.44
				<u>4012349843</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	10000.90000.53406	1,137.44
<u>0209</u>	FEDERAL EXPRESS CORPORATION	APBWEST	Check	<u>370100019848</u>	POSTAGE	10000.90000.53999	244.43
<u>1625</u>	FINDAWAY WORLD LLC.	APBWEST	Check	<u>265738</u>	AC POWER ADAPTER	10000.90000.53103	29.49
<u>0786</u>	OFFICE DEPOT, INC	APBWEST	Check	<u>221051823001</u>	OFFICE SUPPLIES	10000.90000.53100	191.57
				<u>220173953001</u>	OFFICE SUPPLIES	10000.90000.53100	141.13
				<u>220601765001</u>	OFFICE SUPPLIES	10000.90000.53100	8.34
				<u>221051823002</u>	OFFICE SUPPLIES	10000.90000.53100	7.11
Fund 10000 Total:							4,733.61
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL							
<u>0218</u>	GAYLORD BROTHERS	APBWEST	Check	<u>2564619</u>	LIBRARY SUPPLIES	39002.90000.53999	222.64
Fund 39002 Total:							222.64
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND							
<u>1644</u>	AMAZON	APBWEST	Check	<u>783344453348</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	23.89
				<u>594643598766</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	13.14
				<u>699354437483</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	10.93
				<u>75933833954</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	32.84
				<u>436777958789</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	80.34
				<u>446784349887</u>	RETURN ON BOOKS	39006.90000.53406	-13.13
				<u>449554944747</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53406	14.21
				<u>459896594956</u>	LIBRARY-various(Books/Ref/Prog/Media/Supplie	39006.90000.53999	26.07
<u>0132</u>	BAKER & TAYLOR, INC.	APBWEST	Check	<u>T87200611</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	24.62
				<u>4012346539</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	23.51
				<u>4012357893</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	154.01
				<u>T87200612</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	25.44
				<u>4012337027</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	130.03
				<u>T87200610</u>	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	8.19

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWEST	Check	4012336252	BOOKS & REFERENCE, PROCESSING FEES & MED	39006.90000.53406	51.36
		<u>T363678CM</u>	CREDIT ON BOOKS	39006.90000.53406	-32.85
		<u>4012349056</u>	TEEN PROGRAMMING	39006.90000.53999	50.28
<u>VEN03100</u>	BILLY BONKERS MAGIC				
APBWEST	Check	<u>0659</u>	CHILDREN'S PROGRAM	39006.90000.53999	250.00
<u>VEN01043</u>	OVERDRIVE INC				
APBWEST	Check	<u>01148CO18189215</u>	eBooks (2018-19)	39006.90000.53406	719.96
<u>1578</u>	PETTY CASH FUND-LIBRARY				
APBWEST	Check	<u>INV023462</u>	ADULT BOOK CLUB SUPPLIES	39006.90000.53999	11.08
		<u>INV023461</u>	TEEN EVENT SUPPLIES	39006.90000.53999	30.70
Fund 39006 Total:					1,634.62
Report Total:					6,590.87



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

Sue Spears, City Clerk
Michael Amerio, City Treasurer

City of Sierra Madre Agenda Report

TO: Honorable Mayor and Members of the City Council

FROM: Rebecca Silva-Barrón, Community Services Manager
Chris Cimino, Public Works Director

REVIEWED BY: Gabriel Engeland, City Manager

DATE: November 13, 2018

SUBJECT: **RESOLUTION NO. 18-58: A RESOLUTION OF THE CITY OF SIERRA MADRE ADOPTING THE CITY'S YOUTH EMPLOYMENT PLAN FOR THE KERSTING COURT REMODEL PROJECT THROUGH THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR THE FIFTH SUPERVISORIAL DISTRICT**

STAFF RECOMMENDATION

Staff recommends the City Council approve Resolution No. 18-58 approving the Adoption of the Youth Employment Plan for the Kersting Court Remodel Project through the Los Angeles County Regional Park and Open Space District for the Fifth Supervisorial District.

ALTERNATIVES

1. The City Council can approve Resolution No. 18-58 approving the application with adoption of the Youth Employment Plan for the Kersting Court Remodel Project.
2. The City Council can choose not to approve the Youth Employment Plan and provide further direction to staff.

SUMMARY

At the Council meeting of October 9, 2018 staff provided an update presented by the Community Services Commission as it relates to the Kersting Court Remodel Project.

Additionally, City staff submitted their request for consideration for an award of contract to Lawrence R. Moss & Associates as the lowest responsive bidder for the Kersting

RESOLUTION 18-58 ADOPTING A YOUTH EMPLOYMENT PLAN FOR THE
KERSTING COURT REMODEL PROJECT

November 13, 2018

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Court Remodel Project, contingent upon the City being awarded grant funds totaling \$300,000 by Los Angeles County Regional Park and Open Space District.

The people of the County of Los Angeles on November 3, 1992, and on November 5, 1996 enacted Los Angeles County Proposition A, Safe Neighborhood Parks, Gang Prevention, Tree-Planting, Senior and Youth Recreation, Beach and Wildlife Protection (the Propositions), which among other uses, provides funds to public agencies and nonprofit organizations in the County for the purpose of acquiring and/or development facilities and open space for public recreation.

ANALYSIS

The City is slated to receive \$300,000 in funding for the Kersting Court Remodel Project, with this item scheduled to be heard by the Los Angeles County Board of Commissioners on November, 20, 2018. This community project exists to accomplish the following goals and principles:

Core Goals

1. Compliance of the ADA REPORT
2. Use of the Public Art Funds
3. Community Gathering Place
4. Preservation of Existing Character & Elements
5. Sierra Madre Landmark Sign

Guiding Principles

- a. Preservation of the Pepper Tree
- b. Update Existing Kiosk
- c. Maintain Flag Pole
- d. Preservation of the Bell Tower including adding Historical Educational Component
- e. Native Drought Landscaping and Plentiful Seating

FINANCIAL REVIEW

The City is awaiting grant approval of \$300,000 for the Kersting Court Remodel Project. Projects shall be completed within 2 years of the date of execution of the grant agreement. Project performance period extensions beyond the 2-year limit will require approval from the Fifth Supervisorial District.

The City's Arts in Public Places Funds in the amount of \$57,714 are budgeted for FY 2018-2019 and will be used for the art components incorporated into the project design.

RESOLUTION 18-58 ADOPTING A YOUTH EMPLOYMENT PLAN FOR THE
KERSTING COURT REMODEL PROJECT

November 13, 2018

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Subject to review and approval of this item under the Los Angeles County Board of Supervisors Agenda expected to take place this November 20, 2018 the Regional Parks and Open Space District anticipates that grant funds will then be awarded.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process.

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

ATTACHMENT:

Resolution No: 18-58: Resolution of the City of Sierra Madre approving the Adoption of the Youth Employment Plan for the Kersting Court Remodel Project through the Los Angeles County Regional Park and Open Space District for the Fifth Supervisorial District.

RESOLUTION NO. 18-58

RESOLUTION OF THE CITY OF SIERRA MADRE
APPROVING THE APPLICATION FOR GRANT FUNDS FROM
THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT
FIFTH SUPERVISORIAL DISTRICT EXCESS FUNDS FOR KERSTING COURT
REMODEL PROJECT AND APPROVING THE ADOPTION OF A YOUTH
EMPLOYMENT PLAN

WHEREAS, the people of the County of Los Angeles on November 3, 1992, and on November 5, 1996 enacted Los Angeles County Proposition A, Safe Neighborhood Parks, Gang Prevention, Tree-Planting, Senior and Youth Recreation, Beach and Wildlife Protection (the Propositions), which among other uses, provides funds to public agencies and nonprofit organizations in the County for the purpose of acquiring and/or development facilities and open space for public recreation; and

WHEREAS, the Propositions also created the Los Angeles County Regional Park and Open Space District (the District) to administer said funds; and

WHEREAS, the District has set forth the necessary procedures governing application for grant funds under the Propositions, and

WHEREAS, the District's procedures require City of Sierra Madre to certify, by resolution, the approval of the application before submission of said application(s) to the District; and

WHEREAS, said application contains assurances that City of Sierra Madre must comply with; and

WHEREAS, City of Sierra Madre certifies, through this resolution, that the application is approved for submission to the District; and

WHEREAS, City of Sierra Madre will enter into an Agreement with the District to provide funds for acquisition and development projects.

WHEREAS, the District's procedures require the adoption of a Youth Employment Plan for development projects by the governing body of the agency.

NOW, THEREFORE, BE IT RESOLVED THAT THE City Council of the City of Sierra Madre HEREBY:

1. Approves the filing of an application with the Los Angeles County Regional Park and Open Space District for Funds for the above project; and
2. Certifies that City of Sierra Madre understands the assurances and certification in the application form; and
3. Certifies that City of Sierra Madre has, or will have, sufficient funds to operate and maintain the project in perpetuity; and

4. Certifies that City of Sierra Madre will sign and return, within 30 days, both copies of the project agreement sent by the District for authorizing signature; and
5. Approves the adoption of a Youth Employment Plan for the project (see attached); and
6. Appoints the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of the aforementioned project.

Passed, approved and adopted this 13th day of November, 2018

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 18-58 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 13th day of November, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

City Clerk, City of Sierra Madre, California



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Chris Cimino, Director of Public Works *CC*

REVIEWED BY: Gabriel Engeland, City Manager *GE*

DATE: November 13, 2018

SUBJECT: CONSIDERATION OF AWARD OF THE RENOVATION PLAN OF THE PUBLIC WORKS/UTILITY SERVICES OFFICES AT THE CITY CORPORATE YARD TO INTER-PLAN WEST GENERAL CONTRACTING

STAFF RECOMMENDATION

It is recommended that the City Council award the renovation plan of the Public Works/Utility Services offices at the City Corporate Yard to Inter-Plan West General Contracting and enter into an agreement in an amount not to exceed \$112,000. This project will expand the storage area in the Corporate Yard existing building and create two new offices and an ADA accessible restroom. The project will be paid for with the use of Development Impact Fees

ALTERNATIVES

1. The City Council may approve the contract to Inter-Plan West without modifications.
2. The City council may review and discuss options to redesign the project to reduce the overall cost of the project.
3. The City council may request additional information from staff on the renovations at the Corporate Yard.

SUMMARY

It is recommended that the City Council authorize the expenditures for the renovation of Corporate Yard to eliminate an existing storage room and create two offices and an ADA accessible restroom. (See attachment #1)

ANALYSIS

The Corporate Yard office building was built in 1980. Throughout the years the building has been renovated to make better use of the facility as the department and operations have changed. Currently the Utility Services Department shares an office for both the Sewer and Water Employees. At times there can be six crew members in the 150 square feet space. With the addition of a Utility Customer Service Representative an office space must be created so he/she can be accessible to the public.

Staff solicited bids from four general contractors. Only two general contractors responded with bids; Inter-Plan West General Contractor and RS Construction & Development. The awarding bid from Inter-Plan West General Contractor is in the amount of \$98,075. The bid from RS Construction & Development was in the amount of \$138,650.00. Staff has added a contingency of 15%, increasing the amount of the award to an amount not to exceed \$112,000.

FINANCIAL REVIEW

The Planning and Community Preservation Department collects Development Impact Fees for the expansion of City services due to new development. The total amount collected to date is \$470,000. With the renovation cost of \$112,000 there will remain \$358,000 in the account.

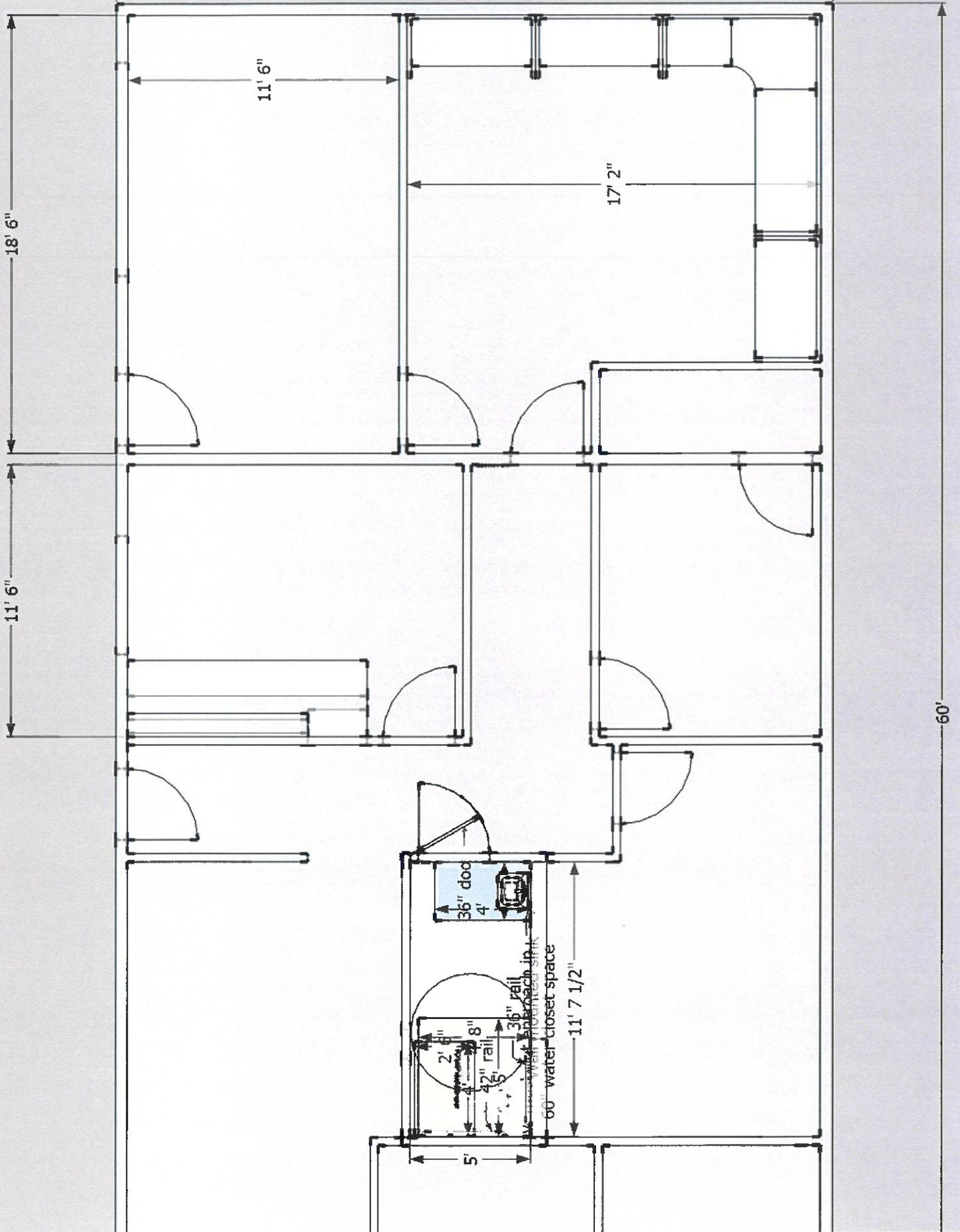
PUBLIC NOTICE PROCESS

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

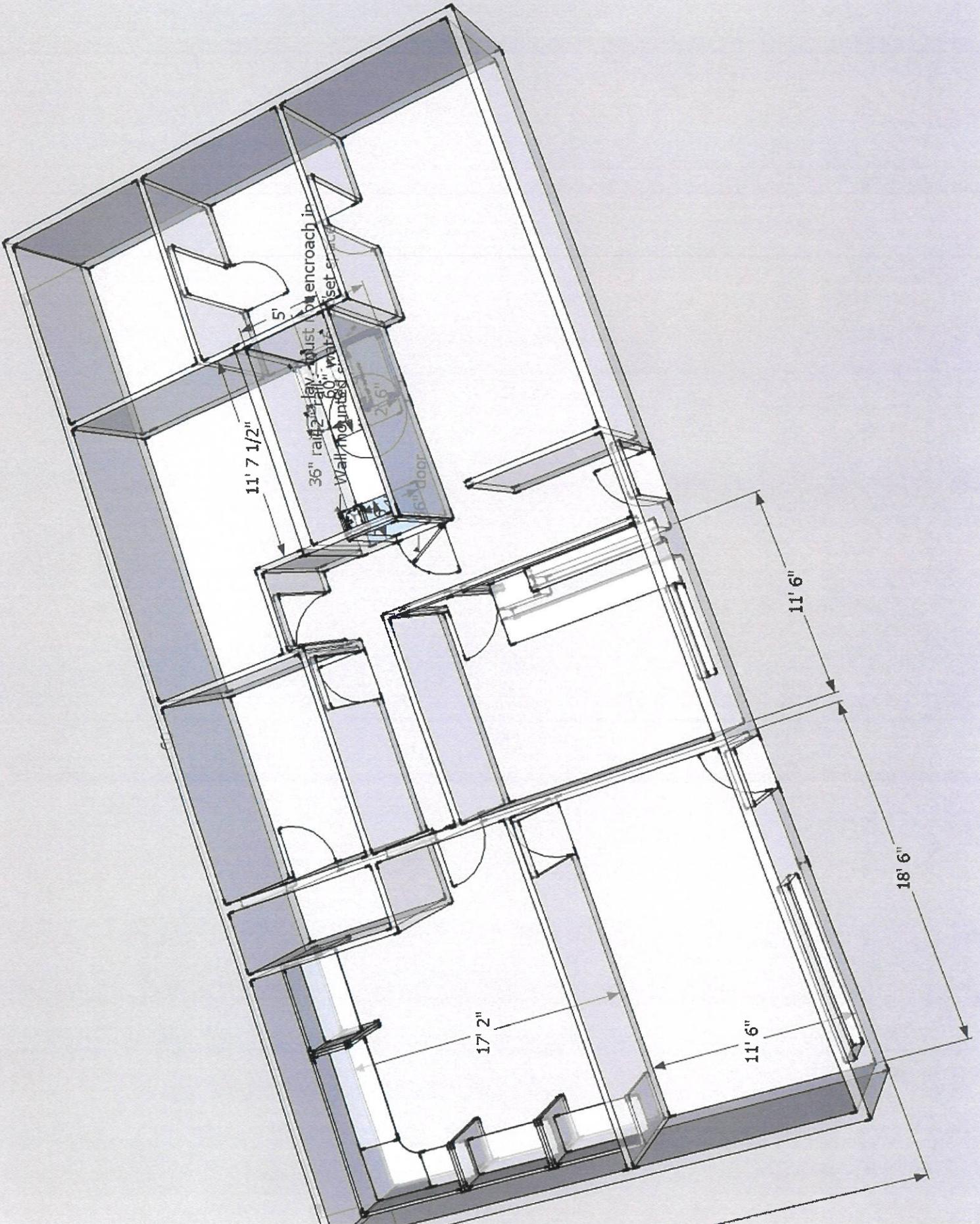
Attachment:

1. Office drawings
2. Scope of work
3. Inter-Plan West proposal
4. RS Construction & Development proposal

ATTACHMENT



60'





November 6, 2018

City of Sierra Madre
232 W Sierra Madre Blvd,
Sierra Madre, CA 91024

Attn: Chris Cimino

Re: Sierra Madre Public Works Department
232 W Sierra Madre Blvd,
Sierra Madre, CA 91024

Proposal #18-172

Dear Chris,

Per your request, Inter-Plan West Construction is pleased to submit our proposal for the above referenced project.

Inter-Plan West Construction will provide all labor, material, and supervision to complete the project for: Ninety-Eight Thousand Seventy-Five Dollars and 05/100. (\$98,075.00)

You will find attached our cost sheet and our exclusions and clarifications sheet.

Please give me a call should you have any questions or comments.

Very truly yours,

INTER-PLAN WEST CONSTRUCTION

Eric Taylor

DIVISION	SECTION	DESCRIPTION OF WORK	SCHEDULE OF VALUES
1	1000	Supervision	\$3,500.00
2	2000	Demolition	\$3,600.00
	2200	(1) 40 Yard Bin	\$875.00
3	2525	Concrete Cutting/Core	\$675.00
6	6210	Doors/Frames/Hardware/Installation	\$1,360.00
7	7200	Ceiling Insulation/Wall Insulation	\$1,860.00
8	8100	(6) Doors/Frames/Hardware	\$3,750.00
	8850	Glass/Glazing	\$1,500.00
9	9250	Framing/Drywall/Tape	\$12,740.00
	9500	T-Bar Ceiling 2nd Look	\$3,575.00
	9650	Floorings/Base/Ceramic Wall Tile	\$7,350.00
	9800	Frame Exterior Wall/Plaster	\$2,500.00
	9900	Prime/Paint	\$8,875.00
15	15300	Plumbing	\$6,800.00
	15500	Restroom Accessories	\$1,700.00
	15600	HV/AC Distribution	\$2,550.00
16	16200	Electrical	\$25,950.00
		Direct Project Cost	\$89,160.00
		Contractor's Fee	\$8,915.00
		Total Project Cost	\$98,075.00

EXCLUSIONS

1. Parking
2. Asbestos Testing/Abatement
3. Architectural/Engineering Drawing/Fees
4. Third Party Testing/Inspections and/or Certified Testing -Directly Reimbursable + 15%
5. New or Remove Landscaping
6. All Permit Fees-Directly Reimbursable +15%
7. Millwork
8. Low Voltage/Data/Phone
9. Fire Sprinklers/Fire/Life Safety
10. Fire Alarms/Strobes/Horns

CLARIFICATIONS:

1. The above proposal is based on the following scope of work:
 - **Supervision:** On-site supervisor to coordinate delivery, and the daily supervision to complete the above job.
 - **Demolition:** This line item is based on providing labor to remove existing non-load bearing partition walls to accommodate new layout.
 - **Concrete/Core:** This line item is based on providing labor to core concrete slab for new restroom plumbing.
 - metal barricades to be stored on site.
 - **Doors/Frames/Hardware Installation:** This line item is based on labor to install (6) new doors, frames and hardware to match existing.
 - **New Doors/Frames/Hardware:** This line item is based on purchasing (6) new solid core paint grade doors, frames, and lever hardware. and materials to set bolts and install (16)
 - **Insulation/Wall Insulation:** Is based on providing labor to install insulation in new walls at both walls and ceiling of new restroom.
 - new frames, doors, and hardware.
 - **Doors/Frames/Hardware Installation:** Is based on providing labor to install (4) new frames, doors, and hardware, (2) exterior metal doors.
 - **Glass & Glazing:** Is based on providing labor and materials to fabricate and install (2) new sliding glass windows to match existing per new layout.
 - **Framing/Drywall/Tape:** Is based on providing labor to frame (1) new ADA restroom, new office areas, and re-work existing areas to accommodate new layout with 20 gage metal studs, 5/8" drywall, tape, sand smooth ready for paint.
 - **Flooring/Base:** This line item is based on preparing existing slab and installing new vinyl floor in new restroom, vct floor in new office areas and new hallway as noted on floor plan, with 4" rubber base.
 - **Frame Exterior Wall/Plaster:** This line item is based on providing labor and materials to remove existing grage door, frame with wood studs, plater, and paint to match existing.

- **Prime and Paint:** This line item is based on providing labor and materials to prime coat and paint both new ADA restrooms, color to be selected.
- install (3) new frames, doors, and hardware, (1) exterior metal door, and (2) interior solid core restroom doors.
- **Plumbing:** This line item is based on providing labor and materials to install new sewer line, new type "L" copper water lines, (1) new ADA compliant sink, faucet, & toilet.
- **Restroom Accessories:** This line item is based on purchasing and install new grab bars, mirrors, toilet paper dispensers, sanitary toilet seat dispensers, soap dispensers, and new electric hand dryers for both restrooms each.
- **Hv/Ac:** Provide labor and materials to install (1) new restroom exhaust fan, and add ducting, supplies and returns to accommodate new layout.
- **Electrical:** Is based on providing labor and materials to run new power and circuits from panel for (12) new 2x4 L.E.D. light fixtures, (24) new outlets, exit signs, split existing and add new switching.



1042 N. Mountain Ave., Suite B #552, Upland, CA 91786
 (909) 256-3669 Email: info@rsdinc.com

Estimate

Date	Estimate #
10/26/2018	2018-32

Name / Address
City of Sierra Madre 232 West Sierra Madre Boulevard Sierra Madre, CA 91024

Description	Qty	Rate	Project
			City Yard Facility
			Total
	1	138,650.00	138,650.00
1. Demolish and dispose of: a. existing closet b. hallway wall		0.00	0.00
2. Frame new walls with 2X4 construction		0.00	0.00
3. Furnish and install 5 - new doors and jams including 2-metal exterior and 3-solid core interior		0.00	0.00
4. Furnish and install electrical wiring and proper outlets as required.		0.00	0.00
5. Furnish and install communication wires and Cat 5 to all work stations.		0.00	0.00
6. Furnish and install new AC ducts connecting to existing unit and install vents in new area.		0.00	0.00
7. Furnish and install a drop T-bar ceiling to match existing. Approximate 600 sq/ft.		0.00	0.00
8. Furnish and install window 3'X6'		0.00	0.00
9. Furnish and install bathroom fixtures, toilet, sink and cupboard all to meet Handicap regulations.		0.00	0.00
10. Furnish and install plumbing for new restroom, water H/C and drain lines.		0.00	0.00
11. Furnish and install exhaust fan for new restroom		0.00	0.00
12. Install LED lighting in new areas (lights to purchased by City)		0.00	0.00
13. Insulate exterior walls.		0.00	0.00
Total			



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Estimate

Date	Estimate #
10/26/2018	2018-32

Name / Address
City of Sierra Madre 232 West Sierra Madre Boulevard Sierra Madre, CA 91024

Description	Qty	Rate	Project
			City Yard Facility
			Total
14. Drywall all walls.		0.00	0.00
15. Furnish and install molding for floor and door jams.		0.00	0.00
16. Paint all walls in entire facility.		0.00	0.00
17. Furnish and install window covering to match existing.		0.00	0.00
18. Furnish and install tile flooring to match existing.		0.00	0.00
Total			\$138,650.00



City of Sierra Madre Agenda Report

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

Sue Spears, City Clerk
Michael Amerio City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Richard Snyder, Fire Marshal 

REVIEWED BY: Gabriel Engeland, City Manager 

DATE: November 13, 2018

SUBJECT: **Consideration of Ordinance 1405 Authorization to amend Section 10.52.030 "Parking Prohibitions" of the Sierra Madre Municipal Code to further define Red Flag Event and to add additional streets to the list of streets with restricted parking on Red Flag Alert Days**

STAFF RECOMMENDATION

It is recommended that the City Council:

1. Introduce Ordinance No. 1405 and read for the first time by title only.

ALTERNATIVES

1. Introduce Ordinance No. 1405 and read for the first time by title only.
2. Direct staff to revise Ordinance No. 1405 and return to a future meeting with amendments.

SUMMARY

In April of 2008, fires above Sierra Madre burned an extensive hillside and mountain area, eroding the natural vegetation and leaving the adjacent hillside residential areas especially vulnerable in the event of mud and debris slides during the rainy season.

To ensure that emergency vehicles could access those neighborhoods in a weather or debris-related emergency, the City Council enacted an Ordinance adding Section 10.52.030 to the Sierra Madre Municipal Code to protect the health, safety and welfare of the citizens of Sierra Madre through the regulation of on-street parking on certain City

streets during days of extreme precipitation. Residents are notified of the parking restrictions through a yellow and red flag emergency notification system.

On January 9, 2018, The City Council amended Section 10.52.030 "Parking Prohibitions" of the Sierra Madre Municipal Code by adding Red Flag Fire Weather events to the hazards which trigger the yellow and red flag emergency notification system to ensure that emergency vehicles can access those streets in a fire-related emergency.

Ordinance No.1405 has been written to further amend Section 10.52.030 of the Sierra Madre Municipal Code to clarify the definition of a Red Flag Event to align with Los County Fire Departments definition of Red Flag Weather Event.

Additionally, the streets that were listed in the original adopting Ordinance in 2008 included streets that would be impacted by potential mud and debris flows. Ordinance 1405 as presented tonight will add 14 additional streets to the parking restrictions that would be impacted by a Red Flag fire weather event that initiate a Red Flag Alert Day.

ANALYSIS

Ordinance 1405 amends Section 10.52.030 "Parking Prohibitions" to read as follows:

10.52.030 PARKING PROHIBITIONS.

A. Whenever the Fire Department determines that on-street parking on any City street designated in subdivision (B) of this Section would create a hazard to life or property by interfering with emergency vehicle access and resident evacuation during any event of mud and debris flow or Red Flag Fire Weather event, the Fire Department is hereby authorized to install and maintain at that place signs giving notice that on-street parking is prohibited on a Yellow Flag Alert Day or Red Flag Alert Day. The Fire Department is further authorized to include notice, on any sign that prohibits on-street parking on Yellow Flag Alert Days or Red Flag Alert Days, that vehicles parked in violation of the sign may be removed at the owner's expense

B. For purposes of this Chapter, a "Red Flag Fire Weather Event" means a fire-weather forecaster alert to limited weather conditions of particular importance that may result in extreme burning conditions, which may be issued during an on-going event or where the fire weather forecaster has a high degree of confidence that Red Flag criteria will occur within 24 hours of issuance.

Red Flag Weather Events are issued by the National Weather Service and the Los Angeles County Fire Department based on local geographical and climatic criteria.

The Fire Chief or his or her designee is authorized to declare a Red Flag Weather event, Yellow Flag Alert or Red Flag Alert.

C. During a Yellow Flag Alert Day or a Red Flag Alert Day, it shall be unlawful, when authorized signs are in place giving notice, to park any vehicle on any of the following streets or portions thereof in violation of those posted signs:

- (1) Mount Wilson Trail;
- (2) Churchill Road;
- (3) Skyland Drive;
- (4) Fern Glen;
- (5) Fern Drive;
- (6) Idle Hour;
- (7) Canyon Crest Drive;
- (8) Orange Drive;
- (9) Woodland Drive;
- (10) Brookside Lane;
- (11) Sunnyside Lane;
- (12) Yucca Trail;
- (13) Holly Trail;
- (14) Sturtevant;
- (15) Elm;
- (16) Pleasant Hill;
- (17) Old Ranch Road;
- (18) Forest Lane;
- (19) Casey;
- (20) Madre;
- (21) Hermosa North of Carter;
- (22) Auburn North of Grandview;
- (23) Canon Drive;
- (24) Oakcrest;
- (25) Carter;
- (26) Mount Wilson;
- (27) Alta Vista;
- (28) Vista Circle;
- (29) Woodland;

FINANCIAL REVIEW

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

CEQA / ENVIRONMENTAL

Pursuant to Section 15269(c) this project is categorically exempt from the California Environmental Quality Act.

PUBLIC NOTICE PROCESS

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

Attachments

1. Draft Ordinance 1405. AMENDING SECTION 10.52.030 “PARKING PROHIBITIONS” OF THE SIERRA MADRE MUNICIPAL CODE

ORDINANCE NO.1405

AN ORDINANCE OF THE CITY OF SIERRA MADRE AMENDING
SECTION 10.52.030 OF THE SIERRA MADRE MUNICIPAL CODE

The City Council of the City of Sierra Madre does hereby ordain as follows:

SECTION 1. Section 10.52.030 of the Sierra Madre Municipal Code is hereby amended as follows:

10.52.030 PARKING PROHIBITIONS.

A. Whenever the Fire Department determines that on-street parking on any City street designated in subdivision (B) of this Section would create a hazard to life or property by interfering with emergency vehicle access and resident evacuation during any event of mud and debris flow or Red Flag Fire Weather event, the Fire Department is hereby authorized to install and maintain at that place signs giving notice that on-street parking is prohibited on a Yellow Flag Alert Day or Red Flag Alert Day. The Fire Department is further authorized to include notice, on any sign that prohibits on-street parking on Yellow Flag Alert Days or Red Flag Alert Days, that vehicles parked in violation of the sign may be removed at the owner's expense

B. For purposes of this Chapter, a "Red Flag Fire Weather event" means a fire-weather forecaster alert to limited weather conditions of particular importance that may result in extreme burning conditions, which may be issued during an on-going event or where the fire weather forecaster has a high degree of confidence that Red Flag criteria will occur within 24 hours of issuance. ~~Red Flag criteria may occur whenever a geographical area has been in a dry spell for a week or two, or for a shorter period, if before spring green-up or after fall color, and the National Fire Danger Rating System (NFDRS) is high to extreme and the following forecast weather parameters are forecasted to be met:~~

- ~~1. sustained wind average 15 mph or greater~~
- ~~2. relative humidity less than or equal to 25 percent and~~
- ~~3. temperature of greater than 75 degrees F.~~

Red Flag Weather events are issued by the National Weather Service and the Los Angeles County Fire Department based on local geographical and climatic criteria.

~~Where applicable, dry lightning and unstable air are also criteria.~~

The Fire Chief or his or her designee is authorized to declare a Red Flag Weather event, Yellow Flag Alert or Red Flag Alert.

C. During a Yellow Flag Alert Day or a Red Flag Alert Day, it shall be unlawful, when authorized signs are in place giving notice, to park any vehicle on any of the following streets or portions thereof in violation of those posted signs:

- (1) Mount Wilson Trail;
- (2) Churchill Road;
- (3) Skyland Drive;
- (4) Fern Glen;
- (5) Fern Drive;
- (6) Idle Hour;
- (7) Canyon Crest Drive;
- (8) Orange Drive;
- (9) Woodland Drive;
- (10) Brookside Lane;
- (11) Sunnyside Lane;
- (12) Yucca Trail;
- (13) Holly Trail;
- (14) Sturtevant; ~~and~~
- (15) Elm;
- (16) Pleasant Hill;
- (17) Old Ranch Road;
- (18) Forest Lane;
- (19) Casey;
- (20) Madre;
- (21) Hermosa North of Carter;
- (22) Auburn North of Grandview;
- (23) Canon Drive;
- (24) Oakerest;
- (25) Carter;
- (26) Mount Wilson North of Mira Monte;
- (27) Alta Vista;
- (28) Vista Circle;
- (29) Woodland;

SECTION 4. California Environmental Quality Act. The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the City Council, and hereby determines that that the amendment to Section 10.52.030 regarding parking prohibitions will not have a significant effect on the environment and in fact constitute an action necessary to prevent or mitigate an emergency, and is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15269(c) of the California Code of Regulations; and

SECTION 5. The City Council intends this Ordinance to supplement, not to duplicate or contradict, applicable state and federal law and this Ordinance shall be construed in light of that intent.

SECTION 6. If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not effect the validity of the remaining portions of this

Ordinance or any part thereof or exhibit thereto. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

SECTION 7. Publication and Effective Date. Upon adoption of this Ordinance by no less than four-fifths (4/5) vote of the Council, the Mayor shall sign and the City Clerk shall attest to the passage of this Ordinance. The City Clerk shall cause the same to be published once in newspaper of general circulation within fifteen (15) days after its adoption. This Ordinance shall become effective immediately upon its adoption.

ORDINANCE 1405 PASSED, APPROVED and ADOPTED this 13th day of November, 2018.

**_____
Rachelle Arizmendi, Mayor**

ATTEST:

**_____
Laura Aguilar, Assistant City Clerk**

APPROVED AS TO FORM:

**_____
Teresa L. Highsmith, City Attorney**

ORDINANCE No. 1405 PASSED, APPROVED, and ADOPTED this 13TH day of November, 2018.

I, Laura Aguilar, Assistant City Clerk of the City of Sierra Madre, do hereby certify that Ordinance No. 1405 was introduced at the regular meeting of the City Council on November 13th, 2018, and was thereafter adopted and passed at that meeting, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

I DO FURTHER CERTIFY that within 15 days of the date of its passage, I caused a copy of Ordinance 1405 to be published or posted as required by law in a locally adjudicated paper.

Laura Aguilar, Assistant City Clerk