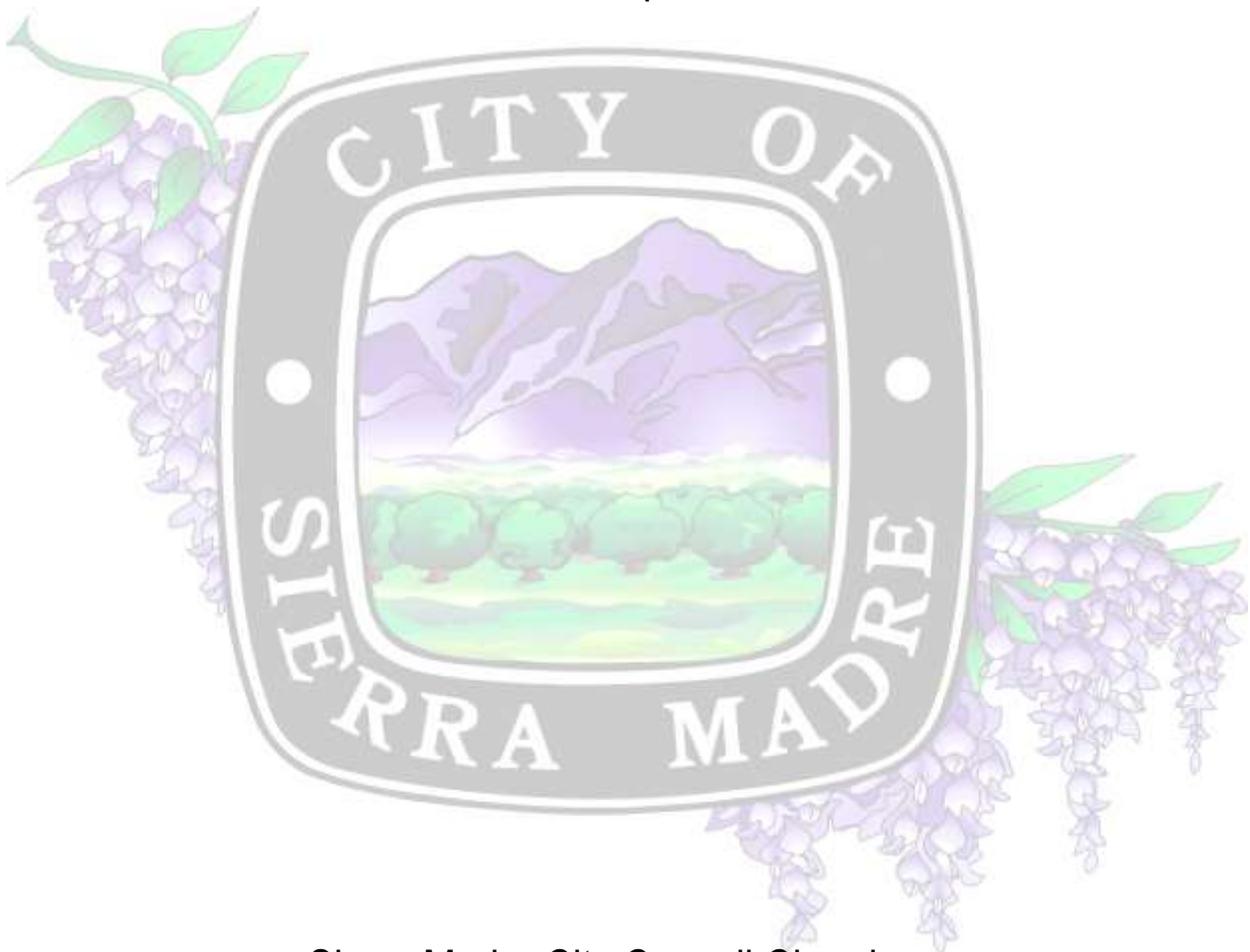


# **CITY COUNCIL**

## **MEETING AGENDA PACKET**

Tuesday, April 22, 2025  
5:30 pm



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

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

**AGENDA  
REGULAR MEETING  
SIERRA MADRE CITY COUNCIL**

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

*Sue Spears, City Treasurer*

**Tuesday, April 22, 2025  
5:30 pm**

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



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

**CODE OF CONDUCT**

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

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

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Council Member Gene Goss

**APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

**COUNCIL REPORT OUT FROM CLOSED SESSION**

Report out from Closed Session held April 22, 2025

Public Employment; Government Code Section 54957; Position: City Manager

**APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

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

**APPROVAL OF MEETING MINUTES**

Approval of April 8, 2025, Regular City Council meeting minutes

**MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

**PUBLIC PARTICIPATION CODE OF CONDUCT**

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

**PUBLIC COMMENT**

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

**Providing Public Comment For Items on the Meeting Agenda**

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

**Provide Public Comment for Topics not on the Meeting Agenda**

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

**Providing Public Comment**

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

## **PRESENTATIONS**

- 1. PROCLAMATION TO ONE LEGACY IN RECOGNITION OF ORGAN DONOR MONTH**
- 2. ANNUAL PRESENTATION BY YMCA**
- 3. PROCLAMATION IN RECOGNITION OF YMCA FOR EATON FIRE DISASTER RELIEF**
- 4. PRESENTATION BY PUBLIC WORKS DIRECTOR ARNULFO YANEZ ON THE LIBRARY MEANINGFUL IMPROVEMENT PROJECT**

## **ACTION ITEMS**

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

## **CONSENT**

- a) CONSIDERATION OF RESOLUTION 25-24 APPROVING CERTAIN DEMANDS**  
It is recommended that the City Council approve Resolution 25-24 approving payment of City Warrants in the aggregate amount of \$559,914.22, Sierra Madre Library Warrants in the aggregate amount of \$516,135.34, and Payroll Transfer in the aggregate amount of \$568,014.52; for the Fiscal Year ending June 30, 2025.
- b) CONSIDERATION OF YMCA LEASE RENEWAL AGREEMENT**  
It is recommended that the City Council approve the lease renewal agreement between the City of Sierra Madre and the YMCA for the use of the Aquatic Center and Recreation Center.
- c) LETTER OF SUPPORT FOR THE RESTORATION OF FUNDING AND STAFFING FOR THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS)**  
It is recommended that the City Council approve and sign the proposed letter of support for the restoration of funding and staffing for the Institute of Museum and Library Services (IMLS). It is also recommended that the City Council review and approve the Library Board of Trustee letter, which has already been read, modified, and approved
- d) CONSIDERATION OF RESOLUTIONS 25-26 AND 25-27 PROCLAIMING THE CONTINUATION OF LOCAL EMERGENCIES CAUSED BY THE EATON FIRE AND CAUSED BY THE 2025 MID-FEBRUARY WINTER STORM**  
It is recommended that the City Council approve Resolution 25-24 approving payment of City Warrants in the aggregate amount of \$559,914.22, Sierra Madre Library Warrants in the aggregate amount of \$516,135.34, and Payroll Transfer in the aggregate amount of \$568,014.52; for the Fiscal Year ending June 30, 2025.
- e) CONSIDERATION OF UPDATED PUBLIC HEALTH SERVICES CONTRACT WITH THE COUNTY OF LOS ANGELES**  
It is recommended that the City Council approve the Public Health Services Contract with the County of Los Angeles

## **PUBLIC HEARING**

**1. CONSIDERATION OF AN ORDINANCE NO. 1482 AMENDING SECTION 5.04.110 (PAYMENT OF FEES) OF CHAPTER 5.04 (BUSINESS LICENSES GENERALLY) OF TITLE 5 (BUSINESS LICENSES AND REGULATIONS)**

It is recommended that the City Council conduct a Public Hearing, receive testimony, and consider adopting Ordinance No. 1482 to amend the business license requirements.

**2. TENTATIVE PARCEL MAP 24-01, INCLUDING MAP NO. 84653, FOR THE SUBDIVISION OF AN EXISTING PARCEL TO CREATE A NEW RESTRICTED OPEN SPACE PARCEL IN PERPETUITY AT 700 NORTH SUNNYSIDE AVENUE**

It is recommended that the City Council hold a public hearing, consider all pertinent testimony, and adopt City Council Resolution 25-23, approving Tentative Parcel Map application 24-01, Map No. 84653. The subdivision is categorically exempt from CEQA pursuant to sections 15301(h) Class 1, Existing Facilities, and 15317 Class 17, Open Space Contracts or Easements, and 15061(b)(3) of the CEQA Guidelines.

## **DISCUSSION**

**1. CONSIDERATION OF RESOLUTION 25-25 AUTHORIZING AN AMENDMENT TO THE CLASSIFICATION PLAN AND SALARY MATRIX**

It is recommended that the City Council adopt Resolution 25-25, which would establish position authority for a new sworn position of Deputy Fire Chief – Community Risk Reduction Officer within the Fire Department.

**2. YOUTH MEMBERS ON BOARDS AND COMMISSIONS**

It is recommended that the City Council receive and file this informative report

## **AVAILABILITY OF AGENDA MATERIALS**

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## **LIVE BROADCASTS**

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

## **MEETING ASSISTANCE**

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

## **ADJOURNMENT**

*The City Council will adjourn to a meeting to take place on May 13, 2025.*

**MEETING MINUTES  
REGULAR MEETING  
SIERRA MADRE CITY COUNCIL**

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

*Sue Spears, City Treasurer*

**Tuesday, April 8, 2025  
5:30 pm**

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



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

Mayor Parkhurst called the meeting to order at 5:34 p.m. City Clerk Aguilar called the roll.

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

Absent: None.

Also Present: Aleks Giragosian, City Attorney  
Jose Reynoso, City Manager  
Miguel Hernandez, Assistant City Manager  
Laura Aguilar, Deputy City Manager/City Clerk  
Anthony Rainey, Director of Finance  
Leila Regan, City Librarian  
Police Chief Gustavo Barrientos  
Police Captain Henry Amos  
Arnulfo Yanez, Public Works Director  
James Carlson, Senior Management Analyst  
Clare Lin, Director of Planning and Community Preservation

**PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Pro Tem Kristine Lowe led the audience in the Pledge of Allegiance, followed by a brief history of the City of Sierra Madre.

**APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

Mayor Parkhurst suggested swapping the public hearings, to make the semi-annual review of the CUP for Villa del Sol D'Oro to be heard before the City's budget adjustments. Seeing no objections, Mayor Parkhurst asked for a motion to amend the agenda.

Council Member Goss made a motion to amend the agendas to swap the public hearings.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to move to approve the amended agenda was approved by a unanimous voice vote by all Members present.

**COUNCIL REPORT OUT FROM CLOSED SESSION**

No Closed Sessions were held during the period between March 25, 2025, and April 8, 2025

**APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

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

Mayor Parkhurst asked for a motion.

Council Member Kriebs made a motion to read all ordinances and resolutions by title only and waive the reading in full.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs  
Noes: None.  
Absent: None.  
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

### **APPROVAL OF MEETING MINUTES**

Approval of March 25, 2025, Regular City Council meeting minutes.

Mayor Parkhurst asked for suggestions to amend the minutes or a motion to approve the minutes as presented.

Council Member Garcia asked the minutes to clarify in Council Reports that he did not attend the Chamber of Commerce meeting but instead was later provided an update.

Council Member Garcia made a motion to approve the March 25, 2025 City Council meeting minutes as amended.

Council Member Kriebs seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs  
Noes: None.  
Absent: None.  
Abstain: None.

The motion to approve the March 25, 2025 City Council meeting minutes, as amended, was approved by a unanimous voice vote by all Members present.

### **MAYOR AND CITY COUNCIL REPORTS**

Reporting of Council Members' activities related to City business.

Council Member Kriebs: noted that she did not attend the March 25 Council meeting and would report on all her activity since the March 11 meeting.

She reported that she attended breakfast with Congresswoman Judy Chu and the City Council at the Only Place in Town on March 17. She appreciated the responses to the fire and flood events.

She also attended the Ribbon-Cutting Grand Opening for Fables and Fancies, as well as the Honor's Award Dinner, noting an announcement was made recognizing out-going City Manager Reynoso. She also attended the monthly Community Services Commission meeting and heard an update on the Pickleball Court project.

Council Member Goss: reported that the last Planning Commission meeting was cancelled so he had nothing new to report.

Council Member Garcia: attended the Finance Revenue Committee meeting last week. He also reported attending the Senior Community Commission meeting and heard a presentation from staff on rent calculations for the Sierra Vista Apartments, located at 70 Esperanza Avenue.

Mayor Pro Tem Lowe: attended the San Gabriel Valley Economic Forecast meeting and reported the future economic outlook. She also reported that she attended the 10<sup>th</sup> anniversary event at the Kensington.

Mayor Parkhurst: Reported that he attended a meeting with Los Angeles Mayor Bass and other local mayors to discuss upcoming sporting events, such as FIFA, Superbowl, Olympics, Para-Olympics, and other events that will held locally, which are anticipated to generate \$20 billion in economic revenue in the area. Mayor Parkhurst hopes to identify opportunities to host events in Sierra Madre to capitalize on the upcoming sporting events.

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#### Providing Public Comment For Items on the Meeting Agenda

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

#### Providing Public Comment

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

City Clerk Aguilar noted that e-mails had been received from:

Kylie Takashima

Catherine Adde

She also noted that three speaker cards were submitted:

Lauren Hill, U.S. Small Business Association: provided an update on available resources for the community

Philip Yao, 513 Sierra Keys Drive: commented on the new Cal-Fire Hazard Map

Chris Cimino, Sierra Madre Chamber of Commerce: announced the upcoming Wistaria Festival, planned for April 12, 2025 and shared details for the event.

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

## **PRESENTATIONS**

1. **PROCLAMATION IN RECOGNITION OF NATIONAL LIBRARY WEEK**  
Presented to City Librarian Leila Regan
2. **PRESENTATION BY ASSISTANT CITY MANAGER MIGUEL HERNANDEZ ON EATON FIRE/ MID-FEBRUARY WINTER STORM RECOVERY UPDATE**
3. **PRESENTATION BY KOSMONT COMPANIES ON THE DOWNTOWN MARKET ASSESSMENT**
4. **PRESENTATION BY PUBLIC WORKS DIRECTOR ARNULFO YANEZ – LIBRARY UPDATE**

## **ACTION ITEMS**

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

## **CONSENT**

City Clerk Aguilar made the following presentations:

- a) **CONSIDERATION OF RESOLUTION 25-21 APPROVING CERTAIN DEMANDS**  
It is recommended that the City Council approve Resolution 25-21 approving payment of City Warrants in the aggregate amount of \$339,622.67, Sierra Madre Library Warrants in the aggregate amount of \$724.09, and Payroll Transfer in the aggregate amount of \$540,053.11; for the Fiscal Year ending June 30, 2025.
- b) **CONSIDERATION OF AWARD OF CONTRACT FOR WATER TREATMENT GRANULATED ACTIVE CARBON (GAC) REPLACEMENT**  
It is recommended that the City Council award a contract in the amount of \$128,968.67 to Karbonous Inc. for the replacement of virgin carbon in the lead GAC treatment vessels to be completed in Fiscal Year 2024/2025.
- c) **CONSIDERATION OF SUPPORT FOR CLEAN POWER ALLIANCE'S FY 2026 COMMUNITY PROJECT FUNDING REQUEST**  
It is recommended that the City Council approve letters of support for Clean Power Alliance's (CPA) FY 2026 community project funding requests, which promote critical facility resilience, building electrification, clean energy access for low- and moderate-income households, and municipal fleet electrification.

Mayor Parkhurst asked the Council if they had any questions on any of the Consent items then opened public comment. Seeing no one come forward, the Mayor closed public comment and brought the matter back to Council for a discussion or a motion.

Council Member Kriebs made a motion to approve Consent items A-C.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs  
Noes: None.  
Absent: None.  
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

## **PUBLIC HEARING**

### **Consent items 1 and 2 were swapped by Council action.**

**1. 2025 SEMI-ANNUAL REVIEW OF CONDITIONAL USE PERMIT 22-03 (CUP 22-03) FOR PRIVATE RENTAL EVENTS AND FILMING AT THE VILLA DEL SOL D'ORO LOCATED WITHIN THE ALVERNO HEIGHTS ACADEMY CAMPUS ADDRESSED AT 200 NORTH MICHILLINDA AVENUE**

It is recommended that the City Council conduct an Annual Review of Conditional Use Permit 22-03 permitting the use of the Villa Del Sol d'Oro (Villa) for-profit special events pursuant to adopted City Council Resolution 24-64 and consider all pertinent materials and testimonies.

The report was presented by Director Lin.

Mayor Parkhurst asked the Council if they had any questions then opened public comment.

City Clerk Aguilar stated that nine individuals had submitted public comment via e-mail and that all e-mails had been forwarded to the City Council. She then called the first of three speakers that submitted comment cards.

Ken Farsing, Alverno Heights Academy: shared the financial challenges facing Alverno and the institution's need for facility rentals to generate much needed revenue.

Carolyn Halpern, Pasadena: described conditions for several events.

Mark Fleischman: expressed his frustration with all the noise and activity at Alverno

Seeing no one else come forward, the Mayor closed public comment and brought the matter back to Council for a discussion or a motion.

Council clarified that going forward, annual reviews of the CUP should be with the Planning Commission. Council further clarified that they would like a the Planning Commission to do a six-month review this coming October, and annually each October thereafter.

The Council directed staff to amend sections 11 and 1.1 of the resolution to reflect:

- Section 11: Strike "The City Council will conduct a public hearing within six months of the effective date of this conditional use permit and annually thereafter."

- Section 1.1 change the total from 20 to 26 rental events in calendar year 2025

Council Member Goss made a motion to approve Resolution 24-64 as amended..

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia and Goss  
Noes: Council Member Kriebs  
Absent: None.  
Abstain: None.

The motion was approved by a majority voice vote.

## **2. CONSIDERATION OF RESOLUTION 25-22 ADOPTING FISCAL YEAR 2024-2025 BUDGET ADJUSTMENTS AND APPROPRIATING THE AMOUNTS PROJECTED**

It is recommended that the City Council conduct a Public Hearing, receive testimony, and consider the adoption of the amended Fiscal Year 2024-2025 budget.

Director Rainey gave the presentation.

Mayor Parkhurst asked the Council if they had any questions then opened public comment. Seeing no one come forward, the Mayor closed public comment and brought the matter back to Council for further discussion or a motion.

Council Member Kriebs made a motion to approve Resolution 25-22.

Mayor Pro Tem Lowe seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs  
Noes: None.  
Absent: None.  
Abstain: None.

The motion was approved by a unanimous voice vote by all Members present.

## **DISCUSSION**

### **1. CONTINUATION OF SIDEWALK REPAIR PROGRAM- IMPLEMENTATION OF ZONES 1 & 3 (FY 2024-2025)**

It is recommended that the City Council receive and file the implementation of the Sidewalk Repair Program in Zones 1 and 3 for FY 2024-2025 under the city's existing four-year contract with Precision Concrete Cutting.

Director Yanez gave the report.

Mayor Parkhurst asked the Council if they had any questions then opened public comment.

Glenn Lambdin, Sturtevant: Shared his observations on the state of sidewalks within the City and stated that the current process for repairing the City's sidewalks needs to be re-accessed.

Seeing no one else come forward, the Mayor closed public comment and brought the matter back to Council for further discussion

No Council action was required so the Mayor moved on to the next Discussion item.

## **2. STRATEGIC PLAN UPDATE**

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

Senior Analyst Carlson gave the presentation.

Mayor Parkhurst asked the Council if they had any questions then opened public comment. Seeing no one come forward, the Mayor closed public comment and brought the matter back to Council for further discussion.

Direction was provided to staff. Council Member Kriebs suggested an index of all completed goals. No action was taken.

Mayor Parkhurst asked if the Council had any suggestions for future agenda items. Hearing no requests from the Council, Mayor Parkhurst asked for a motion to adjourn the meeting.

Council Member Goss made a motion to adjourn

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes:	Mayor Parkhurst, Mayor Pro Tem Lowe, Council Members Garcia, Goss, and Kriebs
Noes:	None.
Absent:	None.
Abstain:	None.

The motion was approved by a unanimous voice vote by all Members present.

Meeting adjourned at 9:43 pm until the next Regular meeting on April 22, 2025 at this same location.

Minutes taken and typed by:

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Laura M. Aguilar  
City Clerk

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Mayor Robert Parkhurst

**AVAILABILITY OF AGENDA MATERIALS**

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**MEETING ASSISTANCE**

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**ADJOURNMENT**

*The City Council will adjourn to a meeting to take place on April 22, 2025.*



# City of Sierra Madre Agenda Report

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

*Sue Spears, City Treasurer*

TO: Mayor and City Council  
FROM: Anthony Rainey, Finance Director  
REVIEWED BY: Jose Reynoso, City Manager  
DATE: April 22, 2025  
SUBJECT: APPROVAL OF WARRANTS FOR PAYMENT

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## **STAFF RECOMMENDATION**

Staff recommends the City Council approve payment of the following:

- **Outstanding Obligated City Warrants:** \$559,914.22
- **Outstanding Obligated Sierra Madre Library Warrants:** \$516,135.34
- **Payroll Transfer:** \$568,014.52

## **ALTERNATIVES**

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

## **SUMMARY**

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

*Attachment 1A – Warrant Register Post Date 4/22/25* - provides an aggregated breakdown of the warrants, including descriptions (e.g. categories of payments), amounts, and corresponding fiscal year allocations. Note that the last page It serves as a reference document to support the warrant approvals requested in this report, ensuring transparency and accountability in financial transactions. The attachment includes details on general warrants, utility bills, library warrants, and payroll transfers.

Following Attachment 1A, the *Check Approval Register* provides a comprehensive record of financial disbursements by the City of Sierra Madre, detailing payment transactions, vendor information, and check dates to ensure transparency and accountability. Additionally, the *Payroll Summary Register* outlines payroll disbursements, including total earnings, employer expenses, and overall payroll costs for each pay period. The total payroll expenditure for the most recent pay period (PR #8) for Date 4/10/25:

*Total Earnings (Salaries) @ \$423,822.70 plus Employer Benefits<sup>1</sup> @\$144,191.82 = Total @ \$568,014.52,*

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

## **ANALYSIS**

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

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

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

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

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

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

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

#### **CONSISTENCY WITH GENERAL PLAN**

Not applicable.

#### **FINANCIAL REVIEW/SOURCE OF FUNDING**

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

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

**ENVIRONMENTAL (CEQA)**

Not applicable.

**PUBLIC NOTICE PROCESS**

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

**Attachments**

A- Warrants

B- Resolution 25-24

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

# ATTACHMENT

Warrant Register Post Date 4/22/25

Attachment 1A

Fiscal Year	Description	Amount	Page #
FY24/25	General Warrants	\$526,798.52	1-5
FY24/25	General Manual Warrant	\$25,715.98	6-9
FY24/25	General Utility Bills	\$7,399.72	10
	Total	\$559,914.22	

FY24/25	Library Warrant	\$515,257.90	11
FY24/25	Library Manual Warrant	\$877.44	12-13
	Total	\$516,135.34	

Pay Date:			
4/10/2025	Payroll #8	\$568,014.52	
	From: City of Sierra Madre-General Acct.		
	To: City of Sierra Madre-Payroll Acct.		
	Total	\$568,014.52	



Packet: APPKT07990 - GEN 4/22/25
Vendor Set: 01 - Vendor Set 01

Check Date: 04/16/2025

Table with columns: Vendor Number, Bank Code, Vendor Name, Payment Type, Invoice #, Invoice Description, Account Number, Distribution Amount, Vendor Total. Contains multiple rows of vendor transactions including ADAMSON POLICE PRODUCTS, AIR SOURCE INDUSTRIES, ALLSTAR FIRE EQUIPMENT, INC., ALTEC INDUSTRIES, AMAZON CAPITAL SERVICES, ANGEL'S AUTO REPAIR INC, ARCADIA TIRES, Armen Khourdajian, ARNOLD'S FRONTIER HARDWARE - Fire, ARNOLD'S FRONTIER HARDWARE - Police, ARNOLD'S FRONTIER HARDWARE - PW, BANNER BANK, and BARR AND CLARK INC.

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN02212</u>	BLACK & WHITE EMERGENCY VEHICLES				800.00
APBWEST	Check	<u>5834</u>	PD EQUIPMENT UNIT 2017 FORD PIU	10000.50000.52302	800.00
<u>VE103910</u>	BURRO CANYON SHOOTING PARK				20.00
APBWEST	Check	<u>3466</u>	RANGE FEE	10000.50000.53302	20.00
<u>1726</u>	CDPH-OCF				25.00
APBWEST	Check	<u>189214 MW 2025</u>	2025 ANNUAL REGISTRATION FEE	10000.64000.52302	25.00
<u>1727</u>	CHRIS CIMINO				714.40
APBWEST	Check	<u>MAY2025</u>	MAY 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	714.40
<u>VEN03855</u>	CITIG INC				2,538.75
APBWEST	Check	<u>36982</u>	REMOTE SUPPORT	60003.30000.52100	2,538.75
<u>1087</u>	CITY OF ARCADIA				1,080.00
APBWEST	Check	<u>25-01</u>	1/1/25-3/31/25 BATTALION CHIEF SERVICES	10000.61000.52100	1,080.00
<u>0171</u>	CLINICAL LABORATORY OF SAN BERNARDINO, INC.				2,518.00
APBWEST	Check	<u>2500485 SFE01</u>	FY 24/25 WATER TREATMENT TESTING 2/4/25 -	71000.81100.52200	2,518.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				34,853.00
APBWEST	Check	<u>64817</u>	MARCH 2025 LEGAL SRVCS: LABOR/EMPLOYME	60007.70100.52201	318.00
		<u>64819</u>	MARCH 2025 LEGAL SRVCS: ASSESSMENT & PRO	32012.83000.52200	1,403.00
		<u>64820</u>	MARCH 2025 LEGAL SRVCS: CODE ENFORCEMEN	10000.40000.52201	477.00
		<u>64821</u>	MARCH 2025 LEGAL SRVCS: IMPLEMENTATION C	10000.40000.52201	229.50
		<u>64823</u>	MARCH 2025 LEGAL SRVCS: WATER UTILITIES	71000.81100.52201	450.50
		<u>64824</u>	MARCH 2025 LEGAL SRVCS: WATER DOLORSA DE	10000.40000.52201	2,668.00
		<u>64825</u>	MARCH 2025 LEGAL SRVCS: ADV. PROT. SIERRA	10000.40000.52201	76.50
		<u>64826</u>	MARCH 2025 LEGAL SRVCS: V. SOUTHERN CA. E	10000.21000.52201	2,400.00
		<u>64985</u>	MARCH 2025 LEGAL SRVCS-RETAINER: GENERAL	10000.21000.52201	8,820.00
				71000.81100.52201	1,890.00
				72000.32000.52201	1,890.00
		<u>64987</u>	EATON FIRE MARCH 2025 LEGAL SRVCS: SPECIAL	10000.21000.52201	14,230.50
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS				3,067.16
APBWEST	Check	<u>008</u>	FY 24/25 TELECAST OF CITY MEETINGS APRIL 20	60003.30000.52100	2,547.16
		<u>011</u>	FY 24/25 TELECAST OF CITY MEETINGS FEB 2025	60003.30000.52100	520.00
<u>VEN04461</u>	CRICKET SCADA LLC				4,228.00
APBWEST	Check	<u>1627</u>	AVEDA SOFTWARE SUBSCRIPTION - SCADA	71000.81100.52100	3,748.00
		<u>1630</u>	SERVICE CALL	71000.81100.52200	480.00
<u>VEN04480</u>	CRISTIAN BARRAGAN				77.00
APBWEST	Check	<u>INVO40419</u>	REFUND: PARKING CITATION #177123790	10000.00000.44003	77.00
<u>0713</u>	DEPT OF JUSTICE				329.00
APBWEST	Check	<u>801968</u>	FEB 2025 Payment for DOJ processing fees	10000.50000.52200	329.00
<u>VEN03180</u>	DICKS AUTO SUPPLY				2,014.70
APBWEST	Check	<u>229122</u>	FY 24/25 AUTO PARTS	60000.83100.53208	487.55
		<u>229302</u>	FY 24/25 AUTO PARTS	60000.83100.53208	663.93
		<u>229427</u>	FY 24/25 AUTO PARTS	60000.83100.53208	94.73
		<u>229627</u>	FY 24/25 AUTO PARTS	60000.83100.53208	308.06
		<u>229655</u>	FY 24/25 AUTO PARTS TAHOE	60000.83100.53208	153.35
		<u>229703</u>	FY 24/25 AUTO PARTS	60000.83100.53208	34.35
		<u>229747</u>	FY 24/25 AUTO PARTS	60000.83100.53208	272.73
<u>VEN04105</u>	DR. ANGELICA LOZA-GOMEZ M.D., PC.				992.00
APBWEST	Check	<u>33</u>	Medical Director Services MARCH 2025	10000.64000.52200	992.00
<u>VEN03196</u>	EDWARD DELCOURE				607.24
APBWEST	Check	<u>MAY2025</u>	MAY 2025 RETIREE HEALTHINSURANCE	60007.70100.51302	607.24
<u>VEN01528</u>	GALLS LLC				476.72
APBWEST	Check	<u>030734428</u>	UNIFORMS	10000.61000.53303	118.00
		<u>030833267</u>	UNIFORMS	10000.61000.53303	358.72
<u>VEN01613</u>	GANAHL LUMBER COMPANY				271.03
APBWEST	Check	<u>142123253</u>	MISC. MAINT. SUPPLIES	10000.83300.53202	271.03
<u>1510</u>	GARVEY EQUIPMENT CO.				321.85
APBWEST	Check	<u>167120</u>	MISC. SUPPLIES	71000.81100.53205	264.53
		<u>167310</u>	MISC. SUPPLIES	71000.81100.53205	57.32
<u>0241</u>	HINDERLITER, DE LLAMAS & ASSOC				600.00
APBWEST	Check	<u>SIN047965</u>	Q3/2024 AUDIT SERVICES/SALES TAX (1/25-3/25	60002.30000.52100	300.00
		<u>SIN048159</u>	Q3/2024 AUDIT SERVICES/TRANSACTION TAX (1,	60002.30000.52100	300.00
<u>1359</u>	HIRERIGHT, LLC				40.00

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
		APBWEST	Check	<del>H0246359</del>	BACKGROUND SCREENING 3/1/25 - 3/31/25	60007.70101.52100	40.00	
<del>VEN03991</del>	HIRSCH PIPE AND SUPPLY CO INC							883.45
		APBWEST	Check	<del>114470</del>	MAINT. SUPPLIES	72000.81200.53200	883.45	
<del>0243</del>	HOSE MAN							192.01
		APBWEST	Check	<del>00092216</del>	MAINT. SUPPLIES/STOCK	10000.83500.53205	192.01	
<del>0937</del>	INTERSTATE BATTERY SYSTEM OF							192.74
		APBWEST	Check	<del>39872</del>	BATTERY - CREDIT	60000.83100.53208	108.00	
				<del>40118</del>	BATTERY - CREDIT	60000.83100.53208	-18.00	
				<del>40276</del>	BATTERY 5202	60000.83100.53208	318.74	
<del>VEN04322</del>	JASON GALLEGOS							896.00
		APBWEST	Check	<del>INV040413</del>	TRAVEL REIMB: EMT TRAIN-W.COAST EMT 2/10-	10000.50000.52205	179.20	
				<del>INV040414</del>	TRAVEL REIMB: EMT TRAIN-W.COAST EMT 2/17-	10000.50000.52205	179.20	
				<del>INV040415</del>	TRAVEL REIMB: EMT TRAIN-W.COAST EMT 2/24-	10000.50000.52205	179.20	
				<del>INV040416</del>	TRAVEL REIMB: EMT TRAIN-W.COAST EMT 3/3-3	10000.50000.52205	179.20	
				<del>INV040417</del>	TRAVEL REIMB: EMT TRAIN-W.COAST EMT 3/10-	10000.50000.52205	179.20	
<del>VEN02088</del>	JCL TRAFFIC SERVICES							630.84
		APBWEST	Check	<del>128676</del>	MISC. SUPPLIES	10000.83500.53206	630.84	
<del>1044</del>	JESSE TORIBIO							357.20
		APBWEST	Check	<del>MAY2025</del>	MAY 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	357.20	
<del>VEN03424</del>	JOHNSON INVESTIGATIONS							1,200.00
		APBWEST	Check	<del>2025-05</del>	Background Investigation	60007.70101.52100	1,200.00	
<del>1185</del>	KEYSTONE UNIFORM							443.87
		APBWEST	Check	<del>071047</del>	UNIFORMS	10000.50000.53303	443.87	
<del>0515</del>	LANDSCAPE WAREHOUSE							502.54
		APBWEST	Check	<del>2797452</del>	FY 24/25 MAINTENANCE SUPPLIES	10000.83300.53001	242.07	
				<del>4212666</del>	FY 24/25 MAINTENANCE SUPPLIES	10000.83300.53001	260.47	
<del>VEN04103</del>	LEXISNEXIS RISK SOLUTIONS							200.00
		APBWEST	Check	<del>1300106838</del>	MARCH 2025 LE Investigative and Analysis system	10000.50000.52200	200.00	
<del>0640</del>	LIFE-ASSIST INC.							679.62
		APBWEST	Check	<del>1579889</del>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	116.38	
				<del>1587087</del>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	563.24	
<del>VEN03894</del>	LOS ANGELES TRUCK CENTERS LLC							5,356.97
		APBWEST	Check	<del>RA210062776</del>	REPAIRS TO VAC CON TRUCK VIN#1FVAG3FEXMI	72000.81200.52302	4,513.83	
				<del>XA211325484</del>	VEHICLE MAINT/#5134	72000.81200.53205	843.14	
<del>VEN02633</del>	MARK DUSON							126.00
		APBWEST	Check	<del>INV040581</del>	REIMB: FACILITY MAINTENANCE MATERIALS	10000.61000.52302	126.00	
<del>VEN01070</del>	MARTIN CRUZ							714.40
		APBWEST	Check	<del>MAY2025</del>	MAY 2025 RETIREE HEALTH INSURANCE	60007.70100.51302	714.40	
<del>VEN02976</del>	MEDICO PROFESSIONAL LINEN SERVICE							70.33
		APBWEST	Check	<del>21202341</del>	MEDICO WASTE SERVICES	10000.64000.53300	70.33	
<del>1690</del>	MERCHANTS LANDSCAPE SVC INC							13,900.00
		APBWEST	Check	<del>64540</del>	MARCH 2025 LANDSCAPE MAINTENANCE - EXTE	10000.83300.52200	7,923.00	
						32012.83000.52200	4,448.00	
						60001.83200.52200	1,529.00	
<del>VEN04020</del>	MICHELLE HUAYNATE							139.68
		APBWEST	Check	<del>INV040420</del>	TRAVEL REIMB: CALNENA ANNUAL CONFERENCI	10000.50097.52205	139.68	
<del>VEN03392</del>	MISAC							2,595.00
		APBWEST	Check	<del>200007779</del>	AI IN LOCAL GOVERNMENT - CHRISTIAN DELGAE	60003.30000.52100	1,095.00	
				<del>200007780</del>	2025 CERT. NETWORK DEFENDER CHRISTIAN DE	60003.30000.52100	1,500.00	
<del>VEN01149</del>	MOTOROLA SOLUTIONS INC							54,365.96
		APBWEST	Check	<del>8282085844</del>	PD Communication Center Upgrade Project	40000.83500.56010	54,365.96	
<del>VEN04200</del>	NIKO MOBILE CARWASH							640.00
		APBWEST	Check	<del>152846</del>	PD CAR WASH 4/9/25	10000.50000.52200	560.00	
				<del>152847</del>	PD CAR WASH 4/9/25	10000.50000.52200	80.00	
<del>VEN03105</del>	NORTHWEST EXCAVATING INC							33,735.00
		APBWEST	Check	<del>M110970</del>	EMERGENCY EXCAVATION OF FLORAL DEBRIS BA	38004.83300.52200	20,460.00	
				<del>M110994</del>	EMERGENCY EXCAVATION OF FLORAL DEBRIS BA	38004.83300.52200	13,275.00	
<del>0786</del>	OFFICE DEPOT, INC							2,925.56
		APBWEST	Check	<del>401211978001</del>	OFFICE SUPPLIES	60002.30000.53100	19.45	
						60002.31100.53100	14.11	
				<del>401211978001.1</del>	EATON FIRE: OFFICE SUPPLIES	28009.33000.53999	656.98	

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	401515025001	EATON FIRE: OFFICE SUPPLIES	28009.33000.53999	645.26
		404707296001	OFFICE SUPPLIES	60002.31100.53100	156.09
		408974817001	EATON FIRE: OFFICE SUPPLIES	28009.33000.53999	539.72
		412818326001	OFFICE SUPPLIES	60002.31100.53100	38.14
		412818537001	OFFICE SUPPLIES	60002.31100.53100	227.37
		415163323001	OFFICE SUPPLIES	10000.50000.53100	398.93
		416097813001	OFFICE SUPPLIES	10000.40000.53100	14.38
				60002.31100.53100	55.63
				60007.70100.53999	52.47
		417141854001	OFFICE SUPPLIES	60002.31100.53100	64.00
				60007.70100.53999	43.03
<b>VEN04479</b>	<b>PALOMAR COMMUNITY COLLEGE DISTRICT</b>				<b>269.00</b>
APBWEST	Check	8159	SUMMER 2024 TUITION FEE: SIDDIQI	10000.50000.52005	269.00
<b>0321</b>	<b>PARKHOUSE TIRE, INC.</b>				<b>1,287.01</b>
APBWEST	Check	1011028956	FY 24/25 PURCHASE TIRE/STOCK	60000.83100.53208	1,287.01
<b>0323</b>	<b>PASADENA HUMANE SOCIETY</b>				<b>4,566.57</b>
APBWEST	Check	APR2025CIVSIM	APRIL 2025 Animal Control Services	10000.50000.52004	4,566.57
<b>VEN04481</b>	<b>PATRICIA MUNOZ/THOMAS MCNAMARA</b>				<b>77.00</b>
APBWEST	Check	INV040423	REFUND: PARKING CITATION #144124117	10000.00000.44003	77.00
<b>VEN03819</b>	<b>PAYDIRT PRINTING SERVICES</b>				<b>141.28</b>
APBWEST	Check	248376	BUSINESS CARDS - CLARE, SOPHIA, CONCHAS	60002.31100.53102	141.28
<b>VEN01608</b>	<b>PHOENIX GROUP INFORMATION SYSTEMS</b>				<b>2,410.07</b>
APBWEST	Check	022025200	FEB 2025 Parking permit and citation service	10000.50000.52200	2,410.07
<b>VEN04478</b>	<b>POSH NAILS</b>				<b>282.00</b>
APBWEST	Check	INV040422	REFUND: BUSINESS LICENSE #BL00373L	10000.00000.43002	282.00
<b>0338</b>	<b>PRUDENTIAL OVERALL SUPPLY</b>				<b>714.49</b>
APBWEST	Check	52873933	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	458.29
		52875645	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	128.10
		52877376	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	128.10
<b>VEN04165</b>	<b>R&amp;A TANK TECHNOLOGIES LLC</b>				<b>1,180.00</b>
APBWEST	Check	0327-2059	FEB & MAR 2025 SERVICE REQUEST	60000.83100.55001	330.00
		2025 03021	AQMD VAPOR RECOVERY TEST	60000.83100.52100	850.00
<b>VEN02937</b>	<b>RCI IMAGE SYSTEMS</b>				<b>300.00</b>
APBWEST	Check	77658	FY 24-25 DOCUMENT SCANNING SERVICES	10000.40000.52200	300.00
<b>1485</b>	<b>RED SUPPLY INC</b>				<b>163.24</b>
APBWEST	Check	17348	MAINT SUPPLIES	60001.83200.53200	163.24
<b>0346</b>	<b>RED WING SHOES</b>				<b>203.98</b>
APBWEST	Check	20250410014862	FY 24/25 PW AND UTILITIES WORK BOOTS	60001.83200.53303	203.98
<b>VEN04440</b>	<b>RINCON CONSULTANTS INC</b>				<b>11,292.00</b>
APBWEST	Check	63200	NOISE ORDINANCE UPDATE THROUGH 1/31/25	10000.30000.53000	4,721.25
		64006	NOISE ORDINANCE UPDATE 2/1/25 - 2/28/25	10000.30000.53000	2,850.75
		64577	NOISE ORDINANCE UPDATE 3/1/25 - 3/31/25	10000.30000.53000	3,720.00
<b>1443</b>	<b>SHRED-IT USA LLC</b>				<b>463.28</b>
APBWEST	Check	8010432692	MARCH 2025 Document shredding service	10000.50000.52200	463.28
<b>0381</b>	<b>SOUTHEAST CONSTRUCTION PRODUCT</b>				<b>11,562.91</b>
APBWEST	Check	2501-160897	EATON FIRE: SUPPLIES	28009.33000.53999	3,753.91
		2501-161684	EATON FIRE: SUPPLIES	28009.33000.53999	3,753.91
		2501-163843	EATON FIRE: SUPPLIES	28009.33000.53999	4,055.09
<b>VEN02444</b>	<b>SUPERIOR COURT OF CA, CO OF L. A.</b>				<b>542.00</b>
APBWEST	Check	FEB2025	FEB 2025 Citation Revenue distribution	10000.50000.52200	542.00
<b>1588</b>	<b>SWRCB</b>				<b>2,342.00</b>
APBWEST	Check	SW-0309870	ANNUAL PERMIT FEE 1/1/25 - 12/31/25 INDEX # 38015.81201.52401		1,723.00
		SW-0310395	ANNUAL PERMIT FEE 1/1/25 - 12/31/25 INDEX # 38015.81201.52401		619.00
<b>VEN04051</b>	<b>TITAN AUTOMATION &amp; IRON</b>				<b>525.20</b>
APBWEST	Check	2347	12VOLT 7AH BATTERY REPLACEMENT	60001.83200.52200	525.20
<b>VEN04104</b>	<b>UCLA CENTER FOR PREHOSPITAL CARE</b>				<b>1,180.00</b>
APBWEST	Check	3013-1178	APRIL 2025 Nurse Educator Services	10000.64000.52200	1,180.00
<b>VEN04227</b>	<b>UNITED RENTALS</b>				<b>5,723.89</b>
APBWEST	Check	221217663-017	EQUIP. RENTAL	71000.81100.53206	938.61
		221217663-018	EQUIP. RENTAL	71000.81100.53206	938.61
		221217663-020	EQUIP. RENTAL	71000.81100.53206	938.61

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
APBWEST	Check	<del>221217663-021</del>	EQUIP. RENTAL	71000.81100.53206	938.61
		<del>221217663-022</del>	EQUIP. RENTAL	71000.81100.53206	938.61
		<del>238859030-001</del>	EQUIP. RENTAL: PORTABLE RESTROOMS	60001.83200.52200	1,030.84
<u>VEN02702</u>	VITAL MEDICAL SERVICES LLC				<b>672.00</b>
APBWEST	Check	<u>4625</u>	MARCH 2025 EVIDENTIARY BLOOD DRAW	10000.50000.52107	672.00
<u>VEN03096</u>	W M J COMMUNICATIONS				<b>1,535.19</b>
APBWEST	Check	<u>2219</u>	SENIOR CENTER: CAT-6 PLENUM CABLES SERVICI	60003.30000.52100	1,535.19
<u>0335</u>	WATERLINE TECHNOLOGIES				<b>355.11</b>
APBWEST	Check	<u>5722292</u>	CYLINDER RETURN 1/3/25	71000.81100.53209	1,050.00
		<u>5723512</u>	CYLINDER RETURN (5722239)	71000.81100.53209	-150.00
		<u>5732060</u>	FY 24/25 CHLORINE GAS SUPPLIES	71000.81100.53209	1,555.11
<u>0425</u>	WILLDAN ASSOCIATES				<b>11,909.24</b>
APBWEST	Check	<u>002-32414</u>	NOV 2024 PLAN CHECK AND INSPECTION SERVIC	10000.40000.52100	390.00
		<u>002-32435</u>	DEC 2024 PLAN CHECK AND INSPECTION SERVIC	10000.40000.52100	747.50
		<u>002-33823</u>	MARCH 2025 PLAN CHECK AND INSPECTION SER	10000.40000.52100	7,311.49
		<u>00214460</u>	FEB 2025 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	3,460.25
<u>1053</u>	WITTMAN ENTERPRISES, LLC				<b>2,828.74</b>
APBWEST	Check	<u>2502056</u>	FEB 2025 EMS Billing Services	10000.64000.52200	2,828.74
<u>VEN02951</u>	YOHTEK CORP				<b>2,299.50</b>
APBWEST	Check	<u>YTK-2707</u>	AUVIK - RMM SCM NCM MONITORING JAN 2025	60003.30000.52200	900.00
		<u>YTK-2708</u>	EOC PHONE LINES JAN 2025	60003.30000.52200	249.75
		<u>YTK-2719</u>	AUVIK - RMM SCM NCM MONITORING FEB 2025	60003.30000.52200	900.00
		<u>YTK-2721</u>	EOC PHONE LINES FEB 2025	60003.30000.52200	249.75

Report Total: 526,798.52



Packet: APPKT07975 - GEN BOA MAN 4/22/25
Vendor Set: 01 - Vendor Set 01

Check Date: 04/08/2025

Table with columns: Vendor Number, Vendor Name, Bank Code, Payment Type, Invoice #, Invoice Description, Account Number, Vendor Total, Distribution Amount. Lists various invoices from Bank of America for APBWEST.

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
APBWFST	Check	<a href="#">INV040529</a>	LA - NOTARY BOND	60002.31100.53402	33.99
		<a href="#">INV040531</a>	TT - CPRS CONF. FLIGHT FARE: TEGART	10000.70000.53402	246.98
		<a href="#">INV040532</a>	TT - CPRS CONF. FLIGHT FARE: WILSON	10000.70000.53402	246.98
		<a href="#">INV040533</a>	TT - CPRS CONF. FLIGHT FARE: LOPEZ	10000.70000.53402	246.98
		<a href="#">INV040534</a>	TT - CPRS CONF. FLIGHT FARE/ADD-ON: TEGART	10000.70000.53402	45.99
		<a href="#">INV040535</a>	TT - CPRS CONF. FLIGHT FARE/ADD-ON: WILSON	10000.70000.53402	52.99
		<a href="#">INV040536</a>	TT - CPRS CONF. FLIGHT FARE/ADD-ON: LOPEZ	10000.70000.53402	52.99
		<a href="#">INV040537</a>	TT - STAFF MEETING: COFFE	10000.70000.53999	5.25
		<a href="#">INV040538</a>	TT - STAFF MEETING: COFFE	10000.70000.53999	45.80
		<a href="#">INV040539</a>	TT - SENIOR BINGO FEB 2025: LUNCH/PRIZES	37006.72000.53999	225.36
		<a href="#">INV040540</a>	TT - SENIOR BINGO FEB 2025: PRIZES	37006.72000.53999	7.00
		<a href="#">INV040541</a>	TT - SENIOR BINGO FEB 2025: LUNCH	37006.72000.53999	43.88
		<a href="#">INV040542</a>	TT - STAFF MEETING: COFFEE	10000.70000.53999	45.20
		<a href="#">INV040543</a>	TT - CPRS CONF: LODGING FEE	10000.70000.53402	1,007.98
		<a href="#">INV040544</a>	TT - SENIOR BD CELB.: CAKE & ICE CREAM	37006.72000.53999	29.66
		<a href="#">INV040545</a>	TT - STAFF MEETING: COFFEE	10000.70000.53999	31.10
		<a href="#">INV040546</a>	TT - SENIOR MOVIES - CANDY	37006.72000.53999	45.85
		<a href="#">INV040547</a>	TT - SENIOR MOVIES - SNACKS	37006.72000.53999	69.96
		<a href="#">INV040548</a>	TT - STAFF MEETING: COFFEE	10000.70000.53999	48.15
		<a href="#">INV040555</a>	AR - CSMFO MEMB. FEE: RAIT	60002.30000.53409	150.00
		<a href="#">INV040556</a>	AR - BNP MEDIA SUB ENR AR NEWS	60002.30000.53409	99.99
		<a href="#">INV040557</a>	AR - CSMFO MEMB. FEE: YANG	60002.30000.53409	150.00
		<a href="#">INV040558</a>	AR - CSMFO: SAN GAB VALLEY CONF FEE	60002.30000.53402	225.00
		<a href="#">INV040559</a>	AR - CSMFO	60002.30000.53409	400.00
		<a href="#">INV040560</a>	AR - CSMFO	60002.30000.53409	60.00
		<a href="#">INV040561</a>	AR - CSMFO	60002.30000.53409	60.00
		<a href="#">INV040562</a>	AR - CSMFO	60002.30000.53402	40.00
		<a href="#">INV040563</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.52205	339.66
		<a href="#">INV040564</a>	MH - SOUTHWEST AIRLINES FEE	60007.70100.53402	345.96
		<a href="#">INV040565</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.52205	231.31
		<a href="#">INV040566</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.52205	231.31
		<a href="#">INV040567</a>	MH - 2025 FBWS: EOC SUPPLIES	60007.70100.52205	30.98
		<a href="#">INV040568</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.52205	302.64
		<a href="#">INV040569</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.52205	749.70
		<a href="#">INV040570</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.52205	624.50
		<a href="#">INV040571</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.52205	107.09
		<a href="#">INV040572</a>	MH - 2025 FBWS: EOC COFFEE	60007.70100.52205	88.00
		<a href="#">INV040573</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.53300	88.11
		<a href="#">INV040574</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.53300	112.43
		<a href="#">INV040575</a>	MH - 2025 FBWS: EOC MEAL	60007.70100.53300	545.74
<b>Report Total:</b>					<b>22,419.16</b>



Packet: APPKT07965 - GEN MAN 4/22/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/02/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
1497	MOUNTAIN VIEWS NEWS				2,751.22
APBWEST	Check	<u>CM202304168</u>	PUBLICATION OF NOTICES FEB/MARCH 2025	10000.12000.52207	2,751.22
				<b>Report Total:</b>	<b>2,751.22</b>



Packet: APPKT07972 - GEN MAN 4/22/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/09/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0384	SOUTHERN CALIF. EDISON CO.				545.60
APBWEST	Check	<u>3615685</u>	7590604188 - LINE EXTENSION - TRANSFORMER 29007.90000.56010		545.60
<b>Report Total:</b>					<b>545.60</b>



Packet: APPKT07988 - UB 4/22/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/15/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0129</u>	AT&T				<b>2,530.75</b>
APBWEST	Check	<u>INV040583</u>	818 246-3783 591 4 3/23/25 - 4/22/25	60003.30000.55005	2,530.75
<u>VEN03926</u>	T-MOBILE				<b>362.04</b>
APBWEST	Check	<u>INV040584</u>	972239789 2/21/25 - 3/20/25	60003.30000.55005	362.04
<u>0942</u>	TPX COMMUNICATION				<b>182.62</b>
APBWEST	Check	<u>184874949-0</u>	3/23/25 - 4/22/25 PHONE SERVICE	60003.30000.55005	182.62
<u>0642</u>	VERIZON WIRELESS LA				<b>4,324.31</b>
APBWEST	Check	<u>6109491775</u>	960051887-00001 3/26/25 - 4/25/25	60003.30000.55005	4,324.31
				<b>Report Total:</b>	<b>7,399.72</b>



Packet: APPKT07987 - LIB 4/22/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/15/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03454</u>	AMAZON CAPITAL SERVICES				<b>655.28</b>
APBWEST	Check	<u>13PJ-FKHW-3KC7</u>	MISC SUPPLIES 3/17/25 - 3/30/25	39006.90000.53406	38.64
		<u>13QV-NV3R-3MRK</u>	MISC SUPPLIES 3/17/25 - 3/30/25	39006.90000.53406	33.05
		<u>1FXX-97GP-F9X6</u>	MISC SUPPLIES 3/17/25 - 3/30/25	10000.90000.53100	325.02
		<u>1M1X-746T-41LR</u>	MISC SUPPLIES 3/17/25 - 3/30/25	39006.90000.53999	48.08
		<u>1XKY-JLC7-F419</u>	MISC SUPPLIES 3/17/25 - 3/30/25	10000.90000.53406	25.74
		<u>1XKY-JLC7-FK4N</u>	MISC SUPPLIES 3/17/25 - 3/30/25	39006.90000.53406	13.85
		<u>1XRR-7QFC-F1FK</u>	MISC SUPPLIES 3/17/25 - 3/30/25	39006.90000.53406	10.94
		<u>1XVC-9JFF-CQ4W</u>	MISC SUPPLIES 3/17/25 - 3/30/25	39006.90000.53406	145.62
		<u>1XVJ-1KRO-F6GG</u>	MISC SUPPLIES 3/17/25 - 3/30/25	10000.90000.53406	14.34
<u>VEN04448</u>	AMG AND ASSOCIATES INC				<b>468,072.98</b>
APBWEST	Check	<u>AP06</u>	LIB MEANINGFUL IMPROVEMENT PROJ. 3/31/25	29007.90000.56010	492,711.56
		<u>AP06 RET</u>	LIB MEANINGFUL IMPROVEMENT PROJ. 3/31/25	29007.00000.23500	-24,638.58
<u>0132</u>	BAKER & TAYLOR, INC.				<b>986.54</b>
APBWEST	Check	<u>5019407822</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	392.76
		<u>5019407823</u>	LIBRARY SUPPLIES	10000.90000.52200	30.93
		<u>5019411636</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	243.48
		<u>5019411637</u>	LIBRARY SUPPLIES	10000.90000.52200	21.21
		<u>5019415144</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	65.28
		<u>5019415145</u>	LIBRARY SUPPLIES	10000.90000.52200	5.34
		<u>5019423301</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	216.01
		<u>5019423302</u>	LIBRARY SUPPLIES	10000.90000.52200	11.53
<u>VEN03072</u>	CA DEPT OF TAX AND FEE ADMINISTRATION				<b>28.00</b>
APBWEST	Check	<u>OCT-DEC2024</u>	OCT - DEC 2024 Q4 USE TAX ACCT #017-772438	39006.90000.53999	28.00
<u>0428</u>	GREY HOUSE PUBLISHING				<b>828.00</b>
APBWEST	Check	<u>988836</u>	REFERENCE BOOKS - VARIOUS	10000.90000.53406	572.00
		<u>988837</u>	REFERENCE BOOKS - VARIOUS	10000.90000.53406	256.00
<u>VEN04152</u>	KANOPY INC				<b>154.00</b>
APBWEST	Check	<u>447235 - PPU</u>	LIBRARY VIDEOS	10000.90000.52200	154.00
<u>VEN04268</u>	KING OFFICE SERVICES				<b>1,792.00</b>
APBWEST	Check	<u>89731-019</u>	LIB MAT STORAGE FEES DURING REMODEL 4/6/	29007.90000.56010	1,792.00
<u>VEN04349</u>	THE VERTEX COMPANIES LLC				<b>33,871.50</b>
APBWEST	Check	<u>0257626</u>	PROJECT MANAGEMENT LIBRARY IMPROVEMEN	29007.90000.56010	33,871.50
<u>VEN03926</u>	T-MOBILE				<b>124.60</b>
APBWEST	Check	<u>INV040577</u>	984433408 2/21/25 - 3/20/25	10000.90000.52200	124.60
<u>VEN04209</u>	TSK ARCHITECTS				<b>8,745.00</b>
APBWEST	Check	<u>23-025.00-21</u>	ARCHITECTURAL & ENGINEERING - LIBRARY PRO	29007.90000.56010	8,745.00
<b>Report Total:</b>					<b>515,257.90</b>



Packet: APPKT07984 - LIB MAN 4/22/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/15/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VENDOR</u>	STUBBIES				492.62
APBWEST	Check	<u>24664</u>	LIBRARY: PEDAL EDGE MICROFIBER CLOTH	39006.90000.53999	492.62
<b>Report Total:</b>					<b>492.62</b>



Packet: APPKT07976 - LIB BOA MAN 4/22/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/08/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
0823	BANK OF AMERICA				384.82
APBWEST	Check	<a href="#">INV040550</a>	LR - PROGRAMMING - MARCH OPASSIVE PROGR	39006.90000.53999	27.56
		<a href="#">INV040551</a>	LR - OBOC BOOK READING & SIGNING	39006.90000.53999	36.67
		<a href="#">INV040552</a>	LR - NEWSPAPER SUB	10000.90000.53501	150.00
		<a href="#">INV040553</a>	LR - LUNCH FOR INTERVIEW PANEL	10000.90000.53999	106.15
		<a href="#">INV040554</a>	LR - WATER DELIVERY SERVICE	10000.90000.53100	64.44
<b>Report Total:</b>					<b>384.82</b>

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

**WHEREAS**, Government Code sections 37208-37209 authorize the City Council to ratify and approve warrants or checks drawn in payment of demands certified or approved by the Director of Finance as conforming to the budget; and,

**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 \$559,914.22; Sierra Madre Library Warrants in the aggregate amount of \$516,135.34; and Payroll Transfer in the aggregate amount of \$568,014.52 for the fiscal year ending June 30, 2025

**APPROVED AND ADOPTED** this 22<sup>nd</sup> day of April 2025.

\_\_\_\_\_  
Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 25-24 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 22<sup>nd</sup> day of April 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
City Clerk, City of Sierra Madre, California

**City of Sierra Madre  
Department of Finance  
Warrant Register Recap  
City Council Meeting of April 22, 2025**

**CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY**

City of Sierra Madre Warrants .....\$559,914.22

Sierra Madre Library Warrants.....\$516,135.34

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Payroll Transfer.....\$568,014.52



# City of Sierra Madre AGENDA REPORT

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor Parkhurst and Members of the City Council  
FROM: Ted Tegart, Community Services Supervisor  
REVIEWED BY: Jose Reynoso, City Manager  
DATE: April 22, 2025

SUBJECT: **RECOMMENDATION FOR THE YOUNG MEN'S  
CHRISTIAN ASSOCIATION (YMCA) LEASE RENEWAL  
AT SIERRA VISTA PARK**

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## **STAFF RECOMMENDATION**

It is recommended that the City Council:

1. Review and approve the proposed changes to the lease renewal agreement between the City of Sierra Madre and the YMCA of Sierra Madre for the use of the Aquatics Center and the Community Recreation Center at Sierra Vista Park; and
2. Authorize the City Manager to execute the attached lease agreement with the YMCA, incorporating any additional changes or direction as provided by the City Council.

## **ALTERNATIVES**

1. Approve the proposed lease agreement as presented.
2. Approve the lease agreement with modifications as directed by the City Council.
3. Direct staff to renegotiate specific terms with the YMCA and return with a revised agreement.
4. Decline to renew the lease, which would require the City to assume direct operation and programming of the facilities.

## **EXECUTIVE SUMMARY**

The City of Sierra Madre and the YMCA of Sierra Madre have maintained a longstanding partnership for the operation and programming of the Aquatics Center and the Community Recreation Center at Sierra Vista Park. The current lease agreement is set to expire, and

both parties have negotiated terms for a renewal that reflect updated operational needs, community priorities, and facility management responsibilities.

The attached lease agreement outlines the terms and conditions for continued YMCA use and programming at these facilities. Key changes and updates to the agreement are summarized below.

## **ANALYSIS**

### **Parties and Premises:**

The lease is between the City of Sierra Madre (Lessor) and the YMCA of Metropolitan Los Angeles, Pasadena Family Branch (Lessee), for the Sierra Madre Community Recreation Center and Aquatics Center at 611 E. Sierra Madre Blvd. (Section: BASIC PROVISIONS).

### **Term and Termination:**

The agreement commences February 1, 2025, and terminates December 31, 2029, with an option for a five-year extension upon mutual agreement. Either party may terminate the agreement with six months' written notice (Section 3.4, 3.5).

### **City Utilization:**

The City reserves the right to use the leased premises for City events or emergencies, with at least 30 days' notice for non-emergencies. The City has access to the Sierra Madre Room for up to 80 hours per year and 25 hours of supervised pool parties at no cost (Sections 2.2.1, 2.2.2).

### **Operating Responsibilities:**

The YMCA will provide programs focused on youth development, healthy living, and social responsibility, including youth sports leagues in partnership with the City and PUSD (Section 5.1).

The YMCA will operate the Aquatic Center during peak times, provide community recreation swim and lap swim hours, and offer free swim for youth during the summer (Sections 5.2, 5.2.1, 5.2.2).

The YMCA is responsible for all rentals, daily maintenance, and routine repairs, while the City is responsible for capital items and improvements over \$5,000 and elevator/lift maintenance (Sections 5.4, 5.7, 5.7.3).

### **Financial Terms:**

The YMCA will pay the City \$3,500 per month in rent, due by the fifth of each month, and is responsible for all utilities and applicable taxes/fees (Sections 6, 7).

### **Insurance and Indemnity:**

The YMCA must maintain liability, workers' compensation, automobile, and property insurance, with the City named as an additional insured. Both parties agree to mutual indemnification provisions (Sections 8, 9).

### **Reporting and Review:**

The YMCA will provide an annual report to the City by September 1 each year, detailing programs, attendance, maintenance, and other relevant information. The City Council will review the report and may terminate the agreement with 60 days' notice after review (Sections 3.2, 3.3).

**Other Key Provisions:**

- The YMCA must operate as a non-profit (Section 5.3).
- The City must approve any permanent signage or improvements (Sections 5.6, 5.7.6).
- The City retains the right to access the premises for repairs with 10 business days' notice (Section 5.7.7).
- The YMCA is responsible for pest/rodent control and must keep the premises clean (Sections 5.7.1, 5.7.4).
- The agreement includes detailed default, remedy, and audit provisions (Sections 10, 11).

A full copy of the proposed lease agreement is attached for Council review.

**FISCAL IMPACT**

The lease renewal will provide \$3,500 per month in revenue to the City and ensure continued community access to recreational facilities. The City remains responsible for capital improvements over \$5,000 and certain maintenance items as outlined in the agreement.

**ENVIRONMENTAL(CEQA)**

This action is exempt from CEQA as it involves the renewal of an existing lease for continued use of existing facilities with no expansion of use.

**STRATEGIC PLAN CORRELATION**

This action directly supports the City of Sierra Madre's Strategic Plan, specifically:

- **Goal 1: Organizational Sustainability**
  - **Objective OS 1: Provide High Quality, Cost-Effective Public Services**  
Renewing the lease with the YMCA leverages a public-private partnership to maximize facility use, maintain cost-effectiveness, and ensure professional management of key community assets.
  
- **Goal 4: Community Enrichment**
  - **Objective CE 1: Enhance Community Services**
    - **Initiative CE 1.3: Community Programming**  
The partnership with the YMCA ensures the continued delivery of diverse recreational, aquatics, and community programs for residents of all ages at Sierra Vista Park.
    - **Initiative CE 1.4: Community Events**  
The lease supports ongoing community events and activities at the Aquatics Center and Community Recreation Center, fostering community engagement and healthy living.

This lease renewal is consistent with the City's three-year goal to provide high quality, cost-effective, and achievable public services, as well as the General Plan's vision for maintaining and enhancing recreational opportunities and community partnerships..

**PUBLIC NOTICE**

Public notice has been provided in accordance with City policy.

**ATTACHMENTS**

Proposed Lease Agreement between the City of Sierra Madre and the YMCA of Sierra Madre

## Sierra Madre Community Recreation Center & Aquatic Center Lease Agreement

This Sierra Madre Community Recreation Center & Aquatic Center Lease Agreement (“AGREEMENT”) is made effective as of February 1, 2025, by and between the LESSOR and LESSEE described and defined below:

### 1. BASIC PROVISIONS

- 1.1 **LESSOR:** City of Sierra Madre, a California municipal corporation (“LESSOR” or “CITY”).
- 1.2 **LESSEE:** YMCA of Metropolitan Los Angeles, Pasadena Family Branch, a California non-profit corporation (“LESSEE”).
- 1.3 **LEASED PREMISES:** Sierra Madre Community Recreation Center and Aquatics Center, 611 E. Sierra Madre Blvd. Sierra Madre, California. A floor plan is attached showing the LEASED PREMISES.

### 2. AGREEMENT & LIMITATIONS

- 2.1 **GRANT OF AGREEMENT:** CITY/LESSOR hereby grants to LESSEE, an exclusive AGREEMENT to utilize the LEASED PREMISES for the purpose described in Section 5 (Operating Responsibilities) for the TERM of this AGREEMENT. The LEASED PREMISES shall be delivered and made available to LESSEE on the COMMENCEMENT DATE through the end of the TERMINATION DATE.
- 2.2 **CITY UTILIZATION:** The LESSEE agrees that the CITY/LESSOR reserves the right to use LEASED PREMISES for any CITY/LESSOR event or as needed for emergencies. CITY/LESSOR shall endeavor to provide at least 30 days’ prior written notice of LESSEE of the dates and the time for CITY’S/LESSOR’S use of LEASED PREMISES, unless in case of an emergency with the activation of the CITY’S/LESSOR’S Emergency Operations Center (EOC). In the case of an emergency and the activation of the EOC, the CITY/LESSOR may enter the building with or without notice to set up operations in conjunction with the EOC. If possible, the CITY/LESSOR will alert the LESSEE in person, by telephone or email. In non-emergencies, the CITY/LESSOR will gain access to the LEASED PREMISES 3 hours prior to the event.
  - 2.2.1 **RECREATION CENTER:** CITY/LESSOR shall have access to the Sierra Madre Room for up to eighty (80) hours per year. CITY/LESSOR shall notify the LESSEE thirty (30) days in advance. During the eighty (80)

hours, the Sierra Madre Room shall be under full control of the CITY/LESSOR, and its use will be subject only to CITY's/LESSOR's rules. The CITY/LESSOR, or event organizer, is responsible for setup and take down of the event.

**2.2.2 AQUATIC CENTER:** The LESSEE agrees to grant twenty-five (25) hours of supervised pool parties (with a certified lifeguard) to the CITY/LESSOR at no cost each year, on dates and at times determined by the CITY/LESSOR and LESSEE; including the 8th Grade Float the Boat event, the 5th Grade End-of-School party, Summer Movie Nights, the Library's Summer Reading Challenge; and the 4th of July After-Parade (with open swim at no cost). CITY/LESSOR shall endeavor to provide at least 30 days' prior written notice to LESSEE of the dates and time for CITY's/LESSOR's use of the pool. The event organizer will pay for the costs incurred by the lifeguard(s).

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### **3. TERM & TERMINATION**

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**3.1 TERM:** COMMENCEMENT DATE: February 1, 2025  
TERMINATION DATE: December 31, 2029

**3.2 ANNUAL REPORT:** LESSEE agrees to provide an Annual Report to CITY/LESSOR by September 1st of each year, documenting and informing the City Council of respective programs, including: (1) the number and types of programs offered, (2) attendees per month, (3) staff trainings attended, (4) accident/incident and rescue reports submitted, (5) number of maintenance requests submitted to CITY/LESSOR, (6) number and character of public complaints/input received, and any additional information that CITY/LESSOR or LESSEE deems relevant for the Annual Report. Additionally, a consecutive Annual Report will be presented to the Community Services Commission (CSC) by October 31st providing further anticipated maintenance requests to be performed during the off-peak season.

**3.3 ANNUAL REVIEW:** The City Council will review the Annual Report and may terminate the AGREEMENT upon concluding its review, with the termination effective 60 days thereafter.

**3.4 OPTION TO TERMINATE:** Either party shall have the option to terminate the AGREEMENT at any time with six (6) months advance written notice ("TERMINATION NOTICE"), which TERMINATION NOTICE shall be effective upon the date the party receives the TERMINATION NOTICE. The TERMINATION NOTICE shall include the proposed termination date ("PROPOSED TERMINATION DATE"). Upon the PROPOSED

TERMINATION DATE, LESSEE shall surrender all of its right, title and interest in and to the LEASED PREMISES to CITY/LESSOR as though said PROPOSED TERMINATION DATE was the TERMINATION DATE set forth in the AGREEMENT and will remove any personal property not then granted to the CITY/LESSOR.

**3.5 EXTENSION:** This AGREEMENT may be renewed or extended with mutual consideration and AGREEMENT of the CITY/LESSOR and LESSEE for an additional five (5) year-term pursuant to the following process.

**3.5.1.** LESSEE may seek an extension of this AGREEMENT by submitting on or before January 1 2029, of the year before the TERMINATION DATE, a letter of intent requesting extension.

**3.5.2.** Within 30 days of receipts of the request, the CITY/LESSOR shall respond in writing to LESSEE setting forth its decision.

**3.5.3.** In the event LESSEE holds over beyond the TERM herein provided with the express consent of the CITY/LESSOR, such holding over shall be from month-to-month with a 10% increase automatically added to each month. Such holding over shall not be construed as a renewal of this AGREEMENT.

#### **4. NOTICE**

Notice for all communications pursuant to this AGREEMENT shall be given in writing to the respective Parties at the following addresses via e-mail, first class mail, or facsimile:

**LESSOR'S ADDRESS:** Attention: Ted Tegart, Community Services  
Supervisor

232 W. Sierra Madre, CA 91024  
Email: ttegart@sierramadrecal.gov  
Phone: (626) 355-7135

**LESSEE'S ADDRESS:** Attention: Mark Dengler  
4301 West 3rd Street  
Los Angeles, CA 90020-3089  
Email: markdengler@ymcal.org  
Phone: (213) 351-2200

#### **5. OPERATING RESPONSIBILITIES**

**5.1 RECREATION CENTER:** The LESSEE will address community needs by providing programs focused on youth development, healthy living and social responsibility.

**5.1.1.** The LESSEE agrees to develop and manage youth sports leagues, in partnership with the CITY/LESSOR and Pasadena Unified School District (PUSD). League practices and games are to be held at the Sierra Madre Middle School (SMMS) Gymnasium. The CITY/LESSOR will enter into a Joint User Agreement (JUA) with PUSD for use of the SMMS gymnasium. Practices are to be held twice during the week, and games to be held on Saturdays. The LESSEE will offer member and non-member prices.

**5.2 AQUATIC CENTER:** In general, LESSEE agrees to operate the pool during potential peak times of use, including weekends and non-major holidays, and at times that are convenient to accommodate lap swimming, including before and after normal working hours. CITY/LESSOR agrees that ultimate hours of operation will be determined by the LESSEE based upon demand for programming by pool users subject to the following:

**5.2.1.** The LESSEE shall provide space in both the 33 1/3-yard pool and the wading pool for 1.5 hours of community Recreation Swim, Monday through Saturday from June 1 – August 15. Under the Get Summer Program, enrolled youth ages 12-18, and with a signed parent waiver, will pay \$0 for Recreation Swim from June 15-August 15 (free swim). Following the Pasadena Unified School District calendar, the respective summer vacation start dates (typically June) will open for Recreation Swim (1.5 hours, Monday through Saturday), however with a designated fee not to exceed \$5 per day. Additionally, the Saturdays in September will offer Recreation swim.

Children 9-11 years must be accompanied by a parent or guardian who is on site.

Children 8 years and under must have a parent or guardian in the water in a one-to-one ratio.

The fee per person, per day, for non-YMCA of Metro LA members participating in Recreation Swim will be no more than \$5 per day.

**5.2.2.** LESSEE shall provide the 33 1/3-yard pool for no less than three (3) hours of community Lap Swim to participants ages 14+, every day the facility is open – one (1) hour in the morning, one (1) hour at mid-day, and one (1) hour in the late afternoon, in addition to water aerobics, swim lessons, swim crew, Get Summer Program, Safety Around Water Week, and the Junior Lifeguard Program.

**5.2.3.** LESSEE will consider offering competitive swim, swim teams, or similar type opportunities pursuant to the request from the Community Services Commission, Aquatics Sub-Committee.

**5.2.4.** LESSEE agrees to offer non-member, day-use rates for all services listed above.

LESSEE may add or change services with CITY/LESSOR approval. CITY/LESSOR reserves the right to refuse additions or changes to services if the proposed additions or changes negatively impact community access to the LEASED PREMISES.

**5.3 NON-PROFIT STATUS:** The LESSEE will conduct its business as a non-profit, charity.

**5.4 RENTALS:** LESSEE shall be responsible for all rentals. Charges for rentals, deposits, and all other fees will go to LESSEE. LESSEE may charge different rates based on length and term of rental, and classification of rental (nonprofit vs. for profit). LESSEE agrees to designate a staff member to become a City Liaison for rentals to community groups.

**5.5 COMPLIANCE WITH LAWS:** LESSEE shall comply, at its own cost and expense, with all applicable laws, ordinances, codes, rules, regulations, orders, and other lawful requirements of the governmental bodies having jurisdiction, which are applicable to, or by reason of, LESSEE's particular use of the FACILITIES.

**5.6 SIGNS:** LESSEE shall not install permanent signs in the LEASED PREMISES or improvements thereon, unless prior written approval is obtained from the CITY/LESSOR and only in compliance with all local regulations.

**5.7 MAINTENANCE:** LESSEE shall be solely responsible for all daily and operational/routine maintenance and repair of building and all components.

**5.7.1.** LESSEE shall keep LEASED PREMISES free and clear of trash, litter, graffiti, debris or other matter which is unsafe or unsightly.

**5.7.2.** LESSEE shall provide CITY/LESSOR with a "MAINTENANCE REPORT" semi-annually on January 1 and July 1, detailing the maintenance work performed on the facility and dollar amount associated with the work performed. LESSEE shall also provide CITY/LESSOR with maintenance plans/records for LEASED PREMISES as requested.

**5.7.3.** CITY/LESSOR is responsible for the repair or replacement of capital items and improvements in an amount greater than \$5,000.00, as well as any and all costs related to the maintenance, capital improvement, or replacement of the elevator or lift. Any ambiguity regarding whether a

particular expense constitutes a "maintenance expense" or a "capital expense" will be resolved by the City Manager or designee.

**5.7.4** LESSEE will provide pest/rodent control services on a monthly basis and will ensure compliance with local and state regulations.

**5.7.5.** CITY/LESSOR will provide maintenance for adjacent landscaping areas, excluding any maintenance on outdoor patio.

**5.7.6.** LESSEE agrees that any permanent improvement, repair, or replacement done within LEASED PREMISES by the LESSEE upon termination of the AGREEMENT will be owned by the CITY/LESSOR. LESSEE shall submit a request in writing to CITY/LESSOR for any improvements or repairs needed. LESSEE must inform CITY/LESSOR at least thirty (30) business days' prior for city-managed repairs and maintenance; and receive approval from CITY/LESSOR fifteen (15) days before the LESSEE performs any such work to the LEASED PREMISES.

**5.7.7.** CITY/LESSOR will be able to access and/or close the building for any needed repairs with 10 business days' written notice.

**5.8 SAFETY:** LESSEE shall immediately notify CITY/LESSOR of any unsafe condition of the LEASED PREMISES, as well as any unsafe practices occurring thereon, whether under LESSEE's or a sublessee's operation. LESSEE shall cooperate fully with CITY/LESSOR in the investigation of any crime, injury or death occurring at the LEASED PREMISES, including a prompt report thereof to the City Manager or designee.

**5.8.1** For security, keys for and access to the LEASED PREMISES will only be held by LESSEE and the CITY/LESSOR. Third party access will be coordinated through the LESSEE if needed.

**5.9 NUISANCES AND ANNOYANCES:** LESSEE shall not use or permit the use of LEASED PREMISES for any purpose which would constitute a nuisance or unreasonable annoyance to adjacent properties, including, without limitation, live, recorded or broadcast entertainment or the use of loudspeakers or sound or light apparatus other than as may be required by law or necessary or advisable for safety purposes.

**5.10 CAPITAL IMPROVEMENTS:** LESSEE shall repair and replace the Aquatic Center's pool's pump during the Term of this Agreement at a cost not to exceed \$25,000.

**5.11 RATES:** LESSEE shall not charge a different rate for membership, rentals, or programs based on the city of residence of the member, renter, or participant.

## **6. AGREEMENT PAYMENTS, TAXES, AND FEES**

Beginning February 1, 2025, LESSEE agrees to pay to CITY/LESSOR, without demand, deduction or setoff, \$ 3,500 per month as rent in advance, by the fifth (5<sup>th</sup>) calendar day of each month during the TERM of this AGREEMENT. LESSEE is also responsible for any taxes, fees, and assessments including permits, sales or use taxes associated with LESSEE's use of the AGREEMENT PREMISES.

## **7. LESSEE RESPONSIBLE FOR UTILITIES**

LESSEE shall contract for and pay utility bills for telecommunications, cable television, water, gas, electric service, and any other utilities that are related to the operation of the LEASED PREMISES.

## **8. INSURANCE**

LESSEE shall, at its sole cost and expense, maintain the following insurance through companies rated no less than A: IX under Best's most recent rating guide:

**8.1 LIABILITY INSURANCE:** Commercial General Liability Insurance covering LESSEE's operations, including the use of the LEASED PREMISES by any sub-lessee, as set forth in this AGREEMENT with a combined single limit of \$2 million per occurrence/ \$4 million general aggregate. CITY/LESSOR shall be named as an additional insured with a provision providing CITY/LESSOR with not less than ten (10) days prior written notice of policy cancellation. In addition, LESSEE shall provide CITY/LESSOR with an "Additional Insured Endorsement" signed by the company issuing the policy or an authorized representative who has the authority to bind the insurance company.

CITY/LESSOR shall provide the YMCA with evidence of liability coverage naming YMCA of Metropolitan Los Angeles as an additional protected party, limited to the City's use of the LEASED PREMISES for designated City events.

**8.2 WORKERS COMPENSATION:** Workers Compensation Insurance covering all employees of LESSEE. Prior to the Commencement Date, LESSEE shall provide LESSOR with a valid enforceable certificate of insurance confirming the purchase of said insurance. LESSEE shall submit to LESSOR, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of LESSOR, its officers, agents, employees, and volunteers.

**8.3 AUTOMOBILE LIABILITY INSURANCE:** LESSEE shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the LESSEE arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

**8.4 PROPERTY INSURANCE:** CITY/LESSOR shall provide LESSEE with a valid, enforceable Certificate of Insurance confirming property coverage of LEASED PREMISES.

**8.5 DURATION OF COVERAGE:** LESSEE shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from in connection with the performance of the Work hereunder by LESSEE, its agents, representatives, employees, or subconsultants.

**8.6 PRIMARY/NONCONTRIBUTING:** Coverage provided by LESSEE shall be primary and any insurance or self-insurance procured or maintained by CITY/LESSOR shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of CITY/LESSOR before the CITY'S/LESSOR'S own insurance or self-insurance shall be called upon to protect it as a named insured.

**8.7 ACCEPTABLE INSURERS:** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholder's Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Lessor's Risk Manager.

**8.8 WAIVER OF SUBROGATION:** All insurance coverage maintained or procured pursuant to this AGREEMENT shall be endorsed to waive subrogation against CITY/LESSOR, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow LESSEE or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. LESSEE hereby waives its own right of recovery against CITY/LESSOR, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

**8.9 REQUIREMENTS NOT LIMITING:** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the LESSEE maintains higher limits than the minimums shown above, CITY/LESSOR requires and shall be entitled to coverage for the

higher limits maintained by LESSEE. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CITY/LESSOR.

**8.10 NOTICE OF CANCELLATION:** LESSEE agrees to oblige its insurance agent or broker and insurers to provide to CITY/LESSOR with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

**8.11 LESSOR'S RIGHT TO REVISE SPECIFICATIONS:** CITY/LESSOR reserves the right at any time during the TERM to change the amounts and types of insurance required by giving the LESSEE ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the LESSEE, the CITY/LESSOR and LESSEE may renegotiate LESSEE's compensation.

**8.12 TIMELY NOTICE OF CLAIMS:** LESSEE shall give CITY/LESSOR prompt and timely notice of claims made or suits instituted that arise out of or result from LESSEE's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

## **9. INDEMNITY**

LESSEE hereby agrees to defend, indemnify and hold harmless CITY/LESSOR, its City Council, officers, agents, volunteers and employees from any liability for property damage or for personal injury, including death, which may arise from LESSEE's use or any sublessee's use of LEASED PREMISES, except to the extent arising from CITY's/LESSOR's or its employees' or agents' gross negligence or willful misconduct. The parties agree that CITY/LESSOR, its officers, agents, employees and volunteers should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorney's fees, litigation costs, or any other cost arising out of or in any way related to the performance of this AGREEMENT. Accordingly, the provisions of this indemnity provision are intended by the parties to be interpreted and construed to provide the CITY/LESSOR with the fullest protection possible under the law. The LESSEE acknowledges that CITY/LESSOR would not enter into this AGREEMENT in the absence of LESSEE's commitment to indemnify and protect CITY/LESSOR as set forth herein. LESSEE fully assumes the risk of any and all loss, damage or theft of LESSEE's property located at the LEASED PREMISES that arise out of its own neglect, or misconduct. This Section shall survive the termination of or withdrawal from this AGREEMENT.

CITY/LESSOR hereby agrees to defend, indemnify and hold harmless LESSEE, its officers, agents, volunteers and employees from any liability for property damage or for personal injury, including death, which may arise from the use of the CITY's/LESSOR's use of LEASED PREMISES, except to the extent arising

from LESSEE'S or its employees' or agents' sole gross negligence or willful misconduct.

## **10. DEFAULT AND REMEDIES**

**10.1 DEFAULT:** The occurrence of any one or more of the following shall be deemed a "DEFAULT" by LESSEE or LESSOR and a material breach of this AGREEMENT.

(a) Nonpayment of Rent: LESSEE's failure to pay within three (3) days of the due date or to timely make any other monetary payment (including, but not limited to utilities) imposed under the terms of this AGREEMENT.

(b) Other Obligations: Either Party's failure to perform any other obligation under this AGREEMENT for fifteen (15) days when written notice from the nondefaulting party; however, if more than fifteen (15) days are reasonably required for cure, the defaulting party shall not be in DEFAULT hereunder if they shall promptly (and in any event within fifteen (15) days after the receipt of notice except in case of emergency) commence the cure of the DEFAULT and diligently prosecute the same to completion, so long as cure is substantially completed within thirty (30) days after receipt of CITY/LESSOR notice.

(c) Equipment: LESSEE's failure to notify CITY/LESSOR of any necessary repairs or improvements to be made to LEASED PREMISES equipment and/or failure to rectify any major equipment problems within five (5) business days after notice or approval from CITY/LESSOR.

**10.2 NO DEFAULT:** Closure of the LEASED PREMISES due to a federal, state, or local emergency order will not constitute a DEFAULT under this AGREEMENT. LESSEE shall not be responsible for any payments for the duration of such closure.

**10.3 REMEDIES:** In the event of a DEFAULT, CITY/LESSOR and LESSEE shall have the right to terminate this AGREEMENT, and/or exercise any other remedies that CITY/LESSOR or LESSEE may have under this AGREEMENT, or at law or in equity, by reason of the DEFAULT.

## **11. RECORDS**

LESSEE shall keep true and accurate books and records showing all of its income and expenses and business transactions in connection with this AGREEMENT in separate records of account in a manner reasonably acceptable to CITY/LESSOR, and CITY/LESSOR shall have the right through its representatives, and at all reasonable times, including any time during the five year period following the termination of the AGREEMENT, to inspect and audit such books and records including LESSEE's Federal and State income tax returns and Federal and State

payroll tax reports. If CITY's/LESSOR's inspection or audit of LESSEE's records reveals that it has misreported the amount of actual revenue or disbursements by more than 5% within the relevant reporting period, LESSEE shall reimburse CITY/LESSOR for the cost of such inspection or audit.

## **12. SUBAGREEMENTS**

LESSEE shall not voluntarily or by operation of law assign, transfer, sublet, or otherwise transfer or encumber all or any part of LESSEE's interest in the AGREEMENT, except as expressly permitted by the CITY/LESSOR in writing.

## **13. NO WARRANTY ON CONDITION OF LEASED PREMISES**

Prior to signing this AGREEMENT, LESSEE shall fully inspect the LEASED PREMISES and ask any questions regarding its condition and use. By signing this AGREEMENT, LESSEE shall be deemed to have inspected the LEASED PREMISES and accepted the LEASED PREMISES "as is" with no representation or warranty by CITY/LESSOR as to the condition of the LEASED PREMISES or the suitability of the LEASED PREMISES for LESSEE's proposed use. As of the date of signature on this AGREEMENT CITY/LESSOR is not aware of nor been informed of any dangerous conditions, defects or attractive nuisances in the LEASED PREMISES.

## **14. WAIVER OF RESPONSIBILITY**

CITY/LESSOR shall not be liable for, and LESSEE waives, all claims for loss or damage to LESSEE's business or damage or injury to person or property sustained by LESSEE or any person claiming by, through or under LESSEE, resulting from any accident or occurrence in, on or about the AGREEMENT Area or any other part of the LEASED PREMISES except for those claims that arise out of CITY's/LESSOR's sole negligence, gross negligence or willful misconduct. To the maximum extent permitted by law, LESSEE agrees to use the LEASED PREMISES and to use such other portions of the Project as LESSEE is herein given the right to use, at LESSEE's discretion. LESSEE fully assumes the risk of any and all loss, damage or theft of LESSEE's property located at the Project that arise out of its own neglect, or misconduct.

## **15. CAMPAIGN DISCLOSURE**

This AGREEMENT is subject to the Government Code Section 84308. LESSEE shall disclose any contribution in an amount of more than five hundred dollars (\$500) made within the preceding 12 months by the LESSEE or the LESSEE's agent.

## **16. NONSOLICITATION**

CITY/LESSOR agrees that from the termination of this AGREEMENT and for a period of up to twenty four (24) months following the termination of this AGREEMENT that CITY/LESSOR shall not solicit any of LESSEE's employees, agents, customers, contractors, consultants, teachers, officers (which are valuable assets of LESSEE) for the purpose of engaging them to participate in any job, program, product, venture, partnership, consultancy, or business that in any way relates to LESSEE's business without LESSEE's express written consent.

**17. CASUALTY**

In the event any portion of the LEASED PREMISES is damaged by fire or other casualty, this AGREEMENT shall terminate at the option of CITY or LESSEE. All insurance proceeds shall be the exclusive property of CITY/ LESSOR.

- 18. EXCLUSIVE USE** The Parties agree that LESSEE shall have exclusive use of the LEASED PREMISES 24 hours a day, 7 days a week, unless otherwise reserved for CITY/LESSOR purposes.

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**19. MISCELLANEOUS PROVISIONS**

This AGREEMENT may be modified only in writing by CITY/LESSOR and LESSEE. This AGREEMENT is the only AGREEMENT between the parties hereto. All prior negotiations, representations and AGREEMENTs between the parties are merged herein. This AGREEMENT shall be governed by the laws of the State of California. The substantially prevailing party in any action arising out of this AGREEMENT in any action, at law or in equity, to enforce the terms of this AGREEMENT shall be entitled to the reimbursement of its costs, litigation expenses and reasonable attorneys' fees from the losing party. If any provision in this AGREEMENT is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect. Waiver by CITY/ LESSOR of any breach of any term, covenant or condition herein contained shall not be deemed a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained. This AGREEMENT may be executed in counterparts.

**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this AGREEMENT on the dates set forth below.

“CITY/LESSOR”  
City of Sierra Madre

“LESSEE”  
YMCA of Metropolitan Los Angeles,  
Pasadena Family Branch

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

Printed: Jose Reynoso

Printed: Mark Dengler

Title: City Manager

Title: COO

Date: April 22, 2025

Date: \_\_\_\_\_, 2025

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**Attest:**

By: \_\_\_\_\_  
Laura Aguilar, City Clerk

Date: April 22, 2025

**Approved as to form:**

By: \_\_\_\_\_  
Aleks R. Giragosian, City Attorney

Date: April 22, 2024



# City of Sierra Madre AGENDA REPORT

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Leila Regan

REVIEWED BY: Jose Reynoso

DATE: April 22, 2025

**SUBJECT: LETTER OF SUPPORT FOR THE RESTORATION  
OF FUNDING AND STAFFING FOR THE INSTITUTE  
OF MUSEUM AND LIBRARY SERVICES (IMLS)**

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## **STAFF RECOMMENDATION**

It is recommended that City Council approve and sign the proposed letter of support for the restoration of funding and staffing for the Institute of Museum and Library Services (IMLS). It is also recommended that the City Council review and approve the Library Board of Trustee letter, which has already been read, modified, and approved.

## **ALTERNATIVES**

1. City Council can approve the Library Board of Trustee letter. Approve and sign the attached letter supporting IMLS and requesting funding and staffing be restored to IMLS. This letter will be sent to local, state, and federal representatives.
2. City Council can edit the attached letter supporting IMLS and requesting funding and staffing be restored to IMLS. City Council can still approve the Library Board of Trustee letter.
3. City Council can create a new letter of support for IMLS, requesting funding and staffing be restored to be sent to local, state, and federal representatives. City Council can also provide corrections for the Library Board of Trustee letter.
4. City Council can suggest another way to show support for IMLS and request funding and staffing be restored.

## **EXECUTIVE SUMMARY**

The Institute for Museums and Library Services (IMLS) as of April 1, 2025 terminated federal funding to the states of California, Washington, and Connecticut. The California State Library in 2023-2024 received \$15.9 Million in Library Services and Technology Act (LSTA) funds. These funds provided for our public and staff Wi-Fi and internet as well as for special Library programs and projects.

This termination was in response to a March 14, 2025 executive order targeting IMLS. The order states that IMLS must be reduced to its “statutory functions,” and further requires that “non-statutory components and functions ...shall be eliminated to the maximum extent...”

The mission of IMLS is to advance, support, and empower America’s museums, libraries, and related organizations through grantmaking, research, and policy development.

The agency carries out its charge as it adapts to meet the changing needs of our nation’s museums and libraries and their communities. IMLS’s mission is essential to helping these institutions navigate change and continue to improve their services.

## **ANALYSIS**

Funding provided by IMLS helped provide e-rate Wi-Fi and Broadband to numerous libraries, including our own. It also provided funding for specialty programs, training, and/or projects. The e-rate program in 2022-2023 saved the Library \$8,930.60 for staff and public internet.

In the past, LSTA provided the following funding for our Library:

- 2021 – *Zoom Room* – \$11,622 - Equipping/converting the California History Room to a public meeting room with advanced technology.
- 2019 – *Craft It!* – \$8,000 – This was to implement a monthly craft program at the Library, this also funded our sewing machine program.
- 2019 – *1,000 Books Before Kindergarten* – \$3,330 – Early Literacy reading program.
- 2018 – *STEAM for Adults* – \$22,300 – Purchased various items for STEAM programming.
- 2017 – *California Virtual Reality Experience* – VR enabled computer with pre-loaded educational programs.
- 2014 – *Teens and Treasures* – \$10,500 – Library teen docent program.
- 2013 – *Sierra Madre Stories & Treasures* – \$25,000 – Digital storyboards in the SMPL Local History Room and Richardson House Museum.
- 2013 – *Books4You* – \$7,500 – provide print materials in six areas: Early Literacy/Parenting, Workforce Development, Non-English Language/ESL, Reference, Children’s/Teen, and Popular Fiction.
- 2011 – *Eureka Grant* – \$5000 – Developing a customer service mission and training for city staff.

- 2010 – *Family Place Libraries* – \$15,000 – to become members of Family Place Library.
- 2001 – *City Website* - \$1.3 Million – Build and create the City website.
- 1999 – *Archival Preservation, Access and Co-Ownership Project* – \$70,815 – supported a temporary full-time staff member to preserve and enhance access to local history materials including cataloging, rehousing, digitizing, exhibiting, and developing policies and procedures for administering the special collection

Losing this funding will also discontinue the following resources from the State Library:

- Funds to add titles to California’s Bookshelf and statewide access to the materials
- Subscriptions to the New York Times
- Free access to Cal Matters for Learning
- Free access to continuing education and leadership opportunities for library staff through California Libraries Learn (CALL)
- Resource guides, collections of books, and training for staff to support summer reading programs.
- Free access to PolicyMap, mapping and data analytics tool, and training for staff in collecting and using data.
- Preservation and digitization services for collections and training for library staff.

On April 7, 2025, the American Library Association (ALA) and the American Federation of State, County and Municipal Employees (AFSCME), the largest union representing museum and library workers, are challenging the Trump administration’s executive order regarding IMLS. The lawsuit, filed on behalf of ALA and AFSCME by Democracy Forward and co-counsel Gair Gallo Eberhard LLP, asks the court to block the dismantling of the IMLS as directed by a Trump executive order.

Another lawsuit was filed on April 4, 2025 against Trump’s Administration regarding IMLS. This lawsuit has the following plaintiffs: State Of Rhode Island; State Of New York; State Of Hawai’i; State Of Arizona; State Of California; State Of Colorado; State Of Connecticut; State Of Delaware; State Of Illinois; State Of Maine; State Of Maryland; Commonwealth Of Massachusetts; People Of The State Of Michigan; State Of Minnesota; State Of Nevada; State Of New Jersey; State Of New Mexico; State Of Oregon; State Of Vermont; State Of Washington; State Of Wisconsin.

ALA has created a campaign called *Show Up for Our Libraries: Join us and Show Up #ForOurLibraries*. This campaign offers 10 ways to help support the Institute of museum and Library Services. They include the following recommendations:

1. Call Your Members of Congress.
2. Email Your Members of Congress.
3. Help spread the word on social media.
4. Tell five other people to take action.
5. Keep updated by following ALA social media platforms.
6. Share your library story with Congress members.

7. Write a letter to the editor of your local news outlet.
8. Read up on the details of why the Institute for Museum and Library Services is so critical across the country, especially in rural and indigenous communities.
9. Arrange a congressional tour of your library.
10. Schedule an in-district office meeting with your Congress member's staff or work on building a relationship with them.

**ENVIRONMENTAL (CEQA)**

Not Applicable

**STRATEGIC PLAN CORRELATION**

OS 1.2 C – All City Departments will continue participation in regional and sub-regional organizations for professional growth.

The Library will be losing access to free staff education and leadership training.

CE 3.1 C – The Public Library will work to increase awareness of available online databases, resources, services and collections.

The Library will be losing available online resources like the New York Times.

**FISCAL IMPACT**

None

**PUBLIC NOTICE**

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

**ATTACHMENTS:**

1. City Council Letter – Schiff
2. City Council Letter – Padilla
3. City Council Letter – Chu
4. Library Board of Trustee Letter



## *City of Sierra Madre* OFFICE OF THE CITY COUNCIL

April 22, 2025

The Honorable Adam Schiff  
Hart Senate Office Building, #112  
Washington, DC 20510

Dear Senator Schiff,

We are writing to you on behalf of the Sierra Madre Public Library Board of Trustees to express our support for continued funding for public libraries at the federal, state, and local levels. We call upon you to work toward the restoration of funding and staffing in a show of support for the Institute of Museum and Library Services (IMLS). Libraries, including our own Sierra Madre Public Library, play an essential role in promoting civic engagement, educational advancement, and equal access to information, and the IMLS plays a vital role in that process.

Libraries are crucial community institutions that offer a broad range of services to people of all ages and backgrounds. These services include access to educational resources, digital literacy programs, and a platform for public engagement and creativity. Libraries help bridge gaps in underserved communities, providing vital services to individuals who may otherwise be without access to critical resources. For every dollar invested in public libraries, more than five dollars of public benefit results (California Library Services Board, 2021).

The IMLS, through programs like the Library Services and Technology Act (LSTA) and the National Leadership Grants for Libraries, has enabled libraries to modernize, innovate, and expand their reach. These programs have helped libraries improve digital literacy, provide enrichment through arts and culture, and support lifelong learning for all. The termination of IMLS funding imperils these important programs and stunts the ability of libraries to continue offering these services to the public.

We know you recognize the critical role that libraries play in fostering social equity and improving economic outcomes for individuals and families. Access to information and resources at libraries can help reduce barriers to success and create pathways to better opportunities, especially in marginalized communities. We respectfully urge you to continue supporting robust funding for IMLS and other government programs that support libraries. We also urge you to work toward the reinstatement of funding and staffing for IMLS.

*232 West Sierra Madre Boulevard, Sierra Madre, CA 91024*  
*Telephone (626) 355-7135*

Thank you for your attention to this important issue. We look forward to your continued support for public libraries and the vital role they play in the lives of millions of Americans, including here in Sierra Madre.

Sincerely,

Robert Parkhurst  
Mayor  
City of Sierra Madre

Kristine Lowe  
Mayor Pro Tem  
City of Sierra Madre

---

Edward Garcia  
Council Member  
City of Sierra Madre

---

Gene Goss  
Council Member  
City of Sierra Madre

Kelly Kriebs  
Council Member  
City of Sierra Madre

*232 West Sierra Madre Boulevard, Sierra Madre, CA 91024  
Telephone (626) 355-7135*



*City of Sierra Madre*  
OFFICE OF THE CITY COUNCIL

April 22, 2025

The Honorable Alex Padilla  
331 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Padilla,

We are writing to you on behalf of the Sierra Madre Public Library Board of Trustees to express our support for continued funding for public libraries at the federal, state, and local levels. We call upon you to work toward the restoration of funding and staffing in a show of support for the Institute of Museum and Library Services (IMLS). Libraries, including our own Sierra Madre Public Library, play an essential role in promoting civic engagement, educational advancement, and equal access to information, and the IMLS plays a vital role in that process.

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Sincerely,

Robert Parkhurst  
Mayor  
City of Sierra Madre

Kristine Lowe  
Mayor Pro Tem  
City of Sierra Madre

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Edward Garcia  
Council Member  
City of Sierra Madre

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Gene Goss  
Council Member  
City of Sierra Madre

Kelly Kriebs  
Council Member  
Coty of Sierra Madre

*232 West Sierra Madre Boulevard, Sierra Madre, CA 91024  
Telephone (626) 355-7135*



*City of Sierra Madre*  
OFFICE OF THE CITY COUNCIL

April 22, 2025

The Honorable Judy Chu  
2423 Rayburn House Office Building  
Washington, DC 20515

Dear Congresswoman Chu,

We are writing to you on behalf of the Sierra Madre Public Library Board of Trustees to express our support for continued funding for public libraries at the federal, state, and local levels. We call upon you to work toward the restoration of funding and staffing in a show of support for the Institute of Museum and Library Services (IMLS). Libraries, including our own Sierra Madre Public Library, play an essential role in promoting civic engagement, educational advancement, and equal access to information, and the IMLS plays a vital role in that process.

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The IMLS, through programs like the Library Services and Technology Act (LSTA) and the National Leadership Grants for Libraries, has enabled libraries to modernize, innovate, and expand their reach. These programs have helped libraries improve digital literacy, provide enrichment through arts and culture, and support lifelong learning for all. The termination of IMLS funding imperils these important programs and stunts the ability of libraries to continue offering these services to the public.

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*232 West Sierra Madre Boulevard, Sierra Madre, CA 91024*  
*Telephone (626) 355-7135*

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Sincerely,

Robert Parkhurst  
Mayor  
City of Sierra Madre

Kristine Lowe  
Mayor Pro Tem  
City of Sierra Madre

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Edward Garcia  
Council Member  
City of Sierra Madre

---

Gene Goss  
Council Member  
City of Sierra Madre

Kelly Kriebs  
Council Member  
Coty of Sierra Madre

*232 West Sierra Madre Boulevard, Sierra Madre, CA 91024  
Telephone (626) 355-7135*

April 14, 2025

ATTACHMENT



The Honorable [Insert name of representative]  
[Office Address]  
[City, State, Zip Code]

Dear [Representative's Name],

---

#### BOARD OF TRUSTEES

Catherine Addé  
Susan Gallagher  
Leigh Gluck  
Laura Palmer  
Diane Sands

We are writing to you on behalf of the Sierra Madre Public Library Board of Trustees to express our support for continued funding for public libraries at the federal, state, and local levels. We call upon you to work toward the restoration of funding and staffing in a show of support for the Institute of Museum and Library Services (IMLS). Libraries, including our own Sierra Madre Public Library, play an essential role in promoting civic engagement, educational advancement, and equal access to information, and the IMLS plays a vital role in that process.

Libraries are crucial community institutions that offer a broad range of services to people of all ages and backgrounds. These services include access to educational resources, digital literacy programs, and a platform for public engagement and creativity. Libraries help bridge gaps in underserved communities, providing vital services to individuals who may otherwise be without access to critical resources. For every dollar invested in public libraries, more than five dollars of public benefit results (California Library Services Board, 2021).

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#### MISSION

It is the mission of Sierra Madre Public Library to provide free and equal access to information, ideas, technology, and the joy of reading to educate and empower our diverse community.

The IMLS, through programs like the Library Services and Technology Act (LSTA) and the National Leadership Grants for Libraries, has enabled libraries to modernize, innovate, and expand their reach. These programs have helped libraries improve digital literacy, provide enrichment through arts and culture, and support lifelong learning for all. The termination of IMLS funding imperils these important programs and stunts the ability of libraries to continue offering these services to the public.

---

#### VISION

The Sierra Madre Public Library aspires to offer the community endless possibilities through enriched experiences; building an awareness and involvement in the community.

We know you recognize the critical role that libraries play in fostering social equity and improving economic outcomes for individuals and families. Access to information and resources at libraries can help reduce barriers to success and create pathways to better opportunities, especially in marginalized communities. We respectfully urge you to continue supporting robust funding for IMLS and other government programs that support libraries. We also urge you to work toward the reinstatement of funding and staffing for IMLS.

Thank you for your attention to this important issue. We look forward to your continued support for public libraries and the vital role they play in the lives of millions of Americans, including here in Sierra Madre.

---

#### LIBRARY

350 W Sierra Madre Blvd.  
Sierra Madre, CA 91024  
Phone: (626) 355-7186  
Text: (626) 662-1254  
[ref@sierramadreca.gov](mailto:ref@sierramadreca.gov)

Sincerely,

Chair Diane Sands | Vice Chair Leigh Gluck | Trustee Laura Palmer | Trustee Catherine Addé | Trustee Susan Gallagher

1. California Library Services Board. (2021, August). The Value of California's Public Libraries. <https://www.library.ca.gov/wp-content/uploads/2021/09/Value-of-Libraries.pdf>



# City of Sierra Madre AGENDA REPORT

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

*Susan Spears, City Treasurer*

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Aleks Giragosian, City Attorney

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 22, 2025

**SUBJECT: CONSIDERATION OF RESOLUTIONS  
PROCLAIMING THE CONTINUATION OF LOCAL  
EMERGENCIES CAUSED BY THE EATON FIRE &  
CAUSED BY THE 2025 MID-FEBRUARY WINTER  
STORM**

---

## **STAFF RECOMMENDATION**

Staff recommends the City Council consider adoption of Resolution No. 25-26 proclaiming the continuation of a local emergency caused by the Eaton Fire and adoption of Resolution No. 25-27 proclaiming the continuation of a local emergency caused by the 2025 mid-February winter storm.

## **ALTERNATIVES**

- 1) Adopt the Resolutions as amended by the City Council;
- 2) Do not adopt the Resolutions;
- 3) Continue the item and provide further direction to staff.

## **ANALYSIS**

The Eaton Fire began on January 7, 2025, in Eaton Canyon and soon spread to Sierra Madre, Pasadena, and Altadena. The fire burned 14,000 acres, destroyed more than 9,000 structures, and killed 17 people. In Sierra Madre, approximately 750 acres burned, 35 structures were destroyed or damaged, but no people were killed. On January 9, 2025, the City Council proclaimed a local emergency caused by the Eaton Fire. On February 25, 2025, the City Council continued the local emergency caused by the Eaton fire, extending it through April 26, 2025.

The Eaton Fire consumed much of the vegetation within the unimproved open space abutting the City. The denuding of the hillside during the rainy season exposed the City to the potential for significant debris flow in the form of mud, rocks, and other debris flowing downhill toward residential neighborhoods. On February 13, 2025, Sierra Madre experienced a significant debris flow caused by a winter storm, enveloping City streets and damaging vehicles and structures. The California Governor's Office of Emergency Services directed the City to adopt a separate local emergency proclamation for the 2025 mid-February Winter Storm and to separately track those costs associated with mitigating its impact. On February 25, 2025, the City Council proclaimed a new local emergency caused by the 2025 Mid-February Winter Storm.

Government Code section 8630, subdivision (c), states, "The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency."

If the City Council adopts Resolution No. 25-26, it will extend the local emergency caused by the Eaton fire for a second time, through June 25, 2025.

If the City Council adopts Resolution No. 25-27, it will extend the local emergency caused by the 2025 mid-February winter storm through June 25, 2025.

The City Council may amend the Resolutions to terminate the local emergency on a date sooner than June 25, 2025.

#### **ENVIRONMENTAL (CEQA)**

This Resolution is not a "Project" for purposes of the California Environmental Quality Act because under 14 CCR 15378(b)(1), a "Project does not include ... Proposals for legislation to be enacted by the State Legislature" and under 14 CCR 15378(b)(4), a "Project does not include ... Organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment." Even if the Resolution is a Project, it is exempt under 14 CCR 15269 as a Resolution authorizing emergency projects.

#### **STRATEGIC PLAN CORRELATION**

These resolutions do not correlate with a strategy or goal of the strategic plan

#### **FISCAL IMPACT**

There is no immediate financial impact associated with adopting these resolutions. However, they establish the necessary framework for the City to pursue potential federal or state reimbursement for costs incurred in response to the Eaton Fire and the 2025 Mid-February Winter Storm.

#### **PUBLIC NOTICE**

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

**ATTACHMENTS:**

Attachment A: Resolution No. 25-26

Attachment B: Resolution No. 25-27

## RESOLUTION NO. 25-26

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, PROCLAIMING THE CONTINUATION OF A LOCAL EMERGENCY CAUSED BY THE EATON FIRE

#### RECITALS

**WHEREAS**, the Eaton Fire began on January 7, 2025, in Altadena, California, and spread to Sierra Madre and Pasadena;

**WHEREAS**, the Eaton Fire burned 14,000 acres, destroyed more than 9,000 structures, and killed 17 people;

**WHEREAS**, on January 9, 2025, the City Council proclaimed a local emergency caused by the Eaton Fire;

**WHEREAS**, on February 25, 2025, the City Council continued the local emergency caused by the Eaton Fire;

**WHEREAS**, the City continues to deal with the aftermath of the Eaton Fire, including toxic debris clean-up, debris flow from the denuded hillside, and displacement of residents, and requires the financial assistance and combined forces of other political subdivisions;

**WHEREAS**, the mobilization of local resources, the ability to coordinate interagency response, accelerate procurement of vital supplies, use automatic aid, and allow for future reimbursement by the state and federal governments will be critical to successfully respond to the aftermath of the Eaton Fire;

**WHEREAS**, these conditions warrant and necessitate that the City proclaim the continuation of a local emergency and that financial assistance is needed; and

**WHEREAS**, Government Code section 8630, subdivision (c), states, "The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency."

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

**SECTION 1. Continuation of Emergency Declaration.** Pursuant to Government Code section 8630, subdivision (c), the City Council proclaims the continuation of the local emergency related to the Eaton Fire first proclaimed on January 9, 2025, and continued on February 25, 2025.

**SECTION 2. Cost Accounting.** City staff will continue accounting for their time and expenses related to addressing the local emergency related to the Eaton Fire.

**SECTION 3. Filing & Posting.** This Resolution shall be filed in the office of the City Clerk and posted on the City's website and at City Hall, the Sierra Madre Public Library, and other locations at the discretion of the Emergency Services Director.

**SECTION 4. Review.** Pursuant to Government Code section 8630, subdivision (c), the City Council will review the need for continuing the local emergency within 60 days of the adoption of this Resolution.

**SECTION 5. CEQA.** This Resolution is not a "Project" for purposes of the California Environmental Quality Act because under 14 CCR 15378(b)(1), a "Project does not include ... Proposals for legislation to be enacted by the State Legislature" and under 14 CCR 15378(b)(4), a "Project does not include ... Organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment." Even if the Resolution is a Project, it is exempt under 14 CCR 15269 as a Resolution authorizing emergency projects.

**SECTION 6. Certification.** Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Resolution by the City Council.

**SECTION 7. Effective Date.** This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED** this 22nd day of April, 2025.

---

Robert Parkhurst, Mayor

I **HEREBY CERTIFY** the foregoing Resolution was duly passed, approved, and adopted by the City Council of the City of Sierra Madre, California, at a meeting held on the 22nd day of April, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Laura Aguilar, City Clerk

# ATTACHMENT

## RESOLUTION NO. 25-27

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, PROCLAIMING THE CONTINUATION OF A LOCAL EMERGENCY CAUSED BY THE MID-FEBRUARY WINTER STORM

**WHEREAS**, Southern California experienced a winter storm on February 12–14, 2025;

**WHEREAS**, the storm resulted in significant debris flow, enveloping City streets and damaging vehicles and structures;

**WHEREAS**, the debris flow was caused, in part, by the denuding of the hillside as a result of the 2025 Eaton Fire;

**WHEREAS**, on February 25, 2025, the City Council proclaimed a local emergency caused by the debris flow resulting from the 2025 mid-February winter storm;

**WHEREAS**, the City requires the financial assistance and combined forces of other political subdivisions to respond to the debris flow resulting from the 2025 mid-February winter storm and future potential winter storms;

**WHEREAS**, the mobilization of local resources, the ability to coordinate interagency response, accelerate procurement of vital supplies, use automatic aid, and allow for future reimbursement by the state and federal governments will be critical to successfully respond to the debris flow caused by the 2025 mid-February winter storm;

**WHEREAS**, these conditions warrant and necessitate that the City proclaim the continuation of a local emergency and that financial assistance is needed; and

**WHEREAS**, Government Code section 8630, subdivision (c), states, “The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency.”

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

**SECTION 1. Continuation of Emergency Declaration.** Pursuant to Government Code section 8630, subdivision (c), the City Council proclaims the continuation of the local emergency caused by the 2025 mid-February winter storm, first proclaimed on February 25, 2025.

**SECTION 2. Emergency Authority.** Pursuant to Government Code section 8634, the City Council authorizes the City Manager as the Director of Emergency Services to take any measures necessary to protect and preserve the public health, safety, and welfare, including activation of the Emergency Operations Center.

**SECTION 3. Cost Accounting.** City staff will continue accounting for their time and expenses related to addressing the local emergency caused by the 2025 mid-February winter storm.

**SECTION 4. Filing & Posting.** This Resolution shall be filed in the office of the City Clerk and posted on the City's website and at City Hall, the Sierra Madre Public Library, and other locations at the discretion of the Emergency Services Director.

**SECTION 5. Review.** Pursuant to Government Code section 8630, subdivision (c), the City Council will review the need for continuing the local emergency within 60 days of the adoption of this Resolution.

**SECTION 6. CEQA.** This Resolution is not a "Project" for purposes of the California Environmental Quality Act because under 14 CCR 15378(b)(1), a "Project does not include ... Proposals for legislation to be enacted by the State Legislature" and under 14 CCR 15378(b)(4), a "Project does not include ... Organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment." Even if the Resolution is a Project, it is exempt under 14 CCR 15269 as a Resolution authorizing emergency projects.

**SECTION 7. Certification.** Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Resolution by the City Council.

**SECTION 8. Effective Date.** This Resolution shall take effect immediately upon adoption.

**PASSED, APPROVED, AND ADOPTED** this 22nd day of April, 2025.

\_\_\_\_\_  
Robert Parkhurst, Mayor

**I HEREBY CERTIFY** the foregoing Resolution was duly passed, approved, and adopted by the City Council of the City of Sierra Madre, California, at a meeting held on the 22nd day of April, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Laura Aguilar, City Clerk



# City of Sierra Madre AGENDA REPORT

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

*Susan Spears, City Treasurer*

TO: Honorable Mayor Parkhurst and Members of the City Council  
FROM: Aleks Giragosian, City Attorney  
REVIEWED BY: Jose Reynoso, City Manager  
DATE: April 22, 2025

**SUBJECT: CONSIDERATION OF UPDATED PUBLIC HEALTH SERVICES CONTRACT WITH THE COUNTY OF LOS ANGELES**

---

## **STAFF RECOMMENDATION**

Staff recommends the City Council approve the Public Health Services Contract with the County of Los Angeles.

## **ALTERNATIVES**

- 1) Approve the Public Health Services Contract;
- 2) Do not approve the Public Health Services Contract;
- 3) Continue the item and provide further direction to staff.

## **ANALYSIS**

### *Legal Background:*

Under Health and Safety Code section 101185, a "local health department" includes a health department established by a city with a population of 50,000 or greater or the health department of a county. Health and Safety Code section 101460 states, "Every governing body of a city shall appoint a health officer, except when the city has made other arrangements, as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law."

### *Factual Background:*

There are only four cities in the State of California with their own health departments Berkeley (established in 1880), Pasadena (established in 1892), Long Beach

(established in 1906), and Vernon (established in 1986). During the COVID-19 Pandemic, a number of other cities sought to establish their own public health departments. The City of West Covina's application for its own department is currently pending before the California Department of Public Health.

The City of Sierra Madre cannot establish its own public health department because its population is too small. It must contract for those services.

On July 1, 1963, the City of Sierra Madre entered into an agreement for health services with the County of Los Angeles and appointed the County Public Health Officer as the City's Public Health Officer ("Original Agreement"). Included as Attachment B is a copy of the Original Agreement. The City also codified the adoption of the County's Public Health Code in Sierra Madre Municipal Code (SMMC) Chapter 8.04 (Public Health Code).

*Los Angeles County Department of Public Health:*

The Los Angeles County Department of Public Health is charged with enforcing Title 11 (Health Code) of the Los Angeles County Code, orders and regulations promulgated by the California Department of Public Health, and public health statutes adopted by the California Legislature. The Department has a \$1.9 billion budget, 14 public health centers, and over 5,500 staff members.

*Updated Public Health Services Contract:*

On March 27, 2025, the Los Angeles County Department of Public Health contacted the City to request that it execute the "Updated Agreement." The Updated Agreement does not change any of the services currently being provided. County Public Health will continue to provide the same level of service to cities.

Like the Original Agreement, the Updated Agreement:

- 1) Appoints the County Public Health Officer to serve as the City's Public Health Officer (Section 3(a)-(b));
- 2) Clarifies that public health permit fees or license fees shall be retained by the County "as full compensation for the services performed by the Public Health Director and County Health Officer on behalf of the City" (Section 3(d)); and
- 3) Is evergreen, meaning it does not expire but may be terminated (Section 1).

Unlike the Original Agreement, the Updated Agreement:

- 1) Cites updated Health and Safety Code provisions;
- 2) Requires compensation from the City for "extra services", such as those not currently provided through the operation of a health permit or those that are requested to augment city code enforcement services on an ongoing basis (Section 5(h)); and
- 3) Introduces a new process for keeping the City apprised of changes to the County's Public Health Code and requires the City to affirmatively incorporate new elements of the Public Health Code into the Sierra Madre Municipal Code for the County to enforce the new ordinances (Section 3(c)).

Some examples of County public health ordinances that are not currently incorporated into the SMMC and therefore not enforced include ordinances to:

- 1) Prevent retaliation for reporting public health violations under Title 11;
- 2) Establish health and safety standards for children's camps;
- 3) Require public pool operators to report drownings and provide lifeguard services;
- 4) License tobacco retailers;
- 5) Authorize inspections of cannabis facilities;
- 6) Authorize inspections of massage establishments.

If the City Council desires, it may direct staff to agendize a discussion of all of the County's public health ordinances to determine which the City would like to incorporate into the SMMC.

### **ENVIRONMENTAL (CEQA)**

Approval of this contract is not a "Project" for purposes of the California Environmental Quality Act because it does not meet the definition of a Project under 14 CCR section 15378, subdivision (a) and subdivisions (b)(5). Even if the Contract were a Project, it is exempt under 14 CCR section 15061, subdivision (b)(3), because it has no potential for significant effect on the environment.

### **STRATEGIC PLAN CORRELATION**

There is no strategic plan objective directly correlated with this action.

### **FISCAL IMPACT**

There is no immediate financial impact associated with approving this contract.

### **PUBLIC NOTICE**

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

### **ATTACHMENTS:**

- Attachment A: 2025 Public Health Services Contract (Updated Agreement)
- Attachment B: 1963 Public Health Services Contract (Original Agreement)

# ATTACHMENT

Contract No. PH-005661

## DEPARTMENT OF PUBLIC HEALTH PUBLIC HEALTH SERVICES CONTRACT

THIS CONTRACT "Contract" is made and entered into on \_\_\_\_\_

by and between

COUNTY OF LOS ANGELES  
(hereafter "County")

and

CITY OF SIERRA MADRE  
(hereafter "City")

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THIS PUBLIC HEALTH SERVICES CONTRACT ("Contract") is made by and between the County of Los Angeles, hereinafter referred to as the "County", and the City of Sierra Madre hereinafter referred to as "City."

### RECITALS:

The City desires to continue to contract with the County for the performance of public health services by the County's Department of Public Health ("Public Health"), for the County's Health Officer to act as the City's Health Officer, and for the County's Department of Public Health to serve as the City's Environmental Health Department.

The County agrees to continue performing such services on the terms and conditions set forth in this Contract.

This Contract is authorized by California Health and Safety Code Sections 101400 and 101405.

To effectuate public health services for the City, the County and its duly appointed Health Officer shall exercise the powers and duties that are conferred upon local health officers by law.

The County Health Officer shall fulfill the obligations and exercise the authority conferred by California Health and Safety Code Sections 101470 and 101475 within the territorial jurisdiction of the City in the performance of this Contract.

**THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

1. **TERM:** This Contract shall become effective upon date of execution, and replace all prior contracts for public health services between the City and County. This contract shall continue in full force and effect until June 30, 2029. Subject to Section 7 below, this Contract shall thereafter be automatically renewed for consecutive five (5) year terms, for an indefinite period, without further action by either City or County, unless City or County terminates the Contract in the manner set forth in Section 7.
  
2. **PUBLIC HEALTH SERVICES:** The County and the County's Health Officer shall observe and enforce within the territorial jurisdiction of the City all of the following:
  - a. Orders, quarantine, and other regulations, concerning public health, prescribed by the California Department of Public Health ("CDPH").
  - b. Statutes relating to public health.
  - c. Provisions of Los Angeles County Code, Title 11, and any amendments thereto, as adopted by City by ordinance or resolution, to the same extent as they are enforced in the unincorporated area of the County.
  
3. **DESCRIPTION OF PUBLIC HEALTH FUNCTIONS:**
  - a. The performance of all public health services, the standard of performance and other matters incidental to the performance of public health services and observation and enforcement of public health statutes, regulations, ordinances and CDPH orders and guidance shall be determined solely at the discretion of the County Health Officer and/or Director of County

Public Health. The control of County personnel under this Contract shall remain exclusively with the County.

- b. The County agrees to continue to perform for the City such public health services as are authorized or mandated by state laws or regulations related to public health, to be performed by the local health officer or local enforcement agency.
  - i. Pursuant to California Health and Safety Code section 101045, the County shall investigate health and sanitary conditions in detention facilities operated by the City, if any. County may bill and receive payment from City for inspection and reporting services in the manner provided by Paragraph 4, subsections (g) and (h) of this Contract.
  - ii. For future enactments of state law or regulation, County agrees to perform public health services that impose a specific duty or obligation on the local health officer to observe or enforce. Should future state law statutory or regulatory enactment related to public health not impose a duty or obligation on the local health officer, City may request in writing that the County perform that public health service. Should County elect to perform that discretionary public health service for City, pursuant to such City request, then County may bill and receive payment from City for inspection and reporting services in the manner provided by Section 4, subsections (g) and (h) of this Contract.
- c. The County agrees to continue to perform for the City such public health services as authorized or mandated by provisions of Title 11 of the Los Angeles County Code, and any amendments or additions thereto, that the City has adopted via ordinance or resolution.
  - i. Should the County Board of Supervisors enact future provisions to or amend existing provisions of Title 11 of the Los Angeles County Code, County will inform the City of the newly enacted provision or amendment via email to the City's Manager, and describe the

enacted new provision or amendment and the impact to the services performed under this Contract, if any.

- ii. For future ordinances that may be enacted by the Board of Supervisors into Title 11 of the Los Angeles County Code, in order for the County to observe and enforce that enacted ordinance within the City, the City must approve the incorporation of the identical version of that new Title 11 provision into its municipal code via ordinance or by resolution of the City Council.
  - iii. Any future amendments to provisions of Title 11 of the Los Angeles County Code that exist in the City's Municipal Code at the date of the execution of this Contract, shall be incorporated by the City into its municipal code.
- d. The County shall issue public health permits and licenses to permittees located within the City and collect the fees as provided for in Los Angeles County Code, Title 8, Chapter 8.04. Such fees shall be retained by County Public Health for the benefit of County as full compensation for the services performed by the Public Health Director and County Health Officer on behalf of the City.
- i. County may, from time to time, amend or alter the public health permit or license fees charged to those individuals or entities required to obtain a public health permit or license pursuant to either state statute or Los Angeles County Code, Title 8, Chapter 8.04.
  - ii. City may not set, collect, or retain public health permit or license fees for any public health service performed by County under this Contract.
- e. For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, and supplies necessary to provide the public health services described in this Contract and as necessary to protect the public health, safety, and welfare as determined by Public Health in its sole discretion. All persons employed in

the performance of public health services and functions under this Contract shall be County personnel.

**4. GENERAL TERMS:**

- a. To facilitate the performance of public health services, City and County will cooperate and assist each other to fulfill the purpose and intent of this Contract.
- b. Exhibit A of this Contract, which is attached hereto and incorporated herein, shall provide the language of the City's Municipal Code, as amended, that reflects the City's specific adoption of Division 1 of Title 11 of the Los Angeles County Code as of the effective date of this Contract. Exhibit A may be revised to reflect any changes to the City's Municipal Code regarding Title 11 of the Los Angeles County Code.
- c. All persons employed in the performance of such public health duties, functions and services for City shall be County employees or personnel and no City employee shall be supplanted by County, and no person employed by County under this Contract shall have any City pension, civil service, or any status or right.
- d. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or be liable for compensation to or required to indemnify any County employee for injury or sickness arising out of his or her employment.
- e. The parties have executed an Assumption of Liability Contract approved by the Board of Supervisors on December 27, 1977, and/or a Joint Indemnity Contract approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this Contract by reference. In the event that the Board of Supervisors later approves a revised Joint Indemnity Contract, and the City executes the

revised contract, the subsequent contract as of its effective date shall supersede the contract previously in effect between the parties hereto.

- f. City is not required to separately reimburse County for the performance or enforcement of any City ordinance or resolution which adopts identical provisions of Los Angeles County Code, Title 11, and its amendments.
- g. Should City request in writing additional public health services of the County, that are not required by statute, regulation or CDPH Order, or as provided in Title 11 of the Los Angeles County Code, the County may charge the City, at rates approved by the Board of Supervisors, an hourly rate that will reimburse the County for the costs for the provision of those specific public health services.
- h. County, through its Director of Public Health, must render to City within twenty (20) calendar days after the close of each calendar month an itemized invoice which covers all extra services performed for City if such services were requested by the City in writing, during said month, and City must pay County within thirty (30) days after date of such invoice.
- i. If a violation of public health statutes, regulations or ordinances results in a public health hazard within the City, County will notify the City Manager in writing. If the City elects to pursue legal prosecution or abatement, City shall provide to County contact information for counsel that will represent the City or the People in any legal proceeding to abate or mitigate the public health hazard. City shall bear the full cost of such proceedings. County may bill City on an hourly basis for time spent by County employees participating in such legal proceedings.

5. **NOTICES:** Notices hereunder must be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, attention to the parties at the addresses listed below. Public Health Director, or the Director's designee, is authorized to execute all notices or demands which are required or permitted by County under this Contract.

Addresses and parties to be notified may be changed by providing at least ten (10) working days prior written notice to the other party.

A. Notices to County must be addressed as follows:

(1) Department of Public Health  
Environmental Health – Administrative Headquarters  
5050 Commerce Drive  
Baldwin Park, California 91706  
Attention: Director, Environmental Health  
E-mail: [EHAdmin@ph.lacounty.gov](mailto:EHAdmin@ph.lacounty.gov)

(2) Department of Public Health  
Contracts and Grants Division  
5555 Ferguson Drive, 2<sup>nd</sup> Floor, Suite 210  
Commerce, CA 90022  
Attention: Division Director  
Email: [contracts-grants@ph.lacounty.gov](mailto:contracts-grants@ph.lacounty.gov)

(3) Department of Public Health  
Office of the Director  
Attention: Director, Public Health  
313 North Figueroa Street  
Los Angeles, CA 90012  
Email: [DPHDirector@ph.lacounty.gov](mailto:DPHDirector@ph.lacounty.gov)

B. Notices to City must be addressed as follows:

(1) City of Sierra Madre  
Attention: City Manager  
232 West Sierra Madre Boulevard  
Sierra Madre, CA 91024  
Email: [jreynoso@cityofsierramadre.com](mailto:jreynoso@cityofsierramadre.com)  
Phone: (626) 355-7135

6. **GOVERNING LAW, JURISDICTION, AND VENUE:** This Contract will be governed by, and will be construed in accordance with, the laws of the State of California. City agrees and consents to the exclusive jurisdiction of the courts of the State of California or the United States Courthouse, Central District, Western Division, for all purposes regarding this Contract and further agrees and consents

that venue of any action brought under this Contract shall be exclusively in the County of Los Angeles.

7. **TERMINATION FOR CONVENIENCE:** The performance of services under this Contract may be terminated, with or without cause, in whole or in part, from time to time when such action is deemed by County or City to be in their own best interest. Termination of services hereunder shall be effectuated by the delivery of an advance written Notice of Termination of the entire Contract by one party to the other at least one hundred and eighty (180) calendar days prior to July 1 of the following calendar year. The termination of services may only be effective on July 1 of the calendar year, so as to assure no lapse in public health and local health officer services to the residents of City.
8. **ALTERATION OF TERMS/AMENDMENTS:** The body of this Contract and any Exhibits attached hereto, and documents incorporated by reference, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Contract. No addition to, or alteration of, the terms of this Contract, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to this Contract which is formally approved and executed by the parties in the same manner as this Contract.
9. **INDEPENDENT CONTRACTOR STATUS:** This Contract is by and between the County and City and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and City. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

**10. NO INTENT TO CREATE A THIRD-PARTY BENEFICIARY CONTRACT:**

Notwithstanding any other provision of this Contract, the parties do not in any way intend that any person shall acquire any rights as a third-party beneficiary under this Contract.

**11. VALIDITY:** If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

**12. WAIVER:** No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Contract to be subscribed by its Director of Public Health, and Contractor has caused this Contract to be subscribed in its behalf by its duly authorized officer, the month, day, and year first written above.

**CITY OF SIERRA MADRE**

**COUNTY OF LOS ANGELES**

By: \_\_\_\_\_  
Jose Reynoso  
City Manager

By: \_\_\_\_\_  
Barbara Ferrer, Ph.D., M.P.H., M.Ed.  
Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM  
BY THE OFFICE OF THE CITY ATTORNEY

APPROVED AS TO FORM  
BY THE OFFICE OF THE COUNTY COUNSEL

ALEKS R. GIRAGOSIAN, City Attorney

DAWYN R. HARRISON, County Counsel

By: \_\_\_\_\_  
City Attorney

APPROVED AS TO CONTRACT  
ADMINISTRATION:  
Department of Public Health

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Contracts and Grants Division

ATTEST:  
LAURA AGUILAR, City Clerk

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_  
(AFFIX CORPORATE SEAL HERE)

#07642:db

## Exhibit A:

### CITIES - HEALTH OFFICER - ADOPTION OF COUNTY CODE

### SIERRA MADRE

<b>ADOPTION OF OUR COUNTY CODE TITLE 8 &amp; TITLE 11</b>
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<b>8.04.010 - Public health code adopted.</b>
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- |  |
|--|
| <p>A. The "Public Health Code of the County of Los Angeles," the same being Ordinance No. 7583, of the county, as amended through and including June 30, 1975, is adopted as the public health code of the city (hereinafter referred to as "health code"). Three copies of the health code are on file in the office of the city clerk.</p> |
|--|

<b>CITY MUNICIPAL CODE EXCLUSION OF SPECIFIC PUBLIC HEALTH SERVICES</b>
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None
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# ATTACHMENT

7230

## AGREEMENT - HEALTH SERVICES

**FILE**  
NO. 66

THIS AGREEMENT, made and entered into this 1st day of JULY, 1963, by and between the COUNTY OF LOS ANGELES, State of California, hereinafter called the "County," and the CITY OF SIERRA MADRE, Los Angeles County, California, a municipal corporation, hereinafter called the "City,"

### WITNESSETH:

THAT WHEREAS, Sections 480, 481 and 482 of the Health and Safety Code of the State of California authorize the Board of Supervisors of the County to contract with the City for the performance by the Health Officer and other employees of the County of any or all functions relating to the enforcement in the City of all ordinances thereof relating to public health and sanitation, and the making of all inspections and the performance of all functions in connection therewith at cost;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby agreed as follows:

FIRST: The County agrees to render such public health services as authorized by Sections 480 and 482 of the Health and Safety Code of the State of California and as may be required by the City as provided by its ordinances now in effect or hereafter adopted. Copies of

APPROVED  
MAY 21 1963  
GERRON T. HESLIN  
MEMBER OF THE BOARD

all ordinances now in effect, or hereafter adopted, and all amendments thereto, shall be promptly supplied the County of Los Angeles. It is understood that the City, upon proper resolution by the City Council, shall make request in writing to the County Health Officer for performance of services required under ordinances now in effect or later to be enacted.

SECOND: The City agrees to pay the cost as defined in Paragraph Ninth hereof, for the enforcement of said ordinance or ordinances, or in its election, the provisions in Paragraph Fifteenth. Costs of services rendered under Paragraph Fifth shall be paid pursuant to Paragraph Ninth. Services performed under Paragraph Sixteenth shall be paid for in the manner of election as provided for therein.

THIRD: It is expressly and mutually agreed that the City shall compensate the County for court time in the enforcement of local ordinances on the basis of the cost of performing said work as defined in Paragraph Ninth hereof, reduced by the amount recovered by witness fees.

FOURTH: No services to be compensated for pursuant to Paragraphs Third and Ninth hereof shall be performed unless said City shall have available funds previously appropriated to cover the costs hereof.

FIFTH: In the event the City desires to have rodent control and extermination measures undertaken by the County, it is expressly and mutually agreed that the City shall

compensate the County for the cost of providing said service, as defined in Paragraph Ninth hereof. Further, it is expressly understood that the City shall notify the County Health Officer of its intent to avail itself of rodent control or extermination; that the City shall set aside a sum sufficient to cover the cost of rodent control or extermination; that the County Health Officer shall be notified of the amount set aside for the control and suppression of rodents; and that the County shall not exceed the amount set up by the City unless expressly authorized in writing to do so by the City.

SIXTH: The County agrees to submit to the City during the life of this agreement periodic statements in duplicate for services rendered during the period covered, and the City agrees to pay the cost thereof within thirty (30) days after receipt of such billing. If the City desires monthly billing it shall notify the County in writing, otherwise billing periods shall be fixed by the County.

SEVENTH: It is expressly agreed between the parties hereto that nothing herein contained shall be construed to bind the City to designate or demand of the County, or the County to furnish any particular number of inspections or visits.

EIGHTH: Performance hereunder shall commence on JULY 1, 1963, and this contract shall remain in full force and effect to July 1, 1968, and unless then terminated shall be renewed without further action

of the contracting parties from year to year. Either party hereto shall have the right to terminate this agreement at the end of any fiscal year by giving written notice of such intention to so do, such notice to be given not less than thirty (30) days prior to the end of any fiscal year.

NINTH: The City agrees to pay the County the cost of performing all services covered by this agreement, except as otherwise provided in Paragraph Fifteenth hereof. Costs shall include salaries of employees engaged in performing said services, a pro-rate of vacation and sick leave, supervision of such employees while so employed, the County Retirement Contribution and Workmen's Compensation Insurance Premiums on salaries, traveling expenses, supplies, plus a pro-rate of all indirect expenses. If the cost of providing the services changes, the City shall be notified of each such change in writing. i

TENTH: For the purpose of performing said functions, County shall furnish and supply all necessary labor, supervision, equipment, communication facilities, and supplies necessary to maintain the level of service to be rendered hereunder.

ELEVENTH: Notwithstanding anything hereinbefore contained, it is agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said City, the same shall be supplied.

by said City at its own cost and expense.

TWELFTH: All persons employed in the performance of such services and functions for said City shall be County employees, and no City employee as such shall be taken over by said County, and no person employed hereunder shall have any City pension, civil service, or any status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance thereof, every County officer and employee engaged in performing any such service and function shall be deemed to be an officer or employee of said City while performing service for said City, which service is within the scope of this agreement and is a municipal function.

THIRTEENTH: City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder for said City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his employment.

FOURTEENTH: County, its officers and employees, shall not be deemed to assume any liability for intentional or

negligent acts of said City or of any officer or employee thereof.

FIFTEENTH: In the event City by ordinance adopts the provisions of the Public Health Code of County (Ordinance No. 7583), the Health Officer shall perform the services necessary to enforce said ordinance provisions in the City to the same extent as the County Ordinance is enforced in unincorporated territory, and shall issue the permits and collect the fees provided for in Section 750 of said Public Health Code.

Said fees shall be retained by the Health Officer for the benefit of County as full compensation for the services performed by the Health Officer in the enforcement of said ordinance provisions, except that any court time spent in the enforcement thereof shall be compensated for in accordance with Paragraph Third hereof. In the event and whenever County Ordinance No. 7583 is amended to change the amount or amounts of any of the said permit fees, City shall at once amend its ordinance to provide permit fees in the exact amount as those designated in the County Ordinance as amended.

In the event that the City elects to set, collect and retain its own permit fees, it shall so notify the County Health Officer, and shall thereafter pay the cost of the service under this paragraph pursuant to Paragraph Ninth.

SIXTEENTH: The County agrees to enforce the provisions of Division 13, Part 2 of the Health and Safety Code of the State of California, relating to the sanitation, maintenance, use and occupancy of mobile homes and mobile

home parks and as may be requested pursuant to such sections by the City. It is understood that any such requests shall be in writing, directed to the County Health Officer and specifically designate the services to be required pursuant to any or all of the above sections of the Health and Safety Code. Such notification to the County Health Officer from the City shall indicate the election of the City that the City agrees either to pay the cost as defined in Paragraph Ninth hereof for the enforcement of said provisions of Division 13, Part 2 of the Health and Safety Code or that the City desires the County Health Officer to collect and retain the annual operating permit fees as prescribed in Division 13, Part 2 as full compensation for services performed by the County Health Officer.

INWITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

CITY OF SIERRA MADRE

BY *Swerin L. Swenson*  
MAYOR

ATTEST:

*L. D. Davis*  
City Clerk

COUNTY OF LOS ANGELES

ATTEST:

GORDON T. NESVIG  
Clerk of the  
Board of Supervisors

(SEAL) BY WARREN M. DORN  
Chairman, Board of Supervisors

WINFRED BERNSTEIN  
Deputy

APPROVED AS TO FORM  
HAROLD W. KENNEDY, County Counsel

BY *David D. King*  
Deputy



# City of Sierra Madre AGENDA REPORT

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

*Susan Spears, City Treasurer*

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Aleks Giragosian, City Attorney  
Clare Lin, Director of Planning and Community Preservation

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 8, 2025

SUBJECT: **CONSIDERATION OF AN ORDINANCE NO. 1482  
AMENDING SECTION 5.04.110 (PAYMENT OF  
FEES) OF CHAPTER 5.04 (BUSINESS LICENSES  
GENERALLY) OF TITLE 5 (BUSINESS LICENSES  
AND REGULATIONS)**

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## **STAFF RECOMMENDATION**

Staff recommends the City Council consider adopting Ordinance No. 1482 to amend the business license requirements

## **ANALYSIS**

The City's business license fee is adjusted for inflation at the start of each fiscal year. However, businesses are required to pay the business license fee at the start of each calendar year. The proposed amendment aligns the business license fee payment requirement with the annual fee adjustment.

The City's business license fee was reduced from a maximum of \$342 to \$82 following the latest fee study. The cost to the City for processing business licenses is \$82, regardless of the time of year the business license is processed. Therefore, staff recommends the City rescind the provision prorating the business license fee for business licenses obtained mid-year and after.

## **ENVIRONMENTAL (CEQA)**

The Ordinance is not a "project" under the California Environmental Quality Act because under 14 CCR 15378(b)(5) a "project" does not include "Organizational or administrative

activities of governments that will not result in direct or indirect physical changes in the environment.”

**STRATEGIC PLAN CORRELATION**

The Ordinance is consistent with Strategy OS 2.4 (Conduct Fee Schedule Study) of Goal 2 (Build on Fiscal Stability) of Strategic Objective (Build an organization that is innovation, financially stable, and consistently delivers a high level of service) of Organizational Sustainability because the action is taken in response to the adoption of the latest fee schedule informed by the latest fee study.

**FISCAL IMPACT**

The fiscal impact of the Ordinance will primarily be realized in FY 2025–2026 through the collection of adjusted fees and full cost recovery. Business license fees are collected at the beginning of each calendar year; however, as noted in the Midyear Budget presentation, several factors contributed to reduced revenues in FY 2024–2025. The implementation of the new Accela licensing platform caused delays in processing, as additional time was needed to train staff and educate business owners. In addition, the Eaton Fire and subsequent mud events disrupted several local businesses, delaying renewals and further impacting collection efforts. As a result, revenues fell below typical levels for the fiscal year. Normal collection levels are expected to resume in FY 2025–2026.

**PUBLIC NOTICE**

This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City’s website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

**ATTACHMENT:**

Attachment A: Ordinance No. 1482

## ORDINANCE NO. 1482

### AN ORDINANCE OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING SECTION 5.04.110 (PAYMENT OF FEES) OF CHAPTER 5.04 (BUSINESS LICENSES GENERALLY) OF TITLE 5 (BUSINESS LICENSES AND REGULATIONS)

#### RECITALS

**WHEREAS**, the City Council desires to conserve City resources and align the business license billing procedure with the City's fiscal year.

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

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

**SECTION 2. Amendment.** Section 5.04.110 (Payment of Fees) of Chapter 5.04 (Business Licenses Generally) of Title 5 (Business Licenses and Regulations) of the Sierra Madre Municipal Code is amended to read as follows, with additions denoted by underlined text and deletions denoted by struck-through text:

- A. All one-day business licenses shall be due and payable in advance prior to engaging in the business;
- B. All thirty-day business licenses shall be due and payable in advance prior to engaging in the business. ~~There shall be no proration of a thirty-day business license.~~
- C. All annual business licenses shall be due and payable in advance on the first day of July ~~January~~ of each calendar year. ~~Business license fees for new businesses shall be prorated as follows:~~
  1. ~~If the business is commenced after January 1st and prior to June 30th, of any calendar year, the amount of business license fee shall be the full annual rate therefor;~~
  2. ~~If the business is commenced after July 1st, and prior to December 31st, of any calendar year, the amount of business license fee shall be one-half the annual rate therefor.~~

**SECTION 3. CEQA.** The Ordinance is not a "project" under the California Environmental Quality Act because under 14 CCR 15378(b)(5) a "project" does not include "Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment."

**SECTION 4. Severability.** If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance or any part hereof or exhibit hereto is for

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

**SECTION 5. Certification.** Pursuant to Government Code Section 36932, the City Clerk shall certify the passage, approval, and adoption of this Ordinance by the City Council.

**SECTION 6. Publication.** Pursuant to Government Code Section 36933, the City Clerk shall cause this Ordinance to be published or posted.

**SECTION 7. Records.** Pursuant to Government Code Section 40801, proof of certification and publication shall be entered in the book of Ordinances of the City Council.

**SECTION 8. Effective Date.** Pursuant to Government Code Section 36937, this Ordinance shall take effect thirty days after its adoption.

**PASSED, APPROVED, AND ADOPTED** this 8th day of April, 2025.

\_\_\_\_\_  
Robert Parkhurst, Mayor

**I HEREBY CERTIFY** that the foregoing Ordinance was introduced by first reading on the 8th day of April 2025, and duly adopted at a regular meeting held on the 22nd day of April 2024, by the City Council of the City of Sierra Madre, California, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Laura Aguilar, City Clerk



# City of Sierra Madre AGENDA REPORT

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Clare Lin, Director of Planning and Community Preservation  
Aleks Giragosian, City Attorney

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 22, 2025

**SUBJECT: TENTATIVE PARCEL MAP 24-01, INCLUDING MAP NO. 84653,  
FOR THE SUBDIVISION OF AN EXISTING PARCEL TO CREATE A  
NEW RESTRICTED OPEN SPACE PARCEL IN PERPETUITY AT  
700 NORTH SUNNYSIDE AVENUE**

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## **STAFF RECOMMENDATION**

It is recommended that the City Council hold a public hearing, consider all pertinent testimony, and adopt City Council Resolution 25-23, approving the Tentative Parcel Map application 24-01, Map No. 84653. The subdivision is categorically exempt from CEQA pursuant to sections 15301(h) Class 1, Existing Facilities, and 15317 Class 17, Open Space Contracts or Easements, and 15061(b)(3) of the CEQA Guidelines.

## **ALTERNATIVES**

The City Council may:

1. Adopt City Council Resolution 25-23 as presented, and approve the application, subject to the conditions of approval; or
2. Adopt City Council Resolution 25-23 with modifications; or
3. Denial of the application, identifying the findings that support the City Council determination; or
4. Continue the public hearing, and provide direction to staff and applicant.

## **EXECUTIVE SUMMARY**

The applicant, The Congregation of the Passion, Mater Dolorosa Community, is requesting the City Council consider approval of Tentative Parcel Map application 24-01 Map No. 84653, which subdivides the existing parcel into two parcels, creating a new open space parcel to be restricted for that use in perpetuity, located at 700 North Sunnyside Avenue.

The Planning Commission held a public hearing on March 20, 2025 and adopted the Planning Commission Resolution 25-01, included as Attachment B, recommending approval to the City Council of the Tentative Parcel Map application, Map No. 84653, for the subdivision of an open space parcel at the northern most parcel to be restricted open space use in perpetuity.

## **BACKGROUND**

The Congregation of the Passion, Mater Dolorosa Community, a California non-profit corporation, operates a 90-guest retreat center in Sierra Madre ("Mater Dolorosa"). Mater Dolorosa owns the property (Assessor's Parcel Number 5761-002-010) located at 700 North Sunnyside Avenue, Sierra Madre, CA 91024 ("Property"). In partnership with Mater Dolorosa, NUWI-Sierra Madre LLC desires to construct up to 42 single-family detached residential units on approximately 17.30 acres of its property. The proposed "Project" is referred to as "The Meadows at Bailey Canyon." The Project site is located north of the intersection of North Sunnyside Avenue and Fairview Avenue. Primary access to the Project site is provided via North Sunnyside and secondary access is West Carter Avenue.



Both the development agreement and the specific plan call for the approval of a tentative parcel map to create a new lot directly north of the Retreat Center that will be rezoned to Open Space. The new lot will be subject to a conservation easement prohibiting habitable structures from being constructed.

A Tentative Parcel Map is a type of subdivision map for four legal lots or less that shows the intended layout of the new parcels and existing conditions on the property. The Tentative Parcel Map also sets conditions such as access, grading improvements, stormwater protection, and so forth, which must be met before a Final Map can be recorded on title. An approved Tentative Parcel Map does not divide the property; rather it sets the conditions under which the division may occur. Only a recorded Final Map divides a property.

The application includes a vesting tentative parcel map to subdivide the existing Mater Dolorosa Retreat Center into two separate lots, one lot for open space, and one lot for the existing institutional use. The newly created lot will be zoned Open Space with a land use designation of Natural Open Space.

On March 20, 2025, the Planning Commission held a public hearing and adopted Planning Commission Resolution 25-01, recommending approval to the City Council of

the Tentative Parcel Map application 24-01, including Parcel Map No. 83966, finding that the proposed Parcel Map is consistent with the Development Agreement and the Meadows at Bailey Canyon Specific Plan.

### **CRITERIA FOR REVIEW OF THE SUBDIVISION**

The Project is subject to the following requirements:

- State Law (including the Subdivision Map Act, the Housing Accountability Act, and the Housing Crisis Act);
- The Development Agreement;
- The Specific Plan; and
- Title 16 (Subdivisions) of the Sierra Madre Municipal Code.

Each requirement is discussed below in turn.

#### ***Five Hearing Rule:***

Government Code Section 65905.5, subdivision (a), states:

Notwithstanding any other law, if a proposed housing development project complies with the applicable, objective general plan and zoning standards in effect at the time an application is deemed complete, after the application is deemed complete, a city, county, or city and county shall not conduct more than five hearings pursuant to Section 65905, or any other law, ordinance, or regulation requiring a public hearing in connection with the approval of that housing development project. If the city, county, or city and county continues a hearing subject to this section to another date, the continued hearing shall count as one of the five hearings allowed under this section. The city, county, or city and county shall consider and either approve or disapprove the application at any of the five hearings allowed under this section consistent with the applicable timelines under the Permit Streamlining Act (Chapter 4.5 (commencing with Section 65920)).

The Tentative Parcel Map is a discretionary approval “in connection with the approval of that housing development project.” Staff determined the Tentative Parcel Map application is complete. Therefore, the Planning Commission and City Council “shall not conduct more than five hearings” to approve or disapprove the Tentative Parcel Map under Section 65905.5.

#### ***Subdivision Map Act:***

Government Code section 1266.02 states:

The approving body shall make the findings and submit to the State Board of Forestry and Fire Protection no later than thirty calendar days after approving a tentative map, or a parcel map located in state responsibility

areas or very high fire hazard severity zones. The findings and map(s) shall be delivered in portable document format (PDF) and submitted electronically to the Board. Subdivision Map Findings Report included herein as Attachment C

***Limited Discretion Under the Housing Accountability Act:***

Government Code section 65589.5, subdivision (j)(1), states:

When a proposed housing development project complies with applicable, objective general plan, zoning, and subdivision standards and criteria, including design review standards, in effect at the time that the application was deemed complete, but the local agency proposes to disapprove the project or to impose a condition that the project be developed at a lower density, the local agency shall base its decision regarding the proposed housing development project upon written findings supported by a preponderance of the evidence on the record that both of the following conditions exist:

(A) The housing development project would have a specific, adverse impact upon the public health or safety unless the project is disapproved or approved upon the condition that the project be developed at a lower density. As used in this paragraph, a "specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact, based on objective, identified written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

(B) There is no feasible method to satisfactorily mitigate or avoid the adverse impact identified pursuant to paragraph (1), other than the disapproval of the housing development project or the approval of the project upon the condition that it be developed at a lower density.

The Housing Accountability Act limits the City Council's options with respect to the Tentative Parcel Map. If the City Council agrees with staff's determination that the Tentative Parcel Map "complies with applicable, objective general plan, zoning, and subdivision standards and criteria," then the City Council cannot disapprove the Tentative Parcel Map or impose a condition that would lower the proposed density. If the City Council is inclined to disapprove the Tentative Parcel Map or reduce the project's density, it will need to find that the Tentative Parcel Map has a "specific, adverse impact upon the public health or safety" and there is no method to "satisfactorily mitigate or avoid the adverse impact." Under Section 65589.5, non-objective standards, as that term is defined under the Housing Accountability Act, cannot be used to disapprove the Tentative Parcel Map or reduce the Project's density.

**Development Agreement Conditions**

The Development Agreement was entered into between the City of Sierra Madre, Mater Dolorosa, and NUWI-Sierra Madre, LLC. The Development Agreement was adopted by the City Council via Ordinance No. 1461 on September 27, 2022. However, due to the special election on the question to referend Ordinance No. 1461, the ordinance did not take effect until the City Council adopted Resolution No. 23-41 on May 23, 2023, certifying the results of the special election rejecting the referendum.

The Development Agreement contemplates three discretionary approvals required to advance the Project:

- a subdivision map application submitted by the Congregation to create the Open Space Configuration (DA § 3(a));
- a subdivision map application submitted by NUWI-Sierra Madre LLC to subdivide the lots consistent with the The Meadows Specific Plan (DA § 4(a)(i));
- a design review permit application submitted by NUWI-Sierra Madre LLC to design the units consistent with the The Meadows Specific Plan (DA § 4(a)(ii));

The discretionary approval before the City Council only deals with the first item — a subdivision map application submitted by Mater Dolorosa Retreat Center to subdivide the lots consistent with the Meadows Specific Plan (DA § 3(a)). While the City Council may request an update on the status of the other applications, all of which must be submitted by May 23, 2025, the City Council cannot tie the approval of this discretionary permit to any others.

Section (3)(a)-(c) of the Development Agreement states:

**Subdivision of Lot.** Within 24 months after the Effective Date, the Congregation shall submit a complete Tentative Tract Map application and pay all required application fees, or joint the Developer's application for a Tentative Tract Map in Section 4(a)(i), to subdivide the parcel identified as Assessor Parcel Number 5761-002-008 into two separate parcels in the configuration more particularly described in Attachment C, titled "Open Space Configuration." The Congregation will complete a lot tie affidavit for the two parcels to ensure they cannot be transferred separately as a condition of any Tentative Tract Map approval.

**Preservation of Retreat Center Open Space.** As a condition of any Tentative Tract Map approval in Section 3(a), Congregation shall agree to record a conservation easement in favor of the City against the northern most parcel resulting from the subdivision and apply for a rezoning of that parcel to Open Space ("Retreat Center Open Space"). The easement shall prohibit future residential development in the Retreat Center Open Space in perpetuity, but shall reserve to the Congregation all subsurface rights, including but not limited to, water and mineral rights, and all development rights consistent with the permitted uses under SMMC section 17.60.020,

as interpreted by the Administrative Interpretation, included as Attachment D. Neither Congregation or Developer will be required to improve or maintain the Retreat Center Open Space. Congregation's obligation under this Section 3(b) may be specifically enforced by the other Parties. The recordation of the conservation easement and application for rezoning shall occur concurrently with the recordation of the conservation easement required by subsection 3(c).

Preservation of Hillside Open Space. Within 60 days after the issuance of the first building permit for the Project, Congregation shall record a conservation easement in favor of the City against Assessor Parcel Number 5761-001-001 and against Assessor Parcel Number 5760-027-013 (the parcels are collectively referred to as the "Hillside Open Space"), in the configuration more particularly described in Attachment E. The easement shall prohibit future development in the Hillside Open Space in perpetuity but shall reserve to the Congregation all subsurface rights, including but not limited to, water and mineral rights. Neither Congregation or Developer will be required to improve or maintain the Hillside Open Space. Congregation's obligation under this Section 3(c) may be specifically enforced by the other Parties.

The Development Agreement does not establish the findings that need to be made to approve or disapprove a Tentative Parcel Map. However, it does establish certain preconditions to recordation of a final map, including:

- 1) Timely submittal of a tentative parcel map application;
- 2) Payment of all application fees;
- 3) Completion of a lot tie affidavit;
- 4) Recordation of a conservation easement on the newly created parcel;
- 5) Rezoning of the newly created parcel; and
- 6) Recordation of a conservation easement with respect to the Hillside Open Space parcels.

## **Title 16 – Subdivisions**

A parcel map shall be filed in the same form and have the same contents, accompanying data and reports and shall be processed in the same manner as set forth in this title for a tentative map pursuant to Title 16 of the Sierra Madre Municipal Code. All documents required under SMMC 16.12.040 and Section 16.52.040 were submitted by the Applicant. Staff reviewed the materials submitted and deemed the application complete.

## **ANALYSIS**

### **Tentative Parcel Map**

Zoning: Institutional (I) and Open Space (OS)

General Plan Designation: Institutional (I) and Natural Open Space (NOS)

Tentative Parcel Map includes the Institutional (I) and Open Space (OS) Uses.

Proposed Lots

LOT	LOT AREA (SF)	LOT AREA (AC)	ZONING	LAND USE
1	886,091	20.34	Institutional	Institutional
2	306,929	7.09	Open Space	Natural Open Space

Specific Plan

Pursuant to Specific Plan, as part of the Tentative Map process, the Congregation shall create a new legal lot, directly north of the Retreat Center, to be rezoned to the Open Space Zone and record a conservation easement prohibiting habitable structures from being constructed as provided in Figure 1-2 of the Specific Plan. The approximately 35 acres of open space hillside land 2 parcels north of the Retreat Center will also be conserved as Open Space parcels.

Site Conditions

The existing topography is sloped with a downhill grade in the north to south direction. The proposed project will not alter existing conditions, nor require demolition, grading, vegetation removal or construction. The proposal is to create Lot Two as a restricted use parcel for Open Space uses in perpetuity.

**FINDINGS**

1. The Tentative Parcel Map Statute shall comply with the provisions of the Subdivision Map Act (Government Code Section 66410 et seq.) and Title 16 of the Municipal Code. The tentative parcel map shall be denied if any of the following findings are made by the City Council:

**A. That the proposed map is not consistent with applicable general and specific plans;**

This finding cannot be made because the proposed map is consistent with the City's General Plan and the Meadows at Bailey Canyon Specific Plan §1.1 c) part of the TTM process, a new legal lot, subject to a conservation easement prohibiting habitable structures from being constructed, will be formed directly north of the Retreat Center, and will be rezoned to the Open Space zone in the City's Zoning Code.

Goal 8: Preserve existing and provide additional constructed and natural open space.

Goal 9: Preserve the hillside areas in order to protect the environment and mountain views, obtain a balance between developed areas and the hillside wilderness, and establish the role of the hillside as an entry point into wildland areas.

Objective L4: Mitigating the impacts of new development on the City's open space, trees, infrastructure, water, transit services, the character of existing development, and other public needs.

Objective L6: Development that is done in harmony with its neighborhood and preserves and protects the privacy, mountain, and basin views of neighboring properties.

Objective L17: Protecting views to and from hillside areas in order to maintain the image and identity of the City as a village of the foothills.

Objective L44: The preservation of natural open space areas as crucial to the distinctive character of Sierra Madre, and as a key feature of sustainability and public safety.

Policy L44.1: Support the purchase of hillside property by the Sierra Madre Mountains Conservancy and similar organizations.

Objective 45: Acquiring additional natural and constructed open space areas.

**B. That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans;**

This finding cannot be made because the improvement of the proposed subdivision is consistent with City's General Plan and the Meadows at Bailey Canyon Specific Plan §6.2.1 c) a new legal lot will be formed directly north of the Retreat Center. This lot will be one of three parcels to be conserved as open space and will be rezoned to the Open Space zone in the City's Zoning Code. The lot will be subject to a conservation easement prohibiting habitable structures from being constructed and will be for restricted use area.

Goal 8: Preserve existing and provide additional constructed and natural open space.

Goal 9: Preserve the hillside areas in order to protect the environment and mountain views, obtain a balance between developed areas and the hillside wilderness, and establish the role of the hillside as an entry point into wildland areas.

Objective 45: Acquiring additional natural and constructed open space areas.

**C. That the site is not physically suitable for the type of development;**

This finding cannot be made because the site is not proposed to be developed and will be maintained as Open Space (Subdivision Map Act §§ 66474(c) and 66474(d)).

The Open Space restricted use parcel is on an approximately 7.05 acre project site that was historically an unused portion north of the Mater Dolorosa Retreat Center. The site is surrounded by open spaces to the north and east, institutional uses to the south, and residential uses to the west. Access to the project site is readily available via the existing Retreat Center to the south. The subdivision does not create any modification, demolition, development or construction to the existing site.

**D. That the site is not physically suitable for the proposed density of development;**

This finding cannot be made because the site is not proposed to be developed and will be maintained as open space.

The proposed open space conservation will be for the unused portion north of the Mater Dolorosa Retreat Center. The site is surrounded by open spaces to the north and east, institutional uses to the south, and residential uses to the west.

**E. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat;**

The design of the subdivision does not alter the existing site, nor cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat. The proposed subdivision was made a condition of DA approval and implementation, and will be carried forward to apply for approval of the proposed subdivision project. Accordingly, the design of the subdivision are not likely to cause substantial environmental damage or injure fish or wildlife or their habitat. The applicant is required to maintain existing parcels and complete a lot tie affidavit for the two parcels to ensure they cannot be transferred separately as a condition of any Tentative Parcel Map approval. In addition, as part of the TTM process, a new legal lot, subject to a conservation easement prohibiting habitable structures from being constructed, will be formed directly north of the Retreat Center, and will be rezoned to the Open Space zone in the City's Zoning Code.

**F. That the design of the subdivision or the type of improvements is likely to cause serious public health problems;**

This finding cannot be made because the design of the subdivision or type of improvements will not be detrimental to public health, safety, and welfare.

Compliance with the standards and regulations included in these conditions will ensure the project does not result in adverse impacts on the health, safety, and general welfare of the community. The applicant is required to maintain the upkeep of the hillside, and complete a lot tie affidavit for the two parcels to ensure they cannot be transferred separately as a condition of any Tentative Parcel Map approval.

**G. That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision. The governing body may approve a map if it finds that alternative easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is granted to a legislative body to determine that the public at large**

**has acquired easements for access through or use of property within the proposed subdivision.**

This finding cannot be made because the site does not contain any public access easements.

The project site is a private property owned by the Mater Dolorosa Passionist Retreat Center. Thus, no public access easements exist on the project site. One existing utility easement granted to the Los Angeles County Flood Control District for telephone lines, as shown on Sheet 2 of the vesting tentative parcel map, will remain unaffected.

Accordingly, in addition to the fact that there are no existing public access easements on the project site, the design of the subdivision or type of improvements will not conflict with easements acquired by the public at large for access through or use of the property within the proposed subdivision.

2. Pursuant to California Government Code Section 1266.02, the approving body shall make the findings and submit to the State Board of Forestry and Fire Protection no later than thirty calendar days after approving a tentative map, or a parcel map located in state responsibility areas or very high fire hazard severity zones. The findings and map(s) shall be delivered in portable document format (PDF) and submitted electronically to the Board. Subdivision Map Findings Report included herein as Attachment C.

## **ENVIRONMENTAL REVIEW**

The proposed project qualifies for a categorical exemption from CEQA pursuant to sections 15317 and 15301 of the CEQA Guidelines. Section 15317 exempts the establishment of agricultural preserves, the making and renewing of open space contracts under the Williamson Act, or the acceptance of easements or fee interests in order to maintain the open space character of the area. Section 15301 (h) exempts the operation and maintenance of existing public or private structures, facilities, and topographical features involving negligible or no expansion of use, and includes maintenance of existing landscaping, native growth, and water supply reservoirs. The subdivision of real property that does not involve any new construction or change in the existing uses, and it can be seen with certainty that there is no possibility that it may have a significant effect on the environment, is also exempt from CEQA pursuant to the "common sense" exemption in CEQA Guidelines 15061(b)(3). The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. If a development project is proposed on any of the parcels, the individual project would be subject to environmental review under CEQA once the scope of the project has been identified.

## **STRATEGIC PLAN CORRELATION**

This item correlates with Strategy PS 3.1 (maintain hillside areas) of Goal 3 (Manage Outdoor Environment) in maintaining a safe and secured community and hold brush-clearing event annually.

## **FISCAL IMPACT**

The approval of Tentative Parcel Map 24-01, including Map No. 84653, is not expected to result in any direct fiscal impact to the City. The subdivision does not involve development, construction, or infrastructure improvements and is limited to the creation of a new parcel designated as Open Space, to be preserved in perpetuity through a recorded conservation easement. While the long-term preservation of open space provides environmental and quality-of-life benefits to the community, no new revenues or expenditures are anticipated as a result of this action. Ongoing maintenance of the Open Space parcel will remain the responsibility of the property owner, with no obligation to the City.

## **PUBLIC NOTICE PROCESS**

This item has been noticed through the regular agenda notification process. Notice of this hearing was delivered by first class mail to property owners within three thousand feet of the boundaries of the subject property in addition to the posting of a sign, providing notice of the hearing, at the entrance of the Meadows at Bailey Canyon development site. Copies of this report can be accessed on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

## **Attachments**

- A. City Council Resolution No. 25-23
- B. Adopted Planning Commission Resolution No. 25-01
- C. State Board of Forestry and Fire Protection Subdivision Map Findings Report
- D. Vesting Tentative Parcel Map 84653

**CITY COUNCIL RESOLUTION 25-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
CONDITIONALLY APPROVING A TENTATIVE PARCEL MAP 24-01 (TPM 24-01)  
MAP NO. 84653; FOR THE SUBDIVISION OF EXISTING 17.30 ACRES PARCEL TO  
CREATE NEW 7.09 ACRES RESTRICTED OPEN SPACE PARCEL IN PERPETUITY  
AT 700 NORTH SUNNYSIDE AVENUE**

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

**WHEREAS**, an application for a Tentative Tract Map was filed by:

**The Congregation of the Passion  
Mater Dolorosa Community  
700 North Sunnyside Avenue  
Sierra Madre, CA 91024**

**WHEREAS**, the Tentative Parcel Map can be described as:

Tentative Parcel Map No. 84653, a subdivision of an existing 17.03-acre parcel to create a 7.09-acre restricted open space parcel in perpetuity and a remaining parcel for institutional use; and

**WHEREAS**, the Tentative Parcel Map would apply to the property at 700 North Sunnyside Avenue, Sierra Madre, CA 91024, Assessor Parcel Numbers 5761-002-010; and

**WHEREAS**, on March 20, 2025, the Planning Commission adopted Planning Commission Resolution 25-01 recommending the City Council conditionally approve the Tentative Parcel Map (TPM 24-01), for the subdivision of an existing parcel to create a restricted open space parcel located at 700 North Sunnyside Avenue; and

**WHEREAS**, the proposed land subdivision is consistent with the general plan and Meadows at Bailey Canyon Specific Plan; and

**WHEREAS**, the City Council received the report and recommendations of staff; and

**WHEREAS**, following public notice, a public hearing was held before the City Council on April 22, 2025, with all testimony being received being made part of the public record; and

**WHEREAS**, at the public hearing, the City Council received written and oral evidence, all of which is deemed to be part of the record of this proceeding; and

**WHEREAS**, the proposed project qualifies for a Class 1 Categorical Exemption, pursuant to Section 15317, 15301 and 15061(b)(3), which Section 15317 exempts the

establishment of the making and renewing of open space contracts under the Williamson Act, or the acceptance of easements or fee interests in order to maintain the open space character of the area; Section 15301 (h) exempts the operation and maintenance of existing topographical features involving negligible or no expansion of use; and Section 15061(b)(3) covered the common sense exemption that the subdivision of real property that does not involve any new construction or change in the existing uses, and it can be seen with certainty that there is no possibility that it may have a significant effect on the environment, the activity is not subject to the California Environmental Quality Act (CEQA);

**NOW THEREFORE**, in consideration of the evidence received at the hearing, and for the reasons discussed by the City Council at said hearing, the City Council now finds as follows:

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

**SECTION 2.1. Findings for approval of a tentative parcel map.** Pursuant to Sierra Madre Municipal Code Section 16.12.080, any action taken by the City Council shall be supported by the findings required in Sections 66427.1, 66473.5, 66474, and 66474.6 of the California Government Code and Section 21100 of the California Public Resources Code.

**SECTION 2.2.** Government Code Section 66473.5 requires the proposed subdivision to be consistent with a general plan or a specific plan only if the local agency has officially adopted such a plan and the proposed subdivision or land use is compatible with the objectives, policies, general land uses, and programs specified in such a plan.

**SECTION 2.3.** Pursuant to California Government Code Section 66474.6, the proposed subdivision does not violate existing requirements prescribed by a California regional water quality control board pursuant to Division 7 (commencing with Section 13000) of the Water Code, thus disapproval of the proposal may not be found on this basis.

**SECTION 2.4.** Pursuant to Sierra Madre Municipal Code and California Government Code Section 66474, the tentative tract map or parcel map shall be denied if any of the following findings are made by the City Council:

**A. That the proposed map is not consistent with applicable general and specific plans;**

This finding cannot be made because the proposed map is consistent with the City's General Plan and the Meadows at Bailey Canyon Specific Plan adopted in 2022.

Goal 2: Preserve and enhance the diversity in the character of residential neighborhoods ensuring that new development is compatible in its design and scale with older established development in the surrounding neighborhood without attempting to replicate or mass produce a style of development.

Goal 4: Ensure that development is done to maximize water conservation practices to reduce and minimize the impact on the City's local water supply and the ability to serve its water customers.

Goal 5: Institute conservation measures so that the demand for water matches the City's local supply.

Goal 8: Preserve existing and provide additional constructed and natural open space.

Goal 9: Preserve the hillside areas in order to protect the environment and mountain views, obtain a balance between developed areas and the hillside wilderness, and establish the role of the hillside as an entry point into wildland areas.

Objective L1: Continuing the existing pattern of residential housing development.

Objective L4: Mitigating the impacts of new development on the City's open space, trees, infrastructure, water, transit services, the character of existing development, and other public needs.

Objective L6: Development that is done in harmony with its neighborhood and preserves and protects the privacy, mountain, and basin views of neighboring properties.

Objective L17: Protecting views to and from hillside areas in order to maintain the image and identity of the City as a village of the foothills.

Objective L44: The preservation of natural open space areas as crucial to the distinctive character of Sierra Madre, and as a key feature of sustainability and public safety.

**B. That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans;**

This finding cannot be made because the improvement of the proposed subdivision is consistent with City's General Plan and the Meadows at Bailey Canyon Specific Plan adopted in 2022.

Goal 3: Ensure that development is done in harmony with its neighborhood, and preserves and protects privacy and mountain views of neighboring properties.

Goal 1.0: Maintain and enhance the quality of existing housing and ensure that new residential development is consistent with Sierra Madre's small town character.

Goal 5.0: Promote environmental sustainability through support of existing and new development which minimizes reliance on natural resources.

Objective L7: Development that is compatible in its design and scale with the neighborhood.

**C. That the site is not physically suitable for the type of development;**

This finding cannot be made because the site is physically suitable for residential development (Subdivision Map Act §§ 66474(c) and 66474(d)).

The residential development is on an approximately 17-acre project site that was historically an unused portion of the adjacent Mater Dolorosa Retreat Center. The project site is surrounded by urban land uses to the north, residential land uses to the west, and south. To the east of the project site is a large flood control facility. As a result of the surrounding residential and institutional land uses to the north, west, and south, the project site is served by existing utilities and infrastructure. Access to the project site is readily available via existing public streets to the south and east. The project site does not contain any habitat for sensitive plant or animal species, as noted in Chapter 4.4 of the certified Final Environmental Impact Report ("FEIR") prepared in connection with the adoption of the SP in compliance with the California Environmental Quality Act, nor is the project located within any sensitive ecological area or designated habitat conservation area. Furthermore, a geotechnical analysis included in Chapter 4.7 of the FEIR notes soils within the project site are suitable for removal and recompaction to support residential development. No unusual soil conditions were discovered upon the completion of a preliminary geotechnical investigation, as described in the FEIR. Proposed grading for the proposed subdivision includes a maximum slope ratio of 2:1 and the project will result in approximately 1,300 cubic yards of import. The project site is not subject to known geologic hazards, such as fault zones. A final geotechnical investigation will be prepared prior to the issuance of building permits for the project, which will demonstrate compliance with the California Building Code and all applicable geologic hazards regulations.

- D. That the site is not physically suitable for the proposed density of development;**  
This finding cannot be made because the project site is physically suitable for the proposed density of subdivision development.

The proposed density of the approximately 17-acre project site is the unused portion of the adjacent Mater Dolorosa Retreat Center is surrounded by urban land uses to the north, and residential low-density development to the west and south. To the east of the project site is a large flood control facility. The proposed residential low density is consistent and continues with the adjacent single-family residential urban fabric in structures, streets, sidewalks, and open spaces.

- E. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat;**

The design of the subdivision does not cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat. All potential significant impacts arising from the development of the residential subdivision, including those related to biological resources, historical resources, noise, transportation, utilities, and tribal cultural resources will be mitigated below a level of significance, as stated in the FEIR. No significant and unavoidable impacts will occur as a result of the proposed subdivision project. Implementation of the mitigation monitoring and reporting program ("MMRP"), which was made a condition of SP approval and implementation, and will be carried forward to apply for approval of the proposed subdivision project, will ensure that any potential environmental impacts will be reduced to the maximum extent feasible.

Furthermore, the project site is characterized by disturbed, fallow land that has been subject to regular maintenance and is surrounded by urban land uses to the north, west, and south. The site does not contain suitable habitat for any special status plants or species, as explained in detail in Chapter 4.4 of the certified FEIR. The project site is not located within a designated habitat conservation area, nor does the project result in impacts to designated environmentally sensitive lands.

Accordingly, the design of the subdivision and proposed improvements are not likely to cause substantial environmental damage or injure fish or wildlife or their habitat.

**F. That the design of the subdivision or the type of improvements is likely to cause serious public health problems;**

This finding cannot be made because the design of the subdivision or type of improvements will not be detrimental to public health, safety, and welfare.

The project would subdivide an approximately 17-acre undeveloped site into 49 total lots; 42 residential lots, one public park lot, and six open space lots, consistent with the requirements and standards found within the Meadows at Bailey Canyon Specific Plan. The project site is primarily characterized by disturbed, fallow land that was previously a part of the Mater Dolorosa Passionist Retreat Center and is surrounded by urban land uses to the north, west, and south. The conditions of approval proposed to be adopted in connection with the proposed subdivision require the proposed project to comply with all applicable provisions of the California Building Code, California Energy Code, California Water Code, California Fire Code, California Plumbing Code, California Electrical Code, California Mechanical Code, and California Green Building Standards Code. Furthermore, the project is also conditioned to comply with all water quality standards and obtain coverage under a statewide General Construction Activities Stormwater Permit in accordance with the requirements of the City's NPDES municipal stormwater permit. Prior to construction, the project is required to prepare a Storm Water Pollution Prevention Plan ("SWPPP") and a Stormwater Quality Management Plan ("SWQMP"), which will include construction best management practices, on-site biofiltration and hydromodification features, and ongoing permanent BMP maintenance. Any short-term erosion and sedimentation impacts associated with the project would be addressed through conformance with applicable regulations of the City stormwater permit and NPDES standards.

Compliance with these regulations during and after project construction will be enforced through building inspections by the City's building inspectors. Compliance with the standards and regulations included in these conditions will ensure the project does not result in adverse impacts on the health, safety, and general welfare of the community.

Moreover, as in the FEIR, all potentially significant impacts, including those related to biological resources, historical resources, noise, transportation, utilities, geology, hydrology, and tribal cultural resources will be mitigated below a level of significance. No significant and unavoidable impacts occur as a result of the proposed project. Implementation of the mitigation monitoring and reporting program ("MMRP"), which was adopted and made a condition of SP approval and will be carried forward and made

a condition of approval of the proposed subdivision will ensure that any potential environmental impacts will be reduced to the maximum extent feasible.

**G. That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision. The governing body may approve a map if it finds that alternative easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.**

This finding cannot be made because the subdivision does not conflict with the easement for access through or use of property within the proposed subdivision.

Prior to the approval of the SP, the project site was private property owned by the Mater Dolorosa Passionist Retreat Center. Thus, no public access easements exist on the project site. Seventeen (17) existing utility easements will be modified or quitclaimed, as shown on Sheet 2 of the tentative tract map. All quitclaims are related to the relocation of existing utility infrastructure into proposed public streets. All existing utility easements have been accommodated by the project design and will be relocated, as shown on the tentative tract map. Alongside the construction of new utilities and infrastructure, the City will be granted easements related to access, ingress and egress, storm drain, water lines, and sewer lines. Electric lines will be maintained in their current locations, with existing easements granted to Southern California Edison unaffected. Easements will also be granted to the Los Angeles County Flood Control District for maintenance of the storm drain system.

Accordingly, in addition to the fact that there are no existing public access easements on the project site, as a result of these newly granted and/or relocated easements, the design of the subdivision or type of improvements will not conflict with easements acquired by the public at large for access through or use of the property within the proposed subdivision.

**SECTION 3. State Board of Forestry and Fire Protection.** Pursuant to Government Code Section 1266.02, for tentative or parcel maps approved in very high fire hazard severity zones, the approving body is required to make and submit two findings to the State Board of Forestry and Fire Protection within 30 calendar days of map approval. The City Council confirms the findings and map(s) included herein as Attachment C and D, directs staff to submit the findings to the State Board of Forestry and Fire Protection.

**SECTION 4. Environmental.** The proposed project qualifies for a categorical exemption from CEQA pursuant to sections 15317 and 15301 of the CEQA Guidelines. Section 15317 exempts the establishment of agricultural preserves, the making and renewing of open space contracts under the Williamson Act, or the acceptance of easements or fee interests in order to maintain the open space character of the area. Section 15301 (h) exempts the operation and maintenance of existing public or private

structures, facilities, and topographical features involving negligible or no expansion of use, and includes maintenance of existing landscaping, native growth, and water supply reservoirs. The subdivision of real property that does not involve any new construction or change in the existing uses, and it can be seen with certainty that there is no possibility that it may have a significant effect on the environment, is also exempt from CEQA pursuant to the “common sense” exemption in CEQA Guidelines 15061(b)(3). The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. If a development project is proposed on any of the parcels, the individual project would be subject to environmental review under CEQA once the scope of the project has been identified.

**SECTION 5. Housing Accountability Act.** Pursuant to California Government Code Section 65589.5, subdivision (j), and whereas findings for approval of a Tentative Tract Map is consistent with this section of the California Government Code, the City Council hereby finds that the proposed subdivision project will not have a significant, quantifiable, direct, and unavoidable impact upon the public health or safety. Thusly, grounds for disapproval of the project may not be made upon this basis nor shall the project be conditioned to require development at a lower density.

**SECTION 6. Severability.** If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Ordinance or any part thereof or exhibit thereto. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

**SECTION 7. Certification.** The City Clerk shall attest to the passage and adoption of this Resolution by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED, AND ADOPTED** the 22nd day of April, 2025, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

---

Robert Parkhurst, Mayor  
City of Sierra Madre

ATTEST:

---

Laura Aguilar, City Clerk

I LAURA AGUILAR, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution Number was adopted by the City Council of the City of Sierra Madre at the regular meeting held on the 22<sup>nd</sup> day of April 2025.

EXHIBIT A  
CITY COUNCIL RESOLUTION 25-23  
TENTATIVE PARCEL MAP 24-01

CONDITIONS OF APPROVAL

1. This project shall expire 24 months following approval, as provided by Sierra Madre Municipal Code Section §16.12.100.
2. The applicant may file for an extension of time, not to exceed 24 months, at least 30 days prior to expiration, in accordance with SMMC §16.12.100(B).
3. The property shall be developed and maintained in substantial conformance with the Meadows Specific Plan (the "SP") and Development Agreement (the "DA"), as adopted by Ordinance No. 1461. The applicant shall comply with all of the requirements of the SP and DA.
4. The Congregation will complete a lot tie affidavit for the two parcels to ensure they cannot be transferred separately as a condition of any Tentative Map approval pursuant to DA §3(a).
5. The Congregation shall agree to record a conservation easement in favor of the City against the northern most parcel resulting from the subdivision and apply for a rezoning of that parcel to Open Space. The recordation of the conservation easement and application for rezoning shall occur concurrently with the recordation of the conservation easement as provided by DA §3(b).
6. The easement shall prohibit future development in the Hillside Open Space in perpetuity but shall reserve to the Congregation all subsurface rights, including but not limited to, water and mineral rights. Neither Congregation or Developer will be required to improve or maintain the Hillside Open Space. Congregation's obligation under this Section 3(c) may be specifically enforced by the other Parties, in accordance with DA §3(c).
7. The applicant shall comply with all inspection requirements as deemed necessary by the fire code official and building official of the City of Sierra Madre.
8. All stormwater runoff passing through the site shall be accepted and conveyed across the property in a manner acceptable to the City Engineer. For all stormwater runoff falling on the site, on-site retention or other facilities approved by the City Engineer shall be required to contain the increased stormwater runoff generated by the development of the property. Provide a hydrology study to determine the increased stormwater runoff due to development of the site, and to determine required stormwater runoff mitigation measures for the proposed development. Final retention basin sizing and other stormwater runoff mitigation measures shall be determined upon review and approval of the hydrology study by the City Engineer and may require redesign or changes to site configuration or layout consistent with the findings of the final hydrology study. The increased stormwater runoff to retain on-site shall be determined by comparing the existing "pre-developed" condition and proposed "developed" condition, using the 100-year frequency storm.

9. The applicant shall submit a final map, be prepared by a California registered Land Surveyor or qualified Civil Engineer, to the Public Works Engineering Division for review and approval. A Title Report prepared for subdivision guarantee for the subject property, the traverse closures for the existing parcel and all lots created therefrom, and copies of record documents shall be submitted to the Public Works Engineering Division as part of the review of the Map. The Final Map shall be approved by the City Council.
10. The plans shall be approved by the City prior to approval of the Final Map.
11. Any projects that will disturb one acre or more of land. Therefore, the applicant must obtain coverage under a statewide General Construction Activities Stormwater Permit (General Permit). In accordance with the General Permit, the applicant shall file with the State a Notice of Intent (NOI) for the proposed project. Prior to issuance of grading permit by the City, the applicant shall have approved by the City Engineer a Stormwater Pollution Prevention Plan (SWPPP). The SWPPP shall include a copy of the NOI and shall reference the corresponding Waste Discharge Identification (WDID) number issued by the State upon receipt of the NOI.
12. Any projects under the City's NPDES Municipal Stormwater Permit as a development with equal to one acre or greater of disturbed area that adds more than 10,000 square feet of impervious surface area. Prior to issuance of grading permit, the applicant shall have approved by the City Engineer, an Urban Stormwater Mitigation Plan (USMP) that incorporates appropriate post construction Best Management Practices (BMPs), maximizes pervious surfaces, and includes infiltration into the design of the project.
13. The on-site sewer and water systems shall be publicly maintained. Water and sewer area studies shall be reviewed and approved by the City of Sierra Madre prior to the issuance of a building permit.
14. The applicant shall submit sewer and water improvement plans by a registered California Civil Engineer to the Public Works division for review. The plans shall be approved prior to the approval of the Final Map.
15. Prior to, or concurrent with, the recordation of a final map for the project, the applicant shall dedicate all necessary sewer and water easements to the City of Sierra Madre.
16. Fire apparatus access roads must be maintained in accordance with applicable requirements of the California Fire Code.

# ATTACHMENT

## PLANNING COMMISSION RESOLUTION 25-01

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING THE CITY COUNCIL CONDITIONALLY APPROVE TENTATIVE PARCEL MAP 24-01 (TPM 24-01) MAP NO. 84653; FOR THE SUBDIVISION OF AN EXISTING 17.30 ACRES PARCEL TO CREATE NEW 7.09 ACRES RESTRICTED OPEN SPACE PARCEL IN PERPETUITY AT 700 NORTH SUNNYSIDE AVENUE**

THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE:

**WHEREAS**, an application for a Tentative Parcel Map was filed by:

**The Congregation of the Passion  
Mater Dolorosa Community  
700 North Sunnyside Avenue  
Sierra Madre, CA 91024**

**WHEREAS**, the Tentative Parcel Map can be described as:

Tentative Parcel Map No. 84653, a subdivision of an existing 17.03-acre parcel to create a 7.09-acre restricted open space parcel in perpetuity and a remaining parcel for institutional use;

**WHEREAS**, the Tentative Parcel Map would apply to the property at 700 North Sunnyside Avenue, Sierra Madre, CA 91024, Assessor Parcel Numbers 5761-002-010;

**WHEREAS**, on March 20<sup>th</sup>, 2025, the Planning Commission received the report and recommendations of staff;

**WHEREAS**, following public notice, a public hearing was held before the Planning Commission on March 20<sup>th</sup>, 2025, with all testimony received being made part of the public record;

**WHEREAS**, at the said public hearing, the Planning Commission received written and oral evidence, all of which is deemed to be part of the record of this proceeding;

**WHEREAS**, on March 20<sup>th</sup>, 2025, the Planning Commission adopted Planning Commission Resolution 25-01 recommending the City Council conditionally approve the Tentative Parcel Map (TPM 24-01), for the subdivision of an existing parcel to create a restricted open space parcel located at 700 North Sunnyside Avenue; and

**WHEREAS**, the proposed land subdivision is consistent with the general plan and

Meadows at Bailey Canyon Specific Plan; and

**WHEREAS**, the proposed project qualifies for a Class 1 Categorical Exemption, pursuant to Section 15317, 15301 and 15061(b)(3), which Section 15317 exempts the establishment of the making and renewing of open space contracts under the Williamson Act, or the acceptance of easements or fee interests in order to maintain the open space character of the area; Section 15301 (h) exempts the operation and maintenance of existing topographical features involving negligible or no expansion of use; and Section 15061(b)(3) covered the common sense exemption that the subdivision of real property that does not involve any new construction or change in the existing uses, and it can be seen with certainty that there is no possibility that it may have a significant effect on the environment, the activity is not subject to the California Environmental Quality Act (CEQA);

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

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

**SECTION 2.1. Findings for approval of a tentative parcel map.** Pursuant to Government Code Section 66474 and Sierra Madre Municipal Code Section 16.12.080, any action taken by the City Council shall be supported by the findings required in Sections 66473.5, 66474, and 66474.6 of the California Government Code and Section 21100 of the California Public Resources Code.

**SECTION 2.2.** Government Code Section 66473.5 requires the proposed subdivision to be consistent with a general plan or a specific plan only if the local agency has officially adopted such a plan and the proposed subdivision or land use is compatible with the objectives, policies, general land uses, and programs specified in such a plan.

**SECTION 2.3.** Pursuant to California Government Code Section 66474.6, the proposed subdivision does not violate existing requirements prescribed by a California regional water quality control board pursuant to Division 7 (commencing with Section 13000) of the Water Code, thus disapproval of the proposal may not be found on this basis.

**SECTION 2.4.** Pursuant to Sierra Madre Municipal Code and California Government Code Section 66474, the tentative tract map or parcel map shall be denied if any of the following findings are made by the Planning Commission:

**A. That the proposed map is not consistent with applicable general and specific plans;**

This finding cannot be made because the proposed map is consistent with the City's General Plan and the Meadows at Bailey Canyon Specific Plan §1.1 c) part of the TTM process, a new legal lot, subject to a conservation easement prohibiting habitable structures from being constructed, will be formed directly north of the Retreat Center, and will be rezoned to the Open Space zone in the City's Zoning Code.

Goal 8: Preserve existing and provide additional constructed and natural open space.

Goal 9: Preserve the hillside areas in order to protect the environment and mountain views, obtain a balance between developed areas and the hillside wilderness, and establish the role of the hillside as an entry point into wildland areas.

Objective L4: Mitigating the impacts of new development on the City's open space, trees, infrastructure, water, transit services, the character of existing development, and other public needs.

Objective L6: Development that is done in harmony with its neighborhood and preserves and protects the privacy, mountain, and basin views of neighboring properties.

Objective L17: Protecting views to and from hillside areas in order to maintain the image and identity of the City as a village of the foothills.

Objective L44: The preservation of natural open space areas as crucial to the distinctive character of Sierra Madre, and as a key feature of sustainability and public safety.

Policy L44.1: Support the purchase of hillside property by the Sierra Madre Mountains Conservancy and similar organizations.

Objective 45: Acquiring additional natural and constructed open space areas.

**B. That the design or improvement of the proposed subdivision is not consistent with applicable general and specific plans;**

This finding cannot be made because the improvement of the proposed subdivision is consistent with City's General Plan and the Meadows at Bailey Canyon Specific Plan §6.2.1 c) a new legal lot will be formed directly north of the Retreat Center. This lot will be one of three parcels to be conserved as open space and will be rezoned to the Open Space zone in the City's Zoning Code. The lot will be subject to a conservation easement prohibiting habitable structures from being constructed and will be for restricted use area.

Goal 8: Preserve existing and provide additional constructed and natural open space.

Goal 9: Preserve the hillside areas in order to protect the environment and mountain views, obtain a balance between developed areas and the hillside wilderness, and establish the role of the hillside as an entry point into wildland areas.

Objective 45: Acquiring additional natural and constructed open space areas.

**C. That the site is not physically suitable for the type of development;**

This finding cannot be made because the site is not proposed to be developed and will be maintained as Open Space (Subdivision Map Act §§ 66474(c) and 66474(d)).

The Open Space restricted use parcel is on an approximately 7.05 acre project site that was historically an unused portion north of the Mater Dolorosa Retreat Center. The site is surrounded by open spaces to the north and east, institutional uses to the south, and residential uses to the west. Access to the project site is readily available via the existing Retreat Center to the south. The subdivision does not create any modification, demolition, development or construction to the existing site.

**D. That the site is not physically suitable for the proposed density of development;**

This finding cannot be made because the site is not proposed to be developed and will be maintained as open space.

The proposed open space conservation will be for the unused portion north of the Mater Dolorosa Retreat Center. The site is surrounded by open spaces to the north and east, institutional uses to the south, and residential uses to the west.

**E. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat;**

The design of the subdivision does not alter the existing site, nor cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat. The proposed subdivision was made a condition of Development Agreement approval and implementation, and will be carried forward to apply for approval of the proposed subdivision project. Accordingly, the design of the subdivision are not likely to cause substantial environmental damage or injure fish or wildlife or their habitat. The applicant is required to maintain the existing parcels, and complete a lot tie affidavit for the two parcels to ensure they cannot be transferred separately as a condition of any Tentative Parcel Map approval. In addition, as part of the TTM process, a new legal lot, subject to a conservation easement prohibiting habitable structures from being constructed, will be formed directly north of the Retreat Center, and will be rezoned to the Open Space zone in the City's Zoning Code.

**F. That the design of the subdivision or the type of improvements is likely to cause serious public health problems;**

This finding cannot be made because the design of the subdivision or type of improvements will not be detrimental to public health, safety, and welfare.

Compliance with the standards and regulations included in these conditions will ensure the project does not result in adverse impacts on the health, safety, and general welfare of the community. The applicant is required to maintain the upkeep of the hillside, and complete a lot tie affidavit for the two parcels to ensure they cannot be transferred separately as a condition of any Tentative Parcel Map approval.

**G. That the design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision. The governing body may approve a map if it finds that alternative easements, for access or for use, will be provided, and that these will be substantially equivalent to ones previously acquired by the public. This subsection shall apply only to easements of record or to easements established by judgment of a court of competent jurisdiction and no authority is granted to a legislative body to determine that the public at large has acquired easements for access through or use of property within the proposed subdivision.**

This finding cannot be made because the site does not contain any public access easements.

The project site is a private property owned by the Mater Dolorosa Passionist Retreat Center. Thus, no public access easements exist on the project site. One existing utility easement granted to the Los Angeles County Flood Control District for telephone lines, as shown on Sheet 2 of the tentative parcel map, will remain unaffected.

Accordingly, in addition to the fact that there are no existing public access easements on the project site, the design of the subdivision or type of improvements will not conflict with easements acquired by the public at large for access through or use of the property within the proposed subdivision.

**SECTION 3. State Board of Forestry and Fire Protection.** Pursuant to Government Code Section 1266.02, for tentative or parcel maps approved in very high fire hazard severity zones, the approving body is required to make and submit two findings to the State Board of Forestry and Fire Protection within 30 calendar days of map approval. The Planning Commission confirms the findings and map(s) included herein as Attachment C and, upon City Council approval, directs the Clerk of the Board to the submit the findings to the State Board of Forestry and Fire Protection.

**SECTION 4. Environmental Exemption.** The proposed project qualifies for a categorical exemption from CEQA pursuant to sections 15317 and 15301 of the CEQA Guidelines. Section 15317 exempts the establishment of agricultural preserves, the making and renewing of open space contracts under the Williamson Act, or the acceptance of easements or fee interests in order to maintain the open space character

of the area. Section 15301 (h) exempts the operation and maintenance of existing public or private structures, facilities, and topographical features involving negligible or no expansion of use, and includes maintenance of existing landscaping, native growth, and water supply reservoirs. The subdivision of real property that does not involve any new construction or change in the existing uses, and it can be seen with certainty that there is no possibility that it may have a significant effect on the environment, is also exempt from CEQA pursuant to the "common sense" exemption in CEQA Guidelines 15061(b)(3). The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. If a development project is proposed on any of the parcels, the individual project would be subject to environmental review under CEQA once the scope of the project has been identified.

**SECTION 5. Records of Proceeding.** Pursuant to Public Resources Code Section 21081.6 and 14 CCR 15091(e), the City Clerk will serve as the custodian of record. The documents and materials that constitute the record of proceedings on which this Resolution has been based are located at 232 W. Sierra Madre Boulevard, Sierra Madre, California.

**SECTION 6. Severability.** If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Resolution or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Resolution or any part thereof or exhibit thereto. The Planning Commission hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

**SECTION 7. Certification.** The Director of Planning and Community Preservation shall attest to the passage and adoption of this Resolution by the Planning Commission and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED, AND ADOPTED** the 20th day of March, 2025, by the following vote:

AYES: Chair Thomas Denison, Commissioner Kevin Brennan, Commissioner Christine Moran, Commissioner Yong Yoo

NOES:

ABSTAIN:

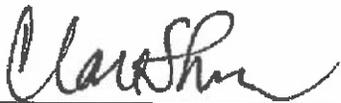
ABSENT: Vice-Chair Patrick Simcock



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Thomas Denison, Chair  
Planning Commission

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



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Clare Lin, Director  
Planning and Community Preservation Department

# Subdivision Map Findings Report Board of Forestry and Fire Protection



January 2022

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## Purpose and Background

For tentative or parcel maps approved in state responsibility areas (SRA) or very high fire hazard severity zones (VH), the approving body is required to make and submit two findings to the State Board of Forestry and Fire Protection (Board) within 30 calendar days of map approval (14 CCR § 1266.02).

The required findings are as follows:

(1) A finding supported by substantial evidence in the record that the subdivision is consistent with:

(A) regulations adopted by the State Board of Forestry and Fire Protection pursuant to Sections 4290 and 4291 of the Public Resources Code, or

(B) consistent with local ordinances certified by the State Board of Forestry and Fire Protection as meeting or exceeding the state regulations.

(2) A finding supported by substantial evidence in the record that structural fire protection and suppression services will be available for the subdivision through any of the following entities:

(A) A county, city, special district, political subdivision of the state, or another entity organized solely to provide fire protection services that is monitored and funded by a county or other public entity.

(B) The Department of Forestry and Fire Protection by contract entered into pursuant to Section 4133, 4142, or 4144 of the Public Resources Code.

(14 CCR § 1266.01.)

## Site information

Subdivision name: The Meadows at Bailey Canyon

Jurisdiction name: City of Sierra Madre

Point of contact: Clare Lin, Director of Planning & Community Preservation

Mailing address: 232 W Sierra Madre Blvd, Sierra Madre, CA 91024

Email address: [clin@sierramadreca.gov](mailto:clin@sierramadreca.gov)

Phone number: (626)355-1536

Fax number: n/a

Subdivision is located within:  State Responsibility Area  LRA Very High Fire Hazard Severity Area

## Map approval information

Name of meeting at which tentative and/or parcel maps were approved: Planning Commission Meeting

Meeting date: 3/20/2025

Meeting location: City Hall Council Chambers; 232 W Sierra Madre Blvd, Sierra Madre, CA 91024

Meeting agenda and agenda item number: Item 7A for **TENTATIVE PARCEL MAP 25-01, INCLUDING MAP NO. 84653, FOR THE SUBDIVISION OF AN EXISTING PARCEL TO CREATE A NEW RESTRICTED OPEN SPACE PARCEL IN PERPETUITY AT 700 NORTH SUNNYSIDE AVENUE.**

Relevant staff report(s): See page 62 here:

<https://meetings.municode.com/d/f?u=https://mccmeetings.blob.core.usgovcloudapi.net/siermad-pubu/MEET-Packet-502d126cfa854cc8987b9ce11a299f18.pdf&n=AgendaPacket-Planning%20Commission%20Meeting-March%202020,%202025%205.30%20PM.pdf>

## Finding 1: Compliance with Requirements in Regulations implementing PRC 4290 and 4291

In the column titled "Attached supporting evidence", please provide reference to attached materials showing compliance with the corresponding requirement. Such documents may include but are not limited to maps, subdivision plans, and landscape plans. If an exception has been granted, please provide substantial evidence showing compliance with the requirements pursuant to 14 CCR 1270.06.

### Section 1: PRC 4290 – SRA/Very High Fire Hazard Severity Zone Fire Safe Regulations

Check this box if a local ordinance has been certified by the Board in accordance with the regulations implementing PRC 4290.

### Emergency Access and Egress

Requirements	Meets	Attached supporting evidence
<a href="#">14 CCR Ch. 7 § 1273.01 Width</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.02. Road Surfaces</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.03. Grades</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.04. Radius</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.05. Turnarounds</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.06. Turnouts</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.07. Road and Driveway Structures</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.08. Dead-end Roads</a>	<input type="checkbox"/>	N/A
<a href="#">§ 1273.09. Gate Entrances</a>	<input type="checkbox"/>	N/A

### Signing and Building Numbering

Requirements	Meets	Attached supporting evidence
<u>14 CCR Ch. 7 § 1274.01 Road Signs</u>	<input type="checkbox"/>	N/A
<u>§ 1274.02. Road Sign Installation, Location and Visibility</u>	<input type="checkbox"/>	N/A
<u>§ 1274.03. Addresses for Buildings</u>	<input type="checkbox"/>	N/A
<u>§ 1273.04. Address Installation, Location, and Visibility</u>	<input type="checkbox"/>	N/A

### Emergency Water Standards

Requirements	Meets	Attached supporting evidence
<u>14 CCR Ch. 7 § 1275.02. Water Supply</u>	<input type="checkbox"/>	N/A
<u>§ 1275.03. Hydrants and Fire Valves</u>	<input type="checkbox"/>	N/A
<u>§ 1275.04. Signing of Water Sources</u>	<input type="checkbox"/>	N/A

### Fuel Modification Standards

Requirements	Meets	Attached supporting evidence
<u>14 CCR Ch. 7 § 1276.01. Setback for Structure Defensible Space.</u>	<input type="checkbox"/>	N/A
<u>§ 1276.02. Maintenance of Defensible Space Measures</u>	<input type="checkbox"/>	N/A
<u>§ 1276.03. Disposal of Flammable Vegetation and Fuels</u>	<input type="checkbox"/>	N/A
<u>§ 1276.04. Greenbelts.</u>	<input type="checkbox"/>	N/A

### Verification of Compliance

The undersigned verifies that the subdivision for which this report is written complies with the requirements in the SRA/Very High Fire Hazard Severity Zone Fire Safe Regulations, or any local ordinances certified by the Board under 14 CCR 1270.03.

X N/A

Print name:

Title of signing county official:

**Section 2: PRC 4291 – Fire Hazard Reduction Around Buildings and Structures**

Requirement	Meets	Attached supporting evidence
<u>14 CCR Ch.7 § 1299.03 (a)(1)-(4) Zone 1 Requirements</u> (applicable 0-30 feet from each building or structure or to property line, whichever comes first)	<input type="checkbox"/>	N/A
<u>§ 1299.03 (b)(1)-(2) Zone 2 Requirements</u> (applicable 30-100 feet from each building or structure but not past property lines)	<input type="checkbox"/>	N/A
<u>§ 1299.03 (c)(1)-(2) Requirements for both Zones 1 and 2</u>	<input type="checkbox"/>	N/A

**Finding 2: Structural fire protection and suppression services**

Structural fire protection and suppression services must be available to the subdivision through any of the following entities. Please mark which type of fire service entity applies to this subdivision and reference attached evidence.

Fire Protection Entity		Attached supporting evidence
A county, city, special district, political subdivision of the state, or another entity organized solely to provide fire protection services that is monitored and funded by a county or other public entity.	<input type="checkbox"/>	N/A
The Department of Forestry and Fire Protection by contract entered into pursuant to Section 4133, 4142, or 4144 of the Public Resources Code.	<input type="checkbox"/>	N/A

Local fire official description of how structural fire protection and suppression services will be provided:

If a) is checked above, name of entity providing fire protection services:

Subdivision of the property is not required to comply with Section 4290 or 4291 of the Public Resources Code, as there will be no development of the parcel. The subdivision creates an open space parcel to be restricted for that use in perpetuity.

**Local fire official verification**

X Sandie Hastings

Print name: Sandie Hastings

Title: Principal Project Manager,  
Dennis Grubb & Associates







# City of Sierra Madre AGENDA REPORT

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

*Sue Spears, City Treasurer*

TO: Mayor and City Council  
FROM: Miguel Hernandez, Assistant City Manager  
REVIEWED BY: Jose Reynoso, City Manager  
DATE: April 22, 2025

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**SUBJECT: CONSIDERATION OF RESOLUTION 25-25 AUTHORIZING AN AMENDMENT TO THE CLASSIFICATION PLAN AND SALARY MATRIX**

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## **STAFF RECOMMENDATION**

Staff recommends that the City Council adopt Resolution 25-25, which would establish position authority for a new sworn position of Deputy Fire Chief – Community Risk Reduction Officer within the Fire Department. This action would create the position classification and add it to the City's official position control document, allowing for future recruitment when funding is allocated through the budget process.

## **ALTERNATIVES**

1. **Approve Position Authority:** Adopt Resolution 25-25, establishing the Deputy Fire Chief – Community Risk Reduction Officer position in the City's Classification Plan. This would create the position classification but would not authorize funding, which would be addressed separately during a Budget Formulation process or when funding is available.
2. **Decline to Establish Position:** Do not adopt Resolution 25-25, which would maintain the current organizational structure of the Fire Department without a dedicated position for community risk reduction and succession planning.
3. **Request Additional Information:** Continue the item to a future meeting and direct staff to provide further analysis regarding position responsibilities, organizational impact, or alternative staffing models to address community risk reduction needs..

## **EXECUTIVE SUMMARY**

The establishment of position authority for a Deputy Fire Chief – Community Risk Reduction Officer represents a strategic response to the Eaton Fire and addresses critical gaps in the City's fire prevention infrastructure. In municipal governance, "position authority" refers to the formal approval granted by the City Council to create and fund a specific job classification within the City's organizational structure. This approval establishes the legal and budgetary framework necessary for the position to exist, defining its placement within the City's Classification Plan

and authorizing the City Manager to recruit and hire for the role.

This sworn Confidential-Exempt position will serve dual functions: leading comprehensive community risk reduction initiatives while providing essential command continuity as second-in-command of the Fire Department. Creating position authority for this role is distinct from the actual funding allocation, which will be addressed separately through a Budget Formulation process or when funding is available.

The position will oversee all aspects of fire prevention including inspections, code enforcement, plan reviews, and public education programs. As the department's designated Public Information Officer, this role will coordinate emergency communications and develop proactive public safety messaging campaigns. During the Fire Chief's absence, the Deputy Chief will assume full command authority, ensuring seamless operational continuity.

This strategic addition directly implements key recommendations from the Fire Department Master Plan, which identified insufficient capacity at the chief officer level to design and implement comprehensive risk reduction strategies. The position also strengthens the City's succession planning framework by creating a clear leadership development pathway within the Fire Department, addressing retention challenges while building institutional knowledge.

By establishing position authority for this role, the City is taking the essential first step toward prioritizing data-driven prevention strategies that protect lives, property, and natural resources. This forward-looking approach aligns with multiple Strategic Plan goals, particularly enhancing public safety services, improving environmental stewardship, and strengthening organizational sustainability through effective workforce development. Once position authority is established through Council approval of Resolution 25-25, the position can be incorporated into a future budget process for potential funding and implementation.

#### **ENVIRONMENTAL(CEQA)**

This Resolution is not a "Project" for purposes of the California Environmental Quality Act because under 14 CCR 15378(b)(1), a "Project does not include ... Proposals for legislation to be enacted by the State Legislature" and under 14 CCR 15378(b)(4), a "Project does not include ... Organizational or administrative activities of governments that will not result in direct or indirect physical changes to the environment." Even if the Resolution is a Project, it is exempt under 14 CCR 15269 as a Resolution authorizing emergency projects.

#### **STRATEGIC PLAN CORRELATION**

The creation of the Deputy Fire Chief – Community Risk Reduction Officer directly aligns with multiple strategic goals and objectives in the City's Strategic Plan:

#### **Goal 1 - Organizational Sustainability**

The position supports Objective 1.1 - "Boost Staff Retention and Satisfaction by FY 2026" through:

- **Initiative OS 1.2** - "Develop a Comprehensive Staff Development Plan" by creating a clear career advancement pathway within the Fire Department.
- **Initiative OS 1.2 D** - "Develop and Implement Departmental Succession Plans" by

establishing a leadership pipeline for future Fire Department administration.

## **Goal 2 - Public Safety**

This position directly supports Objective 2.1 - "Sustaining Sierra Madre's Fire Services: Establishing reliable funding for excellence by FY 2025/2026" by addressing critical staffing needs identified in the Fire Department Master Plan. The role specifically advances:

- **Initiative PS 2.1** - "Achieve Optimum Staffing Levels for the Fire Department" by addressing the Master Plan finding that "SMFD chief staff does not have enough work capacity to adequately design and implement a comprehensive community risk reduction plan."
- **Initiative PS 2.2** - "Sustain Excellence in Training Practices for the Fire Department" through the development and implementation of specialized risk reduction training programs.
- **Initiative PS 2.3.1** - "Preserve and Maintain Hillside Areas" by implementing the projects identified in the Strategic Plan:
  - PS 2.3.1 A - "Annual Brush-Clearing Events"
  - PS 2.3.1 B - "Annual Fire 'Home Hardening' Presentation"
  - PS 2.3.1 C - "Establishment of Sierra Madre Fire Safe Council and Attainment of 'Fire Wise' Status"

## **Goal 5 - Environmental Responsibility**

The position advances the City's environmental goals through:

- **Initiative ER 5.1** - "Wildfire Risk Reduction" by implementing the policies outlined in the Safety Element (Hz5.a.1 through Hz5.a.7) focused on vegetation management, defensible space, and fire-safe development standards in Very High Fire Hazard Severity Zones.

This position represents a strategic investment in the City's ability to meet multiple objectives across the Strategic Plan while addressing critical operational needs identified in the Fire Department Master Plan.

### **PUBLIC NOTICE PROCESS**

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

### **FISCAL IMPACT**

This agenda item represents the first phase in a two-step process: (1) establishing position authority for the Deputy Fire Chief – Community Risk Reduction Officer, and then (2) conducting a comprehensive funding assessment. While the major sources of revenue in the General Fund that fund the Fire Department are taxes (Property, Sales, Utility User, Other), a detailed analysis will be undertaken to identify potential non-tax revenue sources that could offset these

traditional funding streams. The funding assessment will explore several promising revenue opportunities:

1. **Enhanced Fire Prevention Revenue:** The FIRE PERMIT account (43005) has shown significant variability, with collections increasing from just \$266 in FY 2023/2024 to \$7,282 in the first half of FY 2024/2025, suggesting substantial growth potential with enhanced risk reduction activities. Similarly, the FIRE SERVICES account (47042) has demonstrated steady growth from \$10,506 in FY 2018/2019 to \$18,814 in FY 2023/2024, indicating a positive trend that could accelerate with expanded departmental capabilities.
  2. **Cost Avoidance Opportunities:** The assessment will quantify potential savings from bringing currently contracted inspection services in-house, which could offset a portion of the position costs while improving service quality and consistency.
  3. **EMS Revenue Enhancement:** Following best practices identified by other municipalities, the assessment will explore opportunities to improve EMS billing data collection and follow-up processes, potentially increasing collection rates for paramedic services.
  4. **Additional Revenue Sources:** The assessment will evaluate other funding mechanisms used successfully by fire departments nationwide, including specialized service fees and subscription programs.
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#### **PUBLIC NOTICE**

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

#### **ATTACHMENTS:**

1. Resolution 25-25
2. Salary Matrix

# ATTACHMENT

## RESOLUTION NO. 25-25 MODIFYING THE CONFIDENTIAL-EXEMPT CLASSIFICATION PLAN AND SALARY MATRIX

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

WHEREAS, the City of Sierra Madre employs full-time employees who are not represented by an employee association; and

WHEREAS, the City of Sierra Madre employs full-time employees who are members of the Confidential-Exempt management group; and

WHEREAS, the City Council is authorizing changing the Confidential-Exempt salary schedule in the Classification Plan and Salary Matrix; and

WHEREAS, the City Council is authorizing one new Confidential-Exempt full-time position of Deputy Fire Chief – Risk Reduction Officer;

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 full-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 to the Confidential-Exempt Classification Plan and Salary Matrix take effect July 1, 2025.

Passed, Approved and Adopted on the 22<sup>nd</sup> day of April, 2025.

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Robert Parkhurst  
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 22<sup>nd</sup> day of April 2025 by the Sierra Madre City Council following a roll call vote:

Ayes

Noes

Absent

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Laura Aguilar  
City Clerk, City of Sierra Madre, CA

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# ATTACHMENT

Salary Matrix  
Confidential-Exempt - 1

April 22, 2025  
Fiscal Year 2025-26

Range	Position Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
22	Assistant to the City Manager	Annual Salary \$ 66,007 \$ Hourly \$ 31.73 \$	\$ 67,657 \$ \$ 32.53 \$	\$ 69,348 \$ \$ 33.34 \$	\$ 71,082 \$ \$ 34.17 \$	\$ 72,859 \$ \$ 35.03 \$	\$ 74,680 \$ \$ 35.90 \$	\$ 76,547 \$ \$ 36.80 \$	\$ 78,461 \$ \$ 37.72 \$	\$ 80,423 \$ \$ 38.66 \$	\$ 82,433 \$ \$ 39.63 \$
25	Water Superintendent	Annual Salary \$ 76,983 \$ Hourly \$ 37.01 \$	\$ 78,908 \$ \$ 37.94 \$	\$ 80,880 \$ \$ 38.88 \$	\$ 82,902 \$ \$ 39.86 \$	\$ 84,975 \$ \$ 40.85 \$	\$ 87,099 \$ \$ 41.87 \$	\$ 89,277 \$ \$ 42.92 \$	\$ 91,509 \$ \$ 43.99 \$	\$ 93,796 \$ \$ 45.09 \$	\$ 96,141 \$ \$ 46.22 \$
26	Human Resources Manager Accounting Manager Senior Planner Administrative Services Manager/City Clerk	Annual Salary \$ 86,933 \$ Hourly \$ 41.79 \$	\$ 88,106 \$ \$ 42.84 \$	\$ 91,334 \$ \$ 43.91 \$	\$ 93,617 \$ \$ 45.01 \$	\$ 95,958 \$ \$ 46.13 \$	\$ 98,357 \$ \$ 47.29 \$	\$ 100,816 \$ \$ 48.47 \$	\$ 103,336 \$ \$ 49.68 \$	\$ 105,919 \$ \$ 50.92 \$	\$ 108,567 \$ \$ 52.20 \$
28	Community Services Manager Library Services Manager/City Librarian	Annual Salary \$ 77,931 \$ Hourly \$ 37.47 \$	\$ 79,879 \$ \$ 38.40 \$	\$ 81,876 \$ \$ 39.36 \$	\$ 83,923 \$ \$ 40.35 \$	\$ 86,021 \$ \$ 41.36 \$	\$ 88,172 \$ \$ 42.39 \$	\$ 90,376 \$ \$ 43.45 \$	\$ 92,635 \$ \$ 44.54 \$	\$ 94,952 \$ \$ 45.65 \$	\$ 97,325 \$ \$ 46.79 \$
29	Planning Manager Finance and Budget Manager IT Manager	Annual Salary \$ 112,216 \$ Hourly \$ 53.95 \$	\$ 115,021 \$ \$ 55.30 \$	\$ 117,897 \$ \$ 56.68 \$	\$ 120,844 \$ \$ 58.10 \$	\$ 123,865 \$ \$ 59.55 \$	\$ 126,962 \$ \$ 61.04 \$	\$ 130,136 \$ \$ 62.57 \$	\$ 133,389 \$ \$ 64.13 \$	\$ 136,724 \$ \$ 65.73 \$	\$ 140,142 \$ \$ 67.38 \$
30	Public Works/Utilities Manager	Annual Salary \$ 84,492 \$ Hourly \$ 40.62 \$	\$ 86,605 \$ \$ 41.64 \$	\$ 88,770 \$ \$ 42.68 \$	\$ 90,989 \$ \$ 43.74 \$	\$ 93,264 \$ \$ 44.84 \$	\$ 95,596 \$ \$ 45.96 \$	\$ 97,985 \$ \$ 47.11 \$	\$ 100,435 \$ \$ 48.29 \$	\$ 102,946 \$ \$ 49.49 \$	\$ 105,520 \$ \$ 50.73 \$
38	Administrative Fire Captain	Annual Salary \$ 71,454 \$ Hourly \$ 34.35 \$	\$ 73,240 \$ \$ 35.21 \$	\$ 75,071 \$ \$ 36.09 \$	\$ 76,948 \$ \$ 36.99 \$	\$ 78,872 \$ \$ 37.92 \$	\$ 80,844 \$ \$ 38.87 \$	\$ 82,865 \$ \$ 39.84 \$	\$ 84,936 \$ \$ 40.83 \$	\$ 87,060 \$ \$ 41.86 \$	\$ 89,236 \$ \$ 42.90 \$
41	Police Captain	Annual Salary \$ 128,496 \$ Hourly \$ 61.78 \$	\$ 131,708 \$ \$ 63.32 \$	\$ 135,001 \$ \$ 64.90 \$	\$ 138,376 \$ \$ 66.53 \$	\$ 141,835 \$ \$ 68.19 \$	\$ 145,381 \$ \$ 69.89 \$	\$ 149,016 \$ \$ 71.64 \$	\$ 152,741 \$ \$ 73.43 \$	\$ 156,560 \$ \$ 75.27 \$	\$ 160,474 \$ \$ 77.15 \$
42	Deputy Fire Chief - Community Risk Reduction Officer	Annual Salary \$ 129,996 \$ Hourly \$ 62.50 \$	\$ 133,246 \$ \$ 64.06 \$	\$ 136,577 \$ \$ 65.66 \$	\$ 139,991 \$ \$ 67.30 \$	\$ 143,491 \$ \$ 68.99 \$	\$ 147,079 \$ \$ 70.71 \$	\$ 150,756 \$ \$ 72.48 \$	\$ 154,524 \$ \$ 74.29 \$	\$ 158,388 \$ \$ 76.15 \$	\$ 162,347 \$ \$ 78.05 \$

July 13, 2021 Resolution 21-46 Amendment to Amendment to Confidential-Exempt positions  
Water Superintendent ONLY - Amended on February 27, 2024 Resolution 25-14  
October 22, 2024 Resolution 24-63 Amendment to Amendment to Confidential-Exempt positions  
Added Range 30 Public Works/Utilities Manager  
Added Range 38 Administrative Fire Captain  
Suspended Civil Engineer/Deputy Director (Range 33)  
Reso 25-xx Added Range 42 Deputy Chief Community Risk Reduction Officer



# City of Sierra Madre AGENDA REPORT

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor Parkhurst and Members of the City Council  
FROM: Laura Aguilar, Deputy City Manager  
REVIEWED BY: Jose Reynoso, City Manager  
DATE: April 28, 2025  
SUBJECT: **YOUTH MEMBERS ON BOARDS AND COMMISSIONS**

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## **STAFF RECOMMENDATION**

At the December 10, 2024 City Council meeting, Mayor Parkhurst requested that City staff return to a future meeting with an overview of the current youth commissioner appointment process.

It is recommended that the City Council receive and file this informative report.

## **ALTERNATIVES**

1. The City Council may direct staff to return with direction for amendments to the current commissioner-appointment process;
2. The City Council may receive and file this informative report.

## **EXECUTIVE SUMMARY**

In July 2020, the City Council adopted Ordinance 1429, which provided a homogeneous layout for the number of seats in the City's advisory and legislative bodies.

Prior to 2020, the City's boards and commissions consisted of a varying number of seats and different term years. For example, the Community Services Commission had 7 commissioners; one of which was a youth commissioner serving a one-year term, and the Senior Community Commission had 7 members serving three-year terms, each.

For purposes of stability and continuity, the Council found that it would best serve the community and council to have all commissions and boards consist of an equal number of members, serving identical four-year terms.

Staff was given direction to remove references to inactive Commissions, and to enact consistent member requirements, term lengths and limits for all Commissions. Staff was also directed to reduce the number of applications required prior to consideration for appointment.

Ordinance 1429 (Attachment 1) amended Chapters 2.04 (Terms of Board and Commission Appointees), 2.24 (Senior Community Commission), 2.40 (Community Services Commission), 2.44 (Planning Commission) and 2.46 (Energy, Environment, and Natural Resources commission) and delete Chapters 2.28 (Cultural Heritage Commission), 2.32 (Emergency Services and Disaster Commission), 2.34 (Community Arts Commission), and 2.36 (Parking Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code.

### **ANALYSIS**

This direction was given in an effort to alleviate prolonged vacancies on Commissions as well as the difficulty in soliciting the required number of applications for Commission vacancies, despite all best efforts and outreach.

At the time, the Community Services Commission was a seven-member commission with an option to appoint a youth commissioner for a one year term, in place of an adult commissioner serving a full term. The challenge for the Community Services Commission was that a youth commissioner was only allowed to serve up to two one-year terms and often the Commission's meetings or activities conflicted with school exams, events, or other extra-curricular activities. Having a one-year term meant that the Commission was recruiting every year for a commissioner.

In an effort to reduce recruitment challenges, and to bring consistency to all boards and commissions, the City Council reduced the Community Services Commission to five-members and eliminated the youth commissioner.

### **ENVIRONMENTAL(CEQA)**

This presentation, is categorically exempt from review under CEQA

### **STRATEGIC PLAN CORRELATION**

Mayor Parkhurst's request for a general overview aligns with Goal 4 of the Strategic Plan: Community Enrichment: Promote an unparalleled quality of life with an engaged and collaborative culture.

### **PUBLIC NOTICE PROCESS**

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

**FISCAL IMPACT**

There is not fiscal impact in the preparation of this report. However, staff time was incurred in preparation of this report..

**PUBLIC NOTICE**

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

**ATTACHMENTS:**

Ordinance 1429 adopted July 28, 2020

# ATTACHMENT

## ORDINANCE NO. 1429

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING SECTION 2.04.070 (TERMS OF BOARD AND COMMISSION APPOINTEES) OF CHAPTER 2.04 (CITY COUNCIL), CHAPTER 2.16 (LIBRARY BOARD OF TRUSTEES), CHAPTER 2.24 (SENIOR COMMUNITY COMMISSION), CHAPTER 2.40 (COMMUNITY SERVICES COMMISSION), CHAPTER 2.44 (PLANNING COMMISSION), AND CHAPTER 2.46 (ENERGY, ENVIRONMENT, AND NATURAL RESOURCES COMMISSION") AND DELETING CHAPTER 2.28 (CULTURAL HERITAGE COMMISSION), CHAPTER 2.32 (EMERGENCY SERVICES AND DISASTER COMMISSION), CHAPTER 2.34 (COMMUNITY ARTS COMMISSION), AND CHAPTER 2.36 (PARKING COMMISSION) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE SIERRA MADRE MUNICIPAL CODE

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

**SECTION 1. Amendment.** Section 2.04.070 (Terms of board and commission appointees) of Chapter 2.04 (City Council) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is hereby amended as follows, with additions noted in underline and deletions noted in ~~strikethrough~~:

**2.04.070 - Terms of board and commission appointees.**

- A. Unless otherwise provided by law or this code, the provisions of this section shall apply to all members of city commissions and boards other than the board of library trustees, which is governed by the California Education Code, ~~and the emergency services and disaster commission, which is governed by Chapter 2.32 of this code.~~
- B. The terms of all members of boards and commissions created by this code expire on June 30th of the calendar year in which they are scheduled to expire.
- C. No commission or board member shall serve more than two, consecutive, full terms although a person may be reappointed after a break in service. Completion of a partial term shall not constitute a "full term" for purposes of this section, nor shall service on two different boards or commissions be counted in determining when a commission or board member has reached the term limit provided by this chapter.
- D. All terms of service on city commissions and boards established by this code shall be for four years. unless otherwise required by law or specified by this code.

E. The city council may remove any person from any city board or commission at any time by with or without cause, provided that its action to do so is by a motion supported by the affirmative votes of three members of the city council.

F. All city commissions will consist of five commissioners. City commissions may exceed five members if the city council reappoints existing members who are eligible for an additional term as of July 14, 2020. Only when the number of commissioners decreases to less than five will the City Council consider appointing new members.

**SECTION 2. Amendment.** Chapter 2.16 (Library Board of Trustees) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is hereby amended as follows, with additions noted in underline and deletions noted in ~~strikethrough~~:

### **Chapter 2.16 – Library Board of Trustees**

#### **2.16.010 - Established.**

Pursuant to the provisions of an Act of the Legislature of the state of California, entitled "An Act to Provide for the Establishment and Maintenance of Public Libraries within Municipalities," approved March 23, 1901, and of all acts supplementary thereto or amendatory thereof, there shall be, and there is established in and for the city, a free public library for the use and benefit of the city. No member of the Library Board of Trustees may serve simultaneously on either the Friends of the Sierra Madre Public Library or the Sierra Madre Library Foundation or any other body that regularly exchanges funds.

**SECTION 3. Amendment.** Chapter 2.24 (Senior Community Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is hereby amended as follows, with additions noted in underline and deletions noted in ~~strikethrough~~:

### **Chapter 2.24 – Senior Community Commission**

#### **2.24.010 - Created.**

The senior community commission is created.

#### **~~2.24.020 – Membership.~~**

~~A. The senior community commission shall consist of seven five members appointed by the city council.~~

~~B. Each member of the senior community commission must be either:1.A city resident;2.A non-resident owner of property in the city; or3.A non-resident professional who represents a specialized expertise and who is employed within the city limits.~~

~~There shall be only one non-resident member of the commission at any one time.~~

~~C. The membership of the commission shall consist initially of those persons appointed to the commission on aging when the senior community commission is created and~~

~~each such person shall serve on the senior community commission until his or her term on the commission on aging would have expired.~~

**~~2.24.030 – Terms.~~**

~~Each senior community commission member shall serve a term of three four years. A commission member shall serve no more than two consecutive full terms, but a commission member who has served two consecutive full terms may be re-appointed to the commission no earlier than two years after the termination of that member's second consecutive full term.~~

**2.24.0420 – Purpose.**

The senior community commission advises the city council on the welfare and well-being of older Sierra Madreans. The specific and primary purpose of this commission is to provide an effective vehicle for the welfare and well-being of senior citizens of Sierra Madre by:

- A. Assessing and defining their needs;
- B. Locating and publicizing available resources;
- C. Coordinating and initiating services and opportunities for older Sierra Madreans, such as serving hot meals;
- D. Informing the community of the needs of older Sierra Madreans and suggesting ways to participate in creating solutions to those problems; and
- E. Monitoring expenses and revenues directly relating to senior programming and services.

**SECTION 4. Amendment.** Chapter 2.40 (Community Services Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is hereby amended as follows, with additions noted in underline and deletions noted in ~~strikethrough~~:

**Chapter 2.40 – Community Services Commission**

**2.40.010 - Established.**

The community services commission of the city is created.

**~~2.40.020 – Membership.~~**

~~The community services commission of the city shall consist of seven five persons. The city council may appoint a minor resident of the city, between the age of thirteen and seventeen, to one of the regular positions on the community services commission as a full voting member of the commission. The appointment shall be for a term which shall end no later than June 30th following the date of appointment.~~

**~~2.40.030 – Terms.~~**

~~Each member of the community services commission shall serve for three four year terms, subject to the provisions of Section 2.04.070 of this code.~~

**2.40.0240 - Duties and responsibilities.**

A. The fundamental nature of the community services commission is to improve and enhance the quality of life throughout the community. The community services commission is responsible for overseeing the city's recreation and community services programs. The commission oversees the general use of parks, public facilities, transportation, community communication, and matters relating to the community's recreational and service needs. The commission provides information and recommendations to the city council in these areas.

B. The duties and responsibilities of the commission shall be as follows:

1. Act in an advisory capacity and be responsible to the city council in all matters pertaining to parks, public recreation and community services;
2. Act as the communications link between the residents, city council, and community services department, in all matters pertaining to parks, facilities, recreation, and community services, and to cooperate with other governmental agencies and civic groups in the advancement of sound park, recreation, and community service planning and programming;
3. To plan and recommend community service programs and evaluate community service programs and services designed to meet the community needs in areas of youth, recreation, adults, seniors, parks, aquatics, community communications, events, and transportation;
4. Parks and facilities:
  - a. Act in an advisory capacity to the city council in all matters pertaining to the acquisition, improvement, development, maintenance, and use of all public parks and facilities in the city,
  - b. Recommend regulations, rules, and policies for city council adoption including hours of operation, fees, programs, organizations and operational procedures,
  - c. Review the items in subsection (B)(4)(b) of this section annually and provide recommendations to the city council,
  - d. Advise for long range capital improvements;
5. Recreation, community services, and transportation:
  - a. Formulate policies on services and programs for approval by the city council, including: agreements with the board of education of the school district and the city council for the best possible joint use of parks and recreation facilities and similar agreements with other civic groups,
  - b. Interpret the policies and functions of the community services department to the community,

- c. Make periodic inventories of community services that exist or may be needed, assess and communicate the needs of the community to the community services director and the city council,
  - d. Aid in the coordinating of community services with the programs of other governmental agencies and voluntary organizations;
6. Community cable television:
- a. Formulate policies regarding the community bulletin board, rebroadcast schedule, and programs for the Community Channel 3, for approval by the city council, including: reviewing agreements with the Community Media of the Foothills Board and similar agreements with other civic groups as necessary,
  - b. Interpret and communicate the policies and functions of community cable television to the community services department and to the community,
  - c. Act in an advisory capacity to the city council in all matters pertaining to community cable television;
7. Advise in the preparation of the community services department work plan and goals and budget and make recommendations to the city council;
8. Perform all other duties referred to and requested of the community services commission by the city council;
9. Improve and enhance the quality of life throughout the community through people, parks, and programs.

**SECTION 5. Amendment.** Chapter 2.44 (Planning Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is hereby amended as follows, with additions noted in underline and deletions noted in ~~striketrough~~:

**Chapter 2.44 – Planning Commission**

**2.44.010 - Created.**

A planning commission of the city is created.

**~~2.44.020 – Membership.~~**

~~The planning commission of this city shall consist of a total of seven members.~~

**2.44.0240 - Duties.**

The city planning commission shall perform the duties required by applicable state law, and such other duties as may be ordered by the city council.

**SECTION 6. Amendment.** Chapter 2.46 (Energy, Environment, and Natural Resources Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is hereby amended as follows, with additions noted in underline and deletions noted in ~~strikethrough~~:

**Chapter 2.46 -- Energy, Environment, and Natural Resources Commission**

**2.46.010 - Created.**

An energy, environment, and natural resources commission is hereby created.

~~**2.46.020 - Membership.**~~

~~The energy, environment, and natural resources commission shall be comprised of seven five members, each appointed by the city council.~~

~~**2.46.030 - Commission officers.**~~

~~The commission shall elect from its own members a chairperson and vice-chairperson. Terms as chair and vice chair shall be for one year.~~

~~**2.46.040 - Meeting time and place.**~~

~~The commission shall meet at 7:00 p.m. on the third Wednesday of each month. Meetings shall be held in the city hall council chamber unless clearly noted as elsewhere on the posted agenda.~~

**2.46.0250 - Purpose.**

The purpose of the energy, environment, and natural resources commission shall be to enhance quality of life in the community by promoting good stewardship of precious environmental and natural resources.

**2.46.0360 - Powers and duties.**

- A. The commission shall serve as an advisory panel to the city council, planning commission, and to city staff on matters pertaining to water, water conservation, energy efficiency, state and federal environmental mandates, urban forest management, and public outreach regarding the same.
- B. The commission shall act as the communications link between the residents, city council, and public works department, in all matters pertaining to water and water conservation, energy efficiency, state and federal mandates, management of the community forest. The commission shall cooperate with other governmental agencies and civic groups in the advancement of environmental policies.
- C. The commission shall plan, evaluate, recommend and conduct community outreach, community programs and services designed encourage responsible use of water and energy, as well as overseeing the protection and enhancement of the community forest.

- D. The commission shall perform all other duties referred to and requested of the energy, environment, and natural resources commission from time to time by the city council.

**SECTION 7. Deletion.** Chapter 2.28 (Cultural Heritage Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is deleted in its entirety.

**SECTION 8. Deletion.** Chapter 2.32 (Emergency Services and Disaster Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is deleted in its entirety.

**SECTION 9. Deletion.** Chapter 2.34 (Community Arts Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is deleted in its entirety.

**SECTION 10. Deletion.** Chapter 2.36 (Parking Commission) of Title 2 (Administration and Personnel) of the Sierra Madre Municipal Code is deleted in its entirety.

**SECTION 11. Severability.** If any sections, subsections, subdivisions, paragraph, sentence, clause or phrase of this Ordinance or any part hereof or exhibit hereto is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining portions of this Ordinance or any part thereof or exhibit thereto. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, paragraph, sentences, clauses or phrases be declared invalid.

**SECTION 12. Publication.** The City Clerk shall cause this Ordinance to be published or posted in accordance with California Government Code Section 36933, shall certify to the adoption of this Ordinance and his/her certification, together with proof of the publication, to be entered in the book of Ordinances of the City Council.

**SECTION 13. Effective Date.** This Ordinance shall take effect thirty days after its adoption pursuant to California Government Code Section 36937.

**PASSED, APPROVED, AND ADOPTED ON** this 14th day of July, 2020