

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



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

**Tuesday, January 12, 2016  
Closed Session: 5:00 pm  
Open Session: 6:30 pm**

*Nancy Shollenberger, City Clerk  
Richard Mays, City Treasurer*

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

**PUBLIC COMMENT**

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

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA:**

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

**PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

Time shall be devoted to audience participation early on the agenda. If additional time is needed, the Mayor will allow for same at the end of the agenda.

**CLOSED SESSION**

**CALL TO ORDER/ROLL CALL**

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

**PUBLIC COMMENT**

Regarding Closed Session Items

**RECESS TO CLOSED SESSION REGARDING:**

**CONFERENCE WITH LEGAL COUNSEL**

**Pursuant to Calif. Government Code Section 54956.9(d)(4)**

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

Initiation of litigation: Number of potential cases: Two

**PERSONNEL**

**Pursuant to Calif. Government Code Section 54957**

Public Employee Performance Evaluation

Title: City Manager

**CONFERENCE WITH LABOR NEGOTIATOR**

**Pursuant to Calif. Government Code Section 54957.6**

City Negotiators: City Manager Elaine Aguilar and Assistant City Manager Elisa Cox

Employee Organization: Police Association

**CONFERENCE WITH LEGAL COUNSEL**

**Pursuant to Calif. Government Code Section 54956.9(a)**

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

Existing Litigation: Case No. GC046442

Case Name: City of Sierra Madre v. Jeffrey M. Hildreth and Taryn N. Hildreth d/b/a The Sterling Oak; Suntrust Mortgage, Inc. a Virginia Corporation; and does 1-50 inclusive

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**OPEN SESSION**

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

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

**PLEDGE OF ALLEGIANCE AND  
INVOCATION/INSPIRATION**

Council Member Rachelle Arizmendi

**APPROVAL OF AGENDA**

Vote of the Council to proceed with City business.

**APPROVAL OF MINUTES**

Approval of [minutes from the Regular City Council meeting on December 8, 2015](#).

**MAYOR AND CITY COUNCIL REPORTS**

Reports of individual Council Member activities relating to City business.

**PUBLIC COMMENT**

Regarding items not on the Agenda.

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**ACTION ITEMS**

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1. **CONSENT**

a) **[ADOPTION OF RESOLUTION 16-01 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS](#)**

Recommendation that the City Council approve Resolution No. 16-01 ratifying payment of City Warrants in aggregate amount of \$254,982.01; Library warrants in the aggregate amount of \$14,196.68, and payroll transfer in the aggregate amount of \$324,755.41 for fiscal year ending June 30, 2016.

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|--|---|
| <p>b) <b><u>CONSIDERATION OF RESOLUTION 16-03: ADOPTING THE FRIENDS OF THE SIERRA MADRE PUBLIC LIBRARY MEMORANDUM OF UNDERSTANDING</u></b></p>   | <p>Recommendation that the City Council adopt Resolution 16-03: Adopting the Friends of the Library Memorandum of Understanding.</p>  |
| <p>c) <b><u>CONSIDERATION OF RESOLUTION 16-04: AUTHORIZING THE DESTRUCTION OF OBSOLETE RECORDS</u></b></p>   | <p>Recommendation that the City Council adopt Resolution 16-04: Authorizing the Destruction of Obsolete Records.</p>  |
| <p>d) <b><u>CONSIDERATION OF RESOLUTION 16-05: APPOINTING DONNA CAYSON TO PART-TIME TEMPORARY POLICE LIEUTENANT AND ANTOINETTE BUCKNER TO INTERIM LIBRARY SERVICES DIRECTOR</u></b></p>                              | <p>Recommendation that the City Council approve Resolution 16-05: Appointing Donna Cayson to Part-Time Temporary Police Lieutenant and Antoinette Buckner to Interim Library Services Director.</p>   |
| <p>e) <b><u>APPROVAL OF PURCHASES/SERVICES IN EXCESS OF \$25,000 FOR FISCAL YEAR 2015-2016</u></b></p>   | <p>Recommendation that the City Council authorize the purchases, services, supplies, and contracts and authorize the encumbrance of funds based upon the estimated annual needs for each department.</p>  |
| <p>f) <b><u>INCREASED BROADBAND FOR LIBRARY</u></b></p>  | <p>Recommendation that the City Council approve the submittal of the grant application to apply for funding to purchase equipment for increased broadband at the Library and designate \$18,660 from the Library's Gift and Memorial Account for the remaining equipment purchases.</p>   |
| <p>g) <b><u>CONSIDERATION TO APPLY FOR FUNDING OF THREE FULL-TIME ENGINEERS THROUGH THE FISCAL YEAR 2015 DEPARTMENT OF HOMELAND SECURITY STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT</u></b></p> | <p>Recommendation that the City Council grant approval to apply for funding for three full-time Engineers and to authorize the City Manager or her designee to execute the application on behalf of the City.</p>   |
| <p>h) <b><u>RECOMMENDATION TO ISSUE REQUEST FOR PROPOSALS FOR DESIGN OF PHASE 2 WATER MAIN REPLACEMENTS</u></b></p>  | <p>Recommendation that the City Council direct staff to prepare and circulate a Request for Proposals for professional surveying and engineering services for the preparation of design documents (Plans and Specifications) and securing of County permits for the replacement of five segments of water mains identified October 19, 2015 as Phase 2 of Fiscal Year 2015-2016 Water Main Replacement Project.</p> |
| <p>i) <b><u>RECOMMENDATION TO APPROVE PLANS AND SPECIFICATIONS FOR WATER MAIN REPLACEMENTS IN SIERRA PLACE AND MANZANITA AVENUE AND DIRECT STAFF TO SEEK CONSTRUCTION BIDS</u></b></p>                               | <p>Recommendation that the City Council approve plans and specifications for replacement of water mains in Sierra Place and in Manzanita Avenue between South Lima Street and South Hermosa Avenue and direct staff to advertise the project for bids.</p>  |
| <p>j) <b><u>CONSIDERATION OF ADDITIONAL COSTS OF FINAL CORROSION STUDY</u></b></p>   | <p>Recommendation that the City Council approve \$7,040 in additional consultant costs associated with the preparation of the Final Corrosion Study and appropriate said amount from Water Fund Reserves.</p>   |

k) [ADOPTION OF RESOLUTION 16-07 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS](#)

Recommendation that the City Council approve Resolution 16-07 for approval of payment of City Warrants in aggregate amount of \$641,985.63; Library warrants in the aggregate amount of \$15,541.67, and payroll transfer in the aggregate amount of \$276,542.75 for fiscal year ending June 2016.

l) [AWARD OF CONSTRUCTION CONTRACT TO M.C. ALYEA CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \\$68,975 FOR THE CONSTRUCTION OF THE STORAGE ADDITION TO THE HART PARK HOUSE SENIOR CENTER](#)

Recommendation that the City Council award a construction contract in an amount not to exceed \$68,945 to M.C. Alyea Construction of Riverside for the construction of the storage addition to the Hart Park House Senior Center.

**PUBLIC HEARINGS**

2. [HISTORIC DESIGNATION – WEBSTER HOUSE: AN APPLICATION TO CONSIDER THE NOMINATION AS A LOCAL HISTORIC CULTURAL LANDMARK FOR THE PROPERTY LOCATED AT 101 WEST BONITA AVENUE](#)

Recommendation that the City Council hold a Public Hearing and approve the designation of the Webster House – 101 West Bonita Avenue as a local Historical Cultural Landmark to be listed on the City’s Historic Cultural Landmark list pursuant to City Council Resolution 15-69.

3. [MUNICIPAL CODE TEXT AMENDMENT 15-04 – ORDINANCE NO 1371 AMENDING TITLE 17, CHAPTER 17.10](#)

Recommendation that the City Council hold a Public Hearing and adopt Municipal Code Text Amendment 15-04, amending Title 17, Chapter 17.10, explicitly prohibiting the growing of live marijuana plant cultivation, deliveries and dispensing of marijuana as a business pursuant to Ordinance 1371 for first reading, by title only, and waive further reading.

4. [FIRST READING OF ORDINANCE 1374 REPLACING SIERRA MADRE MUNICIPAL CODE CHAPTER 15.60 WATER EFFICIENT LANDSCAPE ORDINANCE TO COMPLY WITH CURRENT STATE MODEL ORDINANCE](#)

Recommendation that the City Council hold a Public Hearing, read by title only, and waive further reading of Ordinance 1374

**ITEMS FOR DISCUSSION**

5. [STOP THE UTILITY USERS TAX INITIATIVE – SUFFICIENCY OF PETITIONS](#)

Recommendation that the City Council receive, file, and accept the Certificate of Sufficiency of Initiative Petition from the City Clerk, and provide staff with direction.

6. [REVIEW OF SEPTEMBER 2012 INFRASTRUCTURE REPORT \(OCTOBER 2015 STRATEGIC PLAN ITEM\)](#)

Recommendation that the City Council direct staff to continue with the implementation of street, sewer, and water improvement projects as provided for in the FY 2015-2016 budget and in previous Council direction.

7. [EMERGENCY MEDICAL SERVICES DISPATCH FEE](#)

Recommendation that the City Council approve Resolution 16-06 amending the Fee Schedule by adopting the Emergency Medical Services Dispatch Fee.

8. **STRATEGIC PLAN UPDATE FROM OCTOBER 20, 2015 RETREAT**

Recommendation that the City Council receive and file.

**PUBLIC COMMENT**

Council is prohibited from taking action on items not on the agenda, but the matter may be referred to staff or to a subsequent meeting. Each speaker will be limited to three continuous minutes, which may not be delegated. These rules will be enforced but may be changed by Council action.

**ACTION ITEMS**

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

**PUBLIC HEARING**

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

**AVAILABILITY OF AGENDA MATERIALS**

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

**LIVE BROADCASTS**

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

**MEETING ASSISTANCE**

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

**ADJOURNMENT**

The City Council will adjourn to a Regular Meeting on Tuesday, January 26, 2016.

Agenda  
Regular Meeting of the Sierra Madre City Council,  
Successor Agency, and Public Finance Authority  
Tuesday, December 8, 2015  
Closed Session: 6:00 p.m.; Open Session: 6:30 p.m.  
City Hall Council Chambers, 232 W. Sierra Madre Boulevard

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Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:00 p.m. The Mayor asked for public comment and there was none, so the Mayor immediately adjourned to a Closed Session. The City Council returned from Closed Session at 6:32 p.m. and the Mayor opened the Open Session at 6:35 p.m. City Clerk, Nancy Sue Shollenberger, read the Roll, noting that all City Council Members were present.

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

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

Absent: None

Also Present: Elaine Aguilar, City Manager  
Teresa Highsmith, City Attorney  
Bruce Inman, Director of Public Works  
Elisa Cox, Assistant City Manager  
Vincent Gonzalez, Director of Planning & Community Preservation  
Carolyn Thomas, Library Director  
Joe Ortiz, Captain, Sierra Madre Police Department  
Larry Giannone, Safety Director and Police Chief  
Steve Heydorff, Fire Chief  
James Carlson, Management Analyst  
Nancy Sue Shollenberger, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION:

Mayor Pro Tem, Gene Goss, led the Pledge of Allegiance and followed with this prayer:

Father in Heaven,

As we thank you tonight for the blessings of life here in our beloved town, our hearts are heavy as we remember the barbarity and cruelty of the recent terrorist attack on our fellow citizens in San Bernardino. These people joyously celebrating the season's festivities when they were brutally murdered, were just like us: Ordinary people of different races, ethnicities and creeds, mothers and fathers, sons and daughters, brothers and sisters, grandparents, aunts and uncles, best friends, neighbors, co-workers; in short, they were Americans. We pray for them and for those they left behind who are trying to cope with unspeakable grief, and we pray for those who were injured and are facing long periods of difficult recuperation and healing. And finally, we pray for your guidance of our leaders and all our brave members of police departments across America and for our brave men and women in the military who are fighting and will defeat this metastasizing evil around the world. We pray for this tonight in the name of God Almighty. Amen.

REPORT OUT OF CLOSED SESSION:

Terry Highsmith, City Attorney, reported that the City Council met in Closed Session this evening to discuss the following:

Conference with Labor Negotiator  
Pursuant to Calif. Government Code Section 54957.6  
City Negotiators: City Manager Elaine Aguilar and Assistant City Manager Elisa Cox  
Employee Organization: Police Association

The City Attorney reported that direction was provided to the Labor Negotiator, but no action was taken.

APPROVAL OF AGENDA:

Mayor Capoccia asked that Item 1d) under the Consent Calendar be pulled for separate discussion.,

Council Member, John Harabedian moved and it was seconded by Rachele Arizmendi for approval of the Agenda as amended. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES OF NOVEMBER 24, 2015:

Mayor Capoccia asked for a change on Page 2 of 28:

No. 5 under Mayor and City Council Reports:

It read: Mayor, John Capoccia announced that he went to Sacramento regarding 710 Coalition Members. It was a really good session. Governor Brown is such a good quality person.

Change to: Mayor, John Capoccia announced that he went to Sacramento regarding the 710 Coalition. Governor Brown is such a good quality person.

Mayor Pro Tem, Gene Goss asked that a change be made to Page 25 of 28:

It read: Mayor Pro Tem, Gene Goss, noted that the Police Department saved \$1M and Level II cuts. That is the message we need to tell the residents. We can't make a decision tonight. The Retreat was to come up with multiple scenarios that could happen. We are back up to \$1M.

Change to: Mayor Pro Tem, Gene Goss, noted that we can't make a decision tonight. The Retreat was to come up with multiple scenarios that could happen.

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, John Harabedian for approval of the Minutes of November 24, 2015, with the above changes.. The motion passed unanimously by voice vote.

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MAYOR AND CITY COUNCIL REPORTS:

- 1) Mayor, John Capoccia, Council Members Denise Delmar and Rachelle Arizmendi did not have a report.
- 2) Council Member, John Harabedian, thanked Mayor Pro Tem Goss for the prayer. He asked that the residents stay safe over the Holiday Season. If you have any doubts, call the Police Department and Fire Department. Please be vigilant.
- 3) Mayor Pro Tem, Gene Goss, announced that it was an honor to fill in for the Mayor at the Winter Festival. Santa and I lit the Christmas Tree. It was a joy.

PUBLIC COMMENT:

Sue Barrons, Alverno High School

Ms. Barrons announced that she was present this evening to announce an event to be held tomorrow night – Candlelight Celebration, Wednesday, December 9, 2015 at 7:00 p.m. at Villa Del Sol. It is free and she asked that everyone please come.

Richard Proctor, Trustee, Sierra Madre Library

Mr. Proctor announced all the activities at the Library, i.e., Pre-School Storytime, Baby Rhyme Time, Teen Book Club, Make Your Own Mini Rose at Rose Float Building on Monday, December 21st at 11:00 a.m.

Mr. Proctor also announced that the Library will be closed Christmas through New Year. He asked that the residents stop by on Thursday to wish Carolyn Thomas a happy retirement. He commended Ms. Thomas for her kindness and service. Thank you.

PRESENTATION:

President of the Rose Float Association, Dave Colchur, presented the 2016 Sierra Madre Rose Float Princesses: Princess Emily Lopez, Princess Cameron Martinez, Princess Kari Savoie and Princess Katherine Stapenhorst. The first entry in the Rose Parade was the Year 1917. We will be working on Sundays from 10:00-5:00. We won 9 out of the last 10 years. This year the Float is called "Rollin On The River".

The Princesses each gave a background of their impressive accomplishments.

Mayor Capoccia remarked that it is a very impressive group of ladies.

Mr. Colchur announced that donations for the Float can be sent to P.O. Box 603, Sierra Madre, CA 91025. He invited everyone to come and help with the decorations.

PRESENTATION:

The Mayor gave a Certificate of Recognition to Carolyn Thomas, who is retiring from being Director of Library Services.

Mrs. Thomas remarked that the Sierra Madre Public Library is a gem. She thanked the staff, Trustees, Friends of the Library. You have the best Library services for this town.

PRESENTATION:

Bruce Inman, Director of Public Works, gave the Annual Report for FY 2014-2015 in the Public Works Department.

The Public Works Team: Water Division, Street & Sewer Division, Miscellaneous, City Hall and Contractors.

Street/Sewer Division: 1 Foreman, 4 Maintenance Workers. Responsibilities include: Sewer Maintenance, Street Maintenance, Community Event Support, Tree Maintenance, Banners/Flags and Storm Drain Maintenance. There were 32 Potholes repaired, 650 LF of sidewalk replaced, 47 sidewalks repaired, 126,430 LF of sewer cleans, 243 customer responses, 8 U.S. Flag Cycles, 30 Banner Cycles, 33 Community Events Supported and 24 Assists to the Water Department.

Water Division: Deputy Director, Two Lead Workers, Three Pump Operators, Two Volunteer Interns. Responsibilities include producing, treating and delivering potable water to all city customers. There was 2474 Acre-feet of water served, 65 leaks repaired, 168 meters replaced, 2,288 hydrants flushed, 284 valves exercised, 6,311 water quality samples taken, 208 customer responses, 6 water audits and 393 acre-feet of water spread. There was 208 responses to customer contacts, 22 water color/debris, 60 water conservation and 14 taste/order.

The Public Works Team: Miscellaneous: Facilities Maintenance Worker and Fleet Mechanic. Field Staff during 2014-15: 24 Brake Jobs, 135 Oil changes, 59 tire replacements/repairs, 12 major reports (Transmissions, manifolds, main seals, CNG fuel repairs, E/C), 47 out-shopped repairs (Dealer warranty work, smog test and transmissions), 56 irrigation repairs and 224 facility service calls. The Public Works Team at City Hall includes Administrative Assistant, Management Analyst and Director.

City Hall Staff 2014-15: 65 City Council staff reports, 41 commission staff reports, 3 NPDES complaints investigated, 144 plan checks processed, 4654 customer responses, 9 grading permits issued, 25 encroachment/excavation permits issued, 1179 conservation courtesy notices sent, 766 turf removal rebates processed, 127 conservation appeals processed and 1 state required sewer master plan update.

The Public Works Team: Contractors: Solid Waste Disposal – Athens Services  
Street Sweeping – Athens Services  
Sidewalk Pressure Washing – Athens Services  
Tree Maintenance – West Coast Arborists  
Janitorial Services – United Building Maintenance  
Pest Control Services – Orkin  
Landscape Maintenance – Merchants  
City Engineer – Kev Tcharkhoutian

- 2014-15 Street Project: South Michi8llinda, West Montecito, East Sierra Madre Boulevard and South Baldwin Avenue – Total Project Cost: \$639,330.
- North Mountain Trail Water Main Replacement – Cost: \$667,990
- Woodland Bridge Water Main Replacement – Cost \$36,550
- West Grandview Sewer Main Replacement – Cost: \$204,330
- CDBG – Funded Citywide ADA Ramp Construction: Cost: \$44,900
- Public Works Projects: Water Conservation Projects: Drywell Installations and Re-landscape Entry Median.

Mayor Capoccia remarked that Mr. Inman’s report is very impressive with the small staff. We appreciate what they do.

ACTION ITEMS:

1) CONSENT CALENDAR

Elaine Aguilar, City Manager, gave the following report under the Consent Calendar:

1a). WARRANTS:

Staff recommends approval of Resolution No. 15-78 “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS” and approval of payment of City Warrants in the aggregate amount of \$113,140.36; Sierra Madre Library Warrants in aggregate amount of \$14,620.48 and Payroll Transfer in the aggregate amount of \$314,374.74 for the fiscal year ending June 30, 2016.

1b). APPLICATION FOR ENERGY EFFICIENCY LOW INTEREST LOAN

Many California Cities have made energy efficiency improvements and developed renewable energy measures in response to the California legislative mandates to reduce California’s energy consumption and derive energy from renewable energy sources. In recent years, the cost effectiveness of installing solar systems has improved substantially due to advances in the technology and the availability of California Solar Initiative (CSI) rebates (currently exhausted) and Federal and State tax incentives.

Attached to the Agenda was a Resolution to authorize the City to apply for low interest (1% - one percent interest) monies available from the California Energy Commission to develop solar photovoltaic facilities to be installed on City owned property.

Staff has been working in good faith with Connor Energy in reviewing the City's energy costs and potential facilities where solar photovoltaic installations could be accomplished. Connor Energy has worked with several California cities where they have developed renewable energy and energy conservation projects saving the cities millions of dollars over the life of the projects.

Connor Energy has developed a renewable energy proposal for the City of Sierra Madre with project funding from the California Energy Commission (up to \$3M). As a first step in this process, the City will need to apply for funding with the California Energy Commission to ensure funding availability (funds are available on a first-come, first served basis). Currently there is \$5.9M in funding available from the California Energy Commission. The benefits of the California Energy Commission funds are:

1. No City Bonds issued – with the California Energy Commission loan, the city of Sierra Madre would simply enter into a promissory note with the Energy Commission without need for City Credit ratings or incur heavy bond financing costs.
2. Lowest Financing Cost – Although municipal bonds traditionally offer one of the cheapest forms of capital available, the CEC loan funds provides the greatest savings at 1% interest cost funds up to 20 years. This financing allows the project to be cash flow positive from day one.
3. Solar Asset Purchase – Unlike solar PPA's (power purchase agreements) or solar leases, the City of Sierra Madre is purchasing the solar structures, and even after the repayment period is complete, the asset will continue to generate power for the City for years to come.

To date, a preliminary assessment of the proposed solar system has been completed. This work was completed without the expenditure of any City funds.

Staff is recommending approval of the financing request of the proposed solar photovoltaic system and the continued development of the solar PV project with staff to complete and deliver to the City Council at a future City Council date. The conceptual project design and layout is attached to the Agenda as Exhibit A. Please note, the design and layout shown in Exhibit A is conceptual only. The consultant who prepared the Exhibit has already been advised by staff that the location of solar shade structures along the Grandview Frontage of the spreading basins will not be acceptable to the community. A revised concept with similar generation capacity is forthcoming, but will not be available for this evening's Council meeting.

There is no cost to the City to apply for these funds, and the City is not committed to accepting the funds once the approval is complete in the event the solar photovoltaic project is not approved by City Council.

It is recommended that the City Council approve Resolution No. 15-79 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AUTHORIZING THE CITY TO APPLY FOR LOW INTEREST (1% INTEREST) MONIES FROM THE CALIFORNIA ENERGY COMMISSION TO IMPLEMENT ENERGY EFFICIENCY MEASURES" and authorize the City Manager to sign and execute the California Energy Commission Loan Application.

1c). CONSIDERATION OF REQUEST FOR USE OF CITY LOGO

The Pasadena Unified School District and the City of Pasadena are working in conjunction to develop a shared vision and framework to improve outcomes for children, youth, ad families in the area. The framework, called Collaborate PASadena, grew out of a school/city/community work plan and has been further refined by an Ad Hoc Committee consisting of various Council Members and PUSD Board Members.

Collaborate PASadena has requested the use of the City's logo for the Community Report Card. Council Member Arizmendi is the Leadership Council Member and Council Member Harabedian is her alternate representing the City of Sierra Madre in this effort for the three jurisdictions and community members and organizations to work together to improve outcomes for children, youth ad families in our three communities.

It is recommended that the City Council approve the use of the City's logo by Collaborate PASadena for their Annual Report.

Item 1d). was pulled for separate discussion.

1e). REJECTION OF BID FROM PERRY C. THOMAS CONSTRUCTION FOR THE EMERGENCY REPLACEMENT OF WATER MAINS IN SKYLAND DRIVE AND IDLE HOUR LANE AND AWARD OF THE PROJECT TO JDC CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$384,110.

The low bidder for the City's emergency water main replacement has indicated that due to his current workload, he cannot begin work on the project until late February or March. This delay in project implementation is not an acceptable response to an emergency situation.

Staff, therefore, recommends that the City Council reject the bid provided by Perry C. Thomas Construction for the emergency replacement of water mains in Skyland Drive and Idle Hour Lane and award the project to J. De Sigio Construction in an amount not to exceed \$384,110, with a total project cost of \$406,683.

1f). SECOND READING AND ADOPTION OF ORDINANCE 1372, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTER 15.30 (GREEN BUILDING STANDARDS) BY ADDIING A NEW SUBSECTION 15.30.040 ("WATER METERING FOR MULTI-FAMILY DWELLINGS") REQUIRING THAT ALL MULTI-FAMILY DWELLINGS CONSTRUCTED AFTER JANUARY 1, 2016 BE PROVIDED WITH INDIVIDUAL METERED WATER SERVICES.

Staff recommends that the City Council read by title only and adopt Ordinance No. 1372 upon second reading.

Mayor Capoccia opened for public comment and there was none.

Council Member, Rachele Arizmendi moved and it was seconded by Mayor Pro Tem, Gene Goss, for approval of the Consent Calendar, with the exception of Item 1d). as presented. The motion passed by unanimous voice vote of the City Council.

1d). CONSIDERATION OF PAYMENT OPTIONS FOR WATER CONSUMED IN CALENDAR YEAR 2014:

This item was originally on the Council Agenda for November 24<sup>th</sup>, and was pulled from Consent with staff being directed by Council to return with additional information. Staff recommends that the City Council approve the use of pre-purchased water held in Main Basin cyclic storage to offset the total purchase cost of imported water used by the City in Calendar Year 2014, and approve the expenditure of \$190,639.80 in water funds to complete the purchase of water for that calendar year.

San Gabriel Valley Municipal Water District (the District) bills for water sold by that agency on a calendar year basis. In early October 2015 the City received a letter stating that the City's water use from the District via the MWD connection was 2,218.6 acre-feet. The letter further states that per the District's agreement with MWD, the City is responsible for the cost of 4,437.2 acre feet at the District's 2014 rate of \$130 per acre foot. That cost is \$576,836.

However, according to records held by the Main San Gabriel Basin Water Master, the City has 2,970.74 acre-feet remaining in its cyclic storage account. This is a remainder of the water purchased by the City in 2009 at a rate of \$100 per acre-foot when the District had a surplus of water available. The District's October 4 letter notes that the City may transfer water from its cyclic storage account to pay for water imported via MWD.

The City's payment options for the imported water consumed in calendar year 2014 are described in the SGVMWD letter. The City can either pay cash in the amount of \$576,836 for the entire 4,437.2 acre feet or the City may reduce that cash outlay by transferring the City's remaining balance of 2,970.14 acre feet of cyclic storage water.

Staff reviewed Table A – Projected Water Costs; Table B – Value of Cyclic Storage Water and Table C – Value Comparison.

Transferal of the 2,970.74 acre feet currently held by the City in cyclic storage has two advantages that outweigh the attractive option of holding on to the water:

- 1). Reduction of the expenditure from water funds from \$576,836 to \$190,640 lessens the impact (by \$386,196) of the water purchase on the current fiscal condition of the water fund in light of the conservation induced reduction in revenue.
- 2). Reduction of the expenditure of water funds for the water purchase frees \$396,196 for re-investment in the water infrastructure.

Staff proposes to send the letter attached to the Agenda to the Main San Gabriel Basin Water Master requesting the transfer of all remaining cyclic storage water and then pay the District \$190,639.80 for the remaining balance of water used by the City in 2014.

The 2015-16 Budget includes an expenditure of \$650,000 for the purchase of imported water. Thus, no additional expenditure is necessary in order to pay for the 2014 usage. If the cyclic water is used, the water fund will have an expenditure of \$190,640 for calendar year 2014. If the cyclic water is not used, the water fund will have an expenditure of \$576,836 for 2014 water purchases.

Staff recommends that the City Council approve the use of pre-purchased water held in Main Basin cyclic storage to offset the total purchase cost of imported water used by the City in calendar year 2014 and approve the expenditure of \$190,639.80 in water funds to complete the purchase of water for that calendar year.

Council Member, John Harabedian, asked Mr. Inman to remind us about the 2 for 1 cost – Water District and MWD.

Mr. Inman stated, “We are getting water for substantially less”.

Mayor Capoccia commended the staff for buying water at \$100.00/acre foot.

Mayor Capoccia opened for public input and there was none.

Mayor Capoccia stated “Wouldn’t it be better to pay with General Fund now and save \$157,000?”

Council Member, John Harabedian, stated that we should pay for water now and wait until credits go up. Pay cash now – Water Fund Reserves or General Fund Reserves.

The City Manager remarked that if you want to pay the full costs, use Water Fund Reserves.

Council Member, Denise Delmar, questioned why staff wants to use credits?

The City Manager said there is a benefit to spending money now – we want the Water Fund to stay solvent. We have \$2M in Water Fund Reserves. The General Fund can loan to the Water Fund.

Mayor Capoccia suggested that we put off one year and look at it next year.

Mayor, John Capoccia, moved for approval to pay for water out of Reserves instead of pre-purchased water. Council Member Harabedian seconded the motion and it passed by unanimous voice vote.

- 2) URGENCY ORDINANCE 1373U OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING TITLE 17, CHAPTER 17.93 (STANDARDS AND CRITERIA FOR WIRELESS COMMUNICATIONS FACILITIES) OF THE SIERRA MADRE MUNICIPAL CODE TO COMPLY WITH FEDERAL REQUIREMENTS FOR WIRELESS FACILITIES AND DECLARING THE URGENCY THEREOF IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937.

Vincent Gonzalez, Director of Planning & Community Preservation, gave the staff report.

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City Attorney, Teresa Highsmith, stated that this ordinance needs to be passed before January 1, 2016, when it comes into effect. AB57 is deemed approved. It won't increase any burden on the staff. The City Attorney followed by making some minor changes to the Ordinance which staff will make. There is formatting issues. The Ordinance will be published under the direction of Vincent Gonzalez.

The City Council will consider the adoption of Urgency Ordinance No. 1373-U, by amending Title 17, Chapter 17.93 (Standards and Criteria for Wireless Communications Facilities) of the Sierra Madre Municipal Code, governing wireless facility permitting.

Staff recommends that the City Council adopt the proposed urgency ordinance to update the City's standards for wireless facilities and rules for reviewing, processing, and approving wireless facility applications to take into account recent changes to federal and state law. The proposed amendments are intended to make the City's ordinance consistent with these laws and to ensure that the City has the tools in place to process wireless applications expediently while ensuring that proposed wireless facilities are in keeping with the community's aesthetic character.

Assembly Bill 57 (AB57) pertaining to Government Code Section 65964.1 takes effect on January 1, 2016 and requires a collocation or siting applications for a wireless telecommunications facility to be deemed approved, if both of the following occur:

- 1) The city fails to approve or disapprove the application within the time periods established by the Federal Communications Commission (FCC) 2009 Declaratory Ruling; and,
- 2) All public notices regarding the application have been provided consistent with the public notice requirements for the application.

Staff recommends adopting Urgency Ordinance No. 1373-U. A copy of the ordinance was attached to the Agenda.

Staff recommends the City Council direct the City Attorney to introduce and give first reading by title only, waiving further reading to the following (Exhibit A) entitled:

URGENCY ORDINANCE NO. 1373-U

URGENCY ORDINANCE 1373-U OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING TITLE 17, CHAPTER 17.93 (STANDARDS AND CRITERIA FOR WIRELESS COMMUNICATIONS FACILITIES) OF THE SIERRA MADRE MUNICIPAL CODE TO COMPLY WITH FEDERAL REQUIREMENTS FOR WIRELESS FACILITIES AND DECLARING THE URGENCY THEREOF IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937.F

Mayor Capoccia opened for public input and there was none.

Council Member, John Harabedian moved and it was seconded by Council Member, Denise Delmar, for approval of Urgency Ordinance No. 1373U with the changes made by the City Attorney. The motion passed by unanimous voice vote.

3). PUBLIC HEARING: CONSIDERATION OF RESOLUTION 15-71, APPROVING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) FOR AMERICANS WITH DISABILITY ACT (ADA) IMPROVEMENTS TO THE SIERRA MADRE PUBLIC LIBRARY.

Bruce Inman, Director of Public Works, gave the staff report.

The City of Sierra Madre has participated in the Community Development Block Grant (CDBG) Program through the County of Los Angeles for the past 42 years. In the past funds have been used for the construction of handicapped curb access ramps and a Handyworker Program to benefit lower income Sierra Madre residents. Although Council approved Resolution No. 13-04 approving CDBG funds for fiscal Year 2014-2015 to reinstate the Handyworker Program, due to reduced staffing this project has not been implemented. Because the City is required to expend its current allocations or lose them, staff recommends adoption of Resolution No. 15-71 approving the proposal to utilize three years (14/15, 15/16, 16/17) of Federally funded CDBG allocations totaling \$136,689 to fund American with Disability Act (ADA) improvements for the Sierra Madre Public Library.

Staff recommends adopting Resolution No. 15-71 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPROVING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) FOR AMERICAN WITH DISABILITY ACT (ADA) IMPROVEMENTS TO THE SIERRA MADRE PUBLIC LIBRARY".

Council Member Harabedian remarked that it is a good use of the funds.

Council Member Arizmendi hoped that we could reinstate the Handyman Program in the future.

Mayor Capoccia opened for public comment and there was none.

Council Member, Rachelle Arizmendi moved and it was seconded by Council Member, John Harabedian, for approval of staff's recommendation of approval of Resolution No. 15-71, as noted above.

4). CONSIDERATION OF APPOINTMENTS TO THE SENIOR COMMUNITY COMMISSION

Elaine Aguilar, City Manager, gave the staff report.

There are currently two vacancies on the Senior Community Commission. This item is on the agenda for the City Council's appointment of new Commissioners.

The applicants are (in alphabetical order):

Judie Cimino  
Suzanne Decker  
Donna Sutcliffe  
Jo Ann Williams

It is recommended that the City Council provide staff with direction regarding the appointment of two Senior Community Commissioners.

Mayor Capoccia asked if any of the residents would like to speak?

Jo Ann Williams, Colony Drive

Ms. Williams remarked that she is proud to live in Sierra Madre. I want new things to do. Classes are great. Yoga is terrific. Paul does a wonderful job. I retired, after 22 years, at Gamble House and a career of teaching. I would like to be on the Senior Community Commission. The lunches are good. I enjoy life with the seniors.

Mayor Capoccia asked the City Council to make their recommendations:

- |                                       |                    |
|---------------------------------------|--------------------|
| 1) Council Member Harabedian          | 1. Judy Cimino     |
|                                       | 2. Suzanne Decker  |
| 2) Mayor Pro Tem, Gene Goss           | 1. Judy Cimino     |
|                                       | 2. Suzanne Decker  |
| 3) Council Member, Rachele Arizmendi: | 1. Jo Ann Williams |
|                                       | 2. Suzanne Decker  |
| 4) Council Member, Denise Delmar      | 1. Jo Ann Williams |
|                                       | 2. Suzanne Decker  |
| 5) Mayor, John Capoccia               | 1. Suzanne Decker  |
|                                       | 2. Jo Ann Williams |

Mayor, John Capoccia moved and it was seconded by Council Member, Denise Delmar, for the appointment of Jo Ann Williams and Suzanne Decker to the Senior Community Commission. The motion passed by unanimous voice vote.

BREAK: The Mayor requested a break at 8:15 p.m. and the City Council reconvened at 8:20 p.m.

5). CONSIDERATION OF:

RESOLUTION NO. 15-80 – CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISION OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND FOR THE SUBMISSION TO THE VOTERS AN ORDINANCE EXTENDING AND MODIFYING THE CITY’S UTILITY USERS’ TAX;

RESOLUTION NO. 15-81 – ADOPTING REGULATIONS FOR CANDIDATES’ STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016;

RESOLUTION NO. 15-82 – REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY OF SIERRA MADRE RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016;

RESOLUTION NO. 15-83 – PROVIDING FOR THE FILING OF REBUTTAL ARGUMENTS FOR CITY MEASURES SUBMITTED AT MUNICIPAL ELECTIONS;

RESOLUTION NO. 15-84 – AUTHORIZING CERTAIN COUNCIL MEMBERS TO SUBMIT ARGUMENTS REGARDING A MEASURE TO AMEND THE EXISTING UTILITY USERS’ TAX ORDINANCE TO INCREASE AND EXTEND THE EXISTING RATE STRUCTURE, WHICH WILL BE ON THE BALLOT FOR THE APRIL 12, 2016 MUNICIPAL ELECTION AND DIRECTING AN IMPARTIAL ANALYSIS OF THE MEASURE BY THE CITY ATTORNEY.

Elaine Aguilar, City Manager, gave the staff report.

Staff is recommending approval of the five election related Resolutions for the Council’s consideration. It is recommended that the Council review and approve the resolutions attached to the Agenda.

Mayor Capoccia opened for public comment and there was none.

Council Member, John Harabedian moved and it was seconded by Council Member, Rachelle Arizmendi for approval of the above five election resolutions as recommended by staff. The motion passed by unanimous voice vote of the City Council.

6). CONSIDERATION OF ARGUMENTS REGARDING UTILITY USERS’ TAX MEASURE

Elaine Aguilar, City Manager, gave the staff report.

There are a number of April 12, 2016 election related resolutions on tonight’s agenda. One of the resolutions places a UUT measure on the ballot, and another Resolution authorizes the City Council to submit an argument. At the previous Council Meeting, the Council authorized Mayor Capoccia and Mayor Pro Tem Goss to draft an argument so that the argument could be available this evening for the entire Council to review and edit. Upon the drafting of an argument that the Council can agree to, each of the Council Members will be signing the argument for presentation to the City Clerk pursuant to the deadline established by the City Clerk.

The City Clerk has established December 28, 2015 as the deadline to submit arguments, and January 8, 2016 as the deadline for rebuttal arguments. (The January 8<sup>th</sup> deadline is before the date of the next Council meeting of January 12, 2016.) The Council may wish to discuss how to process the rebuttal argument. If all Council Members desire to participate in the drafting of the rebuttal argument it may be necessary to schedule a special Council meeting before the January 8<sup>th</sup> deadline.

It is recommended that the City Council provide staff with direction regarding the UUT ballot argument.

Mayor Capoccia presented a draft Argument in Favor of the UUT to the City Council and all agreed on its contents.

The City Clerk will provide the appropriate forms to the City Manager.

Mayor Pro Tem, Gene Goss and the Mayor will do the rebuttal. It will be e-mailed to the City Council and if all agree on its wording, there is no need for a special meeting. If they do not agree, a special meeting will be scheduled for January 7<sup>th</sup> at 6:00 p.m. The City Manager will e-mail the City Council and City Clerk if a special meeting is needed.

7). UTILITY USERS' TAX PUBLIC INFORMATION

Elaine Aguilar, City Manager, gave the staff report.

The City Council's Strategic Plan includes a three-year goal of "Achieving financial stability and sustainability." One of the objectives under this goal is, "the City Manager, Finance Director, Assistant City Manager and the UUT Oversight Committee, with Mayor Pro Tem Goss and Council Member Harabedian, present to the City Council for action a draft Utility users Tax public education materials."

The Committee met on December 1<sup>st</sup>, and discussed a proposed plan and the types of information that could be prepared as public information for the UUT measure. A significant amount of draft information was presented to the Committee (a sampling of this information was attached to the Agenda in "raw form"). The Committee reviewed the information and provided input and suggested possible publications, brochures, charts, and other information that could be produced. This additional information will be prepared during the month of December, based upon the Council's authorization at tonight's meeting. The Committee members have agreed to continue to meet to provide input and critique the actual publications, charts, brochures, etc. If the Committee met the first or second week of January, it is possible for the council to review the initial information at the first or second meeting in January, should the Council desire to review and approve the final information. It was acknowledged that ideas for additional information may arise between now and the election.

The City is allowed to prepare and provide legally permissible ballot measure information. The means that it is legal to use city resources, including the use of staff time, to prepare unbiased, factual information regarding a ballot measure. City resources cannot be used to advocate for one position or another. As verification of the materials being factual in nature, all materials will be reviewed by the City Attorney before being finalized.

The Council's Committee met and reviewed the type of information that can be provided and they also gave input regarding additional information that may be useful to factually explain the UUT ballot measure and city revenues in general. The Committee looked at the 'process' to disseminate information and also the 'type of information' that could be assembled.

The Public information dissemination options discussed by the Committee was included in the Agenda.

There are no financial impacts associated with the preparation of this report, other than the staff time in preparing this report. The costs of preparing the information and posting the information on the website or on social media is in-house staff time. The cost of printing publications could range from \$600 to \$1,000 for a full-color two-sided brochure., The postage costs (to all mailing addressed) range from \$1,000 \*(bulk rate) to \$2,000 first class postage. For example, the total costs for a city wide mailer (two sided brochures) to be printed and mailed could range from \$1,600 to \$3,000.

It is recommended that the City Council provide staff with direction.

Mayor Capoccia announced that the Committee will stay engaged for a while.

City Attorney, Teresa Highsmith, remarked that she reviewed the attachments in the agenda and they are factual. They are questions the people asked. They do not attempt to encourage a vote.

Council Member Delmar remarked that she likes the fact that the Committee wants to stay engaged. We need to be unbiased. I appreciate their work.

Mayor Pro Tem, Gene Goss, remarked that he was involved with the Committee and was very impressed with the members.

The City Manager noted that the Committee is a working committee – it is very helpful.

Council Member, John Harabedian, stated: “Job well done”. Thanked the Mayor Pro Tem for his participation. Maybe you could list what the other cities are paying.

Mayor Capoccia opened for public input.

Joan Maquire

Ms. Maquire remarked that she likes what she has heard. It is important to let the citizens know what other cities are paying.

The Mayor closed public input.

Mayor Pro Tem Goss remarked that many residents have no clue what we are doing. We need one good mailer – just facts. I am strongly in favor of one mailer.

Council Member Harabedian also feels a mailer is important ad a good use of resources.

Council Member Delmar asked that staff time the mailer prior to forums.

Mayor Pro Tem Goss stated that the timing of this should be the weekend before absentee mailers come out.

Mayor Capoccia thanked the Committee for their hard work.

8). CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM

Elisa C. Cox, Assistant City Manager, gave the staff report, and provided a slide presentation..

At a previous meeting, Council Member Delmar requested that information regarding the City’s CalPERS program be placed on a future agenda.

The City provides a defined benefit retirement benefit (pension) to its employees through the California Public Employees’ Retirement System (CalPERS). Approximately 60% of the City’s CalPERS costs are paid from the General Fund. This is attributed to the fact that Police and Fire Departments are funded by the General Fund, and 56% of the City’s CalPERS costs are associated with the Police and Fire Departments. However,

Police and Fire employees only represent approximately 40% of the total employees enrolled in CalPERS. The other 44% of CalPERS costs are associated with non-public safety employees (560% of the total employees enrolled in CalPERS). The higher cost for public safety employees occurs for two reasons: first, the higher benefit formulas for public safety employees cost more than the retirement plans for non-safety employees. Secondly, part-time employees, Classified employees, Fire employees, Confidential Exempt and Executive Management employees are paying 100% of the employees' contribution to the pension. The City is still paying a portion of the employees' contribution to the pension (referred to as the Employer Paid Member Contribution or EPMC) for employees in the Police Association.

In 2012 Governor Brown signed the Public Employees' Pension Reform Act (PEPRA) into law, which provided a number of changes to the Public Employees' Retirement Law; including implementing a new lower retirement formula for any new member into CalPERS after January 1, 2013. If the City hires an employee who worked for a neighboring CalPERS agency, that employee is considered a "Classic Member" and he/she will receive the retirement formula the City had in place on December 31, 2012. If the City hires a new employee who has only worked in the private sector, then that employee would be a "New Member" and will receive the new, lower retirement formula. As time goes on, more employees will fall under the lower retirement formulas for New Members, resulting in a decrease in the City's CalPERS expense.

Staff reviewed the History of the city in CalPERS, Public Employees' Pension Reform Act, and Additional Changes to CalPERS.

What can the City do to reduce its CalPERS cost and liabilities?

- Continue to hire New Members (There is pending legislation making it illegal to make hiring decisions based on retirement status)
- Negotiate with the Police Association to remove the EPMC (The City cannot impose a reduction of the EMPC until after January 1, 2018).
- Negotiate with employee groups to pay a portion of the employer's contribution (This must be agreed upon with the bargaining units and cannot be imposed upon the employees).
- Continue to pay the annual lump sum prepayment option for the unfunded liability.
- Make additional lump sum payments towards the unfunded liability.
- Shorten the City's amortization schedule for the unfunded liability.

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

Council Member, Rachele Arizmendi, remarked that OPEB is fully funded. We are waiting for the 2014 figures to come in. Thank you Elisa for your presentation.

Elisa Cox remarked that there is no way for staff to do.

Council Member, Denise Delmar, wanted to bring forward inaccurate information that is out in the City's CalPERS. The liability is over our heads. It makes it impossible to get out. Thank you for your report.

Mayor Capoccia also thanked the staff for the great report.

The Mayor opened for public input. No one spoke. The Mayor announced that this agenda item is a “receive and file” report.

Pat Alcorn, E. Grand View Avenue

Ms. Alcorn remarked, “Very enlightening. Thank you very much”.

9). CONSIDERATION OF PURCHASE PROPOSAL FROM CROWN CASTLE TO OBTAIN PERPETUAL EASEMENTS FROM THE CITY FOR EXISTING CELLULAR SITES LOCATED ON CITY-OWNED PROPERTY

Bruce Inman, Director of Public Works, gave the staff report.

Staff recommends that the City Council approve the extension of two cellular site leases, and direct staff to negotiate terms of the extension of lease agreements, with final approval of the extended leases to return to the City Council for approval.

Staff has been approached by a representative of Crown Castle (formerly Global Signal), lease holder of two cellular sites located on City property in the City’s maintenance yard, with proposals for extension of their rights to operate those cellular facilities. One of the proposals is for an extension of the existing leases. The other proposal is for the purchase of long-term or permanent easements for those sites.

The first site in question is identified as the gray steel traditional pole adjacent to the Dog Park, identified as Crown Castle Site #877947 location of a Sprint operation. The second site is adjacent to the main gate to the maintenance yard and in the form of a mono-pine tower shared by T-Mobile and AT&T. This is Crown Castle Site #824768. For purposes of this report the sites will be identified by their primary occupants, Sprint and T-Mobile.

Current Crown Castle Leases:

Leaseholder	Began	Term	Extensions	Expiration	Current Rent
Sprint	8/9/'96	5 Yrs.	1 x 5 yrs.	8/31/2006	Global Signal
Global Signal	8/1/2007	10 Yrs.	2 x 5 Yrs.	8/31/2027	\$31,565/Yr.
T-Mobile	10/11/2007	10 Yrs.	2 x 5 Yrs.	10/31/2017	\$27,109/Yr.

Rent on both leases automatically increased by a CPI factor (4% maximum) each year.

Staff reviewed the Crown Castle Proposal.

Utilizing a 2.1 percent inflation rate (average over the last ten years) and the Crown Castle proposal 15% rent increase in 2027, staff has estimated that the total rental revenue that would be generated by the two sites would be slightly more than \$3.6M. Or, using the same criteria, the proposed \$963,900 lump sum amount would be equaled in about 2028, with forfeiture of any subsequent rental revenue if the lump sum option is selected. The options proposed in the Crown Castle letter of December 1, 2015 are shown in the following table. As noted in the Crown Castle letter other options may be available.

Staff reviewed the leasing option, lease expiration and estimated total revenue (Does not include \$15,000 signing bonus or subtenant rental revenue).

Staff recommends that the City Council approve the extension of two cellular site leases, and direct staff to negotiate terms of the extension of lease agreements, with final approval of the extended leases to return to the City Council for approval.

The City Attorney reported that cellular companies want to seek easements. A long-term lease is good.

Council Member Harabedian noted that the City needs a term to trigger at any time.

Mayor Capoccia remarked that we are not under any pressure and would suggest continuing negotiations.

10). STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT

Elaine Aguilar, City Manager, gave an update to the Strategic Plan from the October 20, 2015 Retreat.

Staff is recommending that this agenda item be received and filed.

FUTURE AGENDA ITEMS:

The City Manager announced that there may be a special meeting in January if the City Council feels necessary.

ADJOURNMENT:

Council Member, John Harabedian moved and it was seconded by Council Member, Rachelle Arizmendi for approval of adjournment at 9:50 p.m. The motion passed unanimously by the City Council.

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John Capoccia, Mayor of Sierra Madre

Minutes taken and typed by:

Nancy Sue Shollenberger  
City Clerk

Agenda  
Regular Meeting of the Sierra Madre City Council,  
Successor Agency, and Public Finance Authority  
Tuesday, December 8, 2015  
Closed Session: 6:00 p.m.; Open Session: 6:30 p.m.  
City Hall Council Chambers, 232 W. Sierra Madre Boulevard

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Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:00 p.m. The Mayor asked for public comment and there was none, so the Mayor immediately adjourned to a Closed Session. The City Council returned from Closed Session at 6:32 p.m. and the Mayor opened the Open Session at 6:35 p.m. City Clerk, Nancy Sue Shollenberger, read the Roll, noting that all City Council Members were present.

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

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

Absent: None

Also Present: Elaine Aguilar, City Manager  
Teresa Highsmith, City Attorney  
Bruce Inman, Director of Public Works  
Elisa Cox, Assistant City Manager  
Vincent Gonzalez, Director of Planning & Community Preservation  
Carolyn Thomas, Library Director  
Joe Ortiz, Captain, Sierra Madre Police Department  
Larry Giannone, Safety Director and Police Chief  
Steve Heydorff, Fire Chief  
James Carlson, Management Analyst  
Nancy Sue Shollenberger, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION:

Mayor Pro Tem, Gene Goss, led the Pledge of Allegiance and followed with this prayer:

Father in Heaven,

As we thank you tonight for the blessings of life here in our beloved town, our hearts are heavy as we remember the barbarity and cruelty of the recent terrorist attack on our fellow citizens in San Bernardino. These people joyously celebrating the season's festivities when they were brutally murdered, were just like us: Ordinary people of different races, ethnicities and creeds, mothers and fathers, sons and daughters, brothers and sisters, grandparents, aunts and uncles, best friends, neighbors, co-workers; in short, they were Americans. We pray for them and for those they left behind who are trying to cope with unspeakable grief, and we pray for those who were injured and are facing long periods of difficult recuperation and healing. And finally, we pray for your guidance of our leaders and all our brave members of police departments across America and for our brave men and women in the military who are fighting and will defeat this metastasizing evil around the world. We pray for this tonight in the name of God Almighty. Amen.

REPORT OUT OF CLOSED SESSION:

Terry Highsmith, City Attorney, reported that the City Council met in Closed Session this evening to discuss the following:

Conference with Labor Negotiator  
Pursuant to Calif. Government Code Section 54957.6  
City Negotiators: City Manager Elaine Aguilar and Assistant City Manager Elisa Cox  
Employee Organization: Police Association

The City Attorney reported that direction was provided to the Labor Negotiator, but no action was taken.

APPROVAL OF AGENDA:

Mayor Capoccia asked that Item 1d) under the Consent Calendar be pulled for separate discussion.,

Council Member, John Harabedian moved and it was seconded by Rachele Arizmendi for approval of the Agenda as amended. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES OF NOVEMBER 24, 2015:

Mayor Capoccia asked for a change on Page 2 of 28:

No. 5 under Mayor and City Council Reports:

It read: Mayor, John Capoccia announced that he went to Sacramento regarding 710 Coalition Members. It was a really good session. Governor Brown is such a good quality person.

Change to: Mayor, John Capoccia announced that he went to Sacramento regarding the 710 Coalition. Governor Brown is such a good quality person.

Mayor Pro Tem, Gene Goss asked that a change be made to Page 25 of 28:

It read: Mayor Pro Tem, Gene Goss, noted that the Police Department saved \$1M and Level II cuts. That is the message we need to tell the residents. We can't make a decision tonight. The Retreat was to come up with multiple scenarios that could happen. We are back up to \$1M.

Change to: Mayor Pro Tem, Gene Goss, noted that we can't make a decision tonight. The Retreat was to come up with multiple scenarios that could happen.

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, John Harabedian for approval of the Minutes of November 24, 2015, with the above changes.. The motion passed unanimously by voice vote.

MAYOR AND CITY COUNCIL REPORTS:

- 1) Mayor, John Capoccia, Council Members Denise Delmar and Rachelle Arizmendi did not have a report.
- 2) Council Member, John Harabedian, thanked Mayor Pro Tem Goss for the prayer. He asked that the residents stay safe over the Holiday Season. If you have any doubts, call the Police Department and Fire Department. Please be vigilant.
- 3) Mayor Pro Tem, Gene Goss, announced that it was an honor to fill in for the Mayor at the Winter Festival. Santa and I lit the Christmas Tree. It was a joy.

PUBLIC COMMENT:

Sue Barrons, Alverno High School

Ms. Barrons announced that she was present this evening to announce an event to be held tomorrow night – Candlelight Celebration, Wednesday, December 9, 2015 at 7:00 p.m. at Villa Del Sol. It is free and she asked that everyone please come.

Richard Proctor, Trustee, Sierra Madre Library

Mr. Proctor announced all the activities at the Library, i.e., Pre-School Storytime, Baby Rhyme Time, Teen Book Club, Make Your Own Mini Rose at Rose Float Building on Monday, December 21st at 11:00 a.m.

Mr. Proctor also announced that the Library will be closed Christmas through New Year. He asked that the residents stop by on Thursday to wish Carolyn Thomas a happy retirement. He commended Ms. Thomas for her kindness and service. Thank you.

PRESENTATION:

President of the Rose Float Association, Dave Colchur, presented the 2016 Sierra Madre Rose Float Princesses: Princess Emily Lopez, Princess Cameron Martinez, Princess Kari Savoie and Princess Katherine Stapenhorst. The first entry in the Rose Parade was the Year 1917. We will be working on Sundays from 10:00-5:00. We won 9 out of the last 10 years. This year the Float is called "Rollin On The River".

The Princesses each gave a background of their impressive accomplishments.

Mayor Capoccia remarked that it is a very impressive group of ladies.

Mr. Colchur announced that donations for the Float can be sent to P.O. Box 603, Sierra Madre, CA 91025. He invited everyone to come and help with the decorations.

PRESENTATION:

The Mayor gave a Certificate of Recognition to Carolyn Thomas, who is retiring from being Director of Library Services.

Mrs. Thomas remarked that the Sierra Madre Public Library is a gem. She thanked the staff, Trustees, Friends of the Library. You have the best Library services for this town.

PRESENTATION:

Bruce Inman, Director of Public Works, gave the Annual Report for FY 2014-2015 in the Public Works Department.

The Public Works Team: Water Division, Street & Sewer Division, Miscellaneous, City Hall and Contractors.

Street/Sewer Division: 1 Foreman, 4 Maintenance Workers. Responsibilities include: Sewer Maintenance, Street Maintenance, Community Event Support, Tree Maintenance, Banners/Flags and Storm Drain Maintenance. There were 32 Potholes repaired, 650 LF of sidewalk replaced, 47 sidewalks repaired, 126,430 LF of sewer cleans, 243 customer responses, 8 U.S. Flag Cycles, 30 Banner Cycles, 33 Community Events Supported and 24 Assists to the Water Department.

Water Division: Deputy Director, Two Lead Workers, Three Pump Operators, Two Volunteer Interns. Responsibilities include producing, treating and delivering potable water to all city customers. There was 2474 Acre-feet of water served, 65 leaks repaired, 168 meters replaced, 2,288 hydrants flushed, 284 valves exercised, 6,311 water quality samples taken, 208 customer responses, 6 water audits and 393 acre-feet of water spread. There was 208 responses to customer contacts, 22 water color/debris, 60 water conservation and 14 taste/order.

The Public Works Team: Miscellaneous: Facilities Maintenance Worker and Fleet Mechanic. Field Staff during 2014-15: 24 Brake Jobs, 135 Oil changes, 59 tire replacements/repairs, 12 major reports (Transmissions, manifolds, main seals, CNG fuel repairs, E/C), 47 out-shopped repairs (Dealer warranty work, smog test and transmissions), 56 irrigation repairs and 224 facility service calls. The Public Works Team at City Hall includes Administrative Assistant, Management Analyst and Director.

City Hall Staff 2014-15: 65 City Council staff reports, 41 commission staff reports, 3 NPDES complaints investigated, 144 plan checks processed, 4654 customer responses, 9 grading permits issued, 25 encroachment/excavation permits issued, 1179 conservation courtesy notices sent, 766 turf removal rebates processed, 127 conservation appeals processed and 1 state required sewer master plan update.

The Public Works Team: Contractors: Solid Waste Disposal – Athens Services  
Street Sweeping – Athens Services  
Sidewalk Pressure Washing – Athens Services  
Tree Maintenance – West Coast Arborists  
Janitorial Services – United Building Maintenance  
Pest Control Services – Orkin  
Landscape Maintenance – Merchants  
City Engineer – Kev Tcharkhoutian

- 2014-15 Street Project: South Michi8llinda, West Montecito, East Sierra Madre Boulevard and South Baldwin Avenue – Total Project Cost: \$639,330.
- North Mountain Trail Water Main Replacement – Cost: \$667,990
- Woodland Bridge Water Main Replacement – Cost \$36,550
- West Grandview Sewer Main Replacement – Cost: \$204,330
- CDBG – Funded Citywide ADA Ramp Construction: Cost: \$44,900
- Public Works Projects: Water Conservation Projects: Drywell Installations and Re-landscape Entry Median.

Mayor Capoccia remarked that Mr. Inman’s report is very impressive with the small staff. We appreciate what they do.

ACTION ITEMS:

1) CONSENT CALENDAR

Elaine Aguilar, City Manager, gave the following report under the Consent Calendar:

1a). WARRANTS:

Staff recommends approval of Resolution No. 15-78 “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS” and approval of payment of City Warrants in the aggregate amount of \$113,140.36; Sierra Madre Library Warrants in aggregate amount of \$14,620.48 and Payroll Transfer in the aggregate amount of \$314,374.74 for the fiscal year ending June 30, 2016.

1b). APPLICATION FOR ENERGY EFFICIENCY LOW INTEREST LOAN

Many California Cities have made energy efficiency improvements and developed renewable energy measures in response to the California legislative mandates to reduce California’s energy consumption and derive energy from renewable energy sources. In recent years, the cost effectiveness of installing solar systems has improved substantially due to advances in the technology and the availability of California Solar Initiative (CSI) rebates (currently exhausted) and Federal and State tax incentives.

Attached to the Agenda was a Resolution to authorize the City to apply for low interest (1% - one percent interest) monies available from the California Energy Commission to develop solar photovoltaic facilities to be installed on City owned property.

Staff has been working in good faith with Connor Energy in reviewing the City's energy costs and potential facilities where solar photovoltaic installations could be accomplished. Connor Energy has worked with several California cities where they have developed renewable energy and energy conservation projects saving the cities millions of dollars over the life of the projects.

Connor Energy has developed a renewable energy proposal for the City of Sierra Madre with project funding from the California Energy Commission (up to \$3M). As a first step in this process, the City will need to apply for funding with the California Energy Commission to ensure funding availability (funds are available on a first-come, first served basis). Currently there is \$5.9M in funding available from the California Energy Commission. The benefits of the California Energy Commission funds are:

1. No City Bonds issued – with the California Energy Commission loan, the city of Sierra Madre would simply enter into a promissory note with the Energy Commission without need for City Credit ratings or incur heavy bond financing costs.
2. Lowest Financing Cost – Although municipal bonds traditionally offer one of the cheapest forms of capital available, the CEC loan funds provides the greatest savings at 1% interest cost funds up to 20 years. This financing allows the project to be cash flow positive from day one.
3. Solar Asset Purchase – Unlike solar PPA's (power purchase agreements) or solar leases, the City of Sierra Madre is purchasing the solar structures, and even after the repayment period is complete, the asset will continue to generate power for the City for years to come.

To date, a preliminary assessment of the proposed solar system has been completed. This work was completed without the expenditure of any City funds.

Staff is recommending approval of the financing request of the proposed solar photovoltaic system and the continued development of the solar PV project with staff to complete and deliver to the City Council at a future City Council date. The conceptual project design and layout is attached to the Agenda as Exhibit A. Please note, the design and layout shown in Exhibit A is conceptual only. The consultant who prepared the Exhibit has already been advised by staff that the location of solar shade structures along the Grandview Frontage of the spreading basins will not be acceptable to the community. A revised concept with similar generation capacity is forthcoming, but will not be available for this evening's Council meeting.

There is no cost to the City to apply for these funds, and the City is not committed to accepting the funds once the approval is complete in the event the solar photovoltaic project is not approved by City Council.

It is recommended that the City Council approve Resolution No. 15-79 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AUTHORIZING THE CITY TO APPLY FOR LOW INTEREST (1% INTEREST) MONIES FROM THE CALIFORNIA ENERGY COMMISSION TO IMPLEMENT ENERGY EFFICIENCY MEASURES" and authorize the City Manager to sign and execute the California Energy Commission Loan Application.

1c). CONSIDERATION OF REQUEST FOR USE OF CITY LOGO

The Pasadena Unified School District and the City of Pasadena are working in conjunction to develop a shared vision and framework to improve outcomes for children, youth, and families in the area. The framework, called Collaborate PASadena, grew out of a school/city/community work plan and has been further refined by an Ad Hoc Committee consisting of various Council Members and PUSD Board Members.

Collaborate PASadena has requested the use of the City's logo for the Community Report Card. Council Member Arizmendi is the Leadership Council Member and Council Member Harabedian is her alternate representing the City of Sierra Madre in this effort for the three jurisdictions and community members and organizations to work together to improve outcomes for children, youth and families in our three communities.

It is recommended that the City Council approve the use of the City's logo by Collaborate PASadena for their Annual Report.

Item 1d). was pulled for separate discussion.

1e). REJECTION OF BID FROM PERRY C. THOMAS CONSTRUCTION FOR THE EMERGENCY REPLACEMENT OF WATER MAINS IN SKYLAND DRIVE AND IDLE HOUR LANE AND AWARD OF THE PROJECT TO JDC CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$384,110.

The low bidder for the City's emergency water main replacement has indicated that due to his current workload, he cannot begin work on the project until late February or March. This delay in project implementation is not an acceptable response to an emergency situation.

Staff, therefore, recommends that the City Council reject the bid provided by Perry C. Thomas Construction for the emergency replacement of water mains in Skyland Drive and Idle Hour Lane and award the project to J. De Sigio Construction in an amount not to exceed \$384,110, with a total project cost of \$406,683.

1f). SECOND READING AND ADOPTION OF ORDINANCE 1372, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTER 15.30 (GREEN BUILDING STANDARDS) BY ADDING A NEW SUBSECTION 15.30.040 ("WATER METERING FOR MULTI-FAMILY DWELLINGS") REQUIRING THAT ALL MULTI-FAMILY DWELLINGS CONSTRUCTED AFTER JANUARY 1, 2016 BE PROVIDED WITH INDIVIDUAL METERED WATER SERVICES.

Staff recommends that the City Council read by title only and adopt Ordinance No. 1372 upon second reading.

Mayor Capoccia opened for public comment and there was none.

Council Member, Rachele Arizmendi moved and it was seconded by Mayor Pro Tem, Gene Goss, for approval of the Consent Calendar, with the exception of Item 1d). as presented. The motion passed by unanimous voice vote of the City Council.

1d). CONSIDERATION OF PAYMENT OPTIONS FOR WATER CONSUMED IN CALENDAR YEAR 2014:

This item was originally on the Council Agenda for November 24<sup>th</sup>, and was pulled from Consent with staff being directed by Council to return with additional information. Staff recommends that the City Council approve the use of pre-purchased water held in Main Basin cyclic storage to offset the total purchase cost of imported water used by the City in Calendar Year 2014, and approve the expenditure of \$190,639.80 in water funds to complete the purchase of water for that calendar year.

San Gabriel Valley Municipal Water District (the District) bills for water sold by that agency on a calendar year basis. In early October 2015 the City received a letter stating that the City's water use from the District via the MWD connection was 2,218.6 acre-feet. The letter further states that per the District's agreement with MWD, the City is responsible for the cost of 4,437.2 acre feet at the District's 2014 rate of \$130 per acre foot. That cost is \$576,836.

However, according to records held by the Main San Gabriel Basin Water Master, the City has 2,970.74 acre-feet remaining in its cyclic storage account. This is a remainder of the water purchased by the City in 2009 at a rate of \$100 per acre-foot when the District had a surplus of water available. The District's October 4 letter notes that the City may transfer water from its cyclic storage account to pay for water imported via MWD.

The City's payment options for the imported water consumed in calendar year 2014 are described in the SGVMWD letter. The City can either pay cash in the amount of \$576,836 for the entire 4,437.2 acre feet or the City may reduce that cash outlay by transferring the City's remaining balance of 2,970.14 acre feet of cyclic storage water.

Staff reviewed Table A – Projected Water Costs; Table B – Value of Cyclic Storage Water and Table C – Value Comparison.

Transferal of the 2,970.74 acre feet currently held by the City in cyclic storage has two advantages that outweigh the attractive option of holding on to the water:

- 1). Reduction of the expenditure from water funds from \$576,836 to \$190,640 lessens the impact (by \$386,196) of the water purchase on the current fiscal condition of the water fund in light of the conservation induced reduction in revenue.
- 2). Reduction of the expenditure of water funds for the water purchase frees \$396,196 for re-investment in the water infrastructure.

Staff proposes to send the letter attached to the Agenda to the Main San Gabriel Basin Water Master requesting the transfer of all remaining cyclic storage water and then pay the District \$190,639.80 for the remaining balance of water used by the City in 2014.

The 2015-16 Budget includes an expenditure of \$650,000 for the purchase of imported water. Thus, no additional expenditure is necessary in order to pay for the 2014 usage. If the cyclic water is used, the water fund will have an expenditure of \$190,640 for calendar year 2014. If the cyclic water is not used, the water fund will have an expenditure of \$576,836 for 2014 water purchases.

Staff recommends that the City Council approve the use of pre-purchased water held in Main Basin cyclic storage to offset the total purchase cost of imported water used by the City in calendar year 2014 and approve the expenditure of \$190,639.80 in water funds to complete the purchase of water for that calendar year.

Council Member, John Harabedian, asked Mr. Inman to remind us about the 2 for 1 cost – Water District and MWD.

Mr. Inman stated, “We are getting water for substantially less”.

Mayor Capoccia commended the staff for buying water at \$100.00/acre foot.

Mayor Capoccia opened for public input and there was none.

Mayor Capoccia stated “Wouldn’t it be better to pay with General Fund now and save \$157,000?”

Council Member, John Harabedian, stated that we should pay for water now and wait until credits go up. Pay cash now – Water Fund Reserves or General Fund Reserves.

The City Manager remarked that if you want to pay the full costs, use Water Fund Reserves.

Council Member, Denise Delmar, questioned why staff wants to use credits?

The City Manager said there is a benefit to spending money now – we want the Water Fund to stay solvent. We have \$2M in Water Fund Reserves. The General Fund can loan to the Water Fund.

Mayor Capoccia suggested that we put off one year and look at it next year.

Mayor, John Capoccia, moved for approval to pay for water out of Reserves instead of pre-purchased water. Council Member Harabedian seconded the motion and it passed by unanimous voice vote.

- 2) URGENCY ORDINANCE 1373U OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING TITLE 17, CHAPTER 17.93 (STANDARDS AND CRITERIA FOR WIRELESS COMMUNICATIONS FACILITIES) OF THE SIERRA MADRE MUNICIPAL CODE TO COMPLY WITH FEDERAL REQUIREMENTS FOR WIRELESS FACILITIES AND DECLARING THE URGENCY THEREOF IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937.

Vincent Gonzalez, Director of Planning & Community Preservation, gave the staff report.

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City Attorney, Teresa Highsmith, stated that this ordinance needs to be passed before January 1, 2016, when it comes into effect. AB57 is deemed approved. It won't increase any burden on the staff. The City Attorney followed by making some minor changes to the Ordinance which staff will make. There is formatting issues. The Ordinance will be published under the direction of Vincent Gonzalez.

The City Council will consider the adoption of Urgency Ordinance No. 1373-U, by amending Title 17, Chapter 17.93 (Standards and Criteria for Wireless Communications Facilities) of the Sierra Madre Municipal Code, governing wireless facility permitting.

Staff recommends that the City Council adopt the proposed urgency ordinance to update the City's standards for wireless facilities and rules for reviewing, processing, and approving wireless facility applications to take into account recent changes to federal and state law. The proposed amendments are intended to make the City's ordinance consistent with these laws and to ensure that the City has the tools in place to process wireless applications expediently while ensuring that proposed wireless facilities are in keeping with the community's aesthetic character.

Assembly Bill 57 (AB57) pertaining to Government Code Section 65964.1 takes effect on January 1, 2016 and requires a collocation or siting applications for a wireless telecommunications facility to be deemed approved, if both of the following occur:

- 1) The city fails to approve or disapprove the application within the time periods established by the Federal Communications Commission (FCC) 2009 Declaratory Ruling; and,
- 2) All public notices regarding the application have been provided consistent with the public notice requirements for the application.

Staff recommends adopting Urgency Ordinance No. 1373-U. A copy of the ordinance was attached to the Agenda.

Staff recommends the City Council direct the City Attorney to introduce and give first reading by title only, waiving further reading to the following (Exhibit A) entitled:

URGENCY ORDINANCE NO. 1373-U

URGENCY ORDINANCE 1373-U OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING TITLE 17, CHAPTER 17.93 (STANDARDS AND CRITERIA FOR WIRELESS COMMUNICATIONS FACILITIES) OF THE SIERRA MADRE MUNICIPAL CODE TO COMPLY WITH FEDERAL REQUIREMENTS FOR WIRELESS FACILITIES AND DECLARING THE URGENCY THEREOF IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937.F

Mayor Capoccia opened for public input and there was none.

Council Member, John Harabedian moved and it was seconded by Council Member, Denise Delmar, for approval of Urgency Ordinance No. 1373U with the changes made by the City Attorney. The motion passed by unanimous voice vote.

3). PUBLIC HEARING: CONSIDERATION OF RESOLUTION 15-71, APPROVING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) FOR AMERICANS WITH DISABILITY ACT (ADA) IMPROVEMENTS TO THE SIERRA MADRE PUBLIC LIBRARY.

Bruce Inman, Director of Public Works, gave the staff report.

The City of Sierra Madre has participated in the Community Development Block Grant (CDBG) Program through the County of Los Angeles for the past 42 years. In the past funds have been used for the construction of handicapped curb access ramps and a Handyworker Program to benefit lower income Sierra Madre residents. Although Council approved Resolution No. 13-04 approving CDBG funds for fiscal Year 2014-2015 to reinstate the Handyworker Program, due to reduced staffing this project has not been implemented. Because the City is required to expend its current allocations or lose them, staff recommends adoption of Resolution No. 15-71 approving the proposal to utilize three years (14/15, 15/16, 16/17) of Federally funded CDBG allocations totaling \$136,689 to fund American with Disability Act (ADA) improvements for the Sierra Madre Public Library.

Staff recommends adopting Resolution No. 15-71 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPROVING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) FOR AMERICAN WITH DISABILITY ACT (ADA) IMPROVEMENTS TO THE SIERRA MADRE PUBLIC LIBRARY".

Council Member Harabedian remarked that it is a good use of the funds.

Council Member Arizmendi hoped that we could reinstate the Handyman Program in the future.

Mayor Capoccia opened for public comment and there was none.

Council Member, Rachelle Arizmendi moved and it was seconded by Council Member, John Harabedian, for approval of staff's recommendation of approval of Resolution No. 15-71, as noted above.

4). CONSIDERATION OF APPOINTMENTS TO THE SENIOR COMMUNITY COMMISSION

Elaine Aguilar, City Manager, gave the staff report.

There are currently two vacancies on the Senior Community Commission. This item is on the agenda for the City Council's appointment of new Commissioners.

The applicants are (in alphabetical order):

Judie Cimino  
Suzanne Decker  
Donna Sutcliffe  
Jo Ann Williams

It is recommended that the City Council provide staff with direction regarding the appointment of two Senior Community Commissioners.

Mayor Capoccia asked if any of the residents would like to speak?

Jo Ann Williams, Colony Drive

Ms. Williams remarked that she is proud to live in Sierra Madre. I want new things to do. Classes are great. Yoga is terrific. Paul does a wonderful job. I retired, after 22 years, at Gamble House and a career of teaching. I would like to be on the Senior Community Commission. The lunches are good. I enjoy life with the seniors.

Mayor Capoccia asked the City Council to make their recommendations:

- |                                       |                    |
|---------------------------------------|--------------------|
| 1) Council Member Harabedian          | 1. Judy Cimino     |
|                                       | 2. Suzanne Decker  |
| 2) Mayor Pro Tem, Gene Goss           | 1. Judy Cimino     |
|                                       | 2. Suzanne Decker  |
| 3) Council Member, Rachele Arizmendi: | 1. Jo Ann Williams |
|                                       | 2. Suzanne Decker  |
| 4) Council Member, Denise Delmar      | 1. Jo Ann Williams |
|                                       | 2. Suzanne Decker  |
| 5) Mayor, John Capoccia               | 1. Suzanne Decker  |
|                                       | 2. Jo Ann Williams |

Mayor, John Capoccia moved and it was seconded by Council Member, Denise Delmar, for the appointment of Jo Ann Williams and Suzanne Decker to the Senior Community Commission. The motion passed by unanimous voice vote.

BREAK: The Mayor requested a break at 8:15 p.m. and the City Council reconvened at 8:20 p.m.

5). CONSIDERATION OF:

RESOLUTION NO. 15-80 – CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISION OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND FOR THE SUBMISSION TO THE VOTERS AN ORDINANCE EXTENDING AND MODIFYING THE CITY’S UTILITY USERS’ TAX;

RESOLUTION NO. 15-81 – ADOPTING REGULATIONS FOR CANDIDATES’ STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016;

RESOLUTION NO. 15-82 – REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY OF SIERRA MADRE RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016;

RESOLUTION NO. 15-83 – PROVIDING FOR THE FILING OF REBUTTAL ARGUMENTS FOR CITY MEASURES SUBMITTED AT MUNICIPAL ELECTIONS;

RESOLUTION NO. 15-84 – AUTHORIZING CERTAIN COUNCIL MEMBERS TO SUBMIT ARGUMENTS REGARDING A MEASURE TO AMEND THE EXISTING UTILITY USERS’ TAX ORDINANCE TO INCREASE AND EXTEND THE EXISTING RATE STRUCTURE, WHICH WILL BE ON THE BALLOT FOR THE APRIL 12, 2016 MUNICIPAL ELECTION AND DIRECTING AN IMPARTIAL ANALYSIS OF THE MEASURE BY THE CITY ATTORNEY.

Elaine Aguilar, City Manager, gave the staff report.

Staff is recommending approval of the five election related Resolutions for the Council’s consideration. It is recommended that the Council review and approve the resolutions attached to the Agenda.

Mayor Capoccia opened for public comment and there was none.

Council Member, John Harabedian moved and it was seconded by Council Member, Rachele Arizmendi for approval of the above five election resolutions as recommended by staff. The motion passed by unanimous voice vote of the City Council.

6). CONSIDERATION OF ARGUMENTS REGARDING UTILITY USERS’ TAX MEASURE

Elaine Aguilar, City Manager, gave the staff report.

There are a number of April 12, 2016 election related resolutions on tonight’s agenda. One of the resolutions places a UUT measure on the ballot, and another Resolution authorizes the City Council to submit an argument. At the previous Council Meeting, the Council authorized Mayor Capoccia and Mayor Pro Tem Goss to draft an argument so that the argument could be available this evening for the entire Council to review and edit. Upon the drafting of an argument that the Council can agree to, each of the Council Members will be signing the argument for presentation to the City Clerk pursuant to the deadline established by the City Clerk.

The City Clerk has established December 28, 2015 as the deadline to submit arguments, and January 8, 2016 as the deadline for rebuttal arguments. (The January 8<sup>th</sup> deadline is before the date of the next Council meeting of January 12, 2016.) The Council may wish to discuss how to process the rebuttal argument. If all Council Members desire to participate in the drafting of the rebuttal argument it may be necessary to schedule a special Council meeting before the January 8<sup>th</sup> deadline.

It is recommended that the City Council provide staff with direction regarding the UUT ballot argument.

Mayor Capoccia presented a draft Argument in Favor of the UUT to the City Council and all agreed on its contents.

The City Clerk will provide the appropriate forms to the City Manager.

Mayor Pro Tem, Gene Goss and the Mayor will do the rebuttal. It will be e-mailed to the City Council and if all agree on its wording, there is no need for a special meeting. If they do not agree, a special meeting will be scheduled for January 7<sup>th</sup> at 6:00 p.m. The City Manager will e-mail the City Council and City Clerk if a special meeting is needed.

7). UTILITY USERS' TAX PUBLIC INFORMATION

Elaine Aguilar, City Manager, gave the staff report.

The City Council's Strategic Plan includes a three-year goal of "Achieving financial stability and sustainability." One of the objectives under this goal is, "the City Manager, Finance Director, Assistant City Manager and the UUT Oversight Committee, with Mayor Pro Tem Goss and Council Member Harabedian, present to the City Council for action a draft Utility users Tax public education materials."

The Committee met on December 1<sup>st</sup>, and discussed a proposed plan and the types of information that could be prepared as public information for the UUT measure. A significant amount of draft information was presented to the Committee (a sampling of this information was attached to the Agenda in "raw form"). The Committee reviewed the information and provided input and suggested possible publications, brochures, charts, and other information that could be produced. This additional information will be prepared during the month of December, based upon the Council's authorization at tonight's meeting. The Committee members have agreed to continue to meet to provide input and critique the actual publications, charts, brochures, etc. If the Committee met the first or second week of January, it is possible for the council to review the initial information at the first or second meeting in January, should the Council desire to review and approve the final information. It was acknowledged that ideas for additional information may arise between now and the election.

The City is allowed to prepare and provide legally permissible ballot measure information. The means that it is legal to use city resources, including the use of staff time, to prepare unbiased, factual information regarding a ballot measure. City resources cannot be used to advocate for one position or another. As verification of the materials being factual in nature, all materials will be reviewed by the City Attorney before being finalized.

The Council's Committee met and reviewed the type of information that can be provided and they also gave input regarding additional information that may be useful to factually explain the UUT ballot measure and city revenues in general. The Committee looked at the 'process' to disseminate information and also the 'type of information' that could be assembled.

The Public information dissemination options discussed by the Committee was included in the Agenda.

There are no financial impacts associated with the preparation of this report, other than the staff time in preparing this report. The costs of preparing the information and posting the information on the website or on social media is in-house staff time. The cost of printing publications could range from \$600 to \$1,000 for a full-color two-sided brochure., The postage costs (to all mailing addressed) range from \$1,000 \*(bulk rate) to \$2,000 first class postage. For example, the total costs for a city wide mailer (two sided brochures) to be printed and mailed could range from \$1,600 to \$3,000.

It is recommended that the City Council provide staff with direction.

Mayor Capoccia announced that the Committee will stay engaged for a while.

City Attorney, Teresa Highsmith, remarked that she reviewed the attachments in the agenda and they are factual. They are questions the people asked. They do not attempt to encourage a vote.

Council Member Delmar remarked that she likes the fact that the Committee wants to stay engaged. We need to be unbiased. I appreciate their work.

Mayor Pro Tem, Gene Goss, remarked that he was involved with the Committee and was very impressed with the members.

The City Manager noted that the Committee is a working committee – it is very helpful.

Council Member, John Harabedian, stated: “Job well done”. Thanked the Mayor Pro Tem for his participation. Maybe you could list what the other cities are paying.

Mayor Capoccia opened for public input.

Joan Maquire

Ms. Maquire remarked that she likes what she has heard. It is important to let the citizens know what other cities are paying.

The Mayor closed public input.

Mayor Pro Tem Goss remarked that many residents have no clue what we are doing. We need one good mailer – just facts. I am strongly in favor of one mailer.

Council Member Harabedian also feels a mailer is important ad a good use of resources.

Council Member Delmar asked that staff time the mailer prior to forums.

Mayor Pro Tem Goss stated that the timing of this should be the weekend before absentee mailers come out.

Mayor Capoccia thanked the Committee for their hard work.

8). CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM

Elisa C. Cox, Assistant City Manager, gave the staff report, and provided a slide presentation..

At a previous meeting, Council Member Delmar requested that information regarding the City’s CalPERS program be placed on a future agenda.

The City provides a defined benefit retirement benefit (pension) to its employees through the California Public Employees’ Retirement System (CalPERS). Approximately 60% of the City’s CalPERS costs are paid from the General Fund. This is attributed to the fact that Police and Fire Departments are funded by the General Fund, and 56% of the City’s CalPERS costs are associated with the Police and Fire Departments. However,

Police and Fire employees only represent approximately 40% of the total employees enrolled in CalPERS. The other 44% of CalPERS costs are associated with non-public safety employees (560% of the total employees enrolled in CalPERS). The higher cost for public safety employees occurs for two reasons: first, the higher benefit formulas for public safety employees cost more than the retirement plans for non-safety employees. Secondly, part-time employees, Classified employees, Fire employees, Confidential Exempt and Executive Management employees are paying 100% of the employees' contribution to the pension. The City is still paying a portion of the employees' contribution to the pension (referred to as the Employer Paid Member Contribution or EPMC) for employees in the Police Association.

In 2012 Governor Brown signed the Public Employees' Pension Reform Act (PEPRA) into law, which provided a number of changes to the Public Employees' Retirement Law; including implementing a new lower retirement formula for any new member into CalPERS after January 1, 2013. If the City hires an employee who worked for a neighboring CalPERS agency, that employee is considered a "Classic Member" and he/she will receive the retirement formula the City had in place on December 31, 2012. If the City hires a new employee who has only worked in the private sector, then that employee would be a "New Member" and will receive the new, lower retirement formula. As time goes on, more employees will fall under the lower retirement formulas for New Members, resulting in a decrease in the City's CalPERS expense.

Staff reviewed the History of the city in CalPERS, Public Employees' Pension Reform Act, and Additional Changes to CalPERS.

What can the City do to reduce its CalPERS cost and liabilities?

- Continue to hire New Members (There is pending legislation making it illegal to make hiring decisions based on retirement status)
- Negotiate with the Police Association to remove the EPMC (The City cannot impose a reduction of the EMPC until after January 1, 2018).
- Negotiate with employee groups to pay a portion of the employer's contribution (This must be agreed upon with the bargaining units and cannot be imposed upon the employees).
- Continue to pay the annual lump sum prepayment option for the unfunded liability.
- Make additional lump sum payments towards the unfunded liability.
- Shorten the City's amortization schedule for the unfunded liability.

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

Council Member, Rachele Arizmendi, remarked that OPEB is fully funded. We are waiting for the 2014 figures to come in. Thank you Elisa for your presentation.

Elisa Cox remarked that there is no way for staff to do.

Council Member, Denise Delmar, wanted to bring forward inaccurate information that is out in the City's CalPERS. The liability is over our heads. It makes it impossible to get out. Thank you for your report.

Mayor Capoccia also thanked the staff for the great report.

The Mayor opened for public input. No one spoke. The Mayor announced that this agenda item is a “receive and file” report.

Pat Alcorn, E. Grand View Avenue

Ms. Alcorn remarked, “Very enlightening. Thank you very much”.

9). CONSIDERATION OF PURCHASE PROPOSAL FROM CROWN CASTLE TO OBTAIN PERPETUAL EASEMENTS FROM THE CITY FOR EXISTING CELLULAR SITES LOCATED ON CITY-OWNED PROPERTY

Bruce Inman, Director of Public Works, gave the staff report.

Staff recommends that the City Council approve the extension of two cellular site leases, and direct staff to negotiate terms of the extension of lease agreements, with final approval of the extended leases to return to the City Council for approval.

Staff has been approached by a representative of Crown Castle (formerly Global Signal), lease holder of two cellular sites located on City property in the City’s maintenance yard, with proposals for extension of their rights to operate those cellular facilities. One of the proposals is for an extension of the existing leases. The other proposal is for the purchase of long-term or permanent easements for those sites.

The first site in question is identified as the gray steel traditional pole adjacent to the Dog Park, identified as Crown Castle Site #877947 location of a Sprint operation. The second site is adjacent to the main gate to the maintenance yard and in the form of a mono-pine tower shared by T-Mobile and AT&T. This is Crown Castle Site #824768. For purposes of this report the sites will be identified by their primary occupants, Sprint and T-Mobile.

Current Crown Castle Leases:

Leaseholder	Began	Term	Extensions	Expiration	Current Rent
Sprint	8/9/’96	5 Yrs.	1 x 5 yrs.	8/31/2006	Global Signal
Global Signal	8/1/2007	10 Yrs.	2 x 5 Yrs.	8/31/2027	\$31,565/Yr.
T-Mobile	10/11/2007	10 Yrs.	2 x 5 Yrs.	10/31/2017	\$27,109/Yr.

Rent on both leases automatically increased by a CPI factor (4% maximum) each year.

Staff reviewed the Crown Castle Proposal.

Utilizing a 2.1 percent inflation rate (average over the last ten years) and the Crown Castle proposal 15% rent increase in 2027, staff has estimated that the total rental revenue that would be generated by the two sites would be slightly more than \$3.6M. Or, using the same criteria, the proposed \$963,900 lump sum amount would be equaled in about 2028, with forfeiture of any subsequent rental revenue if the lump sum option is selected. The options proposed in the Crown Castle letter of December 1, 2015 are shown in the following table. As noted in the Crown Castle letter other options may be available.

Staff reviewed the leasing option, lease expiration and estimated total revenue (Does not include \$15,000 signing bonus or subtenant rental revenue).

Staff recommends that the City Council approve the extension of two cellular site leases, and direct staff to negotiate terms of the extension of lease agreements, with final approval of the extended leases to return to the City Council for approval.

The City Attorney reported that cellular companies want to seek easements. A long-term lease is good.

Council Member Harabedian noted that the City needs a term to trigger at any time.

Mayor Capoccia remarked that we are not under any pressure and would suggest continuing negotiations.

10). STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT

Elaine Aguilar, City Manager, gave an update to the Strategic Plan from the October 20, 2015 Retreat.

Staff is recommending that this agenda item be received and filed.

FUTURE AGENDA ITEMS:

The City Manager announced that there may be a special meeting in January if the City Council feels necessary.

ADJOURNMENT:

Council Member, John Harabedian moved and it was seconded by Council Member, Rachelle Arizmendi for approval of adjournment at 9:50 p.m. The motion passed unanimously by the City Council.

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John Capoccia, Mayor of Sierra Madre

Minutes taken and typed by:

Nancy Sue Shollenberger  
City Clerk

Agenda  
Regular Meeting of the Sierra Madre City Council,  
Successor Agency, and Public Finance Authority  
Tuesday, December 8, 2015  
Closed Session: 6:00 p.m.; Open Session: 6:30 p.m.  
City Hall Council Chambers, 232 W. Sierra Madre Boulevard

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Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:00 p.m. The Mayor asked for public comment and there was none, so the Mayor immediately adjourned to a Closed Session. The City Council returned from Closed Session at 6:32 p.m. and the Mayor opened the Open Session at 6:35 p.m. City Clerk, Nancy Sue Shollenberger, read the Roll, noting that all City Council Members were present.

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

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

Absent: None

Also Present: Elaine Aguilar, City Manager  
Teresa Highsmith, City Attorney  
Bruce Inman, Director of Public Works  
Elisa Cox, Assistant City Manager  
Vincent Gonzalez, Director of Planning & Community Preservation  
Carolyn Thomas, Library Director  
Joe Ortiz, Captain, Sierra Madre Police Department  
Larry Giannone, Safety Director and Police Chief  
Steve Heydorff, Fire Chief  
James Carlson, Management Analyst  
Nancy Sue Shollenberger, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION:

Mayor Pro Tem, Gene Goss, led the Pledge of Allegiance and followed with this prayer:

Father in Heaven,  
As we thank you tonight for the blessings of life here in our beloved town, our hearts are heavy as we remember the barbarity and cruelty of the recent terrorist attack on our fellow citizens in San Bernardino. These people joyously celebrating the season's festivities when they were brutally murdered, were just like us: Ordinary people of different races, ethnicities and creeds, mothers and fathers, sons and daughters, brothers and sisters, grandparents, aunts and uncles, best friends, neighbors, co-workers; in short, they were Americans. We pray for them and for those they left behind who are trying to cope with unspeakable grief, and we pray for those who were injured and are facing long periods of difficult recuperation and healing. And finally, we pray for your guidance of our leaders and all our brave members of police departments across America and for our brave men and women in the military who are fighting and will defeat this metastasizing evil around the world. We pray for this tonight in the name of God Almighty. Amen.

REPORT OUT OF CLOSED SESSION:

Terry Highsmith, City Attorney, reported that the City Council met in Closed Session this evening to discuss the following:

Conference with Labor Negotiator  
Pursuant to Calif. Government Code Section 54957.6  
City Negotiators: City Manager Elaine Aguilar and Assistant City Manager Elisa Cox  
Employee Organization: Police Association

The City Attorney reported that direction was provided to the Labor Negotiator, but no action was taken.

APPROVAL OF AGENDA:

Mayor Capoccia asked that Item 1d) under the Consent Calendar be pulled for separate discussion.,

Council Member, John Harabedian moved and it was seconded by Rachele Arizmendi for approval of the Agenda as amended. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES OF NOVEMBER 24, 2015:

Mayor Capoccia asked for a change on Page 2 of 28:

No. 5 under Mayor and City Council Reports:

It read: Mayor, John Capoccia announced that he went to Sacramento regarding 710 Coalition Members. It was a really good session. Governor Brown is such a good quality person.

Change to: Mayor, John Capoccia announced that he went to Sacramento regarding the 710 Coalition. Governor Brown is such a good quality person.

Mayor Pro Tem, Gene Goss asked that a change be made to Page 25 of 28:

It read: Mayor Pro Tem, Gene Goss, noted that the Police Department saved \$1M and Level II cuts. That is the message we need to tell the residents. We can't make a decision tonight. The Retreat was to come up with multiple scenarios that could happen. We are back up to \$1M.

Change to: Mayor Pro Tem, Gene Goss, noted that we can't make a decision tonight. The Retreat was to come up with multiple scenarios that could happen.

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, John Harabedian for approval of the Minutes of November 24, 2015, with the above changes.. The motion passed unanimously by voice vote.

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MAYOR AND CITY COUNCIL REPORTS:

- 1) Mayor, John Capoccia, Council Members Denise Delmar and Rachelle Arizmendi did not have a report.
- 2) Council Member, John Harabedian, thanked Mayor Pro Tem Goss for the prayer. He asked that the residents stay safe over the Holiday Season. If you have any doubts, call the Police Department and Fire Department. Please be vigilant.
- 3) Mayor Pro Tem, Gene Goss, announced that it was an honor to fill in for the Mayor at the Winter Festival. Santa and I lit the Christmas Tree. It was a joy.

PUBLIC COMMENT:

Sue Barrons, Alverno High School

Ms. Barrons announced that she was present this evening to announce an event to be held tomorrow night – Candlelight Celebration, Wednesday, December 9, 2015 at 7:00 p.m. at Villa Del Sol. It is free and she asked that everyone please come.

Richard Proctor, Trustee, Sierra Madre Library

Mr. Proctor announced all the activities at the Library, i.e., Pre-School Storytime, Baby Rhyme Time, Teen Book Club, Make Your Own Mini Rose at Rose Float Building on Monday, December 21st at 11:00 a.m.

Mr. Proctor also announced that the Library will be closed Christmas through New Year. He asked that the residents stop by on Thursday to wish Carolyn Thomas a happy retirement. He commended Ms. Thomas for her kindness and service. Thank you.

PRESENTATION:

President of the Rose Float Association, Dave Colchur, presented the 2016 Sierra Madre Rose Float Princesses: Princess Emily Lopez, Princess Cameron Martinez, Princess Kari Savoie and Princess Katherine Stapenhorst. The first entry in the Rose Parade was the Year 1917. We will be working on Sundays from 10:00-5:00. We won 9 out of the last 10 years. This year the Float is called "Rollin On The River".

The Princesses each gave a background of their impressive accomplishments.

Mayor Capoccia remarked that it is a very impressive group of ladies.

Mr. Colchur announced that donations for the Float can be sent to P.O. Box 603, Sierra Madre, CA 91025. He invited everyone to come and help with the decorations.

PRESENTATION:

The Mayor gave a Certificate of Recognition to Carolyn Thomas, who is retiring from being Director of Library Services.

Mrs. Thomas remarked that the Sierra Madre Public Library is a gem. She thanked the staff, Trustees, Friends of the Library. You have the best Library services for this town.

PRESENTATION:

Bruce Inman, Director of Public Works, gave the Annual Report for FY 2014-2015 in the Public Works Department.

The Public Works Team: Water Division, Street & Sewer Division, Miscellaneous, City Hall and Contractors.

Street/Sewer Division: 1 Foreman, 4 Maintenance Workers. Responsibilities include: Sewer Maintenance, Street Maintenance, Community Event Support, Tree Maintenance, Banners/Flags and Storm Drain Maintenance. There were 32 Potholes repaired, 650 LF of sidewalk replaced, 47 sidewalks repaired, 126,430 LF of sewer cleans, 243 customer responses, 8 U.S. Flag Cycles, 30 Banner Cycles, 33 Community Events Supported and 24 Assists to the Water Department.

Water Division: Deputy Director, Two Lead Workers, Three Pump Operators, Two Volunteer Interns. Responsibilities include producing, treating and delivering potable water to all city customers. There was 2474 Acre-feet of water served, 65 leaks repaired, 168 meters replaced, 2,288 hydrants flushed, 284 valves exercised, 6,311 water quality samples taken, 208 customer responses, 6 water audits and 393 acre-feet of water spread. There was 208 responses to customer contacts, 22 water color/debris, 60 water conservation and 14 taste/order.

The Public Works Team: Miscellaneous: Facilities Maintenance Worker and Fleet Mechanic. Field Staff during 2014-15: 24 Brake Jobs, 135 Oil changes, 59 tire replacements/repairs, 12 major reports (Transmissions, manifolds, main seals, CNG fuel repairs, E/C), 47 out-shopped repairs (Dealer warranty work, smog test and transmissions), 56 irrigation repairs and 224 facility service calls. The Public Works Team at City Hall includes Administrative Assistant, Management Analyst and Director.

City Hall Staff 2014-15: 65 City Council staff reports, 41 commission staff reports, 3 NPDES complaints investigated, 144 plan checks processed, 4654 customer responses, 9 grading permits issued, 25 encroachment/excavation permits issued, 1179 conservation courtesy notices sent, 766 turf removal rebates processed, 127 conservation appeals processed and 1 state required sewer master plan update.

The Public Works Team: Contractors: Solid Waste Disposal – Athens Services  
Street Sweeping – Athens Services  
Sidewalk Pressure Washing – Athens Services  
Tree Maintenance – West Coast Arborists  
Janitorial Services – United Building Maintenance  
Pest Control Services – Orkin  
Landscape Maintenance – Merchants  
City Engineer – Kev Tcharkhoutian

- 2014-15 Street Project: South Michi8llinda, West Montecito, East Sierra Madre Boulevard and South Baldwin Avenue – Total Project Cost: \$639,330.
- North Mountain Trail Water Main Replacement – Cost: \$667,990
- Woodland Bridge Water Main Replacement – Cost \$36,550
- West Grandview Sewer Main Replacement – Cost: \$204,330
- CDBG – Funded Citywide ADA Ramp Construction: Cost: \$44,900
- Public Works Projects: Water Conservation Projects: Drywell Installations and Re-landscape Entry Median.

Mayor Capoccia remarked that Mr. Inman’s report is very impressive with the small staff. We appreciate what they do.

ACTION ITEMS:

1) CONSENT CALENDAR

Elaine Aguilar, City Manager, gave the following report under the Consent Calendar:

1a). WARRANTS:

Staff recommends approval of Resolution No. 15-78 “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS” and approval of payment of City Warrants in the aggregate amount of \$113,140.36; Sierra Madre Library Warrants in aggregate amount of \$14,620.48 and Payroll Transfer in the aggregate amount of \$314,374.74 for the fiscal year ending June 30, 2016.

1b). APPLICATION FOR ENERGY EFFICIENCY LOW INTEREST LOAN

Many California Cities have made energy efficiency improvements and developed renewable energy measures in response to the California legislative mandates to reduce California’s energy consumption and derive energy from renewable energy sources. In recent years, the cost effectiveness of installing solar systems has improved substantially due to advances in the technology and the availability of California Solar Initiative (CSI) rebates (currently exhausted) and Federal and State tax incentives.

Attached to the Agenda was a Resolution to authorize the City to apply for low interest (1% - one percent interest) monies available from the California Energy Commission to develop solar photovoltaic facilities to be installed on City owned property.

Staff has been working in good faith with Connor Energy in reviewing the City's energy costs and potential facilities where solar photovoltaic installations could be accomplished. Connor Energy has worked with several California cities where they have developed renewable energy and energy conservation projects saving the cities millions of dollars over the life of the projects.

Connor Energy has developed a renewable energy proposal for the City of Sierra Madre with project funding from the California Energy Commission (up to \$3M). As a first step in this process, the City will need to apply for funding with the California Energy Commission to ensure funding availability (funds are available on a first-come, first served basis). Currently there is \$5.9M in funding available from the California Energy Commission. The benefits of the California Energy Commission funds are:

1. No City Bonds issued – with the California Energy Commission loan, the city of Sierra Madre would simply enter into a promissory note with the Energy Commission without need for City Credit ratings or incur heavy bond financing costs.
2. Lowest Financing Cost – Although municipal bonds traditionally offer one of the cheapest forms of capital available, the CEC loan funds provides the greatest savings at 1% interest cost funds up to 20 years. This financing allows the project to be cash flow positive from day one.
3. Solar Asset Purchase – Unlike solar PPA's (power purchase agreements) or solar leases, the City of Sierra Madre is purchasing the solar structures, and even after the repayment period is complete, the asset will continue to generate power for the City for years to come.

To date, a preliminary assessment of the proposed solar system has been completed. This work was completed without the expenditure of any City funds.

Staff is recommending approval of the financing request of the proposed solar photovoltaic system and the continued development of the solar PV project with staff to complete and deliver to the City Council at a future City Council date. The conceptual project design and layout is attached to the Agenda as Exhibit A. Please note, the design and layout shown in Exhibit A is conceptual only. The consultant who prepared the Exhibit has already been advised by staff that the location of solar shade structures along the Grandview Frontage of the spreading basins will not be acceptable to the community. A revised concept with similar generation capacity is forthcoming, but will not be available for this evening's Council meeting.

There is no cost to the City to apply for these funds, and the City is not committed to accepting the funds once the approval is complete in the event the solar photovoltaic project is not approved by City Council.

It is recommended that the City Council approve Resolution No. 15-79 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AUTHORIZING THE CITY TO APPLY FOR LOW INTEREST (1% INTEREST) MONIES FROM THE CALIFORNIA ENERGY COMMISSION TO IMPLEMENT ENERGY EFFICIENCY MEASURES" and authorize the City Manager to sign and execute the California Energy Commission Loan Application.

1c). CONSIDERATION OF REQUEST FOR USE OF CITY LOGO

The Pasadena Unified School District and the City of Pasadena are working in conjunction to develop a shared vision and framework to improve outcomes for children, youth, and families in the area. The framework, called Collaborate PASadena, grew out of a school/city/community work plan and has been further refined by an Ad Hoc Committee consisting of various Council Members and PUSD Board Members.

Collaborate PASadena has requested the use of the City's logo for the Community Report Card. Council Member Arizmendi is the Leadership Council Member and Council Member Harabedian is her alternate representing the City of Sierra Madre in this effort for the three jurisdictions and community members and organizations to work together to improve outcomes for children, youth and families in our three communities.

It is recommended that the City Council approve the use of the City's logo by Collaborate PASadena for their Annual Report.

Item 1d). was pulled for separate discussion.

1e). REJECTION OF BID FROM PERRY C. THOMAS CONSTRUCTION FOR THE EMERGENCY REPLACEMENT OF WATER MAINS IN SKYLAND DRIVE AND IDLE HOUR LANE AND AWARD OF THE PROJECT TO JDC CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$384,110.

The low bidder for the City's emergency water main replacement has indicated that due to his current workload, he cannot begin work on the project until late February or March. This delay in project implementation is not an acceptable response to an emergency situation.

Staff, therefore, recommends that the City Council reject the bid provided by Perry C. Thomas Construction for the emergency replacement of water mains in Skyland Drive and Idle Hour Lane and award the project to J. De Sigio Construction in an amount not to exceed \$384,110, with a total project cost of \$406,683.

1f). SECOND READING AND ADOPTION OF ORDINANCE 1372, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, AMENDING CHAPTER 15.30 (GREEN BUILDING STANDARDS) BY ADDING A NEW SUBSECTION 15.30.040 ("WATER METERING FOR MULTI-FAMILY DWELLINGS") REQUIRING THAT ALL MULTI-FAMILY DWELLINGS CONSTRUCTED AFTER JANUARY 1, 2016 BE PROVIDED WITH INDIVIDUAL METERED WATER SERVICES.

Staff recommends that the City Council read by title only and adopt Ordinance No. 1372 upon second reading.

Mayor Capoccia opened for public comment and there was none.

Council Member, Rachele Arizmendi moved and it was seconded by Mayor Pro Tem, Gene Goss, for approval of the Consent Calendar, with the exception of Item 1d). as presented. The motion passed by unanimous voice vote of the City Council.

1d). CONSIDERATION OF PAYMENT OPTIONS FOR WATER CONSUMED IN CALENDAR YEAR 2014:

This item was originally on the Council Agenda for November 24<sup>th</sup>, and was pulled from Consent with staff being directed by Council to return with additional information. Staff recommends that the City Council approve the use of pre-purchased water held in Main Basin cyclic storage to offset the total purchase cost of imported water used by the City in Calendar Year 2014, and approve the expenditure of \$190,639.80 in water funds to complete the purchase of water for that calendar year.

San Gabriel Valley Municipal Water District (the District) bills for water sold by that agency on a calendar year basis. In early October 2015 the City received a letter stating that the City's water use from the District via the MWD connection was 2,218.6 acre-feet. The letter further states that per the District's agreement with MWD, the City is responsible for the cost of 4,437.2 acre feet at the District's 2014 rate of \$130 per acre foot. That cost is \$576,836.

However, according to records held by the Main San Gabriel Basin Water Master, the City has 2,970.74 acre-feet remaining in its cyclic storage account. This is a remainder of the water purchased by the City in 2009 at a rate of \$100 per acre-foot when the District had a surplus of water available. The District's October 4 letter notes that the City may transfer water from its cyclic storage account to pay for water imported via MWD.

The City's payment options for the imported water consumed in calendar year 2014 are described in the SGVMWD letter. The City can either pay cash in the amount of \$576,836 for the entire 4,437.2 acre feet or the City may reduce that cash outlay by transferring the City's remaining balance of 2,970.14 acre feet of cyclic storage water.

Staff reviewed Table A – Projected Water Costs; Table B – Value of Cyclic Storage Water and Table C – Value Comparison.

Transferal of the 2,970.74 acre feet currently held by the City in cyclic storage has two advantages that outweigh the attractive option of holding on to the water:

- 1). Reduction of the expenditure from water funds from \$576,836 to \$190,640 lessens the impact (by \$386,196) of the water purchase on the current fiscal condition of the water fund in light of the conservation induced reduction in revenue.
- 2). Reduction of the expenditure of water funds for the water purchase frees \$396,196 for re-investment in the water infrastructure.

Staff proposes to send the letter attached to the Agenda to the Main San Gabriel Basin Water Master requesting the transfer of all remaining cyclic storage water and then pay the District \$190,639.80 for the remaining balance of water used by the City in 2014.

The 2015-16 Budget includes an expenditure of \$650,000 for the purchase of imported water. Thus, no additional expenditure is necessary in order to pay for the 2014 usage. If the cyclic water is used, the water fund will have an expenditure of \$190,640 for calendar year 2014. If the cyclic water is not used, the water fund will have an expenditure of \$576,836 for 2014 water purchases.

Staff recommends that the City Council approve the use of pre-purchased water held in Main Basin cyclic storage to offset the total purchase cost of imported water used by the City in calendar year 2014 and approve the expenditure of \$190,639.80 in water funds to complete the purchase of water for that calendar year.

Council Member, John Harabedian, asked Mr. Inman to remind us about the 2 for 1 cost – Water District and MWD.

Mr. Inman stated, “We are getting water for substantially less”.

Mayor Capoccia commended the staff for buying water at \$100.00/acre foot.

Mayor Capoccia opened for public input and there was none.

Mayor Capoccia stated “Wouldn’t it be better to pay with General Fund now and save \$157,000?”

Council Member, John Harabedian, stated that we should pay for water now and wait until credits go up. Pay cash now – Water Fund Reserves or General Fund Reserves.

The City Manager remarked that if you want to pay the full costs, use Water Fund Reserves.

Council Member, Denise Delmar, questioned why staff wants to use credits?

The City Manager said there is a benefit to spending money now – we want the Water Fund to stay solvent. We have \$2M in Water Fund Reserves. The General Fund can loan to the Water Fund.

Mayor Capoccia suggested that we put off one year and look at it next year.

Mayor, John Capoccia, moved for approval to pay for water out of Reserves instead of pre-purchased water. Council Member Harabedian seconded the motion and it passed by unanimous voice vote.

- 2) URGENCY ORDINANCE 1373U OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING TITLE 17, CHAPTER 17.93 (STANDARDS AND CRITERIA FOR WIRELESS COMMUNICATIONS FACILITIES) OF THE SIERRA MADRE MUNICIPAL CODE TO COMPLY WITH FEDERAL REQUIREMENTS FOR WIRELESS FACILITIES AND DECLARING THE URGENCY THEREOF IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937.

Vincent Gonzalez, Director of Planning & Community Preservation, gave the staff report.

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City Attorney, Teresa Highsmith, stated that this ordinance needs to be passed before January 1, 2016, when it comes into effect. AB57 is deemed approved. It won't increase any burden on the staff. The City Attorney followed by making some minor changes to the Ordinance which staff will make. There is formatting issues. The Ordinance will be published under the direction of Vincent Gonzalez.

The City Council will consider the adoption of Urgency Ordinance No. 1373-U, by amending Title 17, Chapter 17.93 (Standards and Criteria for Wireless Communications Facilities) of the Sierra Madre Municipal Code, governing wireless facility permitting.

Staff recommends that the City Council adopt the proposed urgency ordinance to update the City's standards for wireless facilities and rules for reviewing, processing, and approving wireless facility applications to take into account recent changes to federal and state law. The proposed amendments are intended to make the City's ordinance consistent with these laws and to ensure that the City has the tools in place to process wireless applications expediently while ensuring that proposed wireless facilities are in keeping with the community's aesthetic character.

Assembly Bill 57 (AB57) pertaining to Government Code Section 65964.1 takes effect on January 1, 2016 and requires a collocation or siting applications for a wireless telecommunications facility to be deemed approved, if both of the following occur:

- 1) The city fails to approve or disapprove the application within the time periods established by the Federal Communications Commission (FCC) 2009 Declaratory Ruling; and,
- 2) All public notices regarding the application have been provided consistent with the public notice requirements for the application.

Staff recommends adopting Urgency Ordinance No. 1373-U. A copy of the ordinance was attached to the Agenda.

Staff recommends the City Council direct the City Attorney to introduce and give first reading by title only, waiving further reading to the following (Exhibit A) entitled:

URGENCY ORDINANCE NO. 1373-U

URGENCY ORDINANCE 1373-U OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING TITLE 17, CHAPTER 17.93 (STANDARDS AND CRITERIA FOR WIRELESS COMMUNICATIONS FACILITIES) OF THE SIERRA MADRE MUNICIPAL CODE TO COMPLY WITH FEDERAL REQUIREMENTS FOR WIRELESS FACILITIES AND DECLARING THE URGENCY THEREOF IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 36934 AND 36937.F

Mayor Capoccia opened for public input and there was none.

Council Member, John Harabedian moved and it was seconded by Council Member, Denise Delmar, for approval of Urgency Ordinance No. 1373U with the changes made by the City Attorney. The motion passed by unanimous voice vote.

3). PUBLIC HEARING: CONSIDERATION OF RESOLUTION 15-71, APPROVING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) FOR AMERICANS WITH DISABILITY ACT (ADA) IMPROVEMENTS TO THE SIERRA MADRE PUBLIC LIBRARY.

Bruce Inman, Director of Public Works, gave the staff report.

The City of Sierra Madre has participated in the Community Development Block Grant (CDBG) Program through the County of Los Angeles for the past 42 years. In the past funds have been used for the construction of handicapped curb access ramps and a Handyworker Program to benefit lower income Sierra Madre residents. Although Council approved Resolution No. 13-04 approving CDBG funds for fiscal Year 2014-2015 to reinstate the Handyworker Program, due to reduced staffing this project has not been implemented. Because the City is required to expend its current allocations or lose them, staff recommends adoption of Resolution No. 15-71 approving the proposal to utilize three years (14/15, 15/16, 16/17) of Federally funded CDBG allocations totaling \$136,689 to fund American with Disability Act (ADA) improvements for the Sierra Madre Public Library.

Staff recommends adopting Resolution No. 15-71 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, APPROVING THE USE OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS (CDBG) FOR AMERICAN WITH DISABILITY ACT (ADA) IMPROVEMENTS TO THE SIERRA MADRE PUBLIC LIBRARY".

Council Member Harabedian remarked that it is a good use of the funds.

Council Member Arizmendi hoped that we could reinstate the Handyman Program in the future.

Mayor Capoccia opened for public comment and there was none.

Council Member, Rachelle Arizmendi moved and it was seconded by Council Member, John Harabedian, for approval of staff's recommendation of approval of Resolution No. 15-71, as noted above.

4). CONSIDERATION OF APPOINTMENTS TO THE SENIOR COMMUNITY COMMISSION

Elaine Aguilar, City Manager, gave the staff report.

There are currently two vacancies on the Senior Community Commission. This item is on the agenda for the City Council's appointment of new Commissioners.

The applicants are (in alphabetical order):

Judie Cimino  
Suzanne Decker  
Donna Sutcliffe  
Jo Ann Williams

It is recommended that the City Council provide staff with direction regarding the appointment of two Senior Community Commissioners.

Mayor Capoccia asked if any of the residents would like to speak?

Jo Ann Williams, Colony Drive

Ms. Williams remarked that she is proud to live in Sierra Madre. I want new things to do. Classes are great. Yoga is terrific. Paul does a wonderful job. I retired, after 22 years, at Gamble House and a career of teaching. I would like to be on the Senior Community Commission. The lunches are good. I enjoy life with the seniors.

Mayor Capoccia asked the City Council to make their recommendations:

- |                                       |                    |
|---------------------------------------|--------------------|
| 1) Council Member Harabedian          | 1. Judy Cimino     |
|                                       | 2. Suzanne Decker  |
| 2) Mayor Pro Tem, Gene Goss           | 1. Judy Cimino     |
|                                       | 2. Suzanne Decker  |
| 3) Council Member, Rachele Arizmendi: | 1. Jo Ann Williams |
|                                       | 2. Suzanne Decker  |
| 4) Council Member, Denise Delmar      | 1. Jo Ann Williams |
|                                       | 2. Suzanne Decker  |
| 5) Mayor, John Capoccia               | 1. Suzanne Decker  |
|                                       | 2. Jo Ann Williams |

Mayor, John Capoccia moved and it was seconded by Council Member, Denise Delmar, for the appointment of Jo Ann Williams and Suzanne Decker to the Senior Community Commission. The motion passed by unanimous voice vote.

BREAK: The Mayor requested a break at 8:15 p.m. and the City Council reconvened at 8:20 p.m.

5). CONSIDERATION OF:

RESOLUTION NO. 15-80 – CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISION OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES AND FOR THE SUBMISSION TO THE VOTERS AN ORDINANCE EXTENDING AND MODIFYING THE CITY’S UTILITY USERS’ TAX;

RESOLUTION NO. 15-81 – ADOPTING REGULATIONS FOR CANDIDATES’ STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016;

RESOLUTION NO. 15-82 – REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY OF SIERRA MADRE RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, APRIL 12, 2016;

RESOLUTION NO. 15-83 – PROVIDING FOR THE FILING OF REBUTTAL ARGUMENTS FOR CITY MEASURES SUBMITTED AT MUNICIPAL ELECTIONS;

RESOLUTION NO. 15-84 – AUTHORIZING CERTAIN COUNCIL MEMBERS TO SUBMIT ARGUMENTS REGARDING A MEASURE TO AMEND THE EXISTING UTILITY USERS’ TAX ORDINANCE TO INCREASE AND EXTEND THE EXISTING RATE STRUCTURE, WHICH WILL BE ON THE BALLOT FOR THE APRIL 12, 2016 MUNICIPAL ELECTION AND DIRECTING AN IMPARTIAL ANALYSIS OF THE MEASURE BY THE CITY ATTORNEY.

Elaine Aguilar, City Manager, gave the staff report.

Staff is recommending approval of the five election related Resolutions for the Council’s consideration. It is recommended that the Council review and approve the resolutions attached to the Agenda.

Mayor Capoccia opened for public comment and there was none.

Council Member, John Harabedian moved and it was seconded by Council Member, Rachelle Arizmendi for approval of the above five election resolutions as recommended by staff. The motion passed by unanimous voice vote of the City Council.

6). CONSIDERATION OF ARGUMENTS REGARDING UTILITY USERS’ TAX MEASURE

Elaine Aguilar, City Manager, gave the staff report.

There are a number of April 12, 2016 election related resolutions on tonight’s agenda. One of the resolutions places a UUT measure on the ballot, and another Resolution authorizes the City Council to submit an argument. At the previous Council Meeting, the Council authorized Mayor Capoccia and Mayor Pro Tem Goss to draft an argument so that the argument could be available this evening for the entire Council to review and edit. Upon the drafting of an argument that the Council can agree to, each of the Council Members will be signing the argument for presentation to the City Clerk pursuant to the deadline established by the City Clerk.

The City Clerk has established December 28, 2015 as the deadline to submit arguments, and January 8, 2016 as the deadline for rebuttal arguments. (The January 8<sup>th</sup> deadline is before the date of the next Council meeting of January 12, 2016.) The Council may wish to discuss how to process the rebuttal argument. If all Council Members desire to participate in the drafting of the rebuttal argument it may be necessary to schedule a special Council meeting before the January 8<sup>th</sup> deadline.

It is recommended that the City Council provide staff with direction regarding the UUT ballot argument.

Mayor Capoccia presented a draft Argument in Favor of the UUT to the City Council and all agreed on its contents.

The City Clerk will provide the appropriate forms to the City Manager.

Mayor Pro Tem, Gene Goss and the Mayor will do the rebuttal. It will be e-mailed to the City Council and if all agree on its wording, there is no need for a special meeting. If they do not agree, a special meeting will be scheduled for January 7<sup>th</sup> at 6:00 p.m. The City Manager will e-mail the City Council and City Clerk if a special meeting is needed.

7). UTILITY USERS' TAX PUBLIC INFORMATION

Elaine Aguilar, City Manager, gave the staff report.

The City Council's Strategic Plan includes a three-year goal of "Achieving financial stability and sustainability." One of the objectives under this goal is, "the City Manager, Finance Director, Assistant City Manager and the UUT Oversight Committee, with Mayor Pro Tem Goss and Council Member Harabedian, present to the City Council for action a draft Utility users Tax public education materials."

The Committee met on December 1<sup>st</sup>, and discussed a proposed plan and the types of information that could be prepared as public information for the UUT measure. A significant amount of draft information was presented to the Committee (a sampling of this information was attached to the Agenda in "raw form"). The Committee reviewed the information and provided input and suggested possible publications, brochures, charts, and other information that could be produced. This additional information will be prepared during the month of December, based upon the Council's authorization at tonight's meeting. The Committee members have agreed to continue to meet to provide input and critique the actual publications, charts, brochures, etc. If the Committee met the first or second week of January, it is possible for the council to review the initial information at the first or second meeting in January, should the Council desire to review and approve the final information. It was acknowledged that ideas for additional information may arise between now and the election.

The City is allowed to prepare and provide legally permissible ballot measure information. The means that it is legal to use city resources, including the use of staff time, to prepare unbiased, factual information regarding a ballot measure. City resources cannot be used to advocate for one position or another. As verification of the materials being factual in nature, all materials will be reviewed by the City Attorney before being finalized.

The Council's Committee met and reviewed the type of information that can be provided and they also gave input regarding additional information that may be useful to factually explain the UUT ballot measure and city revenues in general. The Committee looked at the 'process' to disseminate information and also the 'type of information' that could be assembled.

The Public information dissemination options discussed by the Committee was included in the Agenda.

There are no financial impacts associated with the preparation of this report, other than the staff time in preparing this report. The costs of preparing the information and posting the information on the website or on social media is in-house staff time. The cost of printing publications could range from \$600 to \$1,000 for a full-color two-sided brochure., The postage costs (to all mailing addressed) range from \$1,000 \*(bulk rate) to \$2,000 first class postage. For example, the total costs for a city wide mailer (two sided brochures) to be printed and mailed could range from \$1,600 to \$3,000.

It is recommended that the City Council provide staff with direction.

Mayor Capoccia announced that the Committee will stay engaged for a while.

City Attorney, Teresa Highsmith, remarked that she reviewed the attachments in the agenda and they are factual. They are questions the people asked. They do not attempt to encourage a vote.

Council Member Delmar remarked that she likes the fact that the Committee wants to stay engaged. We need to be unbiased. I appreciate their work.

Mayor Pro Tem, Gene Goss, remarked that he was involved with the Committee and was very impressed with the members.

The City Manager noted that the Committee is a working committee – it is very helpful.

Council Member, John Harabedian, stated: “Job well done”. Thanked the Mayor Pro Tem for his participation. Maybe you could list what the other cities are paying.

Mayor Capoccia opened for public input.

Joan Maquire

Ms. Maquire remarked that she likes what she has heard. It is important to let the citizens know what other cities are paying.

The Mayor closed public input.

Mayor Pro Tem Goss remarked that many residents have no clue what we are doing. We need one good mailer – just facts. I am strongly in favor of one mailer.

Council Member Harabedian also feels a mailer is important ad a good use of resources.

Council Member Delmar asked that staff time the mailer prior to forums.

Mayor Pro Tem Goss stated that the timing of this should be the weekend before absentee mailers come out.

Mayor Capoccia thanked the Committee for their hard work.

8). CALIFORNIA PUBLIC EMPLOYEES’ RETIREMENT SYSTEM

Elisa C. Cox, Assistant City Manager, gave the staff report, and provided a slide presentation..

At a previous meeting, Council Member Delmar requested that information regarding the City’s CalPERS program be placed on a future agenda.

The City provides a defined benefit retirement benefit (pension) to its employees through the California Public Employees’ Retirement System (CalPERS). Approximately 60% of the City’s CalPERS costs are paid from the General Fund. This is attributed to the fact that Police and Fire Departments are funded by the General Fund, and 56% of the City’s CalPERS costs are associated with the Police and Fire Departments. However,

Police and Fire employees only represent approximately 40% of the total employees enrolled in CalPERS. The other 44% of CalPERS costs are associated with non-public safety employees (560% of the total employees enrolled in CalPERS). The higher cost for public safety employees occurs for two reasons: first, the higher benefit formulas for public safety employees cost more than the retirement plans for non-safety employees. Secondly, part-time employees, Classified employees, Fire employees, Confidential Exempt and Executive Management employees are paying 100% of the employees' contribution to the pension. The City is still paying a portion of the employees' contribution to the pension (referred to as the Employer Paid Member Contribution or EPMC) for employees in the Police Association.

In 2012 Governor Brown signed the Public Employees' Pension Reform Act (PEPRA) into law, which provided a number of changes to the Public Employees' Retirement Law; including implementing a new lower retirement formula for any new member into CalPERS after January 1, 2013. If the City hires an employee who worked for a neighboring CalPERS agency, that employee is considered a "Classic Member" and he/she will receive the retirement formula the City had in place on December 31, 2012. If the City hires a new employee who has only worked in the private sector, then that employee would be a "New Member" and will receive the new, lower retirement formula. As time goes on, more employees will fall under the lower retirement formulas for New Members, resulting in a decrease in the City's CalPERS expense.

Staff reviewed the History of the city in CalPERS, Public Employees' Pension Reform Act, and Additional Changes to CalPERS.

What can the City do to reduce its CalPERS cost and liabilities?

- Continue to hire New Members (There is pending legislation making it illegal to make hiring decisions based on retirement status)
- Negotiate with the Police Association to remove the EPMC (The City cannot impose a reduction of the EMPC until after January 1, 2018).
- Negotiate with employee groups to pay a portion of the employer's contribution (This must be agreed upon with the bargaining units and cannot be imposed upon the employees).
- Continue to pay the annual lump sum prepayment option for the unfunded liability.
- Make additional lump sum payments towards the unfunded liability.
- Shorten the City's amortization schedule for the unfunded liability.

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

Council Member, Rachele Arizmendi, remarked that OPEB is fully funded. We are waiting for the 2014 figures to come in. Thank you Elisa for your presentation.

Elisa Cox remarked that there is no way for staff to do.

Council Member, Denise Delmar, wanted to bring forward inaccurate information that is out in the City's CalPERS. The liability is over our heads. It makes it impossible to get out. Thank you for your report.

Mayor Capoccia also thanked the staff for the great report.

The Mayor opened for public input. No one spoke. The Mayor announced that this agenda item is a “receive and file” report.

Pat Alcorn, E. Grand View Avenue

Ms. Alcorn remarked, “Very enlightening. Thank you very much”.

9). CONSIDERATION OF PURCHASE PROPOSAL FROM CROWN CASTLE TO OBTAIN PERPETUAL EASEMENTS FROM THE CITY FOR EXISTING CELLULAR SITES LOCATED ON CITY-OWNED PROPERTY

Bruce Inman, Director of Public Works, gave the staff report.

Staff recommends that the City Council approve the extension of two cellular site leases, and direct staff to negotiate terms of the extension of lease agreements, with final approval of the extended leases to return to the City Council for approval.

Staff has been approached by a representative of Crown Castle (formerly Global Signal), lease holder of two cellular sites located on City property in the City’s maintenance yard, with proposals for extension of their rights to operate those cellular facilities. One of the proposals is for an extension of the existing leases. The other proposal is for the purchase of long-term or permanent easements for those sites.

The first site in question is identified as the gray steel traditional pole adjacent to the Dog Park, identified as Crown Castle Site #877947 location of a Sprint operation. The second site is adjacent to the main gate to the maintenance yard and in the form of a mono-pine tower shared by T-Mobile and AT&T. This is Crown Castle Site #824768. For purposes of this report the sites will be identified by their primary occupants, Sprint and T-Mobile.

Current Crown Castle Leases:

Leaseholder	Began	Term	Extensions	Expiration	Current Rent
Sprint	8/9/’96	5 Yrs.	1 x 5 yrs.	8/31/2006	Global Signal
Global Signal	8/1/2007	10 Yrs.	2 x 5 Yrs.	8/31/2027	\$31,565/Yr.
T-Mobile	10/11/2007	10 Yrs.	2 x 5 Yrs.	10/31/2017	\$27,109/Yr.

Rent on both leases automatically increased by a CPI factor (4% maximum) each year.

Staff reviewed the Crown Castle Proposal.

Utilizing a 2.1 percent inflation rate (average over the last ten years) and the Crown Castle proposal 15% rent increase in 2027, staff has estimated that the total rental revenue that would be generated by the two sites would be slightly more than \$3.6M. Or, using the same criteria, the proposed \$963,900 lump sum amount would be equaled in about 2028, with forfeiture of any subsequent rental revenue if the lump sum option is selected. The options proposed in the Crown Castle letter of December 1, 2015 are shown in the following table. As noted in the Crown Castle letter other options may be available.

Staff reviewed the leasing option, lease expiration and estimated total revenue (Does not include \$15,000 signing bonus or subtenant rental revenue).

Staff recommends that the City Council approve the extension of two cellular site leases, and direct staff to negotiate terms of the extension of lease agreements, with final approval of the extended leases to return to the City Council for approval.

The City Attorney reported that cellular companies want to seek easements. A long-term lease is good.

Council Member Harabedian noted that the City needs a term to trigger at any time.

Mayor Capoccia remarked that we are not under any pressure and would suggest continuing negotiations.

10). STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT

Elaine Aguilar, City Manager, gave an update to the Strategic Plan from the October 20, 2015 Retreat.

Staff is recommending that this agenda item be received and filed.

FUTURE AGENDA ITEMS:

The City Manager announced that there may be a special meeting in January if the City Council feels necessary.

ADJOURNMENT:

Council Member, John Harabedian moved and it was seconded by Council Member, Rachelle Arizmendi for approval of adjournment at 9:50 p.m. The motion passed unanimously by the City Council.

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John Capoccia, Mayor of Sierra Madre

Minutes taken and typed by:

Nancy Sue Shollenberger  
City Clerk

**RESOLUTION NUMBER 16 - 01**

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

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

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

**WHEREAS**, the audited December 22, 2015 demands were released to vendors in accordance with City Council action item 1b on the September 22, 2015 Council meeting; 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 ratify payment of City Warrants in the aggregate amount of \$254,982.01; Sierra Madre Library Warrants in the aggregate amount of \$14,196.68 and Payroll Transfer in the aggregate amount of \$324,755.41 for the fiscal year ending June 30, 2016.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of January, 2016.

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

I hereby certify that the foregoing Resolution Number 16 - 01 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 12<sup>th</sup> day of January, 2016 by the following vote.

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 January 12, 2016**

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

City of Sierra Madre Warrant .....	\$254,982.01
Sierra Madre Library Warrant .....	\$14,196.68
Payroll #25 Transfer.....	\$324,755.41

**Warrant Register 12/22/2015****Attachment A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	10,090.08	1-5
FY 1516	General Warrants - Utility Bills	43,677.13	6
FY 1516	General Warrants	201,214.80	7-14
	Total	254,982.01	

Fiscal Year	Description	Amount	Page #
FY 1516	Library Warrants	14,196.68	15
	Total	14,196.68	

Date: 12/17/2015	Payroll #25 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	324,755.41	
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City of Sierra Madre, CA

# Check Approval

P.1

Packet: APPKT02635 - MAN 12/3/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 12/03/2015

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund:</b> 10000 - GENERAL FUND					
<u>1497</u>	MOUNTAIN VIEWS NEWS				
APBNK	Check	<u>CM140282</u>	Publication Services	10000.12000.52206	1,850.97
<b>Fund 10000 Total:</b>					<b>1,850.97</b>
<b>Report Total:</b>					<b>1,850.97</b>



City of Sierra Madre, CA

# Check Approval

P.2

Packet: APPKT02640 - MAN 12/22/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 12/10/2015

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
	BANK OF AMERICA						
APBNK	Check			<u>4024421000985145-5</u>	EA/CaSTA secretary meeting/LEAGUE OF CALIF	10000.11000.53402	450.00
				<u>4024421000985145-6</u>	LG/ STRATEGIC PLANNING RETREAT	10000.11000.53402	218.00
				<u>4024421000985145-7</u>	EC/IT MASTEPLAN INTERVIEWS	10000.11000.53402	215.82
				<u>4024421000985145-8</u>	EA/CaSTA secretary meeting/LEAGUE OF CALIF	10000.11000.53402	151.96
				<u>4024421000985145-9</u>	LG/ ROLE OF THE CHIEF TRAINING	10000.50000.52005	523.14
<b>Fund 10000 Total:</b>							<b>1,558.92</b>
<b>Fund: 34001 - DEVELOPMENT FEES</b>							
	BANK OF AMERICA						
APBNK	Check			<u>4024421000985145-7</u>	VG/ OFFICE SUPPLIES	34001.40000.53100	163.49
<b>Fund 34001 Total:</b>							<b>163.49</b>
<b>Fund: 36001 - EMERGENCY MEDICAL SERVICES</b>							
	BANK OF AMERICA						
APBNK	Check			<u>4024421000985145-5</u>	SH/MEDICAL STORAGE CONTAINERS	36001.64000.53300	544.15
<b>Fund 36001 Total:</b>							<b>544.15</b>
<b>Fund: 72000 - SEWER</b>							
	BANK OF AMERICA						
APBNK	Check			<u>4024421000985145-6</u>	CC/CA WATER ENV ASSN RENEWAL	72000.81200.53409	162.00
<b>Fund 72000 Total:</b>							<b>162.00</b>
<b>Fund: 77003 - SPECIAL EVENTS</b>							
	BANK OF AMERICA						
APBNK	Check			<u>4024421000985145-5</u>	EC/Senior Excursion Candlelight Pavilion	77003.79003.52999	593.00
<b>Fund 77003 Total:</b>							<b>593.00</b>
<b>Report Total:</b>							<b>3,021.56</b>



City of Sierra Madre, CA

# Check Approval

P.3

Packet: APPKT02644 - MAN 12/10/15  
Vendor Set: 02 - Vendor Set 02

Check Date: 12/10/2015

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund:</b> 34001 - DEVELOPMENT FEES					
<u>VEN02690</u>	SGV Property Fund LLC				
APBNK	Check	<u>INV017526</u>	REFUND - PERFORMANCE BOND - 407 Mariposa	34001.00000.43010	1,500.00
<b>Fund 34001 Total:</b>					<b>1,500.00</b>
<b>Report Total:</b>					<b>1,500.00</b>



City of Sierra Madre, CA

# Check Approval

P.4

Packet: APPKT02659 - MAN 12/23/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 12/22/2015

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>1497</u>	MOUNTAIN VIEWS NEWS				454.77
APBNK	Check	<u>CM140287</u>	Publications of Ordinances and Public Hearings	10000.12000.52206	454.77
<b>Report Total:</b>					<b>454.77</b>



City of Sierra Madre, CA

# Check Approval

P. 5

Packet: APPKT02664 - MAN 12/23/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 12/23/2015

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT</b>							
<u>0842</u>	ANTOINETTE BUCKNER						
APBNK	Check			<u>INV017619</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	466.11
<u>1428</u>	DAN GINTER						
APBNK	Check			<u>INV017620</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	466.11
<u>1044</u>	JESSE TORIBIO						
APBNK	Check			<u>INV017621</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	233.06
<u>1156</u>	JOHN FORD						
APBNK	Check			<u>INV017622</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	326.28
<u>VENO1660</u>	LISA VOLPE						
APBNK	Check			<u>INV017623</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	372.89
<u>1711</u>	MARIO OLANO						
APBNK	Check			<u>INV017624</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	466.11
<u>0704</u>	STEPHEN ABERNETHY						
APBNK	Check			<u>INV017625</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	466.11
<u>2016</u>	STEVE POCK						
APBNK	Check			<u>INV017626</u>	RETIREE HEALTH INSURANCE/1-16	60007.70100.51302	466.11
<b>Fund 60007 Total:</b>							<b>3,262.78</b>
<b>Report Total:</b>							<b>3,262.78</b>



City of Sierra Madre, CA

# Check Approval

P.L

Packet: APPKT02661 - UTILITIES 12/22/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 12/23/2015

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 32008 - PARKING ASSMNT DIST</b>							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2037520756-121115</u>	ELECTRICITY	32008.83000.55003	683.74
<b>Fund 32008 Total:</b>							<b>683.74</b>
<b>Fund: 38005 - GAS TAX FUND</b>							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2037520756-121115</u>	ELECTRICITY	38005.83500.55003	56.05
<b>Fund 38005 Total:</b>							<b>56.05</b>
<b>Fund: 60000 - INT SVC FND - FLEET</b>							
<u>0216</u>	THE GAS COMPANY						
APBNK	Check			<u>11826147883-121015</u>	NATURAL GAS FUEL	60000.83100.55001	316.34
<b>Fund 60000 Total:</b>							<b>316.34</b>
<b>Fund: 60001 - INT SVC FND - FACILITIES MGT</b>							
<u>0129</u>	AT&T						
APBNK	Check			<u>81829102416611-120</u>	TELECOM DIV 911 PRGM	60001.83200.55005	133.49
<u>1749</u>	PACIFIC TELEMAGEMENT SERVICE						
APBNK	Check			<u>801453</u>	PAY PHONE/PD	60001.83200.55005	82.64
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2037520756-121115</u>	ELECTRICITY	60001.83200.55003	7,893.30
<u>0216</u>	THE GAS COMPANY						
APBNK	Check			<u>16651877009-120915</u>	NATURAL GAS FUEL	60001.83200.55004	19.54
				<u>19591871009-120915</u>	NATURAL GAS FUEL	60001.83200.55004	21.74
				<u>16861877005-120915</u>	GAS	60001.83200.55004	506.38
				<u>13511935002-121015</u>	GAS	60001.83200.55004	64.10
<u>0221</u>	VERIZON CALIFORNIA						
APBNK	Check			<u>6261970352-120415</u>	PHONE SVC	60001.83200.55005	2,501.41
<u>0642</u>	VERIZON WIRELESS - LA						
APBNK	Check			<u>9756255790</u>	CELL PHONE SVC	60001.83200.55005	1,110.10
<b>Fund 60001 Total:</b>							<b>12,332.70</b>
<b>Fund: 60003 - INT SVC FND - TECHNOLOGY</b>							
<u>VEN02262</u>	GLOBAL CAPACITY						
APBNK	Check			<u>49368358</u>	DSL Line Monthly Charge	60003.30000.52200	1,298.68
<u>VEN02100</u>	TIME WARNER CABLE-BROADBAND						
APBNK	Check			<u>040107401-120115</u>	BROADBAND HSD SVC	60003.30000.52200	134.99
				<u>039966201-120115</u>	BROADBAND HSD SVC	60003.30000.52200	144.99
<b>Fund 60003 Total:</b>							<b>1,578.66</b>
<b>Fund: 71000 - WATER ENTERPRISE FUND</b>							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2037520756-121115</u>	ELECTRICITY	71000.81100.55003	23,144.53
<u>0221</u>	VERIZON CALIFORNIA						
APBNK	Check			<u>6261970352-120415</u>	PHONE SVC	71000.81100.55005	59.19
<b>Fund 71000 Total:</b>							<b>23,203.72</b>
<b>Fund: 77001 - AQUATICS</b>							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2037520756-121115</u>	ELECTRICITY	77001.71000.55003	649.79
<u>0216</u>	THE GAS COMPANY						
APBNK	Check			<u>13721935008-121015</u>	GAS	77001.71000.55004	4,856.13
<b>Fund 77001 Total:</b>							<b>5,505.92</b>
<b>Report Total:</b>							<b>43,677.13</b>



City of Sierra Madre, CA

# Check Approval

P.9

Packet: APPKT02663 - GEN 12/22/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 12/23/2015

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
<u>VEN01796</u>	Adamson Police Products						
APBNK	Check			<u>INV195536</u>	FACESHIELD	10000.50000.53300	86.30
<u>1288</u>	ARC, LLC						
APBNK	Check			<u>8332600</u>	PRINTS AND REPRODUCTION	10000.82000.53102	35.26
<u>0593</u>	ARCADIA BODY SHOP						
APBNK	Check			<u>1519</u>	REPAIRS TO PD VEHICLE/UNIT 100	10000.50000.53208	1,066.20
<u>1553</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>70484</u>	STATION SUPPLIES	10000.50000.53999	81.52
				<u>71325</u>	LOCKS FOR PD	10000.50000.53999	26.13
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>071546</u>	HARDWARE SUPPLIES	10000.61000.53204	8.71
				<u>071530</u>	HARDWARE SUPPLIES	10000.61000.53204	14.16
				<u>071528</u>	HARDWARE SUPPLIES	10000.61000.53204	10.89
				<u>071384</u>	HARDWARE SUPPLIES	10000.61000.53204	6.52
				<u>071236</u>	HARDWARE SUPPLIES	10000.61000.53204	23.72
				<u>071383</u>	HARDWARE SUPPLIES	10000.61000.53204	3.26
				<u>071314</u>	HARDWARE SUPPLIES	10000.61000.53204	4.35
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>071504</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	16.34
				<u>071123</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	13.06
				<u>071498</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	6.53
				<u>071319</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	15.24
				<u>071174</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	41.15
				<u>071288</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	10.88
				<u>071400</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	22.86
<u>1786</u>	AXONTECH LLC						
APBNK	Check			<u>7136</u>	COMPUTER HARDWARE/PD	10000.50000.53103	923.23
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>627405</u>	ASPHALT	10000.83500.53206	163.04
<u>0326</u>	CITY OF PASADENA						
APBNK	Check			<u>3001595</u>	INMATE HOUSING /10-15	10000.50000.52003	1,092.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC						
APBNK	Check			<u>INV017599</u>	Legal Svc/OCT15	10000.21000.52201	6,951.90
				<u>INV017598</u>	Legal Svc/Retainer OCT2015	10000.21000.52201	8,400.00
<u>1035</u>	CPRS DISTRICT XIII						
APBNK	Check			<u>002837-INV017593</u>	CPRS Agency Annual Membership	10000.70000.53409	480.00
<u>1181</u>	DELTA DISTRIBUTING						
APBNK	Check			<u>133129</u>	SAFETY EQUIPMENT	10000.50000.53300	506.58
				<u>133128</u>	SAFETY EQUIPMENT	10000.50000.53300	68.13
<u>0713</u>	DEPT OF JUSTICE						
APBNK	Check			<u>136845</u>	FINGERPRINTS/11-15	10000.50000.52200	49.00
				<u>131408</u>	FINGERPRINTS/10-15	10000.50000.52200	198.00
<u>VEN02693</u>	Doug Warden						
APBNK	Check			<u>INV017592</u>	Refund/UUT	10000.00000.42003	76.82
<u>VEN01613</u>	GANAHL LUMBER COMPANY						
APBNK	Check			<u>R582972</u>	LUMBER AND HARDWARE SUPPLIES	10000.83500.53206	8.71
<u>VEN01842</u>	International Assoc. for Property and Evidence Inc.						
APBNK	Check			<u>M16-37405</u>	MEMBERSHIP RENEWAL (2016)	10000.50000.53409	50.00
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC						
APBNK	Check			<u>2130-637304</u>	Physicals	10000.61000.52100	50.00
				<u>2130-632343</u>	Physicals	10000.61000.52100	50.00
				<u>2130-637304</u>	Physicals	10000.61000.52106	260.00
				<u>2130-632343</u>	Physicals	10000.61000.52106	130.00

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0397</u>	KEVORK TCHARKHOUTIAN	APBNK	Check	<u>15-112</u>	RETAINER/11-15	10000.82000.52100	800.00
				<u>15-212</u>	CITY ENGINEER SERVICES PLAN CHECK/11-15	10000.82000.52100	2,710.40
<u>1336</u>	L.A. CO. FIRE DEPT.	APBNK	Check	<u>IND222677</u>	ANNUAL HAZARDOUS MATERIAL DISCLOSURE	10000.83500.52001	455.00
<u>VEN01551</u>	LACPCA	APBNK	Check	<u>INV017604</u>	2016 ANNUAL DUES	10000.50000.53409	500.00
<u>0515</u>	LANDSCAPE WAREHOUSE	APBNK	Check	<u>2472619</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	153.79
				<u>2472578</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	35.48
				<u>2474136</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	267.38
				<u>2472969</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	79.46
				<u>2472143</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	96.93
				<u>2472591</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	13.69
				<u>2473970</u>	IRRIGATION AND PARK SUPPLIES-MARIPOSA PA	10000.83300.53001	83.58
				<u>2472491</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	18.13
				<u>2471960</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	98.10
<u>2008</u>	LEXIPOL LLC	APBNK	Check	<u>15057</u>	FIRE POLICY MANUAL	10000.61000.52100	2,450.00
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	10000.81201.52200	174.93
						10000.83300.52200	5,608.60
<u>0359</u>	NANCY SHOLLENBERGER	APBNK	Check	<u>INV017597</u>	Minute Taking/ DEC2015	10000.12000.52100	1,720.00
<u>VEN01784</u>	Pasadena Embroidery & Silkscreening	APBNK	Check	<u>6881</u>	UNIFORM EMBROIDERY	10000.50000.53303	65.00
<u>0323</u>	PASADENA HUMANE SOCIETY	APBNK	Check	<u>DEC2015CtySM</u>	ANIMAL CONTROL SVCS/12-15	10000.50000.52004	2,291.24
<u>0333</u>	PETTY CASH FUND-PD	APBNK	Check	<u>INV017610</u>	TRAINING & PARKING	10000.50000.52205	10.00
				<u>INV017611</u>	OFFICE SUPPLIES	10000.50000.53100	100.00
				<u>INV017612</u>	OFFICE SUPPLIES	10000.50000.53100	91.83
				<u>INV017615</u>	OFFICE SUPPLIES	10000.50000.53100	87.19
				<u>INV017618</u>	OFFICE SUPPLIES	10000.50000.53999	39.21
				<u>INV017616</u>	OFFICE SUPPLIES	10000.50000.53999	46.45
				<u>INV017617</u>	OFFICE SUPPLIES	10000.50000.53999	53.70
				<u>INV017613</u>	JAIL INSPECTION SUPPLIES	10000.50000.53999	39.80
				<u>INV017606</u>	OFFICE SUPPLIES	10000.50000.53999	69.12
				<u>INV017607</u>	OFFICE SUPPLIES	10000.50000.53999	83.80
<u>VEN01608</u>	Phoenix Group Information Systems	APBNK	Check	<u>102015200</u>	PARKING CITATION SVCS/10-15	10000.50000.52200	1,457.05
<u>1483</u>	PRO PRINTING INC	APBNK	Check	<u>44604</u>	SMPD/BUSINESS CARDS	10000.50000.53102	30.52
				<u>44607</u>	SMPD/INTERVIEW FORMS	10000.50000.53102	343.83
				<u>44775</u>	COMMUNITY HANDOUTS/PD	10000.50000.53102	145.15
				<u>44663</u>	SMPD ENVELOPES	10000.50000.53102	177.49
<u>0969</u>	RAMON SALAZAR WELDING	APBNK	Check	<u>015-7124</u>	WELDING SERVICES	10000.83500.53206	2,825.00
<u>VEN01174</u>	SAFEGUARD	APBNK	Check	<u>031059852</u>	CITE CORRECTION FORMS	10000.50000.53102	424.16
<u>0373</u>	SAN GAB VALLEY CITY MANAGERS ASSOC.	APBNK	Check	<u>INV017605</u>	San Gabriel Valley City Manager Assoc Lunch Me	10000.11000.53402	80.00
<u>1443</u>	SHRED-IT	APBNK	Check	<u>9408337853</u>	SHREDDING SVCS/11-15	10000.50000.52200	171.15
<u>VEN01941</u>	SIRCHIE FINGERPRINT LABORATORIES	APBNK	Check	<u>0228260</u>	FINGERPRINT SUPPLIES	10000.50000.53304	170.77
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT	APBNK	Check	<u>1062420-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	16.22
<u>0389</u>	STAPLES, INC.	APBNK	Check	<u>56467</u>	OFFICE SUPPLIES/PD	10000.50000.53100	43.02
				<u>51153</u>	OFFICE SUPPLIES/PD	10000.50000.53100	45.76

Packet: APPKT02663 - GEN 12/22/15  
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Check Date: 12/23/2015

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN02444</u>	Superior Court of CA, Co of L. A.	APBNK	Check	<u>740A/OCT 2015</u>	COURT FEES/PARKING REV DISTRIBUTION	10000.50000.52200	3,294.00
<u>VEN02666</u>	V & V Manufacturing Inc	APBNK	Check	<u>41938</u>	POCKET HOLDER BADGES	10000.50000.53303	144.25
<u>VEN02702</u>	Vital Medical Services LLC	APBNK	Check	<u>1007</u>	INMATE MEDICAL CLEARANCE	10000.50000.52107	1,120.00
<b>Fund 10000 Total:</b>							<b>49,681.67</b>
<b>Fund:</b>	32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	32002.83000.52200	461.53
<b>Fund 32002 Total:</b>							<b>461.53</b>
<b>Fund:</b>	32003 - LANDSCAPE DIST #2-FANE/WINWOOD LANE						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	32003.83000.52200	142.32
<b>Fund 32003 Total:</b>							<b>142.32</b>
<b>Fund:</b>	32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	32005.83000.52200	431.89
<b>Fund 32005 Total:</b>							<b>431.89</b>
<b>Fund:</b>	32006 - LIGHTING DISTRICT - ZONE A						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	32006.83000.52200	86.97
<b>Fund 32006 Total:</b>							<b>86.97</b>
<b>Fund:</b>	32007 - LIGHTING DISTRICT - ZONE B						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	32007.83000.52200	539.61
<b>Fund 32007 Total:</b>							<b>539.61</b>
<b>Fund:</b>	32008 - PARKING ASSMNT DIST						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	32008.83000.52200	817.32
<b>Fund 32008 Total:</b>							<b>817.32</b>
<b>Fund:</b>	34001 - DEVELOPMENT FEES						
<u>VEN02703</u>	Heritage Housing Partners	APBNK	Check	<u>INV017602</u>	refund of deposit	34001.00000.23200	2,500.00
<u>VEN02631</u>	The Code Group Inc	APBNK	Check	<u>71331</u>	Contract Planning Manager Services	34001.40000.52201	371.25
<u>0425</u>	WILLDAN ASSOCIATES	APBNK	Check	<u>010-29159</u>	Impact Fee Update/09-15	34001.40000.52100	870.00
				<u>010-29407</u>	Impact Fee Update/10-15	34001.40000.52100	2,340.00
<b>Fund 34001 Total:</b>							<b>6,081.25</b>
<b>Fund:</b>	35003 - POLICE DONATIONS						
<u>0333</u>	PETTY CASH FUND-PD	APBNK	Check	<u>INV017608</u>	NNO SUPPLIES	35003.50000.53999	39.17
				<u>INV017609</u>	NNO SUPPLIES	35003.50000.53999	63.35
<b>Fund 35003 Total:</b>							<b>102.52</b>
<b>Fund:</b>	35005 - STATE COPS GRANT						
<u>0326</u>	CITY OF PASADENA	APBNK	Check	<u>3001140</u>	FOOTHILL AIR SUPPORT/FY1516	35005.50000.52200	10,613.00
<b>Fund 35005 Total:</b>							<b>10,613.00</b>
<b>Fund:</b>	36001 - EMERGENCY MEDICAL SERVICES						
<u>VEN02156</u>	LA Co-Dept of Health Services	APBNK	Check	<u>SM16-001</u>	CONTROLLED SUBSTANCES	36001.64000.53300	45.00
<u>2008</u>	LEXIPOL LLC	APBNK	Check	<u>15057</u>	FIRE POLICY MANUAL	36001.64000.52100	2,450.00
<u>0640</u>	LIFE-ASSIST INC.	APBNK	Check	<u>732967</u>	EMS SUPPLIES	36001.64000.53300	4,195.10
<u>VEN02018</u>	Suzette Otlewis	APBNK	Check	<u>1115-INV017527</u>	CE/QI SERVICES	36001.64000.52205	500.00

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1053</u>	WITTMAN ENTERPRISES, LLC				
APBNK	Check	<u>15010056A</u>	EMS BILLING SERVICES/09-15	36001.64000.52200	2,070.82
		<u>15010056</u>	EMS BILLING SERVICES/10-15	36001.64000.52200	2,380.75
<b>Fund 36001 Total:</b>					<b>11,641.67</b>
<b>Fund:</b>	36002 - FIRE DEPT DONATIONS				
<u>1206</u>	B & H SIGN CO.				
APBNK	Check	<u>13807</u>	FIRE DEPARTMENT SIGN	36002.61000.53999	2,043.75
<b>Fund 36002 Total:</b>					<b>2,043.75</b>
<b>Fund:</b>	37004 - LOCAL TRANSPORTATION/PROP A				
<u>1455</u>	FIRST TRANSIT INC				
APBNK	Check	<u>11165115</u>	Dial-A-Ride Transportation/11-15	37004.70000.52203	11,803.05
<b>Fund 37004 Total:</b>					<b>11,803.05</b>
<b>Fund:</b>	37007 - SM COMMUNITY FOUNDATION				
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBNK	Check	<u>071209</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	48.06
		<u>071163</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	19.04
		<u>071161</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	31.02
		<u>071162</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	-31.02
<u>VEN02683</u>	Cal Blend Soils Inc				
APBNK	Check	<u>53910</u>	CITY HALL LANDSCAPE	37007.83200.52209	310.65
		<u>53542</u>	CITY HALL LANDSCAPE	37007.83200.52209	2,504.28
<u>VEN02700</u>	Community Works				
APBNK	Check	<u>INV017594</u>	Community Planting Day - Services Rendered/11	37007.83200.52209	193.60
<u>VEN01613</u>	GANAHL LUMBER COMPANY				
APBNK	Check	<u>R586796</u>	LUMBER AND HARDWARE SUPPLY	37007.83200.52209	21.10
<u>0515</u>	LANDSCAPE WAREHOUSE				
APBNK	Check	<u>2471837</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	147.76
		<u>2472059</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	79.74
<u>1466</u>	UNITED SITE SERVICES OF CA INC				
APBNK	Check	<u>114-3524182</u>	Portable Restroom for Sierra Madre Sports Leagi	37007.70000.52999	108.90
<b>Fund 37007 Total:</b>					<b>3,433.13</b>
<b>Fund:</b>	38004 - ENVIRONMENTAL FUND				
<u>1510</u>	GARVEY EQUIPMENT CO.				
APBNK	Check	<u>88710</u>	LAWN EQUIPMENT MAINTENANCE #5385 CONC	38004.83300.52302	85.99
		<u>88643</u>	LAWN EQUIPMENT MAINTENANCE CONCRETE C	38004.83300.52302	41.14
<u>0574</u>	WEST COAST ARBORISTS, INC.				
APBNK	Check	<u>110910</u>	ANNUAL TREE MAINTENANCE	38004.83300.52200	1,920.00
<b>Fund 38004 Total:</b>					<b>2,047.13</b>
<b>Fund:</b>	38005 - GAS TAX FUND				
<u>1024</u>	ATHENS				
APBNK	Check	<u>1597596</u>	STREET SWEEPING/11-15	38005.81201.52200	7,592.45
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	38005.83500.52200	490.20
<b>Fund 38005 Total:</b>					<b>8,082.65</b>
<b>Fund:</b>	50003 - REDEVELOPMENT OBLIGATION RETIREMENT FND				
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBNK	Check	<u>INV017600</u>	Legal Svc/CRA OCT15	50003.30000.52201	473.50
<b>Fund 50003 Total:</b>					<b>473.50</b>
<b>Fund:</b>	60000 - INT SVC FND - FLEET				
<u>VEN02161</u>	Associated Auto Air & Radiator				
APBNK	Check	<u>117171</u>	VEHICLE MAINTENANCE #5124 DUMP TRUCK ST	60000.83100.53208	395.00
<u>0186</u>	DANIELS TIRE SERVICE				
APBNK	Check	<u>200274913</u>	TIRES	60000.83100.53208	1,038.29
<u>0207</u>	ERNIE'S AUTO PARTS				
APBNK	Check	<u>14IN210837</u>	VEHICLE MAINTENANCE SUPPLIES #5101 SERVIC	60000.83100.53208	52.15
		<u>14IN209605</u>	VEHICLE MAINTENANCE SUPPLIES #5101 SERVIC	60000.83100.53208	67.07
		<u>14IN210833</u>	VEHICLE MAINTENANCE SUPPLIES #5101 SERVIC	60000.83100.53208	5.20
		<u>14IN209371</u>	VEHICLE MAINTENANCE SUPPLIES #5114 WATEI	60000.83100.53208	45.09
		<u>14CR034612</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	-136.46

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBNK	Check	<u>14IN208775</u>	VEHICLE MAINTENANCE SUPPLIE PD#2094	60000.83100.53208	162.72
		<u>14IN209601</u>	VEHICLE MAINTENANCE SUPPLIES #5101 SERVIC	60000.83100.53208	116.80
		<u>14CRO34585</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	-59.17
		<u>14IN209174</u>	VEHICLE MAINTENANCE SUPPLIES PD#2092 210	60000.83100.53208	37.41
		<u>14IN208619</u>	VEHICLE MAINTENANCE SUPPLIES PD#2090	60000.83100.53208	24.74
		<u>14IN208994</u>	VEHICLE MAINTENANCE SUPPLIES PD#2093	60000.83100.53208	125.79
		<u>14IN209103</u>	VEHICLE MAINTENANCE SUPPLIES WIPER BLADE	60000.83100.53208	49.27
		<u>14IN209674</u>	VEHICLE MAINTENANCE SUPPLIES PD#2097	60000.83100.53208	287.53
		<u>14IN209869</u>	VEHICLE MAINTENANCE SUPPLIES CONCRETE GI	60000.83100.53208	9.05
		<u>14IN204011</u>	VEHICLE MAINTENANCE SUPPLIES #5117 LIFT G/	60000.83100.53208	31.07
		<u>14IN209999</u>	VEHICLE MAINTENANCE SUPPLIES GARAGE	60000.83100.53208	25.70
		<u>14IN210001</u>	VEHICLE MAINTENANCE SUPPLIES GM UNITS	60000.83100.53208	37.08
		<u>14IN208845</u>	VEHICLE MAINTENANCE SUPPLIES GARAGE	60000.83100.53208	24.13
<u>1454</u>	JDS TANK TESTING & REPAIR INC				
APBNK	Check	<u>8195</u>	TANK TESTING AND MAINTENANCE/ 11-15	60000.83100.55001	140.00
<u>0498</u>	SIMON EQUIPMENT CO INC				
APBNK	Check	<u>57161</u>	EQUIPMENT RENTAL	60000.83100.53208	370.32
		<u>57822</u>	EQUIPMENT RENTAL	60000.83100.53208	664.64
<u>VEN01194</u>	THORSON MOTOR CENTER				
APBNK	Check	<u>264594</u>	GMC AUTO PARTS PD#2094	60000.83100.53208	195.33
<u>1390</u>	VALLEY POWER SYSTEMS				
APBNK	Check	<u>122776-054593</u>	ANNUAL SERVICES	60000.83100.52200	896.35
<b>Fund 60000 Total:</b>					<b>4,605.10</b>
<b>Fund:</b>	60001 - INT SVC FND - FACILITIES MGT				
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBNK	Check	<u>071106</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	4.77
		<u>071051</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	9.79
		<u>071362</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	23.38
		<u>071340</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	25.04
		<u>071391</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	19.90
		<u>071265</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	4.35
		<u>071463</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	7.58
		<u>071096</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	35.26
<u>0139</u>	BISHOP COMPANY				
APBNK	Check	<u>398927</u>	SMALL TOOLS	60001.83200.53205	66.38
<u>0714</u>	CINTAS CORPORATION #693				
APBNK	Check	<u>693603614</u>	UNIFORM CLEANING	60001.83200.53303	269.05
		<u>693601613</u>	UNIFORM CLEANING	60001.83200.53303	308.05
		<u>693605599</u>	UNIFORM CLEANING	60001.83200.53303	349.05
<u>0169</u>	CITY WHOLESALE ELECTRIC CO.				
APBNK	Check	<u>212055</u>	ELECTRICAL SUPPLIES	60001.83200.53200	64.88
		<u>212026</u>	ELECTRICAL SUPPLIES	60001.83200.53200	106.45
<u>1181</u>	DELTA DISTRIBUTING				
APBNK	Check	<u>133283</u>	JANITORIAL SUPPLIES	60001.83200.53200	675.68
		<u>133192</u>	JANITORIAL SUPPLIES	60001.83200.53200	516.99
<u>0551</u>	FOOTHILL LOCK & KEY				
APBNK	Check	<u>87918</u>	LOCK AND DOOR SERVICES	60001.83200.53200	930.42
<u>1639</u>	GMS ELEVATOR SERVICES INC				
APBNK	Check	<u>00081094</u>	ELEVATOR MAINTENANCE	60001.83200.52200	170.00
<u>1334</u>	HP MECHANICAL INC.				
APBNK	Check	<u>1201</u>	HVAC MAINTENANCE	60001.83200.52301	563.00
		<u>1216</u>	HVAC MAINTENANCE	60001.83200.52301	170.00
		<u>1198</u>	HVAC MAINTENANCE- YMCA	60001.83200.52301	1,229.00
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46616</u>	LANDSCAPE MAINTENANCE/11-15	60001.83200.52200	1,129.63
<u>1372</u>	ORKIN COMMERCIAL SERVICES				
APBNK	Check	<u>106245965</u>	PEST CONTROL/11-15	60001.83200.52200	197.42
		<u>105878753</u>	PEST CONTROL/11-15	60001.83200.52200	149.55
		<u>105878346</u>	PEST CONTROL/11-15	60001.83200.52200	149.55
		<u>105878350</u>	PEST CONTROL/11-15	60001.83200.52200	70.00
		<u>106245962</u>	PEST CONTROL/11-15	60001.83200.52200	313.47

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0336</u>	POST ALARM SYSTEMS				
APBNK	Check	<u>831123</u>	ALARM MONITORING	60001.83200.52200	19.50
		<u>835393</u>	ALARM MONITORING	60001.83200.52200	34.00
		<u>830551</u>	ALARM MONITORING	60001.83200.52200	43.50
		<u>835211</u>	ALARM MONITORING	60001.83200.52200	48.45
		<u>831980</u>	ALARM MONITORING	60001.83200.52200	40.00
		<u>831980A</u>	ALARM MONITOR - REC	60001.83200.53200	40.95
		<u>834227</u>	ALARM MONITOR - REC	60001.83200.53200	48.45
<u>0399</u>	TELETRONIC ALARM SYSTEMS				
APBNK	Check	<u>B6426026-1215</u>	ALARM SVC - LIBRARY/ 12-15	60001.83200.52200	60.00
<b>Fund 60001 Total:</b>					<b>7,893.49</b>
<b>Fund:</b>	60002 - INT SVC FND - ADMINISTRATION				
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBNK	Check	<u>INV017598</u>	Legal Svc/Retainer OCT2015	60002.21000.52201	2,100.00
<u>0359</u>	NANCY SHOLLENBERGER				
APBNK	Check	<u>INV017597</u>	Minute Taking/ DEC2015	60002.12000.52100	430.00
<u>0786</u>	OFFICE DEPOT, INC				
APBNK	Check	<u>808092114001</u>	Office Supplies/CH	60002.30000.53100	92.33
		<u>808100213001</u>	Office Supplies/CH	60002.30000.53100	23.50
		<u>808100212001</u>	Office Supplies/CH	60002.30000.53100	3.26
		<u>808100214001</u>	Office Supplies/CH	60002.30000.53100	19.83
		<u>807168242001</u>	Office Supplies/CH	60002.30000.53100	31.49
<b>Fund 60002 Total:</b>					<b>2,700.41</b>
<b>Fund:</b>	60003 - INT SVC FND - TECHNOLOGY				
<u>1786</u>	AXONTECH LLC				
APBNK	Check	<u>7180</u>	Network Maintenance	60003.30000.52100	1,380.00
		<u>7171</u>	Network Maintenance	60003.30000.52100	1,495.00
		<u>7177</u>	Computer Supplies	60003.30000.52200	1,353.78
		<u>7170</u>	Computer Supplies	60003.30000.52200	753.36
		<u>7172</u>	Computer Supplies	60003.30000.52200	290.64
<u>VEN02677</u>	ClientFirst Consulting Group LLC				
APBNK	Check	<u>5825</u>	IT Master Plan	60003.30000.52200	4,315.50
<u>VEN01031</u>	MAILFINANCE				
APBNK	Check	<u>N5671677</u>	Postage Machine Lease/DEC15	60003.30000.53210	1,610.39
<u>1476</u>	RICOH AMERICAS CORPORATION				
APBNK	Check	<u>5039472205</u>	Copier Supplies	60003.30000.53210	153.84
<u>1799</u>	TYLER TECHNOLOGIES INC				
APBNK	Check	<u>025-121551</u>	Annual Maint/Fin, Purchasing, Forms, Cont Mtg	60003.30000.52200	4,710.09
		<u>025-138109</u>	Annual Maint/Fin, Purchasing, Forms, Cont Mtg	60003.30000.52200	10,329.39
		<u>025-135189</u>	Annual Maint/Fin, Purchasing, Forms, Cont Mtg	60003.30000.52200	11,860.66
<u>0429</u>	XEROX CORPORATION				
APBNK	Check	<u>082404448</u>	Copier Lease/ CH 11-15	60003.30000.53210	612.20
		<u>082404447</u>	Copier Lease/PD 11-15	60003.30000.53210	572.66
		<u>082404446</u>	Copier Lease/LIB 11-15	60003.30000.53210	425.71
<b>Fund 60003 Total:</b>					<b>39,863.22</b>
<b>Fund:</b>	60007 - INT SVC FND - PERSONNEL AND RISK MGMT				
<u>VEN02012</u>	Better Impact				
APBNK	Check	<u>INV-11539</u>	Volunteer Software Subscription	60007.70100.53409	725.00
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC				
APBNK	Check	<u>2130-637304</u>	Physicals	60007.70100.52100	250.00
		<u>2130-632343</u>	Physicals	60007.70100.52100	50.00
		<u>2130-637304</u>	Physicals	60007.70101.52106	125.00
<u>1359</u>	KROLL INC				
APBNK	Check	<u>H0062857</u>	Recruitment	60007.70101.52100	247.15
<u>1348</u>	LANDS' END BUSINESS OUTFITTERS				
APBNK	Check	<u>SIN3345531</u>	City Shirts	60007.70100.53303	32.70
		<u>SCR408204</u>	City Shirts	60007.70100.53303	-27.26
<u>0277</u>	LIEBERT CASSIDY WHITMORE				
APBNK	Check	<u>INV017596</u>	Billing Summary for October	60007.70100.52201	3,414.40
<b>Fund 60007 Total:</b>					<b>4,816.99</b>

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 71000 - WATER ENTERPRISE FUND</b>							
<u>0821</u>	ACV SYSTEMS, LLC						
APBNK	Check			<u>2310</u>	MAINTENANCE PRESSURE REDUCING VALVES	71000.81100.52200	973.87
				<u>2303</u>	MAINTENANCE PRESSURE REDUCING VALVES	71000.81100.52200	805.20
				<u>2304</u>	MAINTENANCE PRESSURE REDUCING VALVES	71000.81100.52200	837.90
<u>0109</u>	AIRGAS USA						
APBNK	Check			<u>9932042767</u>	WELDING GAS	71000.81100.53200	36.75
<u>1288</u>	ARC, LLC						
APBNK	Check			<u>8329853</u>	PRINTS AND REPRODUCTION	71000.81100.53102	29.27
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>071085</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	8.16
				<u>071173</u>	WATER DEPT MAINTENANCE SUPPLIES #5202 LC	71000.81100.53200	11.26
				<u>071501</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	23.96
				<u>071113</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	8.16
<u>0139</u>	BISHOP COMPANY						
APBNK	Check			<u>398927</u>	SMALL TOOLS	71000.81100.53205	66.38
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>627405</u>	ASPHALT	71000.81100.53206	81.52
<u>VEN01500</u>	INLAND WATER WORKS SUPPLY CO.						
APBNK	Check			<u>279535</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	555.90
				<u>279892</u>	DISTRIBUTION SYSTEM REPAIR SUPPLIES	71000.81100.53200	723.30
<u>1336</u>	L.A. CO. FIRE DEPT.						
APBNK	Check			<u>IN0223471</u>	ANNUAL HAZARDOUS MATERIAL DISCLOSURE	71000.81100.52001	1,446.00
				<u>IN0222676</u>	ANNUAL HAZARDOUS MATERIAL DISCLOSURE	71000.81100.52001	4,775.00
<u>VEN01529</u>	METRON-FARNIER LLC						
APBNK	Check			<u>21604</u>	WATER METER- ALVERNO HS	71000.81100.56011	3,389.55
				<u>21178</u>	WATER METER-160 N CANON ELEM	71000.81100.56011	2,212.98
				<u>21291</u>	WATER METER CITY HALL	71000.81100.56011	1,102.87
<u>0447</u>	RAYMOND BASIN MANAGEMENT BOARD						
APBNK	Check			<u>09-15-0007</u>	TITLE 22 MONITORING	71000.81100.52001	310.00
<u>VEN01818</u>	RICHARD C. SLADE & ASSOCIATES LLC						
APBNK	Check			<u>3106</u>	PROFESSIONAL SERVICES	71000.81100.52100	2,922.92
<u>1820</u>	TARGET MAILING SERVICES INC						
APBNK	Check			<u>34083</u>	Mailing Services/12-15	71000.32000.53101	1,219.07
				<u>34110</u>	Mailing Svc/Back to the Well Notice	71000.32000.53101	3,849.34
<u>0410</u>	UNDERGROUND SERVICE ALERT						
APBNK	Check			<u>1120150661</u>	DIG ALERT SERVICES	71000.81100.52200	67.50
				<u>920150666</u>	DIG ALERT SERVICES	71000.81100.52200	58.50
<u>1243</u>	USA BLUEBOOK						
APBNK	Check			<u>810491</u>	WATER TREATMENT SUPPLIES	71000.81100.53209	1,442.22
<u>0158</u>	VULCAN MATERIALS COMPANY						
APBNK	Check			<u>70968632</u>	ASPHALT COLD MIX	71000.81100.53206	54.91
<u>0335</u>	WATERLINE TECHNOLOGIES						
APBNK	Check			<u>5323891</u>	WATER TREATMENT	71000.81100.53209	2,504.90
<u>0426</u>	WESTERN WATER WORKS						
APBNK	Check			<u>393499-00</u>	DISTRIBUTION SYSTEM REPAIR	71000.81100.53200	569.35
<b>Fund 71000 Total:</b>							<b>30,086.74</b>
<b>Fund: 72000 - SEWER</b>							
<u>0139</u>	BISHOP COMPANY						
APBNK	Check			<u>398927</u>	SMALL TOOLS	72000.81200.53205	66.38
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>627405</u>	ASPHALT	72000.81200.53206	32.61
<b>Fund 72000 Total:</b>							<b>98.99</b>
<b>Fund: 77002 - RECREATION CLASSES</b>							
<u>0514</u>	ANDREA WALSH						
APBNK	Check			<u>INV017590</u>	Yoga Lessons	77002.77000.52200	33.80
<u>1394</u>	ANDREAS WEYERMANN						
APBNK	Check			<u>INV017591</u>	Tennis Lessons	77002.77000.52200	549.90
<u>0636</u>	CYNTHIA SIRLIN						
APBNK	Check			<u>INV017595</u>	Tai Chi Chuan Lessons	77002.77000.52200	83.20

Packet: APPKT02663 - GEN 12/22/15  
Vendor Set: 02 - Vendor Set 02

Fund 77002 Total: 666.90  
Check Date: 12/23/2015

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 77004 - SERVICES MOVIE/OES DETAILS</b>							
<u>VEN02694</u>	Strong Productions						
APBNK	Check			<u>INV017601</u>	Filming Permit Refund	77004.00000.23001	2,000.00
<b>Fund 77004 Total:</b>							<b>2,000.00</b>
<b>Report Total:</b>							<b>201,214.80</b>



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Packet: APPKT02662 - LIB 12/22/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 12/23/2015

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011427399</u>	Processing Fees	10000.90000.52200	11.21
				<u>4011420565</u>	Processing Fees	10000.90000.52200	4.48
				<u>4011426283</u>	Processing Fees	10000.90000.52200	0.79
				<u>4011432578</u>	Processing Fees	10000.90000.52200	29.99
				<u>4011434067</u>	Processing Fees	10000.90000.52200	0.52
				<u>4011432823</u>	Processing Fees	10000.90000.52200	4.48
				<u>4011417990</u>	Processing Fees	10000.90000.52200	0.26
				<u>4011427398</u>	Books and Reference	10000.90000.53406	248.79
				<u>4011426282</u>	Books and Reference	10000.90000.53406	42.20
				<u>4011432577</u>	Books and Reference	10000.90000.53406	661.75
				<u>4011434066</u>	Books and Reference	10000.90000.53406	26.38
				<u>4011417989</u>	Books and Reference	10000.90000.53406	16.48
<u>1688</u>	BAYSCAN TECHNOLOGIES						
APBNK	Check			<u>46316</u>	Library Supplies	10000.90000.53100	20.00
<u>0145</u>	BRODART						
APBNK	Check			<u>418429</u>	Library Supplies	10000.90000.53100	80.77
<u>0314</u>	OCLC, INC.						
APBNK	Check			<u>0000430825</u>	'15-'16 OCLC & Baker & Taylor Subscriptions	10000.90000.52200	429.50
<u>0786</u>	OFFICE DEPOT, INC						
APBNK	Check			<u>810674508001</u>	Office Supplies	10000.90000.53100	31.50
				<u>810673876001</u>	Office Supplies	10000.90000.53100	69.53
				<u>810674509001</u>	Office Supplies	10000.90000.53100	78.47
				<u>808910162001</u>	Office Supplies	10000.90000.53100	5.58
				<u>808910078001</u>	Office Supplies	10000.90000.53100	155.55
<u>1168</u>	VERNON LIBRARY SUPPLIES, INC.						
APBNK	Check			<u>0080770-IN</u>	Library Supplies	10000.90000.53100	39.15
<b>Fund 10000 Total:</b>							<b>1,957.38</b>
<b>Fund: 39002 - LIBRARY - GIFT AND MEMORIAL</b>							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011442966</u>	Books	39002.90000.53406	308.85
<u>0728</u>	ONYX ARCHITECTS, INC.						
APBNK	Check			<u>21238</u>	Professional Consulting Services	39002.90000.52200	11,465.00
<b>Fund 39002 Total:</b>							<b>11,773.85</b>
<b>Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND</b>							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011420564</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	35.20
				<u>T28848920</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	24.49
				<u>4011432822</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	22.96
				<u>4011430694</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	70.24
				<u>4011442977</u>	Friends Youth Special Programs	39006.90000.53999	106.29
				<u>4011424095</u>	Friends Youth Special Programs	39006.90000.53999	68.87
<u>VEN02002</u>	E. WALDO WARD						
APBNK	Check			<u>138491</u>	Library Volunteer Recognition	39006.90000.53999	78.88
<u>0786</u>	OFFICE DEPOT, INC						
APBNK	Check			<u>808906679001</u>	Friends Programs	39006.90000.53999	27.39
				<u>808906762001</u>	Friends Programs	39006.90000.53999	31.13
<b>Fund 39006 Total:</b>							<b>465.45</b>
<b>Report Total:</b>							<b>14,196.68</b>



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Elisa C. Cox, Assistant City Manager 

DATE: January 12, 2016

**SUBJECT: Consideration of Resolution 16-03: Adopting the Friends of the Sierra Madre Public Library Memorandum of Understanding**

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## **SUMMARY**

The Friends of the Sierra Madre Public Library (Friends) initiated a Memorandum of Understanding (MOU) with the Sierra Madre Public Library to memorialize the Friends' funding to the Library and to outline rights and responsibilities the parties have to each other.

## **ANALYSIS**

The Friends of the Sierra Madre Public Library (Friends) is a nonprofit corporation organized under the laws of the State of California and is exempt from taxation under section 501 (c)(3) of the Internal Revenue Code. The Friends' purpose, as outlined in its Articles of Incorporation and its by-laws, is to support the Sierra Madre Public Library. Among the Friends' authorized purposes is financial support for the programs, collections, equipment and needs of the Library. All revenue raised by the Friends, after reasonable administrative expenses, is to be used for the current and long-term support of the Library. The Friends' mission also includes advocating for public support and use of the Library and providing volunteers for activities and events as requested by Library staff.

The General Principals in the drafted MOU memorialize practices already in place. The MOU ensures that these practices are continued by each party. The Friends of the Library's Board of Directors approved the MOU at their November 18, 2015 meeting and on December 15, 2015 the Library Board of Trustees recommended the City Council approved the MOU.

### **FINANCIAL REVIEW**

The Friends of the Sierra Madre traditionally donate an approximate \$55,000 to the Library each year; however, for FY15-16 the amount is anticipated to be closer to \$155,000 in order to make improvements in line with the Facility Master Plan. The Friends also support the Library with significant volunteer resources each year.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

1. The City Council can adopt Resolution 16-03: Adopting the Friends of the Sierra Madre Public Library Memorandum of Understanding.
2. The City Council can choose not to adoption Resolution 16-03 and provide alternate direction to staff.
3. The City Council can direct staff to continue negotiating with the Friends with specific direction on what to negotiate.

### **STAFF RECOMMENDATION**

Staff recommends the City Council adopt Resolution 16-03: Adopting the Friends of the Sierra Madre Public Library Memorandum of Understanding.

#### Attachment:

1. Resolution 16-03: Adopting the Friends of the Sierra Madre Public Library Memorandum of Understanding

RESOLUTION NO. 16-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
ADOPTING THE FRIENDS OF THE SIERRA MADRE PUBLIC LIBRARY  
MEMORANDUM OF UNDERSTANDING

WHEREAS, the Friends of the Sierra Madre Public Library (Friends), a non-profit organization, whose mission is to promote community awareness of, support for, and utilization of the high quality programs, services, and facilities of the Sierra Madre Public Library as a lifelong center for learning and to accept the obligation to raise funds so that the cost of the efforts, services, and necessary materials needed for optimal operation of the Library; and

WHEREAS, the Friends provide annual funds to be consistent with the mission of the Library to foster lifelong learning and deliver services in anticipation of and in response to the informational, educational, intellectual and recreational needs of the community; and

WHEREAS, the Board of Directors of the Friends initiated a Memorandum of Understanding between their organization and the Sierra Madre Public Library; and

WHEREAS, the Sierra Madre Public Library Board of Trustees on December 15, 2015 and the Board of Directors of the Friends on November 18, 2015 approved at their respective board meetings the Memorandum of Understanding as presented in Exhibit "A";

NOW, THEREFORE, IT IS RESOLVED, that the Memorandum of Understanding by and between the Friends of the Sierra Madre Public Library and the Sierra Madre Public Library be APPROVED, as presented in "Exhibit A", attached hereto and authorize the Assistant City Manager to execute the agreement on behalf of the City.

APPROVED AND ADOPTED on this 12<sup>th</sup> day of January, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

Agreement  
By and Between  
The Sierra Madre Public Library  
and  
The Friends of the Sierra Madre Public Library

This Memorandum of Understanding (MOU) is made and entered into on this \_\_\_\_\_ day  
of \_\_\_\_\_ 2016 (Effective Date) by and between the Sierra Madre Public Library  
and the Friends of the Sierra Madre Public Library ("Friends").

**RECITALS**

1. The Friends of the Sierra Madre Public Library (Friends) is a nonprofit corporation organized under the laws of the State of California and is exempt from taxation under section 501 (c)(3) of the Internal Revenue Code.
2. The financial assets of the Friends are not transferrable to any successor agency without the prior approval of the officers of the Board of Directors of the Friends of the Library.
3. The Friends' purpose, as outlined in its Articles of Incorporation and its by-laws, is to support the Sierra Madre Public Library. Among the Friends' authorized purposes is financial support for the programs, collections, equipment and needs of the Library. All revenue raised by the Friends, after reasonable administrative expenses, is to be used for the current and long term support of the Library. The Friends' mission also includes advocating for public support and use of the Library and providing volunteers for activities and events as requested by Library staff.
4. The Parties enter into this MOU for the purpose of setting forth the rights and responsibilities regarding the Friends' funding to the Library and to outline rights and responsibilities the Parties have to each other.

**AGREEMENT**

A. General Principles

1. **The Library** agrees to share with the Friends the long term planning process to ensure that the Friends are aware of the goals and direction of the Library.
2. **The Library** agrees to share with the Friends the Library's strategic initiatives at the beginning of each fiscal year and discuss with the

Friends how their resources and support might help forward these initiatives.

3. **The Library** agrees to submit to the Friends a budget each year that indicates anticipated need for the Friends' support.
4. **The Library** agrees to provide as much public space on library property as is reasonably available in order for the Friends to receive and sort used books and to conduct the bi-monthly Friends' book sales.
5. **The Library** agrees to provide public space for Friends' membership brochures and promotional materials.
6. **The Library** will manage and operate budgeted programs funded by the Friends and shall provide a report annually or as otherwise required by a specific grant that documents how Friends' funds were used and if designated, used for the intended purpose.
7. **The Library** agrees that all equipment, property or items that are purchased through funds provided by the Friends will remain the property of the Sierra Madre Public Library.
8. **The Friends** agree to include a member from the Library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a Library report.
9. **The Friends** agree the Library administration has the final say in accepting or declining any and all gifts made to the Library.
10. **The Friends** agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.
11. **The Friends** agree to provide a copy of its annual financial statement to the Sierra Madre Public Library at the end of its fiscal year. Upon request, the Friends agree to provide monthly financial reports to the Sierra Madre Public Library.
12. **The Friends** are responsible for maintaining its tax exempt status and for all of its financial and recordkeeping obligations.

IN WITNESS WHEREOF

The parties hereto have executed this Agreement on the dates indicated below.

Sierra Madre  
FRIENDS OF THE LIBRARY

Sierra Madre  
PUBLIC LIBRARY

By: \_\_\_\_\_  
Friends President

By: \_\_\_\_\_  
Director of Library Services

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

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



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, Secretary  
Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager *EAG*

INITIATED BY: Miguel Hernandez, Human Resources Analyst *MH*

REVIEWED BY: Elisa C. Cox, Assistant City Manager *ECC*

DATE: January 12, 2016

SUBJECT: **Consideration of Resolution 16-04 Authorizing Destruction of  
Obsolete Records**

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## **SUMMARY**

On September 25, 2007 the City Council approved the City's Records Retention Policy establishing procedures for City staff to allow for destruction of any obsolete City records. These are records which have met or exceeded the legal retention period and are no longer needed by the City. The procedure requires the City staff to submit a resolution, along with an authorization to destroy obsolete records form to the City Council for approval.

## **ANALYSIS**

In accordance with the City's policy, staff has submitted memorandums to the City Clerk with lists of boxes containing obsolete records to be destroyed, in compliance with the retention policy. The Department Heads have reviewed the obsolete records described in the request and have confirmed with the City Clerk that the records meet the requirements of the City's policy for destruction. Staff has prepared the attached resolution 16-04 for the City Council's authorization to destroy the obsolete records described in the authorization to destroy obsolete records form Exhibit "A" to the resolution. Many of the obsolete documents staff is requesting to be destroyed are well past the end of their legal retention.

## **PUBLIC NOTICE PROCESS**

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

**ALTERNATIVES**

1. The City Council can approve Resolution 16-04 authorizing the destruction of obsolete records.
2. The City Council may choose not to approve Resolution 16-04 and provide staff with further direction.
3. The City Council can provide further direction to staff on this item.

**STAFF RECOMMENDATION**

Staff recommends the City Council adopt Resolution 16-04 authorizing the destruction of the obsolete City documents.

Attachments:

1. Resolution 16-04 Authorizing the destruction of obsolete records
2. Authorization to Destroy Obsolete Records Form Exhibit "A"

**RESOLUTION NO. 16-04**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE**  
**AUTHORIZING THE DESTRUCTION OF OBSOLETE RECORDS**

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

WHEREAS, On September 25, 2007, the City Council approved the City's Records Retention Policy ("the Policy"); and

WHEREAS, the Policy complies with all requirements of Government Code section 34090 et seq. for destruction of obsolete records; and

WHEREAS, the Policy requires that City staff must receive approval from the City Council by resolution and written consent from the City Clerk before destroying any obsolete City records; and

WHEREAS, City staff has gathered a number of records which have reached or exceeded the legally required retention period for such records and which are no longer needed by the City; and

WHEREAS, in accordance with the Policy, this resolution is presented to the City Council for approval to destroy obsolete City records.

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. The City records, documents, books or papers which are generally described and listed in Exhibit "A," attached hereto and incorporated herein by reference, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City:

- (1) Administrative / Human Resources Records
- (2) Community Services Records
- (3) Finance Department Records
- (4) Planning and Community Preservation Department Records

SECTION 2. In accordance with the Policy and the requirements of Government Code section 34090 et seq., the City Council hereby authorize the City to destroy the above described City records.

Passed, Approved and Adopted on the 12<sup>th</sup> day of January, 2016.

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Mayor, City of Sierra Madre, CA

I, the undersigned, hereby certify that the foregoing Resolution 16-04 was duly adopted at a regular meeting of the City of Sierra Madre City Council on the 12<sup>th</sup> day of January, 2016 by the Sierra Madre City Council following a roll call vote:

Ayes

Noes

Absent

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City Clerk, City of Sierra Madre, CA



# City of Sierra Madre

Human Resources Department  
232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024  
phone 626.355.7135 fax 626.355.2251

**DATE:** January 4, 2016  
**To:** Elisa Cox, Assistant City Manager  
Vincent Gonzalez, Planning & Community Preservation Director  
Marcie Medina, Finance Director  
Dani Cullen, Community Services Manager  
**FROM:** Miguel Hernandez, Human Resources Analyst  
**SUBJECT:** Department Head Approval Destruction of Obsolete Records

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In accordance with the City of Sierra Madre Records Retention Policy approved by the City Council on September 25, 2007. The City records and documents listed on the attached, have reached or exceeded the legally required retention periods and are no longer required to be retained by the City.

Please review and sign below to approve the destruction of the records listed on the attached.

  
Elisa Cox, Assistant City Manager

01-05-16  
Date

  
Vincent Gonzalez, Planning & Community Preservation Director

1/5/16  
Date

  
Marcie Medina, Finance Director

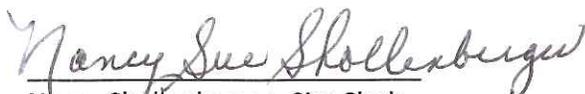
1/6/16  
Date

  
Dani Cullen, Community Services Manager

1/5/16  
Date

## Approved

I certify that such destruction meets the requirements of the City's Records Retention Policy and all applicable requirements of State and Federal law.

  
Nancy Shollenberger, City Clerk

1-5-16  
Date

Authorization to Destroy Obsolete Records

Exhibit "A"

Record Series Title		Department	Date of Records	
			From	To
1	Paramedic Recruitment Files	Administration/HR	2007	2014
2	Firefighter Recruitment Files	Administration/HR	2007	2010
3	Administrative Recruitment Files	Administration/HR	2007	2011
4	Administrative Recruitment Files	Administration/HR	2007	2010
5	Administrative Recruitment Files	Administration/HR	2008	2011
6	Administrative Recruitment Files	Administration/HR	2008	2011
7	Administrative Recruitment Files	Administration/HR	2008	2014
8	Administrative Recruitment Files	Administration/HR	2006	2008
9	Administrative Recruitment Files	Administration/HR	2010	2013
10	Administrative Recruitment Files	Administration/HR	2006	2010
11	Administrative Recruitment Files	Administration/HR	2010	2013
12	Administrative Recruitment Files	Administration/HR	2010	2013
13	Administrative Recruitment Files	Administration/HR	1996	2013
14	Admin/Police Recruitment Files	Administration/HR	2007	2013
15	Admin/Police Recruitment Files	Administration/HR	2011	2011
16	Admin/Police Recruitment Files	Administration/HR	2008	2011
17	Admin/Police Recruitment Files	Administration/HR	2007	2011
18	Admin/Police Recruitment Files	Administration/HR	2009	2012
19	Police Department Recruitment Files	Administration/HR	2011	2015
20	Admin/Community Services Recruitment	Administration/HR	2009	2012
21	Firefighter Recruitment	Administration/HR	2010	2013
22	Firefighter Recruitment	Administration/HR	2009	2012
23	Firefighter Recruitment	Administration/HR	2009	2012
24	Firefighter Recruitment	Administration/HR	2009	2012
25	Recruitment Files	Administration/HR	2010	2013
26	Admin/Fire Recruitment Files	Administration/HR	2011	2014
27	Administrative Recruitment Files	Administration/HR	2012	2015
28	Misc. Working Documents	Administration/HR	2011	2014
29	Personnel Files – Fire Department	Administration/HR	2011	2015
30	Liability Claims	Administration/HR	2011	2014
31	Liability Claims	Administration/HR	2000	2002
32	Liability Claims	Administration/HR	1995	2002

Authorization to Destroy Obsolete Records

Exhibit "A"

Record Series Title		Department	Date of Records	
			From	To
33	Liability Claims	Administration/HR	2002	2008
34	Liability Claims	Administration/HR	2006	2012
35	Liability Claims	Administration/HR	1986/89	1996
36	Liability Claims	Administration/HR	1990	1996
37	Misc. Police Department Files/Supervisor Files	Administration/HR	2009	2012
38	Admin Working Files	Administration/HR	2002	2009
39	Community Services Minutes	Community Services	1979	1996
40	Emergency Operations Plan	Community Services	1974	1975
41	Facility Permits	Community Services	1974	1982
42	AAC	Community Services	2006	2007
43	After School Programs	Community Services	2003	2005
44	Appraisals	Community Services	1996	1999
45	Events	Community Services	1979	1986
46	Grants	Community Services	1984	1987
47	Dog Park Friends	Community Services	1999	2003
48	Parks & Rec Report	Community Services	1974	1977
49	Budget Working Documents	Finance Department	2007	2008
50	PR Vendor Invoices	Finance Department	2007	2010
51	Daily Cash Report	Finance Department	2008	2009
52	Payroll Time Cards – 2008 Payroll #1 to #26	Finance Department	2008	2013
53	Cash Register Receipts	Finance Department	2006	2008
54	Cash Register Receipts	Finance Department	2005	2007
55	Cash Drawer Daily Reports Oct/Dec 2002	Finance Department	2002	2005
56	Payroll Time Cards	Finance Department	1998	2003
57	RFP - Audit Services	Finance Department	2002	2006
58	AR Supporting Documents	Finance Department	2008	2009
59	Payroll Registers	Finance Department	1991	2009
60	Finance Journal Entries	Finance Department	1991	1993
61	ELE/Mech/PLB – 80's/90's	Planning and Community Preservation Department	1990	2015
62	Building Permits – 70's, 80's, and 90's	Planning and Community Preservation Department	UNK	2015
63	Misc. Building Department Documents	Planning and Community Preservation Department	UNK	2015
64	Building Plans	Planning and Community Preservation Department	2009	2015

Authorization to Destroy Obsolete Records

Exhibit "A"

Record Series Title		Department	Date of Records	
			From	To
65	Building Plans	Planning and Community Preservation Department	2008	2015
66	Building Plans	Planning and Community Preservation Department	2010	2015
67	PC Packets	Planning and Community Preservation Department	2012	2014
68	Fund Raising Workshops	Library Services Department	2003	2013
69	Proposal for new Library	Library Services Department	2004	2013
70	Managing Library Building Projects Workshop	Library Services Department	2000	2013
71	Candidate Orientation	Library Services Department	2006	2013
72	Emergency Operations Center Notes/Paperwork	Library Services Department	2010	2013
73	Public Notifications Process – Notes related to EOC	Library Services Department	2003	2013
74	EOC Resource Information	Library Services Department	2010	2013
75	Training Materials (non-safety)	Library Services Department	2009	2013
76	Preliminary Plans for LSTA Grant Programs	Library Services Department	2004	2013
77	Raising Endowment	Library Services Department	2001	2013
78	Conducting Effective Appraisal – Training Docs	Library Services Department	2008	2013
79	Library Recruitment Files	Library Services Department	2006	2013
80	Payroll File	Library Services Department	2006	2013
81	Positions File	Library Services Department	2006	2013
82	Leave Status Request	Library Services Department	2010	2013
83	Training Material – Personnel Law	Library Services Department	2006	2013
84	City Budget Development	Library Services Department	2010	2013
85	CSM Disciplinary & Harassment Workshop Material	Library Services Department	2010	2013
86	Planning for Results Guidebook Training Material	Library Services Department	1998	2013
87	Warrants (copies) – 2000,2003,2004,2005	Library Services Department	00,03,04,05	2013



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, Secretary*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager 

INITIATED BY: Miguel Hernandez, Human Resources Analyst 

REVIEWED BY: Elisa C. Cox, Assistant City Manager 

DATE: January 12, 2016

SUBJECT: **Consideration of Resolution 16-05 Appointment of Donna Cayson to part-time temporary Police Lieutenant and Antoinette Buckner to Interim Library Services Director**

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## **SUMMARY**

The Public Employees' Pension Reform Act (PEPRA) made changes regarding when an employer can hire a retired CalPERS annuitant. One such change is that the City Council must appoint any retired annuitant hired on an interim or temporary basis to provide extra help during an emergency to prevent stoppage of public business or to perform work of limited duration, special projects, and have specialized skills required to perform the needed work.

## **ANALYSIS**

Because of the immediate needs of City Departments to maintain customer service, complete special projects and avoid scheduling conflicts, it has been determined that during this critical time, hiring two CalPERS retired annuitants on a temporary basis would be the best solution. The following two department currently require immediate assistance.

### **Police Department**

The Police Department is currently experiencing a backlog of work as a result of seven full-time vacancies within the department. After a recent evaluation of the department and its struggle to recruit qualified personnel to keep operations going, the department felt it necessary to temporarily bring on a part-time Lieutenant to provide extra help during this difficult time. The temporary appointment will oversee police investigations, property room, department volunteers, and the Police Reserve program. Additionally, the part-time Lieutenant will assist in handling workloads in excess of what the Department's permanent workforce can currently provide, such as, assisting in the

department's recruitment efforts to hire qualified personnel, assist with the annual POST audit, and other administrative support.

The Police Department would like to hire Donna Cayson, a CalPERS retiree. Ms. Cayson has over 15 years of experience in public safety. Her experience includes working as a Police Officer with the City of Pasadena and a Police Sergeant with the City of Sierra Madre. After retiring from police work, Ms. Cayson worked in a fellowship program for Homeland Security as a FEMA representative providing emergency preparedness training to other agencies. Lastly, Ms. Cayson currently provides volunteer management training to other public agencies throughout the State of California.

#### Library

The City's Library Services Director retired from the position as of December 30, 2015. In order to maintain services and day-to-day operations of the library it is imperative to have management to oversee the department during the City's recruitment process. In October 2015, the City retained the services of professional recruitment firms of LAC Group and Muni-Temps to conduct the search for an interim Library Services Director. After careful consideration of the available candidates, the City did not find a qualified interim director. Former Library Services Director, Antoinette Buckner who retired from the City on September 23, 2011, is willing to temporarily fill this role on a part-time basis and has the necessary special qualifications to provide the day-to-day management and oversight of the Department during the recruitment process, until the position is filled.

Due to PEPRA guidelines, the City Council must appoint the two CalPERS retired annuitants to the temporary positions. These temporary appointments are estimated to conclude by July 1, 2016 and will not exceed 960 hours in the 2015/2016 Fiscal Year.

#### **PUBLIC NOTICE PROCESS**

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

#### **STAFF RECOMMENDATION**

Staff recommends the City Council adopt Resolution 16-05 appointing Donna Cayson as the part-time temporary Police Lieutenant and Antoinette Buckner as the interim Library Services Director.

Attachment:

1. Resolution 16-05 Appointment of Donna Cayson to part-time temporary Police Lieutenant and Antoinette Buckner as Interim Library Services Director.

**RESOLUTION NO. 16-05**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE**  
**APPOINTING OF DONNA CAYSON TO PART-TIME TEMPORARY POLICE**  
**LIEUTENANT AND ANTOINETTE BUCKNER TO INTERIM LIBRARY**  
**SERVICES DIRECTOR**

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

WHEREAS, the City of Sierra Madre employs employees who participate in the California Public Employees' Retirement System (CalPERS), on rare occasions, the City finds that it is in the best interested to hire a CalPERS retiree; and

WHEREAS, CalPERS has strict rules for hiring CalPERS retired annuitants, including:

- The appointment be temporary in nature and duration,
- The temporary employee must perform one or more of the following tasks: working on special projects, eliminating a backlog, preventing stoppage of public business, and handling workloads in excess of what the Department's permanent workforce can provide,
- The employee cannot be filling his or her former position on a part-time basis, and
- The employee must have specialized skills to warrant the appointment.

WHEREAS, the City of Sierra Madre has not had full department coverage since 2013, even after conducting several recruitments; and

WHEREAS, currently six of the twenty full-time Police Department positions are vacant; and

WHEREAS, by appointing Donna Cayson as part-time Police Lieutenant, the City will have help with administrative duties eliminating backlog and assisting with workloads in excess of the Department's current permanent workforce can provide; and

WHEREAS, Donna Cayson has over 15 years of experience in Public Safety including working as a Police Officer with the City of Pasadena and a Police Sergeant with the City of Sierra Madre;

WHEREAS, the City's Director of Library Services retired from the position as of December 30, 2015; and

WHEREAS, the recruitment for this position will be active and publicly posted for a for a permanent replacement by the end of January 2016; and

WHEREAS, by appointing Antoinette Buckner as interim Library Services Director, the City will have help with day-to-day operation of the library and have management to oversee the department during the City's recruitment process;

WHEREAS, Antoinette Bucker has 34 years of experience working in the Public Library including working as a Director with the City of Sierra Madre;

NOW, THEREFORE, BE IT RESOLVED

SECTION 1. That the City Council of the City of Sierra Madre appoints Donna Cayson in the temporary part-time Police Lieutenant and Antoinette Buckner as the interim Library Services Director position.

SECTION 2. None of the aforementioned temporary appointees will work more than 960 hours in a fiscal year.

SECTION 2. Effective Date. This Resolution shall go into effect immediately.

Passed, Approved and Adopted on the 12<sup>th</sup> day of January, 2016.

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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 12<sup>th</sup> day of January, 2016 by the Sierra Madre City Council following a roll call vote:

Ayes

Noes

Absent

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City Clerk, City of Sierra Madre, CA



## City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Sonia Cruz, Accounting Manager 

DATE: January 12, 2016

**SUBJECT:** Approval of Purchases/Services in Excess of \$25,000 for FY 2015-2016

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### OVERVIEW

Based upon the City's adopted Purchasing Policy, "All purchases of supplies, equipment and services are governed by Chapter 3.08 of the Sierra Madre Municipal Code. This policy applies to all purchases, projects, and services approved by the City Council through the budget process. Purchases over \$25,000 are subject to the formal competitive purchasing procedure and are awarded by the City Council."

### ANALYSIS

Below is a list of vendors whose services and supplies will exceed the City Manager's purchasing authority of \$25,000 during FY 2015-2016. For a number of reasons, this list is brought before the City Council on an annual basis. Some of the contracts/services/supplies are provided pursuant to "evergreen" contracts, so staff brings the contracts forward annually as a reminder of the contract/service. Some of the contracts/services are provided pursuant to a contract that has not yet expired. Some of the contracts/services/supplies are "sole source," so staff brings the contacts forward annually for Council approval. In all cases, funds are budgeted for the contracts/services/supplies on this list.

Additionally, it should be noted that list below does not include all contracts over \$25,000. In situations when the Council has taken separate action to approve a contract, that contract is not included on this list.

Below is the list of vendors used in the payroll process:

AMERICAN FIDELITY ASSURANCE  
AUL 3121 TRUST/APPLE 457  
EMPLOYMENT DEVELOPMENT DEPT  
IRS

MetLife Small Market  
PERS MEDICAL  
PERS - RETIREMENT  
THE STANDARD INSURANCE

FOR CITY COUNCIL AGENDA \_\_\_\_\_

AGENDA ITEM # 1E

January 12, 2016

Page 2 of 4

Below is the list of professional service contracts or supply purchases that will exceed \$25,000.

<u>Vendor</u>	<u>Budget</u>	<u>Contract Description</u>	<u>Department</u>
ALLSTAR FIRE EQUIPMENT, INC.	\$45,000	Fire Department safety equipment	Fire
ATHENS	\$92,000	15 year contract for trash services; last contract 2013	Public Works
AQUA-METRIC	\$25,000	Purchase of Sensus water meters	Public Works
AQUARIUS	\$25,000	Purchase of Neptune water meters	Public Works
AXONTECH LLC	\$200,000	\$85,000 professional services for technology consulting; \$115,000 for computer licensing and equipment purchases; last contract renewal July 2011	Administration
BAKER AND TAYLOR	\$55,000	Various book and materials orders; labeling and inventory services; last contract 2012	Library
BANK OF AMERICA	\$40,000	Various department purchases with City credit cards	Various
BANK OF AMERICA	\$40,000	Bank Fees	Administration
BNY WESTERN TRUST COMPANY	\$1,300,000	Water and CRA bond trustee	Administration
CALIFORNIA J.P.I.A.	\$1,500,000	Workers Compensation, General Liability Insurance and some training; last RFP Spring 2012	Human Resources (Risk Mgmt.)
CITY OF ARCADIA	\$94,800	Development of Storm Water Plan for \$53,400 and monitoring of storm water for \$41,400 (EWMP Development). Contract is for 3 years; started on 7/13.	Public Works
CITY OF GLENDALE	\$75,000	Dispatching services for Fire and Paramedic; training for Fire and Paramedics; 10 year contract; last contract renewal 2004	Fire

FOR CITY COUNCIL AGENDA: \_\_\_\_\_

AGENDA ITEM

Purchasing Authorization

January 12, 2016

Page 3 of 4

<u>Vendor</u>	<u>Budget</u>	<u>Contract Description</u>	<u>Department</u>
CITY NATIONAL BANK	\$105,066	City annual master lease, contract expires 2020	Administration
COLANTUONO & LEVIN	\$275,000	City Attorney; last contract signed 2013	Administration
COMMUNITY MEDIA OF THE FOOTHILLS	\$30,000	SMTV3 programming; contract out to bid every two years; contract under review	Administration
CRESENT OIL	\$50,000	Fuel purchases	Public Works
DAPEER, ROSENBILT & LITVAK, LLP	\$60,000	Legal services for Development & Planning Services	Development Services
FIRST TRANSIT	\$1,500,000	Provide transit services; last contract 2012	Community Services
HONG L. TAM	\$60,000	Plan Review; last contract renewal July 2011 Estimated revenues of \$80K	Development Services
KEVORK TCHARKHOUTIAN	\$28,300	Engineering, inspection and plan check services. Estimated revenues of \$47,300	Public Works
LOS ANGELES COUNTY DEPT. OF PUBLIC WORKS	\$45,500	Catch basin cleaning	Public Works
LIEBERT CASSIDY WHITMORE	\$175,000	City Attorney-personnel & labor relations. And various training classes ; last contract 2010	Human Resources (Risk Mgmt.)
MERCHANTS LANDSCAPE SERVICES	\$115,000	Landscaping and grounds maintenance services, last contract 2012	Public Works
MERRIMAC ENERGY GROUP	\$50,000	Fuel purchases	Public Works
PASADENA HUMANE SOCIETY	\$28,000	Animal control services	Police
RAMS CPA	\$38,000	City auditors; 3 year contract signed in January 2012	Administration
RAYMOND BASIN MANAGEMENT BOARD	\$41,000	Required dues for membership	Public Works

<u>Vendor</u>	<u>Budget</u>	<u>Contract Description</u>	<u>Department</u>
SAN GAB VALLEY MUNICIPAL WATER DISTRICT	\$147,500	Water 10 year loan payment; contract expires 2021	Administration
SOUTHERN CALIF. EDISON CO.	\$700,000	Franchise Agreement for City utilities	Public Works
SUPERIOR COURT OF L.A.	\$90,000	Court fees & parking fees revenue collection	Police
THE GAS COMPANY	\$30,000	Franchise Agreement for City utilities	Public Works
TYLER TECHNOLOGIES INC	\$90,000	Accounting software maintenance agreement; last contract 2010	Administration
UNITED MAINTENANCE SYSTEMS	\$43,500	Janitorial services and supplies; last renewed 2012	Public Works
WATER BOARDS	\$46,000	Water permitting, inspections, investigations, compliance and monitoring	Public Works
WEST COAST ARBORISTS, INC.	\$51,000	City arborists and tree trimming; last contract renewal before 2005	Public Works
WESTERN WATERWORKS	\$33,000	Various parts for water repairs	Public Works
WILLDAN ASSOCIATES	\$200,000	Interim Planning Services and building inspector; last contract 2013 Estimated revenues of \$330K	Development Services

**FINANCIAL REVIEW**

All services/purchases have been appropriated in the current approved budget.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

It is recommended that the City Council authorize the purchases, services, supplies and contracts on the list included in this staff report and authorize the encumbrance of funds based upon the estimated annual needs for each department.



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager *EA*

INITIATED BY: Carolyn Thomas, Library Services Director

REVIEWED BY: Elisa Cox, Assistant City Manager *EC*  
Josh Freifield, IT Consultant

DATE: January 12, 2016

**SUBJECT: Increased Broadband for Library**

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## **SUMMARY**

The State Library is offering an opportunity for public libraries to increase their broadband speed for internet access up to 1 gigabit by joining the CalREN (California Research and Education Network) network. There are upfront costs both to join the network as well as to purchase the necessary equipment upgrades to join the network; however, there are cost savings in monthly connectivity costs and a grant to offset the equipment cost.

## **BACKGROUND**

The State Library is offering an opportunity for public libraries to increase their broadband speed for internet access up to 1 gigabit by joining CalREN, a high-capacity fiber network operated by CENIC (Corporation for Education Network Initiatives in California). The State Library has determined that the Sierra Madre Public Library is eligible to join CalREN and has provided the City the costs to do so (attached); however participation on the CalREN network requires a minimum level of equipment, which the Library does not currently have. Fortunately, grant funding is also available to assist in these upgrades.

The grant program for the equipment is administered by the Southern California Library Cooperative (SCLC) on behalf of the California State Library. Grants are available to cover the cost of equipment, site modifications, and consultants to help connect to CalREN.

**ANALYSIS**

Staff has determined that Library will benefit from the program in the following ways:

- Library broadband speeds would be 100 times faster than currently available (current speed is 10 megabits which would be increased to 1000 megabits or 1 gigabit)
- More public users will be able to access the internet in the library with their personal electronic devices
- Firewall equipment would be upgraded and improved
- High degree of security
- Able to access high bandwidth resources without interruptions or slowdowns (ex: on-line learning, on-line testing, eBooks, Audio, Music, Video, etc)
- Over time, may be a cost savings for the City for improved and increased internet services at the Library
- Will join neighboring communities such as Arcadia, San Marino, Altadena, and South Pasadena in pursuing this opportunity for our communities

If approved, the increased internet speed will be in place the first quarter of 2017.

**FINANCIAL REVIEW**

SCLC grant funding from the California State budget have been approved for eligible libraries for equipment upgrades this fiscal year. No monies have been allocated for future fiscal years, so if we do not act now, the possibility for future equipment grant funding is not guaranteed.

Cost of Equipment	Grant	Required Match	Additional Resources	Total City Funding
\$42,660	\$24,000	\$6,000	\$12,660*	\$18,660*

\*possibility of additional 15% or more reductions on Dell equipment

Monies are available in the Library Gift and Memorial Fund to support the one-time equipment costs of \$18,660.

There are upfront cost to join the CalREN network with rebates available within a year's time. The quote for joining the CalREN network is attached, but summarized below.

Upfront 1X cost	Erate Discount Rebate	Net Out of Pocket
\$110,000	\$88,000	\$22,000

Once the City joins the CalREN network, it will begin to realize ongoing connectivity cost savings, which will allow for the City to recoup its initial investment plus additional

savings. The net savings are expected to be a minimum of \$12,605 over the next five years.

Ongoing Telecommunication Cost	Monthly	Annual
Currently for 10 mg	\$700	\$8,400
1 gig	\$1,232.50	\$14,790
CTF discount*	- \$1,109.25	- \$13,311
Net Cost	\$123.25	\$1,479
<b>SAVINGS</b>	<b>\$576.75</b>	<b>\$6,921</b>

\*Rebate at the end of each year with the Erate and through the California Telecommunications Fund

The net out of pocket connectivity costs from the Internal Services – Technology Fund for the City are estimated at \$22,000 while the savings over the next five years associated with decreased telecommunication costs are estimated at \$34,605; so the community will receive access to high speed broadband, 100 faster than currently exists, with an estimated telecommunication net savings for the over the next 5 years of \$12,605. Since existing equipment would have been renewed over the five year period at an estimated cost of \$7,630, this could be considered a net savings of \$20,235 over five years. However, the Internal Services – Technology Fund will need an additional \$110,000 allocation to pay for the upfront connectivity costs. If the City receives the broadband grant, staff will request this allocation in the 2016-2017 budget process.

**PUBLIC NOTICE PROCESS**

This item has been noticed though the regular agenda notification process. Copies of the report are available via the City’s website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com), at the City Hall public counter, and the Sierra Madre Public Library.

**ALTERNATIVES**

1. The City Council may approve submitting a grant application to apply for funding to purchase equipment for increased broadband at the library and designate \$18,660 from the Library’s Gift and Memorial Account for the remaining equipment purchases.
2. Approve submitting the grant with Council recommendations and edits.
3. Direct staff not to submit the grant.

**COMMITTEE / COMMISSION RECOMMENDATION**

The Library Board of Trustees discussed the opportunity to apply for the CENIC grant to access increased broadband for the library at the November 23, 2015 meeting. As this was an informational report, no action was taken, however Trustees comments were favorable to proceed with applying for the grant opportunity.

**STAFF RECOMMENDATION**

Staff recommends the City Council approve the submittal of the grant application to apply for funding to purchase equipment for increased broadband at the library and designate \$18,660 from the Library's Gift and Memorial Account for the remaining equipment purchases.

Attachments (2):

1. SMPL Broadband Grant
2. SMPL connection to CalRen quote

**ATTACHMENT #1**

**California Public Library  
Broadband Project**



**Grant Application Program  
2015-2016**

# California Public Library Broadband Project

## Grant Assistance Application

### ELEMENT 1: INFORMATION

<b>Applicant Information</b>	
1. Library Full Name	Sierra Madre Public Library
2. Library DUNS Number	004947388
3. County	Los Angeles
4. Street Address	440 W. Sierra Madre Blvd.
5. City, State Zip+4	Sierra Madre, CA 91024-2314
6. Website URL:	www.cityofsierramadre.com
7. Contact Name and Title	Carolyn Thomas, Library Director
8. Contact Phone Number	626-355-7186
9. Contact Email Address	cthomas@cityofsierramadre.com

<b>Project Purpose (Please check all that apply)</b>
<input checked="" type="checkbox"/> A Technology Hardware Funding covering network equipment, and equipment installation and configuration.
<input checked="" type="checkbox"/> B Architectural and Building Funding covering building modifications necessary to install and operate the network equipment.
<input checked="" type="checkbox"/> C Network Consulting Funding covering consultant costs associated with equipment configuration.

<b>Project Timeline</b>	
10. Estimated completion date	March 2017

<b>Project Budget</b>	
11. Amount of grant funding request	\$24,000.00
12. Amount of matching funds	\$18,660.42
13. Total Project Cost	\$42,660.42

As an authorized representative of the library listed above, I hereby certify that the information contained in this application is true and correct. I agree to the terms and conditions surrounding use of this funding if awarded.

Signature of Library Director

Date



### ELEMENT 3: BUDGET

Provide specific budget information for each project you are proposing.

- Do NOT include costs that are ineligible for grant funding, such as your own staff time.
- Column A should detail what will be purchased. Column B should list expected costs from the vendor you intend to purchase items and services from.
- Where further explanation is needed or could be helpful, use the space provided.
- Round all costs to the nearest dollar.
- If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in the Explanation field.
- Please attach a detailed outline of your cash match, both cash and in-kind.

<b>Proposed Budget for Grant Eligible Project Costs</b>	
<b>Column A</b>	<b>Column B</b>
<b>Project Budget Detail</b>	<b>Project Costs</b>
<b>A Technology Hardware Funding</b>	
Dell SonicWALL NSA 5600 Next Generation Firewall Appliance*	\$11,984.55
Dell SonicWALL NSA 5600 Comprehensive Gateway Security Service (Five Year)*	\$23,009.90
Dell SonicWALL SonicPoint ACe (4X) access points, 2 yr warranty, and (1X) PoE Injector*	\$2,215.97
<b>Subtotal</b>	\$37,210.42
<b>Explanation: Anticipating 15% discount from MSRP, meeting existing city security standards</b>	
<b>Project Budget Detail</b>	<b>Project Costs</b>
<b>B Architectural and Building Funding-</b>	
Inside Ethernet wiring for MPOE to SonicWALL and one additional SonicPoint ACe	\$2,000
	\$0
	\$0
<b>Subtotal</b>	\$0
<b>Explanation:</b>	
<b>Project Budget Detail</b>	<b>Project Costs</b>
<b>C Network Consulting Funding-</b>	
(30X) Hours Network Consulting - Configuration of NSA 5600, CGSS, and SonicPoint ACe's	\$3,450
	\$0
<b>Subtotal</b>	\$0
<b>Explanation:</b>	
<b>Total Cost of Eligible Projects (Consulting Fees, Materials, Hardware, Software)</b>	\$42,660.42
<b>X% Cash Match Committed by Library (May be cash) (Library Gift &amp; Memorial)</b>	\$6,000.00
<b>Additional Match (Library Gift &amp; Memorial)</b>	\$12,660.42
<b>Total Grant Funding Requested</b>	<b>\$24,000</b>

## ELEMENT 4: SUSTAINABILITY

Sustainability	
Will there be ongoing costs? If yes, what will they be to continue to support this project?	We've included all services and warranties for five years, so ongoing costs would only be incurred after the five year contract expires.
Explain how you will fund and support any ongoing costs to support this project after FY 2015/2016.	Ongoing costs would be covered by the general fund and/or the internal services account.

## ELEMENT 5: ATTACHMENTS

If you have additional resources that support your grant, please attach them after this page.

- Be sure to scan the application with attachments.

## ELEMENT 6: SUBMISSION

**Deadline: January 29, 2016**

Please submit applications to:

**By Mail:**

Southern California Library Cooperative

248 E. Foothill Blvd, Suite 101

Monrovia, California 91016-5525

Attn: Broadband Grants

**By Email\*:**

Send to [Broadband@socallibraries.org](mailto:Broadband@socallibraries.org)

\* If you email your application, the signed original will need to be received within 7 days of the emailed application.

<b>Sierra Madre Public Library</b>					
<b>AT&amp;T (5 year term)</b>					
		<b>OPTION 4</b>			
		<b>1G to CalREN</b>			
<b>Summary Totals</b>		Pre Discount Costs (not including Taxes & Surcharges)		Estimated Net Costs, after discounts applied (not including Taxes & Surcharges)	
		NRC*	Monthly	NRC*	Monthly
		\$ 110,000.00	\$ 1,232.50	\$ 22,000.00	\$ 123.25
Note1: Design is for a 1Gbps circuit from Sierra Madre Public Library to a CalREN Hub site.					
		<b>1G Circuit to CalREN</b>			
<b>Connection to HUB</b>	Disc %	Pre Discount Costs		Estimated Net Costs, after discounts applied	
E-rate Discount for Sierra Madre Public**:	0,8				
CTF Discount**:	0,5				
<b>Connection to CalREN Hub at Sierra Madre Public</b>		NRC*	Monthly	NRC*	Monthly
Link 1: 1G to CalREN Hub		\$ 110,000.00	\$ 1,232.50	\$ 22,000.00	\$ 123.25
Taxes & Surcharges on links		<i>Varies</i>			
Library Equipment		Sierra Madre Public is responsible to provide a router with a 1 Gbps interface and at least one LAN interface. This router should support BGP and NAT. An upgraded Firewall appliance may also be needed to support 1 Gbps data streams.			
Note 1: These numbers do not include					
Definitions *NRC - Non-Recurring Charges **E-rate discount: percent discount ***Collector Circuit - a multi-site ***CTF discount: percent discount of Note 2: E-rate and CTF discounts are					



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, Secretary*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager 

INITIATED BY: Stephen Heydorff, Fire Chief

DATE: January 12, 2015

**SUBJECT: CONSIDERATION TO APPLY FOR FUNDING OF THREE (3)  
FULL TIME ENGINEERS THROUGH THE FY 2015  
DEPARTMENT OF HOMELAND SECURITY (DHS) STAFFING  
FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER)  
GRANT**

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## **SUMMARY**

The Staffing for Adequate Fire and Emergency Response (SAFER) Grant is a funding opportunity offered through the Department of Homeland Security (DHS) that provides direct funding to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities.

The SAFER grant provides two-year grants to assist fire departments by paying the total salary and benefit costs of the SAFER-funded positions. No matching funds are required from the awarded recipients. Grantees are required to maintain staffing at the level that existed at the time of the award, in addition to the SAFER-funded positions, for the full two-year period of the grant. At the conclusion of the grant period, the awarded recipient becomes responsible for the total salary and benefit costs of the SAFER-funded positions for an additional twelve months (1 year). The positions may be re-evaluated following a complete thirty-six month (3 year) period.

The application period for the FY 2015 SAFER grant opens in February 2016. Staff recommends that the City Council grant approval to the Sierra Madre Fire Department to apply for funding for the positions of three (3) full-time Engineers.

## **ANALYSIS**

The Fire Engineer assumes primary responsibility for the operation, inspection, servicing, and maintenance of assigned fire equipment. During an assigned shift, the

Engineer assists the shift Captain in the supervision of safety personnel engaged in fire suppression, prevention, and investigation, and the provision of emergency medical and other services provided by the fire department.

Volunteer Firefighters with the Sierra Madre Fire Department may begin the process of training for the position of Volunteer Engineer following the completion of the one (1) year probation period after original date of hire. The process to become a Volunteer Engineer may take a minimum of five (5) years, depending on the Volunteer Firefighter's outside commitments. Prior to promotion to Volunteer Engineer, the Firefighter must complete training as an Acting Engineer.

**Acting Engineer Requirements:**

- Driver Operator 1A – 40 Hour Class
- Driver Operator 1B – 40 Hour Class
- Class B Driver's License
- One (1) Year as Acting Engineer Trainee
- Driver / Operator Task Book I

**Volunteer Engineer Requirements:**

- One (1) Year as Acting Engineer
- Driver / Operator Task Book II
- Successful completion of Engineer Practical Exam

On average, Volunteer Firefighters remain with the Department for two (2) years; less than the necessary time required to become an Acting Engineer. The average Volunteer Firefighter currently with the Department averages one and a half (1.5) years. While there are currently twenty (20) Volunteer Firefighters on the roster, twelve (12) are still in their first year of probation, several are in backgrounds to be hired by career departments, and one (1) is in training to be an Acting Engineer. In an effort to recruit qualified personnel and retain volunteer personnel that have committed the time to become a Volunteer Engineer, the Department has developed the position of Part-Time Engineer. Part-Time Engineers must possess two (2) years of experience as a Volunteer Engineer with the Department, or be a paid Engineer with a career department.

Volunteer and Part-Time Engineers are expected to commit to one (1) twenty-four (24) hour shift per week. However, due to commitments to full-time careers and the limitations of hours set by PERS, many Engineers are not able to meet these requirements. Minimum staffing levels require one (1) Captain, one (1) Engineer, and one (1) Firefighter per first responding engine. To meet these staffing levels, Part-Time Captains, or Full-Time Captains using overtime hours, are required to fill vacant Engineer positions. In addition, one (1) paramedic meets the necessary requirements to fulfill Engineer duties. Seven (7) shifts in the month of December and an expected ten (10) shifts in the month of January will not meet minimum staffing levels; requiring personnel to act outside of their scope of employment. In the event that no personnel

are available to cover the Engineer position, the Department must place the Engine out of service until staffing is acquired. Funding provided by the SAFER Grant would enable the Department to hire three (3) Full-Time Engineers, ensuring that apparatus is manned by sufficient man power at all times.

To apply for the SAFER Grant, eligible departments must complete the application provided through the Federal Emergency Management Agency (FEMA) website. The department must provide a compelling narrative detailing the need for federal funding as well as statistical data for the department over the past three years, including: operating budget, source of revenue, staffing levels, and call volume. In addition to department statistics, the application will require the following information about the City: population, square mileage, average property taxes, assessed values, cost per capita, etc. The City Council will also be required to provide a signed letter stating the City's commitment to the grant.

Should the Fire Department receive funding for the position of three (3) Full-Time Engineers, the fully burdened cost of the hired personnel will be paid by the grant for twenty-four months (2 years). After the grant period concludes, the City assumes responsibility for the fully burdened cost of the grant awarded positions for an additional twelve months (1 year). The grant awarded positions may be re-evaluated upon the completion of the thirty-six month (3 year) period.

#### **FINANCIAL REVIEW**

There is no financial impact to apply for the SAFER Grant.

#### **PUBLIC NOTICE PROCESS**

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

#### **ALTERNATIVES**

1. City Council may grant approval to the Fire Department to apply for funding through the SAFER Grant for the positions of 3 Full-Time Engineers.
2. City Council may choose not to grant approval to apply for the SAFER Grant and provide Staff with direction.

#### **STAFF RECOMMENDATION**

Staff recommends that the City Council grant approval to the Sierra Madre Fire Department to apply for funding for the positions of three (3) Full-Time Engineers and to authorize the City Manager or her designee to execute the application on behalf of the City of Sierra Madre.



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: January 12, 2016

**SUBJECT: Recommendation to Issue Request for Proposals for Design of Phase 2 Water Main Replacements**

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## **SUMMARY**

Staff recommends that the City Council direct staff to prepare and circulate a request for proposals for professional surveying and engineering services for the preparation of design documents (Plans and Specifications) and securing of County permits for the replacement of five segments of water mains identified October 19, 2015 as Phase 2 of the FY 2015-16 Water Main Replacement Project.

## **ANALYSIS**

At the October 19<sup>th</sup> special meeting of the City Council staff presented a report in which two phases of water main replacement projects were identified. The first phase included streets for which plans were already drawn for the replacement; Skyland Drive, Idle Hour lane, Sierra Place, and a section of Manzanita Avenue between Lima Street and Hermosa Avenue. That phase was further broken down into A and B sections when Skyland and Idle Hour were deemed to be emergency repairs and awarded for construction without benefit of approved plans and specifications.

The second phase of water main replacements that was presented to City Council on 10/19 included Canyon Crest, Fern Glen, West Montecito (Baldwin to Auburn) and a high pressure main descending a steep slope between Canyon Crest and Brookside Lane. The project will be designed in four separate segments that will allow for the City to award only those segments which can be built with the funds available at the time. The costs and quantities listed below are subject to change upon completion of final design.

Reach 1 – West Montecito, Baldwin to Auburn Avenue

Construct 730 lf of 6" Ductile Iron Pipe, 8 valves, 12 services, 3 hydrants, and 3 connections to existing mains. Estimated cost \$132,420

Reach 2 – Fern Drive, Canyon Crest to Skyland Drive

Construct 100 lf of 6" Ductile Iron Pipe, 3 valves, 2 services, and 3 connections to existing mains. Estimated cost \$63,315

Reach 3 – Canyon Crest Drive, Orange Drive to Idle Hour Lane

Construct 430 lf of 6" Ductile Iron Pipe, 2 valves, 3 services, and 3 connections to existing mains. Estimated cost \$75,980

Reach 4 – Cross country, Canyon Crest Drive to Brookside Lane

Construct 200 lf of 12" Ductile Iron Pipe, 6 valves, one channel crossing, and 3 connections to existing mains. Estimated cost \$176,450

Reach 5 – Woodland Drive, North end to Yucca Trail

Construct 750 lf of 16" Ductile Iron Pipe, 5 valves, and 3 connections to existing mains. Estimated cost \$338,285

The existing Reach 4 crosses private property, passes beneath a house, and beneath Sierra Madre Wash. There is no easement to the City covering the existing alignment of the pipe. There is the potential for this project to require that the replacement pipe be placed in a different location northerly of its current location in an easement to be obtained from the owners of private properties. Preparation and recordation of easement documents and the associated field surveying may add considerably to the design costs beyond the current estimate.

The RFP will require the engineer to provide design drawings, field survey for design topography and easement mapping, easement legal descriptions, and technical specifications for incorporation into the City's standard bid documents by staff. The design documents and drawings will allow for an option of lining the existing mains in lieu of replacement for all but Reach 4, which cannot be lined. The design and bid documents will be structured to allow for a base bid and additive alternates in order for the City to be able to tailor the scope of the project to the available funding.

**FINANCIAL**

The estimated total cost of the Phase 2 water main replacement project is \$786,450. Design fees typically range from 10% to 15%; in this instance the design and permitting for the high pressure main in the slope between Canyon Crest are expected to drive the professional services cost up due to the difficult terrain and the need to obtain a permit from LA County Public Works to cross Sierra Madre Wash. An estimated design cost of \$100,000 (about 13%) can be expected for this project.

Staff has prepared the following breakdown of proposed uses of water fund reserves going forward with the 2015-16 water main projects. Staff recommends funding the project from water fund reserves.

6-30-2014 Water Fund Reserves	\$2,300,000
<u>Unassigned Water Fund Reserves</u>	<u>553,476</u>
Total Water Fund Reserves	2,853,476
<u>Purchase CY 2014 imported water (12/8/15)</u>	<u>-0*</u>
Subtotal	2,853,476
<u>Water Mains Phase 1A</u>	<u>-406,683</u>
Subtotal	2,446,792
<u>Water Mains Phase 1B (est)</u>	<u>-238,400</u>
Subtotal	\$2,208,392
<u>Water Mains Phase 2 Design &amp; Const. (est)</u>	<u>-686,450**</u>
<b>Total remaining in Water Fund Reserves</b>	<b>\$1,521,942</b>

\* FY 2015-16 Budget includes \$650,000 for purchase of imported water, thus the \$576,836 payment for CY 2014 imported water was not taken from water fund reserves.

\*\* There is \$100,000 included in the FY 2015-16 Capital Improvement Project list for a water main replacement that is a part of Phase 2, thus reducing the amount required from reserves to \$686,450 for Phase 2.

Completion of Phases 1A and 1B will eliminate three of the twenty highest priority "leaker" segments; Phase 2 will eliminate five more. Following the completion of Phase 2 there will remain an estimated \$1.7 million in priority leaker segments to be replaced.

#### **PUBLIC NOTICE PROCESS**

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

#### **STAFF RECOMMENDATION**

Staff recommends that the City Council direct staff to prepare and circulate a request for proposals for professional surveying and engineering services for the preparation of design documents (Plans and Specifications) and securing of County permits for the replacement of five segments of water mains identified October 19, 2015 as Phase 2 of the FY 2015-16 Water Main Replacement Project.



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: January 12, 2016

**SUBJECT: RECOMMENDATION TO APPROVE PLANS AND SPECIFICATIONS FOR WATER MAIN REPLACEMENTS IN SIERRA PLACE AND MANZANITA AVENUE AND DIRECT STAFF TO SEEK CONSTRUCTION BIDS**

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## **SUMMARY**

Staff recommends that the City Council approve plans and specifications for the replacement of water mains in Sierra Place and in Manzanita Avenue between South Lima Street and South Hermosa Avenue and direct staff to advertise the project for bids.

## **ANALYSIS**

On October 19<sup>th</sup>, the City Council approved two phases of water main replacement projects for FY 2015-16. Subsequently, the first phase was bifurcated into two sub-phases and the first sub-phase was awarded on an emergency basis, to replace the mains in Skyland drive and Idle Hour Lane. The remainder of Phase 1 consists of Sierra Place and a portion of Manzanita Avenue, between South Lima Street and South Hermosa Avenue.

One reason why the leaking mains in Manzanita and Sierra Place were elevated to Phase 1 is because design drawings were already done for main replacements in these street sections as part of uncompleted prior years' projects. Proceeding with these streets allows the City to get a quicker start on priority main replacements than if we had to wait on the design of new plans. The design for Phase 2 can begin while advertisement and construction of Phase 1 is under way.

Staff combined the plans for Sierra Place and for Manzanita Avenue into a single set of attachments to a new set of bid documents/specifications for Phase 1B. The plans and specifications are ready for advertisement for bids. The plans call for replacement of the

## Water Infrastructure Replacement

January 12, 2016

Page 2 of 3

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existing water mains, plus allow an option for lining the pipes in place; an option which could result in savings to the City on the project of up to 30%. The estimated cost of the pipe replacement option for the project is \$238,400.

If staff is directed to seek bids at this time, the bid date will be set for February 15<sup>th</sup> and the soonest the project would come back to the City Council for award of construction contract would be February 23<sup>rd</sup>, which would allow for a construction start the first week of March.

The bid documents consist of 148 pages of specifications and 3 sheets of 24"x 36" plans. The documents are available for review at the public works counter in city hall. Upon approval by City Council, the bid documents will be made available on the City's website.

### **FINANCIAL**

Staff has prepared the following breakdown of proposed uses of water fund reserves going forward with the 2015-16 water main projects. Staff recommends funding the project from water fund reserves.

6-30-2014 Water Fund Reserves	\$2,300,000
Unassigned Water Fund Reserves	553,476
<b>Total Water Fund Reserves</b>	<b>2,853,476</b>
Purchase CY 2014 imported water (12/8/15)	-0*
Subtotal	2,853,476
Water Mains Phase 1A	-406,683
Subtotal	2,446,792
Water Mains Phase 1B (est)	-238,400
Subtotal	\$2,208,392
Water Mains Phase 2 Design & Const. (est)	-686,450**
<b>Total remaining in Water Fund Reserves</b>	<b>\$1,521,942</b>

\* FY 2015-16 Budget includes \$650,000 for purchase of imported water, thus the \$576,836 payment for CY 2014 imported water was not taken from water fund reserves.

\*\* There is \$100,000 included in the FY 2015-16 Capital Improvement Project list for a water main replacement that is a part of Phase 2, thus reducing the amount required from reserves to \$686,450 for Phase 2.

Completion of Phases 1A and 1B will eliminate three of the twenty highest priority "leaker" segments; Phase 2 will eliminate five more. Following the completion of Phase 2 there will remain an estimated \$1.7 million in priority leaker segments to be replaced.

### **ENVIRONMENTAL**

This project, consisting of the replacement of existing water mains with similarly sized pipelines, is categorically exempt from review under CEQA pursuant to Guidelines

section 15302, subdivision (c), which exempts "replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including... (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity."

### **ALTERNATIVES**

The City Council may approve plans and specifications for the replacement of water mains in Sierra Place and in Manzanita Avenue between South Lima Street and South Hermosa Avenue and:

- 1.) Direct staff to advertise the project for bids utilizing water funds to cover the construction cost.
- 2.) Defer advertisement of the project for bids until such a time as additional water funding is available.
- 3.) Direct staff to advertise the project for bids utilizing general funds to cover the construction costs.

### **PUBLIC NOTICE PROCESS**

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

### **STAFF RECOMMENDATION**

Staff recommends that the City Council approve plans and specifications for the replacement of water mains in Sierra Place and in Manzanita Avenue between South Lima Street and South Hermosa Avenue and direct staff to advertise the project for bids.



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: January 12, 2016

**SUBJECT: CONSIDERATION OF ADDITIONAL COSTS OF FINAL CORROSION STUDY**

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## **SUMMARY**

Staff recommends that the City Council approve \$7,040 in additional consultant costs associated with the preparation of the Final Corrosion Control Study and appropriate said amount from Water Fund reserves.

## **ANALYSIS**

On November 24<sup>th</sup>, as a part of the Agenda Item in which City Council approved the Final Corrosion Control Study and the utilization of imported water for groundwater recharge, staff included a request for reimbursement of \$7,040 in additional costs incurred by Dr. Baribeau in the preparation of the Final Corrosion Study ("Request for Reimbursement"). At that time, Dr. Baribeau and staff were not able to provide adequate backup information for that request, and staff was directed to bring the matter back at a later date with additional information. In addition, Council directed City Attorney Highsmith to review the proposal, professional services contract, and list of additional services of Dr. Baribeau and provide an opinion to the Council as to whether the additional costs were acceptable under the contract.

The City Attorney has reviewed the terms of the June 10, 2014 Professional Services Agreement and Scope of Services against the detail of services rendered in the Request for Reimbursement. Section 6.3 of the Agreement provides that payment for any services requested by the City and not included in the Scope of Services shall be made to Consultant on a time-and-materials basis using the Consultant's standard fee schedule. The Consultant's fee schedule provided that additional out-of-scope work would be billed at \$160 per hour. Accordingly, to the extent that the Request for Reimbursement lists services that were requested by the City and were not included in the Scope of Services, the Agreement provides that the City shall reimburse the

Consultant for the services at the rate of \$160 per hour. As explained by staff below, the services listed in the Request for Reimbursement were additional services requested by the City.

The Professional Services Agreement for preparation of multiple reports or studies relative to the City's water quality was awarded to Baribeau Environmental Engineering (BEE) on June 10, 2014. The work on the Final Corrosion Control Plan (Task 1), the Nitrification Plan (Task 2), and report on blending of water sources (Task 3) was completed November 24, 2015. Completion of the work took considerably longer than originally planned, or shown in Dr. Baribeau's proposal. Delays in completion of the work can be attributed to several reasons, including inadequate city staffing to handle the increased water sampling, delays in supplier delivery of test rack materials, staff inexperience with test rack fabrication and operation, additional work required of the Consultant by the State Department of Health Services, "DHS," (now State Water Resources Control Board Drinking Water Division (DWD)), and the extended period of time it took for the city's distribution system to respond to treatment.

The extended plan development period brought with it additional Consultant costs. BEE, now operating as AQUALity, incurred costs of \$17,600 in addition to the original contract amount of \$45,539. Of those additional costs, Dr. Baribeau has agreed to bear \$10,560 in the interest of providing what she feels is an improved work product over what might have been possible under the original contract amount. Dr. Baribeau is asking for additional fees in the amount of \$7,040.

The additional fees are broken down in some detail in AQUALity's attached supporting documents (Request for Reimbursement), however the costs essentially break down into two components, preparation of an Interim Corrosion Control Plan (\$3,760) and additional meeting and meeting preparation time incurred (\$3,280).

#### Interim Corrosion Control Plan

The deliverable under the BEE proposal Task 1 development of a Corrosion Control Plan is described as "...the Corrosion Control Study Report (the Report), which will follow the steps proposed by the EPA and be ready for submission to CDPH should they require it." This Report would be the summary of all research, sampling, testing, and studies done in order to alleviate distribution system corrosion.

Early in the process of developing the Report, it was determined through Water Department staff testing of a zinc-ortho treatment in their own facility that the zinc-ortho worked better than the ortho-polyphosphate originally proposed by the MWD connection design firm. It was confirmed through Dr. Baribeau's calculations the zinc ortho could be the overall solution to the discoloration problem and suggested that the zinc-ortho be utilized citywide on a trial basis, in an effort to expedite the resolution of the red water problems.

However, prior to adding the zinc-ortho to the distribution system, it was necessary to notify DHS of the City's intent. At that point DHS required the preparation of an Interim Corrosion Control Plan prior to the use of the zinc-ortho in the system. Neither the trial use of the zinc-ortho or the requisite Interim Plan were envisioned in the original proposal from BEE.

The Interim Corrosion Control Plan was approved by the City Council on September 9, 2014 prior to the zinc-ortho being added to the distribution system. Staff believes that the additional costs of \$3,760 for preparation and multiple revisions to the Interim Plan are a reasonable and appropriate extra cost on the project and recommends approval. The City Attorney concurs that the Interim Corrosion Control Plan was additional work outside of the Scope of Services; the charges of \$160/hour are consistent with the Agreement terms and the time spent to prepare the report appears reasonable.

#### Additional Meetings

The June 2, 2014 proposal from BEE provided for three meetings totaling 24 hours. At the November City Council meeting there was discussion about whether the three meetings were envisioned as meetings with staff or meetings with City Council. The meetings were envisioned by Dr. Baribeau as meetings with staff and the terms describing the meetings in the proposal refer to staff meetings rather than City Council meetings. Be that as it may, and regardless of whether the intent was meetings with Council or with staff, the Consultant budgeted 24 hours for meetings. As outlined on the attached "trips for Sampling, Testing, or Meetings, Dr. Baribeau visited or met with Sierra Madre staff and Council 27 times over the course of the project. The Consultant did not expect to spend as much time as she eventually did in Sierra Madre when she prepared her proposal. She did not envision having to assist staff with design and construction of the testing pipe rack, arranging for and attending a meeting with MWD, or the additional time she spent assisting staff with sampling and testing when the City's in-house resources were not able to complete the work in a timely manner.

Staff believes that the additional costs of \$3,280 for preparation for and attendance at multiple meetings with MWD, city staff, and City Council are a reasonable and appropriate extra cost on the project and recommends approval of that expenditure. The City Attorney concurs that the costs for preparation and attendance at the additional meetings listed in the AQUALity invoice represent work provided outside of the original Agreement Scope of Services, that the hourly rate of \$160 for the work is consistent with the Agreement terms and that the time charged appears reasonable.

#### FINANCIAL

Adequate funding is available in Water Fund reserves to cover this additional cost.

#### PUBLIC NOTICE PROCESS

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

**STAFF RECOMMENDATION**

Staff recommends that the City Council approve \$7,040 in additional consultant costs associated with the preparation of the Final Corrosion Control Study and appropriate said amount from Water Fund reserves.

Attached:   Staff Report June 12, 2014, including BEE June 2, 2014 Proposal  
              BEE Professional Services Agreement  
              Backup materials from AQUAlity supporting additional costs



## City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Harabedian and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: June 10, 2014

**SUBJECT: RECOMMENDATION TO AWARD A PROFESSIONAL SERVICES CONTRACT TO BARIBEAU ENVIRONMENTAL ENGINEERING IN THE AMOUNT NOT TO EXCEED \$45,539 FOR ENGINEERING SERVICES TO PERFORM A CORROSION CONTROL STUDY, REVIEW THE EXISTING NITRIFICATION ACTION PLAN, AND EVALUATE THE POSSIBILITY OF BLENDING IMPORTED WATER WITH LOCAL GROUNDWATER AND TO PROVIDE AN ADDITIONAL TOTAL APPROPRIATION OF \$50,550 IN WATER FUND RESERVES TO FUND ENGINEERING (\$45,539) AND INITIAL STUDY (\$5,011) COSTS**

### SUMMARY

In early October 2013 the Public Works Department switched water sources from the city's own local groundwater to imported water provided by San Gabriel Valley Municipal Water District via Metropolitan Water District. At the time of the change of water source staff was advised that a result of the change in sources would be discoloration of the water for a period of three to six months. Inasmuch as areas of Sierra Madre are still experiencing water discoloration, action should be taken to expedite the elimination of lingering rusty discharge from the public and private water systems of the community.

Staff recommends that the City Council:

- 1.) Approve a professional services contract in an amount not to exceed \$45,539 with Baribeau Environmental Engineering for engineering services to:
  - a.) Develop a corrosion control study aimed at elimination of water discoloration to be approved by the California Department of Health; and,
  - b.) Review and update if necessary the city's existing nitrification control plan; and,
  - c.) Evaluate the possibility of blending imported water with local groundwater; and,

- 2.) Approve additional appropriations in a total amount of \$50,550 to cover the not-to-exceed professional services contract cost (\$45,539) and corrosion testing startup costs (\$5,011).

### **ANALYSIS**

The City switched its sources of potable water on October 9, 2013 from its traditional groundwater to imported water from San Gabriel Valley Municipal Water District via Metropolitan Water District's pipeline. Since that date, many Sierra Madre water customers have experienced discolored water from their taps and faucets. The coloration is the result of rust and minerals having been freed from the inside of the city's (and in some cases the customer's) water distribution and plumbing systems. Color has ranged from yellow to brown, depending on the concentration of rust being discharged.

It is common knowledge in the water industry and staff had been advised prior to switching sources that water discoloration was to be expected when the "new water" was put into the city's distribution system. Experts predicted that the temporary discoloration would be eliminated within 3 to 6 months as the distribution system acclimated to the new water.

Although there was little reported water discoloration from much of the community, some neighborhoods were plagued with discoloration which continues today. Other customers experienced discoloration beginning in January and February, some of which continues today.

Serving the highest quality water possible has always been the heart of Public Works operations. To that end, beginning October 9 and continuously through the present, Water Division staff has done everything it could to resolve the water quality issue. Rather than waiting for the three to six months to elapse and the problem to dissipate on its own, water staff has proactively sought solutions to the problem. Staff actions to address the water discoloration problem have included:

- On September 10, 2013 water staff met with Dale Wert and production staff of Golden State Water (GSWC). Mr. Wert and his staff covered some of the issues we would encounter during the transition from well to MWD water, including the formation of red or discolored water. They advised that additional flushing of the system would be required until the water system became conditioned to the new water source. GSWC blends groundwater with MWD and has faced some of the same issues Sierra Madre is currently facing.
- In October 2013 staff began adding sites to the monthly hydrant flushing program and shortened flushing intervals to rid system of red water.
- Staff met with MWD representatives on November 14, and informed them of red water in the system and advised them of our new aggressive mainline flushing program. MWD water quality section manager advised staff that all of the proper procedures were being followed by Sierra Madre staff.

## Water Discoloration Action Plan

June 10, 2014

Page 3 of 7

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- On January 21 staff began weekly flushing with 29 sites flushed weekly. As of June 1 staff flushes 33 sites weekly. 6 sites are flushed twice a week.
- Staff Identified dead end mains and installed new blow-offs at various locations including Lima/Ramona, Camillo/Lotus Ln., Sunnyside/Mariposa, Gatewood Ter., 400 Adams.
- Staff has in some locations replaced oversized galvanized services and services tapped from hydrant laterals. On East Bonita staff installed a new 1" service to remove resident service from hydrant lateral. On Foothill Ave. staff removed service from a hydrant lateral. At North Baldwin Ave. staff replaced an oversized 2" galvanized service with 1" copper.
- In February staff contacted Shepard Brothers Water Treatment Specialist and Sterling Water Technologies, LLC. Shepard Brothers Water Treatment Specialist did not offer a solution. Sterling Water Technologies, LLC (SWT) had helped other utilities with the same issue and proposed several solutions.
- Working with Sterling Water Technologies staff provided them with water samples from the MWD source and different points in the city's distribution system where color problems were most prevalent. After evaluating water quality SWT offered a water treatment solution; that of adding a zinc/orthophosphate to the water to coat the iron tuberculation within the pipes and prevent iron from precipitating.
- On March 20 staff began testing the proposed SWT solution at a closed system in the maintenance yard. Staff installed a chemical feed pump and introduced the formula at the public works office building. The treated water was supplied to the kitchen and the bathroom toilets, urinal and sinks. Within 2 days the water in the building was flowing clear and no color was visible in the toilets or urinals. We continued to monitor and sample water from the public works building daily. Samples included residual of zinc/phosphate, iron and an iron color test.
- On April 21 staff contacted Dr. Helene Baribeau (recommended by SWT) to evaluate the use of zinc/phosphate citywide to eliminate red water from system.
- April 21, 2014 staff began whole system flush.

In spite of water staff's actions to resolve the problem, water discoloration continues. In addition, nitrification has appeared in some areas of the system, a situation requiring immediate action. While staff's actions to control the nitrification have been successful to date, as the weather warms over the summer, nitrification will be more difficult to control.

The draft City Council Strategic Plan of April 2014, under the three-year goal of Maintain and Improve the City Infrastructure lists:

- At the July 22, 2014 City Council meeting, staff will present to the City Council for action a plan to manage the continuing water discoloration problem; and,
- At the September 9, 2014 City Council meeting, staff will present a report to the City Council on the possible conversion of our water disinfectant from chlorine to chloramine to allow blending of imported water with ground water.

Staff has been in contact with two firms which specialize in water treatment and which have experience with water discoloration due to changes in water source. The two firms have submitted proposals services associated with the three topics above. A proposal was received from Dr. Michael McGuire working in conjunction with the firm Hazen and Sawyer. Another proposal was received from Baribeau Environmental Engineering (BEE). Both proposing firms have excellent qualifications and can provide a high level of professional service to the City. After interviews with both firms, the City Council Water Subcommittee and staff felt that BEE would be a better fit for Sierra Madre. In addition, BEE's fee proposal is over \$33,000 less than the fee proposed by Hazen & Sawyer.

Firm	Corrosion Control		Nitrification		Conversion/Blending		Total
	Cost	Completion	Cost	Completion	Cost	Completion	
BEE	\$19,840	10/13/2014	\$12,800	8/11/2014	\$12,899	8/11/2014	\$45,539
H & S	\$37,796	10/30/2014	\$21,784	8/1/2014	\$19,612	7/1/2014	\$79,192

Helene Baribeau, Ph.D., P.E., is the owner of Baribeau Environmental Engineering (BEE). Dr. Baribeau has an extensive background in dealing with water quality issues. Her qualifications in the field of drinking water quality are included with her proposal.

The proposal from Dr. Baribeau/BEE is to provide inter-related services to assist the City in not only resolving the water discoloration matter, but in dealing with the effects of long-term use of chloramine-treated water. The proposal involves three distinct areas of work, with separate deliverables. However, the three areas of work are so closely related that staff believes they should be handled as a single project, by a single consultant. A copy of the BEE proposal is attached to this report.

#### **Corrosion Control Study**

The first of the three major phases of the project would be the Completion of the Corrosion Control Study (Study). The result of the Study would be the treatment recommendation requested by the City Council in the Strategic Plan for July 22<sup>nd</sup>.

The first phase of this work would be to identify the specific causes of the corrosion problem. Sampling and testing of the city's source waters (local and imported) will be done in order to identify the aggressiveness of the waters both independently and with the waters blended. The sampling will be done at multiple locations around the city. The effects of the corrosion control inhibitors previously considered by staff, as well as the other actions taken by the city to reduce the water coloration will also be studied. Existing water quality data will be closely reviewed as well. The deliverable will be a technical memorandum.

In conjunction with the first phase of the work, the consultant will make recommendations regarding the treatment of the discoloration and potential nitrification of the water by adjusting the pH of the water. Addition of sodium hydroxide to the water at the MWD connection could help resolve the discoloration problem and will definitely reduce the nitrification potential. This initial step may be all that is needed to control the corrosion, or it may reduce the corrosion while the second step of the corrosion study takes place over a period of three months.

The second phase of the Corrosion Control Study would be the actual testing of samples (coupons) of the piping materials from the city's distribution system with water treated with various corrosion inhibitors. Multiple methods of treatment will be considered, including a more thorough test of the method being tested by staff and a method in which the pH of the water is altered instead of adding a corrosion inhibitor. The coupon testing will last a minimum of three months, thus the suggested goal of bringing the matter back to Council in late July. The deliverable for this phase will also be a technical memorandum.

Task three of the Study will be the review of cost, secondary effects, reliability, flexibility and compatibility of proposed treatments with future water sources. The deliverable for task 3 will be a third technical memorandum.

Task four of the Study will be the compilation of the three technical memorandums into a final report and final recommendations to the City.

#### **Development of Nitrification Action Plan (NAP)**

As bad as the discoloration problem has been, a greater concern for the community and staff is the process of nitrification that can occur with chloramine-treated water. This is a biological process in which the ammonia component of the chloramine is converted to nitrite and then in a second step the nitrite converts to nitrate. Nitrification activity in water distribution systems peaks in the warm summer months, and it is important because the final impact of nitrification on a water system is the loss of disinfectant residuals in the water, which can expose the water supply to the growth of harmful bacteria such as coliform.

The Water Division has several water quality monitoring plans. As regulations change and develop, staff has created new monitoring plans for each. The change to imported water and introduction of chloraminated water into our system, was accompanied by a NAP designed by the engineering firm that designed the interconnection. The NAP should be reviewed by an expert such as Dr. Baribeau to ensure that all portions of the plan are correct for the city's makeup of the city's distribution system (pipe types), and the city's various source waters; local groundwater, Colorado River water, or State Water Project Northern California water, each of which has its own unique chemistry.

#### **Conversion to Permanent Chloramine Treatment**

One option considered by the City Council and staff is the conversion of the city's existing chlorine gas disinfection process to full-time chloramines as noted in the April

2014 Strategic Plan. Converting the city's disinfectant treatment to chloramines would allow for blending of source waters and would reduce the likelihood of chlorine odors that were reported by customers from time to time when the city was producing groundwater. This option will be fully covered in the scope of work proposed by Dr. Baribeau, whose experience has shown that some water systems can be operated with the blending of local and imported water. The engineering study will provide recommendations as to whether conversion to full-time chloramine disinfection would be required in order to blend source waters, and if so, would also provide a conceptual-level cost estimate to do so.

Staff has contacted the references provided by BEE, receiving unanimous responses from both public agencies and private engineering firms that Dr. Baribeau has served as a consultant. In all instances, the replies were favorable in terms of work quality, professionalism, timeliness, and effectiveness of Dr. Baribeau's recommendations.

All consultant recommendations for elimination of water discoloration and/or water treatment will be reviewed and approved by the California Department of Public Health prior to implementation in the water system.

#### **FINANCIAL REVIEW**

The FY 2014-15 budget did not provide for the proposed studies, as the need to do them was not foreseen at the time of budget preparation. Staff is requesting from the City Council two appropriations from water fund reserves. First would be the not-to-exceed amount of Dr. Baribeau's proposal, \$45,539. Second would be an appropriation to cover the cost of those expenses not included in either of the consultants' proposals; purchase of or fabrication of pipe racks for corrosion testing, laboratory testing of water samples, corrosion testing "coupons," etc. Those costs are unknown at this time. Staff is requesting an appropriation from water fund reserves of \$5,011 in order to get started on the corrosion study. Additional funding may be necessary as the study continues.

Despite her proposal being offered on a time and materials not-to-exceed basis, Dr. Baribeau has indicated a willingness to proceed with the project on a retainer basis. Staff recommends that the not-to-exceed basis be utilized, as it sets finite limits on the expenditures for the project. Should the City Council find at a later date that having Dr. Baribeau on retainer those arrangements can be made at that time.

#### **ALTERNATIVES**

- 1.) The City Council may approve a professional services contract in an amount not to exceed \$45,539 with Baribeau Environmental Engineering for engineering services as described in the BEE Proposal and in this report.
- 2.) The City Council may approve a professional services contract with Hazen & Sawyer.
- 3.) The City Council may defer action altogether. This approach is not recommended by staff. Inasmuch as the water discoloration has not cleared from the system, it is apparent that the efforts made by staff to date have not been

entirely successful. In fact, one of the consultants interviewed stated simply that we will not be able to flush our way out of discoloration. At this time a higher level of expertise and experience with corrosion control is needed, beyond what staff already has or has been able to obtain from consulting with their peers. As summer approaches the issue of nitrification will become increasingly critical. It is imperative that the Nitrification Action Plan be reviewed by a professional in water treatment and either approved as-is or amended to work with the specific conditions found in Sierra Madre.

- 4.) The City Council may decide to award a reduced scope of work. This option is not recommended. As noted in alternate number 3 above, the corrosion control study and nitrification plan portions of the scope are critical. While the blending plan or chloramination conversion study may not ultimately be necessary, indications at this time are that it too will be needed, if for no other reason than to determine whether the city can safely alternate between water sources when groundwater becomes available. BEE has indicated flexibility, and an understanding that no unnecessary studies be undertaken. If in the process of the studies it is found that any part of the proposed scope of work will not be necessary, that part of the scope will be eliminated.

#### **PUBLIC NOTIFICATION PROCESS**

This item has been noticed through the regular agenda notification process. Copies of this report are available at the City Hall public counter, at the Sierra Madre Public Library, and on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

#### **STAFF RECOMMENDATION**

Staff recommends that the City Council:

- 1.) Approve a professional services contract in an amount not to exceed \$45,539 with Baribeau Environmental Engineering for engineering services to:
  - a.) Develop a corrosion control study aimed at elimination of water discoloration to be approved by the California Department of Health; and,
  - b.) Review and update if necessary the city's existing nitrification control plan; and,
  - c.) Evaluate the possibility of blending imported water with local groundwater; and,
- 2.) Approve additional appropriations in a total amount of \$50,550 to cover the not-to-exceed professional services contract cost (\$45,539) and corrosion testing startup costs (\$5,011).

Attachments:

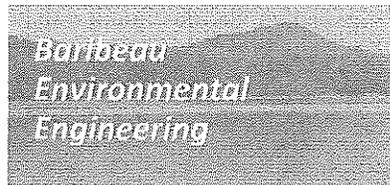
Baribeau Environmental Engineering Proposal  
Hazen and Sawyer Proposal



***Proposal for:***

**Corrosion Control Study,  
Nitrification Monitoring and Control Plan,  
Blending of Free Chlorinated and Chloraminated Water**

***Presented by:***



**June 2, 2014**

June 2, 2014

Mr. Bruce Inman  
City of Sierra Madre  
232 West Sierra Madre Boulevard  
Sierra Madre, California 91024

Subject: Proposal to Address Corrosion, Nitrification and Chloramination

Dear Mr. Inman:

It is my pleasure to attach here a proposal to assist the City of Sierra Madre (City) in its efforts to adjust to its new water source and address the colored water events, and be proactive with regards to potential issues that could be encountered in the future.

The following projects and their respective scopes of work are presented in this proposal:

- A corrosion control study that specifically aims at eliminating the colored water events.
- A review of the City's nitrification monitoring and control plan, and opportunities to maintain water quality in light of this potential challenge.
- An evaluation of the possibility of blending free chlorinated and chloraminated water in the City's distribution system.

This proposal also includes a detailed schedule and budget, and ends with the qualifications of the submitting firm, Baribeau Environmental Engineering (BEE). I look forward to discuss these projects with you to ensure that they meet the City's needs.

I want to take this opportunity to reiterate my interests to assist the City during these difficult times of drought and changing water sources. You can contact me by phone at (714) 488-0496, or via email at [HBaribeau@BaribeauEnvironmental.com](mailto:HBaribeau@BaribeauEnvironmental.com) should you have any questions or require further information.

Sincerely,



Hélène Baribeau, Ph.D., P.E.

cc: Mr. Chris Cimino  
Mr. Jose Reynoso

## ***Project Understanding***

Early October 2013, drought conditions forced the City of Sierra Madre (City) to shut down its groundwater wells, and start importing treated surface water from the Metropolitan Water District of Southern California (MWD). MWD water exhibits different characteristics than the City's ground water, especially higher total dissolved solids (TDS), chloride and sulfate concentrations, and lower alkalinity. In addition, MWD uses monochloramine as distribution system residual disinfectant with a relatively high residual of 2.5 mg/L Cl<sub>2</sub>, whereas the City uses a low dose of free chlorine (approximately 0.7 mg/L Cl<sub>2</sub>).

The introduction of a new water source with such different quality in an existing distribution system can be challenging, and may lead to increased turbidity, colored water, taste and odors, disinfectant residual consumption, microbial regrowth, and others. The City has unfortunately been experiencing red and yellow water events following the introduction of MWD water, despite all efforts to prevent them.

With regards to the change in distribution system residual disinfectant, monochloramine offers several advantages, including a more stable residual, lower concentrations of the regulated disinfection by-products (DBPs), and less taste and odors. On the other hand, monochloramine has a number of drawbacks:

- Because it is a weaker disinfectant, it is not as effective as free chlorine to inactive microorganisms in certain conditions.
- It can form a variety of DBPs, including nitrosamines, and cyanogen chloride.
- It is responsible for nitrification.
- Because it is toxic to aquatic life, it should be removed when de-watering reservoirs and flushing distribution system mains.
- It can attack certain rubber materials.

Of these drawbacks, nitrification in the distribution system has been a challenge for the majority of utilities using monochloramine, and should therefore be monitored closely in the City's system. At least two thirds of utilities that use monochloramine, including many retailers of MWD, have reported nitrification, and some with significant challenges (e.g., fecal coliforms and violation of the Total Coliform Rule).

Depending on its groundwater allocation, the City is hoping to start using its own water sources again, i.e., ground water from its well field and spring water from the tunnel. The ability to successfully use two water types with different distribution system residual disinfectants (monochloramine in MWD water and free chlorine in the City's ground water) within the same system depends on the disinfectant doses and characteristics, and distribution system configuration and operations. When both disinfectants are blended, breakpoint chlorination may occur, leading to a rapid decline in disinfectant residual, and taste and odor issues resulting from the formation of di- and tri-chloramines.

The issues or potential issues mentioned in this section are examined in this proposal, along with suggested approaches to eliminate or control them.

## ***Approach and Scope of Work***

The purpose of this proposal is to address the challenges that have been encountered by the City since its conversion to MWD water, eliminate potential upcoming challenges, and help the City continue to meet its regulatory requirements. This proposal was separated in the following three tasks or Scopes of Work as detailed below:

- Corrosion control study.
- Review of the City's nitrification monitoring and control plan.
- Possibility of blending free chlorinated and chloraminated water in the City's distribution system.

A fourth task was added to the Scopes of Work for project communication and management.

### **Task 1 – Corrosion Control Study**

The Corrosion Control Study will assist the City in its efforts to eliminate the red and yellow water events. The study will determine the corrosiveness or aggressiveness of the water distributed by the City in light of the City's distribution system materials, identify suitable corrosion control practices using a combination of desktop analyses and bench-scale testing, implement the best method at full scale, and prepare the Corrosion Control Study Report as per the guidelines of the U.S. Environmental Protection Agency (EPA). This Corrosion Control Study Report is recommended to the City, as it can be directly submitted to the California Department of Public Health (CDPH), should they require documentation from the City about the approach and work conducted to determine the most suitable corrosion control practice.

#### ***Task 1.1 – Evaluation of Water Quality Data and Corrosion Potential***

This task will assess the causes and extent of the corrosion problem using desktop analyses. Considering that corrosion and water aggressiveness are influenced by numerous water quality parameters, as well as by the type of materials present in the distribution system, the following evaluations are proposed:

- The corrosiveness or aggressiveness of the water sources as a function of the various materials present in the City's distribution system will be reviewed. It is important to include all potential water sources used by the City, i.e., MWD, ground water from the wells, and spring water from the tunnel, as preliminary analyses suggest that they may exhibit different corrosion potentials. Blends of the various source waters will also be examined in consideration of the City's desires to start using its own water sources again (ground water wells and springs). This task will be conducted using several corrosion indices that are based on the ability of the water to precipitate calcium carbonate or dissolve calcium from the pipes, as well as corrode metallic pipes.
- Although the City has not encountered lead or copper compliance issues to date, a brief review of these data will be conducted, particularly to identify the specific locations where positive results may have been observed and where special attention should be placed.

- Results obtained from the Corratel will be examined, if appropriate.
- The effects of the corrosion control practices and inhibitors considered, tested to date, and proposed, as a function of the different water sources and materials present in the distribution system will be documented.
- Discussions with the City staff will determine whether an examination of the customer complaints received since the conversion to MWD water is warranted.

Significant information has already been provided by the City to Baribeau Environmental Engineering (BEE), and will be useful to conduct this task. This information is detailed in the table below, along with a status (i.e., whether the necessary information has been received or not).

	<b>Information/Data Needed</b>	<b>Status</b>
1	<ul style="list-style-type: none"> <li>• Water quality from the groundwater wells, springs, and MWD. Results from a couple of representative samplings from each source would be preferable over average values.</li> <li>• Parameters include temperature, pH, total alkalinity, calcium concentration, TDS, chloride and sulfate concentrations, chlorine residual, and bacterial counts (heterotrophic plate counts or HPCs, coliforms).</li> </ul>	<ul style="list-style-type: none"> <li>• Results from one sampling and average values were provided for MWD, and average values for the groundwater wells.</li> <li>• Data from individual samplings of each source and from the springs are needed.</li> </ul>
2	<ul style="list-style-type: none"> <li>• Lead and copper data.</li> </ul>	<ul style="list-style-type: none"> <li>• Data from the most recent sampling (2011 or more recent) would be valuable.</li> </ul>
3	<ul style="list-style-type: none"> <li>• Corratel data, and testing locations.</li> </ul>	<ul style="list-style-type: none"> <li>• Any data obtained from the Corratel would be valuable.</li> </ul>
4	<ul style="list-style-type: none"> <li>• Corrosion control practices used for the groundwater wells and spring water prior to the switch to MWD water, and after the switch, including results from the ongoing bench-scale testing with zinc orthophosphate.</li> </ul>	<ul style="list-style-type: none"> <li>• Most of this information has already been provided, with the exception of the most recent bench-scale results.</li> </ul>
5	<ul style="list-style-type: none"> <li>• Map(s) of the distribution system, showing all entry points, storage reservoirs, and existing sampling sites.</li> </ul>	<ul style="list-style-type: none"> <li>• A general map was obtained from the City's Urban Water Management Plan, but a more precise map would be useful.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Estimate of the proportion of pipe materials in the distribution system.</li> </ul>	<ul style="list-style-type: none"> <li>• Pipe materials were provided, but not the relative proportion of each.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Customer complaints before and after the switch to MWD water, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• The suitability of this information will be discussed at the Kickoff Meeting.</li> </ul>

### ***Task 1.2 – Examination of Options and Coupon Testing***

Even if several corrosion indices will be used during Task 1.1 to assess the water sources' natural corrosiveness and aggressiveness and the effect of potential water quality changes, these results should be interpreted carefully as they provide "directional tendencies" only. These limitations are particularly important in the presence of a corrosion inhibitor. As such, there are waters with non-corrosive indices that are corrosives, and the opposite.

To truly assess the performance of the corrosion control methods that may be suitable to the City's water sources and distribution conditions, testing using pipe racks with metal coupons and appropriate monitoring are proposed. Parallel racks can be used to compare different scenarios. Although preliminary observations suggest that the following corrosion control practices may be suitable for the City, the exact test plan will be confirmed with results obtained during Task 1.1 and discussions with City's staff:

- The corrosion inhibitor proposed by Sterling Water Technologies and currently tested at the bench scale, i.e., CP 945, a blend composed of 9% zinc chloride and 45% orthophosphoric acid.
- The zinc orthophosphate inhibitor should be tested in both MWD water and the City's ground water to ensure that it will provide adequate protection when the City will blend MWD water with their ground waters.
- A similar inhibitor (blend of zinc and orthophosphate), but with a different ratio of zinc and orthophosphate could be considered.
- An inhibitor containing orthophosphate only, without zinc, could also be considered.
- "Adjusted" water quality (i.e., raising the pH, and/or increasing alkalinity or calcium concentration), in lieu of a corrosion inhibitor. Raising the pH would offer the added benefit of decreasing the onset of nitrification, one of the main drawbacks of chloraminated water.
- No inhibitor, to capture the natural corrosiveness or aggressiveness of the water, and whether the colored water issues are related to pre-existing conditions in the distribution system pipes, or to an ongoing phenomenon.

The effects of "adjusting" water quality by raising the pH and/or increasing alkalinity or calcium concentration can be easily substantiated with results obtained from the corrosion indices (to be calculated during Task 1.1). Therefore these results will be used to confirm the suitability of these options.

*Among others, results from the ongoing bench-scale testing of zinc orthophosphate and corrosion indices obtained from the "adjustment" of water quality will be used to assess the need for coupon testing. If results from Task 1.1 show that one of these options appear suitable to prevent corrosion and red/yellow water, the coupon rack testing may be eliminated or reduced.*

Each rack should contain different coupon materials, according to the materials found in the City's distribution system. Mild steel and copper coupons are recommended at a minimum; ductile iron should be included if possible. After a period of exposure, coupons are analyzed for weight loss and corrosion rates by an external laboratory.

Along with coupon monitoring, water quality parameters should be analyzed to understand the trends observed. The following parameters are proposed, but their suitability will be reviewed during Task 1.1 and discussions with the City staff: temperature, pH, total alkalinity, calcium concentration, TDS, chloride and sulfate concentrations, free and total chlorine residuals, free ammonia concentration, lead, copper, iron, turbidity, and constituents of the proposed corrosion inhibitors, i.e., total phosphorus, orthophosphates, zinc, silica, and heterotrophic plate counts (HPCs). The purpose of analyzing for HPCs is to address any concerns about microbial regrowth, considering that orthophosphates represent the most easily assimilable form of phosphorus for microorganisms.

Recognizing that the City does not monitor for the above corrosion indicators at full scale at the moment, it would be important to collect samples in the distribution system and analyze them for a selection of

parameters to capture background conditions *before* a corrosion inhibitor is fed in the entire distribution system, and while Task 1.2 is ongoing. This would evaluate the following: (1) the aggressiveness of the water and the extent that it is dissolving calcium, carbonates and hydroxides present in asbestos-cement and cement-lined pipes, and (2) the extent of the attack on the existing iron tubercles that have accumulated inside the pipes.

Pipe rack testing typically last several months considering that corrosion can be a relatively slow process. For this project however, monthly samplings of coupons and water quality are proposed. The most performing practice(s) and differences between them will be evaluated as soon as each set of results becomes available, and general trends should be available after three months or before. The possibility of conducting more frequent samplings of water quality (e.g., every other week) is recommended and will be discussed with the City staff. At the conclusion of this project, the City is encouraged to continue the coupon testing at a reduced sampling (e.g., once every three months) to capture long-term effects, considering that it can take several months for metals to stabilize, particularly for iron.

### ***Task 1.3 – Additional Considerations Related to Corrosion***

The following additional issues need to be considered when conducting a Corrosion Control Study:

- Cost.
- Secondary effects.
- Reliability of the proposed corrosion control practice(s).
- Flexibility of the proposed practices.
- Compatibility with the current and future water sources.

This task includes a cursory cost analysis of the most suitable corrosion control alternatives that will be identified during Tasks 1.1 and 1.2. Both capital costs, as well as annual operation and maintenance costs will be considered.

Two secondary effects have been identified and will be examined during this task:

- Zinc accumulation: This potential secondary effect will be examined by monitoring for the presence of zinc in the distribution system *before* the introduction of a corrosion inhibitor (distribution system water quality monitoring associated with Task 1.2), and during the pipe rack coupon testing (core of Task 1.2).
- Microbial regrowth: This will be assessed by monitoring for HPCs before and after the introduction of an inhibitor in the distribution system (water quality samplings proposed in Task 1.2).

Reliability and flexibility of the corrosion control strategy and compatibility of the water sources refer to the reliability of the equipment, availability of the chemicals, and consistency of the finished water quality. For the City, the most important of these aspects pertains to the consistency of the finished water, in consideration for the fact that the City intends to use ground and spring waters, and blend them with MWD water. This aspect will be examined both at the desktop (Task 1.1) and in the pipe rack testing (Task 1.2).

**Task 1.4 – Deliverable**

All work conducted as part of this task will be summarized in a Technical Memorandum, or more specifically the Corrosion Control Study Report, which will follow the steps proposed by EPA and be ready for submission to CDPH should they require it. Task 1.1 will be used to build the first part of this report, and will document the causes and extent of corrosion, and natural corrosiveness or aggressiveness of the water. The potential corrosion control strategies, testing conducted and results obtained during Task 1.2 will be used as center piece of the Corrosion Control Study Report. The additional considerations addressed during Task 1.3 will also be included in the report. An executive summary and a recommendations and conclusions section will complete the report.

*The proposed Corrosion Control Study Report will be ready for submission to the regulatory agencies, should they require it.*

If the City desires, each section of the Corrosion Control Study Report corresponding of the three tasks of this project could be submitted separately as they become available, and serve as project progress reports, according to the schedule presented further below in this proposal. This option is recommended, considering that coupon testing (if conducted) may last a couple of months at a minimum. As such, the section of the overall Corrosion Control Study Report that pertains to Task 1.2 may be submitted as a preliminary draft, with results obtained from the first sampling only. Comments from the City staff will be incorporated into the final Corrosion Control Study Report.

## **Task 2 – Nitrification Monitoring and Control Plan**

Nitrification is a two-step biological process during which ammonia is converted to nitrite, then to nitrate. In addition to increases in nitrite and nitrate concentrations, nitrification is characterized by decreases in chlorine residual, ammonia concentration and pH, and increases in microbial counts and potentially corrosion. Nitrification is influenced by several water quality parameters, as well as by distribution system configuration and operational practices.

On one hand, nitrification is particularly challenging because it cannot be monitored directly, and water providers have to rely on indicators. On the other hand, nitrification is much more easily addressed by preventive methods than corrective actions. It is therefore important to monitor for the early signs of nitrification, and address it before it further develops.

Several water utilities that import water from MWD have implemented a Nitrification Monitoring and Control Plan, or Nitrification Action Plan (NAP), to outline the procedures for preventing, detecting, monitoring, and responding to nitrification episodes. Nitrification Monitoring and Control Plans are based on baseline water quality indicators. They are therefore unique to each system and cannot be borrowed from others.

The City has already received a preliminary Nitrification Monitoring and Control Plan, but it appears to be incomplete. The City is therefore strongly encouraged to review its plan, particularly before the warm summer months when nitrification becomes more problematic. This task is also an opportunity for the City to examine potential mitigation measures to prevent nitrification from occurring.

Baribeau Environmental Engineering (BEE) has prepared numerous Nitrification Monitoring and Control Plans, as highlighted in the Reference Section of this proposal's Qualifications. BEE's proposed plans contain the following sections:

- Background on nitrification, including causes, effects and indicators.
- Regulatory issues, including MCLs or secondary MCLs, and other relevant descriptors.
- Monitoring program including sampling parameters and their analytical methods, sampling sites with maps, and sampling frequency, as well as the entity(ies) responsible for sampling and analysis.
- Nitrification prevention measures, including adjusting water quality and adopting operations and maintenance practices that limit the onset of nitrification.
- Corrective actions once nitrification is detected, including trigger levels for relevant water quality parameters and indicators, and tiered action plan for each trigger levels.

The following tasks are proposed to review the City's Nitrification Monitoring and Control Plan and ensure that nitrification is prevented or limited.

### ***Task 2.1 – Examination of the Occurrence of Nitrification in the City's Distribution System***

Water quality data collected since the City's conversion to monochloramine suggest that mild nitrification may already be ongoing in remote areas of the distribution system. This task will allow BEE to examine

more in detail whether nitrification is occurring, the specific areas that are more vulnerable, and the causes of nitrification.

Water quality data has already been shared with BEE, and will be used to conduct this task, but recent data will be necessary. Specifically, data for the following parameters and indicators will be needed: chlorine residual, ammonia concentration, nitrite and nitrate concentrations, temperature, pH, alkalinity, organic material, phosphate concentration, and HPCs.

### ***Task 2.2 – Review of the Existing Nitrification Monitoring and Control Plan***

The review of the Nitrification Monitoring and Control Plan will entail the following work:

- Background information: Ensure that the most recent findings are present in the section that explains the nitrification phenomenon.
- Regulatory limits: Ensure that MCLs and secondary MCLs applicable to the City are stated, as well as other relevant descriptors (e.g., detection limits for the purpose of reporting, DLRs; public health goals, PHGs).
- Sampling program: The sampling program proposed to the City for nitrification monitoring will be examined and reviewed as needed to ensure that it includes all relevant indicators of nitrification, and that the most appropriate analytical methods are used. The sampling frequency will also be examined, and the sampling sites will be reviewed to make sure that they capture sites that are representative of the entire distribution system and areas that may be more prone to nitrification. In addition, sampling procedure and sample handling will be described as needed.

A lot of information has already been made available to BEE, and will be useful to review the Nitrification Monitoring and Control Plan. Generally, the following documents will be necessary to conduct this task, and other documents may be identified as project progresses:

- The Nitrification Monitoring and Control Plan previously proposed to the City.
- Location and description of the existing sampling sites.
- Analytical methods used to monitor the indicators of nitrification.

### ***Task 2.3 – Elaboration of Preventive and Corrective Measures***

A Nitrification Monitoring and Control Plan should include appropriate methods to prevent or limit the onset of nitrification, and correct it once it is occurring.

A number of practices are generally recognized to prevent or limit nitrification from occurring and will be included in the Nitrification Monitoring and Control Plan. In addition, the City's current treatment and disinfection strategies, and distribution system operation and maintenance procedures will be examined in light of their potential effects on nitrification. Suggestions will be made to the City to modify the current practices if they are found to potentially contribute to nitrification.

A Nitrification Monitoring and Control Plan should also include actions to undertake when nitrification is detected. Several corrective measures can be considered (e.g., pipe flushing, reservoir cycling, periodic free chlorination), but they need to be harmonized with the severity of the nitrification episode

encountered. Thus, the existing plan will be reviewed to ensure that it includes adequate tiered action plans for trigger levels of nitrification.

Of course, the suggested preventive and corrective actions against nitrification will be strongly related to the Corrosion Control Study, considering that these two phenomena may influence each other (i.e., corrosion prevention measures may affect nitrification, and *vice versa*).

To successfully conduct this task, the following information will be required from the City, although a lot of it has already been shared with BEE:

- Description of the treatment strategies, including disinfection processes.
- Detailed description of the operation and maintenance procedures that pertain to the distribution system and storage reservoirs, including the flushing program.

#### ***Task 2.4 – Deliverable***

The main deliverable for this task will be an updated version of the City's Nitrification Monitoring and Control Plan to ensure that it contains the following sections (others may be included as deemed necessary):

- Background section on nitrification.
- Regulatory limits and descriptors.
- Monitoring program including sampling parameters and their analytical methods, sites with maps, and sampling frequency, as well as the entity(ies) responsible for sampling and analysis.
- Nitrification prevention measures.
- Nitrification corrective actions, including tiered action plans for trigger levels of nitrification.

Based on the outcome of the examination of water quality data and current occurrence of nitrification in the City's distribution system (i.e., results from Task 2.1), this information may be presented in an addendum to the Nitrification Monitoring and Control Plan to keep it clear and succinct. Likewise, some of the preventive measures (i.e., results of Task 2.3) may be presented in the addendum depending on their nature.

A draft version of the Nitrification Monitoring and Control Plan and its addendum will be submitted to the City staff for review, and comments will be incorporated into a revised version.

## Task 3 – Blending of Free Chlorinated and Chloraminated Water

Two scenarios need to be examined as part of this task:

- Whether both types of water (i.e., chloraminated water from MWD, and the City's own groundwater from the well field and spring tunnel) can serve separate areas of the distribution system to avoid blending.
- The potential for breakpoint chlorination to occur if the City were to blend both water types.

*A two-pronged approach to ensure that all aspects are considered before undertaking additional actions.*

### **Task 3.1 – Separation of the Free Chlorinated and Chloraminated Service Areas**

Before embarking in any testing, BEE believes that it is important to step back and examine where blending will occur in the distribution system and the extent of the blending.

Preliminary examination suggests that it may be difficult to separate MWD's water from the City's ground water extracted from its well field considering that both enter the distribution system at the same location (i.e., the City yard). As for the spring tunnel, it may be possible to separate the area of the distribution system that is under its influence (mainly Zone 3), but the high fluoride concentration of the spring water may not allow it. If this preliminary examination suggests that it may be difficult to keep both water types separated in the distribution system, a more thorough investigation should nevertheless be conducted before blending is considered.

### **Task 3.2 – Breakpoint Chlorination**

Breakpoint chlorination refers to the addition of chlorine at a concentration whereby all of the ammonia has been oxidized to nitrogen, thereby destroying any chloramines present. Any further addition of chlorine results in the presence of a free chlorine residual.

Upon blending, the free chlorine present in the City's ground water will partially or entirely destroy MWD's monochloramine, which can lead to a rapid decline in disinfectant residual, and taste and odor issues resulting from the formation of di- and tri-chloramines. The extent of the destruction is a function of the qualities of both water types, including but not limited to temperature, pH, disinfectant residuals (free and combined chlorine), and chlorine-to-ammonia ratio. It is also important to note that breakpoint chlorination does not occur instantaneously, and the kinetics of reactions are highly depend on pH. At higher pH, the reaction may take several hours to complete. As a result, the negative effects (i.e., destruction of the disinfectant residual) may not be captured at the treatment facility (yard well field and spring tunnel in the case of the City), but later on, when the water has already entered the distribution system, and where interventions are much more difficult to undertake.

Fortunately, breakpoint chlorination can be tested at the bench scale. The purpose of this task is therefore the following:

- Develop an experimental plan to address the potential for breakpoint chlorination to occur under the chlorination conditions used by the City, and considering potential changes in water quality they may be recommended following the Corrosion Control Study (Task 1) and review of the

Nitrification Monitoring and Control Plan (Task 2) (e.g., raise pH, alkalinity and/or calcium concentration). Both groundwater sources of the City (yard well field and spring tunnel) will be examined, with consideration for the contact time at each facilities.

- Assist the City as needed to conduct the bench-scale testing.
- Analyze data obtained, and draw recommendations.

### ***Task 3.3 - Deliverable***

The deliverable proposed for this task will be a Technical Memorandum (TM) that will address the following:

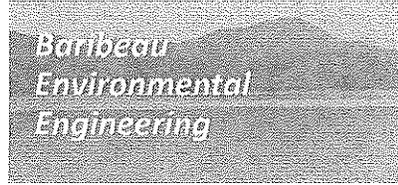
- The possibility to separate MWD's chloraminated water from the City's ground water in all or parts of the distribution system, with consideration for both the yard well field and spring tunnel.
- Whether breakpoint chlorination would occur should both water types blend together, and suggested changes to water quality to minimize breakpoint.
- Recommendations for additional work, particularly in the event that it is not possible to separate both water types in the entire distribution system, and breakpoint chlorination would result from blending.

## **Task 4 – Communication and Project Management**

Three meetings are proposed to capture the essential deliverables of this project, according to the schedule shown below:

- A Kickoff Meeting to agree on the terms of this project (i.e., goals, schedule, deliverables, and lines of communication), discuss data needs, and format of the deliverables. Recognizing that time is critical for the City, particularly for the Corrosion Control Study, a preliminary experimental plan for coupon testing will be prepared ahead of the Kickoff Meeting, and discussed during this meeting.
- After the desktop analysis is completed and the first round of data from the coupon testing are received, an Interim Meeting is proposed to discuss results obtained. The City's comments about the draft update Nitrification Monitoring and Control Plan will also be received during this meeting.
- A Review Meeting is proposed towards the end of the project to discuss project results and recommendations.

Meeting agendas will be shared ahead of time, and meeting minutes will follow to document work progresses, discussions, and decisions made. Informal visits and telephone calls may be conducted as needed, and may be particularly important during the setup of the coupon racks and to offer assistance during sample collection.



# ***Schedule***

## ***Project Schedule***

Baribeau Environmental Engineering (BEE) recognizes that time is critical for this project, particular for the Corrosion Control Study and to eliminate the red and yellow water issues. To achieve this, the schedule presented below is proposed, assuming that a notice to proceed will be received by June 15, 2014. The main tasks are illustrated here, and also include the most critical subtasks (e.g., samplings).

For the Corrosion Control Study, information from Task 1.1 (evaluation of water quality data and corrosion potential) is needed to complete Task 1.2 (examination of options and coupon testing), but the coupon racks need to be deployed as soon as possible to obtain results in a timely manner. Therefore the first two tasks will be conducted concurrently, particularly the aspects that will determine whether coupon testing are needed.

The schedule suggests that deliverables related to the Corrosion Control Study will be submitted as they become available. This is particularly recommended if coupon testing is conducted, as this task may last a couple of months. In this case, a preliminary draft of this part of the overall Corrosion Control Study Report will be submitted as soon as the first results are obtained and analyzed, and this part of the report will be revised as subsequent results are obtained.

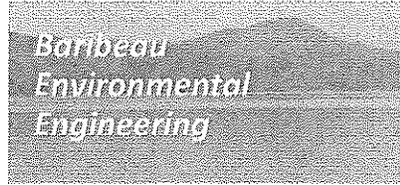
To maximize the outcome of Task 3, Blending of Free Chlorinated and Chloraminated Water, this task is proposed to start once some information is obtained from the corrosion and nitrification studies, namely with regards to potential changes in water quality. The bench-scale testing is expected to last approximately one week following the development of the experimental plan. Task 3.2 also includes time for data compilation and analysis.

The project will include three meetings as discussed in Task 4:

- A Kickoff Meeting, which will also serve to gather remaining information that has not been collected yet.
- An Interim Meeting.
- A Review Meeting towards the end of the project.

**Corrosion Control Study – Proposed Schedule**

Tasks	June 2014		July 2014		August 2014		September 2014		October 2014		Nov.											
	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	6	13	20	27	3	
<b>Week beginning on:</b>	◆																					
<b>Task 1 – Corrosion Control Study</b>																						
Task 1.1 – Water quality data and corrosion potential	■																					
Task 1.2 – Options and coupon testing	■																					
• Experimental plan and coupon rack installation	◆																					
• Coupon samplings	◆																					
Task 1.3 – Additional considerations	■																					
Task 1.4 – Deliverable	◆																					
<b>Task 2 – Nitrification Monitoring and Control Plan</b>																						
Task 2.1 – Occurrence of Nitrification	■																					
Task 2.2 – Review of the Existing Plan	■																					
Task 2.3 – Preventive and Corrective Measures	■																					
Task 2.4 – Deliverable	◆																					
<b>Task 3 – Blending of Free Chlorinated and Chloraminated Water</b>																						
Task 3.1 – Separation of the Free Chlorinated and Chloraminated Areas	■																					
Task 3.2 – Breakpoint Chlorination	■																					
Task 3.3 – Deliverable	◆																					
<b>Task 4 – Communication and project management</b>																						
• Meetings	◆																					



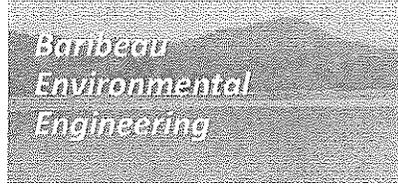
# ***Budget***

## **Proposed Budget**

The following budget is based on time and materials. This budget includes three meetings, as well as site visits and telephone calls as needed. This proposed budget does not include the cost of the coupon racks, coupon holders, coupons, or water quality analyses proposed in this Scope of Work.

<b>Task</b>	<b>Number of hours</b>	<b>Budget</b>
<b>Task 1 – Corrosion Control Study</b>		
Task 1.1 – Water quality data and corrosion potential	48 hours	\$7,680
Task 1.2 – Examination of options and coupon testing	40 hours	\$6,400
Task 1.3 – Additional considerations related to corrosion	12 hours	\$1,920
Task 1.4 – Deliverable	24 hours	\$3,840
<b>Subtotal Task 1</b>	<b>124 hours</b>	<b>\$19,840</b>
<b>Task 2 – Nitrification Monitoring and Control Plan</b>		
Task 2.1 – Occurrence of nitrification	16 hours	\$2,560
Task 2.2 – Review of the existing plan	24 hours	\$3,840
Task 2.3 – Elaboration of preventive and corrective measures	16 hours	\$2,560
Task 2.4 – Deliverable	24 hours	\$3,840
<b>Subtotal Task 2</b>	<b>80 hours</b>	<b>\$12,800</b>
<b>Task 3 – Blending of Free Chlorinated and Chloraminated Water</b>		
Task 3.1 – Separation of the service areas	8 hours	\$1,280
Task 3.2 – Breakpoint chlorination	32 hours	\$5,120
Task 3.3 – Deliverable	16 hours	\$2,560
<b>Subtotal Task 3</b>	<b>56 hours</b>	<b>\$8,960</b>
<b>Task 4 – Communication and project management</b>	<b>24 hours</b>	<b>\$3,840</b>
<b>Mileage (3 trips, 59 miles round trip, \$0.56 per mile)</b>		<b>\$99</b>
<b>Total</b>	<b>284 hours</b>	<b>\$45,539</b>

Hourly rate of \$160.



# ***Qualifications***

## Qualifications

This proposal is submitted by Baribeau Environmental Engineering (BEE). BEE was founded by Dr. Hélène Baribeau, P.E., a well-respected individual in the drinking water industry worldwide. BEE's mission is to provide personalized engineering and consulting services in drinking water quality, treatment and distribution. The firm offers the following advantages:

- 25 years of experience working in water quality, treatment and distribution.
- Nearly 20 years of experience in the water industry in the greater Los Angeles area, gained with the Metropolitan Water District of Southern California, Carollo Engineers, and as an independent consultant.
- A desire to bridge the "soft" and "hard" engineering services, i.e., working in collaboration with the designers and contractors to ensure that water quality is considered during all aspects of the projects.
- A woman-owned small business enterprise that is committed and professional. BEE holds a Small Business Enterprise (SBE) certificate from the Metropolitan Water District of California (MWDSC), and a Woman-Owned Small Business Enterprise certificate from the U.S. Small Business Administration. It is recognized by the National Association of Professional Women (NAPW).
- A firm conveniently located in the greater Los Angeles area, within 30 miles from the City.

Dr. Baribeau will conduct all aspects of this project herself, to provide you with the highest quality services. A summary of her relevant experience is presented hereunder, and her resume is included further below.

## References

Dr. Baribeau has led or participated in over 50 projects prior to working as independent consultant. As an independent consultant and after founding BEE, she has contributed to an additional 16 projects. The projects in which Dr. Baribeau participated and that are most relevant to the initiatives discussed in this document are presented here.

### ***Corrosion Related Projects***

*Corrosion Control Study and Additional Analyses, Collier County, Florida, Project Engineer, consultant to Carollo Engineers, Inc.; February 2014 to date.*

This project is fairly similar to the one proposed here for the City, and includes an examination of the corrosiveness/aggressiveness of the County's water sources, current corrosion control practices, past testing, and customer complaints. Alternative corrosion inhibitors were proposed, and coupon testing is ongoing.

### ***References:***

- From Collier County:  
Mrs. Alicia Abbott, Project Manager  
Telephone (239) 252-5344  
Email AliciaAbbott@colliergov.net
- From Carollo: Dr. Robert Cushing,  
P.E., Senior Vice President  
Telephone (941) 371-9832  
Email RCushing@carollo.com

*Otay Mesa Conveyance and Disinfection System, Otay Water District, California. Technical Assistance to AECOM USA; April 2013 to date.*

This ongoing study aims at evaluating the effect of blending desalinated seawater and treated surface water into the distribution system, identifying potential challenges, and recommending strategies to overcome them.

*Start-up Assistance of the Surface Water Treatment Facility, City of Lodi, California. Project Engineer, consultant to Carollo Engineers, Inc.; July to October 2013.*

Similar to the project proposed here for the City, this project evaluated the impact of finished water quality on distribution system piping, and developed a plan to control corrosion, in consideration for the introduction of treated surface water into the distribution system that used to receive solely ground water.

*System-wide Corrosion Control Study, Lee County Utilities, Florida. Technical Advisor to Carollo Engineers, Inc.; October 2012 to February 2013.*

Similar to the project proposed here, a comprehensive corrosion control study was conducted for the County's water treatment facilities and distribution system. The study evaluated the effectiveness of a number of corrosion control strategies, and developed conceptual level cost estimates for the recommended capital improvements.

*Effect of Nitrification on Corrosion in the Distribution System (Water Research Foundation, WRF, Project No. 4015), funded by WRF and EPA. Co-investigator with the Virginia Polytechnic Institute and State University; January 2007 to August 2009, report published in 2010.*

This study identified the role of nitrification-induced changes to water quality that may affect corrosion in the distribution system, and examined the potential significance of nitrification on lead and copper release.

*Investigation of Brown Water Complaints in the Drinking Water Distribution System, Eastern Municipal Water District, California. Project Manager; August 2005 to August 2007.*

This project identified the origins, effects, and solutions to the brown water problems encountered in a section of the District's distribution system.

#### References:

- From Otay: Mr. Robert Kennedy, P.E., Senior Civil Engineer  
Telephone (619) 670-2273  
Email Bob.kennedy@otaywater.gov
- From AECOM: Mr. Jason Caprio, P.E., Project Manager  
Telephone (858) 300-8076  
Email jason.caprio@aecom.com

#### References from the City of Lodi

- Mr. Larry Parlin, Deputy Public Works Director – Water and Wastewater  
Telephone (209) 333-6800 ext. 2661  
Email lparlin@lodi.gov
- Mr. Andrew Richle, Plant Superintendent  
Telephone (209) 333-6878  
Email arichle@lodi.gov

#### References

- From Lee County: Mr. Hank Barroso, Plant Operations Manager  
Telephone (239) 567-2182  
Email hbarroso@leegov.com
- From Carollo: Dr. Robert Cushing, P.E., Senior Vice President  
Telephone (941) 371-9832  
Email RCushing@carollo.com

#### Reference from Eastern Municipal Water District

- Mr. Khos Ghaderi, Director of Water Operations  
Telephone (951) 928-3777  
Email ghaderik@emwd.org

## **Chloramination and Nitrification**

*AWWA Manuals of Water Supply Practices M56 titled "Fundamentals and Control of Nitrification in Chloraminated Drinking Water Distribution Systems" (published in 2006), and "Nitrification Prevention and Control in Drinking Water" (published in 2013). AWWA Nitrification Webcast (May 2007).*

Dr. Baribeau authored two chapters in each edition of Manual M56 on nitrification. She was also a presenter at AWWA's webcast on nitrification.

*Drinking Water Distribution System Water Quality Analysis, and Review of Nitrification Occurrences and Evaluation of Planned Improvements in the Drinking Water Distribution System, Collier County, Florida. Project engineer, contractor of Carollo Engineers, Inc.; February to May 2012, and June 2013 to April 2014.*

These two projects aimed at assisting the County address nitrification and recurring losses of disinfectant residual in its distribution system.

*Investigation of nitrification occurrences in drinking water distribution systems, development of Nitrification Action Plans, and monitoring programs for regulatory compliance, for Palm Beach County Water Utilities Department, Florida; City of Beaumont, and City of Corpus Christi, Texas; Newhall County Water District, Santa Clarita Water Division, and Yorba Linda Water District, California. Project Manager or Engineer; 2002 to 2008.*

These projects developed procedures for preventing, detecting, monitoring, and responding to nitrification episodes and microbial regrowth in distribution systems.

*Effect of Nitrification on Corrosion in the Distribution System (WRF Project No. 4015), funded by WRF and EPA. Co-investigator with the Virginia Polytechnic Institute and State University; January 2007 to August 2009, report published in 2010.*

This study identified the role of nitrification-induced changes to water quality that may affect corrosion in the distribution system, and examined the potential significance of nitrification on lead and copper release.

*Optimizing Chloramine Treatment, WRF Project No.2760. Co-investigator; September 2001 to November 2003.*

The objective of this project was to synthesize all relevant research, operational, and practical information regarding the use of monochloramine in water treatment, and develop new utility case studies. The main deliverable was published in 2004 and consisted in an updated version of the WRF Manual "Optimizing Chloramine Treatment", which was originally published in 1993. This manual is considered essential to any utilities considering the implementation of chloramination. It synthesizes all relevant research, operational, and practical information regarding the use of monochloramine in water treatment.

### **References**

- From Collier County:  
Mrs. Alicia Abbott, Project Manager  
Telephone (239) 252-5344  
AliciaAbbott@colliergov.net
- From Carollo:  
Dr. Robert Cushing, P.E.,  
Senior Vice President,  
Telephone (941) 371-9832  
Email RCushing@carollo.com

### **References for the most recent of these projects, i.e., Palm Beach County Water Utilities Department, Florida**

- From Palm Beach County:  
Mr. Bevin Beaudet, Director  
Telephone (561) 493-6001  
Email bbeaudet@pbcwater.com
- From Carollo: Mr. Larry Elliott,  
Senior Vice President  
Telephone (954) 837-0030  
Email LElliott@carollo.com

*Conversion of Chlorination Facilities to Chloramination Facilities at Sunset and Windsor Reservoirs, City of Pasadena Water and Power Department, California. Project Engineer; August 2001 to April 2002.*  
This project evaluated options and approaches to the chloramine conversion of these reservoirs.

*Impact of Changes in Distribution System Water Quality on Disinfection Efficacy, WRF and USEPA, Project No. 2771. Principal Investigator; January 2001 to December 2004.*  
The goal of this project was to assess the impact of dynamic water quality conditions in distribution systems on the inactivation of microorganisms. The project specifically addressed the usefulness of maintaining a secondary disinfectant residual, and the target level to maintain.

*Microbial Regrowth and Population Characterization of Suspended and Fixed Biomass in Concrete and Steel Reservoirs, National Water Research Institute (NWRI), Project No. CS 699-601-99. Principal Investigator; April 1999 to March 2002.*  
This project characterized the biomass in Irvine Ranch Water District (IRWD) reservoirs with emphasis on coliforms and nitrifying bacteria, with the goal of determining an early-warning system for nitrification and coliform episodes in distribution systems.

### **Hélène Baribeau, Ph.D., P.E.**

Dr. Baribeau is a recognized expert in drinking water quality, treatment, and distribution. Her recognition is confirmed by the fact that since March 2013, she is the instructor for the California-Nevada Section of the American Water Works Association (AWWA) to teach the Water Quality and Regulations Workshop in the state of California.



Dr. Baribeau’s focuses include disinfection processes and disinfection by-products (DBPs); microorganism inactivation; biological treatment; water quality in distribution systems including disinfectant stability, DBP formation and decay, nitrification, corrosion, and blending of water from different sources; and regulatory issues.

#### **Education and Relevant Training**

<b>Date</b>	<b>Institution</b>	<b>Field / Department</b>	<b>Degree</b>
January 1997	University of Tennessee / Oak Ridge National Laboratory, Knoxville, Tennessee, USA	Center for Environmental Biotechnology	Visiting Researcher
May 1992 to February 1995	École Polytechnique of Montréal, Québec, Canada	Civil Engineering – Environment	Doctorate degree (Ph.D.)
September 1990 to May 1992	École Polytechnique of Montréal, Québec, Canada	Civil Engineering – Environment	Master of Applied Science (M.A.S.)
March to June 1991	École Supérieure d’Ingénieurs de Poitiers (University of Poitiers), France	Laboratory of Water Chemistry and Environment	Visiting Student
September 1986 to May 1990	École Polytechnique of Montréal, Québec, Canada	Civil Engineering	Bachelor degree

### ***Professional Experience***

March 2008 to date: Independent consultant since March 2008 (part-time consultant), and founder of Baribeau Environmental Engineering in January 2013 (full-time consultant).

March 2008 to May 2012: Water, hygiene and sanitation in low-income countries.

September 2000 to February 2008: Research Engineer and Associate with Carollo Engineers, Inc., California.

July 1995 to November 2000: Research Microbiologist at the Water Quality Laboratory, Metropolitan Water District of Southern California, La Verne, California.

March 1992 to January 1995: Research Associate in Environment (Civil Engineering), École Polytechnique of Montréal, Québec. Responsible for the day-to-day operation of a study on Changes in Water Quality in Distribution Systems, funded by the Québec Ministry of Environment.

Summers 1989 and 1990: Intern in Civil Engineering at École Polytechnique of Montréal, Québec. Participant in a study on Biological Filtration in Cold Water, funded by the Canadian Ministry of Health and Welfare, Canadian Ministry of Environment, and Québec Ministry of Environment.

### ***Relevant Professional Activities***

<b>Date</b>	<b>Organization</b>	<b>Position</b>
May 2014 to date	Distribution System Water Quality Committee of the California-Nevada Section of the American Water Works Association (AWWA)	Member
May 2014 to date	Friends of HEC Montréal, Québec, Canada	Administrative Consultant
November 2013 to date	Friends of Polytechnique of Montréal, Québec, Canada	Administrative Consultant
2000 to date	American Water Works Association (AWWA) Committee on Distribution System Water Quality	Member
April 2014	Site Visit Committee for the Natural Sciences and Engineering Research Council (NSERC) of Canada	Reviewing Member
January 2008	Water Engineering program of the Laval University (Québec, Canada) for the Canadian Council of Professional Engineers	Evaluator
2005 to 2008	AWWA Distribution System Research Committee	Member
May 2007	WRF's Distribution System Water Quality Strategic Initiative Research Plan Workshop	Participant
2003 to 2007	Technical Advisory Group for the AWWA Regulatory Affairs, for the Review of the Total Coliform Rule and the development of the Distribution System Rule	Member
July 1999 to June 2002	Grant Selection Committee for the Natural Sciences and Engineering Research Council (NSERC) of Canada	Member

### ***Professional Affiliations***

American Water Works Association (AWWA)

Professional Engineer, State of California, U.S. Board for Professional Engineers and Land Surveyors

Water Treatment Operator - Grade 3, State of California, Department of Public Health

National Association of Professional Women (NAPW)

Rwanda Association of University Women (RAUW) (Membership Convener)

### ***Publications and Presentations***

Dr. Baribeau has authored 8 book chapters (5 as main author, and 3 as co-author), 10 research reports (5 as main author, and 5 as co-author), 13 peer-reviewed publications (3 as main author, and 10 as co-author), and over 100 conference presentations at local, national, and international venues.

Of interest to this proposal, Dr. Baribeau produced numerous reports and publications about water disinfection and its challenges, including nitrification. As mentioned above, she was an author of both editions of the AWWA Manuals of Water Supply Practices M56 on nitrification (published in 2006 and 2013), and a presenter at the AWWA Nitrification Webcast (May 2007). She is also the lead author of the Disinfectants and DBPs Chapter of the upcoming AWWA Manual of Water Supply Practices M68 that will address water quality in distribution systems.

**PROFESSIONAL SERVICES AGREEMENT**  
(City of Sierra Madre/ *Baribeau Environmental Engineering*)

**1. IDENTIFICATION**

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Sierra Madre, a California municipal corporation (“City”), and *Baribeau Environmental Engineering (BEE) individual*. (“Consultant”).

**2. RECITALS**

- 2.1 City has determined that it requires the following professional services from a consultant: *Environmental engineering relative to alleviation of potable water discoloration, potable water nitrification, and blending of alternate water sources per attached BEE proposal dated June 2, 2014. Said proposal is made a part to this agreement.*
- 2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

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

**3. DEFINITIONS**

- 3.1 “Scope of Services”: Such professional services are as set forth in Consultant’s *June 2, 2014* proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2 “Approved Fee Schedule”: Such compensation rates are as set forth in Consultant’s *June 2, 2014* proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.3 “Commencement Date”: *June 10, 2014.*
- 3.4 “Expiration Date”: *Upon completion of scope of services.*

#### 4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

#### 5. CONSULTANT'S SERVICES

- 5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of *Forty Five Thousand, Five Hundred and Thirty-Nine Dollars (\$45,539)* unless specifically approved in advance and in writing by City.
- 5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 *et seq.*).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute and (ii) City has not consented in writing to Consultant's performance of such work.
- 5.4 Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. *Hélène Baribeau, Ph.D., P.E.* shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.
- 5.5 Consultant has represented to the City that key personnel will perform and coordinate the services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. If City and Consultant cannot agree as to the substitution of key personnel, City may terminate this Agreement for cause.
- 5.6 Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.

**6. COMPENSATION**

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule and Section 5.1 of this Agreement above.
- 6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant unless otherwise required by law.
- 6.3 Payments for any services requested by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Consultant shall be entitled to increase the fees in this fee schedule at such time as it increases its fees for its clients generally; provided, however, in no event shall Consultant be entitled to increase fees for services rendered before the thirtieth day after Consultant notifies City in writing of an increase in that fee schedule nor to claim payment other than in compliance with this Agreement, including Section 5.1 above.. Fees for such additional services shall be paid within sixty days of the date Consultant issues an invoice to City for such services

**7. OWNERSHIP OF WRITTEN PRODUCTS**

All reports, documents or other written material ("written products" herein) developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

**8. RELATIONSHIP OF PARTIES**

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

Under no circumstances shall Consultant look to the City as his employer. Consultant shall not be entitled to any benefits. City makes no representation as to the effect of this independent contractor relationship on Consultant's previously earned PERS retirement benefits, and

Consultant specifically assumes the responsibility for making such a determination. Consultant shall be responsible for all reports and obligations including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation.

**9. CONFIDENTIALITY**

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement.

**10. INDEMNIFICATION**

- 10.1 The parties agree that City, 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, attorneys' fees, litigation costs, taxes, 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 with the fullest protection possible under the law. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein.
- 10.2 To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person, whether physical, emotional, consequential or otherwise, and injury to any property arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and expenses of litigation.
- 10.3 City shall have the right to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 10 and any amount due City from Consultant arising from Consultant's failure either to (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

- 10.4 The obligations of Consultant under this Section 10 are not limited by the provisions of any workers' compensation statute or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.
- 10.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies apply to the claim, demand, damage, liability, loss, cost or expense.

## 11. INSURANCE

- 11.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:
- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, underground hazard, and explosion and collapse hazard where applicable.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident.
- 11.1.3 Worker's Compensation insurance if and as required by the laws of the State of California.

- 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverages that meet all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, City may either (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay the premium(s) thereon at Consultant's expense.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the policies required by this Agreement are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall file with City's Risk Manager such certificate(s) prior to commencement of work under this Agreement.
- 11.6 Consultant shall provide proof to the City's Risk Manager that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage at least two weeks prior to the expiration of the coverages.
- 11.7 The general liability and automobile policies of insurance required by this Agreement shall contain endorsements naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.
- 11.8 The insurance provided by Consultant shall be primary to any other coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the

deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.
- 11.12 Consultant shall report to the City, in addition to the Consultant's insurer, any and all insurance claims submitted to Consultant's insurer in connection with the services under the Agreement.

## **12. MUTUAL COOPERATION**

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

## **13. RECORDS AND INSPECTIONS**

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours upon at least 48 hours' prior written notice. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

## **14. PERMITS AND APPROVALS**

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

## 15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City:

Bruce Inman, Director of Public Works  
City of Sierra Madre  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
Telephone: (626) 355-5839  
Facsimile: (626) 355-2251

If to Consultant:

*Hélène Baribeau, Ph.D., P.E.*  
*Baribeau Environmental Engineering*  
*10801 Lemon Avenue, #227*  
*Alta Loma, CA 91737*  
*Telephone: (714) 488-0496*

With courtesy copy to:

Teresa Highsmith, City Attorney  
Colantuono & Levin, PC  
300 South Grand Avenue, Suite 2700  
Los Angeles, CA 90071-3137  
Telephone: (213) 542-5707  
Facsimile: (213) 542-5710

## 16. SURVIVING COVENANTS

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

## 17. TERMINATION

- 17.1. City may terminate this Agreement for any reason on five calendar days' written notice to Consultant. Consultant may terminate this Agreement for any reason on sixty calendar days' written notice to City. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 17.2. If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

**18. GENERAL PROVISIONS**

- 18.1 Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subcontractor to file, a Statement of Economic Interest with the City's Filing Officer if required under state law in the performance of the services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer, or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 18.2 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 18.3 This Agreement shall be binding on the successors and assigns of the parties.
- 18.4 Except as expressly stated herein, there is no intended third party beneficiary of any right or obligation assumed by the parties.
- 18.5 Time is of the essence for each and every provision of this Agreement.
- 18.6 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability medical condition or any other unlawful basis.
- 18.7 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph, and not such heading, shall govern construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular and vice versa, in any place or places herein in which the context requires such substitution(s).
- 18.8 The waiver by City or Consultant of any breach of any term, covenant or condition of this Agreement shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition of this Agreement. No term, covenant or condition of this Agreement

shall be deemed to have been waived by City or Consultant unless in a writing signed by one authorized to bind the party asserted to have consented to the waiver.

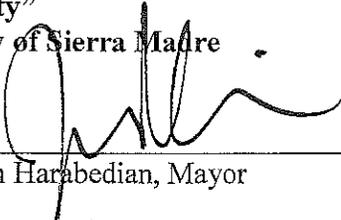
- 18.9 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.
- 18.10 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs, including any accountants' and attorneys' fees incurred in such action. The venue for any litigation shall be Orange County, California and Consultant hereby consents to jurisdiction in Orange County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.
- 18.11 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
- 18.12 This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 18.13 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.
- 18.14 Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to City under this Agreement for a minimum of three (3) years, or for any longer period

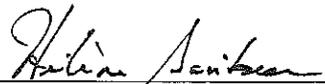
required by law, from the date of final payment to Consultant under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon at least 48 hours' prior written notice from the City. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under the Agreement.

19 **PREVAILING WAGE LAW**

19.1 Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services under this Agreement are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify, and hold the City, its elected officials, officers, employees, and agents free and harmless from any claim or liability arising out of any failure or alleged failure of Consultant to comply with the Prevailing Wage Laws.

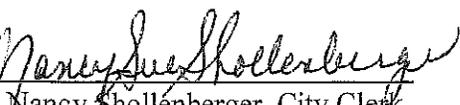
**TO EFFECTUATE THIS AGREEMENT**, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

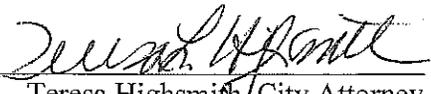
"City"  
City of Sierra Madre  
By:   
John Harabedian, Mayor

"Consultant"  
*Baribeau Environmental Engineering*  
By:   
*Hélène Baribeau, Ph.D., P.E.*

Date: 10-27-2014

Date: June 23, 2014

Attest:  
By:   
Nancy Shollenberger, City Clerk  
Date: 6-24-14

Approved as to Form:  
By:   
Teresa Highsmith, City Attorney

**City of Sierra Madre**  
**Corrosion, Nitrification and Blending Studies**  
**Proposed vs. Accomplished Tasks**

The following three studies were conducted by AQUALity Engineering (formerly Baribeau Environmental Engineering) between June 2014 and November 2015:

- Corrosion Control Study.
- Nitrification Monitoring and Control Plan.
- Blending of Free Chlorinated and Chloraminated Water.

These studies required substantially more time and effort than originally budgeted and proposed in the Scope of Work of June 2, 2014 (this Scope of Work was attached to the agreement between the City and AQUALity, which was signed on June 24, 2014). A large part of the additional work was provided to the City *free of charge* because it was directly related to the Scope of Work discussed with the City, or because it improved the technical aspects of the project. This work is detailed in Table 1 below. The original hourly rate of \$160 was used to associate a cost to each of these additional tasks. In total, an extra 66 hours, which represents \$10,560 was provided to the City at no cost.

A number of additional tasks were also requested by City staff, although these tasks were not directly related to the Scope of Work and did not improved the technical aspects of the project. These tasks are listed in Table 2 below. In total, an amount of \$7,040 is being discussed for these tasks, which represents 44 hours.

# ATTACHMENT



Date	Task	Number of hours	Cost
July and August 2014	Interim Corrosion Control Plan: <ul style="list-style-type: none"> <li>• Prepare an Interim Plan to the State (at the time, it was the California Department of Public Health, CDPH). Three (3) revisions were prepared (July 28, and August 13 and 14)</li> <li>• Answer questions received from the State (August 19)</li> <li>• Review documents for City Council about the Interim Plan and proposed corrosion inhibitor (August 27-28)</li> </ul>	15 hours	\$2,400
September 2014	Prepare an addendum to the Interim Corrosion Control Plan for the State. Three (3) revisions were prepared (September 3, 4 and 10)	5 hours	\$800
September 9, 2014	Attend a City Council meeting (via Skype)	1 hour	\$160
November 2014	Prepare documents for City Council meeting, discussions ahead of the meeting, and attend the City Council meeting on November 13	5 hours	\$800
March and April 2015	Prepare an Update Corrosion Control Study to the State. Two (2) revisions were prepared (April 3 and 10)	3.5 hours	\$560
May 2015	Prepare City Council meeting, discussions ahead of the meeting, and attend the City Council meeting on May 12	5 hours	\$800
June 2015	Prepare and attend a meeting with staff from MWD on June 1, prepare meeting notes	6 hours	\$960
September 8, 2015	Attend a City Council meeting	2.5 hours	\$400
October 2015	Address questions from City Council	1 hour	\$160
<b>TOTAL:</b>			<b>\$7,040</b>

Table 1: Additional Work Provided Free of Charge by AQUALity Engineering

Task	Scope of Work		Additional Effort	
	Number of Hours	Budget	Number of Hours	Budget
<b><u>Tasks that pertained to all studies:</u></b>				
Two City Council meetings at not charged, the first one when the project was presented on June 10, 2014 <sup>1</sup> , and the most recent meeting on November 22, 2015. Each of these meetings required the review of the reports to be presented to Council members and some preparation ahead of the meeting, in addition to attending the meetings.	0 hour	\$0	November 22, 2015 meeting: 5 hours	\$800
Compilation of distribution system data: such data are normally provided to consultants in spreadsheets; AQUALity manually entered 1.5 years of weekly data <i>before</i> being able to analyze them.	0 hour	\$0	18 hours	\$2,880
Numerous meetings with City staff: Three meetings were proposed in the Scope of Work: a kickoff meeting, an interim meeting, and an overall review meeting. By the end of the project, 27 meetings and visits had been conducted; for many of these trips, mileage to the City Yard was not charged.	Three meetings: 24 hours	\$3,840	27 trips for meetings, sampling or testing	
<b><u>Corrosion Control Study:</u></b>				
Examination of flushing rates, analysis of flushing data, and associated recommendations.	0 hour	\$0	4 hours	\$640
Support to the pilot testing, beyond originally planned: the Scope of Work budgeted time to develop the experimental plan, 8 hours to assist with pilot testing, and time to analyze the data. Significantly more time was provided to set up the pilot, conduct the analyses and sample coupons.	8 hours to assist with pilot testing	\$1,280	12 additional hours to assist with pilot testing	\$1,920
A report to update City Council was requested on March 26, 2015. This report is not included in Table 2 (i.e., funds are not requested) because it provided an opportunity to also update all City staff involved in the project.	0 hour	\$0	2 hours	\$320
Discussions and meetings with other water providers that use MWD water, Sterling Water Technologies, other providers of corrosion inhibitors, and other consultants.	0 hour	\$0	9 hours	\$1,440
Assistance in the selection of laboratory equipment and analytical methods.	0 hour	\$0	4 hours	\$640
<b><u>Blending of Free Chlorinated and Chloraminated Water:</u></b>				
The Scope of Work proposed two tasks: to physically separate the free chlorinated and chloraminated service areas, and breakpoint chlorination. In addition to these options, AQUALity also examined blending of both waters, and chloramination of the groundwater sources including equipment cost. AQUALity was supposed to provide assistance to the City to conduct the laboratory experiments; instead, AQUALity was present during most of these experiments	46 hours <i>56 hours?</i>	\$8,960	12 additional hours	\$1,920

<sup>1</sup> Because this meeting was held before project startup, it was removed from this discussion.

Table 2: Out-of-scope Tasks for Which Additional Funds are Being Discussed

Task	Date	Number of hours	Cost
Prepare an Interim Corrosion Control Plan to the State <sup>1</sup> : <ul style="list-style-type: none"> <li>This Plan required three revisions:               <ul style="list-style-type: none"> <li>First draft</li> <li>Second draft</li> <li>Final Plan</li> </ul> </li> <li>Answer questions received from the State</li> <li>Review documents for City Council about the Interim Plan and proposed corrosion inhibitor</li> </ul>	July 27-28, 2014 August 13, 2014 August 14, 2014 August 19, 2014 August 27-28, 2014	6 hours 4.5 hours 0.5 hour 0.5 hour 3.5 hours	\$960 \$720 \$80 \$80 \$560
Prepare an Addendum to the Interim Corrosion Control Plan for the State (three revisions were required): <ul style="list-style-type: none"> <li>First draft</li> <li>Second draft</li> <li>Final Plan</li> </ul>	September 3, 2014 September 4, 2014 September 10, 2014	3.5 hours 1 hour 0.5 hour	\$560 \$160 \$80
Attend a City Council meeting (via Skype) (this meeting did not include a presentation)	September 9, 2014	1 hour	\$160
City Council meeting of November 13, 2014: <ul style="list-style-type: none"> <li>Prepare meeting documents</li> <li>Discussions with City staff ahead of the meeting</li> <li>Attend the City Council meeting</li> </ul>	November 11, 2014 November 12, 2014 November 13	3 hours 0.75 hour 1.25 hours	\$480 \$120 \$200
Prepare an Update Corrosion Control Study to the State (two revisions were prepared): <ul style="list-style-type: none"> <li>First draft</li> <li>Second draft</li> </ul>	March 19, April 3, 2015 April 10, 2015	2.5 hours 1 hour	\$400 \$160
City Council meeting of May 12, 2015: <ul style="list-style-type: none"> <li>Prepare meeting documents</li> <li>Discussions with City staff ahead of the meeting</li> <li>Attend the City Council meeting</li> </ul>	May 5, 2015 May 12, 2015 May 12, 2015	1 hour 1 hour 3 hours	\$160 \$160 \$480
Meeting with staff from MWD on June 1, 2015: <ul style="list-style-type: none"> <li>Prepare meeting documents</li> <li>Attend the meeting</li> <li>Prepare meeting summary</li> </ul>	May 28 and 31, 2015 June 1, 2015 June 2, 2015	1.5 hours 2.5 hours 2 hours	\$240 \$400 \$320
Attend City Council meeting of September 8, 2015 (this meeting did not include a presentation)	September 8, 2015	2.5 hours	\$400
Address questions from City Council	October 29, 2015	1 hour	\$160

<sup>1</sup> State Water Resources Control Board (State); at the time, it was the California Department of Public Health (CDPH).

**Trips for Sampling, Testing, and/or Meetings**

	<b>Date</b>	<b>Purpose</b>	<b>Comment</b>
1.	June 10, 2014	City Council meeting	Not charged
2.	July 22, 2014	Kickoff meeting at the main City offices	Budgeted
3.	November 10, 2014	Meeting with City staff	Budgeted
4.	November 13, 2014	City Council meeting	
5.	November 14, 2014	Setup of corrosion pilot testing equipment at City Yard	
6.	November 20, 2014	Setup of corrosion pilot testing equipment at City Yard	
7.	December 8, 2014	Visit flushing sites	
8.	January 8, 2015	Setup of corrosion pilot testing equipment at City Yard	
9.	January 23, 2015	Startup of corrosion pilot test at City Yard	
10.	January 29, 2015	Startup of corrosion pilot test at City Yard	
11.	January 30, 2015	Startup of corrosion pilot test at City Yard	
12.	February 17, 2015	Visit pilot, discuss data and blending (at City Yard)	
13.	March 5, 2015	Visit pilot at City Yard	
14.	March 19, 2015	Visit pilot at City Yard	
15.	March 24, 2015	Meeting with Sterling at City Yard	
16.	March 30, 2015	Laboratory tests for blending experiments at City Yard	
17.	March 31, 2015	Laboratory tests for blending experiments at City Yard	
18.	April 2, 2015	Laboratory tests for blending experiments at City Yard	
19.	April 8, 2015	Laboratory tests for blending experiments at City Yard	
20.	April 16, 2015	Collection of coupons from corrosion pilot test at City Yard	
21.	May 12, 2015	Collection of coupons from corrosion pilot test and discuss City Council meeting of the evening (at City Yard)	
22.	May 12, 2015	City Council meeting	
23.	June 1, 2015	Meeting with MWD	
24.	June 24, 2015	Collection of coupons from corrosion pilot test at City Yard	
25.	August 11, 2015	Meeting with City staff to receive comments about the reports	Budgeted
26.	September 8, 2015	City Council meeting	
27.	November 24, 2015	City Council meeting	Not charged

**RESOLUTION NUMBER 16 – 07**

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$641,985.63; Sierra Madre Library Warrants in aggregate amount of \$15,541.67 and Payroll Transfer in the aggregate amount of \$276,542.75 for the fiscal year ending June 30, 2016.

**APPROVED AND ADOPTED** this 12<sup>th</sup> day of January, 2016.

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

I hereby certify that the foregoing Resolution Number 16 – 07 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 12<sup>th</sup> day of January, 2016 by the following vote.

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 January 12, 2016**

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

City of Sierra Madre Warrant .....	\$641,985.63
Sierra Madre Library Warrant .....	\$15,541.67
Payroll #26 Transfer.....	\$276,542.75

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

Fiscal Year	Description	Amount	Page #
FY 1516	General Warrants - Utility Bills	4,334.55	1
FY 1516	General Warrants	637,651.08	2-6
	Total	641,985.63	

Fiscal Year	Description	Amount	Page #
FY 1516	Library Warrants	15,541.67	7
	Total	15,541.67	

Date: 12/31/2015	Payroll #26 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	276,542.75	
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City of Sierra Madre, CA

# Check Approval

P.1

Packet: APPKT02669 - Utility 1/12/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 01/06/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 60001 - INT SVC FND - FACILITIES MGT</b>							
<u>0129</u>	AT&T						
APBNK	Check			<u>81824637835914-127</u>	TELECOM DIV 911 PRGM	60001.83200.55005	110.90
<u>0835</u>	SPRINT						
APBNK	Check			<u>922935083-122415</u>	LONG DISTANCE PHONE SVC	60001.83200.55005	108.50
<u>0942</u>	TELEPACIFIC COMMUNICATIONS						
APBNK	Check			<u>73838682-0</u>	PHONE SVC	60001.83200.55005	3,877.90
<u>1781</u>	VERIZON						
APBNK	Check			<u>1169766197-121615</u>	INTERNET SVC	60001.83200.55005	85.99
<b>Fund 60001 Total:</b>							<b>4,183.29</b>
<b>Fund: 60003 - INT SVC FND - TECHNOLOGY</b>							
<u>1439</u>	TIME WARNER CABLE						
APBNK	Check			<u>8448300220137019-1</u>	CABLE SVC	60003.30000.52200	151.26
<b>Fund 60003 Total:</b>							<b>151.26</b>
<b>Report Total:</b>							<b>4,334.55</b>



City of Sierra Madre, CA

# Check Approval

P.2

Packet: APPKT02672 - GEN 1/12/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 01/06/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
<u>1553</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>071571</u>	STATION SUPPLIES	10000.50000.53999	83.69
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>071916</u>	HARDWARE SUPPLIES	10000.61000.53204	32.68
				<u>071662</u>	HARDWARE SUPPLIES	10000.61000.53204	4.35
				<u>071730</u>	HARDWARE SUPPLIES	10000.61000.53204	25.50
				<u>071786</u>	HARDWARE SUPPLIES	10000.61000.53204	7.07
				<u>071731</u>	HARDWARE SUPPLIES	10000.61000.53204	10.88
				<u>071649</u>	HARDWARE SUPPLIES	10000.61000.53204	5.44
				<u>072014</u>	HARDWARE SUPPLIES	10000.61000.53204	46.84
				<u>071619</u>	HARDWARE SUPPLIES	10000.61000.53204	23.95
				<u>071650</u>	HARDWARE SUPPLIES	10000.61000.53204	12.51
				<u>072002</u>	HARDWARE SUPPLIES	10000.61000.53204	18.52
				<u>071874</u>	HARDWARE SUPPLIES	10000.61000.53204	5.44
				<u>071755</u>	HARDWARE SUPPLIES	10000.61000.53204	4.35
				<u>071955</u>	HARDWARE SUPPLIES	10000.61000.53204	18.90
				<u>071862</u>	HARDWARE SUPPLIES	10000.61000.53204	13.07
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>071614</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	4.33
				<u>071595</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	25.06
				<u>072017</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	10.89
				<u>072019</u>	PARTS AND SUPPLY SIDEWALK	10000.83600.53211	19.60
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>630004</u>	ASPHALT	10000.83500.53206	60.55
				<u>630037</u>	ASPHALT	10000.83500.53206	91.69
				<u>629957</u>	ASPHALT	10000.83500.53206	91.69
<u>0999</u>	DAVE BANG ASSOC., INC.						
APBNK	Check			<u>40811</u>	PARK MAINTENANCE EQUIP AND PARTS	10000.83300.53202	1,148.95
<u>VEN02088</u>	JCL TRAFFIC SUPPLIES AND EQUIPMENT						
APBNK	Check			<u>83049</u>	STREET MAINTENANCE SUPPLIES	10000.83500.53206	1,556.52
<u>0397</u>	KEVORK TCHARKHOUTIAN						
APBNK	Check			<u>16-201</u>	CITY ENGINEER SERVICES PLAN CHECK/ 12-15	10000.82000.52100	2,380.00
				<u>16-101</u>	RETAINER/12-15	10000.82000.52100	800.00
<u>0515</u>	LANDSCAPE WAREHOUSE						
APBNK	Check			<u>2474753</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	19.42
				<u>2474315</u>	IRRIGATION AND PARK SUPPLIES/MARIPOSA PA	10000.83300.53001	168.33
				<u>2474628</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	39.11
				<u>2474775</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	38.85
<u>1065</u>	MAIL BOX & POSTAL						
APBNK	Check			<u>225095</u>	SHIPPING & POSTAGE	10000.50000.53101	74.12
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
APBNK	Check			<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	10000.81201.52200	174.93
						10000.83300.52200	5,608.60
<u>0307</u>	MYERS-STEVENS & CO. INC.						
APBNK	Check			<u>1188972</u>	FF Insurance 10-15	10000.61000.51205	297.00
				<u>1188973</u>	FF Insurance 11-15	10000.61000.51205	297.00
<u>0786</u>	OFFICE DEPOT, INC						
APBNK	Check			<u>811056873001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	37.65
				<u>811056875001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	4.35
				<u>811056696001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	62.18
				<u>811056874001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	29.19
<u>0347</u>	ROAD AMERICA, INC.						
APBNK	Check			<u>29160</u>	PARKING STICKERS	10000.50000.52200	1,149.53

P.3

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1443</u>	SHRED-IT				
APBNK	Check	<u>9408703085</u>	SHREDDING SVCS /12-17	10000.50000.52200	176.88
		<u>9408337854</u>	SHREDDING SVCS /11-20	10000.50000.52200	171.15
<u>0404</u>	TOM'S UNIFORMS				
APBNK	Check	<u>1975</u>	UNIFORMS	10000.61000.53303	477.26
<b>Fund 10000 Total:</b>					<b>15,328.02</b>
<b>Fund:</b>	32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	32002.83000.52200	461.53
<b>Fund 32002 Total:</b>					<b>461.53</b>
<b>Fund:</b>	32003 - LANDSCAPE DIST #2-FANE/WINWOOD LANE				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	32003.83000.52200	142.32
<b>Fund 32003 Total:</b>					<b>142.32</b>
<b>Fund:</b>	32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	32005.83000.52200	431.89
<b>Fund 32005 Total:</b>					<b>431.89</b>
<b>Fund:</b>	32006 - LIGHTING DISTRICT - ZONE A				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	32006.83000.52200	86.97
<b>Fund 32006 Total:</b>					<b>86.97</b>
<b>Fund:</b>	32007 - LIGHTING DISTRICT - ZONE B				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	32007.83000.52200	539.61
<b>Fund 32007 Total:</b>					<b>539.61</b>
<b>Fund:</b>	32008 - PARKING ASSMNT DIST				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	32008.83000.52200	817.32
<b>Fund 32008 Total:</b>					<b>817.32</b>
<b>Fund:</b>	35003 - POLICE DONATIONS				
<u>1158</u>	UNITED PARTITION				
APBNK	Check	<u>10953-FI</u>	DISPATCH CENTER PARTITION	35003.50000.53999	2,508.00
		<u>10954-FRI</u>	DISPATCH CENTER PARTITION	35003.50000.53999	2,908.26
<b>Fund 35003 Total:</b>					<b>5,416.26</b>
<b>Fund:</b>	36001 - EMERGENCY MEDICAL SERVICES				
<u>0109</u>	AIRGAS USA				
APBNK	Check	<u>9932031325</u>	MEDICAL OXYGEN	36001.64000.53300	399.75
<u>1438</u>	BOUND TREE MEDICAL LLC				
APBNK	Check	<u>81991868</u>	EMS SUPPLIES	36001.64000.53300	115.91
		<u>81983312</u>	EMS SUPPLIES	36001.64000.53300	2,039.71
<u>VEN02018</u>	Suzette Otlewis				
APBNK	Check	<u>INV017668</u>	CE/QI SERVICES 12-15	36001.64000.52205	500.00
<u>0404</u>	TOM'S UNIFORMS				
APBNK	Check	<u>1975</u>	UNIFORMS	36001.64000.53303	204.54
<b>Fund 36001 Total:</b>					<b>3,259.91</b>
<b>Fund:</b>	37004 - LOCAL TRANSPORTATION/PROP A				
<u>0267</u>	LACMTA				
APBNK	Check	<u>6000977</u>	CPOS TAP CARD/11-15	37004.70000.52001	85.00
<u>1717</u>	LACMTA				
APBNK	Check	<u>800062421</u>	TAP CARDS/SENIORS & DISABLES/11-15	37004.70000.52001	410.00
<b>Fund 37004 Total:</b>					<b>495.00</b>
<b>Fund:</b>	37006 - SENIOR CENTER				
<u>1717</u>	LACMTA				
APBNK	Check	<u>800062421</u>	TAP CARDS/SENIORS & DISABLES/11-15	37006.72000.52999	90.00
<b>Fund 37006 Total:</b>					<b>90.00</b>
<b>Fund:</b>	37007 - SM COMMUNITY FOUNDATION				

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>072064</u>	Maintenance Supplies	37007.83200.52209	-1.06
				<u>072063</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	4.32
				<u>072057</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	8.68
				<u>072051</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	27.22
				<u>071948</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	23.25
<b>Fund 37007 Total:</b>							<b>62.41</b>
<b>Fund:</b>	38004 - ENVIRONMENTAL FUND						
<u>1510</u>	GARVEY EQUIPMENT CO.						
APBNK	Check			<u>88979</u>	LAWN EQUIPMENT MAINTENANCE/STREET DEP	38004.83300.52302	13.06
<b>Fund 38004 Total:</b>							<b>13.06</b>
<b>Fund:</b>	38005 - GAS TAX FUND						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
APBNK	Check			<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	38005.83500.52200	490.20
<b>Fund 38005 Total:</b>							<b>490.20</b>
<b>Fund:</b>	60000 - INT SVC FND - FLEET						
<u>0108</u>	ADVANTAGE FORD						
APBNK	Check			<u>157563</u>	FORD PARTS AND SERVICES/ #5102 LIFT GATE TI	60000.83100.53208	83.23
<u>0207</u>	ERNIE'S AUTO PARTS						
APBNK	Check			<u>14IN212689</u>	VEHICLE MAINTENANCE SUPPLIES/ #5101 SERVI	60000.83100.53208	12.54
				<u>14IN212066</u>	VEHICLE MAINTENANCE SUPPLIES MASTER SPR/	60000.83100.53208	22.89
				<u>14IN212536</u>	VEHICLE MAINTENANCE SUPPLIES/RA#4042 FIRI	60000.83100.53208	51.03
				<u>14IN212343</u>	VEHICLE MAINTENANCE SUPPLIES/#5102 LIFTG/	60000.83100.53208	56.25
				<u>14IN211870</u>	VEHICLE MAINTENANCE SUPPLIES FORD UNITS (	60000.83100.53208	23.02
				<u>14CR034982</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	-27.47
				<u>14CR035064</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	-67.07
				<u>14CR035033</u>	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	-47.56
				<u>14IN211612</u>	VEHICLE MAINTENANCE SUPPLIES #2098 PD	60000.83100.53208	24.85
				<u>14IN211812</u>	VEHICLE MAINTENANCE SUPPLIES #5100 TAHOE	60000.83100.53208	27.47
				<u>14IN212073</u>	VEHICLE MAINTENANCE SUPPLIES #3388 BUS/ R	60000.83100.53208	67.02
				<u>14IN211096</u>	VEHICLE MAINTENANCE SUPPLIES #2105 RADAF	60000.83100.53208	98.10
<u>0833</u>	HOME DEPOT						
APBNK	Check			<u>6103616</u>	TOOLS AND SUPPLIES	60000.83100.53208	58.84
<u>VEN01951</u>	INDUSTRIAL NETWORKING SOLUTIONS						
APBNK	Check			<u>INV-1527382</u>	MODEM / WIFI FRAZER RA	60000.83100.56006	772.10
<u>0474</u>	LIGHTNING OIL COMPANY, INC.						
APBNK	Check			<u>42001</u>	HAZARDOUS WASTE REMOVAL	60000.83100.53208	170.00
				<u>9518</u>	HAZARDOUS WASTE REMOVAL	60000.83100.53208	65.00
<u>2005</u>	WEST COAST LIGHTS & SIRENS INC						
APBNK	Check			<u>12144</u>	VEHICLE EQUIPEMNT	60000.83100.56006	260.00
				<u>12143</u>	2015 POLICE UTILITY VEHICLE #2092	60000.83100.56006	7,705.09
<b>Fund 60000 Total:</b>							<b>9,355.33</b>
<b>Fund:</b>	60001 - INT SVC FND - FACILITIES MGT						
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>072016</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	16.32
				<u>071965</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	19.59
				<u>071767</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	34.31
				<u>072041</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	21.77
				<u>071636</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	5.34
				<u>071812</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	-36.92
				<u>071596</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	27.00
				<u>071617</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	31.57
				<u>071827</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	11.73
				<u>071766</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	36.92
				<u>072039</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	8.71
				<u>072022</u>	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	24.66
<u>0714</u>	CINTAS CORPORATION #693						
APBNK	Check			<u>693614561</u>	UNIFORM CLEANING	60001.83200.53303	269.05
				<u>693607611</u>	UNIFORM CLEANING	60001.83200.53303	304.05
				<u>693609577</u>	UNIFORM CLEANING	60001.83200.53303	269.05

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN02706</u>	Fisher Raingutter	APBNK	Check	<u>4038</u>	FACILITY MAINTENANCE	60001.83200.53201	300.00
<u>1724</u>	LAWRENCE ROLL-UP DOORS INC	APBNK	Check	<u>1515856</u>	FD ROLL UP DOOR MAINTENANCE	60001.83200.53200	494.50
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC	APBNK	Check	<u>46789</u>	LANDSCAPE MAINTENANCE/12-15	60001.83200.52200	1,129.63
<u>1372</u>	ORKIN COMMERCIAL SERVICES	APBNK	Check	<u>106770587</u>	PEST CONTROL/12-15	60001.83200.52200	313.47
				<u>106770588</u>	PEST CONTROL/12-15	60001.83200.52200	149.55
				<u>106770590</u>	PEST CONTROL/12-15	60001.83200.52200	197.42
				<u>106770589</u>	PEST CONTROL/12-15	60001.83200.52200	149.55
				<u>106771208</u>	PEST CONTROL/12-15	60001.83200.52200	70.00
<u>1373</u>	UNITED MAINTENANCE SYSTEMS	APBNK	Check	<u>13196</u>	JANITORIAL SERVICES/12-15	60001.83200.52200	3,626.64
<b>Fund 60001 Total:</b>							<b>7,473.91</b>
<b>Fund:</b>	60002 - INT SVC FND - ADMINISTRATION						
<u>0786</u>	OFFICE DEPOT, INC	APBNK	Check	<u>813317613001</u>	Office Supplies/CH	60002.30000.53100	120.40
<u>1659</u>	TOTALFUNDS BY HASLER	APBNK	Check	<u>7900011002367830-1</u>	Postage Refill	60002.30000.53101	1,053.30
<b>Fund 60002 Total:</b>							<b>1,173.70</b>
<b>Fund:</b>	60003 - INT SVC FND - TECHNOLOGY						
<u>1641</u>	RICOH AMERICAS CORP	APBNK	Check	<u>48368784</u>	Copier Lease/12.15.15-01.14.16	60003.30000.53210	773.44
<u>0429</u>	XEROX CORPORATION	APBNK	Check	<u>082843129</u>	Copier Lease/LIB 12-15	60003.30000.53210	494.13
				<u>082843130</u>	Copier Lease/PD 12-15	60003.30000.53210	505.71
				<u>082843131</u>	Copier Lease/CH 12-15	60003.30000.53210	563.65
<b>Fund 60003 Total:</b>							<b>2,336.93</b>
<b>Fund:</b>	60007 - INT SVC FND - PERSONNEL AND RISK MGMT						
<u>0209</u>	FEDERAL EXPRESS CORPORATION	APBNK	Check	<u>5-259-81567</u>	Fed Ex	60007.70100.53101	42.80
<u>0277</u>	LIEBERT CASSIDY WHITMORE	APBNK	Check	<u>INV017669</u>	Billing Summary - November 2015	60007.70100.52100	3,963.07
<b>Fund 60007 Total:</b>							<b>4,005.87</b>
<b>Fund:</b>	71000 - WATER ENTERPRISE FUND						
<u>VEN02682</u>	AECOM Technical Services Inc	APBNK	Check	<u>37674697</u>	PIPELINE MODIFICATION	71000.81100.52100	3,954.00
<u>1150</u>	AMERICAN WATER WORKS ASSN	APBNK	Check	<u>7001131604</u>	WATER MEMBERSHIP	71000.81100.53409	420.00
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE	APBNK	Check	<u>071729</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	20.14
				<u>071957</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	7.07
<u>1200</u>	BLUE DIAMOND MATERIALS	APBNK	Check	<u>630004</u>	ASPHALT	71000.81100.53206	30.28
				<u>630037</u>	ASPHALT	71000.81100.53206	45.84
				<u>629957</u>	ASPHALT	71000.81100.53206	45.84
<u>0146</u>	BYRD INDUSTRIAL ELECTRONICS	APBNK	Check	<u>1119-15</u>	MWD CONNECTION SERVICE	71000.81100.52200	500.48
<u>0169</u>	CITY WHOLESALE ELECTRIC CO.	APBNK	Check	<u>211630</u>	GROVE RESERVOIR TREATMENT	71000.81100.53209	264.60
<u>0797</u>	SAN GAB VALLEY MUNICIPAL WATER DISTRICT	APBNK	Check	<u>INV017665</u>	MWD SIERRA MADRE CONNECTION	71000.81100.53601	576,836.00
<u>1820</u>	TARGET MAILING SERVICES INC	APBNK	Check	<u>34143</u>	Mailing Services	71000.32000.53101	797.45
<u>0410</u>	UNDERGROUND SERVICE ALERT	APBNK	Check	<u>1220150665</u>	DIG ALERT SERVICES/12-15	71000.81100.52200	66.00
<u>0158</u>	VULCAN MATERIALS COMPANY	APBNK	Check	<u>70987638</u>	ASPHALT COLD MIX	71000.81100.53206	77.63
				<u>70987639</u>	ASPHALT COLD MIX	71000.81100.53206	638.00

Packet: APPKT02672 - GEN 1/12/16  
Vendor Set: 01 - Vendor Set 01

Fund 71000 Total: 583,703.33  
Check Date: 01/06/2016

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 72000 - SEWER							
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>630004</u>	ASPHALT	72000.81200.53206	12.11
				<u>630037</u>	ASPHALT	72000.81200.53206	18.34
				<u>629957</u>	ASPHALT	72000.81200.53206	18.34
<u>0265</u>	L.A. CO. DEPT. OF PUBLIC WORKS						
APBNK	Check			<u>SA160000041</u>	CATCH BASIN CLEANOUT 2014-15	72000.81200.52001	1,918.72
Fund 72000 Total:							<b>1,967.51</b>
Report Total:							<b>637,651.08</b>



City of Sierra Madre, CA

# Check Approval

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Packet: APPKT02670 - LIB 1/12/16  
Vendor Set: 01 - Vendor Set 01

Check Date: 01/06/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011441304</u>	Processing Fees	10000.90000.52200	0.52
				<u>4011443718</u>	Processing Fees	10000.90000.52200	25.87
				<u>4011451728</u>	Processing Fees	10000.90000.52200	9.97
				<u>4011449933</u>	Processing Fees	10000.90000.52200	0.79
				<u>4011443717</u>	Books and Reference	10000.90000.53406	788.57
				<u>4011451727</u>	Books and Reference	10000.90000.53406	282.17
				<u>4011449932</u>	Books and Reference	10000.90000.53406	130.04
				<u>4011441303</u>	Books and Reference	10000.90000.53406	52.19
<u>0145</u>	BRODART						
APBNK	Check			<u>420045</u>	Library Supplies	10000.90000.53100	150.94
				<u>420032</u>	Library Supplies	10000.90000.53100	195.60
<u>0427</u>	WORLD BOOK SCHOOL AND LIBRARY						
APBNK	Check			<u>0001523894</u>	2016 World Book Encyclopedia Set	10000.90000.53406	881.82
<b>Fund 10000 Total:</b>							<b>2,518.48</b>
<b>Fund: 39002 - LIBRARY - GIFT AND MEMORIAL</b>							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>4011443193</u>	Books	39002.90000.53406	1,075.10
<u>0728</u>	ONYX ARCHITECTS, INC.						
APBNK	Check			<u>21227</u>	Professional Consulting Services	39002.90000.52200	11,465.00
<u>0427</u>	WORLD BOOK SCHOOL AND LIBRARY						
APBNK	Check			<u>0001523895</u>	Animal & Climate Encyclopedia Sets	39002.90000.53406	174.40
<b>Fund 39002 Total:</b>							<b>12,714.50</b>
<b>Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND</b>							
<u>0132</u>	BAKER & TAYLOR, INC.						
APBNK	Check			<u>K55913150</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	83.55
				<u>T31567980</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	164.18
<u>VEN01733</u>	Oriental Trading Co						
APBNK	Check			<u>675203040-01</u>	2016 Mini-Rose Float Program Supplies	39006.90000.53999	60.96
<b>Fund 39006 Total:</b>							<b>308.69</b>
<b>Report Total:</b>							<b>15,541.67</b>



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager

INITIATED BY: Bruce Inman, Director of Public Works

DATE: January 12, 2016

**SUBJECT: AWARD OF CONSTRUCTION CONTRACT TO M.C.ALYEA  
CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$68,975 FOR  
THE CONSTRUCTION OF THE STORAGE ADDITION TO THE  
HART PARK HOUSE SENIOR CENTER**

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## **SUMMARY**

Bids have been received for the construction of the proposed storage addition to the Hart Park House. Staff recommends that the City Council award a construction contract in an amount not to exceed \$68,975 to M.C. Alyea Construction of Riverside for the construction of the Storage Addition to the Hart Park House/Senior Center.

## **ANALYSIS**

Plans, specifications and bid documents were prepared for the project and on October 13<sup>th</sup> the City Council directed staff to seek bids for the project. The project was advertised for bids, a mandatory pre-bid meeting was held at the project site to familiarize the potential bidders with the Park House and discuss the project with Community Services and Public Works staff.

Five companies provided bids for the project:

C-1 Construction Corporation	\$109,000
B-One Construction	\$95,850
ABNY, Inc.	\$79,800
St. George Group	\$73,500
M.C. Alyea Construction	\$59,976

M.C. Alyea was the low bidder on the project. The bid was reviewed by staff and found to be complete. The firm's State Contractor's License was found to be current and active, and their listed references were checked. The comments received from the

reference check were mostly very favorable and staff found nothing in the comments received that would disqualify the Contractor. Staff is satisfied that M. C. Alyea will perform satisfactorily and provide good workmanship, jobsite cleanliness and safety, timely completion, and will not seek unwarranted additive change orders from the City.

This matter was discussed with the Senior Community Commission at their regular meeting of January 7, 2016. The Commission agreed with staff's recommendation to award the project to M.C. Alyea and agreed to provide the additional \$8,975 to cover contingencies. As always, contingency money that is not used remains in the reserves from which it is taken.

### **FINANCIAL**

Sierra Madre Seniors have pledged \$60,000 in funds they have raised for this construction project. In March of 2015 the City Council approved the expenditure of \$8,730 from General Fund reserves to cover the cost of the design of the storage addition.

On October 13<sup>th</sup> in directing staff to seek bids, it was noted by Council that the architect's estimate was \$68,400; there was concern about funding the project but the funding discussion was delayed in the interest of seeking bids and having a firm cost to work with. Fortunately the low bid for the project came in under the original cost estimate of \$60,000 by a very slim margin of \$24.

While it good news that the bid came in under budget, it is imperative for any public works project that there be contingency funding provided in any construction contract award. With pre-approved contingency funding, if previously undiscovered issues surface issue during construction, the project need not be stopped in order to seek Council approval for minor additional costs. In the case of the Hart Park House, the design architect is quite familiar with the existing building, having done the design for two prior remodels, so it is not likely that there will be any significant additive change orders. Nevertheless, a contingency of 15% should be provided. The contingency funding would bring the construction contract to a total not-to-exceed cost of \$68,975. As noted with other Public Works construction projects, the contingency money is not spent if not absolutely necessary for the project, and any un-used contingency funds are returned to their source.

### **ENVIRONMENTAL**

As noted in PC Resolution 14-08 which approved the project, the project is exempt from CEQA under Section 15301 because it involves an addition to an existing structure that will not result in an increase of more than 50% of the existing floor area.

**ALTERNATIVES**

- A.) The City Council may award a construction contract in an amount not to exceed \$68,975 to M.C. Alyea Construction of Riverside for the construction of the Storage Addition to the Hart Park House/Senior Center.
- B.) The City Council may approve an additional expenditure of \$8,975 from General Fund Reserves and award a construction contract in an amount not to exceed \$68,975 to M.C. Alyea Construction of Riverside for the construction of the Storage Addition to the Hart Park House/Senior Center.
- C.) The City Council may award the project at the bid price of \$59,976 with not additional appropriation for construction contingencies. This option is not recommended; in the unlikely event that an unknown condition on the site result in additional costs, the project would have to be stopped until the additional expenditure is approved by the Council. This results in delays to the project and possibly additional Contractor move-in costs.
- D.) The City Council may reject all bids and cancel the project.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

Staff recommends that the City Council award a construction contract in an amount not to exceed \$68,975 to M.C. Alyea Construction of Riverside for the construction of the Storage Addition to the Hart Park House/Senior Center.



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, Secretary*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager 

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

DATE: January 12, 2016

SUBJECT: Historic Designation – Webster House: An application to consider the nomination as a local Historic Cultural Landmark for the property located at 101 West Bonita Avenue

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## **EXECUTIVE SUMMARY**

The property owner, Mark Abernathy, is requesting that the City Council consider approving a request to nominate the property located at 101 West Bonita Avenue – Webster House, as a local Historic Cultural Landmark to be included in the City's Designated Historic Cultural Landmark List. Pursuant to Code Section 17.82.050, a property may be designated a historic landmark if it meets prescribed historic and/or architectural criteria.

On November 5, 2015, the Planning Commission opened a public hearing, received a staff report and a presentation by the applicant, received public testimony, discussed the project, and recommended approval of the historic designation of the Webster House, pursuant to Planning Commission Resolution 15-14 included herein as Exhibit B.

On November 24, 2015, the City Council opened a public hearing, and continued the nomination of the Webster House to January 12, 2016, at the request of the property owner.

## **BACKGROUND**

The property owner, Mark Abernathy, submitted an application to nominate the Webster House located at 101 West Bonita Avenue as a local Historical Cultural Landmark. Pursuant to Code Section 17.82.050, ("Designation Criteria") the City Council may approve a request for designation upon recommendation by the Planning Commission if the property meets the required findings based on historic or architectural criteria.

## **REQUEST FOR HISTORIC DESIGNATION**

According to the Los Angeles County Tax Assessor, the Webster residence is a 2,782-square-foot, 1½-story house located on an 18,500-square-foot lot. The property includes a garage and a guest house located north and northeast of the house, respectively.

The home was named after Tasker Milton Webster who originally built the house in 1906 on the property deeded to him by his mother, Mary A. Webster. Mary came from England and bought land in Sierra Madre from Nathaniel H. Hosmer in the 1900s. She made a substantial donation of land to the Episcopal Church where family members were active parishioners. Tasker Webster started his career as a carpenter and eventually became a building contractor, building many of the homes in Sierra Madre during the turn of the century building boom. Upon his engagement to Caroline Hauxhurst, he acquired the subject lot from his mother and built the home he lived in for the remainder of his life. The house was built a year prior to the incorporation of the City of Sierra Madre, therefore permits for the original structure are not available. An increase in the assessed value of the property within tax year 1918-1919 indicates that Tasker Webster completed additional construction on the property during that time.

Tasker was active in the community and well-known for his involvement in directing the first municipal band and being a member of the local Kiwanis Club. He also held leadership positions in various organizations such as holding the position of President for the Sierra Madre Club, Board of Directors for the Chamber of Commerce, and serving as a member of the Sierra Madre City Council. Tasker's wife, Caroline Webster, was also very involved in the community, serving as treasurer of the Sierra Madre's Woman's Club. Caroline remained in the house after Tasker's death until 1933 when she sold the house to Holten Robinson. Robinson in turn sold the house in 1940 to William Stratton who used the house as rental property.

In 1947, the house was deeded to the First Congregational Church of Sierra Madre, later renamed Sierra Madre Congregational Church in 1951. The City's building permit file shows that permits were issued to the Sierra Madre Congregational Church in 1954 for electrical and plumbing work as well as for erecting the guest house in 1958. The house was parsonage for the Church for the next 19 years.

Duane Dier acquired the property in 1972 and expanded the house to its present configuration, and made a number of improvements including a five-car garage built in 1973 and a swimming pool built in 1977. In 1978, Dier built the second story addition at the rear of the house and a 400-square-foot workshop attached to the garage. In 2015 he sold the property to the current owners, Mark D. and Kerri L. Abernathy.

## **ANALYSIS**

The Historical Resources Evaluation prepared by historian Charles J. Fisher, submitted as part of the application and included herein as Exhibit C, states that the Webster House is an early example of Craftsman design, a design that originated along the Arroyo Seco in Pasadena and Highland Park. According to a reference from “A Field Guide to American Houses” included in Mr. Fisher’s evaluation, Craftsman houses feature “hipped roof – These make up less than 10 percent of the Craftsman houses; they are almost equally divided between one and two-story examples. This subtype is similar to some simple Prairie houses, which normally lack the exposed rafters and other typical details.” The Webster House includes this feature along with other architectural features that emulate the features of a Craftsman.

According to the Historical Resources Evaluation, the following elements are “character defining features” of the Webster House that embody the distinctive characteristics of the Craftsman architectural style:

- The gable that stretches from the South to the main hopped roof
- The main hipped roof that partially ends at a gabled two-story rear addition
- The east facing gabled dormer
- The stained cedar shingles
- The multi-light double hung and casement wood windows
- The eaves which are open with boxed ends with decorative 2”x4” beams spaced to support the eaves
- The horizontal lattice style attic vent opening on the upper part of the front gable,
- The open framed second-story wooden balcony
- The porch which is made of stone, flanking a wide concrete staircase with two tiered stone stoops
- The staircase which is topped with a solid shingle covered balustrade which the three pillars sit atop
- The multi-wood and beveled glass front door that is slightly offset to the right and directly in line with the steps
- The concrete chimney on the West side of the house
- The five-car garage
- The wood shingle siding

## **FINDINGS**

Pursuant to the provisions of SMMC Chapter 17.82.050, a site may be designated a historic landmark by the City Council upon a recommendation by the Commission if it meets the following criteria:

**Criterion A – Historic. That the site is associated with local, state or national cultural, social, economic, political or natural history, events or persons**

**significant to the history of Sierra Madre, or it reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.**

Tasker Webster was a person significant to the history of Sierra Madre in that he was very active in the Sierra Madre community, as was his mother Mary A. Webster, the first owner of the property. Tasker was well-known for his involvement in directing the first municipal band and being a member of the local Kiwanis Club. He also held leadership positions in various organizations such as that of President for the Sierra Madre Club, member of the Board of Directors for the Chamber of Commerce, and a Sierra Madre City Councilmember. Tasker's wife, Caroline Webster, was also very involved in the community, serving as treasurer of the Sierra Madre's Woman's Club.

**Criterion B – Architectural. That the architectural style is representative of the work or is one of a few remaining examples of a notable builder, designer or architect, or, it embodies distinctive characteristics of a style, type, period, or method of construction, or, is a valuable example of architectural achievement or innovation such as the use of indigenous materials or craftsmanship.**

The Webster House is architecturally significant as it is one of the few Craftsman Style houses found in Southern California that include a hipped roof, a feature found in less than 10 percent of Craftsman houses. The exterior features of the house display an outstanding level of integrity in its Craftsman style design and materials, and has been well preserved. The design is representative of the Craftsman style that flourished from the Arts and Crafts movement of the 19<sup>th</sup> Century. This was the dominant style for smaller houses built throughout the country during the period from about 1905 until the early 1920s. The Craftsman style originated in Southern California and most landmark examples are concentrated there. The style rapidly faded after the mid-1920s and few were built after 1930. The Webster House retains its original design with the 1978 addition blending into the original design, while being clearly distinguished from the original house. The garage and guest house utilize the same materials and are complementary in design to the main house.

**General Plan – The proposed designation is consistent with and serves to implement the general plan, specifically promoting a greater understanding and appreciation of the City's historic past and is consistent with general plan policies that pertain to compiling and maintaining an inventory of those architectural and historical resources within the City which are identified as significant;** in that the Webster House is a rare example of the Craftsman style in that only 10 percent of Craftsman style homes have a hipped roof. This property is also associated with individuals with local historic significance in the City. These attributes contribute to the designation of the residence as a significant architectural and historical resource to the City of Sierra Madre.

## **ENVIRONMENTAL ASSESSMENT**

The request for designation qualifies for a Categorical Exemption, pursuant to Sections 15301 and 15331 of the California Environmental Quality Act (CEQA) as it involves no expansion of an existing structure and pertains to preservation of a historic resource.

## **PUBLIC NOTICE**

The required legal notice of this public hearing was provided, including publication in the Mountain Views News newspaper, posting at City Hall, Library and the City's website, and by electronic mail to the property owner.

## **ALTERNATIVES**

The City Council has the following alternatives:

1. Approve of the request for historic designation pursuant to City Council Resolution 15-69
2. Deny of the request for historic designation, stating the reasons why the findings cannot be made, and direct staff to prepare a Resolution denying the request.
3. Continue the matter, and provide direction to staff for further information.

## **RECOMMENDATION**

Staff recommends Alternative #1:

Approve of the designation of the Webster House – 101 West Bonita Avenue as a local Historical Cultural Landmark to be listed on the City's Historic Cultural Landmark list pursuant to City Council Resolution 15-69.

Attachments (4):

1. Exhibit A: City Council Resolution 15-69
2. Exhibit B: Planning Commission Resolution 15-14
3. Exhibit C: Nomination Application for Historic Cultural Landmark Status
4. Exhibit D: Historical Resources Evaluation Report dated August 2015

# **EXHIBIT A**

**CITY COUNCIL RESOLUTION 15-69**

**RESOLUTION NO. 15-69**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
DESIGNATING THE WEBSTER HOUSE, LOCATED AT 101 WEST BONITA  
AVENUE, AS A LOCAL HISTORIC CULTURAL LANDMARK TO BE INCLUDED IN  
THE SIERRA MADRE REGISTER OF HISTORIC CULTURAL LANDMARKS LIST**

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

WHEREAS, an application for the designation of Historic Cultural  
Landmark Status was filed by:

**Mark Abernathy  
101 W. Bonita Ave  
Sierra Madre, CA. 91024**

WHEREAS, the request for the DESIGNATION OF HISTORIC  
CULTURAL LANDMARK STATUS can be described as:

A request to nominate the property, Webster House, located at 101 West Bonita  
Avenue, as a local Historic Cultural Landmark to be included in the City's Designated  
Historic Landmark List. Pursuant to Code Section 17.82.050, a property may be  
designated a historic landmark if it meets prescribed historic or architectural criteria.

WHEREAS, the Historical Cultural Landmark Status would apply to the  
Webster House at 101 West Bonita Avenue, Sierra Madre, CA, 91024; and

WHEREAS, the Planning Commission held a noticed public hearing on  
November 5, 2015 recommending that the City Council approve a Historic Cultural  
Landmark Designation with all testimony received being made part of the public record;  
and

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

Section 1. This project is exempt from the California Environmental  
Quality Act (CEQA) pursuant to Sections 15301 and 15331, as it involves no expansion  
of an existing structure and pertains to preservation of a historic resource.

Section 2. That the City Council designates the property at 101 West  
Bonita Avenue, known as the Webster House, as a Local Historic Cultural Landmark  
based on the following Designation Criterion:

**Criterion A - Historic. That the site is associated with local, state or national  
cultural, social, economic, political or natural history, events or persons  
significant to the history of Sierra Madre, or it reflects significant  
geographical patterns, including those associated with different eras of**

**settlement and growth, particular transportation modes, or distinctive examples of park or community planning.**

Tasker Webster was a person significant to the history of Sierra Madre in that he was very active in the Sierra Madre community, as was his mother Mary A. Webster, the first owner of the property. Tasker was well-known for his involvement in directing the first municipal band and being a member of the local Kiwanis Club. He also held leadership positions in various organizations such as that of President for the Sierra Madre Club, member of the Board of Directors for the Chamber of Commerce, and a Sierra Madre City Councilmember. Tasker's wife, Caroline Webster, was also very involved in the community, serving as treasurer of the Sierra Madre's Woman's Club.

**Criterion B - Architectural. That the architectural style is representative of the work or is one of a few remaining examples of a notable builder, designer or architect, or, it embodies distinctive characteristics of a style, type, period, or method of construction, or, is a valuable example of architectural achievement or innovation such as the use of indigenous materials or craftsmanship.**

The Webster House is architecturally significant as it is one of the few Craftsman Style houses found in Southern California that include a hipped roof, a feature found in less than 10 percent of Craftsman houses. The exterior features of the house display an outstanding level of integrity in its Craftsman style design and materials, and has been well preserved. The design is representative of the Craftsman style that flourished from the Arts and Crafts movement of the 19<sup>th</sup> Century. This was the dominant style for smaller houses built throughout the country during the period from about 1905 until the early 1920s. The Craftsman style originated in Southern California and most landmark examples are concentrated there. The style rapidly faded after the mid-1920s and few were built after 1930. The Webster House retains its original design with the 1978 addition blending into the original design, while being clearly distinguished from the original house. The garage and guest house utilize the same materials and are complementary in design to the main house.

Section 3. General Plan. The proposed designation is consistent with and serves to implement the general plan, specifically promoting a greater understanding and appreciation of the City's historic past and is consistent with general plan policies that pertain to compiling and maintaining an inventory of those architectural and historical resources within the City which are identified as significant; in that the Webster House is a rare example of the Craftsman style in that only 10 percent of Craftsman style homes have a hipped roof. This property is also associated with individuals with local historic significance in the City. These attributes contribute to the designation of the residence as a significant architectural and historical resource to the City of Sierra Madre.

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED

Section 4. The City Council confirms the findings made above subject to the conditions of approval in the attached Exhibit A, and approves the Designation of Historic Cultural Landmark Status.

Section 5. That the City Clerk shall certify to the adoption of this Resolution and shall place the property at 101 West Bonita Avenue, known as the Webster House, on the Register of Local Historic Cultural Landmarks List.

ADOPTED, this 24<sup>th</sup> day of November, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
John Capoccia, Mayor

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Nancy Shollenberger, City Clerk

\_\_\_\_\_  
Teresa Highsmith, City Attorney

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 8<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
Nancy Shollenberger, City Clerk.

## **EXHIBIT A**

### **Historic Cultural Landmark Status – Webster House**

#### **General Conditions:**

The applicant and property owner shall:

1. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
2. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.
3. Execute and deliver to the City's Planning and Community Preservation Department an Affidavit of Acceptance of Conditions on a form to be provided by such Department within ten business days of the date of this approval. This approval shall not be effective for any purpose until the Applicant complies with this condition.
4. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

(end of conditions)

# **EXHIBIT B**

**PLANNING COMMISSION RESOLUTION 15-14**

**PC RESOLUTION 15-14**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING APPROVAL OF THE DESIGNATION OF THE WEBSTER HOUSE, LOCATED AT 101 WEST BONITA AVENUE, AS A LOCAL HISTORIC CULTURAL LANDMARK**

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

WHEREAS, an application for the designation of Historic Cultural Landmark Status was filed by:

**Mark Abernathy  
101 W. Bonita Ave  
Sierra Madre, CA. 91024**

WHEREAS, the request for the DESIGNATION OF HISTORIC CULTURAL LANDMARK STATUS can be described as:

A request to nominate the property, Webster House, located at 101 West Bonita Avenue, as a local Historic Cultural Landmark to be included in the City's Designated Historic Landmark List. Pursuant to Code Section 17.82.050, a property may be designated a historic landmark if it meets prescribed historic or architectural criteria.

WHEREAS, the Historical Cultural Landmark Status would apply to the Webster House at 101 West Bonita Avenue, Sierra Madre, CA, 91024;

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

WHEREAS, a public hearing was held before the Planning Commission on November 5, 2015, with all testimony received being made part of the public record;

WHEREAS, the proposed project qualifies for a Categorical Exemption, pursuant to Sections 15301 and 15331 of the California Environmental Quality Act (CEQA) as it involves no expansion of an existing structure and pertains to preservation of a historic resource.

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

- **That the architectural style is representative of the work or is one of a few remaining examples of a notable builder, designer or architect, or, it embodies distinctive characteristics of a style, type, period, or method of construction,**

**or, is a valuable example of architectural achievement or innovation such as the use of indigenous materials or craftsmanship.**

The Webster House is architecturally significant as it is one of the few Craftsman Style houses found in Southern California that include a hipped roof, a feature found in less than 10 percent of Craftsman houses. The exterior features of the house display an outstanding level of integrity in its Craftsman style design and materials, and has been well preserved. The design is representative of the Craftsman style that flourished from the Arts and Crafts movement of the 19<sup>th</sup> Century. This was the dominant style for smaller houses built throughout the country during the period from about 1905 until the early 1920s. The Craftsman style originated in Southern California and most landmark examples are concentrated there. The style rapidly faded after the mid-1920s and few were built after 1930. The Webster House retains its original design with the 1978 addition blending into the original design, while being clearly distinguished from the original house. The garage and guest house utilize the same materials and are complementary in design to the main house.

- **That the site is associated with local, state or national cultural, social, economic, political or natural history, events or persons significant to the history of Sierra Madre, or it reflects significant geographical patterns, including those associated with different eras of settlement and growth, particular transportation modes, or distinctive examples of park or community planning.**

Tasker Webster was a person significant to the history of Sierra Madre in that he was very active in the Sierra Madre community, as was his mother Mary A. Webster, the first owner of the property. Tasker was well-known for his involvement in directing the first municipal band and being a member of the local Kiwanis Club. He also held leadership positions in various organizations such as that of President for the Sierra Madre Club, member of the Board of Directors for the Chamber of Commerce, and a Sierra Madre City Councilmember. Tasker's wife, Caroline Webster, was also very involved in the community, serving as treasurer of the Sierra Madre's Woman's Club.

### General Plan

**The proposed designation is consistent with and serves to implement the general plan, specifically promoting a greater understanding and appreciation of the City's historic past and is consistent with general plan policies that pertain to compiling and maintaining an inventory of those architectural and historical resources within the City which are identified as significant; in that the Webster House is a rare example of the Craftsman style in that only 10 percent of Craftsman style homes have a hipped roof. This property is also associated with individuals with local historic significance in the City. These attributes contribute to the designation of the residence as a significant architectural and historical resource to the City of Sierra Madre.**

**EXHIBIT A**

**Historic Cultural Landmark Status – Webster House**

**General Conditions:**

The applicant and property owner shall:

1. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
2. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.
3. Execute and deliver to the City's Department of Development Services an Affidavit of Acceptance of Conditions on a form to be provided by such Department within ten business days of the date of this approval. This approval shall not be effective for any purpose until the Applicant complies with this condition.
4. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

(end of conditions)

**Planning Commission Resolution 15-14**  
**November 5, 2015**

---

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the Planning Commission RECOMMENDS APPROVAL of the Designation of Historic Cultural Landmark Status, subject to the conditions of approval in the attached Exhibit A.

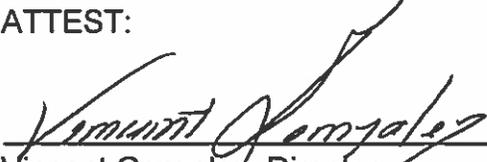
The recommendation for approval is final, unless appealed to the City Council in writing within ten (10) days following the adoption of this Resolution, pursuant to the provisions of Section 17.60.120 of the Sierra Madre Municipal Code.

The time in which to seek judicial review of this decision shall be governed by Code of Civil Procedure Section 1094.6. The Planning Commission Secretary shall certify to the adoption of this resolution, transmit copies of the same to the applicant and his counsel, if any, together with a proof of mailing in the form required by law and shall enter a certified copy of this resolution in the book of resolution of the City.

APPROVED, the 5<sup>th</sup> day of November, 2015, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

  
\_\_\_\_\_  
Ken Goldstein, Chairperson  
Sierra Madre Planning Commission

ATTEST:  
  
\_\_\_\_\_  
Vincent Gonzalez, Director  
Planning & Community Preservation Department

# **EXHIBIT C**

## **Nomination Application for Historic Cultural Landmark Status**



# City of Sierra Madre

**RECEIVED**  
AUG 04 2015  
CITY OF SIERRA MADRE  
PLANNING & BUILDING

## NOMINATION APPLICATION FOR HISTORIC CULTURAL LANDMARK STATUS

Note: Please use the attached instructions when preparing this form. If more space is needed feel free to add as many sheets as necessary.

### IDENTIFICATION

1. Name of proposed historic landmark Webster House
2. Street address 101 W. Bonita Avenue
3. Assessor's parcel number 5767-039-031 (Please attach assessor's parcel map)
4. Complete legal description/tract Hosmer's Subdivision of Lot 5 of the Sierra Madre Tract  
Block Y Lot(s) 22 APN No. 5767-039-031
5. Range of addresses on property 101 thru 119 W. Bonita Avenue
6. Present owner(s) Mark Abernathy  
Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address \_\_\_\_\_
7. Phone (h) (626) 241-9654 (w) (626) 574-1000
7. Ownership is: Private  Public \_\_\_\_\_ Commercial \_\_\_\_\_ Nonprofit \_\_\_\_\_
8. Present use Residence Original use Residence

### DESCRIPTION AND CONSTRUCTION DETAILS

9. Architectural Style Craftsman
10. On a separate, attached page, briefly state the present physical description of the site or structure.

### NAME OF PROPOSED MONUMENT Webster House

11. Construction date 1906
12. Architect(s)/Designer(s) and/or Engineer(s) \_\_\_\_\_
13. Contractor/Builder Tasker M. Webster
14. Dates of enclosed photographs February 23, 2015 / June 1, 2015 / MLS photos from 2015

232 W. Sierra Madre Blvd., Sierra Madre, CA 91024  
Telephone (626) 355-7135 Fax (626) 355-2251

15. Condition of site/structure: Newly restored/excellent  Good \_\_\_\_\_ Fair \_\_\_\_\_  
 Deteriorated \_\_\_\_\_ No longer in existence \_\_\_\_\_
16. Alterations 2-Story addition to rear in 1977  
 \_\_\_\_\_  
 \_\_\_\_\_
17. Current threats to site: None at present  Private development \_\_\_\_\_ Zoning \_\_\_\_\_  
 Vandalism \_\_\_\_\_ Other \_\_\_\_\_

**SIGNIFICANCE**

18. Briefly state historical and/or architectural importance, include dates, events and persons associated with the site:  
Important example of early Craftsman design built in 1906  
by prominent local builder Tasker Milton Webster, who was  
an important civic leader, later serving on City Council.  
(See report for more detailed history)
19. Documentation (list books, surveys, newspaper articles, property records, or oral histories with dates):  
(See bibliography in report for list of sources)
20. Date form prepared August 1, 2015 Preparer's Name Charles J. Fisher  
 Organization (if any) \_\_\_\_\_ Address 140 S. Avenue 57, Highland Park, CA  
 Phone (373) 256-3593 90042

**CONSENT OF OWNER**

21. I understand that by placing my property on the Sierra Madre Register of Historic Landmarks, my property is subject to all provisions of the Sierra Madre Municipal Code Chapter 17.82.

  
 OWNER'S SIGNATURE

8/3/15  
 DATE

# **EXHIBIT D**

**Historical Resources Evaluation Report  
Dated August 2015**

# Historical Resource Evaluation



## Webster House

**101 W. Bonita Avenue, Sierra Madre**

**Lot 22, Block Y, of Hosmer's Subdivision of Lot 5 of the Sierra Madre Tract, as per Map Recorded in Book 10, Page 14 of Miscellaneous of Los Angeles County**

*Prepared by:*

Charles J. Fisher, Historian  
140 S. Avenue 57  
Highland Park, CA 90042

©August 2015

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## **Appendixes**

Webster Marriage Announcement & note on building house

Tasker M. Webster Obituary

Building Permit List

Building Permits

## *Section I*

### *Executive Summary*

The purpose of this report is to evaluate the structure located at 101 W. Bonita Avenue, in the City of Sierra Madre, California, to determine whether it meets the requirements as a historical resource in accordance with Section 15064.5 of the California Environmental Quality Act (CEQA) guidelines more specifically for the purpose of designation as a Historical Landmark by the City of Sierra Madre, California and the establishment of a Mills Act contract. The ultimate conclusions in this report represent the professional opinions of the author and are based on the data that has been found through research of the historical and architectural background of the subject property that was available at the time of preparation, as well as the application of local, state and federal criteria of eligibility as well as the best professional practices.

This report has been prepared for the property owner, Mark, for the purpose of nominating the resource as a Sierra Madre Historical Landmark in order to establish eligibility for participation in the Mills Act program. The report looks at the resource at the National level in order to determine a California Historical Resource Status Code, however it is specifically discussed at the local level for the purpose of establishing its eligibility under the Sierra Madre City ordinance.

The author is a professional historian with extensive experience in property research and historic preservation, dating from the mid 1980's. This background includes the research, preparation and/or advocacy of over 150 Historic Cultural Monument Nominations for the City of Los Angeles, three for Ventura County and one in the City of Ojai, as well as research and documentation of numerous other historic structures. Other qualifications include work as a past president and board member of the Highland Park Heritage Trust, past co-chair of the Cultural Resources Committee of the Los Angeles Conservancy, president of the Heritage Coalition of Southern California and 28 years doing property research for Transamerica Real Estate Tax Service.

The resource to be evaluated is a 1½-story, single-family residential building built in 1905 and located at the center of the property, referred to as the Webster House, named for its first owner/builder. It is sited on Lot 22, Block Y of Hosmer's Subdivision of Lot 5 of the Sierra Madre Tract.

The structure is not presently listed on any local, state or federal register nor is it listed as a contributor to any local, state or federal historic district

The full legal description of the property is as follows:

**PARCEL 1:**

**LOT 22 IN BLOCK "Y" OF HOSMER'S SUBDIVISION OF LOT 5 OF THE SIERRA MADRE TRACT, IN THE CITY OF SIERRA MADRE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 10, PAGE 14 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS.**

The subject house was originally built in 1906 by Tasher M. Webster expanded by Webster around 1919 and expanded to its present configuration in 1978 by Duane Dyer. The property also includes a garage building to the North of the house and a guest house located to the Northeast of the house.

The site is situated in the Southern portion of the City of Sierra Madre and is located at 34.158648°, - 118.054748°, within the boundaries of the original Rancho Santa Anita.



*Webster House property highlighted in yellow on detail of United States Department of Interior Topographic Map of Sierra Madre, Los Angeles County, California.*

## *Section II*

### *Methodology*

In evaluating a potential historic property, several criteria are employed, including an analysis of architectural and historical significance, as well as specific evaluations as to whether the subject property meets the various requirements for it to be considered historic.

These requirements may include the age and rarity of the design, significance of an architect, builder or owner/resident of the property, along with how the structure relates to its historic context, how much of its own architectural integrity has survived as well as whether non-historic alterations can be easily reversed.

Age and integrity are important criteria here because the structure was built 110 years ago and slightly enlarged by the original owner/builder fourteen years later.

A site visit was made on June 1, 2015 when photos were taken both the interior and exterior of the subject property.

An analysis was also made of the history of the structure including owners, occupants, using various public records, such as census data, death records and newspaper citations. Some historical context was also gathered from previously published books and articles as noted in the bibliography.

### *Section III*

## *Historic Property Regulations*

In a determination of eligibility a potential historic resource must be considered under the California Environmental Quality Act (CEQA) to determine if it is either eligible for the California Register of Historic Resources (California Register). The California Register is modeled after the National Register of Historic Places (National Register). There are only a handful of differences in the standards for the National and California Registers. The California Register has a slightly lower integrity requirement than the National Register. A resource is also presumed to be historic if it is locally listed or has been identified as historically significant in a historic resources survey.

However, a preponderance of evidence could show that a property so is either no longer historic due to alterations subsequent to a survey or further examination has found that it does not meet the criteria and requirements set forth in the California Register. The National and California Register programs are discussed below.

#### National Register of Historic Places

The National Register is described in Title 36 of the Code of Federal Regulations as “an authoritative guide to be used by federal, state or local governments, private groups and citizens to identify the nation’s cultural resources and to indicate what properties should be protected from destruction or impairment.”

To be eligible for listing in the National Register, the resource must normally be at least 50 years of age and must possess significance in American history and culture, architecture or archeology. To be considered significant, a property must meet one or more of the following four established criteria:

- A. It must be associated with events that have made a significant contribution to the broad patterns of our history; or
- B. It must be associated with the lives of persons significant in our past; or
- C. It must embody the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. That it yield, or may be likely to yield, information important in prehistory or history.

The resource must also have integrity so that, according to National Register Bulletin #15 on How to Apply the National Register Criteria for Evaluation, “to be eligible for the National Register, a property must not only be shown to be significant under National Register criteria, but it must also have integrity”, which is the ability of the resource to convey its significance. In other words, a property must not be so altered from the condition during the period of significance, that it fails to show the reasons for that significance.

A resource should also be significant within a historic context to be eligible for listing. According to National Register Bulletin #15, historic contexts are “those patterns, themes or trends in history by which a specific occurrence, property, or site is understood and its meaning (and ultimately its significance) within history or prehistory is made clear.” The significance of a historic property can be determined only when it is evaluated within its historic context. The resource must represent an important aspect of the area’s history or prehistory and still have the integrity to convey that to qualify for the National Register.

The National Register also allows for the establishment of historic districts, where the properties may not be eligible for individual listing, but as a grouping, convey both the integrity and context to meet one or more of the four criteria.

### California Register of Historic Resources

The California Register was established in 1992, when Governor Pete Wilson signed Assembly Bill 2881. Like the National Register, the California Register is used by state and local agencies, private groups and individual citizens to identify and list historic resources and to help determine which resources are to be protected, to the extent prudent and feasible, from substantial adverse impacts.

The California Register consists of all California properties that are listed on or determined eligible for the National Register and all California Landmarks from No. 770 up, which are automatically listed, as well as others that are directly nominated by an application processed through a public hearing process and are determined eligible for listing by the State Historic Resources Commission (SHRC). In addition, those California Points of Historical Interest that have been evaluated by the Office of

Historic Preservation (OHP) and have been recommended to the SHRC are automatically listed.

To be eligible for listing in the California Register, the resource must normally be at least 50 years of age and must possess significance in local, state or national, under one or more of the following four criteria:

- 1.) It is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
- 2.) It is associated with the lives of persons significant to local, California or national history; or
- 3.) It embodies the distinctive characteristics of a type, period, or method of construction, or that represents the work of a master, or that possess high artistic values; or
- 4.) It has yielded, or has the potential to yield, information important in prehistory or history of the local area, California, or the nation.

Historic resources eligible for listing in the California Register may include buildings sites, structures, objects and historic districts. Resources less than 50 years of age may be eligible if it can be demonstrated that sufficient time has passed to understand their historical importance. While the criteria for the California Register is less rigorous with regard to the issue of integrity, there is the expectation that the resources reflect their appearance during their period of significance.

#### Sierra Madre Historical Landmark

In 1987, City adopted Ordinance 1036, which established the Cultural Heritage Commission of the City of Sierra Madre (CHC) along with a regulatory scheme for preserving structures of cultural and historic significance. In July 1997, by Ordinance 1134, City repealed Ordinance 1036, except for the list of properties designated as historic landmarks there under. In general, Ordinance 1134, known as the Historic Preservation Ordinance, made future private property listings on City's Register of Historic Landmarks "voluntary," while retaining on the Register of Historic Landmarks those structures already designated as historic landmarks. The Ordinance set out some of the benefits of designation as a historic landmark, including waiver of City building permit and plan check fees, the use of the State Historic Building Code as the governing building code, Mills Act contracts, and the availability of a conditional use permit procedure for changes of use. (Sierra Madre Mun. Code, § 17.82.060, subd. B.)

The ordinance authorizes the City Planning Commission to act as the Cultural Heritage Commission.

The owners of 29 properties pushed a ballot initiative to remove them from the list as they were originally listed without their consent. The initiative passed, but it was challenged in court. The California Supreme Court upheld the lower court ruling that the delisting was not done in accordance with due process in 2000 threw out the initiative in that it violated the California Environmental Quality Act by calling for

the arbitrary removal of 29 listed landmarks from the official list of Historical Monuments without any findings under CEQA.

Historic resources as defined by CEQA also includes properties listed in "local registers" of historic properties. A "local register of historic resources" is broadly defined in Section 5020.1 (k) of the Public Resources Code, as "a list of properties officially designated or recognized as historically significant by a local government pursuant to a local ordinance or resolution." Local are defined in essentially two forms:

- 1.) Historic resource surveys conducted by or for a local agency in accordance with the procedures and standards set by the State Office of Historic Preservation and are adopted by that agency. These surveys are to be periodically updated in order to maintain the most current list of potential historic resources.
- 2.) Landmarks designated under local ordinances or resolutions. These properties are "presumed to be historically or culturally significant." (Public Resources Guide Sections 5024.1, 21804.1 and 15064.5)

A new measure was passed in 2001 authorizing a 120 day period in which property owner could ask to be removed from the designation. After the removal of those properties the remaining landmarks were renumbered to eliminate the gaps caused by the delisted resources.

The current Sierra Madre ordinance does not list any criteria for designation, but instead relies on the criteria listed at the state and national level. It does, however, list a series of procedural requirements under Section 2.28.30, "Powers and Duties", as follows:

Subject to applicable state laws and city ordinances, the commission shall have the following powers and duties:

- A. Adopt procedural rules for the conduct of its business in accordance with the provisions of this chapter;
- B. Conduct a comprehensive survey in conformance with state survey standards and guidelines of potential historic resources within the boundaries of the city. Periodically update the survey results. Transmit the survey to the city council for approval, to the city staff, and make it available to the public;
- C. Recommend in accordance with the criteria set forth in Section 17.82.050, Designation Criteria, including individual properties and landmark sites;

- D. With the consent of the respective owners thereof, maintain a local register of historic resources consistent with the National Register of Historic Places criteria, including individual properties and landmark sites, including all information required for each designation;
- E. Adopt development standards and submittal requirements to be used by the commission in reviewing applications for permits to construct, change, alter, modify, remodel, remove or significantly affect any historic landmark;
- F. Provide support on behalf of the city council regarding recommendations for the purchase by the city of fee or less-than-fee interests in property, transfer of development rights, easements or other mechanisms for purposes of historic resources preservation;
- G. Investigate and make recommendations to the city council on the use of various federal, state, local or private funding sources and mechanisms available to promote historic preservation in the city;
- H. Approve or disapprove, in whole or in part, or approve with conditions, applications for permits pursuant to Section 17.82.090 of this chapter;
- I. Review all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other similar documents as set forth in this code, pertaining to historic landmarks;
- J. Cooperate with local, county, state and federal governments in the pursuit of the objectives of historic resource preservation;
- K. Keep minutes and records of meetings and proceedings including voting records, attendance, resolutions, findings, determinations and decisions. All such material shall be public record;
- L. Provide opportunity for owners' consent and direct public participation in all responsibilities delegated to the certified local government including the survey and National Register nomination process. Commission meetings shall be open to the public with published agenda and minutes in accordance with the California Open Meeting Act;
- M. Render advice and guidance, upon the request of the property owner or occupant, on the restoration, alteration, decoration, landscaping or maintenance of any historic landmark;
- N. Encourage and render advice and guidance to property owners or occupants on procedures for inclusion of an historic resource on the National Register of Historic Places;

- O. Participate in, promote and conduct public information, educational, and interpretive programs pertaining to historic resources preservation.
- P. Confer recognition upon the owners of designated landmarks by means of plaques or markers, and from time to time issue commendations to owners of designated landmarks or contributors who have rehabilitated their property in an exemplary manner;
- Q. Undertake any other action or activity necessary or appropriate to the implementation of its powers or duties to fulfill the objectives of historic resource preservation;
- R. Maintain on file with the city clerk, to be accessible to the public, three copies of any published standards or guidelines adopted or referenced by the commission or the ordinance codified in this chapter;
- S. This chapter shall be known as the historic preservation ordinance by the city of Sierra Madre;
- T. This chapter shall be voluntary and, notwithstanding any other provision of this chapter, shall be so interpreted so as not to impose any burden, limitation or restriction of property rights (or with regard to procedures with regard thereto) without the prior consent of the respective property owners, provided that once a property has been designated by the city council, with the consent of the property owner, as a historical landmark then this ordinance shall no longer be voluntary and all provisions shall apply.

## *Section IV*

### *Architectural Description*

The Webster House is an early example of Craftsman design. The forward gable of the single-story house stretches from South to the main hipped roof, with a central main entry facing to the South within a full width covered front porch, supported by three square pillars. The main hipped roof ridge partially ends at a gabled two-story rear addition (built in 1978) to the structure, which is offset to the East. An east facing gabled dormer is to the front of the rear extension.

The house is sheathed with stained cedar shingles with the exterior punctuated by multi-light double hung and casement wood windows. The eaves are open with boxed ends with simple decorative 2"x 4" beams spaced to "support" the eaves. A narrow horizontal lattice style attic vent opening is in the upper part of the front gable. An open framed second-story wooden balcony extends out from the pediment of the rear facing gable.

The porch is of stone, flanking a wide concrete staircase with two tiered stone stoops. The staircase is topped with a solid shingle-covered balustrade which the three pillars sit atop. The multi light wood and beveled glass front door is slightly offset to the right directly in line with the steps, which are likewise offset. A concrete chimney is on the West side of the house. The original house is set on a stone foundation, while the rear addition is set on a concrete slab.

Significant interior features include original 1906 woodwork, including doorframes, and baseboards as well as four panel doors which include original brass hardware, hardwood floors and brick fireplace.

A swimming pool (built in 1977) is to the rear of the house, with a combination 5-car garage (built in 1974) and pool house structure along the rear of the lot. A small guest house (built in 1958) is to the East of the main house. Both the garage and guest house are sheathed in cedar shingles to match the house.

## *Section V*

### *Architectural Significance*

The Webster House is an early example of Craftsman house, a design that originated along the Arroyo Seco in Pasadena, South Pasadena and Highland Park, and quickly spread throughout the United States. The Craftsman style was a product of the Arts and Crafts movement that flourished toward the end of the 19<sup>th</sup> Century. Taking their lead from the British William Morris' movement which was an antithesis to the Industrial Revolution. The Craftsman design in housing was pioneered by Pasadena architects, Henry Mather Greene and Charles Sumner Greene, who began utilizing the Arts and Crafts concepts in their designs as early as the 1890s.

Besides the English Arts and Crafts movement, the Greene Brothers were also influenced by Japanese architectural treatments as well as the Asian bungalow. The Arts and Crafts treatments were found in the Mission Revival architecture of the Greens and others during the '90s and came into its own around 1903, with the bungalow becoming entrenched by 1905. While most Craftsman homes are smaller scale, the Greenes were to produce such large Craftsman master works as the Gamble and Blacker Houses in Pasadena.

According to Virginia and Lee McAllister, in their book, "A Field Guide to American Houses", Craftsman houses featured:

"Low pitched, gabled roof (occasionally hipped) with wide, unenclosed eave overhang; roof rafters usually exposed; decorative (false) beams or braces commonly added under gables; porches, either full or partial-width, with roof supported by tapered square columns..."

"Hipped roof--These make up less than 10 percent of the Craftsman houses; they are almost equally divided between one and two-story examples. This subtype is similar to some simple Prairie houses, which normally lack the exposed rafters and other typical Craftsman details..."

"This was the dominant style for smaller houses built throughout the country during the period from about 1905 until the early 1920s. The Craftsman style originated in Southern California and most landmark examples are concentrated there. Like vernacular examples of the contemporaneous Prairie style, it was quickly spread throughout the country by pattern books and popular magazines. The style rapidly faded after the mid-1920s; few were built after 1930."

The Webster House retains its original design with the 1978 addition blending into the original design, while being clearly distinguished from the original house. The addition is barely visible from the street view.

The other buildings on the site, the garage and guest house, utilize the same materials and are complementary in design to the main house.

In spite of the changes, the Webster House retains enough integrity to be considered to be a historic resource. This property is not currently listed at either the National, State or local level. However, due to the high level of design as well as a high level of integrity, the structure appears to architecturally meet the criteria for local listing as an individual architectural resource.

## *Section VI*

### *Construction History*

The original house was constructed in 1906, after the property was deeded to Tasner Milton Webster by his mother, Mary A. Webster. Mrs. Webster had bought the lot from Nathan H. Hosmer, the original subdivider of the tract, which dates from 1886.

Webster, who was a contractor by trade, then began the process of building his family home, as noted in the Los Angeles Times on March 11, 1906. County assessment records from 1907 indicate that the cost of the new construction was about \$3,000.00, an above average price at that time.

The early records that would show the details of the construction and changes to the property are not available and the earliest data in the file dates from 1964. The house was built the year before the incorporation of the City of Sierra Madre and the permit files for that city are sparse for the early years, with the first permit in the file for the Webster House dating from 1954..

#### **SIERRA MADRE NEWS.**

*Los Angeles Times (1886-1922)*; Mar 11, 1906;  
ProQuest Historical Newspapers Los Angeles Times (1881 - 1987)  
pg. IV12

#### **SIERRA MADRE NEWS.**

#### **Daily Budget of Brisk and Breezy Happenings—Social Notes and Personals.**

**SIERRA MADRE. March 10.—The engagement is announced of Miss Caroline Hauxhurst and Tasker M. Webster. Both are prominent young people of the community and quite active in social circles. The wedding is to take place this summer. Mr. Webster plans to build a cosy six-room bungalow on Bonita avenue.**

Los Angeles Times article on March 11, 1906 announces both the engagement of Tasker M. Webster to Caroline Hauxhurst and the plans to build the Webster House.

An increase in the assessor's valuation by \$320.00 (\$640.00) of the house indicates that there was either an addition or some new construction, such as a barn or large garage built around 1918-19. The construction would have been done by Webster.

The next permits were to issued to the Sierra Madre Congregational Church for electrical and plumbing work on the house in 1954 when it was being used as the parsonage for the church. In 1958, the church had the guest house built. The church had air conditioning installed in 1966 as they were preparing to sell the property.

Duane Dier, who owned the property from 1972 until 2009 made a number of changes, starting with the construction of a five-car garage in 1973 and a swimming pool in 1977. The following year, Dier built the two-story addition at the rear of the

house, as well as a 400 square foot workshop attached to the garage. In 1992, Dier converted a carport attached to the West end of the garage into a pool room and added a perimeter fence at the rear the following year. Dier re-roofed the garage in 2000 and converted a laundry room to a bathroom in 2001. The house was re-roofed in 2006.

## *Section VII* *Historical Outline*

The history of the Webster House in many ways parallels the history of the City of Sierra Madre itself. Much of Sierra Madre is located within what was the Rancho Santa Anita, which was granted to Perfecto Hugo Reid in 1843 by Mexican Governor Pio Pico.

Sierra Madre, itself, was subdivided in 1881 by Nathaniel Coburn Carter, who had come out West from his native Lowell, Massachusetts, where he was born in 1840, in order to find a milder climate to help with his failing health. He had first visited the area in 1870, and then he brought his family out and settled in the Flores Ranch near San Gabriel in 1872. Two years later he organized "Carter Excursions", bringing trainloads of Easterners out to California to check out the place and maybe to buy land.

In 1881, Carter bought 845 acres of the Rancho Santa Anita from Elias J. "Lucky " Baldwin, as well as 150 acres from a John R. Richardson and an additional 108 acres from the Southern Pacific Railroad. This was the land, totaling 1,103 acres, which he then had surveyed and subdivided into the Sierra Madre Tract in 1881. Lot 5 consisted of 26.10 acres of that tract, directly to the West of Baldwin Avenue, between Sierra Madre Boulevard (then Central Avenue) on the North and Live Oak Avenue on the South.

Lot 5 was sold to Nathan H. Hosmer in 1882, who then planted a vineyard. He subdivided the land into home site lots in 1886. Lot sales were brisk at first with most of the early development in the North end of the tract along Central Avenue, which was later renamed Sierra Madre Boulevard. After the bust of the real estate market in 1889, Hosmer was left still owning a small number of lots in his subdivision. Sales were slow during the 1890s, but they began to pick up after 1900. One of these sales was to Mrs. Mary A. Webster, a widow, originally from England, who had arrived in Sierra Madre with several of her younger children in 1893, purchasing an orange grove.

The Websters were parishioners of the local Episcopal church, with Mrs. Webster making a substantial donation of land around the church in 1899. She also contributed a generous sum toward the purchase of the pipe organ in memory of her daughter, Alice. Mrs. Webster had purchased land just to the West of the subject property and had her home there. Many years later, as the land was split four ways, a small street was laid out to supply access to the rear parcels, named Webster Way.

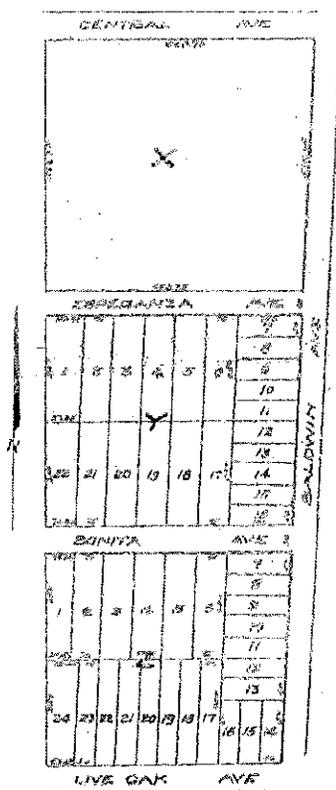
Her youngest son, Tasher Milton Webster, was born on January 13, 1872, in Brooklyn, New York. Once the family settled in Sierra Madre, Tasher found work as

a carpenter, eventually becoming a building contractor, building many of the new homes in the area during the turn of the Century building boom. By 1906, the 34 year old was engaged to Caroline Hauxhurst, the Iowa-born daughter of a civil engineer, who was almost a year older than her new husband. He acquired the lot from his mother and built the home that he was to live in for the remainder of his life. In this house, couple raised two sons, Tasher Jr., born February 24, 1908 and Robert H., born November 1, 1910.

Tasher Webster was well known and respected in the community, directing the growing town's first municipal band as a young man and being a member of the local Kiwanis Club and the Sierra Madre Club, for which he served as president. Later, he was on the board of directors for the Chamber of Commerce and served as a member of the Sierra Madre City Council.

Caroline Webster was also active in the community, serving for a time as the treasurer of the Sierra Madre Women's Club of which she and her sister-in-law, Lydia Webster, were charter members in 1907. Her brother, Henry, was a cartoonist and lived with his wife and family next door, at 115 W. Bonita Avenue.

Map  
of  
Hosmer's Subdivision  
of Lot 5 of the Sierra Madre Tract  
Sierra Madre, California  
Surveyed July 1886, by J.M. Wetland Civil Eng.  
Scale 100 ft to 1 in.



Reproduced from original plat document, July 13, 1886.

Hosmer's Subdivision was filed in 1886.

Tasker Webster died unexpectedly after he parked his car and collapsed from a stroke in his garage on June 3, 1929 returning from a Chamber of Commerce function. Caroline Webster remained in the house until April 14, 1933, when she sold it to

Holton D. Robinson. She never remarried and eventually passed away in Marin County, California, at the age of 95, on July 21, 1966.

Not much has been found on Robinson, who sold the property to William P. Stratton, Jr. on October 17, 1940, a 53 year old Hollywood studio technical director, who had tried his hand at acting as a young man. William P. Stratton was actually the third generation to have that name. He and his wife, Aubrey appear to have used the Webster House as a rental property, while they lived in Burbank. On November 10, 1947, he deeded the house to the First Congregational Church of Sierra Madre, which used it at its parsonage for the next 19 years.

The church was organized on March 27, 1886 and quickly became a home for Christians of several Protestant denominations. On December 14, 1890, the church dedicated its sanctuary, which was replaced with a larger building in 1928. In 1951, the church was renamed "Sierra Madre Congregational Church. The church upgraded electrical and plumbing in 1954 and built the guest house in 1958 at a cost of \$3,500.00. Kenneth L. Rempel was the contractor for the guest house.

The church deeded the property to Robert L. and Marilyn L. Mantz on December 9, 1966. On March 9, 1966, The Mantz's sold the property to Glendale car dealer Duane Dier and his first wife, Karen. Assessor's records indicate that marriage appears to have ended in 1985. Records then indicate that Dyer remarried in 1989 to his second wife, Susan, but by 1993, he was single again. His third wife, Katalina Klein appears on the deed on January 3, 1997. The Diers put the property in a trust in 2005, but by August 12, 2009, the property was only in Katalina Klein's name.



Dier built this 5-car garage in 1972 for his car collection, such as the 1941 Chevrolet on the right.

It was during the Dier ownership that the most changes to the property occurred, with the construction of the 5-car garage and an attached carport in 1972 to accommodate the owner's car collection. Dier followed up in 1977 with the swimming pool and spa. In 1978, Dier added a two-story addition at the rear of the house, keeping the new construction in conformance with the design and materials of the original house. Four windows of the guest house were replaced in kind in 1989. In 1992, the car port was converted to a pool room at a cost of \$6,000.00. A laundry room was converted to a bathroom in 2001.

The Webster House was sold to the current owners, Mark D. and Kerri L. Abernathy, on April 29, 2015. The Abernathy's are asking that it be added to the historic register.

## *Section VIII*

### *Historical Significance*

The Webster House has significance as one of the earliest Craftsman houses to be built in Sierra Madre, with the hipped roof subset being a rare variation. It was built by Tasker Milton Webster, who was one of the most significant early contractors in the city. He is also important for his civic achievement, including his service on the City Council.

A 2010 report by Pasadena historian Tim Gregory, states that “The Webster House is potentially eligible for listing on a local inventory of significant properties due to its fine design, its association with one of Sierra Madre’s early families, its good state of preservation and its contribution to the architectural and historical context of the West Bonita Avenue Neighborhood.”

The house is a visible reminder of the early development and history of not only Sierra Madre, but the San Gabriel Valley as a whole.

## *Section IX*

### *Conclusion*

The Webster House is a rare extant example of a architectural type specimen, specifically that of an early hipped-roof Craftsman House. It is a design that was pioneered along the Arroyo Seco by Pasadena architects Henry Mather Greene and Charles Summer Greene, beginning with the Arts and crafts movement of the 1890s. The Craftsman style was intended to be the antithesis of the various ornate Victorian designs that were the standard at the time.

As a representative type specimen of the Craftsman, Gable hipped roof subset, the house displays an outstanding level of integrity in both its original design and materials. The structure retains most of its original fixtures, in spite of the 1977 2-story rear addition, which is not particularly visible from the street.

The design is both representative of the type of practical craftsmanship that was representative in the United States in the early 20th Century, as well as its association with the early homes of the San Gabriel Valley, and particularly with the City of Sierra Madre.

It is also significant due to its association with Tasker M. Webster, one of the early builders within the City of Sierra Madre and as an early civic leader in both municipal and the private sector.

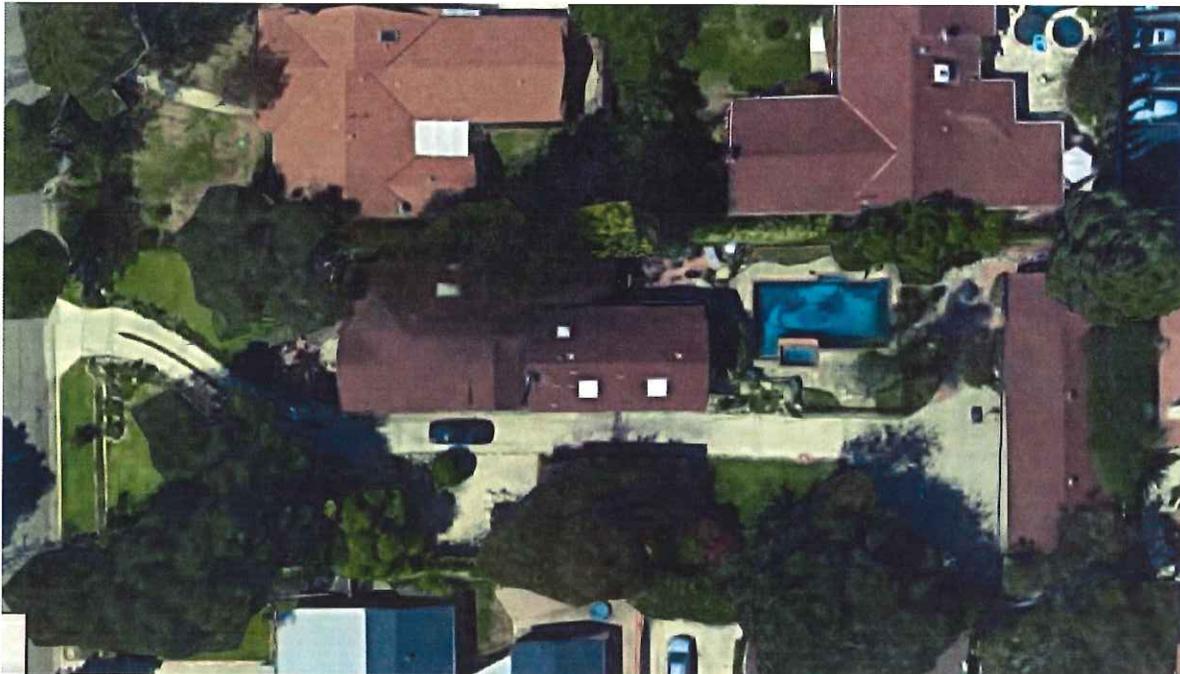
Therefore, based on its merits as an architectural type specimen and the high level of artistic merit, the Webster House qualifies to be individually eligible for local listing based on under criterion "2" and "3", with a California Historic Resource Code of 3S.

Therefore, the property qualifies for local listing under the criteria of the Sierra Madre Cultural Heritage Ordinance in that it embodies the distinctive characteristics of a type, period and method of construction. It also retains a high level of integrity in both the structure itself and its immediate surroundings, as well as its association with the lives of persons significant to local history.

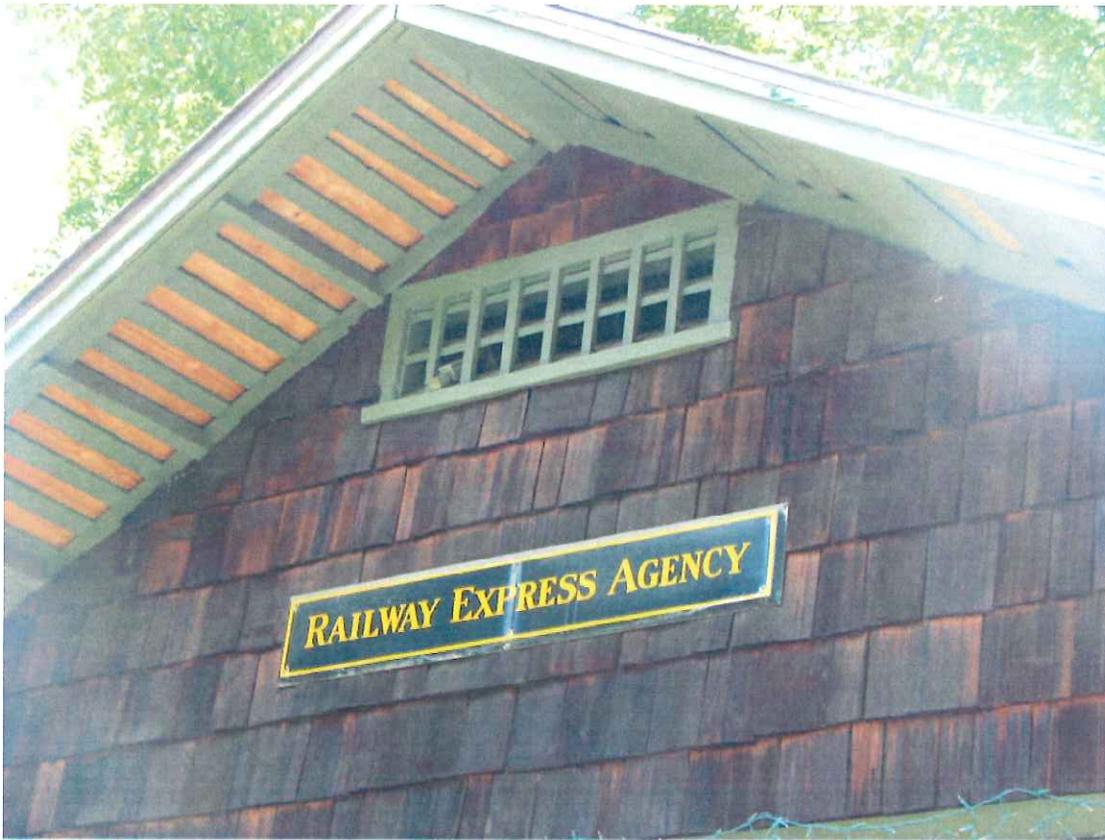
*Section X  
Photographs*



*Webster House, front facade, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, satellite view, 101 W. Bonita Avenue, Sierra Madre, 2015 (Google Earth photo)*



*Webster House, front gable, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, East façade, dormer & addition, 101 W. Bonita Avenue, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, rear facade, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, historic window, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, guest house, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, garage, 101 W. Bonita Avenue, Sierra Madre, 2015 (MLS photo)*



*Webster House, chimney, 101 W. Bonita Avenue, Sierra Madre, February 23, 2015 (Mark Phillips photo)*



*Webster House, swimming pool and garage, 101 W. Bonita Avenue, Sierra Madre, 2015 (MLS photo)*



*Webster House, front porch, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, front porch, 101 W. Bonita Avenue, Sierra Madre, 2015 (MLS photo)*



*Webster House, front stoop, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, front porch window, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, front door, 101 W. Bonita Avenue, Sierra Madre, June 1, 2015 (Charles J. Fisher photo)*



*Webster House, street view, 101 W. Bonita Avenue, Sierra Madre, 2015 (MLS photo)*



*Webster House, front facade, 101 W. Bonita Avenue, Sierra Madre, 2015 (MLS photo)*

**Section XI**  
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United States Census Records



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, Secretary*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Vincent Gonzalez, Planning & Community Preservation Director 

PREPARED BY: Vincent Gonzalez

DATE: January 12, 2016

**SUBJECT: MUNICIPAL CODE TEXT AMENDMENT 15-04 (MCTA 15-04) –  
ORDINANCE NO. 1371 AMENDING TITLE 17, CHAPTER 17.10**

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## SUMMARY

The City Council will consider alternatives to Ordinance No. 1371 amending Title 17, Chapter 17.10 of the Municipal Code to establish local control measures regulating the growing of live plants, cultivation, and distribution of medical marijuana.

On October 9, 2015, Governor Brown signed a comprehensive package of bills to establish a regulatory structure for medical marijuana businesses. Together, Assembly Bill (AB) AB 243, AB 266, and Senate Bill (SB) SB 643 comprise the Medical Marijuana Regulation & Safety Act.

On December 3, 2015, the Planning Commission conducted a public hearing, and discussed the proposed revisions to Chapter 17.10 of the Municipal Code. The Planning Commission continued the hearing to December 17, 2015 to allow for further discussion. The Planning Commission directed staff to provide two alternatives to the ordinance for their consideration; one ordinance that prohibits the growing of live plants, deliveries, and dispensaries in the City of Sierra Madre (Exhibit A), and a second ordinance that imposes land use regulations on the growing of live plants and cultivation for the personal medical use of marijuana (Exhibit B).

At its December 17, 2015 meeting, the Planning Commission unanimously recommended approval of the Municipal Code Text Amendments prohibiting the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business,

and establishing land use regulations of the growing of live marijuana plants for personal medical use. The Planning Commission recommended MCTA is attached as Exhibit B – Ordinance 1371. Planning Commission Resolution 15-17 is attached as Exhibit C.

## **BACKGROUND**

On September 11, 2015, the California Legislature passed a series of bills that together would establish California's first statewide regulatory system for medical cannabis businesses. On October 9, 2015, Governor Brown signed the Medical Marijuana Regulation and Safety Act (MMRSA) into law. AB 243, AB 266, and SB 643 each contain key provisions of the MMRSA. The Act provides a more comprehensive state licensing and regulatory framework for the cultivation, manufacture, transportation, storage, distribution, and sale of medical marijuana, while preserving many of the judicial decisions regarding local regulation of medical marijuana.

By January 29, 2016, local municipalities must conduct a second reading of an Ordinance adopting land use regulations or ordinances regulating or prohibiting the cultivation of marijuana. If a city does not have land use regulations or ordinances in place, then commencing March 1, 2016, the Department of Food and Agriculture (DFA) is in charge of State licensing and regulation of indoor and outdoor cultivation sites. Licensing is anticipated to begin in 2018.

## **ANALYSIS**

### **Assembly and Senate Bill Analysis**

The three bills that comprise the MMRSA establishes a regulatory model for medical marijuana through the dual licensing requirement to ensure that local jurisdictions have local control over the cultivation and distribution of medical marijuana. A brief overview is provided that highlights the regulatory framework of each bill.

AB 243 established a regulatory and licensing structure for medical marijuana cultivation under the State Department of Food and Agriculture. It prohibits the cultivation of medical marijuana without first obtaining both (1) a license, permit, and other entitlement issued by the local jurisdiction, and (2) a state license. A person may not apply for a state license without first receiving a local license, permit, or other entitlement for use. Thus a person may not submit an application for a state license if the proposed cultivation of medical marijuana would violate provisions of a local ordinance or regulation. Under AB 243, any city that does not have an ordinance regulating or prohibiting cultivation of medical marijuana by March 1, 2016 will lose the authority to regulate or ban cultivation within its city limits. The state will then become the sole licensing authority for the foreseeable future.

AB 266 established a dual licensing structure requiring a state license and a local license or permit for the delivery of medical marijuana. Pursuant to AB 266, the delivery of medical marijuana can only be made by a medical marijuana dispensary in a city that does not explicitly prohibit it by local ordinance. Unless a local jurisdiction enacts an ordinance affirmatively prohibiting delivery of medical marijuana, once the state implements a state licensing structure for such deliveries, a local jurisdiction will forfeit forever its ability to regulate in this arena. The deadline for local jurisdictions to enact local controls or authority over the delivery of medical marijuana is March 1, 2016. Consequently, if the City Council wishes to continue exercising local authority and control over the cultivation and delivery of medical marijuana in the City, an ordinance to prohibit such must be put in place.

SB 643 sets forth standards for a physician and surgeon prescribing medical cannabis.

The Bill also places the Department of Food and Agriculture (DFA) in charge of cultivation regulations and licensing and codifies dual licensing (state license and local license or permit) procedures.

#### Regulatory Approach of other Jurisdictions

Recognizing that individual cities may approach issues differently, staff contacted neighboring cities to determine their regulatory decisions either allowing or prohibiting the growing, cultivation, and distribution of marijuana. The table below identifies the cities that have been polled and their regulatory decisions.

<b>Jurisdiction</b>	<b>Prohibits Cultivation &amp; Dispensaries</b>	<b>Allows Personal Cultivation for Medical Use</b>
Arcadia	Prohibit	
Glendora	Prohibits dispensaries	Regulates personal use
La Canada Flintridge	Prohibit	
Monrovia	Prohibit	
Monterey Park	Prohibit	
Pasadena	Prohibit	
San Marino	Prohibit	
South Pasadena	Prohibit	
West Covina	Prohibit	

#### Municipal Code Text Amendment (MCTA) 15-04 Alternatives

The purpose of the MCTA 15-04 is to further an objective of the City's 2007 Ordinance 1266, prohibiting in all zones the cultivation of cannabis and medical marijuana dispensaries which involves the distribution of drugs or other substances which is illegal to distribute or possess under state or federal law.

Attached are two draft alternative Ordinance's identified as Exhibit A and Exhibit B for City Council Consideration.

Exhibit A – Explicitly prohibits the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business; and

Exhibit B – Prohibits the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business, and establishes land use regulations of the growing of live marijuana plants for personal medical use.

The alternatives to MCTA 15-04, are shown below for City Council Consideration:

**Exhibit A – Proposed Text Amendments to Chapter 17.10** (Explicitly prohibiting the growing of live marijuana plants, cultivation, deliveries, and dispensaries as a business within the City of Sierra Madre)

Section 17.10.010      Marijuana Cultivation and Dispensaries

A.      Definitions:

“Delivery” means the commercial delivery, transfer or transport, or arranging for the delivery, transfer or transport, or the use of any technology platform to arrange for or facilitate the commercial delivery, transfer or transport of marijuana, marijuana edibles, or any marijuana products to or from any location within the City. For purposes of this Chapter, “delivery” shall not include the transportation of marijuana by a primary caregiver to a qualified patient consistent with a physician recommendation for use of medical marijuana.

“Marijuana” is defined as that term is defined in California Health & Safety Code section 11018 as that section may be amended from time to time.

“Marijuana Cultivation” or “Cultivation” means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof, and any and all associated business or operational activities.

“Primary Caregiver” shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts, including but not limited to the California Supreme Court case People v. Mentch (2008) 45 Cal. 4<sup>th</sup> 274.

“Qualified Patient” shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts.

- B. The following uses are prohibited in all zones established by this title and may not be conducted anywhere in the City:
1. Marijuana cultivation except as set forth in paragraph C below.
  2. Marijuana dispensaries or any other facility or use which involves the manufacture, cultivation, or distribution of drugs or other substances which it is illegal to distribute or possess under state or federal law.
  3. Delivery of marijuana or any substance which is illegal under either state or federal law is prohibited within the City, regardless of any license a dispensary or person may possess to deliver or dispense marijuana outside of the City.
- C. No conduct which is protected from criminal liability pursuant to the Compassionate Use Act (Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (Health & Safety Code, §§ 11362.7 through 11362.83) shall be made criminal by this code. Conduct or uses which violate the requirements of this Section are a nuisance, and shall be subject to non-criminal remedies, including, but not limited to, administrative citations and abatement.

**Exhibit B – Proposed Text Amendments to Chapter 17.10** (Prohibits the cultivation of marijuana plants and delivery within the City of Sierra Madre as a business, with the exception of personal medical use cultivation)

Section 17.10.010      Marijuana Cultivation and Dispensaries

A.      Definitions:

“Delivery” means the commercial delivery, transfer or transport, or arranging for the delivery, transfer or transport, or the use of any technology platform to arrange for or facilitate the commercial delivery, transfer or transport of marijuana, marijuana edibles, or any marijuana products to or from any location within the City. For purposes of this Chapter, “delivery” shall not include the transportation of marijuana by a primary caregiver to a qualified patient consistent with a physician recommendation for use of medical marijuana.

“Marijuana” is defined as that term is defined in California Health & Safety Code section 11018 as that section may be amended from time to time.

“Marijuana Cultivation” or “Cultivation” means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof, and any and all associated business or operational activities.

“Primary Caregiver” shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts, including but not limited to the California Supreme Court case *People v. Mentch* (2008) 45 Cal. 4<sup>th</sup> 274.

“Qualified Patient” shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts.

B. The following uses are prohibited in all zones established by this title and may not be conducted anywhere in the City:

4. Marijuana cultivation except as set forth in paragraph C below.
5. Marijuana dispensaries or any other facility or use which involves the manufacture, cultivation, or distribution of drugs or other substances which it is illegal to distribute or possess under state or federal law.
6. Delivery of marijuana or any substance which is illegal under either state or federal law is prohibited within the City, regardless of any license a dispensary or person may possess to deliver or dispense marijuana outside of the City.

C. Personal Use Cultivation Exception – The prohibition of marijuana cultivation shall not include cultivation of marijuana for personal use by one qualified patient, consistent with a physician’s recommendation, and conducted by the patient or his or her primary caregiver.

1. Personal use cultivation shall be limited to 50% or less of the non-living area (e.g. garage) of a residence, or 100 square feet, whichever is less.
2. Personal use cultivation shall not:
  - a. Displace any space used for required on-site parking and must be conducted within a fully enclosed secure structure, and also inaccessible to minors, which does not permit visual or olfactory evidence of cultivation detectable from the public right of way.

- b. Utilize lighting that exceeds 1,200 watts and may not include use of a generator.
  - c. Utilize gas products including but not limited to carbon dioxide or butane.
- D. No conduct which is protected from criminal liability pursuant to the Compassionate Use Act (Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (Health & Safety Code, §§ 11362.7 through 11362.83) shall be made criminal by this code. Conduct or uses which violate the requirements of this Section are a nuisance, and shall be subject to non-criminal remedies, including, but not limited to, administrative citations and abatement.

### **CEQA FINDING**

The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption of this Ordinance establishing local control measures regulating the cultivation and distribution of marijuana will have a significant effect on the environment because Sierra Madre is primarily a low-intensity residential community with limited sites appropriate for high-traffic commercial uses. The adoption of this Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061(b)(3) of the California Code of Regulations.

### **FINANCIAL REVIEW**

There is no financial impact related to the proposed MCTA 15-04 to Title 17, Chapter 17.10. Staff time was incurred in the preparation of the report and draft ordinance.

### **PUBLIC NOTICE**

A summary of Ordinance 1371 was noticed through the regular agenda notification process consistent with the requirements of Government Code Section 65090. A newspaper notice was also published in the January 2, 2016 Mountain Views News. Copies of this report are available at the City Hall public counter, on the City of Sierra Madre website, and the Sierra Madre Public Library.

### **ALTERNATIVES**

1. Adopt Municipal Code Text Amendment 15-04, identified in Exhibit B, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana

Dispensary), explicitly prohibiting the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business in the City of Sierra Madre, pursuant to Ordinance 1371.

2. Adopt Municipal Code Text Amendment 15-04, identified in Exhibit B, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), explicitly prohibiting the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business in the City of Sierra Madre, pursuant to Ordinance 1371, with revisions.
3. Adopt Municipal Code Text Amendment 15-04, shown as Exhibit B, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), prohibiting the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business, with the exception of personal medical use cultivation pursuant to Ordinance 1371.
4. Adopt Municipal Code Text Amendment 15-04, shown as Exhibit B, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), prohibiting the growing of marijuana plants, cultivation, deliveries, and dispensaries as a business, with the exception of personal medical use cultivation pursuant to Ordinance 1371, with revisions.

### **PLANNING COMMISSION RECOMMENDATION**

Adopt Municipal Code Text Amendment 15-04, identified in Exhibit B, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), establishing land use regulations for the growing of live marijuana plants for personal medical use pursuant to Ordinance 1371 and Planning Commission Resolution 15-17 (Exhibit C), for first reading by title only, and waive further reading.

### **STAFF RECOMMENDATION**

Adopt Municipal Code Text Amendment 15-04, identified in Exhibit A, amending Title 17, Chapter 17.10 (Marijuana Cultivation and Marijuana Dispensary), explicitly prohibiting the growing of live marijuana plants cultivation, deliveries and dispensing of marijuana as a business pursuant to Ordinance 1371 for first reading by title only, and waive further reading.

Attachments (3):

Exhibit A: Ordinance No. 1371 (Explicitly prohibiting the growing of live marijuana plants, cultivation, deliveries, and dispensaries as a business within the

City of Sierra Madre)

Exhibit B: Ordinance No. 1371 (Prohibits the cultivation of marijuana plants and delivery within the City of Sierra Madre as a business, with the exception of personal medical use cultivation)

Exhibit C: Planning Commission Resolution 15-17

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# **EXHIBIT A**

## **CITY COUNCIL ORDINANCE 1371**

Explicitly prohibiting the growing of live marijuana plants, cultivation, deliveries, and dispensaries as a business within the City of Sierra Madre

# **EXHIBIT B**

## **CITY COUNCIL ORDINANCE 1371**

Explicitly prohibiting the growing of live marijuana plants, cultivation, deliveries, and dispensaries as a business, with the exception of personal medical use cultivation.

**ORDINANCE NO. 1371**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING MUNICIPAL CODE CHAPTER 17.10 REGULATING THE CULTIVATION AND DISTRIBUTION OF MARIJUANA.**

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

**WHEREAS**, On December 12, 2006, the City Council adopted Ordinance No. 1266 prohibiting medical marijuana dispensaries in all zones; and

**WHEREAS**, the State Legislature passed a series of bills on September 11, 2015 establishing California's first statewide regulatory system for medical cannabis businesses consisting of Assembly Bills 243 and 266, and State Senate Bill 643; and

**WHEREAS**, the Governor signed the Medical Marijuana Regulatory Act (MMRSA) on October 9, 2015 into law, regulating the cultivation, processing, transporting, testing, and distribution of medical cannabis to qualified patients; and

**WHEREAS**, Federal law continues to prohibit the possession, sale, and distribution of marijuana; and

**WHEREAS**, by March 1, 2016, local municipalities must adopt land use regulations or ordinances regulating or expressly prohibiting the cultivation and distribution of cannabis; and

**WHEREAS**, the Sierra Madre Municipal Code should be amended to reflect that the growing of live plants, cultivation, deliveries and mobile dispensaries of cannabis is expressly prohibited in the City of Sierra Madre; and

**WHEREAS**, the Health and Safety Code 11362.777(b)(3) states that the Department of Food and Agriculture may not issue a state license to grow live plants and cultivate medical marijuana within a city that prohibits cultivation; and

**WHEREAS**, this ordinance states that the growing of live plants and cultivation of cannabis is not allowed within the City of Sierra Madre because it is not expressly permitted and therefore, the State is not allowed to issue a license for the growing of live plants and cultivation of medical cannabis within the City of Sierra Madre; and

**WHEREAS**, Sierra Madre is primarily a low-intensity residential community with limited sites appropriate for high-traffic commercial uses; and

**WHEREAS**, the Planning Commission conducted duly noticed public hearings on December 3, 2015 and December 17, 2015, and thereafter recommended that the City Council approve this Ordinance; and

**WHEREAS**, the City Council has received the report and recommendations of the Planning Commission; and

**WHEREAS**, notice was duly given of the public hearing held on January 12, 2016, with all testimony being received being made part of the public record; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Sierra Madre as follows:

**SECTION 1:** *Sierra Madre Municipal Code Text Amendment.* Chapter 17.10, entitled "Marijuana Cultivation and Marijuana Dispensary", is hereby amended in its entirety with a new Chapter 17.10 to read as follows:

Section 17.10.010      Marijuana Cultivation and Dispensaries

A.      Definitions:

"Delivery" means the commercial delivery, transfer or transport, or arranging for the delivery, transfer or transport, or the use of any technology platform to arrange for or facilitate the commercial delivery, transfer or transport of marijuana, marijuana edibles, or any marijuana products to or from any location within the City. For purposes of this Chapter, "delivery" shall not include the transportation of marijuana by a primary caregiver to a qualified patient consistent with a physician recommendation for use of medical marijuana.

"Marijuana" is defined as that term is defined in California Health & Safety Code section 11018 as that section may be amended from time to time.

"Marijuana Cultivation" or "Cultivation" means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof, and any and all associated business or operational activities.

"Primary Caregiver" shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts, including but not limited to the California Supreme Court case *People v. Mentch* (2008) 45 Cal. 4<sup>th</sup> 274.

"Qualified Patient" shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts.

B. The following uses are prohibited in all zones established by this title and may not be conducted anywhere in the City:

1. Marijuana cultivation except as set forth in paragraph C below.

2. Marijuana dispensaries or any other facility or use which involves the manufacture, cultivation, or distribution of drugs or other substances which it is illegal to distribute or possess under state or federal law.
  3. Delivery of marijuana or any substance which is illegal under either state or federal law is prohibited within the City, regardless of any license a dispensary or person may possess to deliver or dispense marijuana outside of the City.
- C. No conduct which is protected from criminal liability pursuant to the Compassionate Use Act (Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (Health & Safety Code, §§ 11362.7 through 11362.83) shall be made criminal by this code. Conduct or uses which violate the requirements of this Section are a nuisance, and shall be subject to non-criminal remedies, including, but not limited to, administrative citations and abatement.

**SECTION 2.** *California Environmental Quality Act.* The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the Planning Commission and City Council, and hereby determines that this ordinance establishing local control measures regulating the cultivation and distribution of cannabis will not have a significant effect on the environment. The amendments to Chapter 17.10 of this Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061 (b)(3) of the California Code of Regulations; and

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

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

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

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
John Capoccia, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Nancy Shollenberger, City Clerk

\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

**ORDINANCE NO. 1371**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE AMENDING MUNICIPAL CODE CHAPTER 17.10 REGULATING THE CULTIVATION AND DISTRIBUTION OF MARIJUANA.**

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

**WHEREAS**, On December 12, 2006, the City Council adopted Ordinance No. 1266 prohibiting medical marijuana dispensaries in all zones; and

**WHEREAS**, the State Legislature passed a series of bills on September 11, 2015 establishing California's first statewide regulatory system for medical cannabis businesses consisting of Assembly Bills 243 and 266, and State Senate Bill 643; and

**WHEREAS**, the Governor signed the Medical Marijuana Regulatory Act (MMRSA) on October 9, 2015 into law, regulating the cultivation, processing, transporting, testing, and distribution of medical cannabis to qualified patients; and

**WHEREAS**, Federal law continues to prohibit the possession, sale, and distribution of marijuana; and

**WHEREAS**, by March 1, 2016, local municipalities must adopt land use regulations or ordinances regulating or expressly prohibiting the cultivation and distribution of cannabis; and

**WHEREAS**, the Sierra Madre Municipal Code should be amended to reflect that the growing of live plants, cultivation, deliveries and mobile dispensaries of cannabis is expressly prohibited in the City of Sierra Madre; and

**WHEREAS**, the Health and Safety Code 11362.777(b)(3) states that the Department of Food and Agriculture may not issue a state license to grow live plants and cultivate medical marijuana within a city that prohibits cultivation; and

**WHEREAS**, this ordinance states that the growing of live plants and cultivation of cannabis is not allowed within the City of Sierra Madre because it is not expressly permitted and therefore, the State is not allowed to issue a license for the growing of live plants and cultivation of medical cannabis within the City of Sierra Madre; and

**WHEREAS**, Sierra Madre is primarily a low-intensity residential community with limited sites appropriate for high-traffic commercial uses; and

**WHEREAS**, the Planning Commission conducted duly noticed public hearings on December 3, 2015 and December 17, 2015, and thereafter recommended that the City Council approve this Ordinance; and

**WHEREAS**, the City Council has received the report and recommendations of the Planning Commission; and

**WHEREAS**, notice was duly given of the public hearing held on January 12, 2016, with all testimony being received being made part of the public record; and

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Sierra Madre as follows:

**SECTION 1:** *Sierra Madre Municipal Code Text Amendment.* Chapter 17.10, entitled “Marijuana Cultivation and Marijuana Dispensary”, is hereby amended in its entirety with a new Chapter 17.10 to read as follows:

Section 17.10.010      Marijuana Cultivation and Dispensaries

A.      Definitions:

“Delivery” means the commercial delivery, transfer or transport, or arranging for the delivery, transfer or transport, or the use of any technology platform to arrange for or facilitate the commercial delivery, transfer or transport of marijuana, marijuana edibles, or any marijuana products to or from any location within the City. For purposes of this Chapter, “delivery” shall not include the transportation of marijuana by a primary caregiver to a qualified patient consistent with a physician recommendation for use of medical marijuana.

“Marijuana” is defined as that term is defined in California Health & Safety Code section 11018 as that section may be amended from time to time.

“Marijuana Cultivation” or “Cultivation” means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof, and any and all associated business or operational activities.

“Primary Caregiver” shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts, including but not limited to the California Supreme Court case *People v. Mentch* (2008) 45 Cal. 4<sup>th</sup> 274.

“Qualified Patient” shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts.

B. The following uses are prohibited in all zones established by this title and may not be conducted anywhere in the City:

1. Marijuana cultivation except as set forth in paragraph C below.

2. Marijuana dispensaries or any other facility or use which involves the manufacture, cultivation, or distribution of drugs or other substances which it is illegal to distribute or possess under state or federal law.
  3. Delivery of marijuana or any substance which is illegal under either state or federal law is prohibited within the City, regardless of any license a dispensary or person may possess to deliver or dispense marijuana outside of the City.
- C. Personal Use Cultivation Exception – The prohibition of marijuana cultivation shall not include cultivation of marijuana for personal use by one qualified patient, consistent with a physician’s recommendation, and conducted by the patient or his or her primary caregiver.
1. Personal use cultivation shall be limited to 50% or less of the non-living area (e.g. garage) of a residence, or 100 square feet, whichever is less.
  2. Personal use cultivation shall not:
    - a. Displace any space used for required on-site parking and must be conducted within a fully enclosed secure structure, and also inaccessible to minors, which does not permit visual or olfactory evidence of cultivation detectable from the public right of way.
    - b. Utilize lighting that exceeds 1,200 watts and may not include use of a generator.
    - c. Utilize gas products including but not limited to carbon dioxide or butane.
- D. No conduct which is protected from criminal liability pursuant to the Compassionate Use Act (Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (Health & Safety Code, §§ 11362.7 through 11362.83) shall be made criminal by this code. Conduct or uses which violate the requirements of this Section are a nuisance, and shall be subject to non-criminal remedies, including, but not limited to, administrative citations and abatement.

**SECTION 2.** *California Environmental Quality Act.* The City Council has considered all of the evidence in the record, including the staff reports, the testimony received during the public hearing on the matter held by the Planning Commission and City Council, and hereby determines that this ordinance establishing local control measures regulating the cultivation and distribution of cannabis will not have a significant effect on the environment. The amendments to Chapter 17.10 of this

Ordinance is therefore exempt from California Environmental Quality Act review pursuant to Title 14, Section 15061 (b)(3) of the California Code of Regulations; and

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

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

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

PASSED AND ADOPTED this 12<sup>th</sup> day of January, 2016.

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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John Capoccia, Mayor

ATTEST:

APPROVED AS TO FORM:

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Nancy Shollenberger, City Clerk

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Teresa L. Highsmith, City Attorney

# **EXHIBIT C**

**PLANNING COMMISSION RESOLUTION 15-17**

## RESOLUTION NO. 15-17

### A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SIERRA MADRE RECOMMENDING TO THE CITY COUNCIL APPROVAL OF ORDINANCE NO. 1371 TO AMEND CHAPTER 17.10 (REGULATING THE CULTIVATION AND DISPENSING OF MARIJUANA) OF THE SIERRA MADRE MUNICIPAL CODE.

**WHEREAS**, Congress passed the Federal Controlled Substances Act (CSA) in 1970, which prohibits the manufacture, cultivation, distribution and possession of marijuana; and

**WHEREAS**, California law generally makes it a crime to possess and cultivate marijuana under Health and Safety (H&S) Code Sections 11357 and 11358, respectively; and

**WHEREAS**, California voters approved Proposition 215 (Health and Safety Code Sections 11362.5 et seq.), entitled the Compassionate Use Act (CUA), in 1996, which exempts patients and their primary caregivers from criminal prosecution or sanctions under H&S Code Sections 11357 and 11358; and

**WHEREAS**, the California Legislature passed Senate Bill 420 (H&S Code Sections 11362.7 et seq.) in 2003 to create the Medical Marijuana Program (MMPA), which established a voluntary program for the issuance of medical marijuana identification cards for qualified patients, set limits on the amount of marijuana any individual could possess, and provided an exemption from State criminal liability for persons "who associate within the State of California in order collectively or cooperatively to cultivate marijuana for medical purposes"; and

**WHEREAS**, the United States Supreme Court has continuously held that marijuana, including medical marijuana, violates Federal law under the CSA. In 2001, the Court held in *United States v. Oakland Cannabis Buyers Cooperative, et al.* that there was no "medical necessity" defense under the CSA, and therefore a medical marijuana dispensary could be enjoined from distribution and manufacturing. In 2005, the Court held in *Gonzalez v. Raich* that the Commerce Clause authorizes Congress to prohibit the cultivation or use of marijuana for medical purposes permitted by California law. The significance of the *Raich* decision is that Federal law enforcement agents may continue to enforce Federal drug laws against Californians who cultivate or use marijuana for medical purposes; and

**WHEREAS**, on October 9, 2015, Governor Brown approved the Medical Marijuana Regulation and Safety Act (MMRSA), which goes into effect on January 1, 2016, and establishes a comprehensive State licensing and regulatory framework for the cultivation, manufacture, transportation, storage, distribution, and sale of medical marijuana through Assembly Bills 243 and 266 and Senate Bill 643; and

**WHEREAS**, according to the provisions of the MMRSA, unless local agencies have a land use ordinance in place by March 1, 2016 that expressly regulates or prohibits the

cultivation of marijuana within their jurisdictions, marijuana cultivation will be permitted and regulated by the State under the MMRSA; and

**WHEREAS**, prohibiting the cultivation of marijuana and the delivery of marijuana within the City as business activities and uses is necessary to protect the health, safety and welfare of the community, and to prevent adverse impacts that such activities may have on nearby properties and residents.

**WHEREAS**, the Planning Commission has received the report and recommendations of staff on December 3, 2015 and December 17, 2015; and

**WHEREAS**, notice was duly given of the public hearing on November 21, 2015, with all testimony being received being made part of the public record; and

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

The Planning Commission recommends that the City Council approve the Ordinance amending Chapter 17.10, which is attached hereto as Exhibit C.

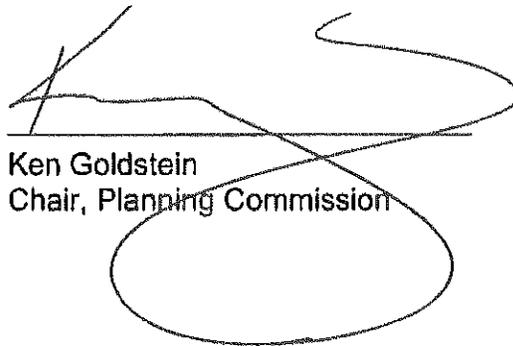
APPROVAL RECOMMENDED, this 17<sup>th</sup> day of December 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Ken Goldstein  
Chair, Planning Commission

ATTEST:



Vincent Gonzalez  
Director of Planning & Community Preservation

Chapter 17.10 – MARIJUANA CULTIVATION AND MARIJUANA DISPENSARY

Section 17.10.010 Marijuana Cultivation and Dispensaries

A. Definitions:

"Delivery" means the commercial delivery, transfer or transport, or arranging for the delivery, transfer or transport, or the use of any technology platform to arrange for or facilitate the commercial delivery, transfer or transport of marijuana, marijuana edibles, or any marijuana products to or from any location within the City. For purposes of this Chapter, "delivery" shall not include the transportation of marijuana by a primary caregiver to a qualified patient consistent with a physician recommendation for use of medical marijuana.

"Marijuana" is defined as that term is defined in California Health & Safety Code section 11018 as that section may be amended from time to time.

"Marijuana Cultivation" or "Cultivation" means the planting, growing, harvesting, drying or processing of marijuana plants or any part thereof, and any and all associated business or operational activities.

"Primary Caregiver" shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts, including but not limited to the California Supreme Court case *People v. Mentch* (2008) 45 Cal. 4<sup>th</sup> 274.

"Qualified Patient" shall have the same definition as set forth in California Health and Safety Code section 11362.7, as it may be amended and as interpreted by the California courts.

B. The following uses are prohibited in all zones established by this title and may not be conducted anywhere in the City:

1. Marijuana cultivation except as set forth in paragraph C below.
2. Marijuana dispensaries or any other facility or use which involves the manufacture, cultivation, or distribution of drugs or other substances which it is illegal to distribute or possess under state or federal law.
3. Delivery of marijuana or any substance which is illegal under either state or federal law is prohibited within the City, regardless of any license a dispensary or person may possess to deliver or dispense marijuana outside of the City.

C. Personal Use Cultivation Exception – The prohibition of marijuana cultivation shall not include cultivation of marijuana for personal use by one qualified patient, consistent with a physician's recommendation, and conducted by the patient or his or her primary caregiver.

1. Personal use cultivation shall be limited to 50% or less of the non-living area (e.g. garage) of a residence, or 100 square feet, whichever is less.
2. Personal use cultivation shall not:
  - a. Displace any space used for required on-site parking and must be conducted within a fully enclosed secure structure, and also inaccessible to minors, which does not permit visual or olfactory evidence of cultivation detectable from the public right of way.
  - b. Utilize lighting that exceeds 1,200 watts and may not include use of a generator.
  - c. Utilize gas products including but not limited to carbon dioxide or butane.
- D. No conduct which is protected from criminal liability pursuant to the Compassionate Use Act (Health & Safety Code, § 11362.5) and the Medical Marijuana Program Act (Health & Safety Code, §§ 11362.7 through 11362.83) shall be made criminal by this code. Conduct or uses which violate the requirements of this Section are a nuisance, and shall be subject to non-criminal remedies, including, but not limited to, administrative citations and abatement.



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: November 24, 2015

**SUBJECT: FIRST READING OF ORDINANCE 1374 REPLACING SIERRA MADRE MUNICIPAL CODE CHAPTER 15.60 WATER EFFICIENT LANDSCAPE ORDINANCE TO COMPLY WITH CURRENT STATE MODEL ORDINANCE**

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## **SUMMARY**

The City's existing Water Efficient Landscape Ordinance (Ordinance 1300) was adopted in December of 2009. As noted below, the ordinance requires updating at this time. Staff recommends that the City Council introduce Ordinance 1374 for first reading, hold a public hearing on the matter..

## **ANALYSIS**

The Governor's Drought Executive Order of April 1, 2015 directed the State Department of Water Resources to update the State's Model Water Efficient Landscape Ordinance (MWELO). That new Model Ordinance was approved by the California Water Commission on July 15, 2015. Local agencies were given until December 1, 2015 to adopt the State Model Ordinance or their own version thereof. Local agencies working together to develop regional ordinances were given until February 1 to adopt their updated regional Water Efficient Landscape Ordinances (WELO's).

Acting on information that the San Gabriel Valley Council of Governments was developing a San Gabriel Valley WELO, city staff deferred bringing the matter to City Council until receiving the COG version of the WELO. Staff was recently advised by COG staff that the COG's efforts to develop an ordinance have been abandoned and that many COG member agencies have opted to utilize the regional ordinance adopted by Orange County.

The Orange County model ordinance was developed by a countywide stakeholder group made up of representatives of the County, cities, local water purveyors, Building

Industry of American, irrigation consultants, landscape architects, and other industry professionals. The stakeholder group was charged with meeting the Governor's Executive Order B-29-15 requirement that the ordinance be at least as effective as the DWR-update model ordinance, while minimizing complexity, streamlining compliance, and providing consistency between local jurisdictions.

Sierra Madre Public Works staff has modified the Orange County model WELO to suit Sierra Madre.

The most significant revision to the existing Sierra Madre WELO (Chapter 15.60) is that the majority of the Ordinance requirements are listed not in the Code itself, but in a separate document referenced in the Ordinance, titled Guidelines for Implementation of the City of Sierra Madre Landscape Ordinance. The WELO itself sets forth the title, purpose and intent, applicability, and most importantly, the landscape water use standards that the ordinance is intended to apply to new landscapes. The Guidelines are referenced in the definitions section of the WELO.

Other significant changes found in the new State Model Ordinance that are included in this revision to Sierra Madre's Code are:

#### **More Efficient Irrigation Systems**

- Dedicated landscape water meters or sub-meters are required for residential landscapes over 5000 sq. ft. and non-residential landscapes over 1000 sq. ft.
- Irrigation systems are required to have pressure regulators and master shut-off valves.
- All irrigation emission devices must meet the national standard stated in the Ordinance to ensure that only high efficiency sprinklers are installed.
- Flow sensors that detect and report high flow conditions due to broken pipes and/or popped sprinkler heads are required for landscape areas greater than 5000 sq. ft.
- The minimum width of areas that can be overhead irrigated was changed from 8 feet to 10 feet; areas less than 10 feet wide must be irrigated with subsurface drip or other technology that produces no over spray or runoff

#### **Incentives for Graywater Usage**

Landscapes under 2500 sq. ft. that are irrigated entirely with graywater or captured rainwater are subject only to the irrigation system requirements of Appendix D, Prescriptive Compliance Option.

#### **Improvements in Onsite Stormwater Capture**

Friable soil is required in planted areas to maximize water retention and infiltration. Four yards of compost per 1000 sq. ft. of area must be incorporated. Other recommended measures for increasing onsite stormwater retention are listed in the Ordinance.

### **Limiting the Portion of Landscapes that can be Planted with High Water Use Plants**

The maximum amount of water that can be applied to a landscape is reduced from 70% of the reference evapotranspiration (ET<sub>o</sub>) to 55% for residential landscape projects, and to 45% of ET<sub>o</sub> for non-residential projects. This water allowance reduces the landscape area that can be planted with high water use plants such as cool season turf. For residential projects, the coverage of high water use plants is reduced from 33% to 25% of the landscaped area. In non-residential landscapes, planting with high water use plants is not feasible. However, unchanged in the Ordinance is the extra water allowance made for non-residential areas when used for specific functional areas, such as recreation and edible gardens. Extra water allowance is also made for landscapes irrigated with recycled water, as was the case in the previous ordinance.

The irrigation efficiency of devices used to irrigate landscapes is one of the factors that goes into determining the maximum amount of water allowed. Rather than having one default irrigation efficiency for the entire site, the revised Ordinance allows the irrigation efficiency to be entered for each area of the landscape. The site-wide irrigation efficiency of the previous ordinance was 0.71; the revised Ordinance defines the irrigation efficiency of drip as 0.81 and that of overhead spray as 0.75. Median strips cannot be landscaped with high water use plants, precluding the use of cool season turf. Also because of the requirement to irrigate areas less than ten feet wide with subsurface irrigation or other means that produces no runoff or overspray, the use of cool season turf in parkways is limited.

### **Reporting Requirements**

All local agencies will report on the implementation and enforcement of their ordinances to DWR by December 31, 2015. Local agencies developing a regional ordinance will report on their adopted regional ordinance by March 1, 2016. Reporting for all agencies will be due by January 31<sup>st</sup> of each year thereafter.

### **Prescriptive Checklist Option for Landscapes under 2500 sq. ft.**

Projects with landscape areas under 2500 sq. feet may comply with the performance requirements of the Ordinance or conform to the prescriptive measures contained in Appendix D. Many will find that the Appendix D checklist simplifies compliance.

Department of Water Resources documents state that the 2015 revision to the MWEL, will result in the average homeowner saving about 12,000 gallons (16 billing units) of water a year.

In order to assist in comparing the proposed Ordinance 1374 with the current Chapter 15.60 staff has created the following table.

Current Code Section	Section Title	Section location in Ordinance No. 1374
15.60.005	Short Title	15.60.005
15.60.010	Purpose and Intent	15.60.010
15.60.020	Definitions	15.60.020
15.60.030	Applicability	15.60.030
15.60.040	Landscape Design & Plant Requirements	Guidelines 2.5
15.60.050	Irrigation Requirements	Guidelines 2.6
15.60.060	Soil & Grading Requirements	Guidelines 2.4 & 2.7
15.60.070	Implementation	15.60.040
15.60.075	Compliance/Enforcement	Guidelines 2.8
15.60.080	Irrigation Audit & Maintenance	Guidelines 2.10
15.60.090	Recycled Water	Guidelines Appendix D
15.60.100	Stormwater Management	Guidelines 2.4
15.60.110	Water Waste Prevention	Guidelines 2.4 & 2.9 SMMC Chapter 13.24
15.60.120	Public Education	Guidelines 2.10
---	Landscape Water Use Standards	15.60.050

### **FINANCIAL**

Landscape and Irrigation Plan review costs will be incurred as that service must be contracted out to an outside firm with staff qualified to do the reviews. Likewise, there will be landscape inspection costs, both for the initial installation of the landscape, and for the required re-inspection one year after installation. These services are currently provided by Willdan. Staff will review the costs associated with plan check, inspection and permitting with Willdan and return with the necessary fee-setting resolution at the time of second reading of this ordinance.

### **ENVIRONMENTAL**

This Ordinance is exempt from review under the California Environmental Quality Act ("CEQA") (California Public Resources Code Section 21000 *et seq.*), because pursuant to State CEQA Regulation 15307 (14 Cal. Code Regs., § 15307), this Ordinance is covered by the CEQA Categorical Exemption for actions taken to assure the maintenance, restoration, enhancement, or protection of a natural resource where the regulatory process involves procedures for protection of the environment. The adoption of this Ordinance will result in the enhancement and protection of water resources in the City, and will not result in cumulative adverse environment impacts. It is therefore exempt from the provisions of CEQA.

### **ALTERNATIVES**

- 1.) The City Council may approve proposed Ordinance 1374 as written.
- 2.) The City Council may direct staff to revise proposed Ordinance 1374 and return it to a subsequent City Council meeting for Public Hearing and approval,
- 3.) The City Council may defer approval of proposed Ordinance 1374, in which case the State Model ordinance remains in effect in Sierra Madre.

### **PUBLIC NOTICE PROCESS**

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

### **STAFF RECOMMENDATION**

Staff recommends that the City Council introduce Ordinance 1374 for first reading, hold a public hearing on the matter.

#### Attachments:

- Exhibit A: Ordinance 1374
- Exhibit B: Guidelines for Implementation of the City of Sierra Madre Landscape Ordinance
- Exhibit C: Existing SMMC Chapter 15.60

## ORDINANCE NO. 1374

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
SIERRA MADRE, PROVIDING A MANDATORY UPDATE OF THE  
SIERRA MADRE WATER EFFICIENT LANDSCAPE ORDINANCE BY  
REPLACING CHAPTER 15.60 OF THE MUNICIPAL CODE**

BE IT ORDAINED, by the City Council of the City of Sierra Madre, as follows:

**Section 1.** That Chapter 15.60 of the Sierra Madre Municipal Code is hereby repealed and replaced by adding sections 15.60.010 through 15.60.050 to read as follows:

**15.60.10 Purpose and Intent**

A. The State Legislature has found that:

1. The waters of the State are of limited supply and are subject to ever increasing demands;
2. The continuation of California's economic prosperity is dependent on the availability of adequate supplies of water for future uses;
3. It is the policy of the State to promote the conservation and efficient use of water and to prevent the waste of this valuable resource;
4. Landscapes are essential to the quality of life in California by providing areas for active and passive recreation and as an enhancement to the environment by cleaning air and water, preventing erosion, offering fire protection, and replacing ecosystems lost to development;
5. Landscape design, installation, maintenance, and management can and should be water efficient; and
6. Article X, Section 2 of the California Constitution specifies that the right to use water is limited to the amount reasonably required for the beneficial use to be served, and the right does not and shall not extend to waste or unreasonable method of use of water.

B. The City Council hereby finds that:

1. That this ordinance be at least as effective in conserving water as the model local water efficient landscape ordinance adopted by the California Department of Water Resources (DWR) pursuant to Government Code § 65595;
2. To assure beneficial, efficient, and responsible use of water resources for all water users within the City of Sierra Madre;

3. To retain the land's natural hydrological role within the San Gabriel River Watershed and promote the infiltration of surface water into the groundwater in the Raymond Groundwater Basin;
4. To recognize that landscapes enhance the aesthetic appearance of developments and communities;
5. To encourage the appropriate design, installation, maintenance, and management of landscapes so that water demand can be decreased, runoff can be retained, and flooding can be reduced without a decline in the quality or quantity of landscapes;
6. To preserve existing natural vegetation and the incorporation of native plants, plant communities and ecosystems into landscape design, where possible;
7. To promote and encourage the use of low water use plants;
8. To minimize the use of cool season turf;
9. To promote the conservation of potable water by maximizing the use of recycled water and other water conserving technology for appropriate applications;
10. To promote public education about water conservation and efficient water management; and
11. To reduce or eliminate water waste.
12. Water use efficiency programs have been actively implemented within the City since 2013;
13. Current local design practices in new landscapes strive to achieve the intent of the State Model Water Efficient Landscape Ordinance water use goals;
14. All water services within the City are metered and billed based on volume of use;
15. Landscape plan submittal and review has been a long standing practice in Sierra Madre; and
16. The 50-year average rainfall in Sierra Madre is approximately 25 inches per year, while the average over the last 4 years is only 12.4 inches.

17. The City, as the *local water purveyor*, has implemented enforcement of water waste prohibitions for all existing *landscaped areas* within its jurisdiction.
- C. Consistent with these findings, the purpose of the City's Water Efficient Landscape Ordinance is to establish an alternative model acceptable under Governor Brown's April 1, 2015 Drought Executive Order (B-19-25) as being at least as effective as the State Model Water Efficient Landscape Ordinance in the context of conditions in the City in order to:
1. Promote the benefits of consistent landscape ordinances with neighboring local and regional agencies;
  2. Promote the values and benefits of landscapes while recognizing the need to invest water and other resources as efficiently as possible;
  3. Establish a structure for planning, designing, installing, and maintaining and managing water efficient landscapes in *new construction* and rehabilitated projects;
  4. Establish provisions for water management practices and water waste prevention for existing landscapes;
  5. Use water efficiently without waste by setting a *Maximum Applied Water Allowance* as an upper limit for water use and reduce water use to the lowest practical amount; and
  6. Encourage the use of economic incentives that promote the efficient use of water, such as implementing a *budget-based tiered-rate structure, providing rebate incentives and offering educational programs.*

[Note: Authority cited: Section 65593, Government Code.  
Reference: Sections 65591, 65593, 65596, Government Code.]

#### **15.60.020 Definitions.**

The following definitions are applicable to this [chapter/division/title]:

*"Aggregate landscape areas"* pertains to the areas undergoing development as one project or for production home neighborhoods or other situations where multiple parcels are undergoing development as one project, but will eventually be individually owned.

*"Applied water"* means the portion of water supplied by the irrigation system to the landscape.

*"Budget-based tiered-rate structure"* means tiered or block rates for irrigation accounts charged by the retail water agency in which the block definition for each customer is

derived from lot size or irrigated area and the evapotranspiration requirements of landscaping.

“*Ecological restoration project*” means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.

“*Estimated Applied Water Use*” means the average annual total amount of water estimated to be necessary to keep plants in a healthy state, calculated as provided in the *Guidelines*. It is based on the *reference evapotranspiration* rate, the size of the landscape area, *plant water use factors*, and the relative *irrigation efficiency* of the irrigation system.

“*ET adjustment factor*” or “*ETAF*” is equal to the *plant factor* divided by the *irrigation efficiency factor* for a *landscape project*, as described in the *Guidelines*. The *ETAF* is calculated in the context of local *reference evapotranspiration*, using site-specific *plant factors* and *irrigation efficiency factors* that influence the amount of water that needs to be applied to the specific *landscaped area*.

A combined plant mix with a site-wide average *plant factor* of 0.5 (indicating a moderate water need) and average *irrigation efficiency* of 0.71 produces an *ET adjustment factor* of  $(0.7) = (0.5/0.71)$ , which is the standard of water use efficiency generally required by this Water Efficient Landscape Ordinance and the *Guidelines*, except that the *ETAF* for a *special landscape area* shall not exceed 1.0.

“*Guidelines*” refers to the Guidelines for Implementation of the Water Efficient Landscape Ordinance, as adopted by the City, which describes procedures, calculations, and requirements for *landscape projects* subject to this Water Efficient Landscape Ordinance.

“*Hardscapes*” means any durable material or feature (*pervious* and *non-pervious*) installed in or around a *landscaped area*, such as pavements or walls. Pools and other *water features* are considered part of the *landscaped area* and not considered *hardscapes* for purposes of this Water Efficient Landscape Ordinance.

“*Irrigation efficiency*” means the measurement of the amount of water beneficially used divided by the amount of water applied. *Irrigation efficiency* is derived from measurements and estimates of irrigation system characteristics and management practices. The *irrigation efficiency* for purposes of this Water Efficient Landscape Ordinance are 0.75 for overhead spray devices and 0.81 for drip systems.

“*Landscaped area*” means all the planting areas, *turf* areas, and *water features* in a landscape design plan subject to the *Maximum Applied Water Allowance* and *Estimated Applied Water Use* calculations. The *landscaped area* does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other *pervious* or *non-pervious hardscapes*, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

“*Landscape contractor*” means a person licensed by the State of California to construct,

maintain, repair, install, or subcontract the development of landscape systems.

“*Landscape Documentation Package*” means the documents required to be provided to the City for review and approval of landscape design projects, as described in the *Guidelines*.

“*Landscape project*” means total area of landscape in a project, as provided in the definition of “*landscaped area*,” meeting the requirements under Section 1.1 of this Water Efficient Landscape Ordinance.

“*Local agency*” means a city or county, including a charter city or charter county, that is authorized to implement, administer, and/or enforce any of the provisions of the Water Efficient Landscape Ordinance. The *local agency* may be responsible for the enforcement or delegation of enforcement of this Water Efficient Landscape Ordinance including, but not limited to, design review, plan check, issuance of *permits*, and inspection of a *landscape project*.

“*Local water purveyor*” means the City of Sierra Madre or the Water Department thereof.

“*Maximum Applied Water Allowance*” or “*MAWA*” means the upper limit of annual *applied water* for the *established landscaped area* as specified in Section 2.2 of the *Guidelines*. It is based upon the area’s *reference evapotranspiration*, the *ET Adjustment Factor*, and the size of the *landscaped area*. The *Estimated Applied Water Use* shall not exceed the *Maximum Applied Water Allowance*.  $MAWA = (ET_o) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$

“*Mined-land reclamation projects*” means any surface mining operation with a reclamation plan approved in accordance with the Surface Mining and Reclamation Act of 1975.

“*New construction*” means, for the purposes of this Water Efficient Landscape Ordinance, a new building with a landscape or other new landscape such as a park, playground, or greenbelt without an associated building.

“*Non-pervious*” means any surface or natural material that does not allow for the passage of water through the material and into the underlying soil.

“*Pervious*” means any surface or material that allows the passage of water through the material and into the underlying soil.

“*Permit*” means an authorizing document issued by the City for *new construction* or *rehabilitated landscape*.

“*Plant factor*” or “*plant water use factor*” is a factor, when multiplied by *ET<sub>o</sub>*, that estimates the amount of water needed by plants. For purposes of this Water Efficient Landscape Ordinance, the *plant factor* range for very low water use plants is 0 to 0.1; the *plant factor* range for low water use plants is 0 to 0.3; the *plant factor* range for moderate water use plants is 0.4 to 0.6; and the *plant factor* range for high water use

plants is 0.7 to 1.0. *Plant factors* cited in this Water Efficient Landscape Ordinance are derived from the publication “Water Use Classification of Landscape Species.” Plant factors may also be obtained from horticultural researchers from academic institutions or professional associations as approved by the California Department of Water Resources (DWR).

“*Recycled water*” or “*reclaimed water*” means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and *water features*. This water is not intended for human consumption.

“*Reference evapotranspiration*” or “*ET<sub>o</sub>*” means a standard measurement of environmental parameters which affect the water use of plants. *ET<sub>o</sub>* is given expressed in inches per day, month, or year as represented in Appendix A of the *Guidelines*, and is an estimate of the evapotranspiration of a large field of four-to seven-inch tall, cool-season grass that is well watered. *Reference evapotranspiration* is used as the basis of determining the *Maximum Applied Water Allowances*.

“*Rehabilitated landscape*” means any re-landscaping project that meets the applicability criteria of Section 1.1(a), where the modified landscape area is greater than 2,500 square feet.

“*Smart irrigation controller*” means an automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data with non-volatile memory shall be required for irrigation scheduling in all irrigation systems, recommending U.S. EPA WaterSense labeled devices as applicable.

“*Special landscape area*” means an area of the landscape dedicated solely to edible plants such as orchards and vegetable gardens, areas irrigated with *recycled water*, *water features* using *recycled water*, and recreational areas dedicated to active play such as parks, sports fields, golf courses, and where *turf* provides a playing surface.

“*Turf*” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

“*Valve*” means a device used to control the flow of water in an irrigation system.

“*Water feature*” means a design element where open water performs an aesthetic or recreational function. *Water features* include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of *water features* is included in the high water use *hydrozone* of the *landscaped area*. Constructed wetlands used for on-site wastewater treatment, habitat protection or storm water best management practices that are not irrigated and used solely for water treatment or storm water retention are not *water features* and, therefore, are not subject to the water budget calculation.

[Note: Authority Cited: Section 65595, Government Code. Reference: Sections 65592, 65596, Government Code.]

### 15.60.30 Applicability

- A. Beginning February 1, 2016, and consistent with Executive Order No. B-29-15, this Water Efficient Landscape Ordinance shall apply to the following *landscape projects*:
1. New landscape projects with an aggregate landscape area equal to or greater than 500 square feet, requiring a building or landscape permit, plan check or design review;
  2. Rehabilitated landscape projects with an aggregate landscaped area equal to or greater than 2,500 square feet, requiring a building or landscape permit, plan check or design review;
  3. New or rehabilitated landscape projects with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures contained in Appendix A of the *Guidelines*;
    - (a) New or rehabilitated projects using treated or untreated graywater or rainwater capture on site, any lot or parcels within the project that has less than 2,500 square feet of landscape area and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with the treated or untreated graywater or though stored rainwater capture on site is subject only to Appendix A of the *Guidelines*.
    - (b) At the cemetery, Sections 2.9, 2.10, and Appendix C of the *Guidelines* shall apply to new landscape installations and Sections 2.9, 2.10, and 3 of the *Guidelines* shall apply landscape rehabilitation projects.
  4. Section 3(b) of the *Landscape Water Use Standards* of this Water Efficient Landscape Ordinance shall apply to:
    - a. All *landscaped areas*, whether installed prior to or after January 1, 2010; and
    - b. All *landscaped areas* installed after February 1, 2016 to which Section 1.1(a) is applicable.
  5. This Water Efficient Landscape Ordinance does not apply to:
    - a. Registered local, state, or federal historical sites;

- b. *Ecological restoration projects* that do not require a permanent irrigation system;
- c. *Mined-land reclamation projects* that do not require a permanent irrigation system; or
- d. Plant collections, as part of botanical gardens and arboretums open to the public.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

#### **15.60.40 Implementation Procedures**

- A. Prior to landscape installation, a *Landscape Documentation Package* shall be submitted to the City for review and approval of all *landscape projects* subject to the provisions of this Water Efficient Landscape Ordinance. Any *Landscape Documentation Package* submitted to the City shall comply with the provisions of the *Guidelines*.
- B. The *Landscape Documentation Package* shall include a certification by a professional appropriately licensed in the State of California stating that the landscape design and water use calculations have been prepared by or under the supervision of the licensed professional and are certified to be in compliance with the provisions of this Water Efficient Landscape Ordinance and the *Guidelines*.
  - 1. Landscape and irrigation plans shall be submitted to the City for review and approval with appropriate water use calculations. Water use calculations shall be consistent with calculations contained in the *Guidelines* and shall be provided to the City.
  - 2. Verification of compliance of the landscape installation with the approved plans shall be obtained through a *Certification of Completion* in conjunction with a Certificate of Use and Occupancy or Permit Final process, as provided in the *Guidelines*.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

#### **15.60.50 Landscape Water Use Standards**

- A. For applicable landscape installation or rehabilitation projects subject to Section 1.1(a) of this Water Efficient Landscape Ordinance, the *Estimated Applied Water Use* allowed for the *landscaped area* shall not exceed the *MAWA* calculated using an *ET adjustment factor* of 0.7, except for *special landscaped areas* where the *MAWA* is calculated using an *ET adjustment factor* of 1.0; or the design of the *landscaped area* shall

otherwise be shown to be equivalently water-efficient in a manner acceptable to the City; as provided in the *Guidelines*.

- B. Irrigation of all *landscaped areas* shall be conducted in a manner conforming to the rules and requirements, and shall be subject to penalties and incentives for water conservation and water waste prevention as determined and implemented by the *City* or as mutually agreed by *the City*.

**Section 2. Exemption from California Environmental Quality Act.**

The City Council hereby determines that this Ordinance is exempt from review under the California Environmental Quality Act (“CEQA”) (California Public Resources Code Section 21000 *et seq.*), because pursuant to State CEQA Regulation 15307 (14 Cal. Code Regs., § 15307), this Ordinance is covered by the CEQA Categorical Exemption for actions taken to assure the maintenance, restoration, enhancement, or protection of a natural resource where the regulatory process involves procedures for protection of the environment. The adoption of this Ordinance will result in the enhancement and protection of water resources in the City, and will not result in cumulative adverse environment impacts. It is therefore exempt from the provisions of CEQA. The City Council hereby directs the City Manager or designee to prepare and file a Notice of Exemption as soon as possible following adoption of this Ordinance.

**Section 3. Severability.**

The provisions of this Ordinance are severable, and the invalidity of any section, paragraph, phrase, clause, or part of this Ordinance shall not affect the validity or effectiveness of the remainder of this Ordinance.

**Section 4. Effective Date**

This Ordinance shall become effective thirty (30) days after its adoption in accordance with the provisions of California law.

**Section 5. City Clerk Certification**

The City Clerk shall certify to the passage of this Ordinance and cause the same or a summary thereof to be published within fifteen (15) days after adoption in a newspaper of general circulation, printed and published in Sierra Madre, California.

**PASSED, APPROVED, AND ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
City Clerk

STATE OF CALIFORNIA )  
COUNTY OF ORANGE ) ss.  
CITY OF \_\_\_\_\_ )

I, \_\_\_\_\_, City Clerk of the City of \_\_\_\_\_, do hereby certify that foregoing Ordinance No. \_\_\_\_\_ was duly and regularly adopted by the City Council of the City of \_\_\_\_\_ at a regular meeting thereof on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_ and that the same was passed and adopted by the following vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
City Clerk

**GUIDELINES  
FOR IMPLEMENTATION OF THE  
CITY OF SIERRA MADRE  
WATER EFFICIENT LANDSCAPE  
ORDINANCE**



**JANUARY 12, 2016**

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## **1. Purpose and Applicability**

### **1.1 Purpose**

- (A) The primary purpose of these Guidelines is to provide procedural and design guidance for project applicants proposing landscape installation or rehabilitation projects that are subject to the requirements of the Water Efficient Landscape Ordinance, Sierra Madre Municipal Code Chapter 15.60. This document is also intended for use and reference by City staff in reviewing and approving designs and verifying compliance with the Water Efficient Landscape Ordinance. The general purpose of the Water Efficient Landscape Ordinance is to promote the design, installation, and maintenance of landscaping in a manner that conserves regional water resources by ensuring that landscaping projects are not unduly water-needy and that irrigation systems are appropriately designed and installed to minimize water waste.
  
- (B) Other regulations affecting landscape design and maintenance practices are potentially applicable and should be consulted for additional requirements. These regulations include but may not be limited to:
  - (1) State of California Assembly Bill 1881;
  - (2) National Pollutant Discharge Elimination Permit for the Municipal Separate Storm Sewer System;
  - (3) Los Angeles County Fire Department Regulations for Fuel Modification in the Landscape;
  - (4) Water Conservation and Drought Response Regulations of the State Water Resources Control Board and the City of Sierra Madre;
  - (5) Zoning Code;
  - (6) Building Code;
  - (7) Specific Plans, Master Plans, General Plan, or similar land use and planning documents; and
  - (8) Conditions of Approval for a specific project

### **1.2 Applicability**

- (A) The Water Efficient Landscape Ordinance and these Guidelines apply to all of the following landscape projects:

- (1) New landscape projects with an aggregate landscape area equal to or greater than 500 square feet, requiring a building or landscape permit, plan check or design review;
  - (2) Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet, requiring a building or landscape permit, plan check or design review;
  - (3) New or rehabilitated landscape projects with an aggregate landscape area of 2,500 square feet or less may comply with the performance requirements of this ordinance or conform to the prescriptive measures contained in Appendix A ;
  - (4) New or rehabilitated projects using treated or untreated graywater or rainwater capture on site, any lot or parcels within the project that has less than 2,500 square feet of landscape area and meets the lot or parcel's landscape water requirement (Estimated Total Water Use) entirely with the treated or untreated graywater or though stored rainwater capture on site is subject only to Appendix A Section (5).
- (B) The requirements of the Guidelines may be partially or wholly waived, at the discretion of the City or its designee, for landscape rehabilitation projects that are limited to replacement plantings with equal or lower water needs and where the irrigation system is found to be designed, operable and programmed consistent with minimizing water waste in accordance with local water conservation regulations.
- (C) Unless otherwise determined by the City, the Water Efficient Landscape Ordinance and these Guidelines do not apply to:
- (1) Registered local, state, or federal historical sites;
  - (2) Ecological restoration projects that do not require a permanent irrigation system;
  - (3) Mined-land reclamation projects that do not require a permanent irrigation system; or
  - (4) Plant collections, as part of botanical gardens, and arboretums open to the public.

## **2. Submittal Requirements for New Landscape Installations or Landscape Rehabilitation Projects**

- (A) Discretionary approval is typically required for landscape projects that are subject to site plan reviews, or where a variance from a local building code is requested, or other procedural processes apply such that standard or special conditions of approval may be required by the City. Discretionary projects with conditions of

approval may be approved administratively by City staff, or acted on formally by the Planning Commission, or City Council. A typical standard condition of approval reads:

*“Landscaping for the project shall be designed to comply with the City’s Water Efficient Landscape Ordinance and with the Guidelines for Implementation of the Water Efficient Landscape Ordinance.”*

Landscape or water features that typically require a ministerial permit (i.e., a building, plumbing, electrical, or other similar permit), thereby triggering compliance with the Water Efficient Landscape Ordinance requirements independently of the need for discretionary approval include, but are not limited to, swimming pools, fountains or ponds, retaining walls, and overhead trellises.

## **2.2 Elements of the Landscape Documentation Package**

(A) A Landscape Documentation Package is required to be submitted by the project applicant for review and approval prior to the issuance of ministerial permits for landscape or water features by the City, and prior to start of construction. Unless otherwise directed by the City, the Landscape Documentation Package shall include the following elements either on plan sheets or supplemental pages as directed by the City:

- (1) Project Information, including, but not limited to, the following:
  - (a) Date;
  - (b) Project name;
  - (c) Project address, parcel, and/or lot number(s);
  - (d) Total landscape area (square feet) and rehabilitated landscape area (if applicable);
  - (e) Project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed);
  - (f) Water supply type (potable or well);
  - (g) Checklist or index of all documents in the Landscape Documentation Package;
  - (h) Project contacts, including contact information for the project applicant and property owner;
  - (i) Certification of Design in accordance with **Exhibit A** of these Guidelines that includes a landscape professional’s professional

stamp, as applicable, signature, contact information (including email and telephone number), license number, and date, certifying the statement that “The design of this project complies with the requirements of the City’s Water Efficient Landscape Ordinance” and shall bear the signature of the landscape professional as required by law; and

- (j) Any other information the City deems relevant for determining whether the landscape project complies with the Water Efficient Landscape Ordinance and these Guidelines.
- (2) Maximum Applied Water Allowance (MAWA) and Estimated Applied Water Use (EAWU) expressed as annual totals including, but not limited to, the following:
- (a) Water Efficient Landscape Worksheet (optional at discretion of the City) for the landscape project;
  - (b) Hydrozone information table (optional at the discretion of the City) for the landscape project; and
  - (c) Water budget calculations (optional at the discretion of the City) for the landscape project.
- (3) A soil management report or specifications, or specification provision requiring soil testing and amendment recommendations and implementation to be accomplished during construction of the landscape project.
- (4) A landscape design plan for the landscape project.
- (5) An irrigation design plan for the landscape project.
- (6) A grading design plan, unless grading information is included in the landscape design plan for the landscape project or unless the landscape project is limited to replacement planting and/or irrigation to rehabilitate an existing landscape area.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

### **2.3 Water Efficient Landscape Calculations and Alternatives**

- (A) The project applicant shall provide the calculated Maximum Applied Water Allowance (MAWA) and Estimated Applied Water Use (EAWU) for the landscape area as part of the Landscape Documentation Package submittal to the City. The MAWA and EAWU shall be calculated based on completing the Water Efficient Landscape Worksheets (in accordance with the sample worksheets in

**Appendix C)** which contain information on the plant factor, irrigation method, irrigation efficiency and area associated with each hydrozone. Calculations are then made to show that the evapotranspiration adjustment factor (ETAF) for the landscape project does not exceed a factor of 0.55 for residential areas and 0.45 for non-residential areas, exclusive of Special Landscape Areas. The ETAF for a landscape project is based on the plant factors and irrigation methods selected. The Maximum Applied Water Allowance is calculated based on the maximum ETAF allowed (0.55 for residential areas and 0.45 for non-residential areas) and expressed as annual gallons required. The EAWU is calculated based on the plants used and irrigation method selected for the landscape design.

- (B) The EAWU allowable for the landscape area shall not exceed the MAWA. The MAWA shall be calculated using an evapotranspiration adjustment factor (ETAF) of 0.55 for residential areas and 0.45 for non-residential areas, except for the portion of the MAWA applicable to any Special Landscape Areas within the landscape project, which shall be calculated using an ETAF of 1.0. Where the design of the landscape area can otherwise be shown to be equivalently water-efficient, the project applicant may submit alternative or abbreviated information supporting the demonstration that the annual EAWU is less than the MAWA, at the discretion of and for the review and approval of the City.
- (C) Water budget calculations shall adhere to the following requirements:
  - (1) The MAWA shall be calculated using the Water Efficient Landscape Worksheets and equation presented in **Appendix B** on page B-1. The example calculation on page B-1 is a hypothetical example to demonstrate proper use of the equation.
  - (2) The EAWU shall be calculated using the Water Efficient Landscape Worksheet and equations presented in **Appendix C**.
  - (3) For the calculation of the MAWA and EAWU, a project applicant shall use the ETo values listed the Reference Evapotranspiration Table in **Appendix D**.
  - (4) For calculation of the EAWU, the plant water use factor shall be determined as appropriate to the project location from the Water Use Efficiency of Landscape Species (WUCOLS) Species Evaluation List or from horticultural researchers with academic institutions or professional associations as approved by the California Department of water Resources (DWR). The plant factor ranges from 0 to 0.1 for very low water use plants, 0.1 to 0.3 for low water use plants, 0.4 to 0.6 for moderate water use plants, and 0.7 to 1.0 for high water use plants.
  - (5) For calculating the EAWU, the plant water use factor shall be determined for each valve hydrozone based on the highest-water-use plant species within the zone. The plant factor for each hydrozone may be required to

be further refined as a “landscape coefficient,” according to protocols defined in detail in the WUCOLS document, to reflect planting density and microclimate effects on water need at the option of the project applicant or the City.

- (6) For calculation of the EAWU, the area of a water feature shall be defined as a high water use hydrozone with a plant factor of 1.0.
- (7) For calculation of the EAWU, a temporarily irrigated hydrozone area, such as an area of highly drought-tolerant native plants that are not intended to be irrigated after they are fully established, shall be defined as a very low water use hydrozone with a plant factor of 0.1.
- (8) For calculation of the MAWA, the ETAF for Special Landscape Areas (SLA) shall be set at 1.0. For calculation of the EAWU, the ETAF for SLA shall be calculated as the SLA plant factor divided by the SLA irrigation efficiency factor.
- (9) Irrigation efficiency (IE) of the irrigation heads used within each hydrozone shall be assumed to be as follows, unless otherwise indicated by the irrigation equipment manufacturer’s specifications or demonstrated by the project applicant:

Irrigation Method	DU <sub>LO</sub>	DU <sub>LH</sub> *	EU	IE**
Spray nozzles	65%	79%		71%
High efficiency spray nozzles	70%	82%		73%
Multi stream/Multi trajectory rotary (MSMT) nozzles	75%	85%		76%
Stream rotor nozzle	70%	82%		73%
Microspray	75%	85%		76%
Bubblers			85%	77%
Drip emitter			90%	81%
Subsurface drip			90%	81%

\*DU<sub>LH</sub> = .386 + (.614)(DU<sub>LO</sub>)

\*\* IE (spray) = (DU<sub>LH</sub>)(IME)

\*\* IE (drip) = Emission uniformity (EU)(IME)

- (D) The Maximum Applied Water Allowance shall adhere to the following requirements:

- (1) The Maximum Applied Water Allowance shall be calculated using the equation presented in **Appendix C**. The reference evapotranspiration (ET<sub>o</sub>) values used for this calculation are from the Reference Evapotranspiration Table in **Appendix D** and are for planning purposes only. For actual irrigation scheduling, automatic irrigation controllers are required and shall use current ET<sub>o</sub> data, such as from the California Irrigation Management Information System (CIMIS), other equivalent data, or soil moisture sensor data.

## 2.4 Soil and Stormwater Management

- (A) All planted landscape areas are required to have friable soil to maximize retention and infiltration. On engineered slopes, only amended planting holes need meet this requirement.
- (B) In order to reduce runoff and encourage healthy plant growth, a soil management report shall be completed by the project applicant, or his/her designee, as follows:
  - (1) Submit soil samples to a certified agronomic soils laboratory for analysis and recommendations.
    - (a) Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.
    - (b) The soil analysis may include, but is not limited to:
      1. soil texture;
      2. infiltration rate determined by laboratory test or soil texture infiltration rate table;
      3. pH;
      4. total soluble salts;
      5. sodium;
      6. percent organic matter; and
      7. recommendations.
  - (2) In projects with multiple landscape installations (i.e. production home developments or common interest developments that are installing landscaping) a soil sampling rate of 1 in 7 lots or approximately 15% will satisfy this requirement; evenly disbursed throughout the development. Large landscape projects shall sample at a rate equivalent to 1 in 7 lots or approximately 15% landscape area. The project applicant, or his/her designee, shall comply with one of the following:
    - (a) If significant mass grading is not planned, the soil analysis report shall be submitted to the City as part of the Landscape Documentation Package; or
    - (b) If significant mass grading is planned, the soil analysis report shall be submitted to the City as part of the Certification of Grading Completion.

- (c) The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans in order to make any necessary adjustments to the design plans.
- (d) The *project applicant*, or his/her designee, shall submit documentation verifying implementation of soil analysis report recommendations to the local agency with the Certification of Grading Completion.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

- (C) It is strongly recommended that landscape areas be designed for capture and infiltration capacity that is sufficient to prevent runoff from impervious surfaces (i.e. roof and paved areas) from additional capacity as required by any applicable local, regional, state, or federal regulation and/or one of the following: the one inch, 24-hour rain event or the 85<sup>th</sup> percentile, 24-hour rain event.
- (D) It is recommended that storm water projects incorporate any of the following elements to improve on-site stormwater and dry weather runoff capture and use:
  - (1) Grade impervious surfaces, such as driveways, during construction to drain into vegetated areas.
  - (2) Minimize the area of impervious surfaces such as paved areas, roof, and concrete driveways.
  - (3) Incorporate pervious or porous surfaces (e.g. gravel, permeable pavers or blocks, pervious or porous concrete) that minimize runoff.
  - (4) Direct runoff from paved surfaces and roof areas into planting beds or landscape areas to maximize site water capture and reuse.
  - (5) Incorporate rain gardens, cisterns, and other rain harvesting or catchment systems.
  - (6) Incorporate infiltration beds, swales, basins, and drywells to capture stormwater and dry weather runoff and increase percolation into the soil.
  - (7) Consider constructed wetlands and ponds that retain water, equalize excess flow, and filter pollutants.

[Note: Authority cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

## 2.5 Landscape Design Plan

- (A) For the efficient use of water, a landscape shall be carefully designed and planned for the intended function of the project. The following design criteria shall be submitted as part of the Landscape Documentation Package.
  - (1) Plant Material
    - (a) Any plant may be selected for the landscape area provided the EAWU in the landscape area does not exceed the MAWA. Methods to achieve water efficiency shall include one or more of the following:
      - (2) Protection and preservation of non-invasive water-conserving plant, tree and turf species;
      - (3) Selection of water-conserving plant, tree and turf species;
      - (4) Selection of plants based on local climate suitability, disease and pest resistance;
      - (5) Selection of trees based on applicable City tree ordinance or tree shading guidelines, and size at maturity as appropriate for the planting area; and
      - (6) Selection of plants from local and regional landscape program plant lists.
      - (7) Selection of plants from local Fuel Modification Plan Guidelines.
- (B) Each hydrozone shall have plant materials with similar water use; with the exception of hydrozones with plants of mixed water use, as specified in Section 2.5(a)(2)(D) of these Guidelines.
- (C) Plants shall be selected and planted appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the project site. Methods to achieve water efficiency shall include one or more of the following:
  - (1) Use the Sunset Western Climate Zone System, or equivalent generally accepted models, which takes into account temperature, humidity, elevation, terrain, latitude, and varying degrees of continental and marine influence on local climate;
  - (2) Recognize the horticultural attributes of plants (i.e., mature plant size, invasive surface roots) to minimize damage to property or infrastructure (e.g., buildings, sidewalks, and power lines); allow for adequate soil volume for healthy root growth and
  - (3) Consider the solar orientation for plant placement to maximize summer shade and winter solar gain.

- (D) Turf is discouraged on slopes greater than 25% where the toe of the slope is adjacent to an impermeable hardscape and where 25% means 1 foot of vertical elevation change for every 4 feet of horizontal length (rise divided by run x 100 = slope percent).
- (E) High water use plants, characterized by a plant factor of 0.7 to 1.0, are prohibited in street medians.
- (F) A landscape design plan for projects in fire-prone areas and fuel modification zones shall comply with requirements of Sierra Madre Municipal Code Chapters 15.28 (Fire Zones); 8.08 (Weeds); 8.28 (Protected Fire Areas); and 8.36 (Hazardous Brush Clearance), where applicable. When conflicts between water conservation and fire safety design elements exist, the fire safety requirements shall have priority.
- (G) The use of invasive plant species, such as those listed by the California Invasive Plant Council, is strongly discouraged.
- (H) The architectural guidelines of a common interest development, which include community apartment projects, condominiums, planned developments, and stock cooperatives, shall not prohibit or include conditions that have the effect of prohibiting the use of water efficient plant species as a group.
  - (1) Water Features
    - (a) Recirculating water systems shall be used for water features.
    - (b) The surface area of a water feature shall be included in the high water use hydrozone area of the water budget calculation.
    - (c) Pool and spa covers are required.
  - (2) Soil Preparation, Mulch and Amendments
    - (a) Prior to planting of any materials, compacted soils shall be transformed to a friable condition. On engineered slopes, only amended planting holes need to meet this requirement.
    - (b) Soil amendments shall be incorporated according to the recommendations of the soil report and what is appropriate for plants selected.
    - (c) For landscape installations, compost at a rate of a minimum of four cubic yards per 1,000 square feet of permeable area shall be incorporated to a depth of six inches into the soil. Soils with greater than 6% organic matter in the top 6 inches of soil are exempt from adding compost and tilling.

- (d) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated. To provide habitat for beneficial insects and other wildlife, up to 5% of the landscape area may be left without mulch. Designated insect habitat must be included in the landscape design plan as such.
  - (e) Stabilizing mulching products shall be used on slopes that meet current engineering standards such as those detailed in the USDA/USAID Low-Volume Roads Engineering Best Management Practices Field Guide.
  - (f) The mulching portion of the seed/mulch slurry in hydro-seeded applications shall meet the mulching requirement.
  - (g) Organic mulch materials made from recycled or post-consumer materials shall take precedence over inorganic materials or virgin forest products unless the recycled post-consumer organic products are not locally available. Organic mulches are not required where prohibited by local fuel Modification Plan Guidelines or other applicable local ordinances.
- (I) The landscape design plan, at a minimum, shall:
- (1) Delineate and label each hydrozone by number, letter, or other method;
  - (2) Identify each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape area shall be included in the low water use hydrozone for the water budget calculation;
  - (3) Identify recreational areas;
  - (4) Identify areas permanently and solely dedicated to edible plants;
  - (5) Identify areas irrigated with recycled water;
  - (6) Identify type of mulch and application depth;
  - (7) Identify soil amendments, type, and quantity;
  - (8) Identify type and surface area of water features;
  - (9) Identify hardscapes (pervious and non-pervious);
  - (10) Identify location and installation details, and 24-hour retention or infiltration capacity of any applicable storm water best management practices that encourage on-site retention and infiltration of storm water.

Project applicants shall refer to the City or regional Water Quality Control Board for information on any applicable stormwater technical requirements. Storm water best management practices are encouraged in the landscape design plan and examples are provided in Section 2.4(C)-(D).

- (11) Identify any applicable rain harvesting or catchment technologies (e.g., rain gardens, cisterns, etc.);
- (12) Contain the following statement: “I have complied with the criteria of the Water Efficient Landscape Ordinance and applied them for the efficient use of water in the landscape design plan;” and
- (13) Bear the signature of a California-licensed landscape professional.

[Note: Authority Cited: Section 65595, Reference: Section 65596, Government Code and Section 1351, Civil Code.]

## **2.6 Irrigation Design Plan**

- (A) This section applies to landscape areas requiring permanent irrigation, not areas that require temporary irrigation solely for the plant establishment period. For the efficient use of water, an irrigation system shall meet all the requirements listed in this section and the manufacturer’s recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

- (1) System

- (a) Landscape water meters, defined as either a dedicated water service meter or private sub meter, shall be installed for all non-residential irrigated landscapes of 1,000 sq. ft. but not more than 5,000 sq. ft. (the level at which Water Code 535 applies) and residential irrigated landscapes of 5,000 sq. ft. or greater. A landscape water meter may be either:

- 1. A customer service meter dedicated to landscape use provided by the City; or

- 2. A privately owned meter or sub meter.

- (b) Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data with non-volatile memory shall be required for irrigation scheduling in all irrigation systems, recommending U.S. EPA WaterSense labeled devices as applicable.

- (c) Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation operation during unfavorable weather conditions shall be required on all irrigation systems, as appropriate for local climatic conditions. Irrigation should be avoided during windy or freezing weather or during rain.
- (d) If the water pressure is below or exceeds the recommended pressure of the specified irrigation devices, the installation of a pressure regulating device is required to ensure that the dynamic pressure at each emission device is within the manufacturer's recommended pressure range for optimal performance.
  1. If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed to meet the required dynamic pressure of the irrigation system.
  2. Static water pressure, dynamic or operating pressure, and flow reading of the water supply shall be measured at the point of connection. These pressure and flow measurements shall be conducted at the design stage. If the measurements are not available at the design stage, the measurements shall be conducted at installation.
- (e) Backflow prevention devices shall be required to protect the water supply from contamination by the irrigation system. A project applicant shall refer to the applicable City code (i.e., public health) for additional backflow prevention requirements.
- (f) A master shutoff valve shall be as close as possible to the point of connection and is required on all projects; with the exception for landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features.
- (g) Flow sensors that detect high flow conditions created by system damage or malfunction are required for all non-residential landscapes and residential landscapes of 5,000 sq. ft. or larger. The flow sensor must be in combination with a master shut-off valve.
- (h) Manual isolation valves (such as a gate valve, ball valve, or butterfly valve) shall be required on the irrigation system downstream of the point of connection to the water supply to minimize water loss in case of an emergency (such as a main line break) or routine repair.

- (i) The irrigation system shall be designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas, such as adjacent property, non-irrigated areas, hardscapes, roadways, or structures.
- (j) Relevant information from the soil management plan, such as soil type and infiltration rate, shall be utilized when designing irrigation systems.
- (k) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.
- (l) All irrigation emission devices must meet the requirements set in the American National Standards Institute (ANSI) standard, American Society of Agricultural and Biological Engineers'/International Code Council's (ASABE/ICC) 802-2014 "Landscape Irrigation Sprinkler and Emitter Standard, All Sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASBE/ICC 802-2014.
- (m) Average irrigation efficiency (IE) for the project shall be determined in accordance with the EAWU calculation sheet in **Appendix B**. Unless otherwise indicated by the irrigation equipment manufacturer's specifications or demonstrated by the project applicant, the irrigation efficiency of the irrigation heads used within each hydrozone shall as listed in Section 2.3(C)(9).
- (n) It is highly recommended that the *project applicant* inquire with the City about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.
- (o) In *mulched* planting areas, the use of *low volume irrigation (drip or low volume overhead irrigation)* is required to maximize water infiltration into the root zone; with the exception of areas with fuel modification requirements and/or those that require plant establishment to comply with local grading ordinances.
- (p) *Sprinkler heads* and other emission devices shall have matched *precipitation rates*, unless otherwise directed by the manufacturer's recommendations.
- (q) Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible *distribution uniformity* using the manufacturer's recommendations.

- (r) Swing joint components are required on all sprinklers subject to damage that are adjacent to hardscapes or in high traffic areas of turf.
- (s) Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.
- (t) Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.
- (u) Overhead irrigation shall not be permitted within 24 inches of any non-permeable surface. Allowable irrigation within the setback from non-permeable surfaces may include drip, drip line, or other low flow non-spray technology. The setback area may be planted or unplanted. The surfacing of the setback may be mulch, gravel, or other porous material. These restrictions may be modified if:
  1. the landscape area is adjacent to permeable surfacing and no runoff occurs; or
  2. the adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping; or
  3. the irrigation designer for the landscape project specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates strict adherence to the irrigation system design criteria in Section 2.5 (a)(1)(H) hereof. Prevention of overspray and runoff must be confirmed during an irrigation audit.
  4. slopes greater than 25% shall not be irrigated with an irrigation system with a application rate exceeding 0.75 inches per hour. This restriction may be modified if the landscape designer of the landscape project specifies an alternative design or technology, as part of the Landscape Documentation Package, and clearly demonstrates no runoff or erosion will occur. Prevention of runoff and erosion must be confirmed during the irrigation audit.

(2) *Hydrozone*

- (a) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.
- (b) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.

- (c) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf to facilitate the appropriate irrigation of trees. The mature size and extent of the root zone shall be considered when designing irrigation for the tree.
- (d) Individual hydrozones that mix plants of moderate and low water use or moderate and high water use may be allowed if:
  - 1. The plant factor calculation is based on the proportions of the respective plant water uses and their respective plant factors; or
  - 2. The plant factor of the higher water using plant is used for the calculations.
- (e) Individual hydrozones that mix high and low water use plants shall not be permitted.
- (f) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation. On the irrigation design plan, designate the areas irrigated by each valve and assign a number to each valve.
- (g) The irrigation design plan, at a minimum, shall contain:
  - 1. the location and size of separate water meters for landscape;
  - 2. the location, type, and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices;
  - 3. static water pressure at the point of connection to the public water supply;
  - 4. flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;
  - 5. irrigation schedule parameters necessary to program smart timers specified in the landscape design;
  - 6. the following statement: “I have complied with the criteria of the Water Efficient Landscape Ordinance and applied them accordingly for the efficient use of water in the irrigation design plan;” and
  - 7. the signature of a California-licensed landscape professional.

[Note: Authority Cited: Section 65595, Government Code.  
Reference: Section 65596, Government Code.]

## **2.7 Grading Design Plan**

- (A)** For the efficient use of water, grading of a landscape project site shall be designed to minimize soil erosion, runoff, and water waste. Finished grading configuration of the landscape area, including pads, slopes, drainage, post-construction erosion control, and storm water control Best Management Practices, as applicable, shall be shown on the Landscape Plan unless this information is fully included in separate Grading Plans for the project, or unless the project is limited to replacement planting and/or irrigation to rehabilitate an existing landscape area.
- (B)** The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:
  - (1)** Height of graded slopes;
  - (2)** Drainage patterns;
  - (3)** Pad elevations;
  - (4)** Finish grade; and
  - (5)** Storm water retention improvements, if applicable.
- (C)** To prevent excessive erosion and runoff, it is highly recommended that the project applicant:
  - (1)** Grade so that all irrigation and normal rainfall remains within property lines and does not drain on to non-permeable hardscapes;
  - (2)** Avoid disruption of natural drainage patterns and undisturbed soil; and
  - (3)** Avoid soil compaction in landscape areas.
- (D)** The Grading Design Plan shall contain the following statement: “I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan” and shall bear the signature of the landscape professional, as required by law.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

## 2.8 Certification of Landscape Completion

- (A) Landscape project installation shall not proceed until the *Landscape Documentation Package* has been approved by the *City* and any ministerial permits required are issued.
- (B) The *project applicant* shall notify the *City* at the beginning of the installation work and at intervals, as necessary, for the duration of the landscape project work to schedule all required inspections.
- (C) *Certification of Landscape Completion* of the landscape project shall be obtained through a *Permit Final*. The requirements for the Final Inspection and *Permit Closure* include submittal of:
  - (1) *A Landscape Installation Certificate of Completion* in the form included as **Appendix D** of these *Guidelines*, which shall include: (i) certification by a *landscape professional* that the *landscape project* has been installed per the approved *Landscape Documentation Package*; and (ii) the following statement: “The landscaping has been installed in substantial conformance to the design plans, and complies with the provisions of the *Water Efficient Landscape Ordinance* for the efficient use of water in the landscape.”
    - (a) Where there have been significant changes (as deemed by the *City*) made in the field during construction, these “as-built” or record drawings shall be included with the certificate
    - (b) A diagram of the irrigation plan showing *hydrozones* shall be kept with the irrigation controller for subsequent management purposes.
  - (2) Documentation of the irrigation scheduling parameters used to set the *controller(s)*;
  - (3) An irrigation audit report from a *City* landscape irrigation auditor or third party certified landscape irrigation auditor may be required at the option of the *City*. Example Inspection Affidavit is included as **Appendix H**.
    - (a) Landscape audits shall not be conducted by the person who designed or installed the landscape.
    - (b) In large projects or projects with multiple landscape installations (i.e. production home developments or common interest developments) an auditing rate of 1 in 7 lots or approximately 15% will satisfy this requirement.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

## **2.9 Post-Installation Irrigation Scheduling**

- (A) For the efficient use of water, all irrigation schedules shall be developed, managed, and evaluated to utilize the minimum amount of water required to maintain plant health. Irrigation schedules shall meet the following criteria:
  - (1) Irrigation scheduling shall be regulated by automatic irrigation controllers.
  - (2) Overhead irrigation shall be scheduled in accordance with the City's Water Conservation Ordinance. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

## **2.10 Post-Installation Landscape and Irrigation Maintenance**

- (A) Landscapes shall be maintained to ensure water use efficiency in accordance with the design of the landscape and irrigation system as well as the City's Water Conservation Ordinance.

## **3. Provisions for Existing Landscapes**

- (A) Irrigation of all landscape areas shall be conducted in a manner conforming to the rules and requirements and shall be subject to penalties and incentives for water conservation and water waste prevention, as determined and implemented by the City.
- (B) The City and/or the regional may administer programs such as irrigation water use analyses, irrigation surveys and/or irrigation audits, tiered water rate structures, water budgeting by parcel, or other approaches to achieve landscape water use efficiency community-wide to a level equivalent to or less than would be achieved by applying a MAWA calculated with an ETAF of 0.8 to all landscape areas in the City over one acre in size.
- (C) The architectural guidelines of a common interest development, including apartments, condominiums, planned developments, and stock cooperatives, shall not prohibit or include conditions that have the effect of prohibiting the use of low-water use plants as a group.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

#### **4. Public Education**

- (A)** Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management, and maintenance that save water is encouraged in the community.
- (B)** Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes as described.
  - (1)** Signs shall be used to identify the model as an example of a water efficient landscape featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient theme. Signage shall include information about the site water use as designed per the local ordinance; specify who designed and installed the site water efficient landscape; and demonstrate low water use approaches to landscaping such as using appropriate plants, alternative water sources, or rainwater catchment systems.
  - (2)** Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

[Note: Authority Cited: Section 65595, Government Code. Reference: Section 65596, Government Code.]

## Appendix A: Prescriptive Compliance Option

### PRESCRIPTIVE COMPLIANCE OPTION

- (A) This appendix contains prescriptive requirements which may be used as a compliance option to the Ordinance.
- (B) Compliance with the following items is mandatory and must be documented in a landscape plan in order to use the prescriptive compliance option:
  - (1) Submit a Landscape Documentation Package which includes the following elements:
    - (a) Date
    - (b) Project applicant
    - (c) Project address (if available, parcel and/or lot number (s))
    - (d) Total landscape area (square feet), including a breakdown of turf and plant material
    - (e) Project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed)
    - (f) Contact information for the project applicant and property owner
    - (g) Applicant signature and date with statement, "I agree to comply with the requirements of the prescriptive compliance option to the Water Efficient Landscape Ordinance."
  - (2) Incorporate compost at a rate of at least four cubic yards per 1,000 square feet to a depth of six inches into landscape area (unless contra-indicated by a soil test);
  - (3) Plant material shall comply with all of the following:
    - (a) For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plan factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS plan factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water;
    - (b) A minimum three inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas,

creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.

- (4) Turf shall comply with all of the following:
  - (a) Turf shall not exceed 25% of the landscape area in residential areas, and turf shall not be planted in non-residential areas
  - (b) Turf shall not be planted on sloped areas which exceed a slope of 1 foot vertical elevation change for every 4 feet of horizontal length;
  - (c) Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation, or by other technology that creates no overspray or runoff.
- (5) Irrigation systems shall comply with the following:
  - (a) Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data
  - (b) Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.
  - (c) Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.
  - (d) Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.
  - (e) All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC802-2014. "Landscape irrigation Sprinkler and Emitter Standard." All Sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.
- (C) At the time of final inspection, the permit applicant must provide the owner of the property with a certificate of completion, certificate of installation, irrigation schedule and a schedule of landscape and irrigation maintenance.

**Appendix B: Certification of Landscape Design**

**CERTIFICATION OF LANDSCAPE DESIGN**

I hereby certify that:

(1) I am a professional appropriately licensed in the State of California to provide professional landscape design services.

(2) The landscape design and water use calculations for the property located at \_\_\_\_\_  
\_\_\_\_\_ (provide street address or parcel number(s)) were prepared by me or under my supervision.

(3) The landscape design and water use calculations for the identified property comply with the requirements of the City of \_\_\_\_\_ Water Efficient Landscape Ordinance (Municipal Code Sections \_\_\_\_\_) and the City of \_\_\_\_\_ Guidelines for Implementation of the City of \_\_\_\_\_ Water Efficient Landscape Ordinance.

(4) The information I have provided in this Certificate of Landscape Design is true and correct and is hereby submitted in compliance with the City of \_\_\_\_\_ Guidelines for Implementation of the City of \_\_\_\_\_ Water Efficient Landscape Ordinance.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

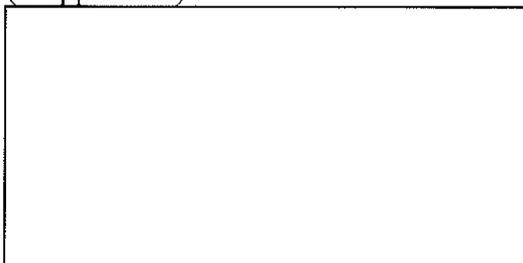
\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail Address

Landscape Design Professional's Stamp  
(If applicable)



## Appendix C: Water Efficient Landscape Worksheet

### WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required item of the Landscape Documentation Package.

Reference Evapotranspiration (ET<sub>o</sub>)<sup>a</sup>: \_\_\_\_\_

Landscape Area Sector Type  Residential  
(select one):  Non-Residential

	Hydrozone #/Planting Description	Location	Plant Factor <sup>b</sup> (PF)	Irrigation Method <sup>c</sup>	Irrigation Efficiency <sup>c</sup> (IE)	ETAF (PF/IE)	Landscape Area (sq-ft)	ETAF x Area	Estimated Total Water Use <sup>d</sup> (ETWU)
<b>Regular Landscape Area</b>									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

<b>Average</b>	<b>Total</b>	<b>Total</b>

Average ETAF for Regular Landscape Areas<sup>e</sup> (circle one):      **In Compliance**      **Not In Compliance**

<b>Special Landscape Area</b>									
SLA-1									
SLA-2									
SLA-3									
SLA-4									
SLA-5									

**Totals**

Total Landscape Area

Site wide ETAF

ETWU Total

Maximum Allowed Water Allowance (MAWA)<sup>f</sup>

## WORKSHEET INFORMATION & EQUATIONS

<sup>a</sup> Local monthly evapotranspiration rates are listed in Appendix D.

<sup>b</sup> The following table can be used for common plant factors:

Plant Factor	PF
Very low water use plant	0.1
Low water use plant	0.2
Medium water use plant	0.5
High water use plant	0.8
Lawn	0.8
Pool, spa, or other water feature	1.0

<sup>c</sup> *Irrigation efficiency* is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average *irrigation efficiency* for purposes of these *Guidelines* is 0.71. The following *irrigation efficiency* may be obtained for the listed irrigation heads with an *Irrigation Management Efficiency* of 90%:

Irrigation Method	IE
Spray nozzles	71%
High efficiency spray nozzles	73%
Multi stream/Multi trajectory rotary (MSMT) nozzles	76%
Stream rotor nozzle	73%
Microspray	76%
Bubblers	77%
Drip emitter	81%
Subsurface drip	81%

<sup>d</sup> Estimated Total Water Use (ETWU) is the annual gallons required

$$ETWU = (ETo) \times (0.62) \times (ETAF \times \text{Area})$$

where, ETo = annual evapotranspiration rate in inches per year  
 0.62 = factor used to convert inches per year to gallons per square foot  
 ETAF = plant factor ÷ irrigation efficiency

<sup>e</sup> Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for nonresidential areas.

<sup>f</sup> Maximum Allowed Water Allowance (MAWA) is the annual gallons allowed

$$MAWA = (ETo) \times (0.62) \times [(ETAF \times LA) + ((1-ETAF) \times SLA)]$$

where, ETo = annual evapotranspiration rate in inches per year  
 0.62 = factor used to convert inches per year to gallons per square foot  
 ETAF = plant factor ÷ irrigation efficiency  
 LA = total (site wide) landscape area in square feet  
 SLA = total special landscape area

**Appendix D: Reference Evapotranspiration Table**

**REFERENCE EVAPOTRANSPIRATION (ET<sub>0</sub>) TABLE**

Appendix D – Sierra Madre Reference Evapotranspiration

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Year
	2.15	2.5	3.75	4.5	5.3	5.95	7	6.55	5.35	3.7	2.35	2	51.3

\* The values in this table were derived from California Irrigation Management Information System (CIMIS) Spatial CIMIS data by zip code. Cities with multiple zip codes present monthly averages.

**Appendix E: Certificate of Completion**

**LANDSCAPE INSTALLATION CERTIFICATE OF COMPLETION**

I hereby certify that:

(1) I am a professional appropriately licensed in the State of California to provide professional landscape design services for: \_\_\_\_\_  
\_\_\_\_\_ (project name, mailing address and telephone).

(2) The landscape project for the property located at \_\_\_\_\_  
\_\_\_\_\_ (provide street address or parcel number(s)) was installed by me or under my supervision.

(3) The landscaping for the identified property has been installed in substantial conformance with the approved Landscape Documentation Package and complies with the requirements of the City of \_\_\_\_\_ Water Efficient Landscape Ordinance (Municipal Code Sections \_\_\_\_\_) and the City of \_\_\_\_\_ Guidelines for Implementation of the City of \_\_\_\_\_ Water Efficient Landscape Ordinance for the efficient use of water in the landscape.

(4) The following elements are attached hereto:  
a. Irrigation scheduling parameters used to set the controller;  
b. Landscape and irrigation maintenance schedule;  
c. Irrigation audit report; and  
d. Soil analysis report, if not submitted with Landscape Documentation Package, and documentation verifying implementation of the soil report recommendations.

(5) The site installation complies with the following:  
a. The required irrigation system has been installed according to approved plans and specifications and if applicable, any prior approved irrigation system alternatives.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

b. Sprinklers comply with ASABE/ICC 802-2014 Landscape Irrigation Sprinkler & Emitter Standard.

\_\_\_\_\_ Yes    \_\_\_\_\_ No

(6) The information I have provided in this Landscape Installation Certificate of Completion is true and correct and is hereby submitted in compliance with the City of \_\_\_\_\_ Guidelines for Implementation of the City of \_\_\_\_\_ Water Efficient Landscape Ordinance.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

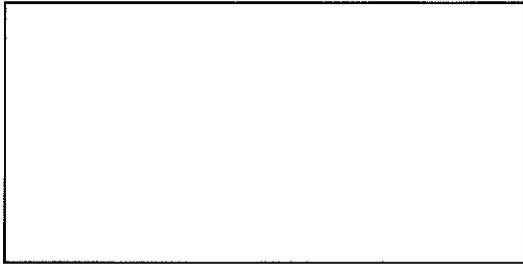
\_\_\_\_\_  
License Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-mail Address

Landscape Design Professional's Stamp  
(If Appropriate)



## DEFINITIONS

The terms used in these Guidelines have the meaning set forth below:

“*Aggregate*” area pertains to production home neighborhoods, *common interest developments*, or other situations where multiple parcels are undergoing landscape development as one project, but may eventually be individually owned or maintained.

“*Backflow prevention device*” means a safety device used to prevent pollution or contamination of the water supply due to the reverse flow of water from the irrigation system.

“*Check valve*” or “*anti-drain valve*” means a valve located under a *sprinkler head*, or other location in the irrigation system, to hold water in the system to prevent drainage from *sprinkler heads* when the sprinkler is off.

“*Certified Landscape Irrigation Auditor*” means a *person* certified to perform landscape irrigation audits by an accredited academic institution, a professional trade organization or other program such as the US Environmental Protection Agency’s WaterSense irrigation auditor certification program and Irrigation Association’s Certified Landscape Irrigation Auditor program.

“*Certification of Design*” means the certification included as Exhibit E of these Guidelines that must be included in the *Landscape Documentation Package* pursuant to Section 2.1 of these Guidelines.

“*City*” means the *City* of Sierra Madre or its authorized designee.

“*Common interest developments*” means community apartment projects, condominium projects, planned developments, and stock cooperatives per Civil Code Section 1351

“*Distribution Uniformity*” or “*DU*” is a measure of how uniformly an irrigation head applies water to a specific target area and theoretically ranges from zero to 100 percent.  $DU_{LH}$  is the average of the lowest one-half of catch can samples divided by the average of all samples.  $DU_{LQ}$  is the average of the lowest 25% of catch can samples divided by the average of all catch can samples.

“*Drip*” irrigation means any non-spray *low volume irrigation* system utilizing emission devices with a *flow rate* measured in gallons per hour. *Low volume irrigation* systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

“*Emitter*” means a *drip* irrigation emission device that delivers water slowly from the system to the soil.

“*Estimated Applied Water Use*” or “*EAWU*” means the annual total amount of water estimated to keep plants in a healthy state. It is based on factors such as *reference evapotranspiration rate*, the

size of the *landscape area*, *plant water use factors*, and the *irrigation efficiency* within each *hydrozone*.

“*Evapotranspiration adjustment factor*” or “*ETAF*” means a factor of 0.7, that, when applied to *reference evapotranspiration*, adjusts for *plant factors* and *irrigation efficiency*, two major influences upon the amount of water that needs to be applied to the landscape. A combined plant mix with a site-wide average of 0.5 is the basis of the *plant factor* portion of this calculation. For purposes of the ETAF, the average *irrigation efficiency* is 0.71. Therefore, the ET Adjustment Factor is  $(0.7) = (0.5/0.71)$ . ETAF for a Special Landscape Area shall not exceed 1.0. ETAF for existing non-rehabilitated landscapes is 0.8.

“*Evapotranspiration rate*” means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.

“*Flow rate*” means the rate at which water flows through pipes, *valves* and emission devices, measured in gallons per minute, gallons per hour, or cubic feet per second.

“*Hardscapes*” means any durable material or feature (*pervious* and *non-pervious*) installed in or around a *landscape area*, such as pavements or walls. Pools and other *water features* are considered part of the *landscape area* and not considered *hardscapes* for purposes of these Guidelines.

“*Graywater*” means a system of untreated wastewater that has not been contaminated by any toilet discharge, has not been affected by infectious, contaminated, or unhealthy bodily wastes, and does not present a threat from contamination by unhealthy processing, manufacturing, or operating wastes. *Graywater* includes, but is not limited to, wastewater from bathtubs, showers, bathroom washbasins, clothes washing machines. And laundry tubs, but does not include wastewater from kitchen sinks or dishwashers as per the Health and Safety Code (Section 17922.12). *Graywater* systems promote the efficient use of water and are encouraged to assist in on-site landscape irrigation. All *graywater* systems shall conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and any applicable local ordinance standards.

“*Hydrozone*” means a portion of the *landscape area* having plants with similar water needs and typically irrigated by one *valve/controller station*. A *hydrozone* may be irrigated or non-irrigated.

“*Infiltration rate*” means the rate of water entry into the soil expressed as a depth of water per unit of time (e.g., inches per hour).

“*Invasive*” plants species or “*noxious*” means species of plants not historically found in California that spread outside cultivated areas and can damage environmental or economic resources. *Invasive plant species* may be regulated by county agricultural agencies as *noxious species*.

“*Irrigation audit*” means an in-depth evaluation of the performance of an irrigation system conducted by a *Certified Landscape Irrigation Auditor*. An *irrigation audit* includes, but is not limited to: inspection, system tune-up, system test with *distribution uniformity* or emission

uniformity, reporting *overspray* or *runoff* that causes overland flow, and preparation of an irrigation schedule.

“*Irrigation Management Efficiency*” or “*IME*” means the measurement used to calculate the *irrigation efficiency* of the irrigation system for a landscaped project. A 90% IME can be achieved by using evapotranspiration controllers, soil moisture sensors, and other methods that will adjust irrigation run times to meet plant water needs.

“*Irrigation efficiency*” or “*IE*” means the measurement of the amount of water beneficially used divided by the amount of water applied to a *landscape area*. *Irrigation efficiency* is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum average *irrigation efficiency* for purposes of these *Guidelines* is 0.71. Greater *irrigation efficiency* can be expected from well designed and maintained systems. The following *irrigation efficiency* may be obtained for the listed irrigation heads with an IME of 90%:

<b>Irrigation Method</b>	<b>DU<sub>LQ</sub></b>	<b>DU<sub>LH</sub>*</b>	<b>EU</b>	<b>IE**</b>
Spray nozzles	65%	79%		71%
High efficiency spray nozzles	70%	82%		73%
Multi stream/Multi trajectory rotary (MSMT) nozzles	75%	85%		76%
Stream rotor nozzle	70%	82%		73%
Microspray	75%	85%		76%
Bubblers			85%	77%
Drip emitter			90%	81%
Subsurface drip			90%	81%

\*DU<sub>LH</sub> = .386 + (.614)(DU<sub>LQ</sub>)

\*\* IE (spray) = (DU<sub>LH</sub>)(IME)

\*\* IE (drip) = Emission uniformity (EU)(IME)

“*Landscape coefficient*” ( $K_L$ ) is the product of a *plant factor* multiplied by a density factor and a *microclimate* factor. The *landscape coefficient* is derived to estimate water loss from irrigated *landscape areas* and *special landscape areas*.

“*Landscape Documentation Package*” means the package of documents that a *project applicant* is required to submit to the *City* pursuant to Section 2.1 of these *Guidelines*.

“*Landscape Installation Certificate of Completion*” means the certificate included as Exhibit F of these *Guidelines* that must be submitted to the *City* pursuant to Section 2.7(a)(1) of hereof.

“*Landscape professional*” means a licensed *landscape architect*, licensed landscape contractor, or any other *person* authorized to design a landscape pursuant to Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the California Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the California Food and Agriculture Code.

“*Landscape area*” means all the planting areas, *turf* areas, and *water features* in a landscape design plan subject to the *Maximum Applied Water Allowance* and *Estimated Applied Water Use*

calculations. The *landscape area* does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other *pervious* or *non-pervious hardscapes*, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

“*Lateral line*” means the water delivery pipeline that supplies water to the *emitters* or sprinklers from the *valve*.

“*Low volume irrigation*” means the application of irrigation water at low pressure through a system of tubing or *lateral lines* and low volume *emitters* such as drip, drip lines, and bubblers. *Low volume irrigation* systems are specifically designed to apply small volumes of water slowly at or near the root zone of plants.

“*Low volume overhead irrigation*” means aboveground irrigation heads with an upper flow limit of 0.5 GPM.

“*Main line*” means the pressurized pipeline that delivers water from the water source to the *valve* or outlet.

“*Manual Isolation Valve*” means a valve such as a gate valve, ball valve, or butterfly valve installed downstream of the point of connection of the water supply to shutdown water flow through mainline piping for routine maintenance and emergency repair.

“*Master shut-off valve*” an electronic valve such as a solenoid valve installed as close as possible to the point of connection and is used in conjunction with a flow sensor and flow monitoring controller technology to automatically shutdown system wide water flow in the event of high flow conditions such as mainline pipe break.

“*Maximum Applied Water Allowance*” or “*MAWA*” means the upper limit of annual applied water for the established *landscape area*, as specified in Section 2.2 of these *Guidelines*. It is based upon the area’s *reference evapotranspiration*, the *ETAF*, and the size of the *landscape area*. The *Estimated Applied Water Use* shall not exceed the *Maximum Applied Water Allowance*.

“*Microclimate*” means the climate of a small, specific area that may contrast with the climate of the overall landscape area due to factors such as wind, sun exposure, plant density, or proximity to reflective surfaces.

“*Mulch*” means any organic material such as leaves, bark, straw or compost, or inorganic mineral materials such as rocks, gravel, or decomposed granite left loose and applied to the soil surface for the beneficial purposes of reducing evaporation, suppressing weeds, moderating soil temperature, and preventing soil erosion.

“*Non-pervious*” means any surface or natural material that does not allow for the passage of water through the material and into the underlying soil.

“*Operating pressure*” means the pressure at which the parts of an irrigation system of sprinklers are designed to operate at by the manufacturer

“*Overspray*” means the irrigation water which is delivered beyond the target area.

“*Person*” means any natural person, firm, joint venture, joint stock company, partnership, public or private association, club, company, corporation, business trust, organization, public or private agency, government agency or institution, school district, college, university, any other user of water provided by the *City* or the *local water purveyor*, or the manager, lessee, agent, servant, officer, or employee of any of them or any other entity which is recognized by law as the subject of rights or duties.

“*Pervious*” means any surface or material that allows the passage of water through the material and into the underlying soil.

“*Plant factor*” or “*plant water use factor*” is a factor, when multiplied by *ET<sub>o</sub>*, that estimates the amount of water needed by plants. For purposes of this *Water Efficient Landscape Ordinance*, the *plant factor* range for low water use plants is 0 to 0.3; the *plant factor* range for moderate water use plants is 0.4 to 0.6; and the *plant factor* range for high water use plants is 0.7 to 1.0. *Plant factors* cited in these *Guidelines* are derived from the Department of Water Resources 2000 publication “Water Use Classification of Landscape Species.”

“*Precipitation rate*” means the rate of application of water measured in inches per hour.

“*Project applicant*” means the *person* submitting a *Landscape Documentation Package* required under Section 2.1 to request a permit, plan check, or design review from the local agency. A *project applicant* may be the property owner or his or her designee.

“*Property owner*” or “*owner*” means the record owner of real property as shown on the most recently issued equalized assessment roll.

“*Reference evapotranspiration*” or “*ET<sub>o</sub>*” means a standard measurement of environmental parameters which affect the water use of plants. *ET<sub>o</sub>* is given expressed in inches per day, month, or year as represented in Appendix C of these *Guidelines*, and is an estimate of the evapotranspiration of a large field of four to seven-inch tall, cool-season grass that is well watered. *Reference evapotranspiration* is used as the basis of determining the *Maximum Applied Water Allowances*.

“*Recycled water*” or “*reclaimed water*” means treated or recycled waste water of a quality suitable for non-potable uses such as landscape irrigation and *water features*. This water is not intended for human consumption.

“*Runoff*” means water which is not absorbed by the soil or landscape to which it is applied and flows from the landscape area. For example, *runoff* may result from water that is applied at too great a rate (application rate exceeds *infiltration rate*) or when there is a slope.

“*Special Landscape Areas*” or “*SLA*” means an area of the landscape dedicated solely to edible plants such as orchards and vegetable gardens, areas irrigated with *recycled water*, *water*

*features* using *recycled water*, and areas dedicated to active play such as community pools and spas, parks, sports fields, golf courses, and where *turf* provides a playing surface.

“*Sprinkler head*” means a device which delivers water through a nozzle.

“*Static water pressure*” means the pipeline or municipal water supply pressure when water is not flowing.

“*Station*” means an area served by one *valve* or by a set of *valves* that operate simultaneously.

“*Swing joint*” means an irrigation component that provides a leak-free connection between the emission device and lateral pipeline to allow movement in any direction and to prevent equipment damage.

“*Turf*” means a ground cover surface of mowed grass. Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue are cool-season grasses. Bermudagrass, Kikuyugrass, Seashore Paspalum, St. Augustinegrass, Zoysiagrass, and Buffalo grass are warm-season grasses.

“*Valve*” means a device used to control the flow of water in an irrigation system.

“*Water Efficient Landscape Ordinance*” means Ordinance No. 1374, adopted by the City Council on January 12, 2015, and codified in the Municipal Code in Chapter 15.60.

“*Water Efficient Landscape Worksheets*” means the worksheets required to be completed pursuant to Section 2.2 of these *Guidelines* and which are included in Appendix B hereof.

“*Water feature*” means a design element where open water performs an aesthetic or recreational function. *Water features* include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied). The surface area of *water features* is included in the high water use *hydrozone* of the *landscape area*. Constructed wetlands used for on-site wastewater treatment, habitat protection, or storm water best management practices that are not irrigated and used solely for water treatment or storm water retention are not *water features* and, therefore, are not subject to the water budget calculation.

“*Watering window*” means the time of day irrigation is allowed.

“*WUCOLS*” means the Water Use Classification of Landscape published by the University of California Cooperative Extension, the Department of Water Resources, and the Bureau of Reclamation, 2000. [www.owue.water.ca.gov/docs/wucols00](http://www.owue.water.ca.gov/docs/wucols00)

## Appendix G: Irrigation Plan Checklist

This is a voluntary compliance tool template developed by the Irrigation Association.

### IRRIGATION PLAN CHECKLIST

Please complete the following checklist by checking all appropriate categories under APPLICANT column, indicating compliance with these content requirements. All submitted plans shall contain the following information:

LANDSCAPE PLAN NUMBER: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

Applicant		Planner
<input type="checkbox"/>	1. Prevailing winds	<input type="checkbox"/>
<input type="checkbox"/>	2. Slope aspect and degree of slope	<input type="checkbox"/>
<input type="checkbox"/>	3. Soil type and infiltration rate	<input type="checkbox"/>
<input type="checkbox"/>	4. Vegetation type	<input type="checkbox"/>
<input type="checkbox"/>	5. Microclimates	<input type="checkbox"/>
<input type="checkbox"/>	6. Expansive or hazardous soil conditions	<input type="checkbox"/>
<input type="checkbox"/>	7. Water harvesting potential	<input type="checkbox"/>
<input type="checkbox"/>	8. Available water supply, including non-potable and recycled water	<input type="checkbox"/>
All pertinent system information is indicated, including:		
<input type="checkbox"/>	9. Irrigation zones substantially corresponding to hydrozones on the landscape plan and labeled by precipitation rates and method of application	<input type="checkbox"/>
<input type="checkbox"/>	10. Water meters	<input type="checkbox"/>
<input type="checkbox"/>	11. Tap-in location	<input type="checkbox"/>
<input type="checkbox"/>	12. Static water pressure at the point of connection	<input type="checkbox"/>
<input type="checkbox"/>	13. System controller	<input type="checkbox"/>
<input type="checkbox"/>	14. Rain sensor/shut-off device	<input type="checkbox"/>
<input type="checkbox"/>	15. Backflow preventers	<input type="checkbox"/>
<input type="checkbox"/>	16. Shut-off valves and zone control valves	<input type="checkbox"/>
<input type="checkbox"/>	17. Main line and lateral piping	<input type="checkbox"/>
<input type="checkbox"/>	18. Sprinkler heads	<input type="checkbox"/>
<input type="checkbox"/>	19. Bubblers and drip irrigation tubing runs	<input type="checkbox"/>
<input type="checkbox"/>	20. Type and size of main irrigation system components	<input type="checkbox"/>
<input type="checkbox"/>	21. Total required operating pressure for each control valve/zone	<input type="checkbox"/>
<input type="checkbox"/>	22. Graphic depiction of the locations of irrigation system components	<input type="checkbox"/>
<input type="checkbox"/>	23. Total required operating pressure for each control valve/zone	<input type="checkbox"/>
<input type="checkbox"/>	24. Any supplemental stormwater and/or runoff harvesting	<input type="checkbox"/>
System design is in conformance with the following standards:		
<input type="checkbox"/>	25. Certification of Professional Qualifications, attached	<input type="checkbox"/>
<input type="checkbox"/>	26. Pedestrian surfaces located on plan	<input type="checkbox"/>
<input type="checkbox"/>	27. Equipment installed flush with grade for safety	<input type="checkbox"/>
<input type="checkbox"/>	28. Compliance with local codes	<input type="checkbox"/>
<input type="checkbox"/>	29. Overspray onto impervious areas minimized	<input type="checkbox"/>

## Appendix H: Inspection Affidavit

This is a voluntary compliance tool template developed by the Irrigation Association.

### IRRIGATION INSPECTION AFFIDAVIT (To be submitted in conformance with Code Section 309.C)

Irrigation Plan File No: \_\_\_\_\_ Name of Project: \_\_\_\_\_

Irrigation Plan Designer: \_\_\_\_\_ Inspector: \_\_\_\_\_

Date(s) of Inspection: \_\_\_\_\_

**This project was inspected within the limits of customary access for compliance with the approved irrigation plan on file in City Planning. At least two (2) inspections were conducted. The findings are as follows:**

	(Check One)	<u>Yes</u>	<u>No</u>
<b>A. Inspection during construction to check main line in open trench:</b>			
1. Location of main line conforms to as-built plan	_____	_____	_____
2. Size of main line conforms to plan	_____	_____	_____
3. Depth of main line conforms to plan	_____	_____	_____
4. Main line condition is undamaged	_____	_____	_____
5. Main line pressure tested with water and meter to check for visible leaks	_____	_____	_____
6. Specific observations attached if needed	_____	_____	_____
<b>B. Inspection after completion of system installation prior to seeding or sodding:</b>			
1. Settling along trenches is absent	_____	_____	_____
2. System components (i.e., controller, backflow preventer, rain sensor, etc.) installed as specified	_____	_____	_____
3. Rotary heads pressure tested	_____	_____	_____
4. System activated for observation of compliance	_____	_____	_____
5. Landscape components are not blocking application	_____	_____	_____
6. Each station complies with design/as-built plan	_____	_____	_____
7. Matched precipitation rates provided by zone	_____	_____	_____
8. As-built plan provided to owner	_____	_____	_____
9. Specific observations attached as needed	_____	_____	_____

I hereby certify that I am qualified to submit this irrigation inspection affidavit based on the qualification indicated below: (check one)

Certified Irrigation Designer certified by The Irrigation Association, indicate year of certification \_\_\_\_\_

State: \_\_\_\_\_ Licensed No. \_\_\_\_\_

State Agency Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_\_  
Name  
(PRINT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EXHIBIT C**

## Chapter 15.60 - WATER EFFICIENT LANDSCAPE ORDINANCE

**Sections:**

## 15.60.005 - Short title.

This ordinance shall be known as the "City of Sierra Madre Water Efficient Landscape Ordinance".

(Ord. No. 1300, § 1, 12-8-09)

## 15.60.010 - Purpose and intent.

The purpose of the City of Sierra Madre Water Efficient Landscape Ordinance is:

- A. That this ordinance be at least as effective in conserving water as the model local water efficient landscape ordinance adopted by the California Department of Water Resources (DWR) pursuant to Government Code § 65595;
- B. To assure beneficial, efficient, and responsible use of water resources for all water users within the City of Sierra Madre;
- C. To retain the land's natural hydrological role within the San Gabriel River Watershed and promote the infiltration of surface water into the groundwater in the Raymond Groundwater Basin;
- D. To recognize that landscapes enhance the aesthetic appearance of developments and communities;
- E. To encourage the appropriate design, installation, maintenance, and management of landscapes so that water demand can be decreased, runoff can be retained, and flooding can be reduced without a decline in the quality or quantity of landscapes;
- F. To preserve existing natural vegetation and the incorporation of native plants, plant communities and ecosystems into landscape design, where possible;
- G. To promote and encourage the use of low water use plants;
- H. To minimize the use of cool season turf;
- I. To promote the conservation of potable water by maximizing the use of recycled water and other water conserving technology for appropriate applications;
- J. To promote public education about water conservation and efficient water management; and
- K. To reduce or eliminate water waste.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

## 15.60.020 - Definitions.

"Amendments" means any material added to a soil to improve its physical properties, such as water retention, permeability, water infiltration, and drainage.

"Anti-drain check valve" means a valve located under a sprinkler head to hold water in the system to prevent drainage from the lower elevation sprinkler heads when the system is off.

"Applicant" means the individual or entity submitting a landscape documentation package required under Section 15.60.040, to request a permit, plan check, or design review from the public works department. Applicant can be the property owner or an agent of the property owner.

"Application rate" means the depth of water applied to a given area, measured in inches per minute, or inches per hour, or gallons per hour.

"Applied water" as used in estimated annual applied water use and maximum annual applied water allowance, means the portion of water supplied by the irrigation system to the landscape.

"Botanical gardens and arboretums" means gardens open to the public in which a variety of plants are grown for scientific and educational purposes.

"Certified landscape irrigation auditor" means a person certified to perform landscape irrigation audits by an accredited educational institution or a professional trade organization.

"Control valve" means a device used to control the flow of water in the irrigation system. It may also mean all of the sprinklers or emitters in a line controlled by the valve.

"Controller" means an automatic timing device used to remotely control valves or heads according to an irrigation schedule. A weather-based controller is a controller that uses evapotranspiration or weather data. A self-adjusting irrigation controller is a controller that uses sensor data (i.e. soil moisture sensor).

"Developer" means a property owner or an agent of the property owner responsible for the development of the property. Such property does not include a single-family home.

"Discretionary permit" means any permit requiring a decision making body to exercise judgment prior to its approval, conditional approval, or disapproval.

"Ecological restoration project" means a project where the site is intentionally altered to establish a defined, indigenous, historic ecosystem.

"Estimated annual applied water use" or "EAWU" means the portion of the estimated total water use that is derived from applied water. The EAWU is calculated according to the formula set out in the landscape documentation package. The estimated applied water use shall not exceed the maximum applied water allowance.

"Evapotranspiration rate" means the quantity of water evaporated from adjacent soil and other surfaces and transpired by plants during a specified time.

"Hydrozone" means a section or zone of the landscaped area having plants with similar water needs that are served by a valve or set of valves with the same schedule. A hydrozone may be irrigated or non-irrigated.

"Infiltration rate" means the rate of water entry into the soil expressed as a depth of water per unit of time (i.e., inches per hour).

"Invasive species" means non indigenous species that adversely affect the habitats they invade economically, environmentally, or ecologically.

"Irrigation efficiency" means the measurement of the amount of water beneficially used divided by the amount of water applied. Irrigation efficiency is derived from measurements and estimates of irrigation system characteristics and management practices. The minimum irrigation efficiency for purposes of this ordinance is 0.71.

"Irrigation system" means the network of piping, valves, and irrigation heads.

"Landscape architect" means a person licensed to practice landscape architecture in this state pursuant to Chapter 3.5 (commencing with Section 5615) of Division 3 of the Business and Professions Code.

"Landscape concept plan" means the portion of a landscape documentation package that includes a design statement, irrigation notes, planting notes, and the plant palette.

"Landscape construction drawings" means the portion of a landscape documentation package that includes the irrigation plan, plant and soils plan, and water management plan.

"Landscape documentation package" or "documentation package" means the complete packet of documents required under Sections 15.60.040, 15.60.050, and 15.60.060 to be submitted to the public works department to apply for a permit for landscaping projects under this ordinance. Documentation packages include the landscape concept plan and landscape construction drawings.

"Landscape water audit" means an in-depth evaluation of the performance of an irrigation system conducted by a certified landscape irrigation auditor. Audits include, but are not limited to, inspection, system tune-up, system test with distribution uniformity and verification of minimal overspray or runoff that causes overland flow, and preparation of an irrigation schedule.

"Low-head drainage" means drainage from a sprinkler that is caused by water flowing down an irrigation system from a higher level of elevation.

"Mulch" means any organic material such as leaves, bark, or inorganic material such as pebbles, stones, gravel, decorative sand or decomposed granite left loose and applied to the soil surface to reduce evaporation.

"Operating pressure" means the designed pressure of the sprinkler in an irrigation system, usually indicated at the base of a sprinkler.

"Overspray" means the irrigation water which is delivered beyond the target area onto pavements, walks, structures, or other non-landscaped areas.

"Planting plan" means a plan submitted with the construction drawings indicating a list and quantity of plants.

"Potable water" means water intended for human consumption that is treated to legal standards for human consumption.

"Pressure regulator" means a device used in sprinkler systems for radius and high pressure control.

"Project net landscape area," "landscaped area," or "landscape project area" means all of the planting areas, turf areas, and water features in a landscape design plan subject to the maximum applied water allowance calculation. The landscape area does not include footprints of buildings or structures, sidewalks, driveways, parking lots, decks, patios, gravel or stone walks, other pervious or non-pervious hardscapes, and other non-irrigated areas designated for non-development (e.g., open spaces and existing native vegetation).

"Recycled water" means water that, as a result of treatment of waste water, is suitable for a direct beneficial use or a controlled use that would not otherwise occur and is therefore considered a valuable resource. "Reference evapotranspiration" or "ETo" means a standard measurement of environmental parameters which affect the water use of plants. ETo is expressed in inches per month as represented in Table A below, and is an estimate of the evapotranspiration of a large field of four to seven-inch tall, cool-season grass that is well watered.

Table A - Sierra Madre Reference Evapotranspiration

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Year
2.15	2.5	3.75	4.5	5.3	5.95	7	6.55	5.35	3.7	2.35	2	51.3

"Runoff" means water that is not absorbed by the soil or landscape to which it is applied and flows from the area.

"SMART irrigation controller" means a weather-based or soil moisture-based irrigation controller that monitors and uses information about the environmental conditions at a specific location and landscape to automatically adjust watering schedules.

"Soil management plan" means the plan submitted with the construction drawings indicating results from soil tests and recommended soil amendments.

"Soil test" means test done by soil test lab that indicates at minimum: soil texture, water holding capacity, pH, and soluble salts

"Soil type" the classification of soil based on the percentage of its composition of sand, silt, and clay.

"Special landscape area" means an area of the landscape dedicated to edible plants, areas irrigated with recycled water, and areas dedicated to active play such as parks, sports fields, golf courses, where turf provides a playing surface.

"Sprinkler head" means a device which delivers water through a nozzle.

"Static water pressure" means the pipeline or municipal water supply pressure when water is not flowing.

"Turf" means a surface layer of earth containing mowed grass or grasslike sedge with its roots, a

groundcover surface of mowed grass, or grass-like sedge.

Common types of "cool season turf" are Annual bluegrass, Kentucky bluegrass, Perennial ryegrass, Red fescue, and Tall fescue.

Common types of "warm season turf" are Bermuda grass, Kikuyu grass, Seashore Paspalum, St. Augustine grass, Zoysia grass, Carex pansa, and Buffalo grass.

"Water efficient landscape worksheet" means a worksheet which calculates a site's water budget.

"Water feature" means any water applied to the landscape for non-irrigation, decorative purposes. Fountains, streams, ponds, lakes, and swimming pools are considered water features.

"Water management plan" means a plan submitted with the construction drawings as part of the landscape documentation package.

"Water schedule" means schedule of irrigation times throughout a given year.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

15.60.030 - Applicability.

A. After January 1, 2010, this ordinance shall apply to all of the following landscape projects:

1. New construction and rehabilitation of landscapes for public agency projects and private developer projects with a total project net landscape area equal to or greater than two thousand five hundred square feet. Such projects will require a landscape permit.
2. New construction and rehabilitation of landscapes for residential projects by developers with a total project net landscape area equal to or greater than two thousand five square feet. Such projects will require a landscape permit.
3. New landscapes for residential projects by individual homeowners with a total project net landscape area equal to or greater than five thousand square feet. Such projects will require a landscape permit.
4. Existing landscapes equal to or greater than one acre, with a dedicated or mixed use water meter. Such landscapes are limited to preparing a water efficient landscape worksheet according to the specifications for existing landscapes in the landscape documentation package.
5. New and rehabilitated cemeteries. Recognizing the special landscape management needs of cemeteries, new and rehabilitated cemeteries shall require the preparation of a water efficient landscape worksheet, an irrigation maintenance schedule, and an irrigation audit, survey and water use analysis. Existing cemeteries are limited to preparing a water efficient landscape worksheet according to the specifications for existing landscapes in the landscape documentation package.

B. This ordinance does not apply to:

1. Registered local, state, or federal historical sites;
2. Ecological restoration projects that do not require a permanent irrigation system;
3. Mined-land reclamation projects that do not require a permanent irrigation system; or
4. Botanical gardens and arboretums open to the public.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.040 - Landscape design and plant requirements.

A landscape documentation package prepared by a licensed landscape architect shall include the following landscape design criteria:

1. Plant Selection and Grouping.
  - a. Any plant may be used in the landscape, providing the estimated annual applied water use (EAWU) does not exceed the maximum annual applied water allowance (MAWA) and that the plants meet the specifications set forth in (b), (c), and (d) below.
  - b. Plants having similar water needs shall be grouped together in distinct hydrozones.
  - c. Plants shall be selected appropriately based upon their adaptability to the climate, geologic, and topographical conditions of the site. Protection and preservation of existing native species and natural areas is encouraged. The planting of appropriate trees is encouraged.
  - d. Minimize the use of turf. Turf shall be used wisely in response to functional needs and shall not be planted if the EAWU exceeds the MAWA. Turf shall not be used on slopes greater than twenty-five percent, as calculated by rise divided by run, if non-permeable pavements are installed adjacent to the toe of the slope. Where turf is planted, the use of warm season turf is strongly encouraged.
  - e. Fire prevention needs shall be addressed in fire-prone areas. Design should be consistent with regulations from the fire department and incorporate the defensible space as required by Public Resource Code section 4291(a).
  - f. The use of invasive and/or noxious plant species is strongly discouraged. Such plant species should be avoided especially near parks, buffers, greenbelts, water bodies, and open spaces because of their potential to cause harm in sensitive areas.
2. Water Features.
  - a. Recirculating water systems shall be used for water features.
  - b. Where available, recycled water shall be used as the source for decorative water features. Recycled water is not to be used for swimming pools and spas.
  - c. Covers for swimming pools and spas are highly recommended.
  - d. The surface area of a water feature shall be included in the MAWA and the EAWU calculations. For the purposes of the water use calculation sheet, water features are deemed to have the highest plant category, which is equivalent to an average plant factor of 0.8.
3. Mulch.
  - a. A minimum two-inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contraindicated.
  - b. Stabilizing mulch shall be planted on slopes.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.050 - Irrigation requirements.

A.

All irrigation systems shall be designed to prevent runoff, over-spray, low head drainage and other similar conditions. Soil types and infiltration rates shall be considered when designing irrigation systems. Irrigation systems shall be designed, constructed, managed, and maintained to achieve the maximum possible overall efficiency.

- B. A dedicated landscape water meter shall be installed for each landscape project greater than five thousand square feet, except for single-family residences. Dedicated landscape water meters are also highly recommended on landscape areas less than five thousand square feet to facilitate water management.
- C. All irrigation systems shall include:
  - 1. A SMART irrigation controller, or other equivalent technology which automatically adjusts the frequency and/or duration of irrigation events in response to changing weather conditions. The planting areas shall be grouped and irrigated in relation to hydrozones based on similarity of water requirements (i.e. turf separate from shrub and groundcover, full sun exposure areas separate from shade areas; top of slope separate from toe of slope);
  - 2. Anti-drain check valves to prevent low-head drainage in sprinkler heads;
  - 3. A pressure regulator to prevent the static water pressure from exceeding the maximum recommended operating pressure of the irrigation system; and,
  - 4. Sensors (rain, freeze, wind, etc.), either integral or auxiliary, that suspend or alter irrigation during unfavorable weather conditions. Irrigation should be avoided during wind, freeze, or rain.
- D. Overhead irrigation shall be scheduled between eight p.m. and ten a.m. unless weather conditions prevent it. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance as provided by Section 15.60.080.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.060 - Soil and grading requirements.

- A. To ensure the selection of appropriate plants suitable for the site, soil testing shall be performed prior to the installation of landscaping and reported in a soil management plan. The soil management plan shall include:
  - 1. A determination of soil texture, indicating the available water holding capacity;
  - 2. An approximate soil infiltration rate, either measured or derived from soil texture/infiltration rate tables, indicating a range of infiltration rates where appropriate;
  - 3. The measure of pH, total soluble salts, and sodium; and
  - 4. Any recommended amendments to the soil.
- B. Grading on site shall be designed to minimize unnecessary soil compaction, erosion and water waste. Grading plans must satisfy the city ordinances relating to grading and be submitted as part of the landscape documentation package.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.070 - Implementation.

Applicants subject to the requirements of this ordinance shall submit a complete landscape documentation package to the public works department. The application may be submitted in two parts: (1) a landscape concept plan, which is submitted with a discretionary permit application or when otherwise required by the public works department, and (2) landscape construction drawings,

submitted as a ministerial application. All applications and plans shall conform to the plant, irrigation, and water budget formula requirements set forth in this ordinance and the landscape documentation package.

- A. Landscape concept plan shall include:
  - 1. Design statement;
  - 2. Irrigation notes;
  - 3. Planting notes;
  - 4. Conceptual plant palette identifying proposed hydrozones; and
  - 5. The MAWA calculation for the landscape project area.
- B. Landscape construction drawings.
  - 1. Landscape construction drawings shall include:
    - a. An irrigation plan,
    - b. A planting and soils plan; and
    - c. A water management plan with detailed notes and legends necessary for a complete landscape plan review.
  - 2. The landscape construction drawings shall be consistent with the landscape concept plan. If the public works department determines that the landscape construction drawings significantly differ from the landscape concept plan, the applicant must resubmit an overall water budget calculation in accordance with the landscape documentation package.
- C. Irrigation plan shall include pressure calculations and the location, installation details, and specifications of control valves, irrigation heads, piping, irrigation controllers, and power supply.
- D. Planting plan shall include:
  - 1. A description of any existing plant material to be retained or removed;
  - 2. A plan showing the planting areas and hydrozones, plant spacing, plant location and size, natural features, water features and all paved areas;
  - 3. A legend listing the common and botanical plant names and total quantities by container size and species;
  - 4. A description of the seed mixes with application rates and relevant germination specifications;
  - 5. Soil management plan, including the soil test results and recommendations; and
  - 6. A grading plan, submitted for reference.
- E. Water management plan shall include:
  - 1. An introduction and statement of site conditions or a landscape concept plan;
  - 2. The party(ies) responsible for implementation of the water management plan;
  - 3. The anticipated water requirements in inches per year, and water budget for the various hydrozones identified in the landscape concept plan, including calculations demonstrating an overall water budget that requires irrigation of no more than the 0.7 of the ET adjustment factor.
  - 4.

A description of the water delivery systems, including the type of irrigation system to be used, water conservation methods to be applied, and precipitation rates for each hydrozone; and

5. Seasonal irrigation water schedules or procedures for programming of proposed SMART controllers.
- F. The permit fee for landscape project shall be established by resolution of the city council, and shall be based on the estimated cost of reviewing the landscape documentation package and issuing the permit.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

15.60.075 - Compliance/enforcement.

The city manager or designee shall have the duty and authority to administer and enforce this ordinance.

- A. Prior to the issuance of a permit for a project subject to this ordinance, a complete landscape documentation package prepared by an independent licensed landscape architect shall be submitted to the public works department for review and approval. The licensed landscape architect shall ensure that all components of the package adhere to the requirements of this ordinance. Any documentation packages submitted without the signature of a licensed landscape architect shall not be accepted for review.
- B. Prior to issuance of a certificate of occupancy or final inspection for a project subject to this ordinance, a certificate of completion shall be submitted to the public works department certifying that the landscaping has been completed in accordance with the approved planting and irrigation plans for the project. The certificate of completion shall be signed by a licensed landscape architect and shall indicate that:
  1. The landscaping has been installed in conformance with the approved planting and irrigation plans;
  2. The SMART irrigation controller has been set according to the irrigation schedule;
  3. The irrigation system has been adjusted to maximize irrigation efficiency and eliminate overspray and runoff; and
  4. A copy of the irrigation schedule has been given to the property owner.
- C. Upon notice of the applicant, the city shall have the right to enter the project site to conduct inspections for the purpose of enforcing this ordinance before, during, and immediately after installation of the landscaping.
- D. A copy of the completed landscape documentation package shall be given to the department of public works. If the property is found to be exceeding its established MAWA, the property shall be subject to a landscape water audit by the department of public works.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

15.60.080 - Irrigation audit and maintenance.

- A. When submitting the certificate of completion to the public works department, the project applicant seeking a permit for new construction or rehabilitation of a landscape, as described in Section 15.60.030, shall submit a report of an irrigation audit conducted by a certified landscape

irrigation auditor. The irrigation audit may include, but is not limited to, inspection, system tune-up, system test with distribution uniformity, reporting overspray or runoff, and preparation of an irrigation schedule.

- B. A Landscape and irrigation maintenance schedule shall also be submitted with the certificate of completion. The landscape and irrigation maintenance schedule shall include, but not be limited to, routine inspection, adjustment and repair of the irrigation system and its components, aerating and dethatching turf areas, replenishing mulch, fertilizing, pruning, weeding in all landscape areas, and obstruction to emission devices.
- C. Repair of all irrigation equipment shall be done with the originally installed components or their equivalents.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.090 - Recycled water.

- A. The installation of recycled water irrigation systems (i.e., dual distribution systems) are required, unless a written exemption has been granted by the city stating that recycled water meeting all public health codes and standards will not be available in the foreseeable future.
- B. The recycled water irrigation systems shall be designed and operated in accordance with all city, county, and state codes.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.100 - Stormwater management.

- A. Stormwater management combines practices to minimize runoff and water waste to recharge groundwater, and to improve water quality. Project applicants are highly encouraged to implement stormwater best management practices into the landscape, irrigation, and grading design plans to minimize runoff, and effectively retain and reuse stormwater in landscaping.
- B. For effective stormwater management, project applicants are referred to Section 15.48.240 of this Code. Project applicants shall further refer to the department for public works or the Regional Water Quality Control Board for information on other stormwater ordinances and stormwater management plans.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.110 - Water waste prevention.

- A. Runoff shall not leave the target landscape due to low head drainage, overspray, or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures.
- B. Failure to comply with Section 15.60.010(A) can result in the assessment of civil or administrative fines up to one thousand dollars. Willful or repeat offenses of Section 15.60.010(A) can result in revocation of permit provided under this ordinance.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)

#### 15.60.120 - Public education.

- A. Publications. Education is a critical component to promote the efficient use of water in landscapes. The use of appropriate principles of design, installation, management, and maintenance that save water are encouraged in the community.

1.

The department of public works shall provide information to owners of new, single-family residential homes regarding the design, installation, management and maintenance of water efficient landscapes.

- B. Model Homes. All model homes that are landscaped shall use signs and written information to demonstrate the principles of water efficient landscapes described in this ordinance.
  - 1. Signs shall be used to identify the model as an example of a water efficient landscape, featuring elements such as hydrozones, irrigation equipment, and others that contribute to the overall water efficient landscape theme.
  - 2. Information shall be provided about designing, installing, managing, and maintaining water efficient landscapes.

(Ord. No. 1300, § 1(Exh. A), 12-8-09)



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager   
Teresa Highsmith, City Attorney

DATE: January 12, 2016

SUBJECT: **Stop the Utility Users Tax Initiative – Sufficiency of Petitions**

---

## **SUMMARY**

A "Notice of Intent to Circulate Petition" was received in October 2015 to repeal the City's Utility Users Tax (UUT). According to the Los Angeles County Registrar Recorder and the City Clerk, an adequate number of valid signatures were obtained to qualify the initiative petition. The City Council has a number of alternatives which are explained in this staff report. Staff is seeking City Council direction.

## **ANALYSIS**

On October 5, 2015, Mr. Earl Richey and Mr. David McMonigle (Proponents) filed a "Notice of Intent to Circulate Petition" for the purpose of repealing the City of Sierra Madre's Utility User's Tax. In accordance with Election Code (EC) Section 9203, the City Attorney prepared a Ballot Title and Summary. On November 16, 2015, the Proponents filed proof of publication of a "Notice to Circulate Petition" with the City. The Proponents had 180 days from receipt of the Ballot Title and Summary to circulate the petition and obtain the requisite amount of signatures.

Pursuant to Article XXIII C, Section 3, of the California Constitution, reducing or repeal of any local tax, assessment, fee or charge is subject to the initiative process. Pursuant to Article II, Section 8, of the California Constitution, the required number of signatures is based upon 5% of voters casting ballots at the last gubernatorial election. The canvass of ballots cast for the November 4, 2014 Gubernatorial Election in the City of Sierra Madre was 3,824. Therefore, a total of 191 valid signatures are required to qualify the initiative petition.

On December 21, 2015, the Proponents filed their "Notice of Submission of Signatures." That same day, the City Clerk forwarded the petitions to the Los Angeles County Registrar-recorder for signature verification.

Pursuant to EC Section 9114, the City Clerk/Registrar-Recorder has 30 days, Saturday, Sundays, and holidays excepted, in which to verify signatures on the initiative petition. The signatures on said petition are to be verified and/or rejected as to whether or not the signers are registered voters within city limits based on Affidavits of Registration on file in with the LA County Registrar-Recorder. On December 29, 2015, the LA County Registrar-Recorder/City Clerk advised that sufficient signatures were submitted to qualify the initiative petition.

Pursuant to EC Section 9214, upon certification of sufficiency of signatures, the City Council must either:

- Option 1: Adopt the ordinance, without alteration, at the regular meeting at which the certification of the petition is presented, or within 10 days after it is presented.
- Option 2: Pursuant to EC Section 9212, order a report analyzing the impact of the ordinance on municipal operations. Staff must present the report no later than 30 days after it is ordered by the City Council. When the report is presented to the City Council, the City Council shall either adopt the ordinance within 10 days or order an election.
- Option 3a: Pursuant to EC Section 1405(b), submit the ordinance, without alteration, to the voters at the General Municipal Election to be held April 10, 2018, and direct the City Clerk to cause publication of the entire text of the proposed ordinance in the sample ballot.
- Option 3b: Should the Council decide to forgo the ordering of a report analyzing the impact of the ordinance on municipal operations (Pursuant to Elections Code 9212), the Council may schedule a special Council meeting, prior to January 15<sup>th</sup>, to adopt the necessary resolutions to place the matter on the April 12, 2016 ballot, and direct the City Clerk to cause publication of the entire text of the proposed ordinance in the sample ballot. The City Clerk would need to establish deadlines for preparation of ballot arguments and rebuttal arguments.

Option 3 is presented with two alternatives due to the timing of placing items on the April 12, 2016 municipal ballot and because the Proponents did not request a special election. Pursuant to the Elections Code, the last day to call for an election for a ballot measure is January 15, 2016. (A copy of the Elections Calendar is attached.) If the Council requests the report pursuant to Elections Code 9212, staff must present the report no later than 30 days after it is ordered by the City Council. Thirty days from January 12<sup>th</sup> is February 11, 2016. This essentially means the report would return to the February 9<sup>th</sup> Council meeting, which is past the January 15<sup>th</sup> deadline to place measures on the April 12, 2016 ballot.

The adopted budget for Fiscal Year 2015-16 includes \$2 million in UUT revenues, which is approximately 22% of overall General Fund revenues. The Council has spent much time evaluating the impact on city services of the reduction in the current UUT to 6%. The financial impacts of a reduction to 0%, or the loss of an additional \$2 million in General Fund revenue would have an even more significant impact on services in the community. To accurately estimate the impact of the loss of an additional \$2 million in General Fund revenue, it is recommended that the City Council select Option 2 above and direct staff to prepare the report analyzing the impact of the ordinance on municipal operations, and present the report at the February 9, 2016 meeting.

### **FINANCIAL REVIEW**

Approximately \$500 is owed to the Los Angeles County Registrar-Recorder for services rendered to verify signatures on the initiative petition. Sufficient funds were budgeted for election-related expenses in the adopted Fiscal Year 2015-16 Budget.

The Fiscal Year 2015-16 includes \$2 million in UUT revenues, which is approximately 22% of overall General Fund revenues. A UUT rate of 0% would mean the loss of \$2 million in General Funds.

### **PUBLIC NOTICE PROCESS**

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

### **STAFF RECOMMENDATION**

It is recommended that the City Council receive, file and accept the Certificate of Sufficiency of Initiative Petition from the City Clerk, and provide staff with direction.

Attachment 1: Notice of Intent to Circulate Petition & Initiative Ordinance

Attachment 2: Ballot Title and Summary Prepared by the City Attorney

Attachment 3: Certificate of Sufficiency of Initiative Petition from the City Clerk and Letter of Findings from the LA Registrar-Recorder

Attachment 4: Election Calendar

ATTACHMENT 1

City of Sierra Madre



*Received Oct 5, 2015  
Nancy Sue Shollenberger  
City Clerk*

October 5, 2015

To: Elaine Aguilar, City Manager ✓  
Teresa Highsmith, City Attorney

From: Nancy Sue Shollenberger, City Clerk

Re.: Notice of Intent to Circulate Petition

Today at 3:45 p.m. I met Earl Richey in my office and he presented the following:

- Notice of Intent to Circulate Petition
- Acknowledgement of Circulators
- Proposed Language and Content for the Initiative

Mr. Richey is requesting a "Title and Summary" from the City Attorney.

Please let me know when this is available so I can forward it to Mr. Earl Richey and Mr. David McMonigle.

Thank you.

232 W. Sierra Madre Blvd., Sierra Madre, CA 91024  
Telephone (626) 355-7135 Fax (626) 355-2251

ATTACHMENT 1

Received Oct 5, 2015  
Nancy Sue Shollenberger  
City Clerk

ACKNOWLEDGEMENT OF CIRCULATORS

We, Earl Richey and David McMonigle, acknowledge that it is a misdemeanor under state law to knowingly or willfully allow the signatures on an initiative petition to be used for any purpose other than qualification of the proposed measure for the ballot.

We certify that we will not knowingly or willfully allow the signatures for this initiative to be used for any purpose other than qualification of the measure for the ballot.

Date submitted: 10-05-2015 at Sierra Madre, California

  
\_\_\_\_\_  
Earl Richey  
134 Esperanza Avenue  
Sierra Madre, CA 91024

10-05-2015  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
David McMonigle  
233 Ramona Avenue  
Sierra Madre, CA 91024

10-05-15  
\_\_\_\_\_  
Date

Received Oct 5, 2015  
Nancy Sue Schollerberger  
City Clerk

[Clerk's Stamp]

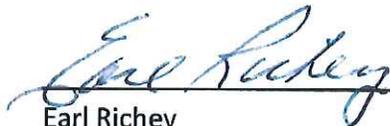
**NOTICE OF INTENT TO CIRCULATE PETITION**

**To the Clerk of the City of Sierra Madre:**

Notice is hereby given by the persons whose names appear hereon of their intention to circulate the attached petition within the City of Sierra Madre for the purpose of repealing existing ordinances permitting the taxation of utilities.

Pursuant to applicable provisions of law, we respectfully request that you immediately deliver this notice to the City Attorney and that he prepare a Title and Summary within the time prescribed by law and return it to us. All communications and correspondence may be directed to us in care of Earl Richey at his address below.

Date submitted: 10-05-2015 at Sierra Madre, California



Earl Richey  
134 Esperanza Avenue  
Sierra Madre, CA 91024

10-05-2015

Date



David McMonigle  
233 Ramona Avenue  
Sierra Madre, CA 91024

10-05-15

Date

# ATTACHMENT 1

Received Oct. 5, 2015  
Mary Sue Shollenberger  
City Clerk

## PROPOSED LANGUAGE AND CONTENT FOR THE INITIATIVE

The City Attorney for the City of Sierra Madre has prepared the following circulating title and summary of the chief purpose and points of the proposed measure:

[Title and Summary]

### Stop the Utility Users' Tax ("UUT")

**THE PEOPLE OF THE CITY OF Sierra Madre DO ORDAIN AS FOLLOWS:**

#### **Section 1. Findings and Declarations**

**WHEREAS**, the people of the City of Sierra Madre find and declare that federal, state and local taxation has reached confiscatory levels; that unrestrained spending and regulation at all levels of government, are excessive, improvident, contrary to our rights as a free people and are thereby destructive of Life, Liberty and the pursuit of Happiness; and

**WHEREAS**, it is the intent and purpose of this initiative that the current City of Sierra Madre utility taxes be repealed.

#### **Section 2. Name of Measure and Effective Date**

This measure shall be known as the Stop the Utility Users' Tax and shall become effective as provided by law.

#### **Section 3. Repeal of Utility Tax**

The existing Utility Users Tax as set forth in Chapter 3.36 of the Sierra Madre Municipal Code is repealed in its entirety.

#### **Section 4. Severability**

The provisions of this initiative are severable. If any provision of this measure or application thereof is held invalid, that invalidity shall not affect other provisions or applications if they can be given effect without the invalid provision or application.

# ATTACHMENT 2

## STOP THE UTILITY USERS TAX

The current rate for utility users tax is 8%, which will step down to 6% on July 1, 2016. If approved by a majority of Sierra Madre voters, this initiative would repeal all current City utility users taxes, including those imposed on charges for telephone, electricity, gas, water and video services.

The City's existing utility users taxes fund general City services, including police, paramedics, parks, libraries, streets, and other public services and facilities. If voters approve the initiative, the City must either reduce funding for these programs and services or find some other funding source for them, if possible.

# Attachment # 3



# City of Sierra Madre



## Certificate of Sufficiency of Initiative Petition

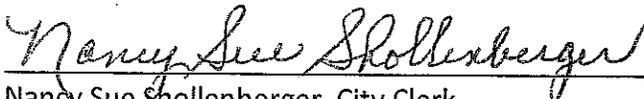
I, Nancy Sue Shollenberger, City Clerk of the City of Sierra Madre, County of Los Angeles, State of California, do hereby certify that pursuant to the provisions of Section #9114 of the California Election Code, I forwarded the Petition signatures to the Los Angeles County Registrar Recorder/County Clerk and they examined the aforementioned petition, and from the records of registration, ascertained that the petition has been signed by the requisite number of voters.

Article II, Section 8 of the California Constitution establishes the signature requirement for statewide initiatives at "five percent...of the votes for all candidates for Governor at the last gubernatorial election". According to the Los Angeles County Registrar-Recorder/County Clerk's Office, there were 8,059 registered voters in Sierra Madre gubernatorial election, of which 3,824 voted. Therefore, 191 valid signatures are required for the initiative petition to be deemed sufficient.

I FURTHER CERTIFY that on December 21, 2015, the proponents filed this initiative petition; and, based on the Los Angeles County Registrar-Recorder/County Clerk's voters' Signature Verification Certificate, I have determined the following facts regarding this initiative petition:

Number of signatures filed by proponent raw count:	384
Number of signatures verified:	264
Number of signatures found sufficient	191
Number of signatures found not sufficient	73
Not sufficient because of duplicate:	0

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Sierra Madre this 7<sup>th</sup> day of January, 2016.

  
Nancy Sue Shollenberger, City Clerk

232 W. Sierra Madre Blvd., Sierra Madre, CA 91024  
Telephone (626) 355-7135 Fax (626) 355-2251

# ATTACHMENT 3



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan  
Registrar-Recorder/County Clerk

December 29, 2015

Ms. Nancy Sue Shollenberger, City Clerk  
City of Sierra Madre  
232 W. Sierra Madre Blvd  
Sierra Madre, CA 91024

Dear Ms. Shollenberger:

We have completed the signature verification submitted on December 21, 2015 for Stop The Utility Users Tax.

The results of the signature verification are as follows:

Number of signatures filed	384
Number of signatures verified	264
Number of signatures found sufficient	191
Number of signatures found not sufficient	73
Not sufficient because duplicate	0

Please call Tiffany Olsen, Head, Data Entry and Signature Verification at (562) 462-2376 if you have any questions regarding the signature verification of this petition.

Sincerely,

  
DEAN C. LOGAN  
Registrar-Recorder/County Clerk

# Attachment # 4

## City Elections General Municipal Election April 12, 2016

*Laws in effect in 2016 (Calendar laws updated 10/2015)*

Date(s)	E minus	to E minus	Action
October 23	-172		Suggested Last Day to File Petitions Regarding Measure
November 23	-141		Suggested Last Day for Council to Adopt Resolutions
November 24	-140		Suggested Last Day to Post Notice of Deadline for Filing Arguments and Impartial Analyses
November 24			Election Official to Publish Notice of Election – Measure(s) Only, No Candidates
14 days after date Council puts measure(s) on the ballot			Last Day to File Arguments & Impartial Analyses / Must Be 14 days after Council calls Election
December 7 to December 21	-127	-113	Election Official to Publish Notice of Election - Candidates
December 14	-120		Last Day to Adopt Regulations for Candidates Statements
10 days after Arguments are due			Last Day to File Rebuttal Arguments / 10 Days after Arguments
December 21 to January 15	-113	-88	Filing Period for Nomination Papers and Candidate's Statements
or January 18	-85		<i>(if city is closed on Friday)</i>
or January 19	-84		<i>(if observing Monday holiday)</i>
January 15	-88		Last Day to Call Election For Ballot Measures
January 15 or January 18	-88	-85	Last Day to File Nomination Papers (Friday, unless closed, then Monday)
or January 19	-84		<i>(if observing Monday holiday)</i>
January 20	-83		Last Day to File Nomination Papers – Extended Filing Period if incumbent fails to file
January 20	-83		Last Day to Withdraw Measure(s) from Ballot
January 21	-82		Secretary of State to Determine Order of Names on Ballot
January 28	-75		Time to Cancel Election – Insufficient Candidates
February 1			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
February 1	-71		Suggested Last Day to Submit Precinct Consolidations to County
February 11	-61		Suggested Last Day to Designate Polling Places
February 11	-61		Suggested Last Day To Request Postage Check from Finance Department for Mailing of Sample Ballot Pamphlets
February 12 to February 26	-60	-46	Time to Transmit Ballot to Military and Overseas Voters
February 15 to March 29	-57	-14	Filing Period for Write-in Candidate
March 3	-40		Last Day to File Campaign Expenditure Statements - 1st Pre-election Statement
March 3 to March 14	-40	-29	Suggested Time to Alert Your Local Post Office of Upcoming Mailings
March 14	-29		Last Day to Designate Polling Places & Appoint Precinct Board Members
March 14	-29		First Day for Mailing Permanent Vote by Mail Voter Ballots
March 14 to April 5	-29	-7	Voters May Request Vote by Mail Ballots with Regular Applications
March 22	-21		Last Day to Mail Sample Ballots and Polling Place Notices
March 28	-15		Suggested Day to Post Notice – Pre-Election Vote by Mail Canvass
March 28	-15		Last Day to Register to Vote
March 29	-14		Last Day to File for Write-in Candidate
March 29	-14		Last Day to Prepare List of Precincts with Multilingual Precinct Board Members
March 29	-14		First Day to Process Returned/Voted Vote by Mail Voter Ballots
March 31	-12		Last Day to File Campaign Expenditure Statements - 2nd Pre-election Statement
April 2	-10		Publish Notice of Central Counting Place
April 5	-7		Last Day for Election Official to Publish Notice of Nominees
April 5	-7		Last Day to Publish Notice of Polling Places
April 5	-7		Last Day to Post Notice of Polling Places & Precinct Board Members
April 6 to April 12	-6	0	Emergency/Late Vote by Mail Voting Period
April 8	-4		Suggested Last Day to Post Notice of Manual Tally
April 11	-1		Last Day for Council to Adopt Procedures to Resolve Tie Vote
April 11	-1		Suggested Day to Post Notice – Post-Election Vote by Mail Canvass
<b>April 12</b>	<b>0</b>		<b>ELECTION DAY</b>
April 12	0		Election Official to Canvass Vote by Mail Voter Ballots
April 15	3		Last Day to Receive Vote by Mail Voter Ballots If Postmarked on Election Day
April 20	8		Last Day to Receive Signed "Unsigned Ballot Statements" for unsigned Vote by Mail Voter Ballots
No Later Than May 6	24		Election Official to Canvass the Returns
Within 5 days of completing the semi-official canvass above			Election Official to Hand Tally the Undervotes of a Write-in Candidate if requested by a write-in candidate
No Later Than May 6	24		Election Official to Conduct the Manual Tally
April 18 to May 6	<i>(At same meeting as Declaration of Results and Installation)</i>		Reorganize Council and Choose Mayor Pro Tem (and Mayor if applicable)
No Later Than May 10 (30 days after Assuming Office)	28		Last Day to Post Notice of Precinct Board Members Last Day to File Statement of Economic Interests
August 1			Last Day to File Campaign Expenditure Statements - Semi-Annual Statement
April 1, 2017			Last Day to Submit Report on Measures to Secretary of State



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Capoccia and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Bruce Inman, Director of Public Works 

DATE: January 12, 2016

**SUBJECT: REVIEW OF SEPTEMBER 2012 INFRASTRUCTURE REPORT  
(October 2015 Strategic Plan Item)**

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## **SUMMARY**

Staff recommends that the City Council direct staff to continue with the implementation of street, sewer, and water improvement projects as provided for in the FY 2015-16 budget and in previous Council direction.

## **ANALYSIS**

At the October 2015 Strategic Planning retreat, under the three-year goal of Updating our Outdated Infrastructure, the City Council directed staff to “*Recommend to the City Council for action a list of 9 infrastructure areas to be updated in priority order, including known funding sources.*” This report, based on the September 25, 2012 Sierra Madre State of the Infrastructure report to City Council identifies and prioritizes 9 infrastructure areas which should be addressed in the near future.

### Priority 1 – Water Distribution System

In light of the significant increase in distribution system leakage since 2012, repairs and replacement of distribution system components has swapped places on the priority list with Water Supply to become the highest priority.

The City’s water distribution system is comprised of 328 one-block segments of water main totaling about 214,100 liner feet. Of that total, 104 segments (58,600 lf) were constructed prior to 1940. Some of those segments are on the list of high maintenance mains, however, there are 13 additional segments totaling 13,500 linear feet on the high maintenance list that were built since 1940, some as recently as 1963.

On October 19<sup>th</sup>, staff presented a list of the top 20 high maintenance water mains for prioritization of replacement. Table A below is updated from the similar table in the

Prioritization of Infrastructure Repairs

January 12, 2016

Page 2 of 9

10/129 staff report. The shaded rows 1A, 1B, 2, 3, 6, and 7 have been included in the FY 2015-16 CIP by prior Council action. From that top 20 list, 15 remain to be addressed, at an estimated combined cost of \$2,065,360.

**Table A**

1A	<del>Canyon Crest/Skyland/Idlehour</del> from Orange to Orange (1930)	\$ 406,680
1B	Canyon Crest from Idle Hour to Orange (1930)	75,960
2	Fern Glen from Canyon Crest to Fern Dr.(1932)	63,315
3	W. Montecito from Baldwin to Auburn (1923)	132,420
4	Fane from Colony to Holdman (1954)	63,315
5	Colony from SA Ct to Fane (1954)	123,110
6	X-Country Canyon Crest to Middle Brookside (1930)	176,450
7	Woodland 16" Transmission Line. (1930)	338,285
8	N. Michillinda from Alegria to Edgeview (1952)	282,200
9	Santa Anita Ct from Sierra Pl to Mt Trail (1930)	76,910
10	Santa Anita Ct. Between Mt. Trail and Rancho (1930)	63,315
11	San Gabriel Ct from Sierra Pl to Mt Trail (1930)	69,930
12	Sierra Pl. from E SMB to Lowell (1930)	121,100
13	W. Alegria from Sunnyside east to end (1960)	34,110
14	Fairview Ave. from Grove St to Michillinda (1953-1960)	222,250
15	Key Vista from Sierra Keys to end (1963)	35,510
16	Cross-country above Lower Brookside (1930)	103,680
17	Gatewood Ln from Michillinda to include Gatewood Terr. (1953)	180,900
18	W. Bonita between Baldwin and Hermosa (1924)	203,700
19	Liliano From Arno to Stonehouse (1962)	359,990
20	Manzanita Ave from Hermosa to Lima St (1930)	125,340
	<b>Total</b>	<b>\$3,258,470</b>

Replacing the top 20 high maintenance mains will leave 91 segments in the distribution system that are 75 years old or older, with an estimated total replacement cost of \$11,177,425.

Priority 2 – Water Supply

In spite of El Nino conditions, California's ongoing drought and concerns about sustainable water supplies remain critical. The City has undergone two years of strict reliance on the direct use of imported water, with far less than satisfactory results. While at this time the imported water is being used for groundwater recharge to replace that which the City is producing from its wells, this process is costly, at more than three times the City's cost to simply pump from its wells and rely on groundwater recharge.

One effort to improve the City's water supply is already in the design stages with the Los Angeles County Department of Public Works and is expected to begin construction in late 2016. This is the Santa Anita Headworks/Diversion Structure that will improve the capture and diversion of water released from Santa Anita Dam to Sierra Madre's spreading grounds. The City made the first of its two \$450,470 payments to the County for the project in FY 2014-15, with the final installment delayed until FY 2016-17 to preserve funding for water main replacements this fiscal year.

Staff is in discussions with the City of Arcadia regarding the potential for developing a joint use well agreement under which Sierra Madre could access its imported water from the Main San Gabriel Basin via Arcadia's production and distribution system. This would reduce the cost of purchasing the water via MWD by 50 percent, however the savings would be offset by San Gabriel Basin Watermaster fees and Arcadia's fees for production, treatment and pumping the water to Sierra Madre.

In addition, page 17 of the attached report notes an option for the construction of the City's own well in the Main San Gabriel Basin and a pipeline connecting the well to Sierra Madre. The cost of that option is estimated at \$6,441,065. The City sent a letter in march of 2013 to the San Gabriel Valley Municipal Water District requesting their assistance with such a project, there has been no movement towards initiating the project. Both SGVMWD Director Tom Love and general Manager Darin Kasamoto have expressed support for the project and City staff has repeatedly brought the matter up at SGVMWD Strategic Planning meetings.

#### Priority 3 – Storm Drain/NPDES/EWMP

While compliance with the current Los Angeles regional NPDES permit is not a popular topic, it is nevertheless should be considered a high priority as good faith effort towards compliance and as a potential method to diversify the City's water resources and as a potential component of a program to improve the city's streets and streetscapes at the same time.

To the extent possible, a green street component should be included in the FY 2015-16 street improvement project. This could include modifications to sidewalks and parkway tree plantings.

#### Priority 4 – Streets

The 2012 report noted that the City's Pavement Condition Index (PCI) of 69.4 was slightly better than the State average PCI of 66 and the L.A. region at 62.4. However the report further noted that these PCI levels should be viewed as a warning that increased costs lie ahead if adequate pavement management efforts are not soon implemented. Recent work done on South Michillinda, Sierra Madre Boulevard and South Baldwin. Have improved the PCI value on the City's arterial streets to about 75. Local street PCI has not improved; pavement damage due to water system leaks and repairs, as well as normal wear and tear have negated any improvement in average PCI

that has been gained by street repairs done since the last Engineering report was done in 2013, the next update will be required in 2016.

The FY 2015-16 budget provides limited funding for street repairs. One hundred thousand is set aside from Proposition C funds for street resurfacing; these funds can only be used for re-paving (not slurry seal) on streets utilized by scheduled transit services. Inasmuch as the City's streets which are used by Foothill Transit have all been paved very recently, use of the Prop C funds will be limited to use on streets on the City's Round-a-Bout service. In addition to the Prop C funding, the City Council has previously set aside a one-time allocation of \$404,000 in general funds for street resurfacing. That sum is included in the FY 2015-16 budget. Beyond \$510 thousand proposed in the FY2016-17 budget fiscal year, there are no further funds programmed in the CIP for street repair, although the estimated cost for streets citywide currently exceeds \$5.5 million.

The streets proposed for repair in FY 2015-16 are:

Skyland Drive, Idle Hour Lane, & portion of Canyon Crest		
General Fund	Estimated Cost	\$316,455
West Grandview, Michillinda Avenue to Jameson Court		
Court Prop C and General Fund	Estimated Cost	\$181,930
Estimated project total		\$498,385

Street repairs are funded through the use of Gas Tax, or more recently Highway User Taxes (HUTA), Measure R funds, Proposition C funds, federal STP-L funds, and general funds. For FY 15-16 projected revenues for the three primary sources of street maintenance funding are as follows:

Gas Tax/HUTA	\$241,859
Prop C	\$166,170
Measure R	\$124,629
STP-L	\$32,900

Under current general fund limitations, a large portion of Public Works operational budget is taken from Gas Tax/HUTA, leaving only prop C, Measure R, and STP-L funds for capital projects. STP-L funds are not used annually, as their use is extremely limited and the high level of administrative effort to get projects approved and costs reimbursed via Caltrans makes small projects ( $\pm$ \$33,000) unattractive to contractors. Staff therefore allows annual allocations to accrue into larger amounts to make more contractor-attractive projects, or has been done in the past, the City sells the funds to the County for street funds that may be used at the City's sole discretion.

#### Priority 5 – Trees

The City has an inventory of approximately 5200 trees in its parks, city properties and street parkways. According to the International Society of Arboriculture most trees should be trimmed every 3-5 years.

Environmental Fund revenue is projected to be \$88,971 for FY 15-16. The funds are derived from franchise fees from Athens Services and revenue received as a portion of the proceeds of Athens' sale of recyclable materials collected from Sierra Madre.

The FY 15-16 Environmental Fund budget provides \$10,000 for tree removals and \$41,000 for tree maintenance (trimming). The City has been utilizing West Coast Arborists for a number of years based on "piggybacking" on other cities bid processes. The current cost per tree for WCA grid trimming is \$42.30 per tree. Grid trimming describes the contractor coming in and trimming every tree within a staff-generated grid covering a portion of the city. All trees in the grid are trimmed for the single specified cost, regardless of size or specie. Indications from WCA are that the cost will go up in 2016.

The FY 2015-16 budget provides \$41,000 for grid trimming and \$10,000 for tree removals. A 5-year interval grid trimming program would cost \$44,000; a three year program \$73,350. With the funding in the current budget if tree removals are kept to a minimum, the funding allocated for tree work could be used to carry out a 5-year scaled grid trimming program this fiscal year. This will depend as well on whether or not WCA raises its grid-trimming rate before we can get the trimming done.

#### Priority 6 – Sidewalks

In February 2015 the City Council adopted a Sidewalk Master Plan. Since that time sidewalk replacements have been made through the ongoing Sidewalk Partnership Program and temporary repairs are made when sidewalk defects are identified through inspection.

Sidewalk installation and repair funding is derived from Transportation Development Act of 1971, a state measure to assist in the implementation of transit and pedestrian programs and projects. Sierra Madre receives about \$7,000 per year from this funding source. The funds are typically used for the purchase of sidewalk replacement and repair materials. This year's capital funding includes an accumulated \$23,125 that could be utilized for a sidewalk infill project if so directed by Council. The top priority for installation of new sidewalk would be the south side of Esperanza Avenue, as described in option 2b(1) of the Sidewalk Master Plan.

Staff proposes to utilize the funding for materials purchase for replacement of existing damaged sidewalk in locations where the repairs can be done without removing or seriously harming parkway trees. Under this recommendation, staff will utilize the inventory provided in the Sidewalk Master Plan to identify the locations to be addressed

and will then undertake the work by Public Works field staff, with the goal to be completed by the end of FY 2015-16.

Priority 7 – Sewers

The City's Sewer System Management Plan (SSMP) is a document required by the State; a planning tool for sewer repairs and maintenance activities. The SSMP was first prepared for the City in 2007 and was updated as required in 2012. The next update will be required in 2017.

The SSMP identifies one location at which sewer capacity is inadequate; that situation was corrected during FY 2014-15. Beyond the capacity limitation, the SSMP notes (in 2015 dollars) a total of \$382,285 in priority 3-priority 5 to priority sewer repairs:

Priority 5 (Worst Condition) \$231,425 in repairs needed, including replacement of a manhole, replacement of 7 sections of sewer main, and lining 3,318 lf of existing 8-inch mains to seal cracks and broken sections. Per SSMP these mains may fail at any time in the next 5 years.

Priority 4 (Bad Condition) \$84,968 in repairs needed in 8 locations, consisting of the lining 1,916 lf of existing 8-inch pipe. These sections may become priority 5 sections if not repaired soon.

Priority 3 (Poor Condition) \$66,432 in repairs, including one section of main replacement, and lining of an additional 1,294 lf of main.

The adopted FY 2015-16 Budget provides for the expenditure of \$82,000 this fiscal year for sewer improvements, which will address a portion of the Priority 5 mains. The following 3 fiscal years are projected to include \$100,000 each year for sewer repair.

Priority 8 – ADA Compliance

The City's programs and facilities must meet the requirements of the federal Americans with Disabilities Act. The first step in complying with the Act relative to the City's infrastructure (Buildings and Rights-of-Way) is the performance of a citywide inspection and preparation of a "Transition Plan" to identify areas of non-compliance and improvements to buildings, parks, and city streets to bring the City into compliance.

The Act, which was passed in 1990, is enforced by the US Justice Department through complaints, lawsuits, consent decrees, settlement agreements, and alternate dispute resolution (mediation). While the Act has been in place for 25 years and city buildings have been brought up to ADA standards when remodeling is done, there is no known existence of a Sierra Madre ADA Plan or Transition Plan. Although it is assumed that the City did at one time prepare, or have prepared such a plan, no record of such a plan has been located. Having such a Plan would not only be a major step towards ADA compliance; it would also be of assistance in identifying local uses for CDBG funds. ADA compliance improvements are one of the few projects or programs that the City may use CDBG funds for. Currently CDBG funds are programmed for use in ADA improvements to the Sierra Madre Public Library.

The City's insurer, the California Joint Powers Insurance Authority (CJPIA), is very supportive of its member cities doing everything possible to limit liability against ADA-related claims. The CJPIA has provided a proposal to the City for the preparation of an inspection and Transition Plan. The total Plan cost is proposed at \$54,550, with the CJPIA underwriting \$26,300 of that cost and the City's share being \$26,300.

Without the inspection and ADA Plan staff is not able to provide a comprehensive list of necessary ADA improvements to be made citywide. The City was recently provided a list of needed ADA improvements for the Library, totaling an estimated \$47,300. There are a total of \$43,920 in CDBG funds to cover a portion of those costs.

#### Priority 9 – Facilities Maintenance

The attached Status of the Infrastructure report lists a large number of parks and building repairs and improvements that were necessary in 2012. The Building facilities list begins on page 37; staff has lined through those items which are no longer on the list, as a representation of what has been accomplished since September of 2012. Most notably removed from the list are the roofs of the City Hall and Public Safety Buildings, where roof repairs have kept the buildings dry through recent rains, several modifications to the Library, the elimination of the need to replace the emergency generators, and the elimination of the Duty Man House.

For the current Fiscal Year the remaining facility and parks projects are:

Library Painting \$35,000

Civic Center Parking Lot Resurface \$45,000

However, a great number of building maintenance issues remain. With a current balance in the Facilities Maintenance Internal Services Fund of slightly over \$1.6 million, it may be possible to move some of the items in the 5-year CIP from the unfunded list into the upcoming FY 2016-17 budget. While it is an attractive option to move some of the unfunded projects now, staff recommends waiting until the next fiscal year budget is approved, based on the outcome of the UUT ballot measure.

#### **FINANCIAL (Funding Sources from 2012 State of the Infrastructure report)**

As stated in the September 2012 report, "Much of Sierra Madre's infrastructure is old, and regular infrastructure maintenance has often been deferred due to a lack of adequate funding. The situation that Sierra Madre finds itself in is not new; infrastructure maintenance funding shortages are chronic in Sierra Madre as they are elsewhere in the state." This statement remains true today, because there are no *existing* funding sources that are sufficient to address the continual deterioration of infrastructure.

### General Funds

The City can use General funds for any municipal purpose. However, the City's General fund revenues are barely adequate to fund City services and programs. Allocating General fund revenues to capital projects would necessitate a reduction in services or programs. The City also has General Fund reserves, and the reserves could be used to fund capital projects; but would result in lower reserves available for future emergencies.

### Parcel Taxes

Parcel Taxes can be used as a mechanism to generate revenue. Since the passage of Proposition 218, all parcel taxes require 2/3 voter approval. Therefore any parcel tax, regardless of the service, program or project it funds, would require a 2/3rd majority to pass. Placing a parcel tax on the ballot will require professional services to determine the actual amount of the tax and the method that the tax would be distributed to properties in order to be legally defensible.

As a very rough estimate, there are approximately 4,100 parcels in the City. If each parcel was assessed \$500, approximately \$2 million in revenues would be generated. The parcel taxes are placed on property tax bills and are paid along with the property taxes.

### Dedicated Sales Tax Increase

The City currently receives approximately \$200,000 in sales taxes each year. The imposition of a dedicated sales tax would not result in an increase in revenues sufficient to meet financial needs.

### Assessments

An assessment is not assessed on "property ownership" like a parcel tax. It is based upon the value received by the parcel for the service rendered. Parcels can only be assessed for the special benefit they receive and general public services cannot be financed through an assessment. This is the mechanism currently used by the City for lighting assessment districts and maintenance districts.

An assessment requires an enabling statute, and the implementation process requires the preparation of a resolution of intent ordering the preparation of an engineer's report.

Once the report is ready, a second resolution must be passed to approve the report and order the holding of a mail ballot election (for property owners only). There are two hearings required, and if a majority of the ballots, weighted by dollars is received in favor of the assessment, it passes.

### Bonds

Bonds can be issued for infrastructure improvements. There are costs associated with issuing bonds, and a revenue source must be identified to repay the bonds. However, the issuance of bonds can be accomplished without a public vote.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

Staff recommends that the City Council direct staff to continue with the implementation of street, sewer, and water improvement projects as provided for in the FY 2015-16 budget and in previous Council direction.

Attached: 2012 State of the Infrastructure Report



# City of Sierra Madre Agenda Report

*Josh Moran, Mayor*  
*Nancy Walsh, Mayor Pro Tem*  
*John Capoccia, Council Member*  
*John Harabedian, Councilmember*  
*Chris Koperber, Council Member*

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor Moran and Members of the City Council

FROM: Elaine I. Aguilar, City Manager  
Bruce Inman, Director of Public Works

DATE: September 25, 2012

**SUBJECT: SIERRA MADRE STATE OF THE INFRASTRUCTURE**

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## **SUMMARY**

The City Council has requested a report from staff on the state of the City's infrastructure. This report identifies all of the current infrastructure deficiencies and the foreseeable infrastructure needs. The report includes and expands upon the listing of capital projects included in the FY 2011-2013 Budget document. Staff recommends that the City Council provide staff with direction regarding the setting of priorities for dealing with the City's infrastructure needs.

## **ANALYSIS**

The American Society of Civil Engineers (ASCE) has recently published its California Infrastructure Report Card: A Citizen's Guide 2012 (The Guide). The following infrastructure system types, of which Sierra Madre operates its own systems, were rated by the Guide as follows:

Wastewater (Sewer) C+  
Urban Runoff (NPDES) D+

Transportation (Streets) C-  
Water C

Although the Guide made no findings specific to Sierra Madre, staff will show in this report that although the costs to improve the City's infrastructure are staggering, the City compares reasonably well in some areas with other agencies statewide. In short, Sierra Madre is not alone in its infrastructure needs.

Much of Sierra Madre's infrastructure is old, and regular infrastructure maintenance has often been deferred due to a lack of adequate funding. The situation that Sierra Madre finds itself in is not new; infrastructure maintenance funding shortages are chronic in Sierra Madre as they are elsewhere in the state.

### **Sewer System**

The City owns and operates a sewer system comprised of 31.7 miles of 8 inch diameter pipeline and 745 manholes. In addition to the City-owned system, the City is also home to 4 miles of County Sanitation District trunk sewers in East Orange Grove, Sierra Madre Boulevard and Baldwin Avenue.

The Majority of the City's sewer system was constructed either as tract improvements with new development, or under assessment district processes. There are multiple neighborhoods in Sierra Madre in which sewer was not constructed when the homes were built, and which have opted-out of participation in the assessment district process. These neighborhoods are not served by public sewer:

*Mount Wilson Trail (Private Section) from trailhead to northeasterly end. (9 homes)*  
*Auburn Avenue Extension from 746 Auburn Avenue to northeasterly end. (5 homes)*  
*Auburn Avenue (Private Section) (5 homes)*  
*Sunrise Hill (Private Street) (4 Homes)*  
*East Alegria from Baldwin Avenue to 550 feet east of Baldwin Avenue. (6 homes)*

In September 2009, the City Council approved a Sewer Master Plan in the form of the 2009 Sewer Management Plan (SMP). Preparation of the SMP included a video inspection of the entire sewer system, flow measurements to determine sewer main capacity, and recommendations for specific sections of sewer in need of repair. The SMP also provided the recommendation for adoption of new sewer and FOG Ordinances as required by the state.

Public Works staff utilizes two major pieces of equipment in sewer maintenance. One is a sewer jetter truck, which utilizes a hose and high pressure (2600 psi or more) jet of water to cut root intrusions and dislodge partial/complete blockages in sewer mains. The second major piece of equipment utilized for sewer maintenance is our state of the art combination truck (aka Vactor). This is an all-CNG powered vehicle, the first of its kind from the manufacturer. It operates as a jetter and as a vacuum truck (hence "combination") and can be used for collecting debris from the system, collecting sewage spills, cleaning storm drain catch basins, hydraulic excavations, and other tasks. It is equipped with limited video equipment which allows staff to inspect known trouble areas to ensure they are working properly. Using the two sewer trucks, the entire sewer system is cleaned at least annually.

Table A below identifies the list of sewer hot spots within the overall system. These hot spots are cleaned and/or video-inspected on a greater frequency than the overall system. Field staff maintains a database on a laptop carried in the field for scheduling and recording maintenance activities. Table B provides a list of 3 improvement projects designed to alleviate the structural hotspots in the sewer system. Those 3 projects are listed in the 2011-2013 budget but have not yet been initiated. Project costs are currently estimated at a total of \$683,130.

**Table A**

<b>HOT SPOTS</b>				
<b>(Increased Maintenance Frequency)</b>				
Location / Street	From	To	Upstream of Manhole #	Cause
Santa Anita Dr.	Elkins	Via Granate		Roots
Stonehouse	Grandview	Deadend		Roots
Location / Street	From	To	Upstream of Manhole #	Cause
Oakwood Ln.	Grandview	Santa Anita		Roots
Sycamore Pl.	Grandview	Los Rocas		Roots
Canon Dr.	Theresa	Sturtevant		Roots
Woodland Dr.	Sturtevant	Alta Vista Dr.		Roots
Brookside Dr.	Woodland	Sunnyside Ln.		Roots
Madre Ln.	Old Ranch Rd.	Deadend		Roots
Mountain Tr.	Orange Grove	Lowell		
East Highland Ave.	Mountain Tr.	Deadend		Roots
West Highland Ave.	Baldwin	Lima		Roots
West Highland Ave.	Lima	Michillinda		Roots
Olive Tree Ln.	Grandview Ave.	830 Ft North	199	Roots (3)
Windsor Ave.	Sierra Madre Blvd.	Montecito Ct.	C7	Grease
Montecito Ct.	Windsor Ave.	Deadend	115	Grease
Manzanita Ave.	Hermosa	Michillinda		Roots
Mariposa Ave.	Lima St.	Ross Pl.	275	Roots (2)
Mariposa Ave.	Hermosa Ave.	Lima St.	280	Roots (1)
Hermosa Ave.	Esperanza Ave.	Mariposa Ave.	1	Roots (5)
Suffolk Ave.	Sierra Pl.	Baldwin Ave.	355	Roots (1)
Sierra Pl.	Lowell Ave.	Suffolk Ave.	350	Roots (4)
Lowell Ave.	Mountain Trail Ave.	Sierra Pl.	351	Roots (4)
San Gabriel Ct.	Holdman Ave.	Mountain Trail Ave.	284	Roots (1)
Highland Ave.	Coburn Ave.	Canon Ave.	147	Roots (1)
Toyon Rd.	Grandview Ave.	Cul-de-sac	200	Roots (9)
Oak Crest Dr.	Carter Ave.	Cul-de-sac	298	Roots (11)
Grandview Ave.	at Acacia St.		315	Roots (1)
Foothill Ave	Acacia St.	Camillo St.	320	Roots (8)
Camillo St.	Foothill Ave.	Lotus Ln	335	Roots (13)
Camillo St.	Lotus Ln.	Dead end	341	Roots (5)
Acacia St.	Foothill Ave.	Valle Vista Dr.	321	Roots (4)
Valle Vista Dr.	Acacia St.	Acacia St.	322	Roots (8)
Lotus Ln.	Camillo St.	Dead end	34?A	Roots (1)
Grandview Ave.	Stonehouse Rd.	Lilano Pl.	18	Roots (9)
Lilano Pl.	Grandview Ave.	Cul-de-sac	16	Roots (1)
Santa Anita Ave.	Via Granate	Arno Dr.	304	Roots (10)
Arno Dr.	Sanata Anita Ave.	Kaia Ln.	307	Roots (11)
<b>(Structural defect)</b>				
Location / Street	From	To	Upstream of Manhole #	Cause

<b>HOT SPOTS</b>				
<b>(Increased Maintenance Frequency)</b>				
Michillinda Ave.	Orange Grove Ave.	Manzanita Ave.	?	Broken Pipe
Orange Grove Ave.	Michillinda Ave.	Sunnyside Ave.	530	Broken Pipe
Orange Grove Ave.	Park Ave.	Lima St.	537	
Orange Grove Ave.	Lima St.	Hermosa Ave.	538	
Lima St.	Orange Grove Ave.	Manzanita Ave.	537	
<b>(Structural Defect)</b>				
Location / Street	From	To	Upstream of Manhole #	Cause
Orange Grove Ave.	Old Oak Ln.	Baldwin Ave.	C21	
Mariposa Ave.	Hermosa Ave.	Lima St.	278	Deformed
San Gabriel Ct.	Mountain Trail Ave.	Sierra Pl.	545	
Mountain Trail Ave.	Bonita Ave.	Lowell Ave.	9	Deformed
Canon Ave.	Orange Grove Ave.	Cul-de-sac	15	Broken
Auburn Ave.	Sierra Madre Blvd.	Montecito Ct.	C 6	
Canon Ave.	At Montecito Ave.		165	
Laurel Ave.	Baldwin Ave.	Mountain Trail Ave.	427	
Grand View Ave.	Lima St.	Adams St.	204	
Baldwin Ave.	at Grand View Ave		?4	
Grand View Ave	Baldwin Ave	Mountain Trail Ave.	19	
Grand View Ave.	Sycamore Pl.	Camillo St.	506	
Grand View Ave.	Acacia St.	Foothill Ave.	314	
Easement	Grand View Ave	to the south		
Liliano Pl.	Grand View Ave	Cul-de-sac	?6	
Liliano Dr.	Stone House Rd.	Cul-de-sac	24	
Kaia Ln.	Arno Dr.	Cul-de-sac	309	
Arno Dr.	Kaia Ln.	Santa Anita Ave.	307	Broken
Arno Dr.	Santa Anita Ave.	Cul-de-sac	308	
Santa Anita Ave.	Via Granate	Arno Dr.	304	
Santa Anita Ave.	at Elkins Ave.		34	Broken
Crestvale Dr.	Fairview Ave.	Cul-de-sac	249	
Sierra Meadow Dr.	Carter Ave.	Wistaria Way	388	
Acacia St.	Grand View Ave.	Foothill Ave.	317	
Sturtevant Dr.	E/O Pleasant Hill Ln.		404	
Easement	N/O Sturtevant Dr.		404	
Churchill Rd.	Old Ranch Rd.	Churchill Glen	415	
Woodland Dr.	Sturtevant Dr.	Brookside Ln.	9431 / 9432	
Brookside Ln.	Sunnyslope Ln.	Woodland Dr.	9479	
Sunnyslope Ln.	Brookside Ln.	Cul-de-sac	9479	
Woodland Dr.	Brookside Ln.	Holly Trail	9435	
Woodland Dr.	Holly Trail	Alta Vista Dr.	9437	
Woodland Dr.	Yucca Tr.	Brookside Ln.	9442	
Location / Street	From	To	Upstream of Manhole #	Cause

State of the Infrastructure  
September 25, 2012

<b>HOT SPOTS</b>				
<b>(Increased Maintenance Frequency)</b>				
Yucca Tr.	Woodland Dr.	End	9441	
Canon Dr.	Theresa Ln.	Las Rocas Dr.	9410	
Sturtevant Dr.	Audubon Wy.	Oakdale Dr.	9501	
Oakdale Dr.	Vista Circle Dr..	Alta Vista Dr.	9516	
Alta Vista Dr.	Sturtevant Dr.	Oakdale Dr.	9503	
Michillinda Ave.	Orange Grove Ave.	Manzanita Ave.	?	Broken Pipe
Orange Grove Ave.	Michillinda Ave.	Sunnyside Ave.	530	Broken Pipe
Orange Grove Ave.	Park Ave.	Lima St.	537	
Orange Grove Ave.	Lima St.	Hermosa Ave.	538	
Lima St.	Orange Grove Ave.	Manzanita Ave.	537	
Orange Grove	Old Oak Ln.	Baldwin Ave.	C21	
Mariposa Ave.	Hermosa Ave.	Lima St.	278	Deformed
San Gabriel Ct.	Mountain Trail Ave.	Sierra Pl.	545	
Mountain Trail Ave.	Bonita Ave.	Lowell Ave.	9	Deformed
Canon Ave.	Orange Grove Ave.	Cul-de-sac	15	Broken
Auburn Ave.	Sierra Madre Blvd.	Montecito Ct.	C 6	
Canon Ave.	At Montecito Ave.		165	
Laurel Ave.	Baldwin Ave.	Mountain Trail Ave.	427	
Grand View Ave.	Lima St.	Adams St.	204	
Baldwin Ave.	at Grand View Ave		?4	
Grand View Ave	Baldwin Ave	Mountain Trail Ave.	19	
Grand View Ave.	Sycamore Pl.	Camillo St.	506	
Grand View Ave.	Acacia St.	Foothill Ave.	314	
Easement	Grand View Ave	to the south		
Liliano Pl.	Grand View Ave	Cul-de-sac	?6	
Liliano Dr.	Stone House Rd.	Cul-de-sac	24	
Kaia Ln.	Arno Dr.	Cul-de-sac	309	
Arno Dr.	Kaia Ln.	Santa Anita Ave.	307	Broken
Arno Dr.	Santa Anita Ave.	Cul-de-sac	308	
Santa Anita Ave.	Via Granate	Arno Dr.	304	
Santa Anita Ave.	at Elkins Ave.		34	Broken
Crestvale Dr.	Fairview Ave.	Cul-de-sac	249	
Sierra Meadow Dr.	Carter Ave.	Wistaria Way	388	
Acacia St.	Grand View Ave.	Foothill Ave.	317	
Sturtevant Dr.	E/O Pleasant Hill Ln.		404	
Easement	N/O Sturtevant Dr.		404	
Churchill Rd.	Old Ranch Rd.	Churchill Glen	415	
Woodland Dr.	Sturtevant Dr.	Brookside Ln.	9431 / 9432	
Brookside Ln.	sunnyslope Ln.	Woodland Dr.	9479	
Sunnyslope Ln.	Brookside Ln.	Cul-de-sac	9479	
Woodland Dr.	Brookside Ln.	Holly Trail	9435	
Woodland Dr.	Holly Trail	Alta Vista Dr.	9437	
Woodland Dr.	Yucca Tr.	Brookside Ln.	9442	

<b>HOT SPOTS</b>				
<b>(Increased Maintenance Frequency)</b>				
Yucca Tr.	Woodland Dr.	End	9441	
Canon Dr.	Theresa Ln.	Las Rocas Dr.	9410	
Sturtevant Dr.	Audubon Wy.	Oakdale Dr.	9501	
Oakdale Dr.	Vista Circle Dr..	Alta Vista Dr.	9516	
Alta Vista Dr.	Sturtevant Dr.	Oakdale Dr.	9503	

### **Recommended Sewer System Improvements**

Presented in Table B is a summary of the measures recommended to correct the structural defects identified by video inspection. Criteria for recommending and prioritizing relief facilities are as follows:

1. Sewers with critical structural defects (Category 5) are recommended for correction measures as soon as possible. Sewers meeting these criteria are ranked highest priority.
2. Sewers with structural defects of category 4 are recommended for correction measures as funding is scheduled over the next 5-10 years.
3. Sewers with structural defects of category 3 are recommended for correction measures as change in conditions warrant. Sewers meeting these criteria should be monitored for changing conditions in future maintenance cycles.

Please note that recommended sewer system improvements as presented here are general in nature and should not be considered as absolutes for final design. Rather, they should be considered more as a guide.

**Table B**

<b>Priority Ranking &amp; Summary of Structural Defect Correction Measures</b>						
<b>Priority Ranking</b>	<b>Defect Category</b>	<b>Tributary Area (Ac)</b>	<b>Depth of Pipe (Ft)</b>	<b>Pipe ID</b>	<b>Description of Measures To Correction Structural Defects</b>	<b>Cost</b>
1	5	12	4-5	10000096	Line 119 feet of 8-inch pipe	\$6,796
2	5	24	17-24	10000369	Line 267 feet of 8-inch pipe	\$15,270
3	5	13	6	10000305	Line 190 feet of 8-inch pipe	\$10,923
4	5	27	6-10	10000817	Line 323 feet of 8-inch pipe	\$17,582
5	5	13	4	10000254	Line 118 feet of 8-inch pipe	\$6,731

6	5	13	3	10000264	Line 135 feet of 8-inch pipe	\$7,738
7	5	24	5-13	10000362	Point repair lateral connection & line 187 feet of 8-inch pipe	\$19,270
8	5	13	4	10000203	Point repair 3 feet of existing 8-inch line.	\$3,431
9	5	12	6-8	10000041	Line 293 feet of 8-inch pipe	\$16,757
<b>Priority Ranking</b>	<b>Defect Category</b>	<b>Tributary Area (Ac)</b>	<b>Depth of Pipe (Ft)</b>	<b>Pipe ID</b>	<b>Description of Measures To Correction Structural Defects</b>	<b>Cost</b>
10	5	13	4	10000291	Line 170 feet of 8-inch pipe	\$9,722
11	5	13	3-4	10000221	Line 297 feet of 8-inch pipe	\$16,986
12	5	16	8-12	10000625	Line 367 feet of 8-inch pipe	\$20,966
13	5	6	9	10000108	Point repair 5 feet of existing 8-inch line	\$7,149
14	5	16	16	10000525	Line 272 feet of 8-inch pipe	\$15,527
15	5	13	4	10000392	Line 127 feet of 8-inch pipe	\$7,263
16	5	16	9	10000456	Point repair 3 feet of existing 8-inch line.	\$4,289
17	5	13	9	MH 9444	Replace manhole.	\$14,298
18	5	16	9	10000640	Point repair 10 feet of existing 8-inch line.	\$14,298
19	5	13	3-4	10000266	Line 121 feet of 8-inch pipe	\$6,920
20	5	24	7	10000216	Line 130 feet of 8-inch pipe	\$7,428
21	5	20	13	10000589	Line 264 feet of 8-inch pipe	\$15,104
22	5	12	4-7	10000036	Line 175 feet of 8-inch pipe	\$10,016
23	5	6	8	10000186	Point repair 6 feet of existing 8-inch line.	\$8,579
24	5	13	5	10000269	Point repair 7 feet of existing 8-inch line.	\$8,007
25	5	14	8-11	10000739	Point repair 10 feet of existing 8-inch line.	\$17,157
					<b>Priority 5 subtotal</b>	<b>\$289,467</b>
26	4	10	17-18	10000079	Line 332 feet of 8-inch pipe	\$18,970
27	4	25	10-14	10000811	Line 327 feet of 8-inch pipe	\$18,644
28	4	13	4-6	10000282	Line 269 feet of 8-inch pipe	\$15,411
29	4	26	UNK	10000767	Line 184 feet of 8-inch pipe	\$10,502
30	4	25	7-8	10000806	Line 158 feet of 8-inch pipe	\$9,035
31	4	13	4	10000392	Line 127 feet of 8-inch pipe	\$7,259
32	4	13	5-6	10000226	Line 209 feet of 8-inch pipe	\$11,960
33	4	12	3-6	10000043	Line 310 feet of 8-inch pipe	\$14,298
					<b>Priority 4 subtotal</b>	<b>\$106,129</b>
34	3	14	6-8	10000688	Line 348 feet of 8-inch pipe	\$19,902
35	3	13	5	10000413	Line 49 feet of 8-inch pipe	\$2,802

36	3	13	2-5	10000227	Line 108 feet of 8-inch pipe	\$6,200
37	3	25	8	10000809	Line 202 feet of 8-inch pipe	\$11,535
38	3	27	8	10000805	Line 75 feet of 8-inch pipe	\$4,264
39	3	12	7	10000048	Line 297 feet of 8-inch pipe	\$16,971
40	3	12	UNK	10000199	Line 65 feet of 8-inch pipe	\$3,706
41	3	24	VAR	10000425	Line 88 feet of 8-inch pipe	\$5,041
42	3	15	8	10000681	Point repair 3.5 feet of existing	\$5,004
43	3	12	4	10000035	Line 62 feet of 8-inch pipe	\$3,546
44	3	13	5	10000283	Point repair 3.5 feet of existing 8-inch line.	\$4,003
					<b>Priority 3 subtotal</b>	<b>\$82,974</b>
					<b>TOTAL (1997 Costs)</b>	<b>\$478,570</b>

### Recommended Sewer System Improvement Projects

Presented in Table C is a brief summary of the recommended sewer system improvement projects to repair the structural defects. The first project is all of the category 5 structural defects. These repairs are recommended for immediate replacement as these pipes contain failures. The remaining projects are the category 4 and 3 structural defects and can be completed separately or together based on the funding available. It is recommended that these improvement projects be constructed as complete projects as the cost to perform the repairs individually will notably increase the cost.

**Table C**

<b>Recommended Sewer System Improvement Projects</b>					
<b>Project No.</b>	<b>Priority Ranking from Table 1</b>	<b>Defect Category</b>	<b>Tributary Area</b>	<b>Description of Measures To Correction Structural Defects</b>	<b>Costs (1997)</b>
1	1-25	5	Varies see Table 1	Point repair 52 feet of existing 8-inch pipe, and line 3,318 feet of existing 8-inch pipe, and replace a manhole.	\$82,180 \$192,989 \$14,298
2	26-33	4	Varies see Table 1	Line 1,916 feet of existing 8-inch pipe.	\$106,129
3	34-44	3	Varies see Table 1	Point repair 7 feet of existing 8-inch pipe, and line 1,294 feet of existing 8-inch pipe.	\$9,700 \$73,274
				<b>Total, all projects (1997 Costs)</b>	<b>\$478,570</b>

The Infrastructure Report Card rating of wastewater/sewer systems at C+ focuses primarily on wastewater treatment capacity and trends in regulatory requirements that effect wastewater treatment. Sierra Madre's sewer system does not provide treatment, thus we could rate our local sewer (collection only) system higher due to its relatively good condition and relative lack of regulatory requirements. However, since the City's wastewater is actually treated in one of the County Sanitation Districts' we are a part of that system and its C+ rating.

### **Storm Drain System**

In Sierra Madre, rainwater runoff is collected in a system that is completely separate from the sewer system. This system is known as the storm drain system or alternately by regulatory agencies as the MS4 (Municipal Separate Stormdrain System.)

The City's storm drain system is comprised of a mix of county owned and city-owned infrastructure. Each agency is responsible for pipelines, manholes, curb-opening catch basins, open channels, and debris basins. Of the entire system, the County owns and maintains the great majority of the drainage system with funding from the Flood Control District assessment on local property tax bills.

There are four identified storm drain system deficiencies in Sierra Madre, as described below:

Lannan Debris Basin The Lannan Debris Basin is located adjacent to Santa Anita Canyon(Chantry) Road above Sierra Madre's Kaia Lane. The Basin is owned and operated by Los Angeles County Department of Public Works. The Basin was built by the Corps of Engineers with two outlets, a 24 inch corrugated metal pipe comprising the regular outlet and a spillway discharging directly into a County storm drain.

The 24 inch outlet drain is in need of replacement at an estimated cost of \$704,000.

Floral Debris Basin The Floral Debris Basin is one of eight debris basins in the foothills above Sierra Madre. The basins' function is to protect downstream properties from post-fire debris and mud flows. The Floral Basin is the only such facility owned by the City. The debris basin is in need of expansion to increase its capacity at a cost of \$3.1 to \$5.4 million.

In addition to debris basin-related drainage issues, there are two public streets that drain downhill into cul-de-sacs, with no drainage outlet provisions. Thus, public streets are draining across private property without benefit of drainage easements or drainage improvements.

Theresa Lane drains away from its connection with Canon Drive, taking drainage from that street as well as its own runoff down to a break in the curb of the cul-de-sac. From there the water runs across multiple private properties before discharging onto East Grandview. Staff worked with the most-impacted homeowner for a period of time

helping them to grade their property to route the drainage away from their home, but before staff could develop a plan and build underground drainage improvements the property owner constructed landscaping improvements and dropped complaints about the drainage across their property. The estimated cost to correct this drainage system deficiency is at minimum \$20,000. Accurate cost estimates for correcting this drainage issue are not possible due to constraints on the subject properties.

Monterey Lane drains away from its intersection with East Sierra Madre Boulevard. Drainage from Monterey Lane collects in a drywell adjacent to the cul-de-sac. When the drywell reaches its capacity, drainage is discharged from the cul-de-sac across private properties on Monterey Lane and on private street Olivera Lane. Stormwater then flows down Olivera Lane to East Orange Grove Avenue. Homes on Olivera Lane have experienced flooding damage during major storms.

The City attempted to resolve the Monterey Lane drainage problem in 1998, hiring a civil engineer to design a drainage system. However, one property owner on Olivera Lane refused to allow the surveyor access to the private street to do the design surveying. Without the base mapping that the survey would have provided, the project could not continue and was abandoned. The estimated cost to correct this drainage system deficiency is \$70,000.

There are also deficiencies in the County's drainage system within Sierra Madre. L.A. County Flood Control District owns and operates Sierra Madre Dam and Sierra Madre Wash. These are listed herein for reference. The County has indicated that the dam has been identified by the State Department of Water Resources/Division of Safety of Dams as seismically deficient. Because of that deficiency, the dam is no longer operated as a water reservoir, but rather as a debris basin. Frequency of debris removal from behind the dam is increased due to the seismic limitations.

Following the Santa Anita Fire the County notified the City that Sierra Madre Dam does not have adequate capacity to contain the amount of debris that could be generated within its tributary area. The County does not have any current plans to address either of those issues. At one time in the nineties the County approached the City with a proposal to modify the dam. The City opted not to proceed with the dam modifications.

The Corps of Engineers and the County have also determined that the Sierra Madre Wash does not have adequate capacity and that during the "design event" the channel could over flow. In 1976 the City Council adopted Resolution 76-28 disapproving County implementation of channel improvements.

NPDES The new National Pollution Discharge Elimination System (NPDES) permit that will be issued in the fall of 2012 by the Los Angeles Regional Water Quality Control Board provides the County and cities with a great deal of regulation to comply with. The permit also allows for permit enforcement by the private sector, in the form of third-party civil lawsuits. The nature of the permit is such that as of the date of permit adoption by

the Regional Board, the City is immediately out of compliance with the permit and subject to enforcement action.

Compliance with the new permit will have impacts on the storm drain infrastructure. The permit will invariably increase the City's operational costs, which will in turn reduce funding available for capital costs. However, capital costs will also rise with this permit. For example, the Trash Total Maximum Daily Load (TMDL) has been included in the permit, and it includes not just anthropomorphic trash but leaf litter as well. The TMDL requires that the City of Sierra Madre discharge zero trash by September of 2016. One of the operational practices associated with the Trash TMDL is increased frequency street sweeping. Another aspect of the compliance with the Trash TMDL will be the requirement to place full-capture trash devices in every storm drain catch basin in Sierra Madre, at an estimated total cost of \$ 160,000 over the next five fiscal years. This is just for the trash TMDL alone. There are 15 additional TMDL's included in this permit that Sierra Madre must comply with:

- L.A. River Nitrogen Compounds and related effects TMDL.
- L.A. River and Tributaries Metals TMDL
- L.A. River Watershed bacteria TMDL
- L.A. Area Lake TMDL's for Peck Road Lake Park
  - Total Phosphorus
  - Total Nitrogen
  - Total PCB's in suspended sediment
  - Total PCB's in water column
  - Total Chlordane in suspended sediment
  - Total Chlordane in water column
  - Total DDT in suspended sediment
  - Total DDT in water column
  - Total Dieldrin in suspended sediment
  - Total Dieldrin in water column
  - Peck Road Park Lake Trash

Addressing TMDL's will require a mix of operational costs and capital expenditures, most as yet unidentified.

Staff would rate the City's Urban Runoff system with a grade of D+. While the Infrastructure Report Card says little about storm drain infrastructure itself, it says a great deal about the statewide impacts of ever-expanding stormwater quality regulations. To the degree that Sierra Madre is similar to all other agencies in its current inability to fund stormwater programs, staff would give the City the same rating that the Report Card gave the state as a whole.

### **Water**

Along with the street resurfacing program, repairs and replacement of water system components has been an area of significant progress over the last 15 years. During that

time period multiple water mains have been replaced, three major reservoirs have been replaced, one reservoir rehabilitated, a booster pump station has been replaced, a water treatment facility has been constructed, a working interconnection with Arcadia's water system has been constructed, multiple wells have been reconditioned, and system redundancy has been improved. Even with all the progress that has been made however, there remains much to be done.

### **Water Supply**

The City draws its water supply from the Eastern, or Santa Anita Subarea of the Raymond Groundwater Basin (Basin). That source of supply is shared with the City of Arcadia. Water levels in the Basin have been decreasing for several years. In recent months, the water level at the city's four wells has dropped approximately 4 feet per month. This is a significant trend and one that must be reversed in the near future.

### **Proposed Joint Projects**

Recognizing the need for stabilizing the water supply in the Basin, the City has worked with LA County Public Works and the City of Arcadia for a number of years to develop a series of projects that would increase the capture of stormwater runoff and better utilize it for groundwater recharge. The federally-funded East Raymond Basin Water Resources Plan (WRP) of March 15, 2006 was a product of the joint effort of the three agencies. The WRP identified eight projects which would collectively enhance stormwater capture. These are listed in the FY 2011-13 Budget document as future projects:

- 1 Santa Anita Creek Diversion Structure and Headworks
- 2 Santa Anita Creek Spreading Grounds Rehabilitation
- 3 Santa Anita Dam Rehabilitation
- 4 Santa Anita Debris Dam Rehabilitation
- 5 Santa Anita Creek Spreading Grounds Booster Pump Station
- 6 Sierra Madre Spreading Grounds Rehabilitation
- 7 Santa Anita Creek Diversion Pipeline Inspection and Rehabilitation
- 8 Sierra Madre Creek Diversion Rehabilitation

On August 6, 2012, LA County Public Works submitted to the cities of Arcadia and Sierra Madre draft copies of a four-agency cooperative agreement under which projects 1-4 above would be funded and built at a total cost of \$40 million. Under this proposed agreement Arcadia would pay \$864,126 as its share of the total cost, the Raymond Basin Management Board (watermaster) would pay \$234,936, the County would pay \$18 million, Proposition 1E proceeds would fund \$20 million, and the City of Sierra Madre would fund \$900,938. The four projects planned under the proposed cooperative agreement are expected to result in the capture and recharge of 518 acre feet per year. LACDPW, as lead agency under the Prop 1E grant has an early November 2012 deadline to submit its final project outline to the State or risk the loss of the 1E funds that would have benefitted all 4 agencies. It is imperative for these projects to proceed that the City make a commitment to fund its share of the work by approving the cooperative agreement.

### Spread water bypassing wells

Public Works has received a memorandum from Dr. Dennis Williams of GeoScience Support Services, Inc. dated July of 2007 in which it is stated that some of the water percolated into the East Raymond Basin at Sierra Madre bypasses the wells of both Sierra Madre and Arcadia and overflows into the Main San Gabriel Groundwater Basin. Public Works staff is currently researching the City's ability to capitalize on the overflow to obtain pumping rights in the Main Basin, something that the City does not currently have.

The most critical issue facing the city's water system is that of reliable water supply. While replacement of pipelines and other water transmission and delivery system appurtenances is vital, those improvements will do the City little good if there is no water to put into the system. Some of the potential projects that are designed to improve the city's groundwater recharge ability were listed earlier in this report and reiterated below. However, those projects will be years in coming to completion. Staff has been working with the Raymond Basin watermaster and the City of Arcadia to develop short term means of reducing the production from the East Raymond Basin.

The City of Sierra Madre draws 85-90 % of its water from the Eastern Unit of the Raymond Basin (aka Santa Anita Subarea or East Raymond Basin, ERB). The ERB is shared between the Cities of Sierra Madre and Arcadia under the historic Raymond Basin Adjudication. Water levels in the ERB at the City's four wells have been declining for years, most noticeably since 1998. Presently, water levels are receding at a rate of four feet per month.

The four wells that supply Sierra Madre are drilled to bedrock. The submerged pumps cannot be extended any deeper. They are at a depth of 400-480 feet. With water levels now at 358 feet, if water levels continue to recede at the present rate, they will cease to function properly in twelve and a half months. The wells may begin to break suction, as those of nearby Sunnyslope Water Company did in 2007.

It is therefore critical that every effort be made to ensure an adequate water supply for Sierra Madre, to either stabilize and rebuild the ERB aquifer or to realize a dependable source of imported water for the City. In order to stabilize and rebuild the ERB it will be necessary to reduce pumping from the Basin, increase groundwater recharge in the Basin, or to do both, increasing the effectiveness of the effort. (A brief review of the ERB by the Watermaster indicates that if historical average local water replenishment activities can be resumed, it will require about 9,000 A/F of new water supply, or groundwater left in place, to restore about 50 feet to the Santa Anita Sub-basin water levels. In order to realize a dependable source of imported water, the City must improve its connectivity with the SGVMWD source of water.

Note: Per the 2010 Urban Water Management Plan, the average metered deliveries (period 2005-2010) for the Sierra Madre system are 2800 acre feet annually.

**Potential Sierra Madre Water Supply Solutions:**

**Pump SGVMWD water from Main Basin via Arcadia:**

Under the current state of Sierra Madre's outside water supply, the City has no direct connection with our imported water supplier, San Gabriel Valley Municipal Water District (SGVMWD). Water is imported by SGVMWD via the State Water Project and spread in the Main San Gabriel Valley Basin (Main Basin) on behalf of its four member agencies, Azusa, Monterey Park, Alhambra and Sierra Madre. When Sierra Madre needs an outside source of water, it obtains that water by first purchasing it from SGVMWD. The City pays various administrative fees to the San Gabriel Valley Main Basin Watermaster, contacts the City of Arcadia to open the system interconnection at Sierra Vista Park, and pays the City of Arcadia for producing the water from its Main Basin wells and pumping the water to Sierra Madre.

The cost of this process per acre/foot (A/F) is:

SGVMWD Water Purchase Cost: .....	\$130.00
Watermaster Fees: .....	\$15.05
<u>Arcadia Production and Pumping Costs: .....</u>	<u>\$178.02</u>
Total per A/F: .....	\$323.07

This process has been utilized in the past and has worked well. However, the City of Arcadia has notified the City of Sierra Madre that during certain weather and climate conditions, it may not have the system capacity to guaranty Sierra Madre an adequate source of water. Arcadia has indicated that it will give first priority to serving its own residents. This is a matter of concern because the conditions under which Arcadia would most need the water are exactly the same as those for Sierra Madre; that is, our community's need for water would be the same as Arcadia's. This process adds a cost of about \$0.74 per billing unit for Sierra Madre customers.

***It should be noted at the outset of this discussion that in December of 2007, the City purchased 4,000 acre-feet of water at highly reduced rates (\$100/acre foot) from SGVMWD for placement into cyclic storage in the Main Basin on the City's behalf. That water remains in place, and may be utilized in fulfilling Sierra Madre water demands as outlined above or "in trade" with other agencies in the following alternatives. Since this water is already paid for, the initial 4,000 acre feet of water that Sierra Madre utilizes from this source would cost less than the normal amount; the City would incur only the Arcadia and Watermaster charges, totaling \$193.07 per acre foot or \$0.44 per billing unit.***

**Arcadia Water rights swap Alternate 1:**

Arcadia currently produces about 3,300 A/F annually from the ERB and about 11,400 A/F a year from the Main Basin. In this alternative, Arcadia would reduce/eliminate pumping from the ERB and equally increase pumping from the Main Basin. Sierra Madre would provide Arcadia with the funds/water rights to cover the additional "Replacement Water" required for increased Main Basin productions. Arcadia's reduced ERB production (up to about 3,300 A/F) would help the Santa Anita

Sub-basin water levels recover. It is estimated that it will require about 9,000 A/F to add 50 feet of water level in the Santa Anita Sub-basin. At 3,300 AFY this will require about three years. This also assumes historical levels of local water replenishment resume. Arcadia has indicated that its cost to operate under this scenario would be \$122.84 per acre foot and that it would absorb those costs.

The cost of the replacement water is fully born by Sierra Madre. For the initial 4,000 acre feet of replacement water, Sierra Madre has already paid \$100 per acre foot, or \$400,000. Arcadia's cost would be \$491,360. Once Sierra Madre's cyclic storage water is exhausted, the cost share reverses, with Sierra Madre paying \$130 per acre-foot and Arcadia \$122.84.

**Arcadia Water rights swap Alternate 2:**

Sierra Madre currently produces 1764 A/F a year from the ERB (and an average of 1,036 A/F of surface diversions). Sierra Madre would reduce/eliminate pumping from the Santa Anita Sub-basin and utilize Arcadia well(s) and pipelines to produce Main Basin water supply. This reduced ERB basin production would allow up to about 1764 A/F a year (or approximately 2,800 A/F with surface diversions) to stay in the ERB and "return flow" from the new Main Basin water supply would also help replenish the ERB. This would help the Basin water levels to recover. This alternative assumes historical local water replenishment activity resumes. The cost to Sierra Madre to undertake this option would be \$540,596 annually for the first two years, then \$904,596 annually thereafter. There is no cost to Arcadia under this alternative.

**Arcadia Water rights swap Alternate 3:**

Sierra Madre and Arcadia can cooperatively manage the ERB to help ensure the long-term reliable water supply. Since the "extractions" from the ERB are limited by the Raymond Basin adjudication, the ERB water supply management may include coordinated replenishment using both local and supplemental (Main Basin) water, and reduced/in-lieu pumping. This cooperative management of the Santa Anita Sub-basin may include the use of existing wells and distribution pipelines and the addition of new well(s), pipelines, interconnections, and other facilities. The existing spreading grounds would be used for replenishment.

For the cooperative ERB management, the Sierra Madre/SGVMWD cyclic storage water rights would be used to move Main Basin water supply to the ERB. The Main Basin water supply would be: (1) used directly by Sierra Madre; (2) used "in-lieu" by Arcadia; and/or (3) used to replenish the Santa Anita Sub-basin for both Sierra Madre and Arcadia. If Main Basin water supply is to be used for Santa Anita Sub-basin replenishment, then Sierra Madre and Arcadia may cooperatively participate in ERB replenishment activities.

**Arcadia Water rights swap Alternate 4:**

A fourth alternative would be for each of the cities to reduce their pumping from the ERB by 1,500 acre-feet. Under this scenario, Arcadia would reduce its ERB by 1,500

acre feet and in lieu of that produce for its own use 1500 acre feet of Sierra Madre's Main Basin cyclic storage water. Arcadia would also produce and pump 1,500 acre feet of the cyclic storage water to Sierra Madre, to replace our 1,500 acre foot reduction in ERB production.

This alternative would be onerous to Sierra Madre should Arcadia be unwilling to pay any amount for the replacement water. In that instance Arcadia would limit its responsibility only to production costs and it would be Sierra Madre's cost to pay for all of the replacement water. The costs shown do not include the use of the water Sierra Madre currently has in cyclic storage.

Arcadia's cost 1,500 x \$122.84 =	\$184,260/year.
Sierra Madre's cost 3,000 x \$130 =	\$390,000
1,500 x 178.02 =	\$289,605
	<hr/>
	\$679,605/year

#### **Alhambra Water Rights Swap:**

Fellow SGVMWD member The City of Alhambra owns pumping rights in the Pasadena Subarea of the Raymond Basin. Historically, Alhambra has not utilized those rights. Sierra Madre does not have pumping rights in the Pasadena Subarea, but does have storage rights. Sierra Madre may not extract water from the Pasadena Subarea without first having placed water there for storage, or alternatively, acquired pumping rights.

Under this alternative Sierra Madre would swap Alhambra's unused adjudicated pumping rights in the Pasadena subarea for an equal amount of water purchased by Sierra Madre from SGVMWD.

Sierra Madre overlies the Pasadena Subarea, between Lima Street and Michillinda Avenue, but due to the city's lack of pumping rights in the Subarea, does not currently have a well in that subarea. This alternative would require construction of well in Pasadena subarea within Sierra Madre. Potential sites would be at Grove Reservoir or at Goldberg Park. It would also require long-term participation from the City of Alhambra, in the form of an exchange agreement between the cities, as well as a long-term commitment from the City of Sierra Madre to utilize SGVMWD water on an annual basis in order to cover the sunk costs of well construction.

#### **Sierra Madre Partnership with Arcadia on Existing Camino Well:**

The City of Arcadia has indicated a willingness to sell Sierra Madre one half the production capacity of its Camino Well in exchange for Sierra Madre paying one half of the construction cost of that well. Sierra Madre's cost would be \$887,307. However, Arcadia has not indicated what it would charge Sierra Madre to produce the water on our behalf nor have they quantified for us the production capacity of the well.

#### **Sierra Madre Main Basin Well and pipeline in Arcadia:**

Another alternative for accessing SGVMWD imported water directly would be the creation of a new Sierra Madre well in the Main San Gabriel Basin. This option would

operate in a manner similar to the existing arrangement with SGVMWD and Arcadia, but would eliminate the potential for Arcadia to shut off flow to Sierra Madre during extreme weather conditions.

Because the City of Sierra Madre is not a “Producer” in the Main Basin, the City does not own or operate a well in the Main Basin. Therefore in order to exercise this option, it would require the purchase of a well site in Arcadia. For example, there is a parcel of land currently vacant at the southeast corner of First Street and St. Joseph Street in Arcadia. Under this scenario, the city would have to purchase the site, or a portion thereof, and construct a well along with a pipeline to connect the well to Sierra Madre’s existing system at Sierra Vista Park.

**Cost Estimate – Sierra Madre First Street & St. Joseph Well**

Soft Costs

Well siting study (per Geoscience)	\$18,000
Well and pipeline design at 15% of construction cost	\$445,725
Environmental review	\$200,000
Permitting (Arcadia, Watermaster, Caltrans, etc.)	\$150,000
<b>Soft Cost Total</b>	<b>\$813,725</b>

<b>Land Purchase</b>	<b>\$2,000,000</b>
Well Construction (per Arcadia Cost to construct Camino Well)	\$1,800,000
Pipeline from First St. & St. Joseph to Sierra Madre POC	
9928 LF 12” DIP @ \$118/lf (per East Sierra Madre Bl. project bid)	\$1,171,504
Construction subtotal	\$2,971,504
Const. Contingency @ 15%	\$445,725
<b>Construction Total</b>	<b>\$3,417,229</b>

<b>Soft Costs</b>	<b>\$813,725</b>
<b>Land Purchase</b>	<b>\$2,000,000</b>
<b>Construction Cost</b>	<b>\$3,417,229</b>
<b>Well Construction Total</b>	<b>\$6,230,954</b>

**Extend SGVMWD Pipeline to Sierra Madre:**

A final alternative, and one that has been discussed off and on for years, is the extension of the SGVMWD pipeline from its current terminus in Azusa to Sierra Madre’s Spreading Basins. In the 2006 ERB Water Resources Plan this project was discussed briefly and dismissed from further study. The estimated construction cost at the time was \$17.35 million to \$19.25 million (\$19.75-\$21.91 million in 2012 dollars).

**Activate MWD Emergency Connection in East Grandview:**

The Metropolitan Water District is set to begin construction in the spring of 2013 of the City’s emergency connection with the MWD Foothill Feeder in East Grandview, adjacent to the city’s spreading grounds. When completed this will provide a source of water for Sierra Madre. **However, according to the agreement between our District and MWD which authorizes the connection, the water is to be used for short-term**

***emergencies only, not as a long term source of supply.*** Water from this source will come at a cost of \$130/acre foot plus MWD treatment and “wheeling” charges, whatever they may be at the time of use.

**Sierra Madre Extraction Rights in San Gabriel Main Basin:**

There is evidence (GeoScience Support Services, Inc. Memo of July 17, 2007; “Impacts of Waiver of 500 Foot Groundwater Elevation in the Eastern Unit of the Raymond Basin”) that water spread by Sierra Madre may bypass the wells of both Sierra Madre and Arcadia and spill into the San Gabriel Main Basin. To the extent that Sierra Madre is thus recharging both the ERB and the Main Basin, Sierra Madre should receive salvage credits in the Main Basin.

**Status of Water Production and Distribution System**

The City has made significant progress on water system infrastructure in the last 15 years. With the help of significant outside funding from federal grants and from the San Gabriel Valley Municipal Water District, the City has completed a number of major water infrastructure projects. An Arcadia/Sierra Madre water system seismic reliability study (SRS) completed by the US Army Corps of Engineers in August of 1997 identified a number of significant seismic deficiencies in the Cities water systems. From that list of deficiencies, four projects were prioritized and completed, including:

- Completed 2002 Construction of Arcadia/Sierra Madre Interconnection (\$333,000)
- Completed 2002 Construction of Sturtevant/Zone III Transmission Main (\$533,000)
- Completed 2004 Replacement of Grove Reservoir (\$4,669,000)
- Completed 2009 Replacement of Mira Monte Reservoirs and Booster Station (\$8,300,000)

Additional major water system projects that have been completed since 1997 include:

- Completed 2007 Construction of the GAC filtration/treatment facility (\$3,300,000)
- Completed 2006 Construction of the Bricker Well (groundwater monitoring) (\$125,000)
- Completed 2012 Replacement of the water main in East Sierra Madre Boulevard. (\$1,012,000)

However, even with the projects that have already been completed, the water production and distribution system remains in need of additional repairs. Those repairs include water main replacements, reservoir replacements or improvements, well replacements or reconstruction, the replacement of Main Plant, the meter replacement program, and rehabilitation of the tunnels.

**Water Main Replacements**

Because of the fact that water mains can be replaced in incremental sections, rather than all-at-once such as reservoirs, pump stations or treatment facilities, water main replacements have largely been deferred. Thus there is a very large backlog of water mains that are in need of replacement due to age-related deterioration. Table D lists costs to replace all segments of the water main system.

The highest priority mains for replacement are the transmission mains which are utilized primarily for moving water between reservoirs. Although they are dual purpose mains which also provide for distribution to individual customers, their importance lies in the fact that if the transmission mains go out of service, water service over widespread areas of the city could result.

The second priority mains for replacement are “the leakers.” These are the mains that due to age and/or to the material they are made of are repeatedly repaired. These are mains under some of the city’s worst pavement sections; until the mains are replaced, it will not be appropriate to replace the pavement, as it will have to be torn up repeatedly for water repairs.

The third grouping of water mains includes the remainder of the water system, listed according to age/date of construction. While these are not on the priority list, some of the older mains on this list could reach the threshold and become leakers within the next few years.

**Table D**

Name	From	To	Year	Size	L	Type	New Main Size	Unit Cost/ LF	Total
<b>Trans. Lines</b>									
Mountain Trail Ave	Top End	Sierra Madre Blvd	1920 / 57	10	2,560	CL/RS	12" DI	\$294	\$752,640
CY Pump line	Grandview Ave	Pumphouse	1930	12	1,500	CL/RS	16"DI	\$233	\$349,500
Grandview Ave	Sycamore Pl	Canon Ave N	1930	12	1,200	CL/RS	12" DI	\$278	\$333,600
Canon Ave	Alegria Ave	Grandview Ave	1930	12	400	CL/RS	12" DI	\$277	\$110,800
Alegria Ave	Canon Dr	Mountain Trail Ave	1930	12	900	CL/RS	12" DI	\$268	\$241,200
Mountain Trail Ave	Top End	Alegria Ave.	1930	12	475	CL/RS	12" DI	\$242	\$114,950
Auburn Realignment	East End	Auburn Ave	1930	12	1,158	WS	12" DI	\$270	\$312,660
Churchill Road	Easement	Mountain Trail Ave	1930	12	1,200	WS	12" DI	\$229	\$274,800
Brookside Lane	Easement	Sunnyside lane	1930	12	200	WS	12" DI	\$310	\$62,000
Sunnyside Lane	Woodland Dr	Brookside Lane	1930	12	277	WS	12" DI	\$283	\$78,391
Woodland Drive	Yucca Trail	Alta Vista Dr	1930	12	200	WS	12" DI	\$380	\$76,000
Alta Vista Drive	Vista Cir	Woodland Dr	1930	12	537	WS	12" DI	\$242	\$129,954
									\$2,836,495
<b>Leakers</b>									
Manzanita Ave	Hermosa	Lima St	1924	6	970	WS	8"	\$125	\$121,250

State of the Infrastructure  
September 25, 2012

	Ave								
Sierra Pl.	Sierra Madre Blvd	Suffolk Ave	1930	5"	450	WS	6"	\$135	\$60,750
Sierra Pl.	Suffolk Ave	Lowell Ave	1930	5"	470	WS	6"	\$120	\$56,400
Santa Anita Ct.	Mountain Trail Ave	Sierra Pl	1930	5"	480	WS	6"	\$155	\$74,400
San Gabriel Ct.	Mountain Trail Ave	Sierra Pl	1930	5"	410	WS	6"	\$165	\$67,650
San Gabriel Ct.	Holdman Ave	Mountain Trail Ave	1929	5"	1,100	WS	6"	\$140	\$154,000
Santa Anita Ct.	Holdman Ave	Mountain Trail Ave	1930	5"	1,100	WS	6"	\$150	\$165,000
Sunnyside Ave	Retreat Center Gate	Fairview Ave	1966	6	720	WS	6"	\$153	\$110,160
Sunnyside Ave	Fairview Ave	Alegria Ave	1966	6	370	WS	6"	\$142	\$52,540
Sunnyside Ave	Alegria Ave	Grandview Ave	1966	6	365	WS	6"	\$145	\$52,925
Idle Hour Lane	Skyland Dr	Orange Dr	1930	5"	375	WS	6"	\$165	\$61,875
Skyland Drive	Orange Dr	Fern Dr	1930	5"	310	WS	6"	\$150	\$46,500
Skyland Drive	Fern Ln	Idlehour	1930	5"	400	WS	6"	\$140	\$56,000
Skyland Drive	Idlehour Dr	Idlehour Dr	1930	5"	900	WS	6"	\$152	\$136,800
Old Ranch Road	CHURCHILL RD	OLD RANCH	1930	2"	737	GALV	6"	\$174	\$128,238
Madre Ln	Old Ranch Road N	Old Ranch Road S	1930	2"	220	GALV	6"	\$175	\$38,500
Fairview Ave	Grove St	Sunnyside Ave	1960	6	1,100	WS	6"	\$150	\$165,000
Fairview Ave	Michillinda Ave	Sunnyside Ave	1953	6	1,000	WS	6"	\$150	\$150,000
Fairview Terrace	Cul-de-sac	Fairview Ave	1963	4	225	WS	6"	\$182	\$40,950
Alegria Ave	Cul-de-sac	Sunnyside Ave	1960	6	180	WS	6"	\$185	\$33,300
Alegria Ave	Sunnyside Ave	Michillinda Ave	1960	6	980	WS	6"	\$153	\$149,940
Sierra Keys Drive	Fairview Ave	Cul-de-sac	1963	6	800	WS	6"	\$140	\$112,000
Key Vista Drive	Sierra Keys Dr	Cul-de-sac	1963	6	200	WS	6"	\$170	\$34,000
E. Highland Ave.	Baldwin Ave.	Canon Dr.	1948	6	2,340	WS	6"	\$159	\$372,060
Adams St.	Grandview Ave.	Carter	1960	6	1,520	WS	6"	\$115	\$174,800
Brookside Lane	Sunnyside lane	Top of Street	1930	2	700	GALV	6"	\$139	\$97,300
Valle Vista	Acacia St.	Acacia St.	1963	6	1,200	WS	6"	\$128	\$153,600
N. Lima St.	Grandview Ave.	W. SM Blvd.	1951	6	1,761	WS	8"	\$163	\$287,043
W. SM Blvd.	Auburn Ave.	Lima St.	1954	8	1,500	WS	8"	\$160	\$240,000
Sierra Madre Blvd.	Baldwin Ave	Auburn Ave	1950	8	675	CWP	8"	\$154	\$103,950
									\$3,496,931
<b>Prioritized by age</b>									

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Grandview Ave	Santa Anita Ave	Liliano Pl	1920	8	530	WS	10"	\$275	\$145,750
Grandview Ave	Liliano Pl	Stonehouse Rd N	1920	8	350	WS	10"	\$275	\$96,250
Grandview Ave	Oakwood Ave	Santa Anita Ave	1920	6	360	WS	10"	\$275	\$99,000
Grove Street	Grandview Ave	Highland Ave	1920	6	800	WS	10"	\$175	\$140,000
Grove Street	Fairview Ave	Grandview Ave	1920	8	690	WS	8"	\$200	\$138,000
Grove Street	Carter Ave W	Fairview Ave	1920	8	750	WS	8"	\$200	\$150,000
Windsor Lane	Montecito Ave	Sierra Madre Blvd	1923	2	460	GALV	6"	\$175	\$80,500
Montecito Ave	Auburn Ave	Baldwin Ave	1923	6	732	WS	6"	\$175	\$128,100
Wilson Street	Grandview Ave	Highland Ave	1924	4	875	WS	6"	\$175	\$153,125
Lowell Ave	Sierra Pl	Baldwin Ave	1924	6	928	WS	6"	\$175	\$162,400
Baldwin Ave	Lowell Ave	Bonita Ave	1924	8	480	WS	6"	\$175	\$84,000
Bonita Ave	Baldwin Ave	Hermosa Ave	1924	4	1,126	WS	6"	\$175	\$197,050
Carter Ave	Miramonte Ave	Baldwin Ave	1924	10	800	RS	10"	\$275	\$220,000
Lowell Ave	Mountain Trail Ave	Sierra Pl	1924	6	900	WS	6"	\$175	\$157,500
Montecito Ct.	Auburn Ave	Montecito Ave	1924	4	570	WS	6"	\$175	\$99,750
Mountain Trail Ave	Sierra Madre Blvd	Santa Anita Ct	1924	8	240	WS	8"	\$200	\$48,000
Mountain Trail Ave	Santa Anita Ct	San Gabriel Ct	1924	8	300	WS	8"	\$200	\$60,000
Mountain Trail Ave	San Gabriel Ct	Lowell Ave	1924	8	230	WS	6"	\$175	\$40,250
Auburn Ave	Hermosa Ave	Elm Ave	1925	10	800	RS	6"	\$175	\$140,000
Auburn Ave	Elm Ave	Carter Ave	1925	10	310	RS	12"	\$300	\$93,000
Carter Ave	Grove St	West End	1925	8	383	WS	8"	\$175	\$67,025
Carter Ave	Baldwin Ave	Elm Ave	1925	10	387	RS	10"	\$275	\$106,425
Carter Ave	Elm Ave	Auburn Ave	1925	10	470	RS	10"	\$275	\$129,250
Elm Ave	Carter Ave	Auburn Ave	1925	4	660	RS	6"	\$175	\$115,500
Esperanza Ave	Baldwin Ave	Hermosa Ave	1925	8	1,050	WS	8"	\$200	\$210,000
Hermosa Ave	Auburn Ave	Carter Ave	1925	4	680	RS	6"	\$175	\$119,000
Sturtevant Drive	Pleasant Hill Ln	Mountain Trail Ave	1927	6	470	WS	8"	\$200	\$94,000
Sturtevant Drive	Bend	Pleasant Hill Ln	1927	6	430	WS	8"	\$200	\$86,000
Grove st	Highland	Grand View	1928	6	890	WS	6"	\$175	\$155,750
Grandview Ave	Auburn	Grove	1930	12	2,278	CWP	12"	\$350	\$797,300
Laurel Ave	Cul-de-sac	Sunnyside Ave	1930	5	580	WS	6"	\$200	\$116,000
Sierra Madre Blvd.	Sunnyside Ave	Michillinda Ave	1930	6	1000	WS	6"	\$175	\$175,000
Alegria Ave	Baldwin Ave	Auburn Ave	1930	12	829	RS	6"	\$175	\$145,075

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Arno Drive	East End	Santa Anita Ave	1930	6	369	WS	6"	\$175	\$64,575
Audobon Way	Sturtevant Drive	End	1930	2	370	GALV	6"	\$175	\$64,750
Brookside Lane	Middle	Middle	1930	2	559	GALV	6"	\$200	\$111,800
Brookside Lane	Upper	Upper	1930	2	440	GALV	6"	\$200	\$88,000
Canon Ave	Sturtevant Dr	Las Rocas Dr	1930	8	268	WS	6"	\$175	\$46,900
Canon Ave	Las Rocas Dr	Theresa Ln	1930	5	500	WS	6"	\$175	\$87,500
Canon Ave	Theresa Ln	Alegria Ave	1930	5	632	WS	6"	\$175	\$110,600
Canyon Crest Drive	Idlehour Ln	Orange Dr (One-way Section)	1930	6	420	WS	6"	\$175	\$73,500
Casey Street	Old Ranch Rd	Old Ranch Rd	1930	2	202	GP	6"	\$175	\$35,350
Chaparral Road	Carter Ave	North End	1930	2	838	GP	6"	\$175	\$146,650
Churchill Glen	Cul-de-sac	Churchill Road	1930	2	100	GP	6"	\$175	\$17,500
Forrest Lane	Sturtevant Dr	Old Ranch Rd	1930	2	397	GP	6"	\$175	\$69,475
Grandview Ave	Camillo St N	Sycamore Pl	1930	12	380	RS	10"	\$275	\$104,500
Grandview Ave	Stonehouse Rd N	Foothill Ave	1930	8	950	WS	10"	\$275	\$261,250
Las Rocas Drive	Sycamore Pl	Canon Dr	1930	8	470	WS	6"	\$175	\$82,250
Madre Lane	Old Ranch Rd	Old Ranch Rd	1930	2	160	GP	6"	\$175	\$28,000
Manzanita Ave	Sunnyside Ave	Michillinda Ave	1930	5	960	WS	6"	\$175	\$168,000
Manzanita Ave	Lima St	Park Ave	1930	5	915	WS	6"	\$175	\$160,125
Merrill Ave	Highland Ave	Laurel Ave	1930	2	350	GP	6"	\$175	\$61,250
Mira monte Ave	Carter	Baldwin Ave	1930	12	580	RS	6"	\$175	\$101,500
Mira monte Ave	Mountain Trail	Carter	1930	12	550	RS	12"	\$300	\$165,000
Old Ranch Road	Madre Lane	Madre Lane (e'ly end)	1930	2	393	GS	6"	\$300	\$117,900
Santa Anita Ave	Arcadia City Limits	Arno Dr	1930	6	480	WS	6"	\$175	\$84,000
Santa Anita Ave	Arno Dr	Via Granate	1930	6	280	WS	6"	\$175	\$49,000
Santa Anita Ave	Via Granate	Elkins Dr	1930	6	600	WS	6"	\$175	\$105,000
Santa Anita Ave	Elkins Ave	Oakwood Ave	1930	6	300	WS	6"	\$175	\$52,500
Santa Anita Ave	Oakwood Ave	Grandview Ave	1930	6	520	WS	6"	\$175	\$91,000
Suffolk Ave	Sierra Pl	Baldwin Ave	1930	5	820	WS	6"	\$175	\$143,500
Sycamore Pl.	Las Rocas Dr	Grandview Ave	1930	8	950	WS	8"	\$175	\$166,250
Woodland Drive	North End	Yucca Trail	1930	8	670	WS	8"	\$200	\$134,000

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Woodland Drive	Alta Vista Dr	Holly Path Trail	1930	14	570	WS	14"	\$375	\$213,750
Woodland Drive	Holly Path Trail	Brookside Ln	1930	14	550	WS	14"	\$375	\$206,250
Woodland Drive	Brookside Ln	Sturtevant Dr	1930	14	320	WS	14"	\$375	\$120,000
Yucca Trail	East End	Woodland Dr	1930	2	650	GALV	6"	\$175	\$113,750
Fern Lane	Canyon Crest	Skyland Dr	1932	2	350	GP	6"	\$175	\$61,250
Woodland Drive	North End	Yucca Trail	1932	16	670	WS	16"	\$375	\$251,250
Sierra Meadow Dr	Wisteria Wy	Carter Ave	1933	6	680	WS	6"	\$175	\$119,000
Manzanita Ave	Park Ave	Sunnyside Ave	1935	5	560	WS	6"	\$175	\$98,000
Monterey Lane	Sierra Madre Blvd	South End	1935	5	750	WS	6"	\$175	\$131,250
Olivera Lane	Orange Grove Ave	North End	1935	5	664	WS	6"	\$175	\$116,200
Sierra Madre Blvd.	Park Ave	Sunnyside Ave	1936	6	557	WS	6"	\$175	\$97,475
Sierra Madre Blvd.	Lima St	Park Ave	1936	6	920	WS	6"	\$175	\$161,000
Grandview Ave	Acacia St	Camillo St N	1936	8	240	WS	10"	\$275	\$66,000
Grandview Ave	Foothill Ave	Acacia St	1936	8	650	WS	10"	\$275	\$178,750
Theresa Lane	Canon Dr N	Cul-de-sac	1938	4	440	WS	6"	\$175	\$77,000
Rancho Road	Santa Anita Ct	San Gabriel Ct	1944	5	320	WS	8"	\$200	\$64,000
Hermosa Ave	Highland Ave	Montecito Ave	1946	5	450	WS	6"	\$175	\$78,750
Montecito Ave	Auburn Ave	Lima St	1946	6	1480	WS	6"	\$175	\$259,000
Highland Ave	Baldwin Ave	Lima St	1947	6	2238	WS	6"	\$175	\$391,650
Bonita Ave	Cul-de-sac	Baldwin Ave	1947	6	479	WS	6"	\$175	\$83,825
Oak Meadow Road	North End	Orange Grove Ave	1947	6	760	WS	6"	\$175	\$133,000
Santa Anita Ct.	Rancho Rd	Holdman Ave	1948	6	1,029	WS	6"	\$175	\$180,075
Highland Ave	Mountain Trail Ave	Merrill Ave	1948	6	280	WS	6"	\$175	\$49,000
Highland Ave	Merrill Ave	Baldwin Ave	1948	6	940	WS	6"	\$175	\$164,500
Highland Ave	Canon Ave	Mountain Trail Ave	1948	6	875	WS	6"	\$175	\$153,125
Mountain Trail Ave	Lowell Ave	Bonita Ave	1949	6	425	WS	6"	\$175	\$74,375
Mountain Trail Ave	Bonita Ave	Orange Grove Ave	1949	6	380	WS	6"	\$175	\$66,500
Edgeview Drive	Cul-de-sac	Bend	1950	6	390	WS	6"	\$175	\$68,250
Edgeview Drive	Bend	Michillinda Ave	1950	6	490	WS	6"	\$175	\$85,750
Grandview Ave	East City Limits	Oakwood Ave	1950	6	330	WS	10"	\$275	\$90,750
Oakwood Ave	Grandview Ave	Santa Anita Ave	1950	6	570	WS	6"	\$175	\$99,750
Vista Ave	Grandview	Elkins Ave	1950	6	885	WS	6"	\$175	\$154,875

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	Ave								
Lima Street	Sierra Madre Blvd	Grandview Ave	1951	6	1,816	WS	6"	\$175	\$317,800
Lima Street	Laurel Ave	Highland Ave	1951	6	475	WS	6"	\$175	\$83,125
Michillinda Ave	North City Limits	Grandview Ave W	1952	6	2277	WS	6"	\$175	\$398,475
Laurel Ave	Sycamore Pl	Canon Ave	1952	6	900	WS	6"	\$175	\$157,500
Hermosa Ave	Grandview Ave	Laurel Ave	1953	4	375	WS	6"	\$175	\$65,625
Hermosa Ave	Laurel Ave	Highland Ave	1953	4	520	WS	6"	\$175	\$91,000
Grove Lane	Highland Ave	Montecito Ave	1953	2	375	GALV		\$151	\$56,625
Michillinda Ave	Sierra Madre Blvd	Orange Grove Ave	1953	6	1810	DIP	6"	\$175	\$316,750
Baldwin Ave	Orange Grove Ave	Bonita Ave	1953	8	400	WS	6"	\$175	\$70,000
Carter Ave	Lima St	Grove St	1953	8	369	WS	8"	\$200	\$73,800
Gatewood Lane	Cul-de-sac	Michillinda Ave	1953	6	700	WS	6"	\$175	\$122,500
Grove Street	Fairview Ave	Grandview Ave	1953	6	690	WS	6"	\$175	\$120,750
Grove Street	Carter Ave W	Fairview Ave	1953	6	750	WS	6"	\$175	\$131,250
Colony Drive	Fane St	Santa Anita Ct	1954	6	680	WS	6"	\$175	\$119,000
Holdman Ave	Sierra Madre Blvd	Fane St	1954	6	1028	WS	6"	\$175	\$179,900
Fane Street	Colony Dr	Holdman Ave	1954	6	350	WS	6"	\$175	\$61,250
Auburn Ave	North End	Hermosa Ave	1954	12	560	RS	12"	\$350	\$196,000
Grove Street	Fairview Ave	Grandview Ave	1954	12	690	WS	12"	\$300	\$207,000
Grove Street	Carter Ave W	Fairview Ave	1954	12	750	WS	12"	\$300	\$225,000
Liliano Pl.	Cul-de-sac	Grandview Ave	1954	6	250	WS	6"	\$175	\$43,750
Lima Street	Carter Ave	Grandview Ave	1954	6	1,340	WS	6"	\$175	\$234,500
Montecito Ave	Cul-de-sac	Mountain Trail Ave	1954	6	440	WS	6"	\$175	\$77,000
Orange Grove Ave	Rancho Rd	Windwood Ln	1954	6	700	WS	6"	\$175	\$122,500
Pleasant Hill Lane	Old Ranch Rd	Sturtevant Dr	1956	6	328	WS	6"	\$175	\$57,400
Pleasant Hill Lane	Old Ranch Rd	Old Ranch Rd	1956	6	188	WS	6"	\$175	\$32,900
Laurel Ave	Baldwin Ave	Auburn	1957	6	760	WS	6"	\$175	\$133,000
Montecito Ave	Sunnyside Ave	Michillinda Ave	1958	6	1009	WS	6"	\$175	\$176,575
Canon Ave	Montecito Ave	Sierra Madre Blvd	1958	6	290	WS	6"	\$175	\$50,750
Canon Ave	Highland Ave	Montecito Ave	1958	6	275	WS	6"	\$175	\$48,125
Canon Ave	Grandview Ave	Laurel Ave	1958	6	365	WS	6"	\$175	\$63,875
Coburn Ave	North End	Sierra Madre Blvd	1958	6	670	WS	6"	\$175	\$117,250

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Highland Ave	Coburn Ave	Canon Ave	1958	6	870	WS	6"	\$175	\$152,250
Montecito Ave	Coburn Ave	Canon Ave	1958	6	860	WS	6"	\$175	\$150,500
Montecito Ave	Canon Ave	End	1958	6	270	WS	6"	\$175	\$47,250
Michillinda Ave	Grandview Ave	Sierra Madre Blvd	1959	6	1800	DIP	6"	\$175	\$315,000
Sunnyside Ave	Mariposa Ave	Ramona Ave	1959	6	440	WS	6"	\$175	\$77,000
Canon Ave	Laurel Ave	Highland Ave	1959	6	800	WS	6"	\$175	\$140,000
Canon Ave	North End	Orange Grove Ave	1959	6	775	WS	8"	\$200	\$155,000
Foothill Ave	Camillo Dr	Cul-de-sac	1959	4	400	WS	6"	\$175	\$70,000
Hermosa Ave	Montecito Ave	Sierra Madre Blvd	1959	8	390	WS	6"	\$175	\$68,250
Lilano Drive	775' S/O Arno Dr	Stonehouse Rd	1959	6	775	WS	6"	\$175	\$135,625
Oakwood Pl.	Santa Anita Ave	Cul-de-sac	1959	6	260	WS	6"	\$175	\$45,500
Ramona Ave	Lima St	Park Ave	1959	8	880	CWP	8"	\$200	\$176,000
Ramona Ave	Hemosa Ave	Lima St	1959	8	880	CWP	8"	\$200	\$176,000
San Gabriel Ct.	Rancho Rd	Colony Dr	1959	6	340	DIP	6"	\$175	\$59,500
Sierra Meadow Dr	Cul-de-sac	Wisteria Wy	1959	6	650	WS	6"	\$175	\$113,750
Sunnyside Ave	Ramona Ave	Manzanita Ave	1959	6	370	WS	6"	\$175	\$64,750
Sunnyside Ave	Manzanita Ave	Orange Grove Ave	1959	6	360	WS	6"	\$175	\$63,000
Sunnyside Ave	Sierra Madre Blvd	Mariposa Ave	1959	6	390	WS	6"	\$175	\$68,250
Windwood Lane	Orange Grove Ave	End	1959	6	920	WS	6"	\$175	\$161,000
Wisteria Way	Sierra Meadow Dr	Cul-de-sac	1959	6	270	WS	6"	\$175	\$47,250
Adams Street	North End	Grandview Ave	1960	6	1,080	WS	6"	\$175	\$189,000
Sunnyside Ave	Sierra Madre Blvd	GV	1960	6	1,800	WS	6"	\$175	\$315,000
Bonita Ave	Mountain Trail Ave	End	1960	6	830	WS	6"	\$175	\$145,250
Gatewood Terrace	Cul-de-sac	Gatewood Lane	1960	2	300	GP	6"	\$175	\$52,500
Oak Crest Drive	Deodar Cir	Carter Ave	1960	6	920	WS	6"	\$175	\$161,000
Via Granate	Cul-de-sac	Santa Anita Ave	1960	4	200	WS	6"	\$175	\$35,000
Victoria Lane	Baldwin Ave	Auburn Ave	1960	6	670	WS	6"	\$175	\$117,250
Baldwin Ave	Miramonte Ave	Alegria Ave	1961	8	475	RS	12"	\$300	\$142,500
Baldwin Ave	Carter Ave	Miramonte Ave	1961	8	440	WS	8"	\$200	\$88,000
Montecito Ave	Mountain Trail Ave	Baldwin Ave	1961	8	1,265	WS	8"	\$200	\$253,000
Arno Drive	Kaia Ln	Liliano Dr	1962	6	275	WS	6"	\$175	\$48,125
Arno Drive	Santa Anita	Kaia Ln	1962	6	275	WS	6"	\$175	\$48,125

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	Ave								
Kaia Lane	Cul-de-sac	Arno Dr	1962	6	210	WS	6"	\$175	\$36,750
Lilano Drive	Arno Dr	775' S/O Arno Dr	1962	6	775	WS	6"	\$175	\$135,625
Lilano Drive	Cul-de-sac	Arno Dr	1962	6	440	WS	6"	\$175	\$77,000
Sierra Woods Drive	Cul-de-sac	Grandview Ave	1962	6	470	WS	6"	\$175	\$82,250
Sierra Woods Drive	Grandview Ave	Cul-de-sac	1962	6	200	WS	6"	\$175	\$35,000
Toyon Road	Cul-de-sac	Grandview Ave	1962	6	880	WS	6"	\$175	\$154,000
Acacia Street	East End	Grandview Ave	1963	6	2,000	WS	6"	\$175	\$350,000
Valle Vista Drive	Acacia St	Acacia St	1963	6	800	WS	6"	\$175	\$140,000
Camillo Street	East End	Grandview Ave	1963		2,860	WS	6"	\$175	\$500,500
Canon Pl.	Cul-de-sac	Santa Anita Ct	1963	6	160	WS	6"	\$175	\$28,000
Crestvale Drive	Cul-de-sac	Fairview Ave	1963	6	710	WS	6"	\$175	\$124,250
Foothill Ave	Acacia St	Camillo Dr	1963	6	400	WS	6"	\$175	\$70,000
Lotus Lane	Camillo St	Sturtevant Dr	1963	6	350	WS	6"	\$175	\$61,250
Oak Meadow Pl.	Santa Anita Ct	Cul-de-sac	1963	6	110	WS	6"	\$175	\$19,250
Oak Crest Drive	Cul-de-sac	Deodar Cir	1964	6	970	WS	6"	\$175	\$169,750
Sierra Madre Blvd.	East City Limits	Monterey Ln	1965	6	380	WS	6"	\$175	\$66,500
Deodar Circle	Cul-de-sac	Oakcrest Dr	1966	6	140	WS	6"	\$175	\$24,500
Monterey Pl.	Monterey Ln	End	1966	4	150	WS	6"	\$175	\$26,250
Old Oak Lane	North End	Orange Grove Ave	1966	4	270	WS	6"	\$175	\$47,250
Highland Ave	Lima St	Michillinda Ave	1967	6	2,500	WS	6"	\$175	\$437,500
Highland Ave	Sunnyside Ave	Wilson St	1967	6	355	WS	6"	\$175	\$62,125
Stonehouse Road	North End	Grandview Ave	1967	8	400	WS	8"	\$200	\$80,000
Adams Street	Grandview Ave	Highland Ave	1969	6	892	WS	6"	\$175	\$156,100
Laurel Ave	Hermosa Ave	Lima St	1969	6	984	WS	6"	\$175	\$172,200
Laurel Ave	Hermosa	Lima St	1969	6	985	WS	6"	\$175	\$172,375
Auburn Ave	Carter Ave	Miramonte Ave	1969	8	440	RS	8"	\$200	\$88,000
Auburn Ave	Miramonte Ave	Olive Ave	1969	8	410	RS	8"	\$200	\$82,000
Auburn Lane	Auburn Ave	Auburn Ave	1969	6	595	AC	6"	\$175	\$104,125
Webster Way	North End	Bonita Ave	1969	6	160	WS	6"	\$175	\$28,000
Montecito Ave	Lima St	Sunnyside Ave	1970	6	1,460	WS	6"	\$175	\$255,500
Montecito Ave	Lima St	Grove Ln	1970	6	478	WS	6"	\$175	\$83,650
Auburn Ave	Alegria Ave	Grandview Ave	1970	14	364	AC	14"	\$350	\$127,400
Auburn Ave	Grandview Ave	Laurel Ave	1970	8	369	AC	8"	\$200	\$73,800
Auburn Ave	Laurel Ave	Highland Ave	1970	8	520	AC	8"	\$200	\$104,000

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Auburn Ave	Olive Ave	Alegria Ave	1970	12	206	WS	12"	\$300	\$61,800
Auburn Ave	Highland Ave	Montecito Ave	1970	8	360	AC	8"	\$200	\$72,000
Auburn Ave	Montecito Ave	Sierra Madre Blvd	1970	8	567	AC	8"	\$200	\$113,400
Monte Vista Lane	Orange Grove Ave	North End	1970	6	591	WS	6"	\$175	\$103,425
Orange Grove Ave	Easy City Limits	Rancho Rd	1972	6	550	CWP	6"	\$175	\$96,250
Rancho Road	San Gabriel Ct	Orange Grove Ave	1972	8	990	CWP	8"	\$200	\$198,000
Baldwin Ave	Sierra Madre Blvd	Suffolk Ave	1973	8	464	CWP	6"	\$175	\$81,200
Baldwin Ave	Suffolk Ave	Lowell Ave	1973	8	437	CWP	6"	\$175	\$76,475
Baldwin Ave	Laurel Ave	Highland Ave	1973	8	458	CWP	6"	\$175	\$80,150
Baldwin Ave	Grandview Ave	Laurel Ave	1973	10	472	CWP	12"	\$350	\$165,200
Baldwin Ave	Highland Ave	Montecito Ave	1973	10	450	CWP	12"	\$300	\$135,000
Baldwin Ave	Alegria Ave	Grandview Ave	1973	8	485	CWP	8"	\$200	\$97,000
Grandview Ave	Canon Ave N	Mountain Trail Ave	1973	16	960	CWP	16"	\$350	\$336,000
Ramona Ave	Sunnyside Ave	Michillinda Ave	1973	8	960	CWP	8"	\$200	\$192,000
Ramona Ave	Park Ave	Sunnyside Ave	1973	8	550	CWP	8"	\$200	\$110,000
Rancho Road	Sierra Madre Blvd	Santa Anita Ct	1973	8	300	CWP	8"	\$200	\$60,000
Baldwin Ave	Montecito Ave	Sierra Madre Blvd	1975	10	435	CWP	6"	\$175	\$76,125
Ross Pl.	North End	Mariposa Ave	1975	6	120	WS	6"	\$175	\$21,000
Ross Pl.	South End	Mariposa Ave	1975	6	230	WS	6"	\$175	\$40,250
Grandview Ave	Auburn	Michillinda Ave	1987	8	2,500	DIP	8"	\$200	\$500,000
Alta Vista Drive	Sturtevant Dr	Vista Cir	1987	6	870	DIP	6"	\$175	\$152,250
Foothill Ave	Grandview Ave	Acacia St	1987	6	820	DIP	6"	\$175	\$143,500
Foothill Ave	Grandview Ave	Acacia St	1987	6	820	DIP	6"	\$175	\$143,500
Mariposa Ave	Lima St	Park Ave	1987	8	890	DIP	8"	\$200	\$178,000
Mariposa Ave	Park Ave	Sunnyside Ave	1987	8	540	DIP	8"	\$200	\$108,000
Mariposa Ave	Sunnyside Ave	Michillinda Ave	1987	8	970	DIP	8"	\$200	\$194,000
Oakdale Drive	Sturtevant Dr	Vista Cir	1987	6	300	DIP	6"	\$175	\$52,500
Orange Grove Ave	Park Ave	Sunnyside Ave	1987	8	565	DIP	8"	\$200	\$113,000
Orange Grove Ave	Old Oak Ln	Hermosa Ave	1987	8	380	DIP	8"	\$200	\$76,000
Orange Grove Ave	Hermosa Ave	Lima St	1987	8	960	DIP	8"	\$200	\$192,000
Orange Grove Ave	Lima St	Park Ave	1987	8	910	DIP	8"	\$200	\$182,000

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Orange Grove Ave	Sunnyside Ave	Michillinda Ave	1987	8	950	DIP	8	\$200	\$190,000
Orange Grove Ave	Baldwin Ave	Old Oak Ln	1987	8	700	DIP	8	\$200	\$140,000
Sturtevant Drive	Alta Vista Dr	Oakdale Dr	1987	6	330	DIP	6"	\$175	\$57,750
Sturtevant Drive	Canon Dr N	Bend	1987	6	560	DIP	8"	\$200	\$112,000
Sturtevant Drive	500' E/O Canon Dr	Canon Dr	1987	6	500	DIP	8"	\$200	\$100,000
Sturtevant Drive	Oakdale Dr	500' E/O Canon Dr	1987	6	430	DIP	6"	\$175	\$75,250
Sturtevant Drive	North End	Lotus Lane (Dirt/NAP)	1987	6	400	DIP	8"	\$175	\$70,000
Vista Circle Drive	Alta Vista	Oakdale	1987	6	530	DIP	6"	\$175	\$92,750
Vista Circle Drive	Oakdale Dr	600' S/O Oakdale Dr	1987	6	600	DIP	6"	\$175	\$105,000
Vista Circle Drive	600' S/O Oakdale	Vista	1987	6	600	DIP	6"	\$175	\$105,000
Fern Glen	Fern Drive	West End	1990	8	150	DIP	8"	\$200	\$30,000
Mount Wilson Trail	Mira Monte Ave	North End	1990	8	2,318	DIP	8"	\$300	\$695,400
Brookside Lane	Lower	Lower	1991	6	510	DIP	6"	\$200	\$102,000
Carter Ave	Hermosa Ave	Sierra Meadow Dr	1991	12	350	DIP	12"	\$300	\$105,000
Carter Ave	Sierra Meadow Ln	Lima St	1991	12	568	DIP	12"	\$300	\$170,400
Carter Ave	Auburn Ave	Hermosa Ave	1991	12	580	DIP	12"	\$300	\$174,000
Hermosa Ave	Sierra Madre Blvd	Mariposa Ave	1991	8	300	DIP	6"	\$175	\$52,500
Hermosa Ave	Esperanza Ave	Bonita Ave	1991	8	540	DIP	6"	\$175	\$94,500
Hermosa Ave	Bonita Ave	Orange Grove Ave	1991	8	510	DIP	8"	\$175	\$89,250
Hermosa Ave	Mariposa Ave	Esperanza Ave	1991	8	300	DIP	6"	\$175	\$52,500
Laurel Ave	Canon Ave	Mountain Trail Ave	1991	8	880	WS	8"	\$175	\$154,000
Laurel Ave	Merrill Ave	Baldwin Ave	1991	8	900	DIP	8"	\$200	\$180,000
Laurel Ave	Mountain Trail Ave	Merrill Ave	1991	8	300	DIP	8"	\$200	\$60,000
Lima Street	Sierra Madre Blvd	Mariposa Ave	1991	6	410	DIP	6"	\$175	\$71,750
Lima Street	Mariposa Ave	Ramona Ave	1991	6	440	DIP	6"	\$175	\$77,000
Lima Street	Ramona Ave	Manzanita Ave	1991	6	440	DIP	6"	\$175	\$77,000
Lima Street	Manzanita Ave	Orange Grove Ave	1991	6	390	DIP	6"	\$175	\$68,250
Mariposa Ave	Hermosa Ave	Lima St	1991	8	890	DIP	6"	\$175	\$155,750
Mira monte Ave	Baldwin Ave	Auburn	1991	6	800	DIP	12"	\$300	\$240,000

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Olive Ave	Baldwin Ave	Auburn	1991	8	775	DIP	6"	\$175	\$135,625
Orange Grove Ave	Canon Ave	Oak Meadow Rd	1991	8	430	DIP	8	\$200	\$86,000
Orange Grove Ave	Mountain Trail Ave	Private Street	1991	8	690	DIP	8	\$200	\$138,000
Orange Grove Ave	Windwood Ln	Canon Ave	1991	8	580	DIP	8	\$200	\$116,000
Orange Grove Ave	Oak Meadow Rd	Mountain Trail Ave	1991	8	450	DIP	8	\$200	\$90,000
Park Ave	Mariposa Ave	Ramona Ave	1991	6	370	DIP	6"	\$175	\$64,750
Park Ave	Ramona Ave	Manzanita Ave	1991	6	370	DIP	6"	\$175	\$64,750
Park Ave	Sierra Madre Blvd	Mariposa Ave	1991	6	400	DIP	6"	\$175	\$70,000
Park Ave	Manzanita Ave	Orange Grove Ave	1991	6	370	DIP	6"	\$175	\$64,750
Woodland Drive	Alta Vista Dr	Holly Path Trail	1991	4	570	DIP	6"	\$175	\$99,750
Carter Ave	Miramonte Ave	Baldwin Ave	1992	12	800	DIP	12"	\$300	\$240,000
Ida May Lane	Jameson Ct	Cul-de-sac	1994	6	254	DIP	6"	\$175	\$44,450
Jameson Ct.	Grandview Ave	Highland Ave	1994	6	830	DIP	6"	\$175	\$145,250
San Gabriel Ct.	Rancho Rd	Colony Dr	1998	6	340	DIP	6"	\$175	\$59,500
Elkins Ave	East City Limits	Vista Ave	2001	8	220	DIP	6"	\$175	\$38,500
Elkins Ave	Vista Ave	Grandview Ave	2001	8	270	DIP	6"	\$175	\$47,250
Orange Drive	Canyon Crest Dr	Skyland Dr	2001	6	250	DIP	6"	\$175	\$43,750
Orange Drive	Skyland Dr	Idlehour Ln	2001	6	440	DIP	6"	\$175	\$77,000
Vista Ave	East City Limits	Elkins Ave	2001	8	830	DIP	6"	\$175	\$145,250
Mariposa Ave	Baldwin Ave	Hermosa Ave	2005	6	1,060	DIP	6"	\$175	\$185,500
Sierra Madre Blvd.	Pump house	Mountain Trail Ave	2012	12	2,500	CL/RS	12	\$285	\$712,500
Sierra Madre Blvd.	Mountain Trail Ave	Sierra Pl	2012	12	490	CL/RS	12	\$285	\$139,650
Sierra Madre Blvd.	Sierra Pl	Baldwin Ave	2012	12	880	CL/RS	12	\$268	\$235,840
									\$35,046,365
								Total	\$41,379,791

**Reservoir Replacements or Improvements**

The City's water system continues to operate two very old reservoirs and one that, although not considered old, still needs seismic upgrades according to the 1997 SRS. In addition, there are two very small reservoirs (13,000 gallons each) located at the top of Oak Crest Drive, providing water for seven homes at the top of Oak Crest.

Auburn Reservoir 2 is a partially buried concrete 0.432 MG reservoir built in 1924. The SRS recommended repairs which were implemented by staff in 2010 and increased monitoring and maintenance for this reservoir; it was not prioritized for replacement due to the small size of the facility and the relative inaccessibility of the site. The distribution / transmission pipeline to Auburn reservoir No. 2 needs to be replaced. The existing line is a 12" riveted steel main installed in 1954. The main runs through the private property at 800 Auburn and under the County flood control channel adjacent to the cement reservoir. Current maps do not show the exact location of this 12" pipeline. Estimated cost \$200,000 for this Priority Repair.

The settling basin reservoir located at the Main Plant in a 0.40 MG partially-buried concrete tank of unknown construction date. Its purpose as a settling basin for sand entrained in well water has been superseded by the 2007 filtration facility construction. However it is still vital in its function as a pumping forebay for the adjacent Main Plant pumping facility. The SRS found this reservoir to be functional and adequate under all loading conditions and made no recommendations for improvements to the structure. However, as a routine maintenance action the reservoir should be drained, inspected, and all expansion joints and cracks repaired.

Auburn Reservoir 1 is a freestanding steel reservoir with a capacity of 1.36 MG, constructed in 1957. The SRS found the tank itself to be sound but noted some inadequacies in the footing and the overflow piping. Water Division staff have inspected the inside of the tank and note that it is in need of replacement of its anti-corrosion coating at an estimated cost of \$80,000. It is also in need of exterior painting.

#### Well Replacements or Reconstruction

The City owns and operates four wells in the vicinity of the maintenance yard and Sierra Vista Park. The wells are numbered Three through Six, with 3 located adjacent to the T-ball field, 4 in the maintenance yard parking lot, 5 adjacent to the maintenance yard main gate, and 6 within an enclosure in Sierra Vista Park. All four are drilled to their maximum depth.

As noted above, these wells are showing a rapid decline in water levels and may require replacement in the near future. The estimated cost of constructing a new well is \$1.7 to \$2.5 million.

Well 3 is vibrating in excess of allowable tolerance. The well must be removed from service as soon as a reduction in pumping demand allows; providing the Well does not break down before then. The pump will require 86 rubber bushings to be removed and replaced with brass bearings. In addition the well will be inspected by video, wire brushed to 580' and bailed. The pump assembly will be inspected for damage and repaired if necessary. The estimated cost of this priority repair is \$75,000.

#### Main plant reconstruction

The main plant is a concrete building constructed in about 1927. The building houses three booster pumps, numbered five through seven, which lift water from that location to the Mira Monte Reservoirs for distribution and further transmission to other reservoirs. The building also houses the control system for the wells and booster pumps in the maintenance yard area as well as the electronic base station controlling the operation of the entire water system.

There are no construction plans on file for this building. Based on the age of the structure, it is not likely that it meets current seismic safety standards. Further, the electrical panel components were damaged in a fire in 1998, and have never been fully rebuilt, as the antiquated replacement parts are too hard to find.

Booster 7 is operating at an overall efficiency of 51%. Booster 7 is need of a major overhaul involving a new pump, motor and re-piping. Edison is offering up to \$8,974.61 in cash incentives to increase efficiency to 71%. In addition SCE estimates a yearly savings of \$8,110.51 in pumping cost. Design estimates pump will operate at 81% efficiency further decreasing annual pumping cost. The estimated repair cost is \$106,516.

Booster 5 has been out of operation for over 15 years. Booster 5 requires an overhaul similar to booster 7. In addition, Booster 5 would require installation of automatic control valves and new wiring  
Cost estimate: \$135,000

#### SCADA – Priority Repair

The Supervisory Control and Data Acquisition System (SCADA) which remotely controls the city's water system was installed in 1997. It has become obsolete and replacement parts are no longer available. The replacement cost for the system, including upgrades that will allow for operator notification in the event of chlorine gas leaks is \$30,000.

#### Chlorine Room Risk Management Plan – Priority Project

The Los Angeles County Fire Department requires that the City submit a Risk Management Plan to the County Fire Department prior to January 5, 2013. The cost of plan preparation for the chlorination room at the Main Plant is \$9,000.

#### Tunnels Rehabilitation

##### West Tunnel – Priority Repair

The West Tunnel transmission line needs to be replaced. In May of 2012 Public Works repaired a large leak on the transmission line and made an attempt to patch several small pinhole leaks. There are sections of leaking pipeline that are not repairable. Cost: Line the Main \$50,000 (if possible)

Replace the main \$80,000

##### Chlorine Containment Facility – Priority Repair

A chlorine containment structure and scrubber should be installed at the West Tunnel to prevent chlorine from entering the atmosphere in the event of accidental release. Estimated Cost: \$95,000.

#### East Tunnel

The East Tunnel has two sources of water. In order to bring the East Tunnel to drinking water standards the source influenced by surface water needs to be isolated. The tunnel was inspected in 2001 and a proposal to bring that tunnel to drinking water standards at that time was \$250,000. In 2012 dollars that cost would be \$325,000.

#### **Priority Repair Summary**

Well 3	\$75,000
SCADA System	\$30,000
Chlorine Room RMP	\$9,000
West Tunnel	\$80,000
Tunnel Chlorine Containment	\$95,000
Auburn Reservoir Main	\$200,000
<b>Total, Priority Repairs</b>	<b>\$489,000</b>

#### Replacement of Main Plant Emergency Generator

The emergency generator at the Maintenance Yard provides power for all public works operations at that location. Those operations include all emergency relief and the operation of all four of the City's wells along with the booster pumps that move water from the wellheads to reservoirs for distribution. In the aftermath of the December 2011 windstorm, the emergency generator at the maintenance yard failed. The unit has since been repaired and is operational. However, the City's experience with the unit failing in an extended emergency use leads staff to be concerned about the existing generator's dependability. The cost to replace the existing generator with a used generator meeting current EPA Tier II emission requirements (as required by SCAQMD under permitting requirements) is estimated at \$392,360. A used Tier II generator, Model year 2007 or newer would cost approximately \$40,000 less. The City Council has approved expenditures of \$60,000 in AB2766 funds and \$75,000 in facilities internal services funds for generator replacements in this location and at the civic center. While those allocations are adequate to more than cover the cost of the replacement unit for the Civic Center, they come up short on covering the cost of a replacement generator for the Main Plant by over \$300,000.

#### Meter replacement program

The Water Department has been in the process of replacing water meters on a citywide basis for several years. Typically, a water meter has a service life of 12 years. As meters are replaced, they are replaced with "smart meters;" capable of being retrofitted with radio-reading devices. The estimated cost to complete the replacement of all meters in the city with smart meters is approximately \$415,000.

The next step in the process of establishing a system in which the City can provide its customers with real-time water usage information, (including leak notification) would be to retrofit all of the smart meters with the radio read units and to install a base unit and antennae to receive use data. The estimated cost to retrofit all of the meters with the radio-read units is approximately \$480,000 and the base station an additional \$50,000. There is a potential of obtaining a grant from the San Gabriel Valley Municipal Water District to offset a portion of this cost, as they have provided for some of their other member cities.

### **Recurring Mechanical System Maintenance**

The City's four wells each require a basic overhaul at least every 6 years. The cost of a basic overhaul is \$150,000. Because of the high cost of these overhauls they are considered as capital projects rather than recurring maintenance costs.

Well 3 needs an overhaul now  
Well 4 is due for its regular overhaul  
Well 5 is due for an overhaul in 2013  
Well 6 is due for an overhaul in 2018

The City operates 8 booster pumps to move water between reservoirs. The booster pumps typically require overhaul every 10 years at an estimated cost of \$35,000 each.

Boosters 1-4 will require overhaul in 2018.  
As noted above, Booster 5 is currently out of service and in need of major overhaul and new wiring.  
Booster 6 will be due for an overhaul in 2016  
As noted above Booster 7 is in need of a major overhaul.  
Booster 10 will be due for its next overhaul in 2015.

## Streets

### Status of Citywide Street program

Included with this report is the 2010-15 Pavement Management Program. The PMP is essentially an inventory of the city's streets and an analysis of each street's pavement condition, listed in block-by-block segments. The 2010 PMP is the third such study that has been done on Sierra Madre's streets.

The PMP is based on engineers' inspection of each street segment. From their examination of pavement condition, each segment is assigned a Pavement Condition Index (PCI) value, with 0 representing a pavement that is completely failed and 100 indicating a brand-new pavement with no deterioration. The 2010-15 PMP reports that the City's overall PCI rating is at 69.4, for a rating of Good according to recognized pavement condition standards.

The California Infrastructure Report Card reports that the statewide PCI is at 66, slightly lower than Sierra Madre's PCI. The report card further reports that the PCI for the Los Angeles region is at 62.4, again lower than that of this community. Thus Sierra Madre compares slightly better than both the state and the region in regards to pavement conditions.

However, the Report Card also states, "the statewide average PCI of 66 should be viewed as a warning sign of increased costs ahead if adequate pavement efforts are soon implemented." The 2010 PMP includes recommendations for a five-year program that would increase the City's overall PCI to 73.6. Those recommendations, while based on sound pavement engineering, have not been fully implemented due to the fact that many of the street segments overlay leaking water mains, and most importantly due to lack of adequate funding. The result of not fully implementing the Pavement Management Plan reflects the statement of the Report Card; the City's overall PCI is actually down from the PCI of 74 that was reported in the 2006 PMP.

At current spending levels, the City will not be able to move the overall PCI in a positive direction. The recommended expenditures from the 2010 PMP for increasing the overall PCI to 73.6 are shown along with the actual or projected expenditures for pavement maintenance in Table E.

**Table E**

<b>Fiscal Year</b>	<b>Total / yr (Recommended)</b>	<b>Total/yr (Actual/projected)</b>
<b>2010-11</b>	\$1,407,026	\$704,132
<b>2011-12</b>	\$1,670,677	0
<b>2012-13</b>	\$1,636,994	\$650,690
<b>2013-14</b>	\$1,082,506	\$161,210
<b>2014-15</b>	\$1,245,221	\$150,000
	<b>\$7,042,424</b>	<b>\$1,666,032</b>

Sierra Madre's Citywide Street Resurfacing Program was initiated in 2001, with the goal of resurfacing all of the City's streets within five years. While the program was a very high priority for the City Councils of those years, the shortage of funding limited the number of street sections that could be resurfaced within that period. Nevertheless, since 2001 over 3,633,500 square feet of the City's streets have been resurfaced, or 61.7% of the entire street system.

The following is the City's latest Pavement Management Program. The Pavement Management Program is due for an update, which is expected to be done in 2013. In order for the City to utilize Proposition C funds for street maintenance, the City must have an up-to-date pavement management system, revised every three years. It is estimated that a professional services contract for updating the Pavement Management Program would cost approximately \$22,500. That is a cost that can be paid from Proposition C funds.

#### Bridge Rehab program

The City owns eight roadway bridges spanning Sierra Madre Wash. The bridges are inspected annually by Los Angeles County Public Works Department per state requirements. In December 2011, the City Council adopted Resolution 11-101 approving the City's participation in the County's bridge rehabilitation program. Under this program, the County or its contractor will perform rehabilitation work on six of the bridges, with the City to pay a small local match (11.47%) and the County to pay the major portion of the cost, estimated at that time to be \$175,000.

The Infrastructure Report Card notes that Caltrans is responsible to inspect all bridges in the state and issue a Sufficiency Rating for each structure. (That responsibility is delegated to LACDPW in this county.) Bridges with a sufficiency rating of less than 80 are defined as in need of maintenance. Ratings are also made for bridges being structurally deficient and/or functionally obsolete. Five of the City's bridges have sufficiency rating of less than 80. One bridge is considered functionally obsolete and none are classed as structurally deficient. The Report Card notes that statewide, 40 % of bridges have a sufficiency rating of less than 80. Sierra Madre does not compare favorably to that state average, with 63% of its bridges having sufficiency ratings less than 80.

Once completed, the County's work on the bridges will improve the bridges' sufficiency ratings.

The County is expecting to go to bid on this project in FY 2013-14. Functional obsolescence in the case of Sierra Madre's bridge at Mary's Market is due to roadway geometrics. The bridge is considered too narrow. However, right of way limitations in that location do not allow for the bridge to be widened, nor would widening the bridge appear to be beneficial in that Woodland Drive is itself very narrow in multiple locations both above and below the bridge.

### Sidewalk Repair Program

The City's sidewalks are typically considered a part of the street system. However the sidewalks are identified as a separate matter in this report because the City Council has specifically asked about sidewalk repairs.

Public Works field staff members have walked the entire city and identified addresses and locations of displaced sidewalk.

Sidewalk damage is typically repaired in one of three ways. The usual temporary means of repair is to use a fine mix of asphalt to create a ramp or patch to eliminate the pedestrian tripping hazard. In practice this is a temporary repair because the asphalt does not permanently adhere to the concrete sidewalk or because continued tree root growth increases the amount of sidewalk deflection requiring replacement patches. Residents often object to the unsightly black asphalt patch in front of their homes. Sometimes this ramping is done with a concrete mortar mix; it isn't as unsightly, but it doesn't last as long as asphalt.

Another means of temporary repair is to cold-plane or grind the raised portion of the sidewalk down to eliminate the tripping hazard. It leaves unsightly markings on the sidewalk but is a longer-lasting repair than asphalt or mortar patches. However, on very old sidewalks the concrete is too brittle to utilize this repair technique.

The third means of repair is to remove and replace the broken sidewalk with new concrete. This provides the best appearance and the smoothest walking surface. However the concrete material is increasingly expensive, and this type of repair often requires undesirable root trimming or even removal of entire trees. A portion of the City's sidewalk damage is repaired each year through this process; there is not adequate funding to correct all the deficiencies with permanent repairs.

The 2011 sidewalk inspection resulted in the identification of 403 sidewalk defects, estimated to require the replacement of 20,150 square feet of concrete sidewalk. The estimated cost to contract for replacement of that sidewalk is \$83,420. Material costs alone are estimated to exceed \$35,000.

The sidewalk inspection/damage inventory was updated during the summer of 2012. Of the 403 sidewalk defects identified twelve months ago, 134 have been temporarily repaired with asphalt ramping to reduce tripping hazards. Fourteen defects were replaced with permanent concrete under the sidewalk partnership program. An estimated 19,450 square feet of sidewalk remains in need of permanent repair/replacement at an estimated cost of \$80,525.

Sidewalk Partnership Program. The Sidewalk Partnership Program has generated a modest amount of interest and community participation. In FY 11-12 over 3200 square feet of sidewalk and driveway approaches were replaced through the program. As of

September 4, there were nine additional addresses signed up and paid to participate with another nine awaiting their estimates so that they could sign up.

### **Building Facilities**

While it is acknowledged that all buildings have a useable lifespan and that all city buildings will at some point in the future need to be replaced, those replacement costs are not reflected in this report.

#### **Library**

The Sierra Madre Public Library is in need of a number of improvements. As a facility built to house 25,000 print materials, it has become overcrowded, housing over 57,000 print materials along with a greater number of staff than was originally envisioned for the facility. Space needs have become critical in the library, and most of the improvements needed are space-related.

- ~~1.) Construct closet space for computer fileservers in basement/relocate fileservers. This project has been approved by City Council, budgeted, and will be constructed by Public Works staff. Re-cabling is estimated to cost \$15,000. Construction materials cost estimated at \$10,500. Total cost estimated at \$25,500.~~
- 2.) Exterior painting of building. Cost is estimated at \$7,500.
- 3.) Create separate area for Friends of Library operations. The Friends' operations require more space than is available in the basement that they share with library storage and operations. Thus, it is recommended that additional space be created on the site, to allow for relocation of either Friends storage and operations from the basement, or to do similarly with Library storage and operations.
  - a.) Install modular classroom-type building on rear (vacant lot)
  - b.) Utilize a two-room floorplan to allow for separation of Library-related activity and to provide additional archival area for City documents.
  - c.) Budget-level quotes have been requested from multiple temporary building suppliers. No responses have been received.
- ~~4.) Remove interior circular staircase and dumbwaiter. The work can be done by Public Works field staff at no cost to the City. The circular staircase could be sold as surplus.~~
- 5.) Purchase and install compact shelving for basement storage. The estimated cost for this improvement is \$40,000.
- ~~6.) Purchase and install secure storage for artwork at an estimated cost of \$30,000.~~
- 7.) Construct an access ramp to basement. This could be done by field staff at an estimated material cost of \$10,000.
- ~~8.) Remodel/reconfigure staff work area. This would be done following relocation of the computer fileservers into the basement. Estimated cost \$5,000.~~
- 9.) Electrical system upgrades. Estimated cost \$40,000.

### **Police/Fire Public Safety Building**

#### Apparatus room ceiling

The ceiling in the apparatus room is in need of replacement. Portions of the ceiling have recently collapsed. The estimated cost to replace the ceiling tiles and t-bar support system is \$13,600.

#### ~~Generator Replacement~~

The Civic Center emergency generator was purchased used in approximately 1998. Its failure during the December 2011 windstorm indicated that it is not reliable for more than just short term use. In addition, it does not meet current EPA emissions standards. The generator needs to be replaced, and staff has estimated that the cost to replace the existing generator with a new Tier III compliant generator would be \$90,000. For a similar used Tier III compliant, Model year 2007 or newer generator, the cost would be around \$60,000. These estimates assume that the replacement generator can be placed within the current generator enclosure with little site modifications.

The City Council has approved expenditures of \$60,000 in AB2766 funds and \$75,000 in facilities internal services funds for generator replacements in this location and at the maintenance yard. Purchase of the replacement generator for this site has been delayed as staff has tried to identify a generator that would meet current AQMD requirements.

### City Hall

#### ~~Replacement of Roof~~

Prior to the December 2011 windstorm and the damage it caused to the roofs of City Hall and several other Sierra Madre city buildings, staff had received bids for replacement of the roof on City Hall. The building still carries its original roofing and numerous leaks existed in the south-facing and flat portions of the roof. Although the repair of the wind damage will cover most of the existing leaks in the City Hall roof, it should be noted that the remainder of the roof that is not being repaired is nearing or at the end of its service life. The June 2011 roof replacement bid for City Hall was \$160,600.

#### Replacement of Timber Architectural Feature

The heavy timber architectural trellis over the rear entry to City Hall is heavily deteriorated. It should be removed from the building to eliminate the termite infestation from exposure to the building. The cost to replace the structure is estimated at \$7,500.

### Park House/Senior Center

The Senior Center area of the Hart Park House was recently renovated and reopened to the public in November of 2011. There are no capital improvements needed at that location. However, the exterior-accessed restrooms in the Park House building are in poor condition. They are in need of complete refurbishment or remodeling at an estimated cost of \$69,000 if they are to continue to be used as public restrooms. They have been replaced by a new restroom building located behind City Hall and it has

been suggested that the old restrooms be remodeled to provide additional space for senior-related activities at an estimated cost of \$50,000.

### **Recreation Center**

The Recreation Center is comprised of the Sierra Madre Room, the Fireside Room, a classroom and office spaces.

The Sierra Madre Room Renovation was completed in March of 2011. The bid documents included an optional item to install padding on the walls of the Sierra Madre Room, which would have helped attenuate the noise level in the building. That option was deleted prior to construction for cost reasons. It has now been found that there is a need to improve the acoustics in the Sierra Madre Room and reduce noise created by the air conditioner. This can be done with the installation of acoustic panels on the ceiling and walls, at a quoted cost of \$29,000.

The Sierra Madre Room Renovation included renovation of the Fireside Room and the public restrooms. Other than the sound attenuation needs, no capital improvement work is needed at the Recreation Center.

### **Youth Activity Center**

The Youth Activity Center was constructed/completed in September of 2005. As a relatively new facility, it is not in need of capital improvements.

### **Aquatic Center**

The parks and Facilities Master Plan Committee recommends the following top-priority repairs on the Aquatics Center/Pool equipment enclosure:

- Leaking seals on the main pool circulation pump wetting the building wall and causing water damage.
- Leaves and debris blowing into the building and accumulating around and under equipment.
- External corrosion of piping and electrical conduit.
- Frequent failure of main pool circulation pump.
- Inadequate access space around equipment.

Estimated repair cost \$650,000.

### **Maintenance Yard**

The Maintenance yard complex is comprised of several structures, including the Dutyman House, the Rose Float Building, the Maintenance Yard office, the Welding/Sign Shop, Fleet Mechanic Shop, Fueling Island, and carport.

The Dutyman House was at one time a residence provided for a Water Division staff member that allowed for on-site water system emergency coverage on a 24/7 basis. The building is no longer used as a residence; due to a lack of storage space in any other city-owned building, it is now a location where city record documents are stored. The building has reached its capacity, however document storage needs continue to expand. Additional document storage capacity is badly needed. One option for

increasing document storage capacity is noted under the library discussion above. Other locations may be available on city property for installation of buildings for document storage.

The garage associated with the Dutyman House is used by the Sierra Madre Fire Department for storage of equipment.

Volunteers of The Sierra Madre Rose Float Association operate the Rose Float Building under a lease from the City. The terms of the lease require that the Association maintain the interior, the structure, and the systems of the building at its sole expense. The City is required to maintain the exterior of the building to the extent that funding permits. The Association has not requested any significant improvements to the building, however, they have indicated that they feel the building is in need of exterior paint.

The Maintenance Yard Office houses the water system control center, the Deputy Director, Water Superintendent and Street Foreman offices, a locker room, and a small lunch room. The basement/ground floor houses a small workshop and a garage/warehouse for water division supplies and equipment. The building is in reasonably good repair overall. However, the lunch room is too small to seat the entire Public Works field staff, making lunch breaks and departmental meetings unpleasant in inclement weather.

The Welding/Sign shop and Fleet Mechanic's buildings are antiquated but serviceable corrugated metal buildings. No major improvements to those buildings are needed at this time. The Welding/Sign Shop needs to have its rolling doors modified in order to allow them to be properly locked and secured.

The Maintenance Yard complex is also the site of the Water Department's spreading basins. The northerly frontage of the site (East Grand View Avenue) and a portion of the westerly frontage are not properly fenced. The lack of proper fencing allows relatively easy public access to the spreading basin facility. For public safety reasons, the fencing along those should be replaced with new chain link fencing with a minimum height of 6 feet. The estimated cost of that improvement is \$27,200.

### **186 West Highland**

The "Old YAC" located at 186 West Highland and the property underlying the Senior Housing project on Esperanza are owned by the City's new Housing Agency. There are no plans for any kind of capital improvement of either site.

### **Richardson House/Lizzies Trail Inn**

Volunteers of The Sierra Madre Historic Preservation Society operate the historic Richardson House and Lizzie's Trail Inn under a twenty-five year lease of those facilities from the City. The terms of the lease require that the Society maintain the interior of the buildings at its sole expense. The terms further require that the City make all structural or exterior repairs and perform all exterior maintenance at its sole

expense. A representative of the SMHPS has provided the following list of maintenance and repair work that it recommends for the two buildings.

Due to the historic nature of the buildings, and the desire of the SMHPS to do all restoration with great attention to detail and authenticity, staff is unable to accurately estimate restoration, remodeling and repair costs. Staff has therefore requested cost estimates from the SMHPS for work on the two buildings. Those estimates are pending at this time.

WORK ITEM	PRIORITY	SCOPE/ACTION	DONE BY/PAID BY
<b><u>Lizzie's</u></b>			
Oak Tree	Emergency	Public Works and Arborist to determine necessary action. Will issue emergency permit if appropriate	City
Termite work	Emergency	Abatement contractor to verify scope of services. Do not include woodwork repair	City to Contract
Electrical upgrade	Budget	Need adequate power for space heaters. A. Scope requirements see scope/action Note 2 below. B. Upgrade as required	SMHPS and contractor
Correct roof leaks	Emergency	A. Investigate cause(s) of leaks and general condition of roof. Determine scope and details. B. Repair/replace as necessary	SMHPS and contractor City to contract
Debris Removal	Maintenance	Leaf and debris removal from underneath and north side of building.	City crew.

<b><u>Richardson House</u></b>			
Termite work	Emergency	Abatement contractor to verify scope of services. Do not include woodwork repair.	City to Contract
Grade Correction	Emergency Budget	A. Trench and/or sandbag to divert rainwater from around back of building to the east. B. Revise grade and asphalt walk as part of work to restore rear shed.	City crew
Reconstruct rear shed	Budget		
Correct dry rot	Budget	Detailed scope to be determined?	SMHPS to provide scope and perform work.
Exterior painting	Budget	Schedule after prior-listed items are complete.	SMHPS to provide detail, City to contract
Replacement gutter	Budget	Plain half-round galvanized at rear eaves	SMHPS to provide detail,

			city to contract
Interior cleaning	Maintenance		SMHPS

**SMHPS PRIORITY FOOTNOTES:**

- (1) "Emergency" work performed by City from emergency or discretionary funds.
- (2) "Budget" work paid for by City based on available funds from mid-year budget adjustment.
- (3) "Maintenance" work by City crew or SMHPS as indicated.

**SCOPE/ACTION NOTES:**

1. City and/or its contractors to coordinate all repair and upgrade work with SMHPS for compliance with historic restoration standards.
2. Scope requirements for electrical work:
  - A. Investigate adequacy of service and panel. Determine if any upgrading is needed.
  - B. Determine distribution to heater locations.
  - C. Historic knob and tube wiring to remain undisturbed.
  - D. SMHPS will be responsible for any required woodwork modifications.
3. Procedures for reconstruction of rear shed:
  - A. Selective removals and architectural survey to proceed simultaneously by SMHPS. City to issue demolition permit.
  - B. Design of reconstruction work by SMHPS. City to issue building permit.
  - C. Design to include corrected grade per Richardson House note above, at rear of building and under shed. Determine grading, drainage, paving and footing work that can be performed by City crews.
  - D. All other work to be performed by SMHPS.
  - E. Include gutter per Richardson House note above.

**December 2011 Windstorm Damage**

The windstorm of December 1, 2011 damaged the roofs several city buildings. Those damages are listed below as taken directly from a bid provided by a bidder for the City's insurance carrier. The repair costs are as quoted by the City's insurance carrier, which has indicated that it will contract for and pay for all but the \$5,000 deductible on the roofing repairs.

City Hall Roof	\$11,062.80
City hall Interior Corridor	\$1,515.24
Public Safety Bldg. Roof	\$11,442.22
Band Shell Roof	\$2,450.66
Memorial Park Picnic Shelter Roof	\$3,623.45
Maintenance Yard Carport Roof	\$19,790.18
Maintenance Yard Fueling Station Roof	\$5,834.08
Pool Mechanical Room Roof	\$9,721.23

Poolhouse Roof	\$16,889.12
Subtotal	\$82,328.98
Wind Damage	\$82,328.98
Materials Sales Tax (8.750%)	\$2,098.03
Overhead (10%)	\$8,442.70
Profit (10%)	\$8,442.70
Total Insurance Payout	\$101,312.41

### **Parks**

The Draft 2012 Parks and Facilities Master Plan, dated August 13, 2012 provides the following outline of park infrastructure needs as defined by the Parks and Facilities Master Plan Committee. The Parks and Facilities Master Plan has not been reviewed yet by City Council. Staff is including this list of projects as a part of an overall look at City infrastructure; estimated costs of some of the park improvements were provided by members of the Master Plan Committee. Other costs have not yet been estimated.

### **PROJECT PRIORITY LEVEL DEFINITIONS**

In its development of the draft 2012 Parks and Facilities Master Plan, the Committee developed the following ranking of needs. For purposes of prioritization, three levels were created to span projects ranging from immediate needs to possible future enhancements/new facilities. The different levels are described as:

**Level I** items are projects that are either necessary to keep an existing park or facility in safe operating condition or a project/program which has already commenced or for which the City is committed. This level includes non-routine, major maintenance projects, some of which have been previously deferred. In several cases, projects in this category are necessary if the park/facility is to continue to operate without incurring safety or increased liability issues.

**Level II** items are projects that would upgrade existing facilities but are not, at this time, necessary to ensure the continued viability of the facility. It should be noted, however, that many of these projects would become Level I if they are deferred indefinitely.

**Level III** are projects that either represent new facilities or major enhancements at existing facilities. Several of the projects in this category have costs that may well be beyond the scope of foreseeable funding sources and would likely require new or extraordinary funding sources.

### **Bailey Canyon Wilderness Park**

#### **Level I Priorities**

- Ensure accessibility of handicapped parking with signs to include Bailey Canyon Park (excludes Wilderness Area).

#### **Level II Priorities**

- Provide permanent containers for dog dropping plastic bags.
- Continue preservation of open space.

### **Level III Priorities**

- Obtain funding for a small amphitheater around the fire ring.

### **Mt. Wilson Trail**

#### **Level I Priorities**

- Provide additional handicapped parking at the foot of the Trail.

#### **Level II Priorities**

- Add a recycling bin at the foot of the Trail.
- Add signage suggesting to hikers to respect the residents who live at the foot of the Trail.
- Add signage to remind users to pick up any trash, and for pet owners to clean up after their pet.
- Replace worn destination markers along the Trail.

#### **Level III Priorities**

- Provide drinking fountains for hikers and their pets.

### **Memorial Park**

#### **Level I Priorities**

- Straighten and stabilize the fencing poles for the tennis courts. Estimated cost of \$7,845 to repair the fencing. Estimated cost of \$2,186 to repair the wind screen wall.

#### **Level II Priorities**

- Install a brick retaining wall at the bottom of the sloping shaded dirt area that goes from the staircase on the east side of the Hart Park Senior Center, along the north side of the sidewalk toward Hermosa, and all the way to the point where the sidewalk turns north by the Memorial Wall.
- Add drainage to the area in front of the Band Shell and along the sloping shaded dirt area to Hermosa.
- Replant the area in front of the Band Shell and in the sloping shaded dirt area in order to prevent further erosion, enhance moisture retention, and provide additional usable space that has aesthetic appeal.
- Tennis courts need to be resurfaced. Estimated cost of \$6,700 to resurface the courts.
- Provide safety lighting on the path from Hart Park House down to Mariposa.
- Provide safety lights for playground area. Estimated cost \$36,600, includes safety lighting from Park House to Mariposa.

### **Level III Priorities**

- Replace wooden picnic tables under the Pavilion and elsewhere in the Park.
- Add additional benches throughout the Park.

### **Sierra Vista Park**

#### **Level I Priorities**

- Straighten and stabilize the fencing poles for the tennis courts. Estimated cost \$7,845.
- Remove the basketball poles and baskets and replace outside the play area to address safety concerns. Pad the basketball poles pending the move.

#### **Level II Priorities**

- Tennis courts need to be resurfaced. Estimated cost of \$6,700 to resurface the courts.
- Update the rules signs for the tennis courts.
- Replace wooden picnic tables under the pavilion and elsewhere in the Park.
- Add additional benches in the basketball court area.
- Add additional seating in dog park for dog owners.
- Add identifying signage in the dog park (Title and Rules) so that the public is aware of their existence and purpose as well as the rules of use for each of the two parks.

#### **Level III Priorities**

- Consider future of beach volleyball area.
- Field lights project – need an electronic on/off system to conserve energy and costs and/or to pass on some of the costs to the users.
- Add additional picnic tables, benches, and pavilion to under-utilized west side of Park.
- Remodel/Replace the restrooms located in the northwest area of the Park (near Rose Float Barn and Dapper Field) and at Heasley Field.
- Provide some decomposed granite pathways at dog park.

### **Kersting Court**

#### **Level I Priorities**

- Evaluate bell tower and information kiosk for wood rot/termite damage and structural safety.

#### **Level II Priorities**

- Grade the area where the pepper tree was, add new landscaping, picnic tables and/or benches, and shade trees or other covering in that area.
- Replace the kiosk with a more durable material such as stone. Keep the stained glass inlays as part of the kiosk.
- Replace the information board in the kiosk. A digital display, containing a

downtown business directory and other points of interest is desired.

- Add more bike racks.

### **Level III Priorities**

- Place a monument sign (i.e., Welcome to Sierra Madre), similar to the one on Sierra Madre Boulevard at Michillinda, or the one at Bailey Canyon, on the southeast corner of Kersting Court.
- Create signage detailing the history of the bell tower.
- Install additional flag pole for City flag to be flown from.
- Undertake a parking study to determine whether parking configuration in Kersting Court should be changed.

## **Mount Wilson Trail Park**

### **Level I Priorities**

- Ascertain whether there is termite or other damage to the existing monument sign.

### **Level II Priorities**

- Research, write up, and make available the history of the beloved turtle.
- Preserve the beloved turtle for posterity.
- Add the third light to the existing pole.

### **Level III Priorities**

- Revisit the issue of painting a silhouette of a Pack Train on the reservoir tank in 2015.

## **Goldberg Park**

### **Level I Priorities**

- Ensure flagstone walkway is stable as the border stones appear to be uneven and/or loose.

### **Level II Priorities**

- None.

### **Level III Priorities**

- Add tables, benches, play equipment for children, and shade in the sand pit area and/or in the areas to the southwest of the sand pit.
- Add adult exercise stations
- Add drinking fountain for pets and their owners.
- Signage for the native plants, trails, and hut should be developed to increase user appreciation of Goldberg Park, similar to that for Bailey Canyon.

## **Trees**

The city's tree inventory includes 5114 trees located in parks, open space and parkways across the City. While staff has equipment (limited), training, and experience in tree trimming due to limited Public Works manpower, tree trimming is generally done under contract. The Department uses West Coast Arborists which can provide on-call emergency tree work, on-call tree trimming, planting, and removal; and also provides "grid trimming" at a very low price of \$42.30 per tree. Under a grid-trimming program, trees are trimmed to raise them for proper clearance, dead wood is removed, and the trees are lightly shaped. Under a grid-trimming program, staff designates an area of the city (grid) to be trimmed, and WCA goes to trim every tree in that area. While this has been done successfully in Sierra Madre in past years, more recently there has been very little grid-trimming done due to budget constraints. An optimum grid trimming program would have every tree trimmed once every four years. To implement this level of program, the City would have to increase its tree maintenance budget by about \$54,000 annually.

The City has been notified that it has been awarded a grant by the Los Angeles County Regional Parks and Open Space District in the amount of \$42,812 for the replacement of trees lost in the December 1, 2012 windstorm. In addition, the City has received a grant from the State Department of Forestry and Fire Protection, for the development and implementation of a Community Forest Management Plan. The Tree Advisory Commission, working in conjunction with other community volunteers, a Consulting Arborist, and Public Works staff will prepare the Community Forest Management Plan which will guide the use of the County tree replanting grant to ensure that the proper type of trees be planted as replacements for those lost in the storm. This Community Forest Management Plan will fulfill the City Council Strategic Plan goal of identifying how the trees lost in the 2011 windstorm will be replaced, both in terms of funding (utilization of the County grant) and species selection.

### **Constraints on Infrastructure Improvement & Repairs**

Public Works field staff consists of two mid-management personnel, five full-time and one part-time water division staff; six full-time and one part-time street and sewer division staff, one facility maintenance worker, and one fleet mechanic. These talented and experienced staff members are fully capable of constructing a wide range of infrastructure improvements, and have done so in the past. Because the personnel costs are already included in annual budgets, having Public Works staff implement Infrastructure improvements saves the labor costs and overhead that would be charged by contracting for the same work. For example, water division staff has the equipment and expertise to undertake water main replacement projects. Water and street/sewer personnel all have the experience and skills to do building remodels. However, there are a number of factors that limit the city's ability to deal with infrastructure issues with in-house personnel:

#### **Funding limitations:**

- The Public Works Department's personnel costs are spread over a number of funds for which there are use restrictions, such as gas tax, water funds, or sewer funds. It is important that a staff member whose position is funded primarily from

the water fund be limited to water system-related work. The department would not want to have a water-funded or sewer-funded staff member spending the majority of his time working on a building facility project for example.

Statutory:

- State law limits the amount of work that may be done by in-house staff. Public Contracts Code Section 22032. (a) Public projects of forty-five thousand dollars (\$45,000) or less may be performed by the employees of a public agency by force account, by negotiated **contract**, or by purchase order.
- The Municipal Code limits staff to certain types of maintenance work, as defined in SMMC 3.08.010:  
*"Maintenance work" shall have that meaning provided in Section 22002(d) of the act, as that section may be amended from time to time. In this light, maintenance work shall include, but shall not be limited to, all of the following:*
  1. *Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes;*
  2. *Minor repainting;*
  3. *Street and highway maintenance, including utility patching, skin patching, crack filling, filling of pot holes, slurry sealing, edge grading, street striping, resurfacing of streets and highways at less than one inch, sign replacement, sidewalk repair and replacement, curb and gutter repair and replacement, and street and traffic light repair and replacement. Maintenance work shall not include striping of a new street or highway;*
  4. *Sewer maintenance, including foaming, video taping, cleaning and manhole restoration;*
  5. *Traffic signal maintenance. Maintenance work shall not include installation of a new traffic signal;*
  6. *Storm drain related maintenance;*
  7. *Landscape maintenance, including mowing, watering, trimming, tree pruning, planting, tree and plant replacement, irrigation and sprinkler system servicing, retrofit and repair, and landscape rehabilitation;*
  8. *Maintenance of facilities, including roof repairs, heating and air conditioning repairs, and electric repairs;*
  9. *Vehicle and equipment maintenance and repairs;*
  10. *Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants and electrical transmission lines of two hundred thirty thousand volts and higher.*

Training/Equipment

Public Works field staff receive a great deal of on-the job training; training and experience are required in order to obtain the certifications that some of our staff

must obtain. However, certain maintenance tasks that could be otherwise be undertaken by Public Works field staff are not done due to the need for specialized equipment or extensive training. A good example is tree trimming. Although staff is experienced and training in trimming, they are not trained in tree work in which they must climb the trees they are working on. Thus, they are limited to working from the bucket of our lift truck, which does not allow them to effectively prune or remove the City's larger trees. Other areas of work requiring special training or equipment include confined space work areas, chemical application (pesticides or herbicides), and roadway striping.

### Manpower

Finally, manpower availability is a factor in the department's ability to address all of the City's infrastructure needs. Whenever possible, the Department's work tasks are staffed with two workers. Although the department's safety record is good, on the rare occasion that an injury does occur, it is important that there be someone on scene to assist the injured person. Further, many work tasks require two or more workers on site, such as water system leak repairs. With our six-person water department for example, if we have two water main leaks in one day, all other water-related work, (sampling, meter reading, system operation) has to be delayed. This doesn't leave much flexibility for staff to be able to go out and replace an entire water main, for example.

## **FINANCIAL REVIEW**

### Sewer

Correction of sewer system deficiencies	\$683,130
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### Storm Drain

Correction of drainage deficiencies	\$5,043,400
NPDES Compliance (Costs largely unknown)	\$160,000 (minimum)
	<hr/>
	\$5,203,400

### Water System

Priority 1 Main Replacements	\$2,836,495
Leaker Replacements	\$3,496,931
Miscellaneous Priority Projects	\$489,000
Boosters 5 & 7	\$241,516
	<hr/>
	\$7,063,942

### Water Supply

East Raymond Basin Projects	\$900,938
Water Supply Alternatives	\$887,307-\$6,230,954

### Streets

Pavement repair/replacement (To reach overall PCI of 73.6)	\$5,376,392
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### Sidewalks

Contracted replacement of 19,450 sf concrete sidewalk \$83,900

Building Facilities

Improvements to Library, PD/Fire, City Hall, Rec Center, Pool equipment shelter, Park House rest rooms, and Maintenance Yard\* \$1,014,300

Trees

Windstorm tree replacement \$42,812

\*Building costs do not include roof repairs for windstorm damage, or repairs to Lizzie's/Richardson House.

Funding Sources

General Funds

The City can use General funds for any municipal purpose. However, the City's General fund revenues are barely adequate to fund City services and programs. Allocating General fund revenues to capital projects would necessitate a reduction in services or programs. The City also has General Fund reserves, and the reserves could be used to fund capital projects; but would result in lower reserves available for future emergencies.

Parcel Taxes

Parcel Taxes can be used as a mechanism to generate revenue. Since the passage of Proposition 218, all parcel taxes require 2/3 voter approval. Therefore any parcel tax, regardless of the service, program or project it funds, would require a 2/3rd majority to pass. Placing a parcel tax on the ballot will require professional services to determine the actual amount of the tax and the method that the tax would be distributed to properties in order to be legally defensible.

As a very rough estimate, there are approximately 4,100 parcels in the City. If each parcel was assessed \$500, approximately \$2 million in revenues would be generated. The parcel taxes are placed on property tax bills and are paid along with the property taxes.

Dedicated Sales Tax Increase

The City currently receives approximately \$200,000 in sales taxes each year. The imposition of a dedicated sales tax would not result in an increase in revenues sufficient to meet financial needs.

Assessments

An assessment is not assessed on "property ownership" like a parcel tax. It is based upon the value received by the parcel for the service rendered. Parcels can only be assessed for the special benefit they receive and general public services cannot be

financed through an assessment. This is the mechanism currently used by the City for lighting assessment districts and maintenance districts.

An assessment requires an enabling statute, and the implementation process requires the preparation of a resolution of intent ordering the preparation of an engineer's report. Once the report is ready, a second resolution must be passed to approve the report and order the holding of a mail ballot election (for property owners only). There are two hearings required, and if a majority of the ballots, weighted by dollars is received in favor of the assessment, it passes.

### Bonds

Bonds can be issued for infrastructure improvements. There are costs associated with issuing bonds, and a revenue source must be identified to repay the bonds. However, the issuance of bonds can be accomplished without a public vote.

### **ALTERNATIVES**

This report presents a lengthy list of unmet infrastructure needs. It is not possible to address all of them at one time, so the first step in dealing with the City's infrastructure is to set priorities, to determine which infrastructure needs to address first.

- 1.) Streets are and are likely to always be a very high priority. However, it is important that inadequate, worn out infrastructure under those streets be replaced before resurfacing the streets. And, as noted earlier in this report, it will do the community little good to have all-new water infrastructure if the source of the water has dried up. Therefore staff would recommend that the City Council should set as its highest priority the protection and improvement of the City's water sources. Following closely on that, and in order to continue to efficiently access the source water, staff recommends that the high priority water system repairs be completed. The four highest infrastructure priorities that staff would recommend would thus be:
  - a.) Water Supply
  - b.) High priority water system repairs
  - c.) Water main replacements
  - d.) Street resurfacing
- 2.) All infrastructure needs are important. Sidewalk repair, tree maintenance, and facility maintenance all compete for limited general funds.
- 3.) Sewer infrastructure repairs can be carried out under the existing sewer fund reserves while the priority one infrastructure work proceeds.
- 4.) Storm drain repairs have been done in Sierra Madre with sewer funding. However, as reserves in the sewer fund are reduced through sewer repairs, and as NPDES requirements increase, storm drain will have to compete with other infrastructure for general funds.
- 5.) NPDES requirements will have to be met. The state will dictate what the deadlines/time frames are, and the City will have to comply or risk enforcement action by the state or by third-party lawsuits.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

Staff recommends that the City Council provide staff with direction regarding the setting of priorities for dealing with the City's infrastructure needs.

Attachments: Exhibit A – FY 11-13 5 Year CIP  
Exhibit B – Pavement Management Program 2010-2015



# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, Secretary  
Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager 

INITIATED BY: Stephen Heydorff, Fire Chief

REVIEWED BY: Larry Giannone, Public Safety Director

DATE: January 12, 2016

**SUBJECT: Emergency Medical Services Dispatch Fee**

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## **SUMMARY**

The Sierra Madre Fire Department (SMFD) contracts fire department dispatch services through Verdugo Fire Communications Center (Verdugo) for all Fire and Medical related incidents. Dispatch costs are calculated based on the number of previous years' incidents and may increase yearly.

For each Emergency Medical Services (EMS) call, the Fire Department responds with one (1) Engine and one (1) Paramedic Ambulance. Engine 41 is typically staffed by one (1) Captain, one (1) Engineer, and two (2) Volunteer Firefighters. RA 41 is staffed with two (2) Los Angeles County certified Paramedics. Both emergency response vehicles are dispatched to all medical calls to ensure the appropriate manpower is available for all EMS incidents. In the event of a non-transport EMS incident, the City remains responsible for all costs incurred by the dispatch of SMFD personnel.

Staff is recommending the amendment of the Fee Schedule to include an EMS Dispatch Fee for all non-transport EMS dispatches in the amount of \$272.88 per call.

## **ANALYSIS**

The SMFD Paramedic Program is majority funded by the revenue received from the transport of Basic Life Support (BLS) and Advanced Life Support (ALS) patients by Sierra Madre Paramedics, and subsidized by the General Fund. Rates are defined by the "County of Los Angeles General Public Ambulance Rates" schedule and are

## Emergency Medical Services Dispatch Fee

January 12, 2016

Page 2 of 4

categorized into one of two levels: ALS and BLS. Currently there is no charge for patients treated by SMFD personnel but not transported.

A typical non-transport EMS call generally requires thirty (30) minutes of SMFD time. When there is no transporting of a patient, the Fire Department receives no revenue for the time spent on the call. The fully burdened costs listed in the below table details the amount of which the City is responsible for each non-transport EMS dispatch.

<b>Fully Burdened Costs</b>	<b>Per Half Hour</b>
Engine 41 CAL-OES response rate	\$45.00
RA 41 CAL-OES response rate	\$35.00
Full-Time Captain	\$26.00
Part-Time Engineer	\$9.04
Volunteer Firefighter 1	\$0.62
Volunteer Firefighter 2	\$0.62
Part-Time Paramedic 1	\$7.17
Part-Time Paramedic 2	\$7.17
Verdugo Dispatch Fee	\$71.50
Administrative Fee	35%
<b>Total</b>	<b>\$272.88</b>

An EMS Dispatch Fee would be billed to all non-transport BLS and ALS level patients that are evaluated and treated by SMFD personnel. Residents who subscribe to the \$60 per year Paramedic Subscription Program would remain exempt to all EMS charges after insurance billing.

The revenue from the EMS Dispatch Fee will only be distributed into the EMS Fund to offset those dispatch fee costs. The Dispatch Fee is priced to include the fully burdened cost of services provided by SMFD responding personnel. The fully burdened cost includes the per call rate of Verdugo dispatch services; personnel wages, benefits, insurance, etc.; Engine and Ambulance response fees as determined by CAL-OES; SMFD administration fees; and an 8% service fee charged by SMFD's EMS billing service, Wittman Enterprises, LLC (Wittman). The EMS Dispatch Fee may be reviewed and adjusted as modifications to burdened costs occur. The Council could authorize a lesser fee, but could not exceed \$272.88.

Other local agencies currently charge a dispatch fee. The following cities charge a Paramedic Assessment Fee for all non-transport emergency response to offset all

Emergency Medical Service costs:

<b>City</b>	<b>Fee Name</b>	<b>Fee</b>
Alhambra	Patient Assessment / Dispatch (Non Transport)	\$250.00
Arcadia	Resident BLS Assist Resident ALS Assist Non Resident BLS Assist Non Resident ALS Assist	\$0.00 \$125.00 \$150.00 \$250.00
Beverly Hills	BLS Assist (Non Transport) ALS Assist (Non Transport)	\$545.00 \$720.00
Burbank	Paramedic Assessment	\$100.00
Glendale	Assessment Fee	In no event shall the charge be less than one hundred dollars
La Verne	Patient Assessment Fee	\$250.00
Long Beach	First Responder Fee	\$250.00
Monterey Park	Patient Assessment Fee	\$250.00
Pasadena	Response Only (No Transport)	\$97.00
Redondo Beach	Pre-Hospital Paramedic Assessment Fee	\$100.00
San Marino	No Transport Service at Scene (Resident) No Transport Service at Scene (Non Resident)	\$100.00 \$200.00
Santa Monica	Advanced Life Support Assessment Fee	The difference between the Los Angeles County Approved Life Support rate and the Los Angeles County Basic Life Support rate

**FINANCIAL REVIEW**

The current Dispatch rate for Verdugo is \$71.50 and total charges for the 2015 – 2016 Fiscal Year are \$64,136.00. Sierra Madre Fire Department personnel responded to a total of 647 EMS related incidents in the year 2014, of which 200 were non-transport. An EMS Dispatch Fee of \$272.88 would partially offset dispatch costs by \$54,572.00.

**PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

1. City Council may approve the amendment of the Fee Schedule to include an Emergency Medical Services Dispatch Fee in the amount of \$272.86.
2. City Council may choose not to approve the amendment of the Fee Schedule for an EMS Dispatch Fee as presented and instead approve a Dispatch Fee in another amount.
3. City Council may choose not to approve the amendment of the Fee Schedule and provide Staff with direction.

### **STAFF RECOMMENDATION**

Staff recommends the approval of the amendment of the Fee Schedule to include an Emergency Medical Services Dispatch Fee of \$272.86.

#### Attachments (3):

1. Resolution #16-06
2. 2015-2016 Verdugo Fire Communications Statement of Services
3. Los Angeles Area Paramedic Fee spreadsheet

**ATTACHMENT 1**

**RESOLUTION NO. 16-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE,  
AMMENDING THE FEE SCHEDULE BY ADOPTING THE EMERGENCY  
MEDICAL SERVICES DISPATCH FEE.**

**WHEREAS**, the Sierra Madre Fire Department (SMFD) provides emergency medical services (EMS) to the residents and visitors to the City of Sierra Madre; and

**WHEREAS**, the SMFD Paramedic program is funded through the billing of transported patients and subsidized by the General Fund; and

**WHEREAS**, Verdugo Fire Communications Center (Verdugo) charges a per incident fee for all dispatches regardless of transport; and

**WHEREAS**, Wittman Enterprises, LLC (Wittman) charges SMFD a service fee for all EMS billing services; and

**WHEREAS**, the Municipal Code of the City of Sierra Madre provides that the City may adjust fees and charges to recover the percentage of costs reasonably borne in providing products and services; and

**WHEREAS**, the SMFD proposes to implement an EMS Dispatch Fee to partially offset the costs of providing EMS to patients that are medically evaluated and treated by SMFD personnel on a first responder unit,

**NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF SIERRA MADRE DOES HERBY RESOLVE AS FOLLOWS:**

**SECTION 1.** That an EMS Dispatch Fee is hereby established for the purpose of recovering costs associated with the dispatch of SMFD personnel. The EMS Dispatch Fee shall be in the initial amount of \$100.00 and may be reviewed and amended as pricing from Verdugo and Wittman occur.

**SECTION 2.** That the City Clerk shall certify to the adoption of this Resolution, and thenceforth and thereafter the same shall be in full force and effect.

**APPROVED AND ADOPTED ON** this 12<sup>th</sup> day of January, 2016.

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

ATTEST:

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

## ATTACHMENT 1

I hereby certify that the foregoing Resolution Number 16-06 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 12<sup>th</sup> day of January 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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City Clerk, City of Sierra Madre

**ATTACHMENT # 2**

Los Angeles Area Departments

Department	Description	Fee	Note	Year Established
Alhambra	Patient Assessment / Dispatch - Non Transport	\$ 250.00		Prior to 2011
Arcadia	Resident BLS Fee	\$ -		
	Resident ALS Fee	\$ 125.00		
	Non Resident BLS Fee	\$ 150.00		
	Non Resident ALS Fee	\$ 250.00		
Avalon		N/A		
Beverly Hills	BLS Assist (No Transport)	\$ 545.00		
	ALS Assist (No Transport)	\$ 720.00		
Burbank	Paramedic Assessment Fee	\$ 100.00		2014
Compton		N/A		
Culver City		--		
Downey		--		
El Segundo		N/A		
Glendale	Assessment Fee	*	**In no event shall the charge be less than one hundred dollars"	
Hermosa Beach		--		
La Habra Heights		--		
La Verne	Patient Assessment Fee	\$ 250.00		
Long Beach	First Responder Fee	\$ 250.00		2015
LA City		N/A		
Los Angeles County		--		
Manhattan Beach		--		
Monrovia		--		
Montebello		--		
Monterey Park	Patient Assessment Fee	\$ 250.00		
Pasadena	Response Only - No Transport	\$ 97.00		Prior to 2010
Redondo Beach	Pre-Hospital Paramedic Assessment Fee	\$ 100.00		
San Gabriel		\$ 170.00		
San Marino	No Transport Service at Scene - Resident	\$ 100.00		
	No Transport Service at Scene - Non Resident	\$ 200.00		
Santa Fe Springs		N/A		
Santa Monica	Advanced Life Support Assessment fee	**	***The difference between the Los Angeles County approved Advanced Life Support rate and the Los Angeles County Basic Life Support rate.*	
Sierra Madre		--		
Torrance		N/A		
Vernon		--		
West Covina		N/A		

Outside Los Angeles

Department	Description	Fee	Note	Year Established
Anaheim		\$ 350.00		
Fountain Valley		Resident - \$300; Non Resident - \$350		
Huntington Beach		\$ 450.00		

-- No Assessment Fee / Dispatch Fee  
 N/A Fees not available on City's website



CITY OF GLENDALE, CALIFORNIA  
Fire Department  
OFFICE OF THE FIRE CHIEF

421 Oak Street  
Glendale, California 91204-1298  
(818) 548-4814 Fax (818) 547-1031  
www.glendaleca.gov

April 2, 2015

Larry Giannone, Fire Chief  
Sierra Madre Fire Department  
242 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

Dear Chief Giannone,

We hope that you have been pleased with the quality of dispatching service provided to Sierra Madre during the past year and that you will let us know if it fails to meet your expectations at any time.

Based upon your Verdugo Fire Communications System Agreement and the calendar year 2014 incident volume for Sierra Madre, the cost to Sierra Madre for dispatch services to be provided during fiscal year 2015/2016 is shown below:

1	CY 2014 Incident Volume		897
2	Cost per Incident (FY 15/16)	\$	65.00
	Base Fee (Line 1 x Line 2)	\$	58,305
	10% Admin. Fee	\$	5,831
	<b>Total Due</b>	<b>\$</b>	<b>64,136</b>

We hope this information will be helpful as you prepare your upcoming budget. If you have any questions, please call me at (818) 548-3105.

Sincerely,

Gregory Fish  
Fire Chief





# City of Sierra Madre Agenda Report

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

*Nancy Shollenberger, City Clerk*  
*Richard Mays, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: James Carlson, Management Analyst 

DATE: January 12, 2016

**SUBJECT: STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT**

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## **SUMMARY**

Receive and file the status report on the October 20, 2015 Strategic Planning Retreat.

## **ANALYSIS**

The City of Sierra Madre's elected leaders and management staff have met and participated in a Strategic Planning process since November of 2006. The most recent session was held on October 20, 2015 at the Youth Activity Center. The retreat was a noticed public meeting that was held from 8:30am to 3:00pm. As provided in the Brown Act, the agenda for this meeting was posted outside City Hall, on the City's website, and at the Youth Activity Center.

Participants of the planning session included members of the City Council, the City Manager, City Department Heads, and members of the public. The workshop included a review of the progress that was made on the previously adopted Strategic Plan Objectives. A summary spreadsheet document is included with this report as Attachment A: "City of Sierra Madre – Strategic Objectives: October 20, 2015 – April 1, 2016."

This retreat also produced updated and new 3-year goals in order to reflect the current challenges and opportunities that the City Council will address into 2018.

Updates to this process will be presented to the City Council for review monthly or as determined by the agenda process. Detailed progress will be outlined in a staff report as well as on the accompanying matrix. This evening's report is the second update on the October 20, 2015 Retreat. Staff will incorporate any comments or adjustments to the matrix as requested.

This report outlines the updated and new six-month objectives that will measure the progress of achieving the new 3-year goals that were identified at the recent Strategic Planning Retreat:

- Restore high quality water, supply, stability and independence
- Achieve financial stability and sustainability
- Update our outdated infrastructure
- Achieve a high level of community education and engagement in governance of the City

Highlights of the Matrix:

- **Restore high quality water, supply, stability, and independence** – The Retreat produced four 6-month objectives for this goal. The final Corrosion Control Plan has been completed as reflected in last month's update. Staff has adjusted the second objective and it now has a target date of 1/26/2016. The final two objectives are on target to be completed by their original deadlines.
- **Achieve financial stability and sustainability** – There are five new 6-month objectives to work towards achieving financial stability and sustainability. The first objective, which included a presentation to the City Council of a sample budget based on a potential 6% Utility User Tax was completed as reflected in last month's update. This update now reflects the completion of the second objective, draft public education materials on the UUT. The three remaining objectives are on target to be completed by their identified dates.
- **Update our outdated infrastructure** – This new 3-year goal includes 3 objectives for the next 6 months. This update reflects the completion of the first objective and a new earlier target date of 3/8/2016 to recommend long-term prioritized list of water system improvements. The Library Facilities Master Plan presentation is on schedule for its March 22<sup>nd</sup> target date.
- **Achieve a high level of community education and engagement in governance of the City.** – Four objectives have been identified to work towards this new 3-year goal. The first objective, which involved the installation of suggestion/question boxes online and at facilities has recently been completed. Staff has indicated that the second objective to improve communications with the community has been moved back one meeting to 2/9/2016. The final two objectives are on schedule.

**FINANCIAL REVIEW**

There is no fiscal impact to the City of Sierra Madre resulting from this informational report. Many of the objectives will result in individual agenda reports to the City Council for action or direction and at that time the financial implications, if any will be included.

Subject: Strategic Plan from October 20, 2015 Retreat

Date: January 12, 2016

Page 3 of 3

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**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

Receive and file the status report on the October 20, 2015 Strategic Planning Retreat.

Attachments (1):

Attachment A: Strategic Plan Objectives Matrix; October 20, 2015 – April 1, 2016

**CITY OF SIERRA MADRE    ⚙    STRATEGIC OBJECTIVES**

October 20, 2015 – April 1, 2016

THREE-YEAR GOAL: <b><i>Restore high quality water, supply, stability and independence</i></b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the October 27, 2015 City Council meeting	Public Works Director and the consultant	Present to the City Council for direction the final Corrosion Control Plan.	<b>X</b>			
2. At the December 8, 2015 City Council meeting and quarterly thereafter	Public Works Director	Present to the City Council a status report on regional efforts to address restoration of high quality water, supply, stability and independence.			<b>X</b>	<b>New target date: 1/26/2016.</b>
3. At the February 9, 2016 City Council meeting	Public Works Director, working with the City Council Water Subcommittee	Recommend to the City Council for action options as an additional source of water supply from the San Gabriel Basin.		<b>X</b>		
4. By April 1, 2016	Public Works Director	Complete Phase I of the Emergency Water Main Replacement Program.		<b>X</b>		

THREE-YEAR GOAL: ***Achieve financial stability and sustainability***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 10, 2015 City Council meeting	City Manager and Finance Director, working with Council Member Rachelle Arizmendi and Mayor John Capoccia	Present to the City Council a budget based on a 6% UUT.	X			
2. At the December 8, 2015 City Council meeting	City Manager (lead), Finance Director, Assistant City Manager and the UUT Oversight Committee, working with Council Members John Harabedian and Gene Goss	Present to the City Council for action draft Utility Users Tax (UUT) public education materials.	X			
3. At the January 26, 2016 City Council meeting	Finance Director	Present to the City Council for review the FY 2014-2015 CAFR (Comprehensive Annual Financial Report).		X		
4. At the March 22, 2016 City Council meeting	City Manager	Present to the City Council for action the charge of the Long-Term Financial Stability Committee.		X		
5. At the April 26, 2016 City Council meeting	City Council	Create a Long-Term Financial Stability Committee for operations and infrastructure composed of two City Council members, staff and members of the public to prepare a Long-Term Financial Stability Plan for presentation to the City Council.		X		

THREE-YEAR GOAL: ***Update our outdated infrastructure***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the January 12, 2016 City Council meeting	Public Works Director	Recommend to the City Council for action a list of 9 infrastructure areas to be updated in priority order, including known funding sources.	X			
2. At the March 22, 2016 City Council meeting	Public Works Director	Recommend to the City Council for action a long-term, prioritized list of water system projects, including estimated costs.			X	<b>New target date 3/8/2016.</b>
3. At the March 22, 2016 City Council meeting	Library Director, with input from the Library Facilities Master Plan Committee	Present to the City Council for action a Library Facilities Master Plan with a prioritized list of improvements.		X		

THREE-YEAR GOAL: ***Achieve a high level of community education and engagement in governance of the City***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By January 4, 2016	Assistant City Manager and Public Works Director	Install suggestions/question boxes online and at City facilities for feedback from the public.	X			
2. At the January 12, 2016 City Council meeting	Assistant City Manager and City Manager	Bring to the City Council for discussion and direction options for improving communication with the community.			X	New target date 2/9/2016.
3. At the February 9, 2016 City Council meeting	Assistant City Manager and Public Safety Director	Bring to the City Council for action options for electronic message boards and additional banners and locations.		X		
4. By April 1, 2016	Assistant City Manager and the Mayor, working with the Community Services Manager	Reorganize and invigorate the Mayor's Coordinating Council, including participation by the Mayor.		X		