

**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, March 22, 2016

**Closed Session 6:00 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.

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 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

OPEN SESSION

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

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

**PLEDGE OF ALLEGIANCE AND
INVOCATION/INSPIRATION**

Council Member Rachelle Arizmendi

REPORT OUT FROM CLOSED SESSION

City Attorney report from the closed session.

APPROVAL OF AGENDA

Vote of the Council to proceed with City business.

APPROVAL OF MINUTES

Approval of [minutes from the Regular City Council meeting on March 8, 2016](#).

MAYOR AND CITY COUNCIL REPORTS

Council Member activities relating to City business.

PUBLIC COMMENT

Regarding items not on the Agenda.

PRESENTATION

Recognition of Assembly District 41 Woman of Distinction, Kristine Lowe

PRESENTATION

Recognition of City employee Kim Steffens
15 Years serving the City of Sierra Madre

PRESENTATION

Introduction of Sandra Jimenez, new Sierra Madre Police Dispatcher

ACTION ITEMS

1. **CONSENT**

a) [ADOPTION OF RESOLUTION 16-17 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS](#)

Recommendation that the City Council approve Resolution 16-17 for approval of payment of City Warrants in aggregate amount of \$353,177.96; Library warrants in the aggregate amount of \$1,712.31, and payroll transfer in the aggregate amount of \$304,365.05 for fiscal year ending June 2016.

b) [FISCAL YEAR 2015-2016 INVESTMENT POLICY](#)

Recommendation that the City Council approve Resolution 16-16, approving the statement of investment policy for fiscal year 2015-2016

c) [REQUEST FOR PROPOSALS FOR NEW TELECOMMUNICATIONS SYSTEM](#)

Recommendation that the City Council direct staff to proceed with the RFP to solicit proposals for a new telecommunications system.

ITEMS FOR DISCUSSION

2. [UPDATE ON THE MS4 PERMIT \(STORMWATER\)](#)

Recommendation that the City Council receive and file.

3. [MARCH WATER CONSERVATION UPDATE AND CONSIDERATION OF ADDITIONAL CITY WATER CONSERVATION ACTIONS](#)

Recommendation that the City Council direct staff to contact top water users; to renew water conservation public information; to return with a report and ordinance to implement increased penalties for exceeding water conservation targets; and to direct that the next water rate study be based upon water budgets.

ACTION ITEMS

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

PUBLIC HEARING

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

AVAILABILITY OF AGENDA MATERIALS

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

LIVE BROADCASTS

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

MEETING ASSISTANCE

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

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at this same place on Tuesday, April 26, 2016



City of Sierra Madre Agenda Report

John Capoccia, Mayor
Gene Goss, Council, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delnar, 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 *EA*

INITIATED BY: Elisa C. Cox, Assistant City Manager

DATE: March 22, 2016

SUBJECT: Request for Proposals for a New Telecommunications System

SUMMARY

The objective of the request for proposals is to acquire proposals for a new telecommunications system to serve the citizens and administrative operations of the City. Staff is seeking the City Council's direction to proceed with the request for proposals (RFP) to solicit bids for a new telecommunications system. A draft RFP will be provided before the meeting.

ANALYSIS

The City's current telecommunications system is obsolete. The system itself has not been supported for over 10 years, the voice mail system is running on Windows 3.1, and replacement parts can only (sometimes) be found on eBay. The replacement of the system has been identified as a capital project for at least five fiscal years, but due to varying financial and personnel constraints, the project has been carried over a number of times. Staff is now concerned that a small incident such as a power outage could render the existing telecommunications system inoperable and leave the City without working phones.

This RFP is requesting proposals for the telephone system and data network equipment as well as future maintenance. The proposals can be for either a premise based or hosted VoIP (voice over internet protocol) telephone system. The new telecommunications system will continue to allow direct connectivity with enhanced communications using the existing telecommunications lines and services that exist today.

The current schedule in the RFP has proposals due on April 25, 2016, a contract being considered on May 24, 2016, and implementation taking place during the month of June.

FINANCIAL REVIEW

The City Council has budgeted \$50,000 for the replacement of the City's antiquated telecommunications system in the Information Technology Internal Services Fund.

PUBLIC NOTICE PROCESS

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

ALTERNATIVES

1. Direct staff to proceed with the RFP to solicit bids for a new telecommunications system.
2. Direct staff to proceed with the RFP, with modifications, to solicit bids for a new phone system.
3. Provide staff with alternate direction.

STAFF RECOMMENDATION

Staff recommends the City Council direct staff to proceed with the RFP to solicit proposals for a new telecommunications system.

Attachment: RFP for a New Phone System

ATTACHMENT



City Of Sierra Madre Request for Proposal Telecommunications System and Carrier Services

Date Issued: March 23, 2016

Date Due: April 25, 2016 - 4:30 p.m. P.S.T.

ATTACHMENT

March 10, 2016

Re: REQUEST FOR PROPOSALS for a Telecommunications System and Carrier Services

Dear Vendors:

The City of Sierra Madre is currently accepting proposals for a new Telecommunications System. Specifications and RFP documents are available at the City Hall 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024 or at <http://www.cityofsierramadre.com>.

Proposal instructions are contained in **Sections 3-4** of the *Request for Proposals* (RFP) document. Please provide the requested information in the prescribed written format. Failure to comply with the prescribed format may result in disqualification.

- There is an optional pre-proposal vendor conference scheduled for **11:00 a.m. PST, Monday, March 28, 2016 at City Hall, 232 W. Sierra Madre Blvd., Sierra Madre, CA 91024. Vendors are limited to three (3) attendees.**
- **Questions:** All questions must be received by **5:00 p.m. PST, March 30, 2016.** Questions received after this deadline will not be accepted.
Please email your questions to: Elisa Cox, Assistant City Manager,
ecox@cityofsierramadre.com
- **Proposals Due:** One (1) original, Three (3) printed copies, and one (1) complete electronic copy on CD/Memory Stick of your Proposal must be received no later than **4:30 p.m. PST, April 25, 2016.**

Thank you for your participation. We look forward to reviewing your Proposal.

Sincerely,

City of Sierra Madre

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OBJECTIVES AND PROCESS SCHEDULE

Purpose

This information was developed in a format to facilitate the preparation of responses to this *Request for Proposals (RFP)* and the subsequent evaluation of those responses.

Because there are several vendors who provide the type of system and services that the City desires, it is their desire to meet their future telecommunications needs through this competitive selection process. The minimum requirements noted in this RFP are designed to assist in the selection of the vendor that best meets the City's needs.

Objective

The objective of the City of Sierra Madre is to acquire a new telecommunications system and carrier services to serve the citizens and administrative operations of the City. The City is seeking a state-of-the-art telecommunications system to serve their facilities.

The City would like proposals for premise based, hybrid or fully hosted VoIP telephone systems. Vendors are encouraged to consider the following issues when deciding on their proposed solution:

- The existing telecommunications system currently installed is obsolete. Timing is important.
- Some of the existing data network infrastructure will not support VoIP to the desktop environment. As a result, new enterprise class switches will be required, including PoE functionality. The City will consider proposals that include the necessary switches, but can also acquire and implement internally, if more advantageous. In either case, the prevailing vendor will provide all network design required including but not limited to VoIP and QoS for both the data and phone/VoIP VLAN's.
- The City's budget for the project is limited.

This document contains the system specifications and the requested format for vendor proposals. If additional features or equipment are believed to be appropriate for the City's operations, please quote them as options and include supporting justification and cost detail.

The City reserves the right to the following:

- Accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City,
- To reject the low price Proposal,
- To accept any item of any Proposal,
- To reject any and all Proposals,
- To waive irregularities and informalities in any Proposal submitted or in the *Request for Proposals* process.

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General Process and Schedule

During the selection process, the City will review the submitted Proposals and systems. Using subsequent interviews, demonstrations, reference checks, and site visits, the City will then pick a final preferred vendor. The City will negotiate final pricing and terms and conditions with the preferred vendor. The following is the current estimated schedule, as defined by the City and can be changed at its discretion:

Estimated Selection Process Step	Date(s)
Release and Issuance of the <i>Request for Proposals</i> (RFP)	March 23, 2016
Pre-Proposal Vendor Conference	March 28, 2016
Final Date for Vendors to Submit Questions	March 30, 2016
Date for Publishing Answers to Vendors' Questions	April 5, 2016
Proposals Due	April 25, 2016
Finalist Vendor Demonstration Meetings	May 12, 2016
Final Vendor Selection	May 17, 2016
Estimated Approval	May 24, 2016
Implementation Start	May 31, 2016

Table 1 – Estimated Selection Schedule

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Project Background

The City currently has three major sites with telecom services. The three main buildings on the Civic Center campus (City Hall, Police Department and Senior Center) are connected to the City Hall building using City owned CAT5e or CAT6 data cable and digital telephone cabling installed in conduits between buildings. The City currently uses this copper cable to provide data network connectivity between these buildings. The other two locations (Library and Public Works Yard) are currently connected to City Hall via point-to-point frame or T1 connections for voice and VPN for data. The City is open to a Metropolitan Area Network, MPLS, or any other WAN communications network that would provide reliable data and telecommunications connectivity. The City highly prefers all of the sites to be survivable in the event of a loss of data/WAN connectivity.

Today, the City locations utilize an older Toshiba telephone system.

It is the City's intent to obtain a new telecommunications system that will continue to allow direct connectivity and enhanced communications. The new system will be installed in the existing City Hall and locations in each site. This RFP is requesting the Telephone system, telecommunication lines and services, onsite repair/maintenance and optional data network equipment.

The City would like a new telecommunications system that uses VoIP technology integrating both Voice and Data on the same network.

It would be preferred for any proposal for the new telecommunications system to use survivable remote technology for the telecommunications system. Our intent with this statement is for the vendors to propose the needed hardware to enable each location to fail over to local POTS line(s) in the event of the loss of the WAN.

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EVALUATION CRITERIA

Evaluation Criteria

All proposals will be evaluated using the following general evaluation Criteria:

Criteria
Technical Functionality
System Cost
References & Experience
Service and Support
Additional Criteria to be determined

Table 2 – Evaluation Criteria

The evaluation process will consist of review and evaluation of proposals received by a team consisting of City personnel and consultants.

Project Cost will be evaluated based on initial purchase and installation price and total cost of ownership over five years.

3

PROPOSAL INSTRUCTIONS

This section outlines the information that must be included in the Proposal. Vendors should review this list to ensure that their Proposals include all requested information prior to submission.

General Proposal Instructions & Due Dates

- **Questions:** All questions should be directed to Elisa Cox, Assistant City Manager, using e-mail to ecox@cityofsierramadre.com no later than **5:00 p.m. PST, March 30, 2016**. Questions received after this deadline will not be accepted.
- **Answers to submitted questions** will be posted on the City's website and a link published via email on April 5, 2016 will be provided to all vendors that have confirmed their intent to propose.
- **Printed Proposals Due: One (1) original, three (3) printed copies, and one (1) electronic version on a CD/Memory Stick in Word or PDF format** must be received no later than **4:30pm p.m. PST, April 25, 2016** addressed to:

Telecommunications Proposal
c/o Elisa Cox, Assistant City Manager
City of Sierra Madre
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024

Requests for extension of the submission date will not be granted unless deemed in the best interests of the City. Vendors submitting Proposals should allow for normal mail or delivery time to ensure timely receipt of their Proposal.

Proposal Format

Proposals should follow the *Request for Proposals* format provided in Section 4.

Please include a Table of Contents at the beginning of the Proposal clearly outlining the contents of each section.

Please provide the following sections, as a minimum:

- Understanding of Project Objectives
- Response to Telecom System Specifications
- Disclosures and Contractual Requirements
- Appendices
- All Proposals must be signed by a duly authorized official representing the vendor

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- Only written communication from the City may be considered binding. The City reserves the right to terminate the selection process at any time and to reject any or all Proposals.
- The contract will be awarded to the vendor or combination of vendors whose overall Proposals best meets the requirements of the City.
- The City shall not be liable for any pre-contract costs incurred by interested vendors participating in the selection process.
- The contents of each vendor's Proposal to the City, including technical specifications for hardware and software and software maintenance fees, shall remain valid for a minimum of 90 calendar days from the Proposal due date.
- Vendors should provide copies of all sample contracts for application software and software support. Please note that all contracts are subject to negotiation.
- The City of Sierra Madre will require the vendor selected to agree to include the contents of this *Request for Proposals* and all representations, warranties, and commitments in the Proposal and related correspondences as contractual obligations when developing final written contracts for services, equipment, and software.

4

TELECOM SYSTEM SPECIFICATIONS

Telecommunications System RFP Specifications and Proposal Requirements

This section of the RFP contains the specifications and details regarding the City's Telecommunications system requirements.

General Instructions

Written proposals are required by the City for a telecommunications system as described in the sections below.

1. The proposal, estimated to be awarded in May 2016, will be confirmed by a purchase order issued to the successful vendor.
2. The proposal will be awarded based on the overall proposal and in the best interests of the City. Prices should be shown for each line item. The City reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City, to reject the low price Proposal, to accept any item of any Proposal, to reject any and all Proposals, and to waive irregularities and informalities in any Proposal submitted or in the *Request for Proposals* process.
3. Equipment must be new and fully eligible for manufacturer's warranty. F.O.B. inside delivery, to location indicated on each order.
4. Freight should be included in the unit price. Inside delivery to the City. **Pallets must be broken down and boxes disposed of by the selected vendor.**
5. The City must comply with the California Public Records Request Act. The City cannot represent or guarantee that any information submitted in response to the RFP will be confidential. If the City receives a request for any document submitted in response to the RFP, the City's sole responsibility will be to notify respondent of a request for such document to allow the respondent to seek protection from disclosure in a court of competent jurisdiction.
6. The proposal shall constitute a binding offer to sell the above-noted product(s) to the City and may not be withdrawn once the City has awarded the contract to the successful vendor.

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1. Instructions to Proposer

- 1.1. General – The City of Sierra Madre** (the City) is seeking a state-of-the-art, highly reliable telecommunications system that will provide enhanced features and provide the City with superior service at a reasonable cost.

It would be preferred that any proposal for a new telecommunications system use survivable remote technology for all locations from the primary City telecommunications system allowing those locations to default to locally installed POTS lines in the event of a WAN failure.

- 1.2. System Proposals** - Under this procurement, the City will accept proposals for replacement equipment for the locations mentioned in this document. In addition, telecommunications lines and carrier services are desired.
- 1.3. Please list each location separately in your proposal showing proposed equipment and costs.**
- 1.4.** Vendors must propose Voice over Internet Protocol (VoIP) systems. The proposed solution is to provide the following high level features and applications:
- 1.4.1. Capable of supporting SIP Trunking
 - 1.4.2. Capable of supporting analog PSTN services for fax/conference/etc.
 - 1.4.3. Optionally capable of supporting ISDN PRI services for inbound and outbound Public Switched Telephone Network (PSTN) services.
 - 1.4.4. Capable of providing a single centralized voice mail system accessible to serve all users.
 - 1.4.5. The system serving all locations must function as if they were one.
 - 1.4.6. Capable of providing access to local inbound, outbound and long distance inbound and outbound services provided by carriers both in use by the City and proposed.
 - 1.4.7. The City's IT Operations are going to be moving to virtualized servers. The City is open to both virtualized and non-virtualized solutions, if the system is server based or has server based components.
 - 1.4.7.1. Please propose your system including all specifications required for server hardware and software, if applicable.
 - 1.4.7.2. Please provide detailed information regarding the proposed system assuming current or future ability to operate in a virtual environment.
 - 1.4.8. The City will be responsible for providing rack space, uninterruptible power systems and environmental controls for the proposed system.
 - 1.4.9. Capable of providing unified messaging services.
 - 1.4.10. Capable of providing auto-attendant and dial-directory functionality for all locations.
 - 1.4.11. Capable of providing the hardware and software tools necessary to allow effective management of all communications systems from one location.

The City is also seeking maintenance and ongoing enhancement and other support services from the selected provider; however, the City wishes to manage the day-to-day adds, moves, and changes internally. The City may wish to manage the system remotely, please

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describe how this application would work and how you would address security.

1.5. Hosted Solution Proposals

1.5.1. If you are proposing a hosted solution your proposal must include:

- 1.5.1.1. The phone types listed in the RFP
- 1.5.1.2. Trunking and line design as requested in the RFP
- 1.5.1.3. Detailed description of the design, connectivity to/from each site
- 1.5.1.4. If you are using the City's data network to distribute your proposed hosted design, your proposal must include all components or specifications necessary to deploy the design. (i.e. network switches)
- 1.5.1.5. The proposal must include all features requested in the RFP for users throughout the system.
- 1.5.1.6. If the use of any of these features is measured and priced by the number of times the City uses the feature, your proposal must include the incremental cost of the use.
- 1.5.1.7. It would be preferred that the hosted solution include the survivability for each site as requested in the RFP. This means that if the internet or WAN connection for an individual site is lost, the equipment installed locally is configured to use a local POTS line(s) as its back up.
- 1.5.1.8. Routing of specific telephone numbers to cell phones will be considered as one option for failover, but survivability via analog backups or other technology would be desirable.
- 1.5.1.9. Pricing quotes should include any one-time costs and all monthly costs for the proposed service for each location.

1.6. Configuration

1.6.1. This specification section provides further sizing, component, feature and function specifications necessary for the proposer to develop system pricing that must be detailed in 6.0. However, all proposers should note the following:

- 1.6.1.1. The component quantities detailed in Sections 2, 3, 4 and 5 are not necessarily the final quantities the City will purchase. Exact quantities may increase or decrease subsequent to the release of this document.
- 1.6.1.2. While the pricing information provided in response to 6.0 will be used to evaluate the various proposals received, the City will not enter into a contract for those quantities upon contract award, however the detailed component pricing must be valid for 90 days from date of the proposal. Component price decreases are acceptable, but price increases will not be allowed.
- 1.6.1.3. After the contract is awarded by the City to the successful vendor, the selected vendor must conduct a thorough and complete on-site station review. This station review process will identify the following:
 - 1.6.1.3.1. The type and quantity of all telephone stations, by City location, to be installed for City users during the implementation process.
 - 1.6.1.3.2. The telephone station programming, by user, including, but not limited to, telephone numbering, programmed features, call flow,

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recordings, ACD, ACD Reporting, detailed automated attendant operation, and voice mail capability.

- 1.6.1.3.3. Detailed voice system security plan that addresses the liabilities of the proposed system. Each system may require different protection measures; it is our expectation that the selected vendor will provide recommendations regarding protection of this system in the City's environment.
- 1.6.1.3.4. The PSTN network interface information by customer location to provide for local, long distance, E911, and intra-organization calling.
- 1.6.1.4. The information developed through the station review process will be provided to the City both electronically and in hard copy. The selected vendor will detail the design to the City and gain the City's acceptance before proceeding. Phased implementation will follow.
- 1.6.1.5. The City will not be responsible for any equipment order placed by the vendor prior to the completion and acceptance of the station review process.

1.7. Intent of Request for Proposal

The primary intent of this document is to provide the vendor with a reference point to design a complete telecommunications system that will satisfy the objectives of the City. The specifications provided herein are intended to facilitate communication of the requirements of the City and are to be considered as the minimum requirements. These system details do not relieve the vendor of any responsibility for providing a technically and operationally workable system.

1.8. Format of Response

- 1.8.1. The proposal should follow the same outline as this Section of the RFP. Thus, each numbered section starting at the beginning should have an appropriate response such as "**read and understood and included**" or the pertinent information requested.
- 1.8.2. **The proposer should address each point listed in the document directly below the numbered point. In this way, the City will be able to discuss the specific information requested and review the specific response without a cumbersome matching process. This includes all sections and points in this RFP.**

1.9. Vendor Company Information

- 1.9.1. Please provide a description of your company background to include the following:
 - 1.9.1.1. Company financial statements
 - 1.9.1.2. Age of company
 - 1.9.1.3. Length of time in the telecom industry
 - 1.9.1.4. Company ownership
 - 1.9.1.5. Relationship with the proposed system's manufacturer
 - 1.9.1.6. Number of employees
 - 1.9.1.7. Number of office locations
 - 1.9.1.8. Address of the nearest location to the City
 - 1.9.1.9. Address of your local office responding to the RFP
 - 1.9.1.10. Specific company representative assigned to be our contact, including name, address, phone, fax and email

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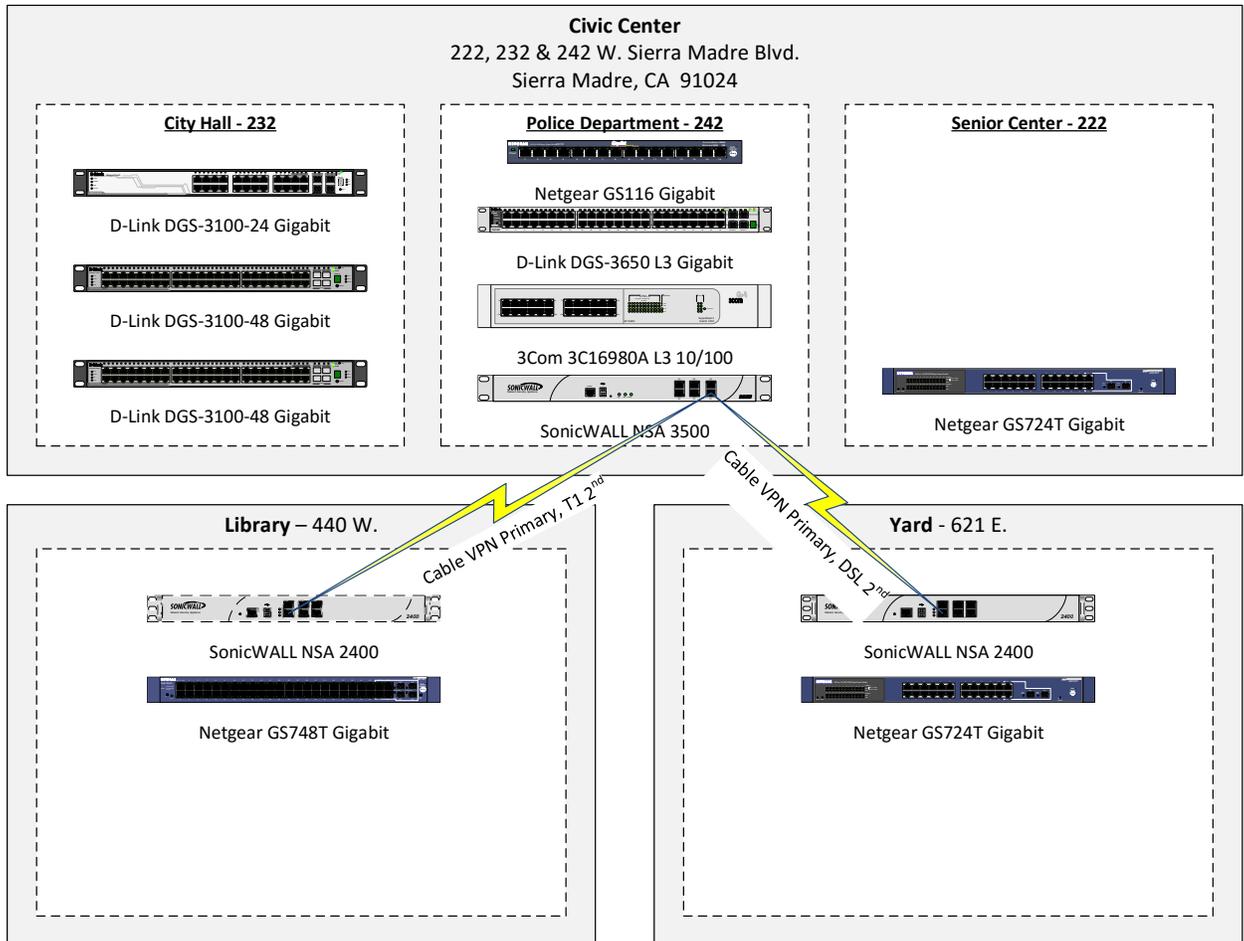
- 1.9.1.11. Has your company experienced a workforce reduction in the past 5 years?
- 1.9.1.12. Disclosure of Conflicts of Interest
- 1.9.1.13. Litigation History (past five years)

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2. Data Network Requirements

2.1. Overview

The City of Sierra Madre wishes to implement a VoIP system and data network. Following is a drawing of the current data network for the City. Following is the current network arrangement:



This is the current data network arrangement; the new network arrangement will be almost the same as above using new network gear requested in the pricing tables in the back of the RFP.

2.2. Network Description

The City is open to reviewing proposals for enterprise class network equipment manufacturers including Cisco, HP and Extreme. We have listed the needed replacement switches in the pricing section of the RFP.

The successful vendor will be responsible for either configuring or providing detailed configuration design and assistance for all existing and replacement data networking equipment to industry standards for VoIP and the complete integration of all switches and routers into the City's network.

The City has included a table for you to use to list the proposed data network equipment and their costs, if you will be providing them as part of your solution. Completing this table is required for the required bill of materials.

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At minimum, we would like to have two Layer 3 (L3) switches at our Civic Center, one at the Police Department and one at City Hall. Past that, we would want one L3 switch at both the library and yard. In addition to the L3, we would need L2 switches. ALL switches should have PoE, or PoE+ on ALL ports with a power budget meeting or exceeding the requirements of the proposed phone equipment stations.

Proposed equipment should meet the following standards and requirements:

2.3. References

- 2.3.1. NEC "National Electric Code, "2005" or revision followed by the authority having jurisdiction at the project location
- 2.3.2. Local Electrical Codes enforced and followed by the authority having jurisdiction at the project location
- 2.3.3. NJATC "Configuring and Installing Local Area Networks" Latest Edition
- 2.3.4. TIA/EIA-568-B.1 "Commercial Building Telecommunications Cabling Standard Part 1: General Requirements", including all current addenda
- 2.3.5. TIA/EIA-568-B.2 "Commercial Building Telecommunications Cabling Standard Part 2: Balanced Twisted-Pair Cabling Components", including all current addenda
- 2.3.6. TIA/EIA-568-B.3 "Optical Fiber Cabling Components Standard", including all current addenda
- 2.3.7. ANSI/TIA/EIA-569-A "Commercial Building Standards for Telecommunications Pathways and Spaces"
- 2.3.8. ANSI/TIA/EIA-606 "The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings"
- 2.3.9. ANSI/TIA/EIA-607 "Commercial Building Grounding and Bonding Requirements for Telecommunications"
- 2.3.10. IEEE Standard 1100-1992 – Recommended Practice for Power and Grounding Sensitive Electronic Equipment in Industrial and Commercial Power Systems (The IEEE Emerald Book)
- 2.3.11. IEEE 802 Committees including:
 - 2.3.11.1. IEEE 802.1 – Higher Layer LAN Protocols
 - 2.3.11.2. IEEE 802.3 – Carrier Sense Multiple Access with Collision Detection (Ethernet)
 - 2.3.11.3. IEEE 802.8 – Fiber Optic Technology
- 2.3.12. BICSI TDMM "Telecommunications Distribution Methods Manual" 9th Edition
- 2.3.13. BICSI "LAN Design Manual" 3rd Edition
- 2.3.14. Cisco's Installation Manuals pertaining to each piece of equipment being installed
- 2.3.15. Federal, state, and local codes, rules, regulations, and ordinances governing the work, are as fully parts of the specifications as if herein repeated or hereto attached. If the contractor should note items in the drawings or the specifications, construction of which would be code violations, promptly call them to the attention of the owner's representative in writing. Where the requirements of other sections of the specifications are more stringent than

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applicable codes, rules, regulations, and ordinances, the specifications shall apply.

2.4. Network Equipment - Switches

This Request for Proposals is open to enterprise class switch suppliers, such as Cisco, HP and Extreme, provided that each supplier and the proposed equipment meet the qualifications outlined in this proposal. All equipment should be 19" rack mountable and hardware for rack mounting should be included in the proposal where required.

2.5. Network Assumptions - Responders to this RFP must provide specific specifications, but can assume the City will provide:

2.5.1. Sufficient power and power outlets for all replacement equipment.

2.5.2. HVAC for all replacement equipment.

2.5.2.1. The successful vendor should plan on a two (2) hour routing, QoS and VLAN and QoS design and configuration review session with the City and its consultants.

2.5.2.2. The successful vendor will be responsible for all VoIP related VLAN and QoS configurations on existing and replacement equipment.

2.5.2.3. The City will provide the successful vendor with a configuration guideline for installation of new switches.

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3. Voice Requirements

3.1. System Locations – Overview - The City is replacing its existing telephone systems at the locations detailed in Table 3.1. to address the City’s needs.

3.2. Under this procurement the City will accept proposals for a VoIP solution from any manufacturer capable of meeting both the voice and data communications requirements detailed in this proposal.

Table – 3.1 –City Locations

	Street Address	WAN Connections
Civic Center Campus	232 W. Sierra Madre Blvd.	Cat 6 or 5e Copper Cable between buildings
City Hall	232 W. Sierra Madre Blvd.	Cat 6 Copper Cable to Police and 5e to Senior Center
Police Department	242 W. Sierra Madre Blvd.	Cat 6 Copper Cable to City Hall
Senior Center	222 W. Sierra Madre Blvd.	Cat 5e Copper Cable to City Hall
Public Works Maintenance Yard	621 E. Sierra Madre Blvd	Currently VPN over cable & DSL, will consider other options
Library	440 W. Sierra Madre Blvd.	Currently VPN over cable & bonded 3Mbit T1, will consider other options

3.3. System Configuration – Current - Voice communications services today for the facilities are primarily provided through analog and PRI service. The existing lines at the City Hall and Yard are terminated with an Adtran TSU 120e and a Cisco 2600 at City Hall and an Adtran and Cisco 1600 series at the Yard. The library is using a Centrex system that may be direct dial from City Hall.

3.4. System Configuration – Quantities for Purposes of the RFP

3.4.1. The proposed system must be configured to provide the quantities detailed in Table 3.3.1 below.

City’s Telecommunications Requirements

Location	Station Type 1	Station Type 2	Station Type 3	Station Type 4	Station Type 5	ACD Seats
City Hall – Civic Center	1	34	2	3	2	2
Police Department – Civic Center	2	19	0	1	1	0
Senior Center – Civic Center	0	4	0	0	1	0
Public Works Maintenance Yard	1	6	0	1	1	0
Library	2	13	1	1	1	0
911 Console Integration	2	0	0	0	0	0
Total	8	76	3	6	6	2

Table 3.3.1

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3.5. Telephone station requirements

- 3.5.1. **Type 1** – A single-line analog station port or instrument. 8 Ports will terminate in existing analog devices, such as a 911 button, alarm, fax, etc. Faxing in the cloud will be considered.
- 3.5.2. **Type 2** – A minimum of 6-lines and display plus 8 programmable features, plus fixed or flexible feature keys for message retrieval, conference, forward, transfer and hold capabilities, message waiting notification, headset connectivity, a multi-line display, and a speakerphone.
- 3.5.3. **Type 3** – DSS/BLF The proposed solution should provide the City staff using this device to see view the calling status of up to 28 City staff throughout the system. At least 28 must be visible by the stations indicated in this column. A physical “sidecar” type device is preferred over a PC display, but either will be considered. Please provide a detailed description of this operation.
- 3.5.4. **Type 4** – Conference Room Station. High quality wireless IP speaker phone designed to provide communication services in conference rooms of various sizes throughout the City locations. Wireless application is preferred.
- 3.5.5. **Type 5** – Wireless/Mobile Telephone. A multi-line display and headset connectivity would still be desired, if possible.
- 3.5.6. Telephone sets must be provided with a minimum of 1Gigabit speed switch port.
- 3.5.7. Section 6 will require pricing on all models of currently available station equipment.
- 3.5.8. Please provide detailed description of the digital displays included with the proposed station hardware. Specifically, we are interested in station sets that provide easily viewable displays with backlight, contrasting shades or colors for easy viewing.
- 3.5.9. **Wireless Headset Tools** –
 - 3.5.9.1. **Existing Headset Products** – the City would like to retain their existing headset equipment, if possible. The City currently uses Plantronics headsets purchased within the past 4 years.
 - 3.5.9.2. **New Headsets** - Please provide the operational details and cost for 1 wireless headset solution to potentially be deployed in various departments in the City.
 - 3.5.9.2.1. Please describe the headset’s functionality as it relates to providing the ability to answer calls, place callers on hold, and transfer calls using controls on the headset itself.
- 3.5.10. **Wireless Handset** – The City is interested in the use of telephones that can provide wireless handset mobility. Please describe the capability and whether the proposed system can provide this capability.

3.6. Optional PSTN Trunking Requirements

- 3.6.1. The proposed system must allow both T-1 and ISDN PRI circuits to terminate directly into proposed equipment if the carrier services require it.
- 3.6.2. It would be desired that the systems be configured to provide analog trunking, as detailed by location in Table 3.3.1. The analog trunks will provide back-up connectivity in the event of a PRI or WAN failure.
- 3.6.3. Each location as indicated in Table 3.3.1 will have additional analog facilities to provide PSTN access in the event of a PRI, WAN, call processor, router, or any other hardware or software failure of the system. The City is interested in systems that can provide survivability using these lines.

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- 3.6.4. All DSU/CSU (if needed by your design) hardware must be included under the itemized costs of this proposal or fully specified if the City will need to acquire separately.
- 3.6.5. The City currently uses Windows 7 and 8.1 desktop operating systems. Windows 10 will be implemented soon. In a VoIP environment, please describe the operational impact on the attached PC if any one of the proposed telephone sets would fail.
 - 3.6.5.1. What impact would this have on the network connection through the telephone set to a PC?
 - 3.6.5.2. If the telephone set loses power, would there be an impact on an attached PC, given the City's current PC environment?
 - 3.6.5.3. After a telephone set failure, please describe the restart process of telephone set.

3.7. Integration with Existing 911 Console Dispatch System

- 3.7.1. The City currently connects the existing Toshiba system to the AT&T Vesta 911 dispatch system to provide the ability for non-emergency/administrative Police and City telephone extensions to appear on the Dispatcher's console and screen.
- 3.7.2. These connections appear to be analog station ports from the existing Toshiba telephone system to the existing Dispatch console system.
- 3.7.3. Please provide information regarding how the proposed telephone system will be configured to address this need.
- 3.7.4. If additional analog ports are required to provide this need, please include them in the telephone system configuration.

3.8. Required Features – The City requires the proposed system to provide the following required features that should be included in the quote. The feature descriptions are intentionally generic.

- 3.8.1. If the proposed system is incapable of providing a specific functionality as described, provide a detailed explanation on any alternatives available in the proposed system to provide similar functionality.
- 3.8.2. Abbreviated Dial with Off-Hook Indications - Capability to have a visual indication of the off-hook condition of another station and then automatically dial that station through the depression of an associated key.
- 3.8.3. Account Codes
- 3.8.4. Alarm Indication on Attendant Console
- 3.8.5. Attendant Camp-on
- 3.8.6. Attendant Console Silent button
- 3.8.7. Attendant Console Join key
- 3.8.8. Automatic Attendant Recall – Describe the options available to the City.
- 3.8.9. Automatic Call Back - Describe the trunking application of this service. Will auto-callback queue for a trunk group? Must all callers accessing the trunk group be offered callback queuing?
- 3.8.10. Automatic Hold - On a multi-line telephone, when a called party on an active line answers a second line, the first call is put automatically put on hold without the called party depressing a hold button.

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- 3.8.11. Automatic Route Selection (ARS)
- 3.8.12. **Call Accounting System and Call Detail Reporting** – Please provide a proposal for a call accounting system. Please itemize the cost of the system in the **Optional Equipment** Pricing table later in the RFP. Please provide the following information regarding the proposed Call Accounting System:
 - 3.8.12.1. Describe the specific relationship with the manufacturer.
 - 3.8.12.2. Include the cost of the recommended product in Section 6 of the detailed pricing.
 - 3.8.12.3. Reports for the proposed call accounting system should provide the ability for the City to obtain reports providing calling activities for all stations, allocate calling expenses to various departments, Price each call, length of calls, frequency of calls to a specific number, internal station to station calling. etc. Please describe the functions of both the proposed system(s).
 - 3.8.12.4. The proposed telecommunications system and Call Accounting System should provide the ability for the City to obtain call accounting information for both outgoing and incoming calls. Please provide a description regarding how the system can provide this function.
 - 3.8.12.5. The City would also like to be able to gather information regarding internal station-to-station calling. Please describe the proposed system's capabilities to provide this capability.
 - 3.8.12.6. Please define if the proposed system is hosted and if so the specific operation, location and method of connectivity.
 - 3.8.12.6.1. Your description should also include any monthly costs. Please provide details.
 - 3.8.12.7. Please define the number of times a specific extension can appear on phones throughout the system.
- 3.8.13. Call Forward-Busy
- 3.8.14. Call Forward-No Answer
- 3.8.15. Call Forward-Variable
- 3.8.16. Call Forward-External Telephone Number - How is this feature activated? Can a remote user deactivate the feature? Can a remote user invoke the feature? Can a remote user program a new external target? Can the system detect a busy/do not answer condition at the external target, and then route to a different, pre-defined, internal or external target?
- 3.8.17. Call Forward-All Calls
- 3.8.18. Call Hold
- 3.8.19. Outbound Caller ID – Please describe the proposed system's capabilities to allow the City to define the telephone number provided when individuals place calls outside the system.
- 3.8.20. Incoming Caller ID – Please define the proposed system's capabilities to provide incoming caller ID.
- 3.8.21. Call Park – Please describe the operation of the call park function, specifically how the call park number is provided to the user, the length of

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- time the number remains on the screen, how the parked call recalls if unanswered, etc.
- 3.8.22. Call Pickup (Directed and Group) Please describe any limitations regarding the number of telephones that can be included in a single pick up group. Please describe any limitations on the number of pick up groups the system can provide.
- 3.8.23. Call Routing - Describe in detail the programming sequence for routing busy and unanswered calls. How many destinations or targets (i.e., if A is busy go to B, if B is busy go to C, if C is busy go to D, etc.) can be programmed for external calls? For internal calls? Can the routing be different for external and internal calls? Can different routing sequences be employed dependent on time-of-day? Day-of-week? Can a routing sequence have first an external target, and if that target is busy or does not answer, then look to an internal target?
- 3.8.23.1. Can routing to voicemail greetings be different for internal and external calls?
- 3.8.24. Call Transfer (Screened and Unscreened) - Specify any limitations on the retention of caller ID, trunk group ID, or DNIS ID information in transferring. That is, will there ever be a loss of caller identification because of multiple transfers of a single call? If so, specify the information that will be lost and after how many transfers will the loss occur.
- 3.8.25. Call Waiting Indication (Visual and Audible)
- 3.8.26. Camp-On (from Other Extensions)
- 3.8.27. Class of Service (COS) - The system should allow a system manager to set access privileges for each extension.
- 3.8.28. Click to Dial Function – **OPTIONAL** - The system should provide the capability for City staff to select a contact in their Outlook contacts and click on the telephone numbers for those contacts and have the system dial without lifting the handset to dial the call.
- 3.8.28.1. If this is an optional feature, please provide the cost for this functionality in the optional equipment/feature table.
- 3.8.29. Conferencing - What is the total number of callers that can participate in a conference call? How many internal callers? How many external callers? Is there a limit on the number of conferences occurring simultaneously in the proposed system? If so, what is the limit?
- 3.8.30. DNIS Compatibility
- 3.8.31. Distinctive Ringing – Is there a different ring tone for internal vs. external call?
- 3.8.32. Directory - Describe the capability of the proposed station sets to provide a name database look-up through the display. Is there a single key depression dialing of a name appearing in the display? Is this functionality transparent between systems?
- 3.8.33. Do Not Disturb
- 3.8.34. Executive Busy Override
- 3.8.35. Incoming Line Identification

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- 3.8.36. Hot Desk Operation – Allow system users to log in and log out of telephones throughout the system.
- 3.8.37. Paging and Intercom Operation – The system should provide the ability for the City to define specific stations to be included in an intercom. This system should also provide the ability for the City to perform pages throughout the system. The page groups would be defined for each location. Please explain this operation and proposed system capabilities.
 - 3.8.37.1. The proposed system should provide the ability for the City to connect existing overhead-external paging systems to it and allow users to dial a code on the phone for access. The City currently does not have overhead paging, but over the life of this system, it is possible an overhead paging system may be added.
- 3.8.38. Last Number Redial
- 3.8.39. Line Privacy - When active, this feature should prevent all other parties from breaking into a call.
- 3.8.40. Music on Hold - Can Music-on-hold be applied on a station selective basis?
 - 3.8.40.1. Can the City have different pre-recorded music on hold announcements for each department? These announcements would be continually looped and allowing the department to customize the announcement and heard by callers when waiting on hold.
- 3.8.41. Mute key
- 3.8.42. Night Answer Mode
- 3.8.43. Incoming Caller ID – Ability to provide caller ID information for system users. This should provide internal extensions as well as any caller ID information sent to the proposed system by the PSTN.
- 3.8.44. Outbound Caller ID – Ability to assign outgoing caller ID individually by station. For example, the customer service group may need to send out the main list number, while the accounting and finance groups may choose to send out their own DID number on outgoing calls.
- 3.8.45. Remote Call Forwarding – Ability to invoke or change call forward target from a remote location. That location may be either another phone on the system or at a location not on the system.
- 3.8.46. Remote Diagnostics/Remote Maintenance
- 3.8.47. Save/Repeat Dialing
- 3.8.48. Speed Dialing (System, Group, and Station – specify quantities)
- 3.8.49. Station – to – Station Intercom - Capability to depress a specific key, dial a two-digit code, activate a line associated with a specific key on another station, and on answer establish a talk-path.
- 3.8.50. Station-to-Station Paging – Please describe the options and limitations regarding the proposed system’s ability to provide paging functionality through the speakers on the proposed phones.
- 3.8.51. Station Hunting – Circular - Busy station has a specific station to which calls are routed and hunting sequence is identical each time a call occurs. That is, station A hunts to B, which hunts to C, which hunts to D.

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- 3.8.52. Station Hunting – Distributed - Busy station hunts to a group of stations, and the hunting sequence are random. That is, A hunts to B, C, or D based on random selection.
- 3.8.53. Traffic Measurement/Traffic Reports - The proposed system should provide basic traffic information and make this information available through the System Management device provided. This information should be sufficiently detailed so that the proposed administration system can produce traffic reports. covering:
- 3.8.53.1. Blockage per trunk
 - 3.8.53.2. Blockage per trunk group
 - 3.8.53.3. Specific hunt group information
 - 3.8.53.4. Feature utilization
 - 3.8.53.5. Internal station to station calling
- For the traffic measurement information listed above, please answer the following questions:
- How is this information made available?
 - Can the customer develop customized reports? How long can the system store the information before customer retrieval?
 - If data storage is limited can the data be moved to another media type and archived?
 - Please describe the recommended solution to address this need.
 - What database or software tool format is used for this data?
- 3.8.54. Transfer Call back to Attendant
- 3.8.55. Twinning – Please include the ability for the system to provide twinning to interact with the City’s mobile devices. The operation should allow City system users, while on a cell phone call, to be able to arrive back at the office, dial a code on the cell (or desk phone) and move the call to/from the desk phone.
- 3.8.55.1. Please quote the cost for 15 **optional** twinning licenses. These will be used within various City locations.
- 3.8.56. Unassigned Numbers - What happens when an internal caller dials an unassigned telephone number? What happens when an external caller dials an unassigned DID number? Please detail all options.
- 3.8.57. Variable Ring-tones on Telephone Stations - How many ring-tones are available on the proposed digital and/or IP telephones? Can the user change the ring-tones?
- 3.8.58. Voice Announce Intercom – Ability to dial a one or two digit number and automatically connect to another phone in a hands free mode.
- 3.8.59. Variable Call Recording – Ideally, the City would like the system to allow internal or external calls to stations be recorded On Demand from any station on the system and allows easy access to retrieving these

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recordings. Please describe any options for the proposed system to provide various levels of recording dynamically vs. recording all calls.

3.8.59.1.1. Please describe how the proposed system stores the recording, how they are indexed and how the City would retrieve various call recordings.

3.8.59.1.2. Please describe the retention capabilities of the recording system. Can recordings be set to be retained for X number of days and automatically purged?

3.8 Required ACD Features – the City desires the proposed telephone system to be equipped with the following ACD features. This feature will be used in the Community Service department at the City Hall complex.

3.8.1 The number of required ACD seats for each location is included on the 3.3.1. table. The ACD Stations needed are counted in the station count for each location on the same table.

3.8.1.1 2 should be ACD Agents

3.8.1.2 1 should be Supervisors

3.8.2 Please define what the proposed system will do when the agent in a single person ACD group is logged out.

3.8.3 Will the system allow the City to use an Automated Attendant to answer, will it forward or overflow?

3.8.3.1 Please provide a review of the options for the City.

3.8.4 The City would like the proposed system to allow for the ACD to operate seamlessly in all locations shown on table 3.3.1. This seamless operation includes both functional call routing and reporting information.

3.8.5 For each feature listed, indicate if the feature is "standard" or "optional". Include any feature indicated as "optional" in the itemized pricing in Section 6. Due to the wide variety of system features, it is possible that the proposed system might not have all the features listed below. If this is the case, please provide an explanation on any alternatives available in the proposed system to provide similar functionality.

3.8.6 ACD Reporting - Include complete feature documentation including the following:

3.8.6.1 ACD Queue Projected Hold Time Announcements

3.8.6.2 ACD Queue Caller in Queue Count

3.8.6.3 ACD Queue should offer the callers in queue an option to leave a message to be called back. The resulting message should be placed in the queue allowing the caller retain their original place in line. The system should then present the message to the agent for the return call.

3.8.6.3.1 Please provide information regarding how the return call is presented to the agent and whether the system will automatically place the call.

3.8.6.4 Archiving capability

3.8.6.5 Average Speed of Answer

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- 3.8.6.6 Report generation capability for a system to support all ACD agents on the system.
 - 3.8.6.7 Hold time for abandon calls (including short call abandon report)
 - 3.8.6.8 Easy access to historical information
 - 3.8.6.9 Describe the proposed systems' ability to provide information regarding the number of calls each agent gets by split
 - 3.8.6.10 Ability to track times when calls were in queue and how many there were and how long they were in queue
 - 3.8.6.11 How many calls each agent receives from each queue type
 - 3.8.6.12 Remote Agents – The City may in the future require the ability to have remote telecom users log in and take calls just as if they were in City Hall on one system. These users may have DSL or broadband connectivity to the City network. Please describe the call delivery method for ACD calls using the proposed system and if there is an additional cost for this capability.

Please provide an optional quote for the needed software for this function.
 - 3.8.6.13 Call taking features, call center functionality, and call center reporting capabilities should be the same for all agents, whether they are in City Hall or any City locations or a remote agent. Please describe in detail any differences that apply for the three types of agents
- 3.8.7 ACD Alerts
- 3.8.7.1 Supervisors Alerts – The City is interested in allowing the supervisors to choose between either audible or visual alerts. Alerts should provide the supervisor with notification of various conditions that exceed certain City definable thresholds.
- 3.8.8 Agent Licenses – The proposed system should include licenses necessary to provide for agents, groups and supervisors as identified in Table 3.3.1.
- 3.8.9 ACD agents answer calls directed to personal DID while logged in as an agent. A call directed to an agent's personal DID should follow pre-assigned call routing if the agent chooses not to answer. Incoming caller ID information for the next incoming call should be provided to the agent's display while on a call.
- 3.8.10 Agents in Multiple Groups
- 3.8.10.1 Does the proposed system allow agents to be logged in, actively taking calls, in more than one split? If so, does this require multiple log-ins? Multiple lines?
 - 3.8.10.2 Is the agent provided notification prior to answer of which split the call is coming from? If an agent is logged into two splits, does that count as two agents in determining system capacities?
- 3.8.11 Announcements
- 3.8.11.1 A single ACD split must be able to answer for multiple caller and multiple applications. The City is interested in supplying customized caller announcements in queue, based on the called number.
 - 3.8.11.2 Each ACD group must be provided with at least two (2) recorded individualized recorded announcements.

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3.9 Disaster Recovery Issues

3.9.1 System Outages

- 3.9.1.1 When software maintenance is performed on the system, is a restart required?
- 3.9.1.2 Typically, what will the duration of a system restart be for a system of this size?
- 3.9.1.3 What, if any manual intervention is required for a restart?
- 3.9.1.4 In the event of a primary processor failure, is the system configured with a backup processor? If so, describe the processor failover procedure.

3.9.2 Disaster Back-up Service

Please indicate what resources are available to restore service promptly if the equipment is damaged by a disaster such as fire, flood, etc., or after a total system failure.

3.9.3 Software Back-up & Restoration

Describe the process for downloading the system software to a back-up media. What is the recommended media? Do you provide the media? Is the back-up process manual or automatic? Do you provide a remote back up for the telephony programming? The voice mail? Both? Can they be backed-up simultaneously? On the same media? As part of a maintenance contract will your personnel perform the back up and keep off-site spare?

3.10 911 Compatibility

3.10.1 Describe how the proposed system will provide street address information to the local Public Safety Answering Point (PSAP).

- 3.10.1.1 Include any costs - software, equipment and/or telephone utility - required to accomplish this notification in the pricing section.
- 3.10.1.2 It will be the responsibility of the selected vendor to provide for this capability and demonstrate to the customer, through live testing, this capability is operative prior to system cutover.

3.10.2 Provide specific documentation indicating your proposed system complies with all 911 regulations of the FCC, the State of California.

- 3.10.2.1 How can the proposed system provide for 911-location notification by station number?
- 3.10.2.2 As an option in Section 6, provide the necessary hardware and software to provide this feature. Please include all relevant telephone utility costs.

3.11 **System Management** - The following System Administration features and capabilities, or functional equivalents, must be provided as part of the proposed system. These features must be available at all locations.

- 3.11.1 Multiple Users - The system must interface to the Local Area Network (LAN) and allow for access and change capability for multiple, simultaneous users.
- 3.11.2 Printed faceplates for the proposed phones are not acceptable.
- 3.11.3 Inventory Information - The system must provide inventory information on the number and type of telephone stations.
- 3.11.4 Trunking Information - the system must provide access to the information required in Table 3.3.1.

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3.11.5 Alarm Notification – System must provide for an alarm system that notifies both the remote maintenance center and the client, if certain client-programmed system performance thresholds are exceeded.

3.11.6 Recent & Past Change History - The proposed system must provide documentation on both recent changes to an element of the system (station, trunks, etc.) and all past changes to an element of the system.

3.12 Handset Wall Mount Kits

3.12.1 The City may require the use of wall mount kits for some of the telephone sets.

3.12.2 Please indicate the pricing for these wall mount kits in your proposal as an **OPTION**.

3.13 Training

3.13.1 Include in your proposal a detailed explanation of the training you will provide for station users, as well as the management and system administrators. Please indicate on which functions the system administrator will be trained.

3.13.2 The system pricing detailed in Section 6 must include:

3.13.2.1 Classroom training, on working telephones, led by vendor provided instructors, for all users, on-site at the City.

3.13.2.2 System programming, reporting, management, and configuration training, led by vendor provided instructors, for 2 management personnel.

3.13.2.3 Please describe additional system administration and technical training that is available. Please include the projected costs for the training classes, where they are held, who provides them and if and what certifications would be provided if City staff completes various levels.

3.14 **Acceptance** - The City requires an acceptance period of at least 30 days subsequent to the completion of the Cutover. During this 30-day period the system must perform without interruption of services and in compliance with all representations offered in the vendor's proposal. Should the system or other associated devices fail to perform satisfactorily, the 30-day time frame for acceptance will start over until such time as the system performance is satisfactory for a period of 30 consecutive days. Final payment (including change orders) will be withheld, and the warranty period will not begin, until system acceptance.

3.15 **Financial Information** - Detailed pricing information is needed on the system. Provide the following financial data:

3.15.1 **The response to Section 6 MUST INCLUDE an itemized schedule of all equipment and software for the proposed system.** The pricing quoted must include **all activities necessary for a complete, turn-key system**, including, but not limited to:

3.15.1.1 Complete installation of all system components and software

3.15.1.2 Complete programming of all system components and software

3.15.1.3 Complete testing of all system components and software prior to system cutover, including QOS testing.

3.15.1.4 PSTN coordination including:

3.15.1.4.1 Coordination of PRI and analog trunk installation, if required, with the PSTN service provider selected by the City

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- 3.15.1.4.2 Coordination of calling plan to allow for 3-digit dialing between stations
- 3.15.1.5 On-site station reviews and determination of user requirements
- 3.15.1.6 Full system configuration documentation provided to the City to include all station features and function, complete trunking configuration information, and complete call flow information by station
- 3.15.2 Cost detail for any non-standard features and optional items as detailed in the system specifications.
- 3.15.3 Any additional charges which apply for shipping and handling. Please specify dollar amounts.
- 3.15.4 A recommended payment schedule must be included. The customer will not consider any proposal with a final payment, due on acceptance of the system, of less than 25%.
- 3.15.5 Add/delete cost schedule for all system components, software, and station equipment - details on addition or deletion of all network components must be included in Section 6. Include both pre-cut and post-cut prices. Indicate how long the post-cut prices will remain in effect. Pre-cut component pricing must remain in effect through system acceptance.
- 3.15.6 Maintenance costs for the system for Year 1 and for Year 2, as configured. Please show each year separately. Please describe any Parts Labor Warranty included in the proposal. This information should be included in Section 6. Clearly specify the warranty period for all hardware and software components. Maintenance costs should be itemized by component. A specific maintenance cost must be clearly itemized for business day service on all proposed equipment and software.
- 3.16 **Estimated Implementation Plan** – Please provide an estimated implementation plan with various milestones assuming the contract would be awarded May 2016.
- 3.17 **References**
 - 3.17.1 Provide at least 3 references of similar installed systems in the area, using the tables provided below – expanding them as necessary to include all relevant information. The references must be for VoIP Enabled or VoIP system installations, multi-locations customers, with a minimum of 50 telephone stations, and a centralized voice mail system.
 - 3.17.2 While you are free to provide any references, ideally, the City would like to talk with other local government references.
 - 3.17.3 The City may wish to conduct site visits with one or more of the references provided below.
 - 3.17.4 Be advised, references are a major element of the customer’s selection criteria.

Reference #1	
Customer Name	
Contact Name	
Contact Address	

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Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative System	
Description of Comparative System – please be specific and detailed on # of locations & phones	

Reference #2	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative System	
Description of Comparative System – please be specific and detailed on # of locations & phones	

Reference #3	
Customer Name	
Contact Name	
Contact Address	
Contact Telephone Number	
Contact E-mail	
Installation Date of Comparative System	
Description of Comparative System – please be specific and detailed on # of locations & phones	

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4. Voice Mail System

The City requires voice mail functionality as part of this procurement. The proposed voice mail system must be compatible and integrate with the system being proposed. The vendor is required to gather configuration information and provide a turn-key installation.

The proposed system should allow the City to define a call coverage forwarding path depending upon if the call to the station is an internal or external call. It should allow the City to define by Station how the user would like his or her telephone to forward to the coverage point or voicemail. A coverage point is defined as any other phone on the system or the voicemail system. Please explain how the proposed system could deal with this circumstance.

4.1. System Configuration

4.1.1. The City estimates a requirement for 95 initial users of the voice system. Clearly indicate the number of simultaneous calls the system will support as configured and the overall storage capacity, in hours, as the system is configured. The number of users is greater than the proposed telephone station counts because there are a number of the City employees or departmental functions that require a voicemail box, but do not have a telephone station on the system.

4.1.2. The City provides Voicemail Boxes for many users throughout the City operation that do not have specific phones and will be using the Hot Desking operation to log in and log out of the system. Please describe the operation of the voicemail system in this environment.

4.1.3. The City requires no less than 12 simultaneous calls.

4.2. Specify the maximum capacity the proposed system provides.

4.3. **Features** - Specifically, the proposed system must have the following features:

4.3.1. Announcement Boxes

4.3.2. Immediately light a message-waiting lamp on the appropriate telephone when a message has been taken. This message waiting indication must be noticeable.

4.3.3. Automatically turn the message-waiting lamp off when all the messages have been heard and/or delivered.

4.3.4. Provide for automatically forwarding calls from a busy, unanswered, or call forward telephone to the appropriate mailbox without requiring the caller to dial a mailbox number or any additional codes.

4.3.5. If the caller does not wish to leave a message, the proposed system must allow the caller to escape from the voice mail system to a pre-programmed extension number. The system must allow for multiple targets for these "escape" calls. Does the proposed system have any limitation on the number of targets per system? Can the target be a telephone number outside the proposed system?

4.3.6. Allow an external caller to finish a message by simply hanging up. Systems that require the caller to touch a key on the telephone pad to save a message will not be considered.

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- 4.3.7. Archive Messages - Describe the options for archiving stored messages and the process to accomplish this function. Clearly define the tasks of both station users and system administrators in the archiving function.
- 4.3.8. Check Receipt of Delivered Messages
- 4.3.9. Does the proposed voicemail system capture caller ID allowing the user to optionally hear the calling number?
- 4.3.10. Changeable Passwords
 - 4.3.10.1. Can the user change passwords?
 - 4.3.10.2. Can the user be forced to change passwords?
 - 4.3.10.3. If so, can the administrator establish the frequency of the change?
 - 4.3.10.4. If so, by system or by station?
 - 4.3.10.5. What is the minimum password length? Maximum?
 - 4.3.10.6. Will the system provide a "lock-out" after input of invalid passwords?
 - 4.3.10.7. If so, is the number of invalid entries programmable by the user? Or is it system controlled?
 - 4.3.10.8. Can the voice mail password be the same as the user's network password?
- 4.3.11. Forward & Backward while Listening to a Message - Does the proposed system provide the capability to allow a user, when listening to a message, to skip ahead to a later part of the message, or backward to a past part of the message? Please be specific.
- 4.3.12. Guest Mailboxes
- 4.3.13. Group Mailboxes
- 4.3.14. Message Save
- 4.3.15. Message Delete
- 4.3.16. Message Pause
- 4.3.17. Message Privacy
- 4.3.18. Message Replay – explain the options available
- 4.3.19. Message Redirect and Comment
- 4.3.20. Message Respond
- 4.3.21. Message Retrieval Greeting - Explain the available options for the system greeting the caller hears upon retrieving messages. For instance, does the system indicate the number of messages not yet heard?
- 4.3.22. Message Rewind
- 4.3.23. Message Speed - Does the proposed system provide the user the capability to speed up or slow down the replay of the message?
- 4.3.24. Message Undelete
- 4.3.25. Outbound Notification of Messages - This feature must include notification to a radio paging device, cellular telephone, email, or other telephony equipment.

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- 4.3.26. Priority Notification of messages - This feature must allow a caller to select a priority or urgent status for message notification, and then provide for an alternative notification capability. For instance, a normal message may light a message-waiting lamp, while a priority message will out-call to a radio pager.
- 4.3.27. Priority Queuing of Messages
- 4.3.28. Recent and Past Change History - Describe the capabilities of the proposed system to provide documentation on both recent changes to an element of the system (mailbox, port, etc.) and all past changes to an element of the system.
- 4.3.29. Skip Forward Through Messages
- 4.3.30. Personalized Greetings – Multiple – Provide (at a minimum) the system users with the ability to have a greeting when there is no answer at their phone and another different greeting when they are on the phone, and explain any other options available.
 - 4.3.30.1. Specifically, the City uses Temporary Absence Greetings throughout the operation. Please describe the proposed system’s capabilities regarding this specific feature.
- 4.3.31. Personalized Greetings – Menu - Will the system provide a menu of options in an individual user’s greeting? For instance, “If your call is about A, press 1. If your call is personal matter, press 2.” If the caller selects 1, the message is recorded simultaneously in two pre-selected mailboxes, or routed to a different mailbox than if the caller selects 2.
- 4.3.32. Scheduled Delivery of Message
- 4.3.33. Speech Recognition - Can the proposed system provide command access through user speech? If so, clearly describe the functionality, features, limitations, and as an option provide pricing for all required system hardware and software components to implement this feature.
- 4.3.34. Message Distribution Lists - Please provide a detailed explanation of the procedure for creating and broadcasting a voice mail message to voice mail users in a distribution list. Clearly define any limitations on the number of distribution lists per user and the number of users per distribution list. Can distribution list be “chained” to effectively increase the number of users per list? Is there a system-wide broadcast capability? If so, how is it controlled and managed for sending and receiving?
- 4.3.35. Remote Access - The system must allow users to access their mailbox from outside of the system without the assistance of an operator.
- 4.3.36. System Administrator Reports - Please indicate what types of management reports are available with the proposed equipment. Also, indicate if additional hardware/software is required to generate the management reports.

The City requires these reports to be able to be obtained in both printed and electronic format. Please indicate if this is included and what the electronic format used. If the reports are in a proprietary form, please describe any conversion process.

Please indicate whether the proposed voicemail system will provide City with the ability to review voicemail box activity and when each box was accessed.

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This feature may provide a valuable tool to determine if voicemail boxes are being checked and managed.

- 4.3.37. Variable Settings for Maximum Message Length
- 4.3.38. Time-of-Day Stamp

4.4. Training

- 4.4.1. Include in the proposal a detailed explanation of the training you will provide for voice mail users, as well as the system administrators. Please indicate on which functions the system administrator will be trained. At a minimum these must include station programming and system back-ups.
- 4.4.2. The system pricing detailed in Section 6 must include:
 - 4.4.2.1. Classroom training, on working telephones, led by vendor provided instructors, for a minimum of 60 users.
 - 4.4.2.2. System programming, reporting, management and configuration training, led by vendor provided instructors, for 2 management personnel.
 - 4.4.2.3. Please describe additional system administration and technical training that is available. Please include the projected costs for the training classes, where they are held, who provides them and what certifications would be provided if City staff completes various levels.

4.5. Automated Attendant Function – The City will use Automated Attendant function for the City to handle various types of incoming calls. The City currently has 2 automated attendant operation. Direct Inward Dialing will be used in conjunction with this function. The automated attendant should provide functions for the following:

- 4.5.1. After Hours Announcement, access to directory, names and options.
- 4.5.2. Preprogrammed Alternative for Holidays.
- 4.5.3. Custom greetings for special events.
 - 4.5.3.1. The City's personnel want the ability to prerecord messages and/or greetings for holidays, office closings, etc. and to change from one greeting to another from a remote location, not on the system. Please explain in detail how this would be accomplished.
- 4.5.4. Provide various exits from the Automated Attendant.
- 4.5.5. The system must allow the caller to dial his or her choice at any time during the message.
- 4.5.6. Does the proposed system require callers to end all commands using the # sign? Please describe what the operation is and if there are options regarding this item.

4.6. Message Integration

- 4.6.1. Describe the proposed system's capability to provide for "unified messaging". The City utilizes Microsoft Exchange 2010 messaging system and may migrate to Office 365 in Microsoft's cloud. Pricing for unified messaging for all voice mail users must be included in Section 6.
- 4.6.2. Does the proposed unified messaging software integrate directly with Microsoft Exchange? Does it provide direct dialing from the Contact list? If so, please describe how the products integrate.

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- 4.6.3. Does the proposed unified messaging software integrate directly with a combination of Microsoft Outlook 2013 and 2016? If so, please describe how the products integrate and what mail protocol options are available.
 - 4.6.4. Which electronic mail protocol(s) does the Unified Messaging system support?
 - 4.6.4.1. IMAP, POP3, SMTP, others?
 - 4.6.4.2. Please discuss the pros and cons of each in a Unified Messaging environment with Exchange server & Outlook clients.
 - 4.6.5. When a voice message is received in a Unified Messaging environment, will the entire voice message be transmitted to Exchange in addition to header information? If not, what will the user see in Outlook when they have received a voice message? Will it transcribe?
 - 4.6.6. How will the Unified Messaging interface handle roaming profiles? i.e. where a staff member utilizes several PCs to access electronic mail through Outlook?
 - 4.6.7. Please describe where the voicemail messages will be stored and whether the messages will be stored on a voicemail appliance or the Exchange server.
 - 4.6.8. Will the user be able to listen to voice messages through Outlook Web Access 2010?
 - 4.6.9. In the experience of the vendor, on average, how much disk space does an average message consume within Outlook? Are any compression algorithms available to reduce disk utilization?
 - 4.6.10. Click to Dial Operation – Please describe how the system can provide click to dial operation from various sources including outlook contacts and other sources.
- 4.7. Financial Information** - Please provide the following financial data:
- 4.7.1. **The response to Section 6 MUST INCLUDE an itemized schedule of all equipment and software for the proposed system.** The pricing quoted must include:
 - 4.7.1.1. Complete installation of all system components and software
 - 4.7.1.2. Complete programming of all system components and software
 - 4.7.1.3. Complete testing of all system components and software prior to system cutover, including QOS testing
 - 4.7.1.4. On-site station reviews and determination of user requirements
 - 4.7.1.5. Full system configuration documentation provided to the City to include all user features and function and complete call flow information by station
 - 4.7.2. Any additional charges which apply for shipping and handling. Please specify dollar amount.
 - 4.7.3. A recommended payment schedule must be included. The customer will not consider any proposal with a final payment, due on acceptance of the system, of less than 25%.
 - 4.7.4. Add/delete cost schedule for all system components and software. Include both pre-cut and post-cut prices. Indicate how long the post-cut prices will remain in effect. Pre-cut component pricing must remain in effect through system acceptance.

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- 4.7.5. Maintenance cost for the system, as configured, after the warranty period. Clearly specify the warranty period for all hardware and software components.

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5. Maintenance and Warranty

- 5.1. Warranty** - Provide a copy of the warranty on the proposed system or a narrative description of the provisions of the warranty.
- 5.2. Factory-Trained Personnel** - Indicate the number of service personnel in the greater Los Angeles or San Gabriel Valley areas factory-trained to maintain the proposed system, including the street address of the service location.
- 5.3. Qualified Personnel** - Indicate the number of service personnel in the same area qualified to maintain the proposed system, including the street addresses of the service locations. This should include factory-trained personnel, personnel trained by the vendor and all other individuals who can perform technical services on the system.
- 5.4. Service Centers** - Provide the locations and hours of operation of the service centers to be utilized.
 - 5.4.1. The City may wish to conduct a site visit to the contractors' Service Center.
- 5.5. Spare Parts** - Provide a general listing of the spare parts available from each of these service centers.
- 5.6. Maintenance Plans** - Provide details on maintenance service arrangements for the proposed system and the cost for any alternative available including maintenance contracts and per-call maintenance. Provide the monthly maintenance contract price based on the initial equipped configuration including details on how this price is computed. The City is capable of performing some basic maintenance routines. Please provide information on any charges associated with customer provided maintenance.
- 5.7. Hourly Service Rates** - Indicate the hourly rate the City can expect for service not covered by warranty or service contract for each of the proposed systems.
- 5.8. Maintenance Cost Escalation** - Provide the rate at which the maintenance contract costs are escalated including any contractual limits in escalation of costs.
- 5.9. Modification Lead-Time** - Specify the amount of lead-time required for moves, changes, additions, and deletions.
- 5.10. Repair Response Times** - Describe the expected and guaranteed response time for "regular" and "emergency" services. Indicate what you define to be "regular" and "emergency" service. Guaranteed response times of greater than 4-hours for emergency services, and next business day for regular services, will not be acceptable.
- 5.11. Service Alternatives** - Indicate the provisions for service and spare parts if your business terminates, is subjected to a strike, or shutdown for any reason.
- 5.12. Default** - State what recourse is available if the proposed system does not perform as quoted and the customer is faced with loss or interruption of service. Be advised that some form of liquidated damages for non-performance and/or system failure will be required in any final agreement.
- 5.13. Performance of Maintenance** - Clearly identify if the proposer or a third party will provide maintenance services. The City will require the right to reject any third parties or sub-contractors under this agreement and in any event proposer will be responsible for all maintenance services.

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5.14. Remote Maintenance

- 5.14.1. Provide information on the capabilities of the system to interact with the Remote Maintenance Center (RMC) of the proposer.
- 5.14.2. How does the system notify the RMC of a trouble?
- 5.14.3. What diagnostic capabilities does the RMC have?
- 5.14.4. Can the customer communicate directly with RMC personnel?
- 5.14.5. How frequent is the proposed system polled by the RMC for routine maintenance?

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6. Pricing

6.1. Pricing - Expand the following tables as required to provide itemized, component pricing for the proposed system to meet the requirements. The component name should be clear and understandable, not a code or stock number. The Discounted Price must be the actual cost the City will pay for the component, not a list price with a summary discount at the end. Total Price equals the Quantity times the Discounted Price.

6.1.1. Telecommunications system as defined in Section 2, 3, & 4. Include all required components.

Table 6.1.1

Component - Name	Qty	Unit Price	Install Price	Total
(List all component parts of the system)				
City Hall				
<<Expand to show equipment pricing needed for each site>>>				
Police Department				
<<Expand to show equipment pricing needed for each site>>>				
Senior Center				
<<Expand to show equipment pricing needed for each site>>>				
Public Works Maintenance Yard				
<<Expand to show equipment pricing needed for each site>>>				
Library				
<<Expand to show equipment pricing needed for each site>>>				
Required Telephone Stations				
Voicemail System				
Unified Messaging				
Sub-total - Hardware / Software				

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Shipping				
General Install & Training				
Taxes				
Total Purchase Price				

6.1.2. Telephone Stations – Provide individual unit and installation costs for all telephone sets available for the proposed system, consoles and soft consoles currently available, if not included in Section 6.1.1.

Table 6.1.3

Model Number	Unit Price	Install Price	Total

6.1.3. E-911 Station Locator Capability (OPTIONAL COSTS)

Table 6.1.4

Component - Name	Qty	Unit Price	Install Price	Total
(List all component parts of the system)				
Sub-total – Hardware / Software				
Shipping				
General Install & Training				
Taxes				
Total Purchase Price				

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6.1.4. Maintenance Pricing – Maintenance Pricing should include the following:

- 24x7 Coverage
- 24x7 Remote System Monitoring and Alarming for the Telecommunications system, voicemail system and all other parts of the system proposed.
- 12 Months Parts Labor Warranty
- Software Upgrade Costs
- Software Update Costs
- Software Assurance Support

Table 6.1.5

Component - Name	Qty	First Year Maintenance Costs	Total Annual Second Year Maintenance Cost
(List all component parts of the system)			
Total Maintenance Price			

6.1.5. Optional Equipment

Table 6.1.6

Facility	Qty	Unit Price	Install Price	Total
(List all component parts of the system)				
Call Accounting System	1			
Conference Bridge	1			
Click to Dial				
Twinning Licenses	15			
Wireless Head Set	1			
Wireless Hand Set	5			
Remote Agent Software	1			

6.2 Data Network Pricing – Expand the following tables in 6.3.2 and 6.3.3 as required to provide itemized, component pricing for the proposed system to meet the requirements of the proposed system for the City. The component name should be clear and understandable, not a code or stock number. The Discounted Price must be the actual cost the City will pay for the component, not a list price with a summary discount at the end. Total Price equals the Quantity times the Discounted Price.

6.3.1 WAN Equipment – Total Install should include the cost of configuring devices, validating connectivity and completing test plans. The vendor will be responsible for rack mounting and connecting cables for new switches and routers.

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6.3.2 LAN Equipment – Total Install should include the cost of configuring devices, validating connectivity, and completing test plans. The selected vendor will be responsible for rack mounting and connecting cables for new switches and routers.

Table 6.3.2

Component – Name	Qty	Unit Price	Total Price
<u>Civic Center</u>			
City Hall			
1 - 48 Port Layer 3 POE+ Switch with 2-4 optional but desired SFP Fiber Uplink Ports	1		
3 – 48 Port L2 or L3 PoE+ Switch	3		
Police			
1- 48 Port Layer 3 POE+ Switch with 2-4 optional but desired SFP Fiber Uplink Ports	1		
Senior Center			
1 – 24 Port L2 or L3 POE+ Switch with 2-4 optional but desired SFP Fiber Uplink Ports	1		
1 – UPS or specs to provide 1+ hour of back up	1		
<u>Library</u>			
1 - 48 Port Layer 3 POE+ Switch with 2-4 optional but desired SFP Fiber Uplink Ports	1		
1 – 48 Port L2 or L3 PoE+ Switch	1		
<u>Yard</u>			
1 - 48 Port Layer 3 POE+ Switch with 2-4 optional but desired SFP Fiber Uplink Ports	1		
Interconnect/stacking cables			

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(List all component parts of the system)			
Sub-total – Hardware / Software			
Shipping			
General Install & Training			
Taxes –			
Total Purchase Price			

6.3.3 Equipment Configuration – Equipment configuration includes all required configuration of VoIP related services for all sites.

Table 6.3.3

Component - Name	Hours	Configuration Price	Total Configuration
Initial configuration and design meeting	2		
VLAN configuration and testing (all sites)			
WAN QoS configuration and testing			
(List all component parts of the system)			
Sub-total – Hardware / Software			
Shipping			
General Install & Training			
Taxes –			
Total Purchase Price			

6.3.4 Equipment Installation – Equipment installation includes mounting, basic configuration, testing and conversion to the replacement switches. NOTE: Patch cables to be supplied by the City.

Table 6.3.4

Component - Name	Hours	Configuration Price	Total Configuration
Configuration and testing			
Conversion from existing switches to new switches			
Post conversion support (minimum 4 hours)	4		
(List all component parts of the system)			
Sub-total – Hardware / Software			
Shipping			
General Install & Training			
Taxes –			
Total Purchase Price			

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7. Delivery and Installation

The City anticipates cutover of all locations to be completed in July 2016 or before. Please indicate whether this schedule can be met and identify the tasks, including site preparation that the City and the vendor will perform and/or be responsible for in order to accomplish delivery and installation of the system in this time frame. It will be assumed that any task not specifically stated to be our responsibility would be that of the vendor.

- 7.1. Implementation Plan** - Within 5-days of contract award, the vendor must provide a tentative implementation plan with dates necessary to place the system into service. This plan must clearly identify the tasks and resource requirements of the City during the implementation process.
- 7.2. Risk of Loss** - Please state when the customer assumes risk of loss or damage.
- 7.3. System Physical Requirements** - Please indicate the requirements for each location, for:
 - 7.3.1. Floor Spacing
 - 7.3.2. Floor Loading
 - 7.3.3. Wall Space
 - 7.3.4. Environmental factors such as air condition and ventilation
 - 7.3.5. Minimum size door opening required for equipment movement
 - 7.3.6. Specify the electrical and grounding requirements for the proposed system. Indicate what modifications will be needed, if any, at the site to meet those requirements. Unless otherwise stated, the vendor will be responsible for any necessary modifications.
- 7.4. Equipment Reduction** - Explain any penalty or liability charge for reducing equipment or telephone instrument prior to and after installation of the proposed system.
- 7.5. Equipment Delivery** - The vendor will be responsible for making necessary arrangements with the management of the building for delivery of equipment to the premises. The vendor must comply with all building regulations regarding hours, any delivery rigging and method and location of equipment delivery.
- 7.6. Manuals and Brochures** - Please provide hard copies and electronic versions the following as part of the proposal:
 - 7.6.1. Station user's manual
 - 7.6.2. Voice mail user's manual
 - 7.6.3. Any other pertinent reference information
 - 7.6.4. The City expects the selected vendor to produce a short version of the user guide to be provided to each system user. This guide should be customized to provide steps to use the features specific to the City's system design and selected feature group.
- 7.7. Manufacturer Relationship** - Please describe your precise relationship with the manufacturer of the proposed system (i.e., dealer, distributor, branch, common parent, etc.). Proposers who do not hold primary full dealership status with the proposed manufacturer and who are dependent on secondary distributor

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- arrangements to obtain product and direct access to manufacturer level engineers are not acceptable.
- 7.8. Manufacturer's Commitment** - The vendor shall make a written commitment to make available maintenance spares, trained personnel, and software support to fully maintain the system for a period of ten years from the date of cutover. **If the vendor is other than the manufacturer, then a letter of similar commitment from the manufacturer must be included in the proposal.**
- 7.9. Warranty** - The Proposer must guarantee all of the installation work to be performed and materials to be furnished under this contract against defects in materials and workmanship for a minimum period of one (1) year from the date of final acceptance of the completed work. The Proposer shall, at their own expense and without cost to the City and within a reasonable time after receiving a written notice thereof, make good any defect in materials and/or workmanship of the installation which may develop during the guarantee period. Any associated damage to other items and/or finished surfaces caused by the defect shall also be corrected by the Proposer to the satisfaction of the City and at no additional cost.
- 7.10. Software Assurance** – Maintenance and support quotes should include software assurance protection for the City. Please itemize this cost.
- 7.11. Software Updates** – Please describe the following regarding available software upgrades:
- 7.11.1. How is the City notified of new software upgrades and tools available for **ALL** the systems proposed?
 - 7.11.2. Does your company require software updates at these intervals or are they included/or optional?
 - 7.11.3. Are software updates included in the maintenance contract?
 - 7.11.4. In the case of VoIP solutions, do you provide recommended/required software updates for all network hardware in addition to the proposed system?
 - 7.11.5. Please provide typical frequency of software updates on an annual basis.
- 7.12. Test Plan** - The Proposer will develop and execute a test plan and final walk through with the owner's project manager in attendance. The test plan and walk through will include:
- 7.12.1. Testing of all connectivity between switches.
 - 7.12.2. Random testing of port connectivity.
 - 7.12.3. Verification of each VLAN.
 - 7.12.4. Verification of Internet access.
 - 7.12.5. Printed copies of all equipment configurations for the City's project manager review.
 - 7.12.6. Conducting a final walk through inspection of the installation with the City's project manager and the preparation of a punch list of items that need attention prior to final acceptance.
 - 7.12.7. Completion of the punch list items and the request for a final acceptance walk through with the City's project manager.
 - 7.12.8. Final acceptance of the installation.

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DISCLOSURES & CONTRACTUAL REQUIREMENTS

Please note that any exceptions to the following requirements, as well as other sections, should be addressed in a separate section of the Vendor's Proposal.

Interpretations, Clarifications and Addenda

9. INTERPRETATIONS, CLARIFICATIONS AND ADDENDA

- No oral interpretations will be made to any vendor as to the meaning of the Proposal Documents. Any inquiry or request for interpretation received by the City by March 30, 2016, will be given consideration.
- The City reserves the right to amend this RFP prior to the proposal due date. Addenda or addendum will be published on the City's website at www.cityofsierramadre.com. In case any Proposer fails to acknowledge receipt of such addenda or addendum, his/her proposal will nevertheless be construed as though it had been received and acknowledged and the submission of his/her Proposal will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before Proposals are opened.
- In the case of unit price items, the quantities of work to be done and materials to be furnished under this Proposal/Contract are to be considered as approximate only and are to be used solely for the comparison of Proposals received. The City and its Consultants do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Proposer plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and other proposal documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices proposal.

Rejection of Proposal

Proposals that are not prepared in accordance with these instructions to vendors may be rejected or disqualified. If not rejected, the City of Sierra Madre may require the correction of any deficiency and accept the corrected Proposal.

Acceptance of Proposals

The City of Sierra Madre reserves the right to accept the Proposal that is, in its judgment, the best and most favorable to the interests of the City, to reject the low price Proposal, to accept any item of any Proposal, to reject any and all Proposals, and to waive irregularities and informalities in any Proposal submitted or in the Request for Proposals process.

Taxes

The prices quoted herein shall agree with all California and Federal Tax Laws and regulations.

Compliance with Applicable Laws

Contractor agrees to comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and/or other governmental unit or regulatory body now in effect or which may be in effect during the performance of the work. Included within the scope of the laws, regulations, and rules referred to in this paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Interstate and Interstate Commerce Commission regulations, Workers' Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal government and any of its titles, the California Department of Human Rights, Human Rights Commission, or EEOC statutory provisions and rules and regulations.

Indemnification

Vendor will agree to defend, indemnify, and save harmless City of Sierra Madre, its Council, boards, commissions, officers, employees and agents, from and against any and all claims, suits, actions liability, loss, damage, expense, cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, which may be brought against, or suffered or sustained by, City of Sierra Madre, its Council, boards, commissions, officers, employees or agents caused by, or alleged to have been caused by, the negligence, intentional tortious act or omission, or willful misconduct of Vendor, its officers, employees or agents in the performance of any services or work pursuant to this Agreement.

Insurance

A Certificate of Insurance will be furnished by the successful Contractor upon Notice of Award. The certificate(s) shall be completed by the Contractor's authorized agent and submitted to the City's Risk Management Department. The successful Contractor shall not commence any work in connection with the Agreement until it has obtained all of the following types of insurance and shall maintain such insurance for the duration of the Agreement. The Contractor shall secure the minimum insurance coverage described below, and such insurance shall be primary with respect to any insurance or self-insurance programs maintained by the City.

- **Comprehensive Commercial General Liability.** Contractor shall obtain, and maintain throughout the life of the Agreement, Comprehensive Commercial General Liability Insurance in an amount of \$1,000,000 per occurrence and \$2,000,000 aggregate with an insurance carrier acceptable to the City and name the City as additional insured.
- **Commercial Automobile Liability Insurance.** Contractor shall obtain, and

ATTACHMENT

maintain throughout the life of the Agreement, Comprehensive Automobile Liability Insurance with minimum limits of \$1,000,000, combined single limit for bodily injury liability and property damage liability and name the City as additional insured. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.

- **Workers' Compensation and Employer's Liability Insurance.** If applicable, the Contractor shall obtain, and maintain throughout the life of the Agreement, Workers' Compensation and Employer's Liability Insurance in the amount that meets the statutory requirement and shall be in force with an insurance carrier acceptable to the City. Contractor and any sub-consultants or subcontractors shall comply fully with the California Workers' Compensation Law.
- **Professional Liability Insurance.** If applicable, the Consultant shall obtain and maintain throughout the life of the Agreement Professional Liability Insurance in an amount of \$1,000,000 per claims made and \$2,000,000 aggregate with an insurance carrier accepted to the City.
- **The Contractor shall instruct their insurance broker to furnish properly executed certificates of insurance to the City.**
 - The name of the insured Contractor, the specified job by name and/or RFP number, the name of the insurer, the number of the policy, its effective date and its termination date.
 - Certificates of insurance shall clearly evidence coverage required above.

The city reserves the right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

Reduction in Coverage/Material Changes. Vendor will notify the City in writing pursuant to the notice provisions of the final contract thirty (30) days prior to any reduction in any of the insurance coverage required pursuant to this RFP or any material changes to the respective insurance policies.

Waiver of Subrogation. The policies shall contain a waiver of subrogation for the benefit of the City.

Termination for Default

In the event of a breach of any of the terms of this Agreement including the Contractor's warranties, the City may, at its option and without prejudice to any of its other rights, cancel any undelivered work or material.

Intention

The vendor shall, unless otherwise specified, supply all installation, conversion, training, transportation, and incidentals necessary for the entire proper implementation of the selected systems. In addition, the vendor shall be responsible for the implementation in a most professional manner of all items as shown in the Proposal, stated in the specifications, or reasonably implied, in accordance with the contract documents.

ATTACHMENT

Rights to Submitted Materials

All proposals, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays and other documentation submitted by the vendor shall become the property of the City of Sierra Madre when received. The City reserves the right to use the material or any ideas submitted in the RFP.

Vendor Demonstrations

Select vendors will be requested, at no cost to the City of Sierra Madre, to demonstrate the proposed software and hardware systems at a mutually agreeable date and site.

Agenda
Regular Meeting of the Sierra Madre City Council,
Successor Agency and Public Finance Authority
Tuesday, March 8, 2016 – 6:30 p.m.
City Hall Council Chambers, 232 W. Sierra Madre Blvd.

Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:30 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
Holly O. Whatley, Assistant City Attorney
Vincent Gonzalez, Director of Planning and Community Preservation
Larry Giannone, Safety Director and Police Chief
Marcie Medina, Finance Director
Steve Heydorff, Fire Chief
Elisa Cox, Assistant City Manager
James Carlson, Management Analyst
Bruce Inman, Director of Public Works
Nancy Sue Shollenberger, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

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

APPROVAL OF AGENDA:

Council Member, Rachelle Arizmendi moved and it was seconded by Council Member, Denise Delmar for approval of the Agenda as presented. The motion passed by unanimous voice vote.

APPROVAL OF MINUTES OF FEBRUARY 23, 2016

Council Member, John Harabedian moved and it was seconded by Mayor Pro Tem, Gene Goss for approval of the Minutes of February 23, 2016 as presented. The motion passed by unanimous voice vote.

MAYOR AND CITY COUNCIL REPORTS:

- 1) Council Member, John Harabedian, announced that he and Council Member, Rachelle Arizmendi, attended the new gold Line Station in Duarte. It runs to Azusa. It was a great event. Folks have options on the Gold Line.
- 2) Mayor Pro Tem, Gene Goss, announced that he was honored to MC the City of the Mayor address.
- 3) Council Member, Denise Delmar attended the Library Board of Trustee's Meeting and the Employee Recognition Dinner. It was a lot of fun.

4) Council Member, Rachele Arizmendi, did not have a report.

5) Mayor, John Capoccia, announced the Wistaria Festival this Sunday. The vine is beautiful.

PUBLIC COMMENT:

Barry Ziff, Member, Library Board of Trustees

Mr. Ziff announced the activities going on at the Library:

- National Library Week – April 10-16. Local authors will be present.
- Teen Docents for Story Board.
- Friend’s is having a Book Sale. Historical Society will be present.
- Friends of the Library will be giving free CD rentals.
- There will be light refreshments.
- Read Program – Tots to Adults.

Mr. Ziff read notes from a family in Sierra Madre on their enjoyment of the Library.
Thank you.

Mary Carney, on behalf of the the Sierra Madre Woman’s Club

Ms. Carney wanted to announce that there would be an Election Night Mixer on this coming Thursday. Mayor Capoccia, Council Member Harabedian, Barry Gold, Michael Amerio and Melinda Carrillo would be present and would be speaking. Everyone is welcome. It is from 5:30-7:30. There will be light refreshments. Please come.

Barry Gold, Ramona Avenue

Mr. Gold announced that he is the write-in candidate at the upcoming election on April 12, 2016. The residents are concerned about the level of service that the Sheriff’s Department will be giving – At 11:00 p.m. last night, a resident heard what she thought was men -0 she called 911. Within a couple of minutes she told me a couple of Sheriffs were there. More follows. The next morning Forensic personnel and the Sheriff’s Department came. She wasn’t hurt. The Sheriffs were as respectful as could possibly be. The residents with misgivings – the Sheriff’s Department will be great to protect us. Thank you.

Mayor Capoccia closed public comment.

PRESENTATION:

Recognition Of employees with 10 or more years of employment service with the City of Sierra Madre.

10 Years: Elisa Cox, Administration
Rolando Gutierrez, Public Works

35 Years Daniel Rodriguez, Public Works

Elaine Aguilar, City Manager, gave the background of service of Elisa Cox. Rolando Gutierrez was not present.

Bruce Inman, Director of Public Works, gave the background of Daniel Rodriguez, who is the mechanic for everything that needs fixed in the City.

Roland Gutierrez will be presented at a future City Council Meeting.
Mayor, John Capoccia, presented a Certificate of Recognition to each.

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. 16-15 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS" and approval for payment of City Warrants in the aggregate amount of \$276,718.44; Sierra Madre Library Warrants in aggregate amount of \$1,777.16; and Payroll Transfer in the aggregate amount of \$308,739.56 for the fiscal year ending June 30, 2016.

1b). QUARTERLY FINANCIAL REPORT – SECOND QUARTER OF FY 2015-16

The Quarterly Financial Report for second quarter of the 2015-16 fiscal year was attached to the Agenda. The Quarterly Financial Report summarizes the City's overall financial position for the period of July 1, 2015 through December 31, 2015. General Fund Revenues and Expenditures at this time are on target with budget projections.

Staff recommends receive and file the Quarterly Financial Report for the quarter ending December 31, 2015.

1c). RECOMMENDATION TO REJECT ALL BIDS FOR THE REPLACEMENT OF WATER MAINS IN SIERRA PLACE AND IN MANZANITA AVENUE

Staff recommends that the City Council reject all bids received February 22, 2016 for the replacement of water mains in Sierra Place and in Manzanita Avenue.

On October 19th, 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 from Sierra Madre Boulevard to Lowell Avenue 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 advertisements and construction of Phase 1 is underway.

1d). DECLARATION OF CITY OWNED VEHICLES AND MISCELLANEOUS PROPERTY TO BE SURPLUSED.

City policy requires that prior to unused City property being disposed of, the property be declared surplus by the City Council.

Staff recommends that the City Council declare the vehicles and equipment listed in this report to be surplus and approve of the disposal of the items as described herein.

Declaration of Surplus Property:

Dodge Charger

GMC Sonoma

Piano

Piano

Two Air Hockey Tables

Two Pool Tables

Old Shelving and Partitions (not reusable)

Staff recommends that the vehicles and miscellaneous property listed above be declared surplus by the City Council and authorize City staff to work with an auction house to have the surplus vehicle and equipment auctioned off.

Mayor Capoccia opened for public input.

Barry Gold, Ramona Avenue

Mr. Gold noted that the staff report makes it clear that funds are not available for repairs. Raise taxes, cut expenses, or both. We can lower by contracting with the Sheriff Department. Savings can help with water mains. Consider the SAheriff Department – it will be perfect for us.

Mayor Capoccia closed public input.

Council Member, Rachele Arizmendi moved and it was seconded by Council Member, Denise Delmar, for approval of the Consent Calendar as presented by staff. The motion passed by unanimous voice vote.

2). SIERRA MADRE FIRE DEPARTMENT 2015 ANNUAL REPORT

Stephen F. Heydorff, Fire Chief, gave a thorough report which is available at City Hall for anyone wishing to read the complete report. A recap follows:

The Fire Department provides three essential services:

- Fire Suppression
- Fire Prevention and Investigation.
- Emergency Medical Services

Our volunteer personnel worked a total of 28,873 hours in 2015. This is down about 6,000 hours from 2014. This can be contributed directly to the loss of our volunteer engineers and Battalion Chiefs. The United States Department of Labor states that a volunteer is worth \$23.05 per hour. Therefore, our volunteers volunteered about \$665,522 last year. Full and part-time paid fire personnel worked a total of 14,384 hours. The Paramedics worked 17,520 hours. The total hours it took to run our Fire Department is over 61,000 hours per year.

We had 970 calls for service last year, which is the most calls we have had in the last ten years. We were close to 2012 when we had 968. However, that was the year we had the December windstorm, 70 calls in 24 hours. This is a 14% increase since 2013 (same as L. A. City) Chief Terrazas.

RA 41 response time was down from 4:44 56 to 4:05. I credit this with the elimination of the RA going on Chantry calls and the increase calls at the Kensington. Engine 41 stayed close to the same time (12 seconds), but it still responds up Chantry with L. A. County Fire Department. The engine always responds with the RA. We and along with other Fire Departments are questioned why we need to run the Engine with the RA. It's because we need the manpower on the call (two medics, one captain, one engineer and one or two FF).

Fire loss was down to \$22,075 this year from \$145,017 in 2014. We had two structure fires in 2014 (don't look at one year, you need to look at a five year trend). We had one firefighter injured and one fatality this year. Training hours we totaled 6,286 hours and that is an average of over 120 hours per person. We had 1,620 inspections in 2015, which mostly came from brush inspections.

We had 25 fire responses 699 EMS over pressure was a transformer. This is the ninth consecutive year we have responded to more than 800 calls and this year was the most calls we have ever had.

Re.: EMS

We responded to 699 medical calls and we had an EMS revenue of \$239,394.50. Our program was reviewed by L. A. County Department of Health Services and passed the review with no follow-ups.

Re.: New Ambulance

2015 Frazer Type One Ambulance – Dodge 4500 Chassis. Ground clearance is higher. The generator to run module and air conditioning – it is gas powered and not diesel.

Re.: Training

Members completed over 6,000 hours of training - averaged over 120 per firefighter. We participated in multiple live burn scenarios. Through the LAAFCA and the RTG the area has received grant funding to build and maintain nine training centers – Monrovia is the closes one.

Re.: Fire Prevention

We completed a total of 1,924 inspections. Brush inspections of course were the majority of the inspections. We did 94 apartment inspections. We had 66 commercials up from 25 the year before. We handled eight complaints and had 217 follow-up inspections. The Fire Marshal did 87 sprinkler inspections. Through the Fire Prevention Bureau, we issued 17 fire permits. We had 26 public education tours – both at the station and at the local schools. We had 203 plan checks. We had a successful fire prevention festival in October. There were over 250 in attendance, and we served over 175 hotdogs and 200 sodas.

Re: Comparison of Yearly Responses

We have had a 14% increase since 2013. Same as L. A. City Fire/Chief Terrazas said at an LAAFCA meeting. We are trending to do over 1,000 calls this year.

Re.: Ten Year Trend

As you can see, fires and service calls stay flat. We, along with all other Fire Departments have seen a rise in EMS calls – aging population Baby Boomers.

Re.: Budget Comparison

Sierra Madre continues to be the most economical service plan to deliver Paramedic and Fire service; both per call and per resident.

Arcadia is about \$192.72 per person, and \$2,960 per call.

Monrovia is \$258.54/person and \$2,773.29.

South Pasadena is \$174.48/person and \$2,571 per call.

La Habra Heights is \$236/person and \$2,849/call.

San Marino is \$455/person and \$6,168/call.

Sierra Madre is \$173.82/person and \$2,000.74/call.

San Marino and La Habra Heights are majority funded by Special Revenue Property Taxes.

Re.: Response Time Comparisons

Sierra Madre Fire Department's response time is comparable to all of our neighbors.

Re.: Accomplishments

- CERT training in the City Yards.
- Purchased and put into service a new Rescue Ambulance.
- Fire Prevention Festival in October
- Contracted with Arcadia and Monrovia for Battalion Chief Coverage
- Contracted Auto Aid with L. A. County Fire Department for first alarm incidents in Sierra Madre (Engine 41 goes up Chantry, but the RA now stays in town).
- We had ten firefighters hired by career departments.
- Renewed over 450 members in the Paramedic's Subscription program.
- Phos-Chek was completed around Santa Anita Rd., the Rose Bowl and La Verne.
- Purchased a Container in order to keep all turnouts at the station.

Thank you for your time. Do you have any questions or concerns?

SIERRA MADRE POLICE DEPARTMENT ANNUAL REPORT

Larry Giannone, Public Safety Officer and Police Chief, also gave a thorough report which is available at City Hall for anyone wishing to read the complete report. A recap follows:

As a professional law enforcement organization, the Sierra Madre Police Department takes great pride in delivering the highest level of public safety and service. Employees make hundreds of contacts a month with members of our community in situations that are often challenging. Even in difficult situations the culture of our department is to treat people fairly, with respect and to provide a high level of service. Below are a few tools we use to help accomplish this.

Annual Evaluations: Each year, every full time employee receives a comprehensive annual evaluation with specific goals tailored to each employee.

Video and Audio Recorders: Every patrol car is equipped with a video camera. Thee video/audio file from the patrol cars are automatically downloaded onto a server. Employees also carry digital audio recorders which they use for all field contacts. Supervisors randomly conduct an audit of the video and audio files.

Monthly Training: For several years the Sierra Madre Police Department has utilized Lexipol, which is a provider of policy management resources for law enforcement organizations across the country. Lexipol is an on-line tool that provides comprehensive defensible policies written by legal and public safety professionals.

Use of Force and Pursuits: When a Use of Force or pursuit occurs, a field supervisor completes a preliminary investigative report. The Watch Commander, Captain and Chief review every Use of Force and pursuit report to ensure there is compliance within departmental policy.

Personnel Complaints: The Sierra Madre Police Department takes all complaints regarding the service provided by the Department and the conduct of its members seriously. The Department accepts and addresses all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

Employee Awards: On April 14, 2015, Chief Giannone and Officer Hare were commemorated with the Deuce Award for their DUI arrests in the year of 2014 during the Mothers Against Drunk Driving banquet. On October 8, 2015, Captain Ortiz was commemorated with the Public Safety award for his strong work ethic and efforts to maintain a safe community at the Sierra Madre Honor Awards Ceremony.

Statistics: Budget: Police Department – The City of Sierra Madre General Fund allocation (FY 2014-2015 – unaudited) is as follows:
Police Personnel (includes benefits) - \$3,374,831.00.
Maintenance and Operations: \$710,679.00
Other Grants, Donations and Revenue - \$103,700.00
Total: \$4,189,210.00.

- Full Time Officers: 10
- Full Time Professional Staff (Dispatchers): 4
- Part-Time Staff: 14
- Volunteers: 18
- Volunteer Hours Donated: 1,669

Dispatch:

- Total Calls Into Dispatch; 13, 335
- Total Calls for Service: 5,137
- 911 Calls: 1,890
-

Detective Bureau:

- Search Warrants: 10
- Cases Assigned: 286

Crime Stats:

- Total Arrests: 327
- Total Police Reports Taken: 412

Emergency Response Time:

- Priority Calls: 3:53 minutes
- Non-priority Calls: 4.04 minutes

Traffic Data:

- Parking Violations: 2,764
- Traffic Citations Issued: 551
- Written Warnings Issued: 124

Crime/Collisions Comparison to 2014

- Our property crimes had an increase of 18.49% from 2014.
- Our violent crimes had an increase of 16.66% from 2014.
- Non-injury traffic collisions had a decrease of 30.95% from 2014
- Injury traffic collisions had a decrease of 7.14% from 2014.

Patrol Officers and Dispatchers, and SMPD Response Times:

- There is a direct correlation between the staffing levels and the response times.
- Historically we have found that when dispatchers are in training the times may be off, sometimes up to a minute, because of the training process.

Dispatch: Police Chief Giannone reviewed Upgrade #1, Upgrade #2 and Upgrade #3

Jail:

The Sierra Madre jail is identified by the California Board of Corrections as a "Temporary Holding Facility." This classification means that inmates can be held for 24 hours or less, pending their release, transfer to another facility (Pasadena Jail, Los Angeles County Jail, or a medical facility), or appear in court. Minors cannot be detained for longer than six hours. The police of the Sierra Madre Police Department is to hold all inmates for six hours or less. Whenever there is an inmate(s) in the jail, there will be at least one trained employee on duty in the facility. The employee will be immediately available and accessible to the inmate(s) in the event of an emergency.

The jail facility consists of a jail cell, a pre-booking cell, a live scan machine, and a pre-booking room. The jail cell has four beds and a toilet/sink combination. The jail cell has a capacity of four inmates. The pre-booking cell is where the inmate is placed while the police officer gathers all the information needed for booking. The pre-booking room has all the necessary forms needed for booking and also houses the breathalyzer. The breathalyzer is a device used to determine blood alcohol content from a breath sample. The live scan machine is used for the booking of inmates and for general live scan services for the public.

Volunteers:

The Sierra Madre Police Department Civilian Volunteers are an integral part of the Police Department's work force. They provide an invaluable source of experience, energy and time to make their community a safer place to live. The volunteers augment the department by conducting special assignments and details so that police officers can increase their availability in the field. The volunteers perform a wide range of non-enforcement duties and provide many services for the department and the community such as: assisting with traffic control, radar surveys and performing vacation checks. They are an extra set of "eyes and ears" for the department.

The department has approximately 18 volunteers and in 2015, the volunteers served a total of 1,669 hours of service to the department and community. This is equivalent to \$44,846.00 of "dollar value" provided to the City of Sierra Madre.

The dollar value is based on the Independent Sector Organizations estimated hourly dollar value for volunteer time in California, which is \$26.87/hour. This estimate helps acknowledge the millions of individuals nationwide who dedicate their time, talents, and energy to make a difference in their communities.

Thank you Sierra Madre Police Volunteers! Police Chief Giannone also thanked the staff for all they do.

Social Media:

At the beginning of 2015, Sierra Madre Police Department expanded into the world of social media. The department had originally planned to utilize social media to stay informed, however it quickly turned into a great opportunity to connect with the community and other departments. Throughout the year, Sierra Madre has successfully built a strong foundation within the social media world by utilizing various applications such as Facebook, Instagram, Twitter, and

Nixle. Through such applications, the department is now able to relay up to date information to thousands of people in cases such as: warning of trail closures, active investigations in a certain area, crime alerts and trends, or simply to inform followers of an upcoming community event. In return, we have witnessed the positive effects of choosing to be active in social media. Our residents have responded with encouraging feedback and appreciation. As our efforts continue, our goal is to establish a growing audience of online followers which will serve as another tool in investigations locating suspects or a crucial tip to help lead to arrests.

Public Safety Committee:

In 2015, the City of Sierra Madre formed a committee to act as an advisory panel for all aspects of Public Safety within the community. This includes Law Enforcement Code Enforcement, Fire Safety, Humane Services, and any other area where the public's safety can be addressed. Serving on the Committee allows community members and residents to be a voice for public safety. The current Public Safety Committee Members are: Rosemary Burnett, Bill Coburn, Donald Handley, Glen Lambdin and Joseph Widman. The Committee meets the 2nd Thursday of the month at 6:00 p.m. in the City Hall Conference Room. Council Liaison is Gene Goss, Mayor Pro Tem. Council Alternate: Rachelle Arizmendi, City Council Member and Staff Liaison is Larry Giannone, Public Safety Director.

Council Member, Rachelle Arizmendi, thanked Fire Chief Heydorff and Public Safety Director/Police Chief for their Annual Reports.

Council Member, Denise Delmar, also thanked the Fire Chief and Public Safety Director/Police Chief for their service and volunteers.

Larry Giannone, reported on the recent break-in. The individuals are striking several towns. They are being investigated. The Sheriff Department will be putting an additional car in town. It is a group doing burglaries. I am confident they will be taken into custody. I encourage everyone – if you see anything suspicious, call 911. Crooks don't know borders. We have been fortunate that we haven't had a rash of crimes in daytime burglaries. It is happening. It is team work. They drive a silver range rover primarily – you need to know your neighborhood. Usually three people are in the car, driver and two people run. Please call us.

Mayor Capoccia also thanked Police Giannone for the Department's hard work and working with the Sheriff Department. The job is difficult.

Police Chief Giannone thanked the staff and all for putting this report together.

Mayor Capoccia opened for public input and there was none.

Mayor Capoccia remarked that this agenda item is a "receive and file".

3). DISCUSSION REGARDING LONG-TERM FINANCIAL STABILITY COMMITTEE

The City Council's current Strategic Plan has a Goal of, "Achieve Financial Stability and Sustainability." Under the goal, two of the objectives are:

- March 2016 – Present to the City Council for action the charge of the Long-Term Financial Stability and Sustainability Committee.
- April 2016 – 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 Council.

The purpose of this report is to have a discussion and decide upon a “charge” for the Committee and should the Council decide to proceed, to decide upon a selection process for the public members of the Committee.

Sierra Madre is a 100+ year old city. There have been many challenges over the years, and many of these challenges were resolved because of the active engagement of the community and the involvement of many parties – elected officials, the public and city staff. Financial challenges are not new. Between 2010 and 2015, the City Council made difficult decisions in order to maintain balanced budgets. The past couple of years’ budgets have reflected budget adjustments, staff realignments and downsizing, contracting and service level reductions. Budgets and audits are a “snapshot” of city finances for a one-year period of time. But annual budgets and audits do not lay out a plan for the long-term future.

The City Council spent much of the last two years in budget related discussions. It was evident that looking at city finances for a time period of more than one or two years would be beneficial. For example, it has been noted a number of times that the current staffing model for the Fire Department is not sustainable and costs have been and will continue to increase. It was also evident that an adequate investment (maintenance and replacement) was not being made to public facilities, streets, water infrastructure, and sidewalks, etc. because of a lack of available resources.

A long-term Financial Plan involves financial forecasting (projecting revenues and expenditures over a long-term period, evaluating various assumptions) and an examination and discussion of long-term service levels, not only operational service levels, but also capital and infrastructure needs.

The purpose of this staff report is to determine:

1. Does the Council want to embark on the development of a Long-Term Financial Plan?
2. How would the Plan be developed? With a Committee? What is the Committee’s charge/responsibility?
3. How should the Committee be formed?

The City Manager reviewed what the Committee’s Charge would be, process for appointing committee members, how the public members can be selected, etc.

Once a process of selecting members is agreed upon, either staff will schedule the appointments to occur at a May 2016 Council meeting (if alternative 2 is selected), or staff will begin the recruitment process by publicizing the committee appointments and soliciting applications.. Once an adequate number of applications is received the appointments can be scheduled for a future Council meeting.

Alternatives:

1. The City Council may take no action, and not form a Long-Term Financial Stability Committee.
2. The City Council could request additional information, or request that this report be placed on a future agenda.
3. The City Council could take action to decide upon a method to select Committee members, and decide upon the charge and responsibility of a Long-Term Financial Stability Committee.

It is recommended that the City Council proceed with the formation of the Committee, based upon previous direction in the Strategic Plan.

Staff recommends that the City Council decide upon a method to select Committee members, and decide upon the charge and responsibility of a Long-Term Financial Stability Committee.

Mayor Capoccia remarked that this is a very comprehensive report. Is a year realistic. For example, the Fire Department analysis. The future of the Fire Department would take months. Police Department is the same.

The City Manager noted that it depends. If the project is broad – two years. For one year we would present the General Plan and what it envisions. It could guide projections.

Mayor Capoccia opened for public input.

Emmett Mcguire

Mr. Mcguire stated that he feels this is a great idea. All governmental agencies need future planning. This effort fills the gap. See what is needed and go for it. I urge you to do some form of this.

De Alcorn, E. Grand View Avenue

Mr. Alcorn feels this is long overdue. Maybe if we would have had that it could have avoided what we are going through today. Look long-term ahead. You need something like this.

Mayor Capoccia closed community input.

Council Member, John Harabedian, stated that this is a great idea and we should be doing. Looking down the road and how to pay for is the issue. Is a committee the right tool for this. We work with staff for the best path of the City. It is important to have public input, and public forums. This puts a burden on staff. This type of committee would bog down staff. I would have staff come up with this and bring to the City Council.

Council Member, Denise Delmar, stated that she totally agrees with Council Member Harabedian. Committees are good, but at this juncture, we need long-term planning. Tools are available. We had public input, we have a revenue committee, there is outreach from League of Cities. They have "help tools". Let's utilize that. They offer help. I would like the City Manager to do and present to the City Council, and maybe get public involved later. When you bring people into this with no experience, people have to learn and we don't have time.

Council Member, Rachele Arizmendi, stated that it is something we should do, there is value to a committee, but not tackle all this. Concern is around staff time demands for commission meetings. This is more intensive. I don't want to lose what the revenue committee did. Dissect more, utilize committee and come back. Underscore value for committee to participate. Revisit Revenue Committee and utilize and work off of them.

Mayor Pro Tem, Gene Goss, stated that he feels this is really a good idea. The Revenue Committee addressed several items. I like all I've heard. Get the staff to focus and narrow down the options.

Council Member, Denise Delmar, stated that the financial tool of League can help and forecast. Bring back in months and use Revenue. There are a bunch of spread sheets. Tools have been in place years ago. Rancho Cucamonga learned where to put revenue and deficit, then went to community. It gives broad knowledge.

Mayor Capoccia asked if the League could talk to us?

The City Manager stated that staff is familiar with this. Maybe three months to put data in and then just update.

Mayor Capoccia noted that he feels our City is in a good condition. It would give objective measures. It is a good place to start. My instinct is rather clear idea and direction. Let's start with that.

Council Member Arizmendi feels it is a good place to start, then use Revenue Committee recommendations. Don't wait three months.

The City Manager will recommend bringing back Revenue Committee. It will be a financial tool to provide technical data on why we need additional revenue. Refreshing our memories is good. We will present financial review.

4). STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT

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

Council Member, Denise Delmar, remarked that the Strategic Plan has been scheduled for once a year now. We will do in the fall.

Mayor Capoccia opened for public input and there was none.

The City Manager announced that we have one more meeting in March. There is one meeting in April which will be the reorganization on April 26th. The election is April 12th and final recount on April 19th.

FUTURE AGENDA ITEMS: None

ADJOURNMENT:

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, John Harabedian for approval of adjournment at 8:32 p.m. The motion passed by unanimous voice vote.

John Capoccia, Mayor

Minutes taken and typed by:

Nancy Sue Shollenberger
City Clerk

RESOLUTION NUMBER 16 – 17

**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 \$353,177.96; Sierra Madre Library Warrants in aggregate amount of \$1,712.31 and Payroll Transfer in the aggregate amount of \$304,365.05 for the fiscal year ending June 30, 2016.

APPROVED AND ADOPTED this 22th day of March, 2016.

Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 16 – 17 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 22th day of March, 2016.

AYES:

NOES:

ABSTAIN:

ABSENT:

City Clerk, City of Sierra Madre, California

**City of Sierra Madre
Department of Finance
Warrant Register Recap
City Council Meeting of March 22, 2016**

CITY OF SIERRA MADRE AND SIERRA MADRE LIBRARY

City of Sierra Madre Warrant	\$353,177.96
Sierra Madre Library Warrant	\$1,712.31
Payroll #5 Transfer.....	\$304,365.05

Warrant Register 3/22/16**Attachment A**

Fiscal Year	Description	Amount	Page #
FY 1516	Manual Warrants	5,703.37	1-3
FY 1516	General Warrants - Utility Bills	51,794.80	4-5
FY 1516	General Warrants	295,679.79	6-11
	Total	353,177.96	

Fiscal Year	Description	Amount	Page #
FY 1516	Library Warrants	1,712.31	12
	Total	1,712.31	

Date:	Payroll #5 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	304,365.05	
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City of Sierra Madre, CA

Check Approval

P.1

Packet: APPKT02775 - MAN 3/22/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/10/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 10000 - GENERAL FUND					
<u>1497</u>	MOUNTAIN VIEWS NEWS				
APBNK	Check	<u>CM140306-A</u>	Publications of Ordinances and Public Hearings	10000.12000.52206	391.90
		<u>CM140306</u>	NOTICE OF ELECTION	10000.12000.52207	714.64
				Fund 10000 Total:	1,106.54
				Report Total:	1,106.54



City of Sierra Madre, CA

Check Approval

P.2

Packet: APPKT02781 - MAN 3/22/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/10/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0823</u>	BANK OF AMERICA				
APBNK	Check	<u>INV018042</u>	EA- LEAGUE OF CALIFORNIA/PUBLIC RECORDS V	10000.11000.53402	555.82
		<u>INV018046</u>	EC-BANNER	10000.11000.53999	93.75
		<u>INV018043</u>	JO-DISPATCHER TRAINING	10000.50000.52005	400.67
		<u>INV018047</u>	SH- CHAINSAW MAINTENANCE/SMOG TEST/MC	10000.61000.52205	350.00
				10000.61000.52302	565.77
				10000.61000.53999	35.97
Fund 10000 Total: 2,064.38					
Fund: 60000 - INT SVC FND - FLEET					
<u>0823</u>	BANK OF AMERICA				
APBNK	Check	<u>INV018048</u>	CC-PA LINEAR PRESSURE/AGWA-AGWT CONFER	60000.83100.53208	305.16
		<u>INV018047</u>	SH- CHAINSAW MAINTENANCE/SMOG TEST/MC	60000.83100.56006	91.50
Fund 60000 Total: 396.66					
Fund: 60001 - INT SVC FND - FACILITIES MGT					
<u>0823</u>	BANK OF AMERICA				
APBNK	Check	<u>INV018048</u>	CC-PA LINEAR PRESSURE/AGWA-AGWT CONFER	60001.83200.52301	141.96
Fund 60001 Total: 141.96					
Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT					
<u>0823</u>	BANK OF AMERICA				
APBNK	Check	<u>INV018044</u>	EC-RECRUITMENT SOFTWARE/AMERICAN LIBRA	60007.70100.53402	23.00
				60007.70101.52100	158.00
				60007.70101.52206	60.00
Fund 60007 Total: 241.00					
Fund: 71000 - WATER ENTERPRISE FUND					
<u>0823</u>	BANK OF AMERICA				
APBNK	Check	<u>INV018048</u>	CC-PA LINEAR PRESSURE/AGWA-AGWT CONFER	71000.81100.53402	780.00
Fund 71000 Total: 780.00					
Fund: 72000 - SEWER					
<u>0823</u>	BANK OF AMERICA				
APBNK	Check	<u>INV018048</u>	CC-PA LINEAR PRESSURE/AGWA-AGWT CONFER	72000.81200.53205	80.00
Fund 72000 Total: 80.00					
Fund: 77003 - SPECIAL EVENTS					
<u>0823</u>	BANK OF AMERICA				
APBNK	Check	<u>INV018045</u>	EC-MOUNT WILSON TRAIL RACE	77003.79001.52999	85.00
Fund 77003 Total: 85.00					
Report Total:					3,789.00



City of Sierra Madre, CA

Check Approval

P.3

Packet: APPKT02785 - MAN 3/22/16

Check Date: 03/16/2016

Vendor Set: 01 - Vendor Set 01

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
Fund: 10000 - GENERAL FUND					
0680	POSTMASTER				
APBNK	Check	<u>INV018073</u>	Postage - Sample Ballot Correction Postcard	10000.12000.52207	807.83
Fund 10000 Total:					807.83
Report Total:					807.83



Packet: APPKT02786 - UTILITIES 3/22/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/16/2016

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2011946423-030916</u>	ELECTRICITY	32005.83500.55003	141.27
Fund 32005 Total:							141.27
Fund: 32006 - LIGHTING DISTRICT - ZONE A							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2011946423-030916</u>	ELECTRICITY	32006.83500.55003	236.73
Fund 32006 Total:							236.73
Fund: 32007 - LIGHTING DISTRICT - ZONE B							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2011946423-030916</u>	ELECTRICITY	32007.83500.55003	1,016.31
Fund 32007 Total:							1,016.31
Fund: 32008 - PARKING ASSMNT DIST							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2037520756-031116</u>	ELECTRICITY	32008.83000.55003	472.31
Fund 32008 Total:							472.31
Fund: 32009 - SANTA ANITA/ARNO ASSESSMENT							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2011946423-030916</u>	ELECTRICITY	32009.83500.55003	167.57
Fund 32009 Total:							167.57
Fund: 38005 - GAS TAX FUND							
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2011946423-030916</u>	ELECTRICITY	38005.83500.55003	4,148.41
				<u>2037520756-031116</u>	ELECTRICITY	38005.83500.55003	50.93
Fund 38005 Total:							4,199.34
Fund: 60001 - INT SVC FND - FACILITIES MGT							
<u>0129</u>	AT&T						
APBNK	Check			<u>81829102416611-03</u>	TELECOM DIV 911 PRGM	60001.83200.55005	148.21
				<u>81824637835914-02</u>	TELECOM DIV 911 PRGM	60001.83200.55005	140.90
<u>1749</u>	PACIFIC TELEMANAGEMENT SERVICE						
APBNK	Check			<u>823330</u>	PAY PHONE/PD	60001.83200.55005	82.64
<u>0384</u>	SOUTHERN CALIF. EDISON CO.						
APBNK	Check			<u>2036613305-030516</u>	ELECTRICITY	60001.83200.55003	968.92
				<u>2037520756-031116</u>	ELECTRICITY	60001.83200.55003	7,318.25
<u>0835</u>	SPRINT						
APBNK	Check			<u>922935083-012416</u>	LONG DISTANCE PHONE SVC	60001.83200.55005	106.46
				<u>922935083-022416</u>	LONG DISTANCE PHONE SVC	60001.83200.55005	132.51
<u>0216</u>	THE GAS COMPANY						
APBNK	Check			<u>13511935002-031516</u>	GAS	60001.83200.55004	61.53
				<u>16861877005-031416</u>	GAS	60001.83200.55004	156.16
				<u>16651877009-031416</u>	GAS	60001.83200.55004	50.25
				<u>19591871009-031416</u>	GAS	60001.83200.55004	42.06
<u>0642</u>	VERIZON WIRELESS - LA						
APBNK	Check			<u>9761158715</u>	CELL PHONE SVC	60001.83200.55005	879.75
Fund 60001 Total:							10,087.64
Fund: 60003 - INT SVC FND - TECHNOLOGY							
<u>VEN02262</u>	GLOBAL CAPACITY						
APBNK	Check			<u>49423378</u>	DSL Line Monthly Charge	60003.30000.52200	1,298.68
<u>1439</u>	TIME WARNER CABLE						
APBNK	Check			<u>8448300220137019-0</u>	CABLE SVC	60003.30000.52200	151.26
				<u>8448300220164625-0</u>	CABLE SVC	60003.30000.52200	201.71

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBNK	Check	8448300220131806	CABLE SVC	60003.30000.52200	508.48
<u>VEN02100</u>	TIME WARNER CABLE-BROADBAND				
APBNK	Check	040107401-030116	BROADBAND HSD SVC	60003.30000.52200	134.99
		039966201-030116	BROADBAND HSD SVC	60003.30000.52200	144.99
Fund 60003 Total:					2,440.11
Fund: 71000 - WATER ENTERPRISE FUND					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	2037520756-031116	ELECTRICITY	71000.81100.55003	29,318.15
Fund 71000 Total:					29,318.15
Fund: 77001 - AQUATICS					
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				
APBNK	Check	2037520756-031116	ELECTRICITY	77001.71000.55003	517.72
<u>0216</u>	THE GAS COMPANY				
APBNK	Check	13721935008-031516	GAS	77001.71000.55004	3,197.65
Fund 77001 Total:					3,715.37
Report Total:					51,794.80



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Packet: APPKT02799 - GEN 3/22/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/16/2016

Table with columns: Vendor Number, Vendor Name, Bank Code, Payment Type, Invoice #, Invoice Description, Account Number, Distribution Amount. Includes entries for ALLSTAR FIRE EQUIPMENT, INC., ARNOLD'S FRONTIER HARDWARE, BLUE DIAMOND MATERIALS, CALIFORNIA STATE FIREFIGHTER'S ASSOCIATION, CITY OF PASADENA, COLANTUONO, HIGHSMITH & WHATLEY, PC, CPOA, DEPT OF JUSTICE, EDM PUBLISHERS INC, EMERGENCY SERVICES MARKETING, FIRE ENGINEERING, HIRERIGHT, LLC, INTOXIMETERS, LAAFCA, LANDSCAPE WAREHOUSE, and MERCHANTS LANDSCAPE SVC INC.

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBNK	Check	<u>47088</u>	LANDSCAPE MAINTENANCE/02-16	10000.81201.52200 10000.83300.52200	174.93 5,608.60
<u>VEN02365</u>	NATIONAL TESTING NETWORK INC				
APBNK	Check	<u>3185</u>	FF Testing	10000.61000.52106	500.00
<u>0786</u>	OFFICE DEPOT, INC				
APBNK	Check	<u>827047937001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	92.12
		<u>827048752001</u>	OFFICE/STATION SUPPLIES	10000.50000.53100	4.31
<u>1531</u>	P.F. PETTIBONE & CO				
APBNK	Check	<u>34793</u>	Minute Books, Minute Paper, Resolution Books	10000.12000.52204	449.95
		<u>35073</u>	Minute and Resolution Books	10000.12000.52204	1,275.05
<u>VEN01784</u>	Pasadena Embroidery & Silkscreening				
APBNK	Check	<u>7123</u>	STATION WINDOW DECALS	10000.50000.53102	98.10
<u>0323</u>	PASADENA HUMANE SOCIETY				
APBNK	Check	<u>MAR2016CTYSM</u>	ANIMAL CONTROL SVCS /MAR2016	10000.50000.52004	1,830.74
<u>0325</u>	PASADENA STAR NEWS				
APBNK	Check	<u>900030985-022916</u>	NEWSPAPER SUBSCRIPTION	10000.50000.53501	135.21
<u>VEN01608</u>	Phoenix Group Information Systems				
APBNK	Check	<u>012016200</u>	PARKING CITATION SVCS/ JAN2016	10000.50000.52200	1,364.10
<u>1483</u>	PRO PRINTING INC				
APBNK	Check	<u>45231</u>	POLICE ENVELOPES	10000.50000.53102	233.26
<u>1347</u>	PUBLIC SAFETY CENTER, INC				
APBNK	Check	<u>5654374</u>	COLLAPSIBLE TRAFFIC CONES	10000.61000.53300	299.75
		<u>5655233</u>	HI VISIBILITY VESTS	10000.61000.53300	366.36
<u>0378</u>	SMART & FINAL				
APBNK	Check	<u>3056650189005</u>	Community Workshop Supplies	10000.73000.53999	61.18
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT				
APBNK	Check	<u>1086047-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	18.53
		<u>1089370-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	44.91
		<u>1086045-1</u>	STREET CONSTRUCTION MATERIAL	10000.83500.53206	51.34
<u>1277</u>	STEPHEN HEYDORFF				
APBNK	Check	<u>INV017987</u>	TRAINING REIMBURSEMENT - HEYDORFF	10000.61000.52205	68.12
<u>VEN02444</u>	Superior Court of CA, Co of L. A.				
APBNK	Check	<u>INV017985-JAN16</u>	COURT FEES/PARKING REV DISTRIBUTION/JAN1	10000.50000.52200	2,070.00
<u>1245</u>	THE WORKSHOP				
APBNK	Check	<u>61487</u>	UUT Facts Mailer	10000.12000.52207	1,665.00
<u>0404</u>	TOM'S UNIFORMS				
APBNK	Check	<u>3459</u>	UNIFORMS	10000.50000.53303	11.99
Fund 10000 Total:					49,051.49
Fund:	32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMNT DIST				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>47088</u>	LANDSCAPE MAINTENANCE/02-16	32002.83000.52200	461.53
Fund 32002 Total:					461.53
Fund:	32003 - LANDSCAPE DIST #2-FANE/WINWOOD LANE				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>47088</u>	LANDSCAPE MAINTENANCE/02-16	32003.83000.52200	142.32
Fund 32003 Total:					142.32
Fund:	32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>47088</u>	LANDSCAPE MAINTENANCE/02-16	32005.83000.52200	431.89
Fund 32005 Total:					431.89
Fund:	32006 - LIGHTING DISTRICT - ZONE A				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>47088</u>	LANDSCAPE MAINTENANCE/02-16	32006.83000.52200	86.97
Fund 32006 Total:					86.97
Fund:	32007 - LIGHTING DISTRICT - ZONE B				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>47088</u>	LANDSCAPE MAINTENANCE/02-16	32007.83000.52200	539.61
Fund 32007 Total:					539.61
Fund:	32008 - PARKING ASSMNT DIST				

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Bank Code	Payment Type				
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>47088</u>	LANDSCAPE MAINTENANCE/02-16	32008.83000.52200	817.32
Fund 32008 Total:					817.32
Fund: 34001 - DEVELOPMENT FEES					
<u>0841</u>	DAPEER, ROSENBLIT & LITVAK,LLP				
APBNK	Check	<u>11003</u>	Legal Services/ JAN2016	34001.40000.52201	6,900.44
<u>1584</u>	DENRAM PRODUCTS CORP				
APBNK	Check	<u>15221</u>	Forms printing	34001.40000.53999	426.44
<u>0209</u>	FEDERAL EXPRESS CORPORATION				
APBNK	Check	<u>5-310-69339</u>	Document Shipping	34001.40000.53101	50.89
<u>0398</u>	HONG L. TAM				
APBNK	Check	<u>INV018063</u>	Residential Structural Plan Check	34001.40000.52100	13,335.36
<u>VEN02741</u>	SolarCity				
APBNK	Check	<u>INV018058</u>	Solar Permit Refund	34001.00000.47012	488.00
<u>0425</u>	WILLDAN ASSOCIATES				
APBNK	Check	<u>002-15922</u>	Contract Plan Check and inspection/AUG2015	34001.40000.52100	21,313.73
		<u>002-15795</u>	Contract Plan Check and inspection/JUL2015	34001.40000.52100	24,853.75
		<u>002-16432</u>	Contract Plan Check and inspection/JAN2016	34001.40000.52100	23,432.70
		<u>002-16227</u>	Contract Plan Check and inspection/OCT2015	34001.40000.52100	19,455.39
		<u>002-16190</u>	Contract Plan Check and inspection/NOV2015	34001.40000.52100	22,588.20
		<u>002-16434</u>	Contract Plan Check and inspection/DEC2015	34001.40000.52100	14,902.69
		<u>002-16002</u>	Plan Check / Inspection Services/SEP2015	34001.40000.52100	19,865.38
Fund 34001 Total:					167,612.97
Fund: 36001 - EMERGENCY MEDICAL SERVICES					
<u>0109</u>	AIRGAS USA				
APBNK	Check	<u>9934212266</u>	MEDICAL OXYGEN	36001.64000.53300	386.80
		<u>9934221193</u>	MEDICAL OXYGEN	36001.64000.53300	35.90
<u>0640</u>	LIFE-ASSIST INC.				
APBNK	Check	<u>741554</u>	EMS SUPPLIES	36001.64000.53300	101.27
		<u>741232</u>	EMS SUPPLIES	36001.64000.53300	2,856.07
<u>VEN02018</u>	Suzette Otlewis				
APBNK	Check	<u>INV018051-MAR16</u>	CE/QI SERVICES- MAR2016	36001.64000.52205	500.00
Fund 36001 Total:					3,880.04
Fund: 36002 - FIRE DEPT DONATIONS					
<u>VEN02707</u>	AH A Board, INC				
APBNK	Check	<u>12515</u>	BEDS	36002.61000.53999	2,542.93
Fund 36002 Total:					2,542.93
Fund: 37006 - SENIOR CENTER					
<u>1636</u>	CAL POLY POMONA FOUNDATION INC				
APBNK	Check	<u>INV018062</u>	Senior Excursion Deposit	37006.72000.52200	200.00
<u>0728</u>	ONYX ARCHITECTS, INC.				
APBNK	Check	<u>21210</u>	ARCHITECTURAL SERVICES - HART PARK HOUSE	37006.72000.52200	1,435.00
Fund 37006 Total:					1,635.00
Fund: 37007 - SM COMMUNITY FOUNDATION					
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBNK	Check	<u>072652</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	9.79
		<u>072630</u>	CITY HALL LANDSCAPE PROJECT	37007.83200.52209	8.68
<u>VEN02740</u>	Shaffer Awards				
APBNK	Check	<u>0002245</u>	CITY HALL LANDSCAPE GARDEN SIGNS	37007.83200.52209	2,940.82
Fund 37007 Total:					2,959.29
Fund: 38004 - ENVIRONMENTAL FUND					
<u>0574</u>	WEST COAST ARBORISTS, INC.				
APBNK	Check	<u>112939</u>	ANNUAL TREE MAINTENANCE-01/30/16	38004.83300.52200	2,700.00
		<u>112704</u>	ANNUAL TREE MAINTENANCE-01/9/16	38004.83300.52200	2,700.00
Fund 38004 Total:					5,400.00
Fund: 38005 - GAS TAX FUND					
<u>1024</u>	ATHENS				
APBNK	Check	<u>1898447</u>	STREET SWEEPING/FEB16	38005.81201.52200	7,669.89
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
APBNK	Check	47088	LANDSCAPE MAINTENANCE/02-16	38005.83500.52200	490.20
<u>1588</u>	SWRCB ACCOUNTING OFFICE				
APBNK	Check	SW-0111339	ANNUAL PERMIT FEE 2016	38005.83500.52001	641.00
Fund 38005 Total:					8,801.09
Fund:	50003 - REDEVELOPMENT OBLIGATION RETIREMENT FND				
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				
APBNK	Check	30364	Legal Svc/CRA/JAN2016	50003.30000.52201	987.00
<u>VEN01670</u>	ROGERS, ANDERSON, MALODY & SCOTT, LLP				
APBNK	Check	50048A	PROFESSIONAL SERVICES	50003.30000.52100	340.00
Fund 50003 Total:					1,327.00
Fund:	60000 - INT SVC FND - FLEET				
<u>0108</u>	ADVANTAGE FORD				
APBNK	Check	158477	FORD PARTS AND SERVICES PD#2100	60000.83100.53208	58.10
<u>0207</u>	ERNIE'S AUTO PARTS				
APBNK	Check	14IN221078	VEHICLE MAINTENANCE SUPPLIES #5100 TAHOE 60000.83100.53208		84.56
		14IN220302	VEHICLE MAINTENANCE SUPPLIES #5118 PU PAI 60000.83100.53208		17.28
		14IN221807	VEHICLE MAINTENANCE SUPPLIES #5106 SEWEF 60000.83100.53208		9.03
		14CR036348	VEHICLE MAINTENANCE SUPPLIES	60000.83100.53208	-37.06
		14IN221359	VEHICLE MAINTENANCE SUPPLIES PD#2100	60000.83100.53208	132.76
		14IN220122	VEHICLE MAINTENANCE SUPPLIES #5126 SCOOT 60000.83100.53208		53.99
<u>VEN01951</u>	INDUSTRIAL NETWORKING SOLUTIONS				
APBNK	Check	INV-1527743	MODEM / WIFI FRAZER RA	60000.83100.56006	1,175.30
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF				
APBNK	Check	50128470	CAR BATTERIES #5115 SERVICE TRUCK WATER T	60000.83100.53208	99.49
<u>1454</u>	JDS TANK TESTING & REPAIR INC				
APBNK	Check	8542	TANK TESTING AND MAINTENANCE/02-16	60000.83100.55001	140.00
<u>1790</u>	MD HYDRAULICS INC				
APBNK	Check	25504	FLEET MAINTENANCE	60000.83100.53208	1,990.00
Fund 60000 Total:					3,723.45
Fund:	60001 - INT SVC FND - FACILITIES MGT				
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE				
APBNK	Check	072702	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	10.88
		071924	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	37.04
		072829	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	38.96
		072762	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	35.93
		072750	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	56.12
		072837	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	47.94
		072689	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	6.86
		072680	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	21.61
		072566	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	21.78
		072675	FACILITIES MAINTENANCE SUPPLIES	60001.83200.53200	20.35
<u>0714</u>	CINTAS CORPORATION #693				
APBNK	Check	693627511	UNIFORM CLEANING	60001.83200.53303	269.05
		693629494	UNIFORM CLEANING	60001.83200.53303	279.60
<u>0169</u>	CITY WHOLESALE ELECTRIC CO.				
APBNK	Check	214706	ELECTRICAL SUPPLIES	60001.83200.53200	136.83
		214538	ELECTRICAL SUPPLIES	60001.83200.53200	175.93
<u>1181</u>	DELTA DISTRIBUTING				
APBNK	Check	134151	JANITORIAL SUPPLIES	60001.83200.53200	942.39
<u>1639</u>	GMS ELEVATOR SERVICES INC				
APBNK	Check	00082151	ELEVATOR MAINTENANCE	60001.83200.52200	175.00
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	47088	LANDSCAPE MAINTENANCE/02-16	60001.83200.52200	1,129.63
<u>1372</u>	ORKIN COMMERCIAL SERVICES				
APBNK	Check	107716887	PEST CONTROL/02-16	60001.83200.52200	313.47
		107716890	PEST CONTROL/02-16	60001.83200.52200	197.42
		107717403	PEST CONTROL/02-16	60001.83200.52200	70.00
		107716889	PEST CONTROL/02-16	60001.83200.52200	149.55
		107716888	PEST CONTROL/02-16	60001.83200.52200	149.55
<u>0336</u>	POST ALARM SYSTEMS				

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	<u>854590</u>	ALARM MONITORING/APR2016	60001.83200.52200	19.50
				<u>855376</u>	ALARM MONITORING/APR2016	60001.83200.52200	40.00
				<u>858886</u>	ALARM MONITORING/APR2016	60001.83200.52200	34.00
				<u>854085</u>	ALARM MONITORING/APR2016	60001.83200.52200	43.50
				<u>858713</u>	ALARM MONITOR - REC/APR2016	60001.83200.53200	48.45
				<u>855376A</u>	ALARM MONITOR - REC/APR2016	60001.83200.53200	40.95
<u>1485</u>	RED SUPPLY INC						
APBNK	Check			<u>32291</u>	PLUMBING SUPPLIES	60001.83200.53200	639.02
<u>0399</u>	TELETRONIC ALARM SYSTEMS						
APBNK	Check			<u>B6426026-INV017984</u>	ALARM SVC - LIBRARY /MAR2016	60001.83200.52200	60.00
Fund 60001 Total:							5,211.31

Fund: 60002 - INT SVC FND - ADMINISTRATION

<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC						
APBNK	Check			<u>30365</u>	Legal Svc/Retainer- JAN2016	60002.21000.52201	2,100.00
<u>0893</u>	CREATIVE FORMS & CONCEPTS, INC						
APBNK	Check			<u>114562</u>	LASER ACCOUNTS PAYABLE CHECK	60002.30000.53102	217.08
				<u>114532</u>	LASER ACCOUNTS PAYABLE CHECK	60002.30000.53102	216.27
				<u>114563</u>	LASER ACCOUNTS PAYABLE CHECK	60002.30000.53102	217.08
<u>0224</u>	GOVT. FINANCE OFFICERS ASSOC.						
APBNK	Check			<u>0130169-2016</u>	MEMBERSHIP DUES/CRUZ	60002.30000.53409	190.00
<u>0241</u>	HINDERLITER, DE LLAMAS & ASSOC						
APBNK	Check			<u>0024914-IN</u>	Prof Svc/Sales Tax Reports	60002.30000.52100	302.11
<u>0786</u>	OFFICE DEPOT, INC						
APBNK	Check			<u>828651341001</u>	Office Supplies/CH	60002.30000.53100	109.32
				<u>825200888001</u>	Office Supplies/CH	60002.30000.53100	63.06
<u>VEN01670</u>	ROGERS, ANDERSON, MALODY & SCOTT, LLP						
APBNK	Check			<u>50048</u>	Prof Svc/Auditor	60002.30000.52100	1,405.00
Fund 60002 Total:							4,819.92

Fund: 60003 - INT SVC FND - TECHNOLOGY

<u>1786</u>	AXONTECH LLC						
APBNK	Check			<u>7277</u>	Network Maintenance	60003.30000.52100	1,868.75
				<u>7255</u>	Network Maintenance	60003.30000.52100	1,840.00
				<u>7256</u>	Network Maintenance	60003.30000.52100	1,523.75
				<u>7276</u>	Network Maintenance	60003.30000.52100	1,504.58
				<u>7306</u>	Network Maintenance	60003.30000.52100	1,437.50
				<u>7275</u>	Network Maintenance	60003.30000.52100	1,581.25
				<u>7303</u>	Monthly Datto Backup Servers	60003.30000.52200	858.00
				<u>7271</u>	COMPUTER SUPPLIES	60003.30000.53103	385.00
				<u>7272</u>	COMPUTER SUPPLIES	60003.30000.53103	2,063.75
				<u>7267</u>	COMPUTER SUPPLIES	60003.30000.53103	35.95
				<u>7265</u>	COMPUTER SUPPLIES	60003.30000.53103	648.55
				<u>7318</u>	COMPUTER SUPPLIES	60003.30000.53103	952.66
				<u>7268</u>	COMPUTER SUPPLIES	60003.30000.53103	132.79
<u>VEN02677</u>	ClientFirst Consulting Group LLC						
APBNK	Check			<u>6181</u>	IT Master Plan/FEB2016	60003.30000.52200	1,428.00
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS						
APBNK	Check			<u>266</u>	SMTV Production Services/FEB2016	60003.30000.52100	2,331.01
<u>VEN01031</u>	MAILFINANCE						
APBNK	Check			<u>N5827105</u>	Postage Machine Lease/JAN 11 to APR 10 2016	60003.30000.53210	1,610.39
<u>1799</u>	TYLER TECHNOLOGIES INC						
APBNK	Check			<u>025-148356</u>	UB Online Svc Fee and Transaction Fee	60003.30000.52200	225.00
Fund 60003 Total:							20,426.93

Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT

<u>0842</u>	ANTOINETTE BUCKNER						
APBNK	Check			<u>INV018072-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	466.11
<u>1428</u>	DAN GINTER						
APBNK	Check			<u>INV018071-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	466.11
<u>1044</u>	JESSE TORIBIO						
APBNK	Check			<u>INV018070-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	233.06
<u>1156</u>	JOHN FORD						

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	<u>INV018069-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	326.28
<u>VEN01660</u>	LISA VOLPE						
		APBNK	Check	<u>INV018068-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	372.89
<u>1711</u>	MARIO OLANO						
		APBNK	Check	<u>INV018067-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	466.11
<u>0378</u>	SMART & FINAL						
		APBNK	Check	<u>3056650118938</u>	SMERL	60007.70100.53403	68.88
<u>0704</u>	STEPHEN ABERNETHY						
		APBNK	Check	<u>INV018066-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	466.11
<u>2016</u>	STEVE POCK						
		APBNK	Check	<u>INV018065-APR2016</u>	RETIREE HEALTH INSURANCE/APR2016	60007.70100.51302	466.11
Fund 60007 Total:							3,331.66

Fund: 71000 - WATER ENTERPRISE FUND

<u>0859</u>	AQUA METRIC						
		APBNK	Check	<u>0059932-IN</u>	WATER METER AND PARTS	71000.81100.56011	5,035.82
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE						
		APBNK	Check	<u>072860</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	27.23
				<u>072918</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	16.11
				<u>072868</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	5.44
				<u>072886</u>	WATER DEPT MAINTENANCE SUPPLIES	71000.81100.53200	18.52
<u>1200</u>	BLUE DIAMOND MATERIALS						
		APBNK	Check	<u>655615</u>	ASPHALT	71000.81100.53206	76.59
				<u>651727</u>	ASPHALT	71000.81100.53206	31.20
<u>0226</u>	GRAINGER INC.						
		APBNK	Check	<u>9035367037</u>	SMALL TOOLS	71000.81100.53205	31.67
<u>VEN01011</u>	I-WATER INFRAMAP						
		APBNK	Check	<u>7278</u>	ANNUAL MAINTENANCE INFRAMAP	71000.81100.52200	1,000.00
<u>1588</u>	SWRCB ACCOUNTING OFFICE						
		APBNK	Check	<u>SW-0111339</u>	ANNUAL PERMIT FEE 2016	71000.81100.52001	641.00
<u>1820</u>	TARGET MAILING SERVICES INC						
		APBNK	Check	<u>34330</u>	Mailing Services/MAR2016	71000.32000.53101	1,208.23
<u>0410</u>	UNDERGROUND SERVICE ALERT						
		APBNK	Check	<u>220160662</u>	DIG ALERT SERVICES	71000.81100.52200	90.00
<u>1243</u>	USA BLUEBOOK						
		APBNK	Check	<u>883877</u>	WATER TREATMENT SUPPLIES	71000.81100.53209	550.85
<u>0426</u>	WESTERN WATER WORKS						
		APBNK	Check	<u>401844-00</u>	DISTRIBUTION SYSTEM REPAIR	71000.81100.53200	114.99
Fund 71000 Total:							8,847.65

Fund: 72000 - SEWER

<u>1200</u>	BLUE DIAMOND MATERIALS						
		APBNK	Check	<u>655615</u>	ASPHALT	72000.81200.53206	30.64
				<u>651727</u>	ASPHALT	72000.81200.53206	12.48
<u>VEN01011</u>	I-WATER INFRAMAP						
		APBNK	Check	<u>7278</u>	ANNUAL MAINTENANCE INFRAMAP	72000.81200.52200	1,000.00
Fund 72000 Total:							1,043.12

Fund: 77002 - RECREATION CLASSES

<u>0514</u>	ANDREA WALSH						
		APBNK	Check	<u>INV018064</u>	Yoga Lessons	77002.77000.52200	321.10
<u>1394</u>	ANDREAS WEYERMANN						
		APBNK	Check	<u>INV018060</u>	Tennis Lessons	77002.77000.52200	140.40
<u>0636</u>	CYNTHIA SIRLIN						
		APBNK	Check	<u>INV018061</u>	Tai Chi Chuan Lessons	77002.77000.52200	124.80
Fund 77002 Total:							586.30

Fund: 77004 - SERVICES MOVIE/OES DETAILS

<u>VEN02670</u>	Warner Specialty Productions						
		APBNK	Check	<u>INV018057</u>	Filming Deposit Refund	77004.00000.23001	2,000.00
Fund 77004 Total:							2,000.00
Report Total:							295,679.79



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Packet: APPKT02789 - LIB 3/22/16
Vendor Set: 01 - Vendor Set 01

Check Date: 03/16/2016

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND					
<u>0132</u>	BAKER & TAYLOR, INC.				
APBNK	Check	<u>4011521737</u>	Processing Fees	10000.90000.52200	5.07
		<u>4011520844</u>	Processing Fees	10000.90000.52200	13.24
		<u>4011523395</u>	Processing Fees	10000.90000.52200	22.40
		<u>4011525907</u>	Books and Reference	10000.90000.53406	50.61
		<u>4011525904</u>	Books and Reference	10000.90000.53406	27.15
		<u>4011520843</u>	Books and Reference	10000.90000.53406	309.16
		<u>4011525905</u>	Books and Reference	10000.90000.53406	78.56
		<u>4011521736</u>	Books and Reference	10000.90000.53406	91.81
<u>0145</u>	BRODART				
APBNK	Check	<u>427644</u>	Library Supplies	10000.90000.53100	72.33
<u>VENO2744</u>	DOROTHY REEDY				
APBNK	Check	<u>INV018055</u>	Refund for book lost, paid for, and found	10000.00000.44001	35.00
<u>0314</u>	OCLC, INC.				
APBNK	Check	<u>0000448054</u>	'15-'16 OCLC & Baker & Taylor Subscriptions	10000.90000.52200	429.50
<u>0786</u>	OFFICE DEPOT, INC				
APBNK	Check	<u>825991874001</u>	Office Supplies	10000.90000.53100	94.36
Fund 10000 Total:					1,229.19
Fund: 39002 - LIBRARY - GIFT AND MEMORIAL					
<u>VENO2711</u>	Americas Printer				
APBNK	Check	<u>1079333</u>	Book Marks	39002.90000.53999	115.32
Fund 39002 Total:					115.32
Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND					
<u>0115</u>	AMERICAN LIBRARY ASSOCIATION				
APBNK	Check	<u>0073616044</u>	Banned Book Week supplies	39006.90000.53999	45.55
		<u>0073615782</u>	Banned Book Week supplies	39006.90000.53999	48.75
<u>VENO2711</u>	Americas Printer				
APBNK	Check	<u>1079333</u>	Book Marks	39006.90000.53999	150.81
<u>0132</u>	BAKER & TAYLOR, INC.				
APBNK	Check	<u>T35802510</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	18.79
		<u>4011523394</u>	DVDs, CDs, LP, Audiobooks	39006.90000.53406	105.78
		<u>T329306CM</u>	BOOKS AND REFERENCE	39006.90000.53406	-1.88
Fund 39006 Total:					367.80
Report Total:					1,712.31



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

City of Sierra Madre Agenda Report

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

SUBMITTED BY: Marcie Medina, Finance Director 

DATE: March 22, 2016

SUBJECT: FY 2015-16 Investment Policy

BACKGROUND

The City's Investment Policy is reviewed on an annual basis. There are no changes to the Investment Policy since it was updated and approved by City Council on March 24, 2015. Staff recommends adoption of Resolution 16-16.

ANALYSIS

Annually, in accordance with California government code, the City reviews and approves its investment policy. Resolution No.16-16 adopts the investment policy for the fiscal year ending June 30, 2016.

FISCAL IMPACT

There is no financial impact from this action.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Staff is approval of Resolution 16-16, adoption of the FY 2015-2016 Investment Policy.

Attachments:

1. Resolution 16-16: Approval of Investment Policy for FY 2015-16
2. Statement of Investment Policy

RESOLUTION NO. 16-16

A RESOLUTION OF THE CITY OF SIERRA MADRE APPROVING THE STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2015-2016

WHEREAS, the California State Legislature passed legislation amending California Government Code 53600 et seq. with respect to authorized investments, written statement of investment policy and quarterly reporting by local public agencies; and

WHEREAS, the Governor of the State of California signed such legislation into law, California Government Code 53600 et seq.; and

WHEREAS, the City Treasurer and the Finance Director of the City of Sierra Madre declare the Statement of Investment Policy to be as attached.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Sierra Madre claims that a Statement of Investment Policy for the City of Sierra Madre has been filed by the City Treasurer and Finance Director for the fiscal year 2015-2016.

APPROVED AND ADOPTED this 22th day of March 2016.

ORIGINAL SIGNED

John Capoccia, Mayor, City of
Sierra Madre, California

I hereby certify that the foregoing Resolution No. 16-16 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on this 22th day of March 2016 by the following vote:

AYES:
NOES:
ABSENT:
APPROVED AS TO FORM:
ATTEST:

TERRI HIGHSMITH,
City Attorney

NANCY SHOLLENBERGER,
City Clerk

**CITY OF SIERRA MADRE
STATEMENT OF INVESTMENT POLICY
Fiscal Year 2015 – 2016**

I. PURPOSE

The purpose of this Investment Policy is to establish investment guidelines for the City Treasurer. Each transaction and the entire portfolio must comply with California Government Code Section 53600, et seq., and this policy.

The City Council of the City of Sierra Madre and its related authorities and agencies recognizes its responsibility to properly direct the investments of funds under its care. The purpose of this policy is to provide guidelines for the investment of funds based upon prudent cash management practices and in conformity with all applicable statutes. In instances in which the Policy is more restrictive than Federal or State law, the Policy supersedes.

II. SCOPE

This Investment Policy applies to all financial assets of the City of Sierra Madre as accounted for in the Annual Report. Funds specifically exempt from this policy include bond proceeds, employee deferred compensation plans, funds held in trust with the City with specific investments instructions, and any funds held in employee pension plans. Policy statements outlined in this document focus on the City of Sierra Madre's pooled funds, but will also apply to all other funds under the City Treasurer's span of control unless specifically exempted by statute or ordinance.

The primary guiding investment policy for bond proceeds will be dictated by the bond documents governing such funds as long as the documents are approved by the City Council or related governing board. As a minimum standard for the investment of bond proceeds, the governing bond documents will have permitted investment language that follows guidelines used by one of the two largest bond insurers in the United States. Deviations from this guideline may be made with the expressed consent of the City Council.

III. PRUDENCE

The standard to be used by investment officials shall be that of a "prudent expert" and shall be applied in the context of managing all aspects of the overall portfolio. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters

would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

The City Treasurer and designees appointed to manage the investment portfolio, acting within the intent and scope of this investment policy and other written procedures, and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely manner and appropriation is taken to control adverse developments.

IV. INVESTMENT OBJECTIVES

All investments shall be prudently invested in order to earn a reasonable return, while awaiting application for governmental purposes. The specific objectives for all investments are ranked in order of importance.

- Safety – The preservation of principal is the primary objective. The City will undertake investments in a manner that ensures the preservation of capital in the overall portfolio.
- Liquidity – As a second objective, the investment portfolio should remain sufficiently flexible to enable the City Treasurer to meet all operating requirements, which may be reasonably anticipated. To the extent possible, the maturity of investments selected will match the projected City's cash requirements, including an amount to cover reasonably estimated contingencies.
- Public Trust – In managing the investment portfolio, the City Treasurer and authorized investment officials should avoid any transactions that might impair public confidence.
- Diversification - The investment portfolio will be diversified to avoid risk regarding specific security types or individual financial institutions.
- Reasonable Market Rate of Return – All investments should be designed to attain market average rate of return through budgetary and economic cycles, consistent with the average maturity of its portfolio and the credit quality of its securities.

The investment function will have additional goals of: assuring ongoing compliance with Federal, State and local laws governing the investment of funds kept by the City, maintaining reserves for long term projects and contingencies, and establishing quality standards and limits to type of investments made and with which institutions investments are placed with.

V. DELEGATION OF AUTHORITY

Under authority granted by the City Council, the City Treasurer is responsible to invest and reinvest all unexpended funds in the City treasury. Daily management responsibility of the investment program has been delegated to the City Treasurer, who shall establish procedures for the operation consistent with this investment policy.

The City Treasurer serves as the chief investment officer for the City and is authorized to invest or deposit the City's funds in accordance with this policy, California Government Code Sections 53600, et seq., and all other related Federal and State laws. In the absence of the City Treasurer, the City Manager or his/her designee will serve as the chief investment officer. The City Treasurer may appoint deputy treasurers to act on behalf of the City. The City Treasurer will provide written authorization in delegating any of his/her authority.

The City Manager's responsibility includes establishing, monitoring and maintaining a strong system of investment controls. The City Manager will provide periodic oversight to the investment function that includes but is not limited to reviewing quarterly investment reports issued by the City Treasurer.

The City Council's primary responsibilities over the investment function includes establishing investment policies, annually reviewing such policies, reviewing quarterly investment reports issued by the City Treasurer, authorizing bond documents and other unique financing transactions, and authorizing any deviations from the City's investment policies.

The City may, in its discretion, engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

VI. ETHICS AND CONFLICTS OF INTEREST

All officials, staff members and consultants involved in the investment functions will refrain from personal business activity that could conflict with the execution of the investment function or which may impair their ability to make impartial investment decisions. Officials, staff members, and consultants will disclose to the City Manager any financial interests with a financial institution, provider, dealer or broker that conducts business with the City. Officials, staff members and consultants will further disclose any personal financial positions that could be related to the performance of the City's portfolios.

All bond issue providers including but not limited to underwriters, bond counsel, financial advisors, brokers and dealers, will disclose any fee sharing arrangements or fee splitting to the City Manager prior to the execution of any transactions. The providers must disclose

the percentage share and approximate dollar amount share to the City prior to the execution of any transactions.

Additionally, the City Treasurer is required to annually file appropriate financial disclosures as required by the Fair Political Practices Commission (FPPC).

VII. INDEMNIFICATION OF INVESTMENT OFFICIALS

Any investment officer exercising his/her authority with due diligence and prudence, and in accordance with the City's Investment Policy, will not be held personally liable for any individual investment losses or for total portfolio losses.

VIII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The City Treasurer shall maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of California. These may include primary dealers or regional dealers that qualify under Securities & Exchange Commission rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Treasurer with the following: (e.g. audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of State registration, certification of having read the City's investment policy and depository contracts.

An annual review of the financial condition and registrations of qualified bidders will be conducted.

IX. AUTHORIZED AND SUITABLE INVESTMENTS

The investing of City funds is governed by the California Government Code, Sections 53600 et seq. Within the context of the limitation, the following investments are authorized, as further limited herein:

1. United States Treasury Bills, Bonds, and Notes or those for which the full faith credit of the United States is pledged for payment of principal and interest.
2. Obligations issued by Government Sponsored Enterprises such as the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCBS), the Federal Home Loan Banks (FHLB), the Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), Federal Agricultural Mortgage Corporation (FAMCA) and the Tennessee Valley Authority.

Investments detailed in Item 3 and Item 4 are further restricted to a percentage of the cost value of the portfolio in any one-issuer name to a maximum of 5%. The total value invested in any one issuer shall not exceed 5% of the issuer's net worth.

3. Bills of exchange or time drafts drawn on and accepted by commercial banks, otherwise known as banker's acceptances. Banker's acceptances purchased may not exceed 180 days to maturity or 40% of the market value of the portfolio. No more than 30% may be invested in the banker's acceptances of any one commercial bank pursuant to this section.
4. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO) that is "A" or higher, or the equivalent, by an NRSRO, having assets in excess of \$500,000,000. Purchases of eligible commercial paper may not exceed 270 days to maturity nor represent more than 10% of the outstanding paper of the issuing corporation. Purchases of commercial paper may not exceed 25% of the market value of the portfolio.
5. Negotiable Certificates of Deposit issued by nationally or state chartered banks or state or federal savings institutions. Purchases of negotiable certificates of deposit may not exceed 30% of the total portfolio. A maturity limitation of five (5) years is applicable.
6. Repurchase agreements, which specify terms and conditions, may be transacted with banks and broker dealers. The maturity of the repurchases agreements shall not exceed 92 days. The market value of the securities used as collateral for the repurchase agreements shall be monitored by the investment staff and shall not be allowed to fall below 102% of the value of the repurchase agreement. Repurchase agreements may not exceed 20% of the market value of the portfolio.
7. Local Agency Investment Fund (LAIF), a State of California managed investment pool, may be used up to the maximum permitted by California State Law.
8. Bonds, notes, warrants, or other evidences of indebtedness of the State of California or of any local agency within the State of California, or of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency or authority of the local agency. A maximum of 10% may be invested in municipal obligations and the maturity of these investments shall not exceed 5 years. In addition, the issuer itself must have a minimum credit rating of "A" or equivalent by a NRSRO.

The City Treasurer shall provide a table with each quarterly investment report that indicates compliance with the above noted percentage limit for each investment type.

Ineligible investments include the following but are not limited to: mutual funds with weighted average maturities greater than 91 days, reverse repurchase agreements, medium term corporate notes, investment agreements, guaranteed investment agreements, zero interest accrual bonds, first mortgages or trust deeds, inverse floaters, range notes, interest-only strips, and common stocks.

X. COLLATERALIZATION

In accordance with California Government Code Section 53652, depository institutions shall secure all active and inactive deposits in excess of insured amounts, including certificates of deposits. Collateral shall be maintained with the agent of depository.

XI. SAFEKEEPING

All security transactions, including collateral for repurchase agreements, entered into by the City of Sierra Madre shall be conducted on a delivery versus payment basis. The City will utilize a third party custodian for the holding of investments.

XII. MAXIMUM MATURITIES

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Pursuant to State law, no investments shall have a maturity in excess of five years, unless the Code specifies a shorter maximum maturity. Investments related to bond reserve funds are not subject to this maximum.

XIII. INTERNAL CONTROLS

The Finance Department shall establish a system of internal controls, which shall be reviewed by the City's independent auditors. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent action by employees and officers of the City.

XIV. LEVERAGING

The City may not purchase investments on a margin or through a margin account. The City may not leverage its investments through the use of reverse repurchase agreements.

XV. REPORTING

The City Treasurer or designee shall submit quarterly investment reports to the City Council within 30 days of the quarter end. This report will include elements of the quarterly reports as prescribed by Government Code Section 53646. Required elements of the quarterly report include:

1. Type of Investment
2. Name of Institution
3. Date of Maturity
4. Amount of Deposit or Cost of Security
5. Current Market Value of All Securities and Source of the Valuation
6. Rate of Return
7. Statement that the portfolio is in compliance with this investment policy and if not, the manner in which the portfolio is not in compliance
8. Statement denoting the ability of the City to meet its pool's expenditures requirements for the next six months

XVII. POLICY ADOPTION

The City of Sierra Madre Investment Policy is adopted annually by resolution of the City of Sierra Madre legislative authority. The City Treasurer and the City Manager will review the policy on an annual basis and recommend modifications to the City of Sierra Madre City Council. Whether or not modifications are made to this investment policy, the City Council will review the policy on annual basis in accordance with State law.



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: March 22, 2016

SUBJECT: **UPDATE ON THE MS4 PERMIT (STORMWATER)**

SUMMARY

Staff is providing an update on the City of Sierra Madre's current efforts to address the requirements of the 2012 MS4 Stormwater Permit. Staff recommends that the City Council receive and file this update.

ANALYSIS

The update on the MS4 Permit will be provided as a PowerPoint Presentation to the City Council. A copy of the Presentation is included as **Attachment A**. The Presentation is intended to update the City Council on the latest efforts within our Water Quality Group as well as provide information to the general public on the particular stormwater mandates that are very challenging for Sierra Madre and other cities within Los Angeles County to comply with.

FINANCIAL REVIEW

There is no fiscal impact associated with this informational presentation and discussion.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

Staff recommends that the City Council receive and file this update.

Subject: Update on the MS4 Permit (Stormwater)

Date: March 22, 2016

Page 2 of 2

Attachments (1):

Attachment A: MS4 Permit Update – Sierra Madre, March 22, 2016

MS4 PERMIT



SIERRA MADRE CITY COUNCIL
MARCH 22, 2016



“MS4” = Municipal Separate Storm Sewer System

City-specific type of NPDES (Stormwater) Permit

1969-1972: Porter-Cologne Act (State) & Clean Water Act (Federal)

1990: First local MS4 Permit (County)

1998: Consent decree *established* 33 regional TMDLs

2012: Current MS4 Permit, *incorporated* 33 regional TMDLs



What is the MS4, and why do we need a permit?

Defined as:

“...a conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains)... owned or operated by a city having jurisdiction over disposal of storm water...”



What is the MS4, and why do we need a permit?

- Stormwater and non-stormwater (often referred to as “nuisance” water) does not go into the traditional sewer system to be treated. It flows through various watersheds that ultimately lead to the ocean. It carries various pollutants that can be detrimental to certain ‘beneficial uses’ of water bodies.
- In California, stormwater and non-stormwater quality is regulated by the State Water Resources Control Board (State Board) who delegates permitting authority to nine Regional Water Quality Control Boards (Regional Boards). Sierra Madre is governed by the Los Angeles Regional Board, who issues the MS4 Permit.



What does the MS4 Permit require?

- Non-stormwater discharges into the MS4 are prohibited
- Stormwater pollution must be eliminated to the maximum extent practicable
- Minimum control measures
- **Monitoring**
- **TMDL Compliance**

TMDL? "Total Maximum Daily Load", the maximum amount of a pollutant that a waterbody can receive and still meet water quality standards.



What does the MS4 Permit require?

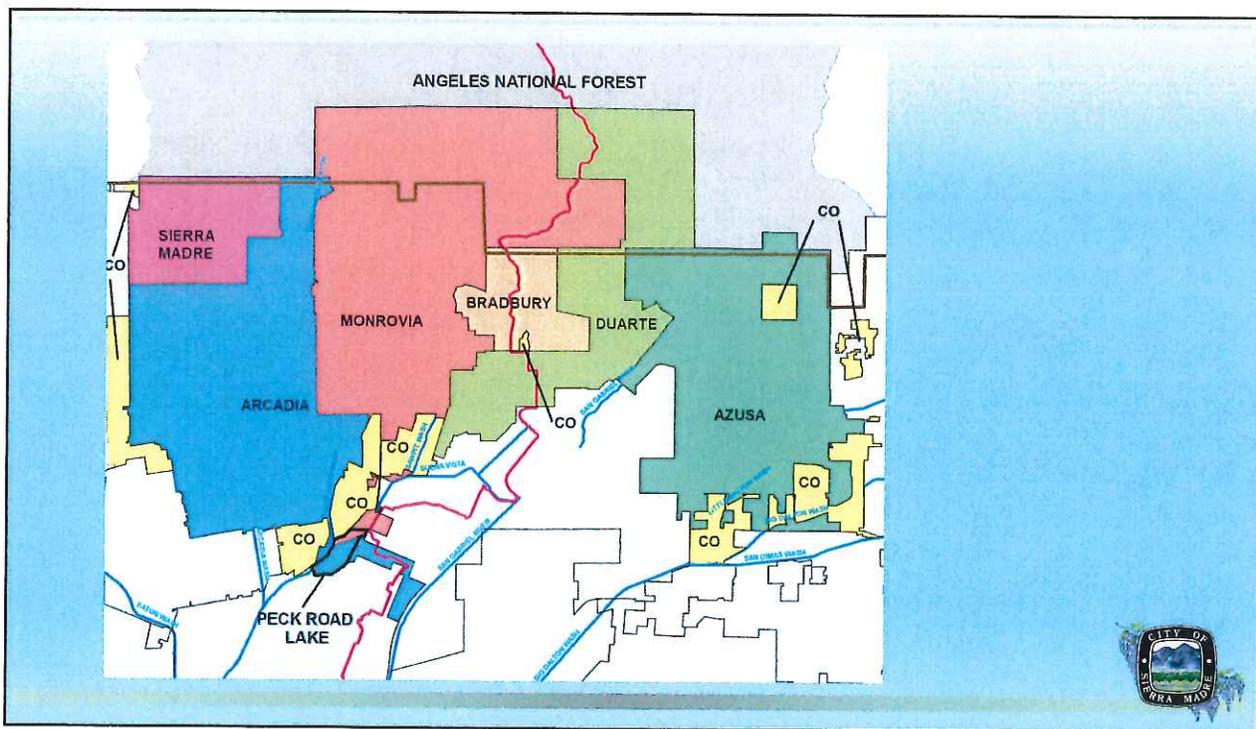
June 2013 – all agencies must notify the Regional Board how MS4 compliance will be achieved.

- "Numerics": Demonstrate compliance with all applicable water quality standards (TMDLs), monitoring, and minimum control measures.
- Watershed Management Plan "WMP" – 1 year to develop a plan that is reasonably assured to meet water quality standards, monitoring, and minimum control measures.
- Enhanced Watershed Management Plan "EWMP" – 2 years to develop a plan that is reasonably assured to meet water quality standards, monitoring, and minimum control measures. LID Ordinance, Green Street Policy, and additional infiltration required.



How is Sierra Madre Complying with the MS4 Permit?

- Every city is located within one or more specific watersheds. Sierra Madre is within the Los Angeles River Watershed.
- Sierra Madre decided in 2013 to pursue the “EWMP” option. It joined with Arcadia, Azusa, Bradbury, Duarte, Monrovia, and the County of Los Angeles and Flood Control District to form the Rio Hondo/San Gabriel River Water Quality Group.
- The group has already committed to spending **\$3.16 million** on
 - development of EWMP & Monitoring Plan, and monitoring into FY18/19.



What is an EWMP?

- An EWMP is one of the mechanisms through which compliance with the MS4 Permit can be achieved.
- It is a regional plan that goes into mid-level specifics on projects to be implemented in order to achieve compliance with all TMDLs.
- The EWMPs include best management practices (BMPs), multi-benefit regional projects, distributed local projects (such as Green Streets), and also a Reasonable Assurance Analysis (RAA) that demonstrates that the proposal will meet numerical compliance.



What is required for Sierra Madre in the EWMP?

- Two major components of the EWMP center around **Distributed Projects** (often referred to as Green Streets) and **Regional Projects**.

Table ES-2 Green Street Implementation Summary by Jurisdiction

Jurisdiction	Green Street Lane Miles			Percent by Agency
	LAR Watershed	SGR Watershed	Total	
Arcadia	123	0	123	28%
Azusa	0	112	112	26%
Bradbury	0	0	0	0%
Duarte	38	16	54	12%
Monrovia	68	0	68	16%
Sierra Madre	6	0	6	1%
County Unincorporated	38	35	73	17%
Total:	273	163	436	100%

Table ES-5 Regional Project Schedule

Proposed Project Site	Completion Year
LAR Watershed	
Recreation Park	2020
Arboretum of LAC	2021
Sierra Vista Park	2020
Royal Oaks Trail (LAR)	2023
L. Garcia Park	2024
Eisenhower Park	2024
SGR Watershed	
LADWP Easement	2020
Encanto Park	2020
Memorial Park (Azusa)	2023
Royal Oaks Trail (SGR)	2023



Sierra Madre Distributed Projects:



Sierra Madre Distributed Projects:



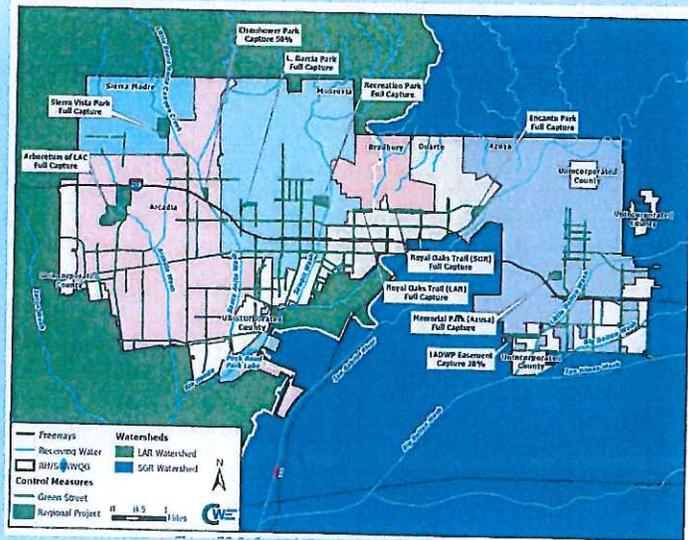
Sierra Madre Distributed Projects:



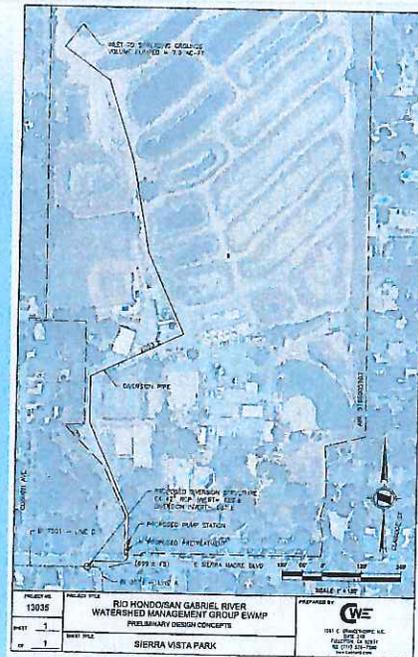
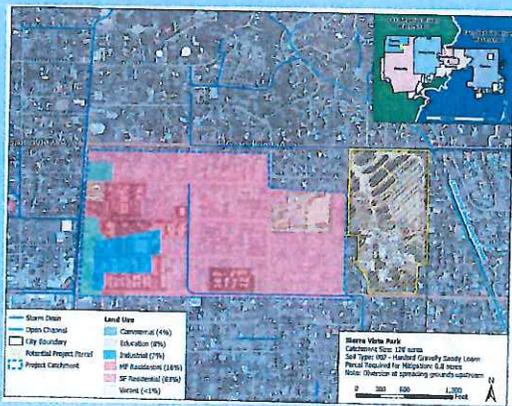
Sierra Madre Distributed Projects:



RH/SGR WQG Regional Projects:



What is the Sierra Vista Park Regional Project?



What are the pollutants we need to remove?

- 141 *Constituents* need to be monitored at the beginning.
- Bacteria
- Zinc
- Copper



How Much Do Our EWMP Projects Cost?

- Our EWMP group has identified 10 regional projects and the construction of 436 lane miles of Green Streets that would be needed to meet the water quality standards.
 - Regional Project Costs – \$299.6 million
 - Green Street Costs - \$1.1 billion (roughly 10x the amount for standard street projects).
- The estimated costs for all projects in the EWMP is **\$1.4 billion**
- The estimated costs for o&m of these projects is **\$13.2 million/year**
- Projects in Sierra Madre total **\$20.4 million** & **\$118,000/year** for o&m
- The projects have to be completed by 2028.



Wait... Do We Have \$1.4 Billion?

- No.. We do not have \$1.4 Billion between our EWMP cities. Sierra Madre has not identified funds for the \$20.4 million in capital costs nor the \$118,000 for on-going o&m costs.
- At this point in time, none of the members of the EWMP group has identified any funding source for either the capital costs or the ongoing maintenance costs associated with our EWMP projects.



How much would this cost our residents?

- There are 4,213 parcels in Sierra Madre. The capital expenditures for the regional project and distributed projects within Sierra Madre would cost each parcel \$4,842.00. Even if spread over 10 years, it would still be just under \$500.00 per parcel per year. We would also need to find funding for o&m.
- Monrovia staff have analyzed obtaining a bond for the \$1.4 billion, and found that the annual debt service payment for a 30-year bond would exceed \$82 million.



How did this happen?

- Sierra Madre has complied with an MS4 Permit since 1991. However, it was easier, much less expensive, and was coordinated through the County of Los Angeles.
- The current MS4 Permit (2012), has included the TMDLs due to litigation that was brought by non-governmental organizations in 1998 (*Heal the Bay et al. v. Browner, No. C98-4825 SBA*).



Do We Really Have To Comply?

- Federal and State law allows Regional Boards to levy fines for non-compliance.
- The Regional Board has notified cities that failure to comply with the provisions of the MS4 Permit could result in the following non-compliant fines:
 - \$10,000 per pollutant for each day of violation, and \$3,000 per violation per day in mandatory minimum State penalties.
- Furthermore, violations of the Federal Clean Water Act can be enforced by US EPA and by Non-Governmental Organizations.
 - Federal penalties could reach \$37,500 per day.
- Local jurisdictions such as LA County and the City of Malibu have been successfully sued in federal court by Non-Governmental Organizations for water quality exceedances.



Why Haven't We Heard Of These Issues Before Now?

- Throughout the California, only LA County has an MS4 Permit that includes compliance limits for 33 TMDLs through the establishment of WMPs and EWMPs.
- However, the State Water Resources Control Board stipulated the following in its recent State Water Board Order WQ 2015-0075:

“WE DIRECT ALL REGIONAL WATER BOARDS TO CONSIDER THE WMP/EWMP APPROACH TO RECEIVING WATER LIMITATIONS COMPLIANCE WHEN ISSUING PHASE 1 MS4 PERMITS GOING FORWARD...”



What Should Our Approach To This Issue Be?

- Staff has been discussing this issue with the other members of the EWMP group. The prevailing approach at this time is to engage in a “three pronged approach”:
 1. Public Education
 2. Advocate for Policy Change
 3. Work Towards Compliance



Public Education

- Given the complexities and bureaucracy surrounding stormwater regulations, the issues have not been thoroughly discussed with the public.
 - In addition, stormwater is an esoteric topic that even municipal management practitioners have found it difficult to engage in the subject.
 - In order to effectively operate within the State and Federal stormwater mandates, a coordinated public education effort is needed.
 - It will be important to articulate both the importance of stormwater management, and also the impracticality of current regulatory requirements.



Advocate for Policy Changes

- While no one disputes the need for clean water, it is unrealistic to expect our EWMP group to complete \$1.4 billion worth of stormwater improvement projects by 2028.
- Furthermore, it is unrealistic to expect that the residents of Sierra Madre would approve an assessment of nearly \$5,000 per parcel for just the projects in Sierra Madre.
- In an effort to reach a more realistic approach, a coordinated effort must be undertaken by the members of this EWMP and others.



Working Towards Compliance

- It is important to demonstrate that we are working towards compliance with the MS4 Permit regulations.
- Compliance efforts that we can engage in concurrent to our other efforts include:
 - Consider the establishment of a special district or joint powers authority comprised of members of our EWMP group. This could assist our collective efforts to identify funding options and manage project construction activities.
 - Continue to monitor and use the monitoring data to fine-tune our efforts to reach compliance levels.
 - Be prepared to use the Adaptive Management process to find the most cost efficient and science-based solutions to our actual water quality requirements.



Special Notes – Prop 218 Implications and Prop 1 Grants

- Any stormwater fee that would be charged to property owners would be required to go through the Prop 218 majority vote. It is not considered a utility at this time.
- There is approximately \$160 million available from the recently approved Prop 1 Grant program. However, staff is finding it difficult to comply with the application process for this first round due to the projects being considerably less than “shovel-ready” as well as locating the required 50% matching funds.



Next Steps

- Our EWMP is currently being reviewed by the Regional Board, and approval of the plan is expected at the end of April.
- Once the EWMP is approved, work will need to be done to take advantage of the Adaptive Management process that will allow for project listing to be further refined as we take recent and local water quality monitoring data into consideration.
- It will be important for our EWMP group to simultaneously work towards compliance while also engaging in our efforts to ensure the process is reasonable.





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: March 22, 2016

SUBJECT: MARCH WATER CONSERVATION UPDATE AND CONSIDERATION OF ADDITIONAL CITY WATER CONSERVATION ACTIONS

SUMMARY

This report combines the monthly water conservation update with a discussion of potential next steps in improving the City's overall water conservation. Staff recommends that the City Council provide direction regarding the implementation of additional conservation measures. Staff's recommendations are included in the staff report.

ANALYSIS

In spite of good news from Northern California regarding snowpack and reservoir levels, the drought is not over. The State has not cancelled the local agency conservation mandates, Sierra Madre must still reduce its consumption by 32% compared to 2013 water use. Because of Sierra Madre continues to fall short of the State conservation target, the SWRCB recently requested a teleconference. As staff spoke with the Chief of the SWRCB Special Investigations Unit last week about the City's conservation efforts, we received no indication that the conservation requirement is being relaxed or that the City would not have to comply with the existing requirement. Some agencies have been assessed fines for failing to meet their conservation goals. (As the Council is aware, this is not the first time the City has been contacted by the State.)

Furthermore a chart found on the SWRCB website lists Sierra Madre as one of 8 Priority 1 (greater than 15% from meeting its compliance standard) agencies in the state. Of those eight agencies, Sierra Madre is the only one that has not received either a Conservation order or an Alternative Conservation order from the State.

Table A illustrates the history of Sierra Madre's conservation levels since the state's conservation mandate went into effect in June of 2015. Note that while the City started

out very near its goal (as calculated by the State), beginning in July 2015, the monthly conservation rate has not yet met the 32% goal and the cumulative conservation rate as measured from June 2015 has steadily decreased.

Table A

	2015/16 Production	2013 Production	Monthly % Conservation	Cumulative % Conservation
16-Feb	135.45	162.28	16.53	16.59
15-Jan	144.39	159.91	9.71	16.59
15-Dec	173.33	163.08	-6.29	17.29
15-Nov	182.54	189.5	3.69	20.01
15-Oct	178.68	224.67	20.47	22.54
15-Sep	197.96	245.21	19.27	23
15-Aug	207.64	251.34	17.39	24.22
15-Jul	190.27	250.62	24.08	27.63
15-Jun	174.15	252.91	31.14	31.14

The Table A conservation figures are the result of a great deal of effort by the City to encourage conservation. Attached to this report are three documents which list the steps previously taken by the City to meet the 32% conservation goal, an October 19th staff report, the City's response to the October SWRCB demand for information, and talking points for staff's follow-up telephone conference with Dr. Matthew Buffleben, Chief of Special Investigations Unit, SWRCB Office of Enforcement.

The City's water conservation effort has provided great results for the first half of March. Water production for March 1-15, 2016 was measured at 35.4% less than the same period in 2013. If that trend continues, March will be the second time the City has met its monthly goal. Staff attributes the increase in conservation to the March rains and to the significant decrease in the number of distribution system leaks. That the City is doing so well at this time is why staff is not currently proposing more stringent measures.

While the conservation figures for the month of March are promising, it is not known whether the trend will continue or if conservation will decrease (or how much of a decrease there will be) when the rains stop. To ensure that the conservation effort continues and that the City will maintain its 32% goal going forward, staff is bringing the matter back to Council for discussion at this time, prior to the arrival of the warmer months.

It is recommended that any approved changes to the City's water conservation measures be timed so that an education period occurs before implementation of new measures. This should be timed so that current water use (or water use that has already occurred) is not impacted by new regulations.

Sierra Madre Water Customers

This section of the report provides information from nine (9) water billing cycles. It is not possible to directly correlate monthly billing information with the State’s reporting data. This is because the City bills on an every-other month basis, with half the City billed in one month, while the other half of the City is billed the next month. The City’s billing data for a particular month, does not include water that was consumed that month by half of the city. However, the data that is reported to the State is monthly data of “water produced.” The water production data is available on a daily basis, but data regarding the water consumed (used) is only collected every-other-month for half of the city. Given this difficulty in equating the City’s billing/consumption data with the monthly production data, staff has attempted to arrive at some conclusions.

One thing that is evident from billing data is that a substantial number of Sierra Madre water customers “do better than” their 30% conservation goal. Over the nine months, an average of between 60% to 80% of customers billed meet or “do better than” than their allocated conservation target (from 1 unit less to 100’s of unit less). A large number of our water customers get by with substantially less water than they are allowed under the 30% reduction goal. Intuitively if those who use more than their goal were to meet their 30% reduction, and those who conserve more than their 30% amount, are added together, the City should meet the 32% goal. Having reviewed 9 months of billing data, staff has compiled Table B which shows the number of customers who use more water than their conservation target and who meet (or use less water than) their conservation target.

Table B

July 2015 to March 2016 Billing Summary

	# Customers at/or Under Target	# Customers Over Target	Total # Customers Billed
July 2015	1,323	582	1,905
August 2015	1,590	315	1,905
September 2015	1,474	433	1,907
October 2015	1,621	274	1,895
November 2015	1,454	447	1,901
December 2015	1,589	312	1,901
January 2016	1,693	213	1,906
February 2016	1,228	675	1,903
March 2016	1,535	369	1,904

The chart above shows that most customers are meeting their conservation targets, but approximately 16% to 35% are using more water than their conservation target. The amount of water that is “saved” by customers who are using less than their allocation, is

not enough to offset the water used in excess of conservation targets and the total amount of water that needs to be "saved" in order to meet the City's 32% goal.

It was necessary to dig a little further into the billing/usage data. The two charts below show a breakdown of billing data between July 2015 and March 2016. The first chart (Table C) is for the east-side of town, and the second chart (Table D) is for accounts on the west side of town.

Table C

Number of Accounts per Units Billed

East Side of Town										
Units Billed	200+	199-100	99-70	69-50	49-40	39-30	29-20	19-13	12 less	Totals
July 2015 # of Accounts	11	31	67	133	138	198	332	324	671	1,905
% Customers				13%					87%	
% of Billed Consumption				40%					60%	
Sept. 2015 # of Accounts	20	53	119	207	144	237	332	260	535	1,907
% Customers				21%					79%	
% of Billed Consumption				54%					46%	
Nov. 2015 # of Accounts	20	60	117	201	169	224	335	257	518	1,901
% Customers				21%					79%	
% of Billed Consumption				54%					46%	
Jan 2016 # of Accounts	14	37	66	130	126	230	334	307	662	1,906
% of Customers				13%					87%	
% of Billed Consumption				42%					58%	
March 2016 # of Accounts	7	21	55	83	90	135	318	394	801	1,904
% of Customers				9%					91%	
% of Billed Consumption				34%					66%	

Table D

West Side of Town										
Units Billed	200+	199-100	99-70	69-50	49-40	39-30	29-20	19-13	12 less	Totals
August 2015 # of Accounts	16	57	88	165	170	249	424	326	410	1,905
% Customers		4%	8%	17%					83%	
% of Billed Consumption				47%					53%	
Oct. 2015 # of Accounts	16	58	76	166	163	256	422	316	422	1,895
% Customers				17%					83%	
% of Billed Consumption				46%					54%	
Dec. 2015 # of Accounts	14	67	76	169	147	248	411	326	443	1,901
% Customers				17%					83%	
% of Billed Consumption				48%					52%	
Feb. 2016 # of Accounts	13	47	49	131	122	211	405	392	533	1,903
% of Customers				13%					87%	
% of Billed Consumption				41%					59%	

The charts above show the number of customers who used 200 or more billing units, between 199 and 100 billing units, between 99 and 70 billing units, etc. So for the east side of town, eleven (11) customers used 200 or more units for the July billing cycle.

The charts above also show the percentage of customers who used 50 or more units of water, compared to those who used 49 units or less. Again, most customers use less than 49 units of water (the range is from 79% to 91%.) Conversely, between 9% and 21% used more than 50 units of water. Interestingly, those customers that used more

than 50 Units of water (between 9% and 21%), used proportionally more water. Except for the month of March, the 50 unit + customers used between 40% and 54% of all the water that was consumed. In essence, there are a relatively small number of customers consuming almost half of all water consumed.

There are many ways that the data can be examined. The chart below only examines the customers who use more than 100 units of water. The highest number of customers who fell into the category were in the November and December billing periods.

Table E

100 Units +

Who are customers who use more than 100 units of water?				% Water Billed	Exceeded Target	% Exceeded
	Nov. 15	Dec. 15	Totals			
Residential	53	32	85	42%	52	61%
Multi-Family	14	32	46	28%	26	57%
Institutional	11	14	25	25%	9	36%
Commercial	2	3	5	5%	3	60%
	80	81	161	100%	90	56%

Most of the 100 unit + customers are residential and multi-family residential customers; followed by institutional and commercial uses. Of the units billed (for those 161 customers), 42% of the billed units were for residential users, 28% of the billed units were for multi-family customers, etc. Additionally, the chart above shows how many of the customers in each category exceeded their conservation targets.

Another way to look at the data is to examine the top 200 water users in two consecutive billing cycles. Table F illustrates how the top 200 water users in Sierra Madre fared in meeting their goals grouped as land uses. Note that only the institutional users met their goals (as a whole). That consumer group was so far below their conservation goal that it provided for all 200 users to cumulatively meet the overall conservation goal.

Table F

Land Classification	Use	Number of Accounts	Cumulative Goal	Cumulative Use
Residential-SFR		127	3,016	3,542
Institutional		24	9,478	7,164
Commercial		6	1,303	1,343
Residential-MFR		43	7,046	7,077
Totals		200	20,843	19,126

After evaluating all the billing data, staff has developed a number of suggestions aimed at coming closer to achieving the 32% goal mandated by the state.

Potential Measures to Reduce Water Consumption/Increase Conservation

Reduction of Water Conservation Goals

The existing conservation goals may not be set low enough – across the board- to meet the state mandate. Indeed, the conservation goal set in the Municipal Code and the basis for the calculation of the current conservation goals is 30 percent. The State-set goal is 32 percent. The 30 percent goal was set years before the State issued the new goals. Earlier in this report, it was stated that “intuitively, the 32% goal would be reached if some customers used less than their 30% allocation, while other customers met their 30% goal.” Obviously, this is not achieving the State’s required conservation. In order to change the current Sierra Madre conservation goals, it will be necessary to amend the municipal code provisions which specify the conservation rates by conservation phase. Or, alternatively the City could re-calculate the conservation goals based on the state’s 32% requirement under the assumption that state law overrides local ordinance. This process would assume the same procedures used to initiate the 30% requirement, including base year selection, customer notification, etc.

At this time, staff does not recommend an across the board recalculation of conservation targets. Customers are (or should be) familiar with their summer and winter targets, and revising every customer’s target at this time could be confusing; unless there is a change in methodology such as the implementation of “Water Budgets” (see next paragraph).

Implementation of Water Budgets

Similar to the alternative above, there can be an across the board adjustment in all water conservation targets based upon the use of a water budget. In an effort to determine what a reasonable water budget might be expected to be, using staff’s water residential budget estimating tool - a sample water budget was calculated. The example assumes a family of four in a 2,000 square-foot dwelling on a Sierra Madre average-sized lot of 12,825 square feet. The budget assumed an additional impervious area of 2,500 square feet on the property and that the entire remainder of the property is landscaped in water-hungry turf. The budget calculated to 52 Units in summer and 32 units in winter. There are 505 accounts on the east side with summer conservation goals of 53 or more and 569 accounts on the west side with summer conservation goals of 53 or more.

In order to set conservation goals in a fair, equitable and realistic manner, it would be best to set conservation goals in the form of water budgets as has been discussed by the City Council in the past. Setting of water budgets would in turn be best done during a rate-setting process in which the firm providing the rate study also designs the water budgets. Staff is recommending that the next rate study implement water budgets into the structure.

Change Method of Multi-Family Goal-setting

Of the top 200 water users in Sierra Madre (November and December billings), 43 are multi-family dwelling accounts. The collective conservation target for those 43 users is 7,046 units, with a collective use of 7,077 units. Staff has mentioned previously that the minimum of 12 units per residential unit may be too high a target for multi-family properties.

Another way to look at multi-family customers is to look at the customers who used 100 units of water or more. Of those 161 customers, 46 were multi-family properties, and of those, 57% exceeded their conservation target (see Chart E.) This overage rate is higher than the entire population of customers (overall, approximately 1/3rd exceed their target). At this time, staff is not recommending revising conservation targets for multi-family customers, for the same reasons indicated previously.

Increase Over-Use Penalties

The current penalty rate charged for use of water that exceeds a customer's assigned conservation goal is 2 times the Tier 1 rate (2x \$2.52=\$5.04) This amount may not be high enough to act as a deterrent to overuse of water. For those customers whose water use is regularly into Tier 4, if they exceed their Tier 4 conservation goal, the penalty rate is less than the Tier 4 rate, thus allowing the customer a discount rate on the exceedance.

A penalty rate of 3 times the Tier 1 water rate (3x \$2.52=\$7.56) was recently approved by City Council for use with reoccurring offenders of the water use limitations. However, it was found that the City's billing system could not accommodate multiple penalty rates, so the 3x Tier 1 has not been implemented. It would be costly to pay for the programming changes so that some customers are assessed "2 times Tier 1" while other customers are assessed "3 times Tier 1", based on the number of exceedances.

Staff evaluated the number of customers who have received penalties for exceeding their water conservation target three or more times in the past five billing periods (July, September, November, January, and March). A total of 317 (17%) of approximately 1,900 accounts were assessed penalties at least three of the past 5 billing periods. (This analysis was performed only for the east side of town.)

Staff recommends that after one year of the current penalty structure (two times Tier 1), or starting with July 2016 bills, that a penalty rate that is higher than the Tier 4 rate be implemented to further encourage water consumption. Before the new penalty rate is implemented, letters would be mailed notifying all customers of the change in the penalty structure. Again, it is important to note that most customers have never been assessed a penalty, and that most customers stay within their conservation targets (and many use less.)

Contact with Top Water Users

Since January, staff has been reviewing the monthly water billing records to identify the 30 highest water users in each billing cycle. Staff has then contacted, either by telephone or in person, each of those high water users. This process has resulted in numerous private property leaks being discovered and repaired. Twenty-five leak repair refunds have been approved, partially due to this program. The program has generated interest in the water audit program, with 11 audits having been requested by customers receiving these direct contacts from staff. Customers are made aware of rebate programs and creative ways to conserve water.

Staff recommends that the direct contact program be continued and expanded by reaching out, in writing, to the top 100 customers in each billing cycle to notify them of their water use history, and that they are in the top 5% of all water customers. The City's correspondence would ask them to do what they can to conserve, provide water conservation ideas and information about rebate programs, and would offer the City's free water audit. The letter could also mention that penalties will be increasing (if the Council approves increased penalties.)

Flow restrictors

The use of flow-restrictor installation has been proposed in multiple staff reports. The use of flow restrictors was included in the City's prior water conservation ordinances (Ordinances 1332 and 1338), but was dropped from the current regulations. The concept of using flow restrictors has been considered by the Energy, Environment, and Natural Resources Commission and recommended (12/17/14) by that body for inclusion in the Code. The EENR recommendation went to the City Council on February 10, 2015 and was not adopted at that time.

Staff recommends that the use of flow restrictors be considered at a later date, after the implementation of increased penalties, and after the top 200 water users are contacted and time has lapsed to see if the penalties and contacts are improving the City's overall conservation.

Renewed Water Conservation Campaign

It is important to keep the need to conserve water at the forefront of local issues, to avoid backsliding into old, inefficient water use habits. To that end, staff is planning to launch an additional conservation campaign and is seeking resources to aid in that effort.

ALTERNATIVES

- 1.) The City Council may direct staff to implement increased penalties, renew the water conservation campaign, and to contact (via correspondence) the top 200 water customers.
- 2.) The City Council may direct staff to implement any of the other alternatives in this report.

- 3.) The City Council may provide direction to staff to return with additional information.
- 4.) The City Council may elect to provide no direction to staff at this time to alter the current City ordinances and policies regarding water conservation.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

This report combines the monthly water conservation update with a discussion of potential next steps in improving the City's overall water conservation. Staff recommends that the City Council direct staff to contact the top water users; to renew the water conservation public education; to return with a report and ordinance to implement increased penalties for exceeding water conservation targets; and to direct that the next water rate study be based upon water budgets.

- Attachments:
- Attachment A = October 19 Staff Report
 - Attachment B = October 20 reply to state Information Order
 - Attachment C = Talking points for telephone conference 3/9/16



COPY

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 *EIA*
 Bruce Inman, Director of Public Works *BI*

DATE: October 19, 2015

SUBJECT: **CONSIDERATION OF MULTIPLE FACTORS RELATIVE TO THE
STATUS OF SIERRA MADRE WATER CONSERVATION EFFORTS**

SUMMARY

The City of Sierra Madre has historically drawn its entire water supply from local groundwater sources, specifically the Santa Anita subarea of the Raymond Groundwater Basin. Due to declining groundwater levels in that basin, the City instituted water conservation measures in accordance with its Water Conservation Plan (Sierra Madre Municipal Code Chapter 13.24). Beginning on May 28, 2013, Council Resolution 13-12 implemented mandatory Phase 1 and Phase 2 conservation. Between May 2013 and April 2015, the Council has taken a number of additional actions in response to the prolonged drought and the declining groundwater levels.

In early October 2013, the City's wells had to be shut down to avoid damage. On October 11, 2013 the City began taking water from the Metropolitan Water District and has utilized imported water from that source exclusively since that date. The difference between the groundwater and the imported Colorado River water in water chemistry, water temperature and water disinfection agent has wreaked havoc on the City's 85+ year old water distribution system. The discoloration of potable water due to iron oxide released from the inside of public and private piping has required increased hydrant flushing and the accompanying loss of water. The City has been working with water quality consultants and developing a treatment program for the water which has reduced, but not completely eliminated the discoloration.

In June, 2015 the City's water distribution system began to fail. Water mains installed in the 1930's began to leak. Water distribution system leaks have increased more than 600% for the June-August period of 2015, as compared to the same period in 2013.

In addition, in April 2014, the Governor issued an Executive Order proclaiming a state of emergency due to the prolonged State-wide drought. Pursuant to the Executive

Order, the State Water Resources Control Board (SWRCB) implemented a mandatory 25% reduction in potable water use. The SWRCB's implementation plan resulted in a cumulative Sierra Madre water reduction goal of 32%. The City has only attained the 32% reduction in one out of the past 4.5 months. The City's current cumulative conservation is at 22.3%. On September 14, the City received a warning notice for failure to meet the assigned water conservation standard. On October 1st, the City received a, "Notice of Violation for Failure to Meet Water Conservation Standard and Order for Additional Information."

For all of the reasons summarized above, the City Council is conducting a Special meeting to discuss a number of water related matters. Staff recommends that the City Council provide direction on the following:

1. Water Penalties & Fines; including assessment and use of the funds
2. Water System Improvements/Water Quality
3. Additional programs or actions to increase water conservation to meet State Conservation Goal
4. Update Regarding Spreading MWD water
5. City Response to SWRCB Violation Notice

ANALYSIS

The City of Sierra Madre has taken a number of steps to respond to the prolonged drought and reduced water levels in the Santa Anita subarea of the Raymond Groundwater Basin. The City has instituted water conservation measures in accordance with its Water Conservation Plan (Sierra Madre Municipal Code Chapter 13.24.) On May 28, 2013, by Council Resolution 13-12, mandatory Phase 1 and Phase 2 conservation was implemented. Between May 2013 and April 2015 the Council has taken additional actions:

- Ordinance 1342
- Ordinance 1351 – Adopted Tiered Water Rates, Increasing annually through FYE 2018 (1/28/2014)
- Ordinance 1356U – Adopting Moratorium on new water service installations under Water Code (7/8/2014)
- Ordinance 1357U – Adopting Building Moratoria due to water shortage (7/8/2014)
- Ordinance 1358U – Adopting Building Moratoria due to water shortage (7/8/2014)
- Ordinance 1359U – Adding SWRCB water conservation measures to SMMC 13.24. (7/22/14)
- Ordinance 1361 – Adopting Article 15.20 of California Plumbing Code (Graywater Systems) into City Building Code

- Resolution 13-65 – Postponing Conservation Penalty Assessment (Due to Adjustment in Billing Schedules) (9/24/13)
- Resolution 13-81 – Postponing Conservation penalty Assessment (Due to Community having met the Conservation Goal in place at the time) (11/26/13)
- Resolution 14-58 – Enacting Phase 3 Water Conservation (7/8/2014)
- Resolution 14-61 – Initiating State Restrictions on Irrigation (per Ordinance 1359U) (7/22/2014)

While the City was responding to the declining levels in the aquifer, the Governor was taking action in response to the State-wide drought. The Governor issued an Executive Order and the Governor and Legislature continue to implement new water related legislation.

A number of issues have arisen that require Council policy direction. This staff report identifies a number of matters requiring immediate attention. Some of the issues are city specific issues (such as direction on how to use the funds collected in penalties and fines), while others pertain to the State mandated 32% water conservation standard for Sierra Madre. The following items are not listed in priority order.

1. Water Penalties & Fines; Including Assessment and Use of the Funds

In July 2015, the City began assessing penalties for customers that exceed their conservation targets. Prior to that date, the Council had suspended the imposition of penalties. As of the October billings, a total of \$155,000 has been billed/invoiced.

There are a few important factors to take into consideration prior to beginning a discussion of water penalties assessed for exceeding water conservation targets. The Council requested a discussion regarding what to do with penalties, in addition to a discussion of the penalties in general. There are sections of this report that overlap, in that penalties are discussed in this section of the report, and increasing penalties as a tool to achieving the State mandated goal is discussed on page 12 of this report.

For a bit of background information, the next few pages provide information regarding the penalties charged between July 2015 and October 2015 and statistical comparisons.

First, it is important to note the following:

- Revenue from Water Penalties should be used for Water Utility purposes: the funds should not be transferred to the General Fund and used for General Fund purposes (for example, to help balance the General Fund Budget).
- Revenue from Water Penalties was included in the current Water Utility Budget; a total of \$114,000 was included in Water Revenues for the current fiscal year. This revenue currently shown in the budget as part of the total water resources,

and as such, allocating the funds for a new, currently unbudgeted purpose will result in a reduction to the “bottom line” in the water fund.

Here is a four-month history of billed/invoiced water penalties:

Month 2015	# and % of accounts	Penalties Invoiced/Billed
July 2015	660 Accounts 35%	\$54,000
August 2015	315 accounts 17%	\$30,070
September 2015	433 accounts 23%	\$43,700
October 2015	320 accounts 17%	\$27,150
Total		\$154,920

A further analysis of the individual accounts that incurred penalties shows:

For July to August, the percentage of accounts that exceeded their conservation target fell into the following categories: (The detailed October data was not available when this report was prepared.)

# of Units Over	July		September		August		October	
	% of Accounts	% of Units	% of Accounts	% of Units	% of Accounts	% of Units		
100+	1.9	20.4	2.1	28	1.6	19.4		
99 to 50	3.6	16.3	5.1	18	3.8	14.1		
30 to 49	6.3	11.2	8.1	16	8.9	21.1		
15 to 29	17.7	23.5	15.9	17	18.4	23		
6 to 14	33.1	21.4	34.9	16.3	27.6	16.2		
1 to 5	37.4	7.2	33.9	4.7	39.7	6.2		

This chart above evaluates the number of units that a customer exceeded their conservation target, and not the percentage amount that a customer exceeded their target. The same information as above, but show by the percentage amount that a customer exceeded their target shows the following:

% of Target Exceeded	July		September		August		October	
	% of Accounts	% of Units	% of Accounts	% of Units	% of Accounts	% of Units		
100% +	13.4	42	2.1	28	11	30.8		
70% to 99%	9.1	17.4	2.1	9.2	5	10.4		
50% to 69%	11	11.4	3	8.7	12	22.2		
30% to 49%	19.3	15.2	8.1	16	16	15.5		
11% to 29%	29.1	11.3	25.1	23	28	15.2		
5% to 10%	14.3	2.3	29.8	11.4	16	4.5		
1% to 4%	3.3	0.4	29.8	3.7	12	1.4		

In further analyzing the customers who exceeded conservation targets, and only looking at customers who exceeded their target by at least 100 units of water per billing cycle, slightly more of the customers were single family residences. The units used in excess of the conservation target ranged from 100 to 400 units.

	Single Family	Multi-Family	Institutional	Commercial
July	18	13	8	1
August	3	1	1	0
September	6	2	1	0
October				

Another analysis that was performed was an analysis of the number of customers who were billed a penalty in July 2015 and were also billed a penalty in September 2015. Of all the accounts billed a penalty in July, approximately 63% incurred penalties in their September billing.

At this time, it would be appropriate for the Council to discuss if penalties should be allocated to a specific water utility related activity, such as increased water conservation education, dedicated staffing, water conservation programs (such as turf removal or fixture rebates) or "saved" in the event the City is fined for not achieving the State's mandated 32% goal. The revenue is currently a component of the City's total water utility revenue and pays for operational costs and is included in the water utility's bottom line (i.e. Surplus or deficit.)

Another topic would be whether penalties should be increased. Penalties are currently two times the Tier 1 rate.

Another related topic pertains to whether water conservation targets should be revised for multi-unit properties. In evaluating the data, proportionally speaking, fewer multi-family units are exceeding their conservation targets. This may be the result of multi-family units being treated the same as single family units with respect to the minimum 12 units of water per dwelling unit. If the Council is interested in staff evaluating alternatives for minimum water units per multi-family dwelling, staff can return to a future meeting.

In February 2015 (Resolution 15-08), the Council authorized the use of the Administrative Citation procedure for violations of the prohibitions listed in Municipal Code §§ 13.24.060 and 13.24.230. Examples of these types of violations are: watering on the incorrect day; over watering; using water on driveways or sidewalks; or use of a hose to wash a car without a hose nozzle incorporating an automatic shutoff. A total of 1179 courtesy notices have been written. Sixty Notices of Violation have been sent. And 59 citations have been written, totaling \$7,800. However, only \$4,700 has been paid. The only method currently available to collect Administrative Citation fines is

either to put a lien on the property, or to send the citation to the City's collection agency. Staff has not experienced much success in collections, and does not recommend placing liens on properties due to the administrative time involved in this process. Using a collection agency results in the City collecting less than the citation amount. Staff would like the Council to consider a Municipal Code Amendment to authorize the Administrative Citation to be added to a property's water bill, so that if the total amount is not paid (the bill amount and the citation amount), the water can be turned off for non-payment. Staff would not be adding the citation amount to the water bill immediately, because staff would need to provide time for an appeal to be filed pursuant to the City's Administrative Citation ordinance. Once the time period for an appeal has lapsed, and if the citation remains unpaid, then the citation would be added to the customer's water bill.

Lastly, the Council has requested a discussion regarding the imposition of penalties for excess water use that results from a leak on private property. The City receives calls from approximately one to three customers a month who state that the reason they incurred a larger than normal bill is because of an undetected leak on the property. There is currently no City policy that allows staff to issue any discount for this type of water use. All water that flows through a water meter is billed to the customer, regardless of how the water is used. The theory is the water was produced, and costs incurred to get the water to the customer. There is even a new state law that requires the City to immediately notify customers if the City becomes aware of a leak on the customer's property.

Staff surveyed neighboring water utilities, and only one of 18 water utilities surveyed provided a discount for water use related to a leak. Most of the water utilities follow the same process as Sierra Madre, in that a customer who incurs a larger than normal bill can work out a payment plan to make payments over time.

The one utility that provides a billing adjustment follows the following procedure: A "one-time-only" adjustment is possible, if the customer writes a letter requesting consideration because of a leak and briefly explains what occurred on the property. Proof must be provided that the leak was repaired, either by providing a copy of the repair bill from the plumber, or a receipt for parts, if the repairs were made by the account holder. A water department employee will inspect the property to confirm that there is not an ongoing leak. To determine the amount of the financial adjustment, a three year average of the consumption for the same billing cycle is evaluated, and the difference is divided in half, with a cap of a \$300 credit. This water utility was not charging penalties for exceeding a water conservation target, so using this method to provide financial relief would require a modification to the calculation.

As an alternative, staff developed a simplified method to provide financial relief for customers who have undetected leaks. A one-time only adjustment can be made to the penalty portion of the bill. Proof that the leak was repaired must be provided, and staff will verify that a leak no longer exists, before any adjustment is made. The entire water

use would be subject to the city's tiered water rates, but any "penalty" portion (two times the Tier 1 rate, for water used in excess of the water conservation target) of the bill could either be reduced by 50%, or eliminated entirely.

If the Council is interested in providing financial relief for leaks on private property, staff would need direction regarding the method to be used to calculate the billing adjustment. Staff would return with a Resolution to memorialize the Council's policy.

2. Water System Improvements/Water Quality
Review, Prioritization, and Funding of Water System Repairs

Review, Prioritization, and Funding of Water System Repairs

The City's water distribution system includes approximately 7.5 miles of pipeline dating back to 1930 or older. These water mains reached the expected end of their service lives years ago, and some of them are now failing. It is now the norm to have at least one water system leak a day, many days there are multiple system leaks. As noted in a September 8 Council staff report regarding personnel changes, since June the city's water distribution system has been plagued with frequent leaks. The September 8 report noted a 633% increase in leaks over the same period in 2013. The increased frequency of leaks continues; the total leak count from June 1, 2015 to October 14, 2015 comes to 135, vs. 12 for 2013.

Distribution system leaks are typically repaired by excavating around the leaking pipe, painstakingly scraping rust deposits off the outside of the pipe to allow for a good seal, and installation of a repair clamp. Due to the fragile nature of many of the city's water mains, the cleaning of the outside of the pipe or the compression on the pipe of clamp application often causes additional leaks. On average each leak repair requires about 6-12 man-hours depending on whether or not the Vactor truck can be utilized for excavation. The use of recently-purchased leak detection equipment will shave some time off that average. However in some areas where excavation must be done by hand, each leak can take considerably longer. Deputy Director Reynoso describes the typical leak response below in detail:

Typical leak procedures

1. Duty man arrives and evaluates leak (Triage, if other leaks are running concurrently)
2. Call Dig Alert (For marking of Gas Company mains and other buried utilities)
3. Mobilize additional Crew
4. Set Up delineation and traffic control
5. Locate leak with ground mic and/or correlator
6. Once utilities respond to Dig Alert ticket, punch holes in asphalt to confirm leak location.
7. Break asphalt 3'x3' square

8. Hand dig to water main. 3'-5' deep. (Vacuum eliminates most hand digging process and saves over an hour of labor)
9. Install pump to remove water from pothole. (Vacuum eliminates this process and saves time in setting up pump and dealing with loss of pump prime)
10. Expose water main and prepare mainline for repair clamp by removing tar coating and rust from outside of pipe.
11. Verify the outside diameter of the pipe and install appropriate size clamp
12. Torque clamp to manufacturer's recommendation
13. Wrap exposed section of pipe to protect from aggressive soil
14. Haul away asphalt and spoils (Vacuum eliminates most of this process. Spoils are vacuumed into truck during process.)
15. Backfill pothole and compact soil
16. Install temporary asphalt
17. Clean up site. (Vacuum minimizes spoils piles making clean up faster)
18. Clean trucks and equipment (Clean Vacuum Truck after use)
19. Street department returns to site to permanently repair street patch

Water Department staff is on 24-hour call for emergencies, including water system leaks. As such, on weekdays, staff comes in early to respond to leaks and it is not unusual for those same staff members to stay late beyond the end of their shifts to complete leak repairs or finish other time-sensitive work tasks delayed by leak repair duties. As evidence of the impact the leak 'explosion' has caused, Public Works overtime cost for the June-October period of 2013 totaled \$9,490. For that same period in 2015 the overtime cost totaled \$20,070.

This amount of effort is being expended on what are essentially temporary repairs. Work is being done, resources expended, on pipe that ultimately needs to be replaced. By continuing in the present reactionary mode, limited resources cannot be properly managed. The amount of time and energy spent by water department staff in dealing with leaks interferes with all other regular work tasks of staff, such as meter reading, hydrant flushing, data collection and record keeping, general systems maintenance and water quality sampling. In order to keep up with the increased workload, overtime costs have risen dramatically and the City Council has agreed to re-instate a frozen water department staff position.

Water system leaks and hydrant flushing for water quality improvement count against the City in terms of meeting its 32% conservation goal, with the lost water being considered by the State as water used by the City and its customers.

At this time it is necessary to begin what is essentially an emergency water main replacement program. While it is not possible to replace all the piping in the system which is beyond its expected service life, the replacement of all or even just some of the worst sections of pipe can eliminate the amount of time spent on making temporary repairs on the new pipe and free up staff for other important duties or repair of other mains.

At the request of the City Council Water Subcommittee, staff has identified the 20 worst segments of the water system and estimated the cost to replace these sections of main at \$3.12 million. A listing of those sections of water main is included with this report as Table A.

Table A

Segment	Pipeline location	Estimated Replacement Cost
1	Canyon Crest/Skyland/Idlehour from Orange to Orange	\$ 520,125
2	Fern Glen from Canyon Crest to Fern Dr.	61,250
3	W. Montecito from Baldwin to Auburn	128,100
4	Fane from Colony to Holdman	61,250
5	Colony from Santa Anita Ct to Fane	119,000
6	X-Country Canyon Crest to Middle Brookside	99,000
7	Woodland 16" Transmission Line.	327,250
8	N. Michillinda from Alegria to Edgeview	273,000
9	Santa Anita Ct from Sierra Pl to Mt Trail	74,400
10	Santa Anita Ct. Between Mt. Trail and Rancho	61,250
11	San Gabriel Ct from Sierra Pl to Mt Trail	67,650
12	Sierra Pl. from E Sierra Madre Blvd. to Lowell	117,150
13	W. Alegria from Sunnyside east to end	33,000
14	Fairview Ave. from Grove St to Michillinda	215,000
15	Key Vista from Sierra Keys to end	34,000
16	Cross-country above Lower Brookside	100,300
17	Gatewood Ln from Michillinda to include Gatewood Terr.	\$ 175,000
18	W. Bonita between Baldwin and Hermosa	\$ 197,050
19	Liliano From Arno to Stonehouse	\$ 348,250
20	Manzanita Ave from Hermosa to Lima St	\$ 121,250
Total 2012 Cost*		\$ 3,012,025
2015 Cost		\$ 3,126,482

-  Original 2012 Leaker List
-  New Leaker
-  2012 Leaker/Current Problem

Staff has also identified water main sections for which replacement would benefit water quality. These are listed separately on Table B. Although these sections have not been plagued with leakage as the 20 on the worst leaker list have been, they are sections of pipe where discoloration complaints are most frequent or where staff observes the most

water discoloration when flushing hydrants. The discoloration list totals \$670,840. While these mains don't result in a lot of leaks, they do contribute to water quality complaints and excessive public and private water system flushing to clear the water from discoloration. These are listed as options the Council may want to consider in addition to replacement of some or all of the 20 sections listed in Table A.

Table B

21	Old Ranch Road (All)	\$246,138
22	Madre Lane (All)	\$64,500
23	Pleasant Hill (All)	\$90,300
24	Arno Drive, from Santa Anita Avenue to Liliano Drive	\$96,250
25	Liliano Drive, from Arno Drive to cul-de-sac.	\$77,000
26	Kaia Lane	\$36,750
27	Casey Street	\$35,350
Total 2012 Cost*		\$646,288
2015 Cost		\$670,840

*Costs in Tables A & B are based on September 2012 City Infrastructure Study

The costs listed in this reports are estimates of the costs to replace water mains along with their appurtenant fire hydrants, valves, and house service laterals. There are promising technologies available today for lining of underground potable water mains. This process is far less disruptive to the surrounding neighborhood and costs about 30% less that pipeline replacement. One of the firms manufacturing and installing domestic water pipe linings is Aquapipe/Sanexen. The firm has made presentations to staff regarding their product and construction processes. Staff proposes to seek bids from Sanexen for some of the pipeline work that is needed. That firm will not be available for work in Southern California until late November.

Main replacements are projects of a size cost that requires competitive bidding. That bidding process in turn necessitates preparation of plans and specifications (Bid Documents) for publication seeking bids. The steps to implementation of a capital improvement project such as this are:

- 1) Determine project scope
- 2) Prepare RFP for design services.
- 3) Obtain Council approval of RFP
- 4) Advertise RFP for design.
- 5) City Council award of professional services contract
- 6) Design
- 7) Obtain City Council approval to go out to bid for construction
- 8) Advertise for bids (Minimum of 30 days)
- 9) City Council award of construction contract

This process can take several months. At the current rate of leak development, a great deal of additional field staff time will be spent over the months leading to a project being awarded, not to mention the amount of water that will be lost. However, staff proposes to begin this process within the next few weeks with the development of a second or third phase of main replacements.

A proposed first phase of main replacements has been created through engineering work already done. Construction plans exist (prepared by City Engineer Tcharkhoutian) for a portion of Segment 1 (Skyland and Idlehour; Fern Drive to Canyon Crest), all of Segment 12 (Sierra Place), and all of Segment 20 (Manzanita; Lima to Hermosa). The plans were prepared in 2001 for a project that never received construction funding. These plans can be combined by staff with the technical specifications from 2001 and current boilerplate bid specs and be ready for bidding within a short period of time. The estimated cost of the group of Segments is \$637,700. Staff recommends proceeding with this group of segments first.

Remaining portions of Segment 1, along with Segments 2, 3, 6, and 7 would be excellent candidates for the use of pipe lining technology due to limited or complete lack of (in the case of No. 7) construction access. Staff remains in contact with Sanexen to determine the specific bid document needs for their process. Although staff currently intends to bid those segments for lining only, Sanexen and its competitor will not be excluded from bidding all main replacement projects. Staff would propose this group of segments as a second phase of the work. Current estimated replacement cost for these segments is \$786,450.

The short West Alegria Segment 13 serves only 4 addresses and is a manageable project for city staff to replace, without the needs for plans and bid documents. If this small project can be successfully completed by staff when balanced with other staff responsibilities and West Alegria customer inconveniences minimized, then the small Segment 15 Key Vista replacement might be another candidate for in-house replacement.

FY 2015-16 Proposed emergency water main replacement program

Phase 1	Segments 1, 12 & 20	\$637,700
Phase 2	Segments 1, 2, 3, 6, & 7	\$786,450
Total		\$1,424,150

Segment 6 is included in the approved 5-Year Capital Improvement Project list for FY 15-16; Segments 12 and 20 are listed in the 5-year CIP for FY 16-17.

Immediate, possible funding for the water main replacements can come from Water Fund reserves, or from General Fund dollars. As of June 30, 2014, there is \$2.3 million in Water Fund Reserves. As of June 30, 2014, there is \$553,476 in Unassigned General Fund Reserves, and \$4.6 million in Assigned General Fund Reserves (50% of operating revenues reserve policy.) Although staff does not recommend that non-

water funds be used for water department purposes, it is ultimately a City Council policy decision. Staff evaluated whether a loan could be made from the General Fund to the Water Fund, and the City's Bond documents specify that the Water fund, "will not incur any other indebtedness payable out of (water) revenues." The City Attorney has recommended that before proceeding with a loan, that a legal opinion be requested from the City's bond counsel. There would be a cost for the opinion.

3. Additional Water Conservation Measures

The following ideas are presented as possible means to improve the City's overall conservation to assist in meeting the State mandated standard (32%.)

- a. One day a week watering
- b. Hire staff dedicated to Water Conservation education and enforcement
- c. Increase penalty for exceeding water conservation target – currently the penalty is two times the Tier 1 rate, or \$5.02 per unit.
- d. Prohibiting use of potable water for dust control for private construction projects
- e. Allow for reduction of water allocations for customers appealing their existing allocation, when calculated water budget indicates that less water is needed at the appellant's address.
- f. Reinstate water shut-offs for repeat violators of conservation restrictions.
- g. Adopt state restriction on watering within 48 hours of measurable rain.
- h. Require individual water meters for each new multi-family dwelling unit
- i. Revise multi-family water use targets.
- j. Evaluate the City's top water users and reevaluate their water conservation targets.

4. Update Regarding Spreading MWD Water

For purposes of improving water quality staff has proposed that the water imported via SGVMWD & MWD be diverted to the City's spreading grounds instead of being taken directly into the city's distribution system. This would allow the natural cleansing process of the local soils to remove the disinfectant and at least correct the chemical structure of the imported water to make it conform more to the City's historic water supply.

Prior to the use of imported, treated water for groundwater recharge, it is necessary to obtain the approvals of both the Regional Water Quality Control Board and the Raymond Basin Management Board.

A. Spreading of imported water – Los Angeles Regional Water Quality Control Board Review/Approval

On September 1, 2015 staff submitted a letter to the Los Angeles regional Water Quality Control Board requesting a Waiver of Waste Discharge Requirements to enable the City to use treated potable water for groundwater recharge. On

Monday, October 12, the Executive Director of the LARWQCB signed the Waiver, providing conditional approval for the use of the imported water for groundwater recharge. The conditions of approval of the waiver are:

1. The discharges of imported potable water shall not cause pollution or nuisance as defined in California Water Code Section 13050.
2. The discharge imported potable water shall not be disposed of in geologically unstable areas or so as to cause earth movement.
3. The total volume of discharge shall not exceed 815 million gallons per year.

The conditions are easily achievable, the potable water is non-polluting, the spreading grounds are not geologically unstable, and the stated maximum 815 million gallons actually exceeds the maximum 2,500 acre feet of water that the City is allowed from the MWD connection. A copy of the Waiver and conditions has not yet been received by the City. If that document arrives prior to the Special Meeting, a copy will be provided to the City Council.

B. Spreading of imported water – Raymond Basin Management Board Review/Approval

On September 1, 2015 staff sent the identical request for the use of imported water for groundwater recharge to the office of the Raymond Basin Management Board, intending that the Watermaster review of the request be handled concurrently with the request to LARWQCB.

There have been delays at the Raymond Basin due to Watermaster staff deciding to wait until there was clearance from the state before starting their own analysis of the City's request. City staff corrected that in mid-September and the Raymond Basin Board is scheduled to hear the matter at its regular meeting of October 21. As of the preparation of this report, Public Works staff has not been advised of the recommendation that Board staff will be making on the matter.

In any case, staff has requested but not yet received an estimated cost to do a study of the impacts on the aquifer. Staff will return with this information as soon as it is available, before proceeding with implementing this alternative.

5. Update on Restoring and Stabilizing the Water level in the Santa Anita Subarea

SMAART

The Raymond Basin Management Board (RBMB) is the court-appointed Watermaster for the Raymond Groundwater Basin. In an effort to address the record low water levels in the Santa Anita Subarea of the Raymond Basin, in January 2014 the RBMB created the ad hoc Sierra Madre Arcadia Aquifer Recovery Team (SMAART). The group consisted of RBMB staff, representatives of Arcadia and Sierra Madre, as well as three other voting members of the RBMB. In March 2014 at the request of SMAART, a groundwater monitoring program was initiated.

The groundwater monitoring program consisted of Board staff taking monthly water level readings at the two cities' wells, monitoring of the pumping activities of the two cities, and data collection regarding groundwater recharge activities in the Subarea. Between March 2014 and the present, the monitoring program provided monthly reports to both cities summarizing all the information collected.

The primary reason for establishment of SMAART was for the two cities to develop a mutually agreeable plan for the management of the Subarea. The meetings were discontinued in June of 2014 after the discussions reached an impasse.

Following a meeting between the Mayors of the two cities and their respective senior staff members, the SMAART again began to meet in July of 2015. Discussions have centered on the development of a reasonable safe yield for the Subarea and an agreement for the Management of the Basin.

At the September SMAART meeting, participants were provided a draft Management Plan to review and comment on. A copy of the Draft Management Plan is attached to this report as Exhibit A in redline form. This management Plan model is still under refinement and discussion, and is presented only as an indicator of progress toward the goal of restoring the Basin.

In addition, a process for determining a reliable annual safe yield was discussed and agreed upon in concept. That draft concept is attached as Exhibit B in graph form. The graphed data shows East Raymond Basin fiscal year annual precipitation in the Y axis and fiscal year water production in the X axis. The red dots are critical; all the others were plotted simply to see if the rainfall/production created any sort of pattern. The red dots represent periods of time in both wet years and dry, when water levels in the aquifer remained relatively constant. These were understood to represent safe yields for the Basin. The line drawn between the red dots allows the user to roughly estimate an annual safe yield based on the prior year's rainfall. For example, using the graph a rainfall in 2020 of 25 inches would allow for an annual yield of about 5,200 acre feet in 2021. This safe yield model is still under refinement and discussion, and is presented only as an indicator of progress toward the goal of restoring the Basin.

6. City Response to SWRCB Violation Notice and Order for Additional Information

On October 1st, the City received a, "Notice of Violation for Failure to Meet Water Conservation Standard and Order for Additional Information." Staff has prepared a draft response to the SWRCB, and the draft is attached. Staff is seeking input from the City Council regarding the draft, before forwarding the City's response. The proposed response is attached as Exhibit C.

FINANCIAL REVIEW

Other than staff time, there are no costs incurred with the Council's review of this staff report. Depending upon the alternatives the Council desires to implement, there may be expenses incurred, in the range of a few thousand dollars, to more than \$1 million.

PUBLIC NOTICE PROCESS

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

STAFF RECOMMENDATION

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

Attachments: Exhibit A: Draft East Raymond Basin Management Plan (Markup form)
 Exhibit B: Draft Safe Yield estimating tool
 Exhibit C: Draft reply to SWRCB Order for Additional Information

ATTACHMENT "B"

Information Order

The City of Sierra Madre has historically drawn its entire water supply from local groundwater sources, specifically the Santa Anita subarea of the Raymond Groundwater Basin. Due to declining groundwater levels in that basin, the City instituted water conservation measures in accordance with its Water Conservation Plan (Sierra Madre Municipal Code Chapter 13.24) beginning May 28, 2013, Council Resolution 13-12 with mandatory Phase 1 and Phase 2 conservation. Since that date, and prior to April 1, 2015 the Council has taken additional actions:

Ordinance 1342 – Water Conservation

Ordinance 1351 – Adopted Tiered Water Rates, Increasing annually through FYE 2018 (1/28/2014)

Ordinance 1356U – Adopting Moratorium on new water service installations under Water Code (7/8/2014)

Ordinance 1357U – Adopting Building Moratoria due to water shortage (7/8/2014)

Ordinance 1358U – Adopting Building Moratoria due to water shortage (7/8/2014)

Ordinance 1359U – Adding SWRCB water conservation measures to SMMC 13.24. (7/22/14)

Ordinance 1361 – Adopting Article 15.20 of California Plumbing Code (Graywater Systems) into City Building Code

Resolution 13-65 – Postponing Conservation Penalty Assessment (Due to Adjustment in Billing Schedules) (9/24/13)

Resolution 13-81 – Postponing Conservation penalty Assessment (Due to Community having met the Conservation Goal in place at the time) (11/26/13)

Resolution 14-58 – Enacting Phase 3 Mandatory Water Conservation (7/8/2014)

Resolution 14-61 – Initiating State Restrictions on Irrigation (per Ordinance 1359U) (7/22/2014)

In early October 2013 groundwater depths reached a point where one of the city's 4 wells began to produce air. At that point, the wells had to be shut down to avoid damage to them. They are drilled to bedrock and cannot be drilled deeper. On October 11, 2013 the City began taking water from the Metropolitan Water District and has utilized imported water from that source exclusively since that date.

The difference between the groundwater and the imported Colorado River water in water chemistry, water temperature and water disinfection agent has wreaked havoc on the City's 85+ year old water distribution system. The discoloration of potable water due to iron oxide release from the inside of public and private piping has required excessive hydrant flushing and the accompanying loss of water. The City has been working with water quality consultants and developing a treatment program for the water which has reduced, but not completely eliminated the discoloration.

Since late spring, 2015 almost all hydrant flushing has been captured by water tenders and is utilized for irrigation on public property or is returned to the city's spreading basins for groundwater recharge. Sierra Madre water department staff has contacted SWRCB staff to request that the water returned to the spreading grounds be credited against the City's production; that water is metered and quantities recorded. The city request was denied by SWRCB.

In June, 2015 the City's water distribution system began to fail. Water mains installed in the 1930's began to leak.

1. Describe any and all actions approved by your governing board since April 1, 2015, to increase conservation. *The vast majority of City Council actions to encourage or increase conservation occurred prior to April 1, 2015. However, there have been two specific actions approved by the City Council since that date. On September 8, the City Council approved an additional field position in the water department in order to provide for improved response to water system leaks. And on October 13, the City Council approved the purchase of advanced leak detection equipment which allows staff to locate and repair leaks quickly and efficiently, minimizing the amount of water lost to leakage.*

In addition to those items above, on October 19th, the City Council directed staff to:

- a.) *Begin an aggressive water main replacement program, to be funded from limited water fund and general fund reserves. The mains with the worst leak history will be addressed first.*
 - b.) *Return to the City Council for additional discussion about switching to monthly water billing and/or installation of AMI metering to allow for better tracking of individual customer use and quantification of distribution system leakage.*
 - c.) *Bring back a municipal code amendment adding administrative fines for violations of water conservation regulations to the water bills, enabling the City to shut off water for failure to pay fines.*
 - d.) *Focus educational and enforcement activities on customers exceeding their city-mandated conservation goal by 30 units or more.*
 - e.) *Bring back municipal code amendment to allow for flow restrictor installation at customers repeatedly exceeding their conservation targets.*
 - f.) *Increase penalties for second and further violations of water conservation targets.*
 - g.) *Research and bring back a discussion on what other cities are doing for education, (a la Santa Cruz "water conservation school")*
 - h.) *Bring back to Council for discussion a recalculation of conservation targets.*
 - i.) *Add the state's restriction against irrigation within 48 hours of a measureable rain to the Municipal Code prohibitions and the Code description of wasteful watering.*
2. Does your agency have conservation programs that specifically target the following customer classes? *The City's conservation programs are not selective as to land uses; the programs, rates, penalties apply to all water customers regardless of land use designation.*
 - A. Residential – Single Family
 - B. Residential – Multi-Family
 - C. Commercial
 - D. Industrial
 - E. Institutional
 3. Does your agency have an active leak detection and repair program? (If yes, please describe, including budget and personnel assigned). *The City's leak repair program is operated by a staff of six full-time employees. Occasionally contractors are hired to supplement staff. Leak detection is primarily reactive at this time, that is, leaks are identified when wet spots appear on street pavement. City staff has utilized advanced leak detection equipment since June on a trial basis and has found it to be very effective in locating subsurface leaks. We have recently purchased that equipment*

and are looking forward to beginning a more proactive approach to leak repairs.

4. Does your agency run conservation outreach and education programs? (If yes, please describe and answer the questions below).
- A. Annual budget *The City does not budget separately for water conservation activities. Thus we do not have a record of the expenditures made in conjunction with conservation.*
- B. Has the budget increased since April 1, 2015? *Cash expenditures have increased since January 1, 2015 with the beginning of the turf rebate program. The program was funded through a grant from the San Gabriel Valley Municipal Water District.*
- C. Which of the following messaging pathways are used?
- i. Mailers (including billing inserts) *Each water bill has information on water conservation target numbers; one separate mailer has gone out regarding water conservation.*
 - ii. Door hangers *The City has provided staff and volunteers with door hangers providing information regarding water conservation requirements. Staff and volunteers are directed to place door hangers on properties when violations of irrigation restrictions are observed.*
 - iii. Phone calls *The City has not initiated water conservation cold calling; however, City staff has spent extensive time on the phone with residents assisting them with water conservation.*
 - iv. Radio *Four different water conservation messages have been played on the City's local AM radio station.*
 - v. TV *Sierra Madre Council Meetings are televised locally. Staff provides a water conservation update to the City Council on a monthly basis. The monthly update includes status of city reaching its conservation goal, changes in conservation regulations, and results of city enforcement actions.*
 - vi. Newspaper *The City has sent four press releases since April 1, 2015 regarding water conservation.*
 - vii. Community Events (e.g., street fairs, neighborhood meetings, business association meetings) *The City and/or the City's Water District has participated in the following events promoting water conservation; National Night Out, Drought Resistant Landscaping Classes (2), Dedication and Demonstration Day for new Civic Center Landscaping, 4th of July, Mount Wilson Trail Race, Concerts in the Park (9 events), Summer Fun in the Park (16 events). Senior city staff has also addressed the local creative Arts, Rotary and Kiwanis clubs regarding water conservation.*
 - viii. Email *The City sends two regular email blasts or "eBlasts" each month and each eBlast contains a water conservation reminder. The City has also sent three individual messages only related to water conservation since April 2015. The City has also included water conservation messages in monthly eBlasts that are directly targeted to Seniors and the Firefighters Association (not just City employees, but 100+ members of the community)*
 - ix. Website *There is a section of the City's website dedicated to water conservation; including a quick link and a separate "I'm a Water Saver" pledge link on every page. There have been a minimum of six separate water conservation messages on the homepage since April 2015. Currently the City's Home Page prominently features the following:*

Water Conservation Progress Report – We Can Do Better!

Over a year after adopting the State's emergency drought regulations, the City of Sierra Madre is falling short of the State-mandated goal of reaching a 32% reduction in water usage. The City has seen a consistent decline in water conservation since it first exceeded the State's target goal by conserving 33% in June (as compared to usage in June 2013). The latest numbers for September 2015 show a month-to-date decline in water use of only 14.8%.

California measures water conservation by comparing usage, beginning on June 1, 2015, with that from the same period in 2013. Based on that cumulative measurement, the City of Sierra Madre is at an estimated 23% conservation rate; far short of the State mandate. Failing to meet the State mandate may result in steep fines or State officials assigning specific additional conservation measures to the City. Furthermore, failing to conserve water extends the time the city relies on imported water instead of our own groundwater.

Daily water consumption has collectively exceeded limits by 20 gallons person. The City of Sierra Madre has a number of resources available to help its residents conserve water. Learn more by clicking on the water drop icon found in the Quick Links menu.

- x. **Programs in Schools** *The City has not had any programs in the schools since April 2015; however, has utilized this venue in partnership with the Water District in the past.*
- xi. **Business Partnerships** *Most of the businesses in town posted water conservation posters provided by the City / Water District. Additionally, restaurants were provided with table top cards promoting water conservation.*
- xii. **Billboards** *There are no billboards in Sierra Madre.*
- xiii. *With the assistance of SGVMWD there are street light banners throughout the city's small downtown area, and "I am a water saver" lawn signs for conservation program participants.*
- xiv. *Police and Public Works changeable message sign trailers have been utilized to communicate conservation messages to the community. When in use for conservation purposes, the trailers are typically stationed at the highest traffic areas in the community so as to maximize the effect.*
- D. **Average number of hours per month dedicated to conservation education and outreach**
See 8A
- E. **Number of personnel that work on education and outreach more than half-time.** *See 8A*
 - i. **Does your agency use student interns?** *Yes, in assisting field staff in leak repairs a water conservation-related role. The City also uses trained volunteers in patrol, education and enforcement.*
- F. **Are conservation education and outreach programs offered in languages other than English? (If yes, list languages).** *Generally, communications are issued in English as that is the primary language spoken by 80% of Sierra Madre water customers. However, conservation literature designed specifically for landscapers and gardeners has been sent out.*
- G. **Are any conservation and outreach programs targeted to populations whose primary language is not English? (If yes, please describe).** *Yes, a spanish-language flyer covering irrigation design, landscape design, and water*

- H. conservation has been prepared and distributed for gardeners and landscapers.*
5. Does your agency run any conservation programs jointly with other entities? (E.g. have you partnered with your electric service provider?). *The City partners with its State Water Contractor, San Gabriel Valley Municipal Water District. The District provides conservation educational materials, street light banner, rebate programs, and community event staffing to supplement in-house staff.*
- A. Does your agency collaborate with any service organizations? (E.g. Americorps, California Conservation Corps). (If yes, please describe). *The Sierra Madre Rotary Club has taken on a supporting role in the City's water conservation efforts. For example, the Rotary Club co-sponsored (with the City) a day-long World Water Day community event, which included a lecture and panel discussion regarding the drought and water conservation. SWRCB Vice Chair Frances Spivy-Weber was one of the featured speakers.*
6. Does your agency run any appliance rebate programs? If yes, please describe the rebate amount for each appliance below and provide the total rebate budget.
- A. Washing Machines *\$150 rebates offered for water efficient washing machines via SGVMWD*
- B. Dishwashers *No.*
- C. Toilets *The City has partnered with SGVMWD for several years in its low-flush toilet free exchange program.*
- D. Faucet aerators & showerheads *The City partnered with SGVMWD for several years in its free aerator and showerhead program.*
- E. Commercial laundry *No.*
- F. Commercial/Institutional Kitchens (e.g. pre-rinse spray valves) *No.*
- G. *The City distributes free automatic hose nozzles and shower timers as provided by SGVMWD.*
- H. *\$150 rebates offered via SGVMWD for smart irrigation controllers.*
- I. *\$150 rebates offered via SGVMWD for commercial waterless urinals.*
7. Does your agency run any water efficient landscape programs? (If yes, check below and provide a description of the program including amount available for rebates and total amount budgeted for these programs).
- A. Landscape Audits *The City does not have in-house staff trained or certified to perform landscape audits. However, there are two members of our water department who are certified in water conservation. They are available to perform household water audits to any interested water customer. Home audits are required under the appeal process; any customer requesting an adjustment in their water conservation allocation must first prove that they have made all practical efforts to conserve water on their property. The required action to make that proof is to undergo the water audit.*
- B. Turf Removal Rebates *The City provided a limited turf removal rebate program December of 2014 through March 2015. \$47,000 was allocated by City Council for the program, of which \$46,234 has been expended. 55 water customers have utilized the funds in the removal of at least 46, 234 square feet of turf.*
- C. Water-Wise Gardening Classes/Informational Materials *The City has offered three water wise gardening classes and co-sponsored the World Water Day event which included an additional class. Also, the City has undertaken a complete re-landscape of its Civic Center in the form of a demonstration garden, which will include a rain garden, rain barrels, chaparral garden, edible garden, fire resistant garden, shade garden and turf-substitute*

ground covers; all accompanied by informational placards and handout materials.

- 8. Does your agency have personnel dedicated to water waste enforcement? (If yes, please describe your enforcement program and answer the questions below).**

The city does have an enforcement program. City staff have been authorized by City Council action to issue citations for water customers using water in a wasteful manner, specifically for violation of 2 day –per week irrigation, wasteful watering, hosing off driveways, etc. Beginning July of 2014, staff began issuing courtesy notices to violators. Beginning in June 2015, staff received authorization to begin citing offenders. First offenders now receive a Notice of Violation, second and further offenders receive administrative citations from city staff.

- A. Number of personnel that work on enforcement more than half-time**

The City has no personnel working more than half-time on conservation enforcement. The Public Works Director, both Deputy Directors, a Management Analyst and an Administrative Assistant all participate in the enforcement of water conservation. They are assisted by a volunteer patrol which covers the city after hours and on weekends.

Even with such limited resources since June 1, 2015 16 home water audits have been done, 364 Courtesy Letters have been sent, 138 Notices of Violation have been sent and 32 Administrative Citations issued. Since enforcement efforts began 1511 Courtesy Letters have been sent, and 56 Citations have been issued.

- i. Do any of these personnel speak languages commonly spoken in the community?**

The Administrative Assistant speaks fluent Chinese, the Deputy Director over the Water Division speaks fluent Spanish, and City Hall front counter/reception staff are fluent in both of those languages as well and often handle inquiries regarding Notices of Violation, Administrative Citations, or overuse penalties. Other languages spoken by staff include Portuguese, Tagalog, and Mandarin.

- B. Average number of hours spent on enforcement per week Public Works and Administration staff 62 hours a week Volunteers 5.2 hours per week**

- C. Average number of enforcement patrols per week Public Works staff 4. Volunteers 3-4**

- D. Average number of hours spent responding to water waste complaints from residents since April 1, 2015. 4 hours a week.**

- E. Monthly enforcement budget The City does not budget specifically for water conservation enforcement and the City has not kept records of personnel costs for enforcement to date.**

- F. Capacity to receive water waste complaints by the following methods:**

- i. Phone** Yes
- ii. Letter** Yes
- iii. Email** Yes
- iv. Web Portal** Yes
- v. Mobile Application** Yes

- G. Average response time for investigating a water waste complaint During working hours, 30 minutes.**

- H. Average response time for responding to a report of a leaking pipe
Twenty minutes maximum during working hours, after hours 45 minutes maximum.**

- I. Fine structure for repeat violations**

First Violation - Notice of Violation Issued, (Violation or clear evidence of violation must be observed by city staff for issuance of NOV or Citations. Reported violations by volunteer patrol or citizen call-ins are sent Courtesy letters.

Second Violation - \$125 Administrative Citation
Third Violation - \$250 Administrative Citation
Fourth Violation - \$500 Administrative Citation
Fourth+ Violations - \$500 Administrative Citation each

9. Which type of rate structure does your agency use for residential customers?
- A. Flat Rate *The City has a flat rate meter charge on its bi-monthly water billing. The rate is based on the size of the meter:*
- 5/8" – \$74.61*
 - 3/4" – \$74.61*
 - 1" - \$100.19*
 - 1.5 – \$142.83*
 - 2" – \$194.00*
 - 3" – \$313.39*
 - 4" - \$483.95*
- a. Uniform Rate *N.A.*
- b. Inclining Block Rate (Tiered Rate) *In addition to the flat rate meter charge, the bi-monthly water bill includes a tiered volumetric rate based on the amount of water consumed.*
- Tier 1 – 1-11 Billing units = \$2.52/BU*
 - Tier 2 – 12-33 BU = \$3.28/BU*
 - Tier 3 - 34-66 BU = \$3.86/BU*
 - Tier 4 - >66 BU = \$5.23/BU*
- c. Seasonal Rate *Customer water allocations (below) vary seasonally, with winter and summer allocations.*
- d. Allocation-Based Rate *The current Phase 3 water conservation level per SMMC 13.24.210 is a 30% reduction on each customer/address water use over the 2013 consumption at that address. Any amount of water consumed over and above that 30% reduction is charges at the rate of \$5.04 per BU.*
- e. Other
10. Has your agency instituted any type of drought rate or pricing (e.g. drought surcharge) since June 1, 2014? (If yes, please describe).
- Resolution 14-58 – Enacting Phase 3 Water Conservation (7/8/2014) increased the citywide conservation goal from 20% to 30%, thereby lowering customers' conservation targets and exposing more customers to the overuse penalty rates.*
- Resolution 14-61 – Initiating State Restrictions on Irrigation (per Ordinance 1359U) (7/22/2014) Irrigation restrictions were added for enforcement via administrative citations, thereby assigning financial penalties for violations of conservation restrictions.*
11. What rates and pricing mechanisms are used to incent conservation by non-residential customers? *The non-residential rate structure utilizes a flat-rate volumetric component combined with a meter charge. The non-residential volumetric charge is higher than the Tier 2 residential charge. To incentivize conservation for non-residential customers, the same water conservation allocation structure utilized for residential customers is applied to non-residential customers. Non-residential water customers pay a substantially higher cost \$5.04 vs \$3.64 for water consumed in excess of the conservation target.*

12. When was the last time your agency modified its rate structure? *2013, rates effective 2014.*
13. What is your agency's billing frequency? *Bi-monthly.*
14. Provide a complete copy of your agency's rate/tariff *Attached*
15. Provide a complete copy of your agency's conservation ordinance/rules *Attached*
16. Are all your residents on water meters? *Yes.*
 - A. If no, is there a plan in place to install meters?

ATTACHMENT "C"

Talking Points for SWRCB (Dr. Matthew Buffleben, Office of Enforcement, Chief Special Investigations Unit) interview:

3/9/2016

Shown below underlined are sample topics provided by SWRCB staff. The discussion will not be limited to just these matters. Talking points are provided for each topic.

Reasons for low or negative monthly savings between November and January

- Hydrant flushing for water quality (color, disinfectant residual),
- Significant number of distribution system leaks:
 - November 2013 9, November 2015, 38
 - December 2013, 8; December 2015, 67
 - January 2013, 2; January 2015, 26

Rate structure and drought surcharges

- The City rate structure is comprised of three components:
 - A flat rate connection charge based on meter size. The rate is based on the size of the meter:
 - 5/8" – \$74.61
 - 3/4" – \$74.61
 - 1" - \$100.19
 - 1.5"– \$142.83
 - 2" – \$194.00
 - 3" – \$313.39
 - 4" - \$483.95
 - A volumetric charge based on the amount of water consumed:
 - Tier 1 – 1-11 Billing units = \$2.52/BU
 - Tier 2 – 12-33 BU = \$3.28/BU
 - Tier 3 - 34-66 BU = \$3.86/BU
 - Tier 4 - >66 BU = \$5.23/BU
 - A penalty charge in the amount of \$7.56 for each unit of water used above and beyond the customer's assigned water conservation goal.

Outreach program and messaging pathways

- Mailers (including billing inserts)
- Door hangers
- Phone calls
- Radio
- TV
- Newspaper
- Community Events (e.g., street fairs, neighborhood meetings, business association meetings)

- Email/ e-Blasts
- Website
- Business Partnerships
- Street Banners
- Changeable message boards
- Direct (telephone or face to face) contacts with high water users

Rebate programs

- Turf rebates
- Low-flush toilet giveaways
- Smart irrigation controller rebate
- Rain barrel rebate

Dedicated staff for conservation program and enforcement

- Certified water conservation expert (Paul) on staff doing water audits at no cost to customers, assisted by additional staff (Clare).
- Staff (Clare) handling/ tracking citations.
- Director doing random water waste patrols weekday and weekend mornings.

Enforcement mechanisms for water waste

- Staff and volunteer patrols
- First offender courtesy letter
- Administrative citations of increasing cost issued for second, third, offenders.
- Flow restrictor insertion in services to be considered at March 22 Council meeting.
- Penalty rate for use of water over and above assigned conservation goals.
- \$12,175 in administrative citations have been issued. Council has approved a measure to allow water shutoffs for failure to pay citation penalty fees.
- \$ 242,500 in excess water use charges have been levied.

Leak detection and repair program

- Staff prepared and submitted to City Council a list of the 20 worst leaking segments of water main in the City.
- Water department field staff was increased back in September to expedite leak repairs.
- Volunteer interns are being utilized to supplement field staff in water system repairs.
- The two worst segments of leaking mains have been replaced since February 1.

- Construction bids were received for the next phase of main replacements. Due to irregularities in the bids, these will be rejected and the project re-advertised in March.
- An RFP for replacement water main design was issued in February. Out of 8 civil engineering firms who reviewed the RFP, only one responded.
- Leak detection equipment has been used to reduce the time needed to trace leaking water back to the actual leak, thus reducing the duration of the leak.

Water meters

- All customers have metered water services.
- As distribution system leakage is reduced, staff can return to replacement of old, inaccurate meters. All meters are replaced with types that easily adapt to AMI.

Plans to gain momentum to get back on track this spring/summer

- The return to the use of the City's wells has eliminated water discoloration and the need to flush hydrants on a weekly basis. Likewise it will reduce customers' waste of water in running water until it clears.
- The City Council will be considering several measures later this month to raise funding for water infrastructure repairs and improving water conservation efforts, including going to monthly billing, a new water rate study, financial measures such as refinancing existing bonds, and AMI metering.
- A new campaign to encourage conservation will be launched this spring.

In addition...

March is starting out well, as of March 8th we are at 31.7% for the month.