

**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, June 9, 2015**

**5:30 pm Closed Session  
6:30 pm Open Session**

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

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

**PUBLIC COMMENT**

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

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

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

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

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

**CLOSED SESSION**

**CALL TO ORDER/ROLL CALL**

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

**PUBLIC COMMENT**

Regarding Closed Session Items

**RECESS TO CLOSED SESSION REGARDING:**

**CONFERENCE WITH LEGAL COUNSEL: INITIATION OF LITIGATION**

**Pursuant to California Government Code Section 54956.9(d)(4)**

Number of potential cases: One

**CONFERENCE WITH LEGAL COUNSEL**

**Pursuant to Calif. Government Code Section 54956.9(d)(1) – Pending Litigation**

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

Case Name: In re Petition of City of Sierra Madre Challenging 2012 Los Angeles Municipal Separate Storm Sewer System Permit (Order No. R4-2012-0175)

Case Number: State Water Resources Control Board/Office of Chief Counsel Files A-2236(a) through (kk)

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**OPEN SESSION**

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

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

**PLEDGE OF ALLEGIANCE AND  
INVOCATION/INSPIRATION**

Mayor John Capoccia

**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 May 26, 2015.

**MAYOR AND CITY COUNCIL REPORTS**

Reports of individual Council Member activities relating to City business.

**PUBLIC COMMENT**

Regarding items not on the Agenda.

**PRESENTATION**

Update from Public Works Director Bruce Inman regarding water conservation

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## **ACTION ITEMS**

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### **1. CONSENT**

**a) ADOPTION OF RESOLUTION 15-31 OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS**

Recommendation that the City Council approve Resolution 15-31 for approval of payment of City Warrants in aggregate amount of \$361,596.77; Library warrants in the aggregate amount of \$12,541.01, and payroll transfer in the aggregate amount of \$364,683.87 for fiscal year ending June 30, 2015.

**b) RESOLUTION 15-29: ADOPTION OF MID-YEAR BUDGET UPDATE FY 2014-2015**

Recommendation that the City Council approve Resolution 15-29 adopting the Fiscal Year 2014/2015 Mid-Year Budget and appropriating the amounts projected; and Resolution 15-30, adopting Committed Fund Balances for Fiscal Year Ending June 30, 2015.

**RESOLUTION 15-30: ADOPTION OF COMMITTED GENERAL FUND BALANCES FOR FYE 2015**

**c) RECOMMENDATION TO REJECT PROPOSALS FOR LIBRARY FACILITY CONDITION ASSESSMENT AND RE-ADVERTISE THE PROJECT FOR PROFESSIONAL SERVICES PROPOSALS**

Recommendation that the City Council direct staff to reject current RFP bids for a Library Facility Condition Assessment and authorize staff to re-bid the project.

**d) CANCELLATION OF BOTH AUGUST 2015 CITY COUNCIL MEETINGS**

Recommendation that the City Council approve the cancellation of both regular City Council meetings in August and direct staff to pay all necessary expenses during that time.

**e) RESOLUTION 15-32 GRANTING TEMPORARY USE PERMIT 15-05 FOR HOUSEHOLD HAZARDOUS WASTE ROUND-UP EVENT**

Recommendation that the City Council adopt Resolution 15-32 approving Temporary Use Permit 15-05 for a Household Hazardous Waste Round-Up on August 15, 2015.

**f) APPROVAL OF RESOLUTION 15-27 FOR THE AMENDED AND RESTATED VERDUGO FIRE COMMUNICATIONS SERVICE AGREEMENT BETWEEN THE CITIES OF BURBANK, GLENDALE, PASADENA, AND SIERRA MADRE**

Recommendation that the City Council approve Resolution 15-27 and authorize the City Manager to execute the documents on behalf of the City of Sierra Madre.

### **PUBLIC HEARINGS**

**2. FISCAL YEAR 2015/2016 ASSESSMENT DISTRICTS – PUBLIC HEARING AND RESOLUTION OF CONFIRMATION 15-24 AND RESOLUTION 15-33 SETTING ASSESSMENT RATES FOR AD VALOREM MAINTENANCE DISTRICTS 1, 3A, AND 3B**

Recommendation that the City Council hold a public hearing and adopt Resolution 15-24 confirming the levy of assessments for Districts 3 and 5, Community Facilities District No. 1, E. Miramonte Sewer District, and E. Bonita Sewer District for Fiscal Year 2015/2016, and approving the City Engineer's Report for 2015/2016; and adopt Resolution 15-33 setting tax rates for Ad Valorem Districts No. 1, 3A, and 3B.

3. **CONDITIONAL USE PERMIT 14-07 AND VARIANCE 15-01 – REQUEST TO ALLOW VERIZON WIRELESS TO INSTALL A NEW WIRELESS TELECOMMUNICATIONS FACILITY ALONG THE EAST SIDE OF THE PUBLIC RIGHT-OF-WAY ON OAK MEADOW ROAD AND 230 NORTH OF EAST ORANGE GROVE AVENUE**

Recommendation that the City Council hold a public hearing and approve Conditional Use Permit 14-07 and Variance 15-01 pursuant to City Council Resolution 15-28 and the exhibits provided by staff.

**ITEMS FOR DISCUSSION**

4. **CONSIDERATION OF ALTERNATE SCHEDULE FOR TESTING AND USE OF THE EMERGENCY HORN**
5. **FISCAL YEAR 2015-2017 BUDGET REDUCTION ALTERNATIVES; CONTRACTING AND SERVICE LEVEL REDUCTIONS**

Recommendation that the City Council provide staff with direction.

Recommendation that the City Council provide staff with direction.

**PUBLIC COMMENT**

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

**ACTION ITEMS**

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

**PUBLIC HEARING**

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

**AVAILABILITY OF AGENDA MATERIALS**

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

**LIVE BROADCASTS**

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

**MEETING ASSISTANCE**

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

**ADJOURNMENT**

The City Council will adjourn to a Regular Meeting at this same place on Tuesday, June 23, 2015.

Agenda  
Regular Meeting of the Sierra Madre City Council,  
Successor Agency, and Public Finance Authority  
Tuesday, May 26, 2015  
5:30 p.m. Closed Session; 6:30 p.m. Open Session  
City Hall Council Chambers, 232 W. Sierra Madre Boulevard

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Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency, and Public Finance Authority, at 5:30 p.m. The Mayor asked for public input and there was none so the Mayor immediately adjourned to a Closed Session. The City Council returned from Closed Session at 6:34 p.m. and the Mayor opened the Open Session at 6:36 p.m. City Clerk, Nancy Sue Shollenberger, read the roll, noting that all City Council Members were present.

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

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

Absent: None

Also Present: Elaine Aguilar, City Manager  
Teresa Highsmith, City Attorney  
Bruce Inman, Director of Public Works  
Elisa Cox, Assistant City Manager  
Carolyn Thomas, Director of Library Services  
James Carlson, Management Analyst  
Steve Heydorff, Fire Chief  
Larry Giannone, Public Safety Officer and Police Chief  
Nancy Sue Shollenberger, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Council Member, John Harabedian, led the Pledge of Allegiance and followed with a Memorial prayer:

Heavenly Father,  
On this Memorial Day, we pray for those who courageously laid down their lives for the cause of freedom. May the examples of their sacrifice inspire us the selfless love of Your Son, our Lord, Jesus Christ. Bless all families of our fallen troops, and fill their homes and their lives with your strength and peace. In union with people of goodwill of every nation, embolden us to answer the call to work for peace and justice, and thus, seek an end to violence and conflict around the globe. We ask this through Christ our Lord. Amen.

REPORT OUT FROM CLOSED SESSION:

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

Conference with Labor Negotiator  
Pursuant to California Government Code Section 54957.6  
City Negotiators: Elaine Aguilar, City Manager, Elisa Cox, Assistant City Manager, and Marcie Medina, Finance Director.  
Employee Organization: Police Organization

The City Attorney reported that the City Council gave direction to Labor Negotiator.

Conference with Legal Counsel

Pursuant to California Government code Section 54956.99(d)(1) –Pending Litigation

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

Case Name: In re Petition of City of Sierra Madre Challenging 2012 Los Angeles Municipal Separate Storm Sewer System Permit (Order No. R4-2012-0175)

Case Number: State Water Resources Control Board/Office of Chief Counsel Files A-2236(a) through (kk).

The City Attorney reported that the City Council gave direction, but no action was taken.

Conference with Legal Counsel

Pursuant to California Government code Section 54956.9(d)(3)

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

Anticipated Litigation:

Receipt of Memo from City Attorney Highsmith regarding threat of litigation received from Julie Tschida Brown on February 27, 2015 (Memo available for inspection in City Manager's Office).

The City Attorney reported that the City Council was unable to review this item due to the lack of time, so this item will be reviewed after the Open Session.

APPROVAL OF AGENDA:

Council Member, John Harabedian 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 REGULAR CITY COUNCIL MEETING ON MAY 12, 2015:

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, John Harabedian, for approval of the May 12, 2015 City Council Meeting with the minor change made by Council Member, Rachele Arizmendi. The motion passed by unanimous voice vote.

Council Member, Rachele Arizmendi made the following change to the Minutes of May 12, 2015:

Page 3 of 17 under Mayor and City Council Reports, No. 4 – first line. Council Member, Rachele Arizmendi, did not attend the Older American Reception for Ms. Cooper. Delete: She was happy to be there. Balance of sentence is okay.

MAYOR AND CITY COUNCIL REPORTS:

- 1) Council Member, John Harabedian, did not have a report.
- 2) Council Member, Denise Delmar, announced that the City Council had three community input meetings. Tomorrow is the Webinar. She noted that it was very nice to hear from everyone who expressed themselves. The community's input is important.

- 3) Council Member, Rachelle Arizmendi reported on the following:
  - a. Attended meeting with Public Education group, which involved cities of Pasadena, Altadena and Sierra Madre. The corporate world needs to get involved.
  - b. Yesterday, the VFW Post held the Annual Memorial Day Celebration at the Sierra Madre Cemetery. Judy Chu attended. She thanked the VFW for this special event.
  - c. The Volunteer Breakfast that the staff held was successful. Thank you for this recognition.
  - d. The Mt. Wilson Trail Race was a very successful event, and she was proud to say that her husband came in the top 3<sup>rd</sup> – she is very proud of him. She thanked all the volunteers for their help.
- 4) Mayor Pro Tem, Gene Goss, participated in two of the community input meetings. He complimented Council Member Delmar for her efforts on behalf of the City Council. We got good information. The Mt. Wilson Trail Race was great and he thanked Pete Siberell and the volunteers.
- 5) Mayor, John Capoccia, also congratulated all the runners at the Mt. Wilson Trail Race, and a special thanks to all the volunteers. The Mayor noted that he has received many e-mails regarding the budget. Thank you everyone for your input.

PUBLIC COMMENT

Richard Proctor, Member, Library Board of Trustees

Mr. Procter wanted to update everyone on what the Library is doing. The “Read to Rhythm” at Library is great. It is a lot of fun for everyone. He continued with events being held at the Library. Call the Library for information on these activities.

Leslie Ziff, V.P. Historical Society, Education Chair

Mrs. Ziff was present this evening to announce the Chicken & Ravioli Dinner to be held at Lizzie’s on Saturday, June 27, at 5:00 p.m. Tickets are \$30.00. Several businesses in town have tickets. Visit Richardson House, there will be pottery exhibit, plus more. Lizzie will be there.

Janet Emery

Ms. Emery had many letters from students expressing their desire that the Library stay open. The students are passionate about the Library saying open.

Mayor, John Capoccia, closed public input.

ACTION ITEMS:

1) CONSENT CALENDAR

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

1a). WARRANTS

Staff is recommending approval of Resolution No. 15-26 "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 \$176,445.77; Sierra Madre Library Warrants in aggregate amount of \$7,265.84 and Payroll Transfer in the aggregate amount of \$326,777.64 for the fiscal year ending June 30, 2015.

1b). EXTENSION OF PLANNING CONTRACT WITH PACIFIC MUNICIPAL CONSULTANTS

Staff recommends the City Council extend the Professional Services Agreement with Pacific Municipal Consultants (PMC) for planning staffing in conjunction with the projects at One Carter/Stonegate. The terms of the Professional Services Agreement with PMC will expire on May 30, 2015 unless extended by written agreement of the parties. The original agreement was for \$40,000, which is nearly expended. Staff is recommending the agreement be extended through December 31, 2015 for another \$40,000.

Staff recommends the City Council extend the Professional Services Agreement with Pacific Municipal Consultants for an additional \$40,000.

1c). CITY COUNCIL APPOINTMENT TO COLLABORATE PASADENA LEADERSHIP COUNCIL

The Pasadena Unified School District and the City of Pasadena are working in conjunction to develop a shared vision and framework to improve outcomes for children, youth, and families in the area. The framework called Collaborate PASadena, grew out of a school/city/community work plan and has been further refined by an Ad Hoc Committee consisting of Council Members and PUSD Board Members. One of the cornerstones of Collaborate PASadena is a Leadership Council comprised of elected representatives from Pasadena, Altadena, and Sierra Madre along with representatives from the community, local businesses, parents, and student leaders.

At a previous Council meeting, Mayor Capoccia was appointed to serve as the City's delegate for Collaborate Pasadena Leadership Council. At the May 12, 2015 meeting, the Mayor appointed, and the City Council approved, liaisons to various commissions, committees, and boards.

It is recommended that Council Member Rachelle Arizmendi be appointed the City's designee, in acknowledgement of her appointment as the City's liaison to Sierra Madre Elementary School at the May 12, 2015 City Council Meeting.

It is recommended that Council Member Arizmendi be appointed as representative to serve on the Collaborate PASadena Leadership Council.

1d). CITY HALL LANDSCAPING PROJECT UPDATE

In September 2014, the City Council approved the design concept for the City Hall Landscaping project and directed the Committee to continue with the project and fundraising for the improvements. To date, approximately \$30,000 of the \$50,000 of the project has been secured. With the plans nearly complete, the committee anticipates beginning the demolition and grading phases of the project in late June and the planting phase in November.

This joint community project between the City of Sierra Madre and the Sierra Madre Garden Club exists to accomplish the following goals:

- Reduce the City's water consumption;
- Encourage water conservation;
- Educate Sierra Madre citizens on the economic and ecological benefits of native plant gardens through:
  - Workshops corresponding with the planting progress at City Hall,
  - Ongoing transformation tutorials, and
  - By setting an example of grass removal and installation of alternative landscaping.

FormLA, the landscape design company donating its services for this project, has completed the grading, drainage and irrigation plans for the redesigned landscaping outside of City Hall and the Public Safety building.

Staff recommends the City Council receive and file this report.

1e). 2015-2016 ASSESSMENT DISTRICTS – ENGINEER'S REPORT AND RESOLUTION OF INTENTION 15-23:

The provisions of the Landscaping and Lighting Act of 1972 require that the City Council conduct a public hearing to confirm assessments and to notify affected property owners. In addition, Section 22566 of the California Streets and Highway Code requires the City Engineer to prepare a report of the City's intention to levy assessments for the subsequent fiscal year.

It is recommended that the City Council:

- 1) Adopt Resolution No. 15-23 initiating assessment proceedings for Assessment Districts 3, 5, and CFD No. 1, for Fiscal Year 2015-2016, and directing the City Engineer to prepare and file an Engineer's Report; and
- 2) Set the Public Hearing on said assessments for June 9, 2015.

Direct Assessment Districts:            Central Business district Landscaping Maintenance  
   District No. 3  
   Central Business Parking District – District No. 5  
   Community Facilities District No. 1, Carter 1

Staff is recommending approval of Resolution No. 15-23 "A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, INITIATING PROCEEDINGS FOR THE LEVY AND COLLECTION OF ASSESSMENTS IN CONNECTION WITH DISTRICT NO. 3, CENTRAL BUSINESS DISTRICT LANDSCAPE MAINTENANCE, DISTRICT NO. 5, CENTRAL BUSINESS PARKING DISTRICT, COMMUNITY FACILITIES DISTRICT NO. 1, E.MIRAMONTE SEWER ASSESSMENT DISTRICT, AND E BONITA SEWER ASSESSMENT DISTRICT FOR FISCAL YEAR 2015-2016, ORDERING THE PREPARING OF THE ENGINEER'S REPORT, AND SETTING JUNE 9, 2015 AS THE DATE FOR A PUBIC HEARING ON THE MATTER".

1f). RECOMMENDATION FOR UPDATED INTEGRATED LIBRARY SYSTEM (ILS)

City Council approved the solicitation of bids for an updated ILS system at the February 10, 2015 Council meeting. Seven proposals were received and three vendors were invited to present their ILS solution to a review committee comprised of staff and the Chair of the Trustees. At the May 4, 2015 Special Library Board Meeting, the Trustees unanimously recommended Biblionix as the best solution for updating the Library's ILS.

Staff recommends that Council approve an Award of Contract for first year of service to Biblionix, LLC not to exceed \$17,000. For FY 2015-2016. FY 2016-2017 would be \$8,040, and FY 2017-2018 would be \$8,040.

Council Member, Denise Delmar, remarked that the Library ILS System is cheaper than what the City has presently.

Carolyn Thomas, Director of the Library, noted that the Annual Maintenance is \$25,000. The Server is at the end of its life. To replace Server and Maintenance is \$43,000. Biblionix is half the cost.

Council Member Delmar questioned the Consultant fee in the warrants. Is it just 1 Carter?

The City Manager said, "Primarily 1 Carter".

Mayor Capoccia asked if Item 1b fee of \$40,000 is recoverable?

The City Manager said at least \$38,000. There may be something we need them to do additionally.

Mayor Capoccia opened for public input on Consent Calendar.

Barry Gold, Ramona

Mr. Gold remarked that Item 1f – in passing this is good and a better system. You have a budget item later regarding cost savings. You will be discussing contracting out the Library. They may want to put in their own system. Do you need to add a statement if you contract out.

Mayor Capoccia closed public input.

Mayor Capoccia asked staff if a decision is made to contract out the Library, is it economical to proceed? When will we incur the cost?

The City Manager said that it is still economical to proceed.

Carolyn Thomas, Director of the Library.

Ms. Thomas remarked that if we go ahead and approve the ILS system and we contract out – it is still a cost saving measure. If server crashes, we will have a big expense. \$17,000 is a new system for whatever length of time. It is easy to use and staff can manipulate. It would be costly to stay where we are.

Council Member, Rachelle Arizmendi moved and it was seconded by Council Member, John Harabedian, for approval of the Consent Calendar with the change of date made by the City Manager. The motion passed by unanimous voice vote.

2). FISCAL YEAR 2015-2017 BUDGET REDUCTION ALTERNATIVES; CONTRACTING AND SERVICE LEVEL REDUCTIONS:

Elaine Aguilar, City Manager, gave the staff report.

At the May 12<sup>th</sup> meeting, the Council directed staff to return with:

- A. Alternative Budget reduction options by Department.
- B. Proposals to Contract City Services

The Council requested this information to discuss resolving the projected General Fund deficit going into Fiscal Year 23015-2016. The projected General Fund deficit for Fiscal Year 2015-2016 is \$762,000, and for Fiscal Year 2016-2017, the projected deficit is \$1,005,000.

A total of between \$400,000 and \$1.3M in budget reductions has been identified. The details of the associated service level reductions are summarized in the attachments in the Agenda. These reductions do not involve contracting or outsourcing any City services. Preliminary contracting estimates were received from Police Services, Library Services, Fire Suppression and Medical/Paramedic, Planning, Animal Control, and Recreation Services. The preliminary (not yet fully analyzed), potential savings from contracting services range from \$0 (no cost savings, or perhaps a cost increase), to more than \$1M.

City's new fiscal year begins on July 1<sup>st</sup> and ends on the following June 30<sup>th</sup>. The City Council has reviewed all major cost components of the City's General Fund and Restricted Fund budgets for the next two fiscal years. For a number of reasons, such as increasing costs, increased state mandates, and the reduction in the City's Utility Users Tax, the City's General Fund budget is projected to have deficits ranging from \$762,000 to \$1,005,000.

The City Manager reviewed budget reductions and listed Level 1 through Level 3 reductions in each department. This report is available for anyone who wishes to review it at City Hall.

With regard to contracting out services – staff is presenting brief summaries of the contracting alternatives. There is no in-depth analysis, no cost comparisons (in-hours vs. contract) nor are the “pros and cons” provided at this time. The Council had indicated that Council subcommittees would be formed to evaluate the selected proposals.

Other Options were:

- Furloughs
- Delaying implementation of previous financial directive
- Increased Fines and Fees

Next Steps include Strategic Plan, and Town Hall Meeting.

Alternatives:

The City Council has the following options:

1. The City Council could provide direction regarding the implementation of any of the budget reduction options.
2. The City Council could provide direction regarding the implementation of any of the contracting proposals.
3. The Council could request additional information regarding the Budget Reduction or Contracting options.
4. The Council could provide direction regarding which options to include in the FY 2015-2016 and 2016-2017 budget, and direct staff to return with a Proposed Budget for Council consideration.

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

Council Member, John Harabedian, questioned the Level 2 Police Department. It would reduce special events. Could we bring in private security? With regard to Planning Department, fees of \$25,000-\$50,000 – could we get more?

The City Manager said it could be higher, based on current activity.

Council Member, Denise Delmar, asked how the staff’s time was monitored?

The City Manager noted that they are monitored when they clock in, by department.

Council Member Delmar asked if the Police can’t staff the special events, can we use volunteers?

The City Manager said that volunteers could be used for some things.

Mayor Pro Tem, Gene Goss, questioned why we don’t see higher cuts in the Police Department.

The City Manager said that if you have too few for patrolling, overtime costs go up. The community wouldn’t want the Police Department to close down.

Mayor Pro Tem Goss asked what do we have now?

The City Manager stated that it can't be made public – they fluctuate.

Mayor, John Capoccia noted that we need a lot more detail on eliminations.

The City Manager asked the Public Safety Director to speak.

Larry Giannone, Public Safety Director and Police Chief.

Mr. Giannone remarked that on Level 3 – we would pull a detective to go out on patrol. We have to provide safety for officers. We need to look at fatigue factor. If we lose one personnel, it takes a year to train. If there was a shooting and we needed to go outside the City and Court - there are reports to do. It takes time for an officer to write reports.

Mayor Pro Tem, Gene Goss, remarked that contracting with the Sheriff's Department – a Special Assignment Person, would come out of Temple City.

Council Member, John Harabedian questioned staffing figures. What control of costs will we have?

The City Manager said you would need to look at more than one year – the first year is more expensive. The Sheriff's Department employees get increases at approximately 3% a year.

Mr. Giannone remarked that San Dimas reduced their staff. Some cities that went with Sheriff could not go back, it could not be accomplished.

Council Member Delmar noted that she appreciates all the work that went into this. I am good for June 6<sup>th</sup> Town Hall Forum. There will be great gifts given out at the Town Hall Forum.

Mayor Capoccia noted that June 6<sup>th</sup>, we should balance the budget.

Mayor Capoccia opened for public comment.

Mr. Richard Proctor

Mr. Proctor wanted to acknowledge the City Council for taking on this naughty task. In 1993 the citizens approved a 6% UUT. In 2008 the City went from 6% to 12% with Advisory Measure. An Oversight Committee was appointed to oversee that the funds were being spent correctly. For years the Library budget did not increase. When you look at this, the Library is an essential part of why people stay in Sierra Madre. The Library is an essential part of the community. If you contract out Police, it will be difficult to get back. The Library is the same. The staff knows the residents. My daughter gained by going to the Library. I emphasize, "Hold onto the Library".

Officer Gonzales, Sierra Madre Police Department

Officer Gonzales remarked that he is speaking on behalf of the Sierra Madre Police Association. Talk to the community before you hold discussions with the Sheriff's Department. You get what you pay for. Our record, our response time, outdoes anything the Sheriff's Department has to offer. We're there immediately. The Sheriff's personnel will be shared. We protect the City. We are considered as family. Paramedic's is the same way. Without Paramedics, you could lose lives, please consider. You will lose so many valuable things that we do. The Police Department and Fire Department want services kept here. Keep community safe.

Barry Ziff, Trustee, Library Board of Trustees

Mr. Ziff asked that the community be included in the discussions about contracting out. Have a representative from each group in the City. All parties involved should be included in the discussions.

Gary Hood

Mr. Hood remarked that he wishes it was exciting to speak at the City Council Meeting, but he can't say that. If we had a Safety Commission we wouldn't need to be here. I will put my comments in writing before June 6<sup>th</sup>. We have Paramedics for \$9.00/Hr. The Private Ambulance is \$15.00/Hr. With regard to the Fire Department and Levels 1, 2 and 3 – we can't cut anymore. Why wouldn't the Police Department consider the County? These guys put their lives on the line. We have the finest graduates and volunteers are free - \$1.00/day. I am really disappointed in the information in this report. There is misinformation. There are misunderstandings. Why aren't we getting County services now? The Fire Department needs more equipment. They have always done their job with the money they get. How many personnel did the City have 20 years ago compared to now? I would like to see a citywide questionnaire - do a peer review with no names on it.

Marilyn Diaz, Toyon Rd.

Ms. Diaz wanted to address proposed cuts. She remarked that she is working as a consultant now. I can tell you the Police Department is working at bare bones level. With regard to the Fire Department, we are fortunate to have volunteers from the Police and Fire. We have effective response time. I concur with everything the Library Trustee said. I agree with all special events. The more I travel, Sierra Madre is unique. Public Works is a challenge and personnel work hard. They all do. We need to pursue ways to bring in revenue. Council Member's Arizmendi and Delmar made presentations. I am willing to pay a higher UUT tax.

Pat Alcorn, E. Grand View

Ms. Alcorn remarked that her mind is boggled. I can't speak for the Fire and Police, but I can speak on the Library and I did read the proposal. I read it on Friday, but it was received in January. Why's didn't we receive it in January? Levels 1, 2 and 3 in the Library – the Library has been cut. I would be sad to lose the programs and grants we have received. Level 1 loss is Baby Rhythm Time. Community Services has two full time employees. I don't see how you can cut any programs. Again, I agree with Marilyn Diaz, figure out how to bring in revenue and we have surplus funds.

Debby Bamberger, Ramona

Ms. Bamberger asked what the surplus was in the City?

The City Manager stated, \$360,000.

Ms. Bamberger asked if we projected this figure?

Mayor Capoccia stated, No we didn't.

Ms. Bamberger noted that we have the surplus, and the \$1.2M in committed funds. It is available for rainy days. We are dealing with this the wrong way. We have a revenue problem. The Strategic Plan talks about a meeting on July 28<sup>th</sup> to discuss revenue enhancement. We need to increase revenues. The UUT needs to be in place. I look forward to what you will do to increase revenues and use the funds you have.

De Alcorn, E. Grand View

Honorable Mayor and Council Members

I am concerned about the budget process that is taking place. The budget shortfall has been known for some time. Yet within just the last few weeks the proposed cuts in the budget has been put together. There are town hall meetings that are in progress. But this budget has been formulated without any of the community input factored in, this all to be tied up with a neat ribbon in the next couple weeks. This has all the appearance of a push up to say "we involved the community". It seems to me that more time was spent on deciding whether or not there should be a Conditional Use Permit or not for two stories. The Budget shortfall wasn't even meaningfully discussed in the last Strategic Plan discussion a few weeks ago. The proposed cuts are such that we won't have a "Sierra Madre". This puts me in mind of a person with severe diabetes. First a toe is cut off. Then a foot. Then a leg, etc. Until all that is left is a sort of torso. It is true that the previous attempt at UUT increase was voted down by the people. There have been some things that have nullified some expectations, namely a decrease in the expected receipts as well as unfunded mandates from the state. A usual practice from the governor on down is to use scare tactics and threaten to shut down police, etc. It is no surprise that people are skeptical now. The apparent hurry up budget process further adds to that skepticism. It is true, there are a vocal few in the community that feel that if the only streets they use are Mariposa, Hermosa, and the Boulevard that is all that should be maintained. Or if THEY don't use a certain service it really doesn't need to be funded. That is a small percentage of the people of Sierra Madre. If people are properly given the facts without embellishment, they will respond. They truly want their Sierra Madre and will answer the call, if they understand the dire state of the City finances. Even at a 10% UUT rate the city is still underwater and with curtailed services. As an example, many streets are in a really poor state, with their repair perhaps some time in the future. Leaky roofs of city buildings are delayed in being repaired. No city programs for the youth, given up for a fee to the YMCA. These are some items that are indicators. And the list goes on. If indeed we do want OUR Sierra Madre I propose we have a 12% UUT that does not have a sunset clause. The problem will not go away. Do not make the draconian cuts until there is definitive declaration from the community.

John Pinedo, Firefighter

Mr. Pinedo remarked that in 1960 he was in medical service and retired in 2010. I am a firefighter in Sierra Madre. The city needs to supply Police, Fire and Paramedic services, and advance life Paramedics. Every Fire Department provides that service. Your Fire Department is cost effective. You won't find a better deal than you have now. EMS does not provide advanced Paramedic services. EM care is not the right place to reduce services. Preserve and protect the health of this community.

Greg Christmas, Sierra Madre Firefighters Association

Mr. Christmas remarked that he can assure you that you are getting the best that you can ask for. These people are trained to the highest standards. Once you lose services, you can't get them back. You can't retain services with County of Los Angeles. If you give up life support program you would not be able to get it back. If County provides EMS, it will be lowest level of service. I caution you on this. The codes are ambiguous. EMS is lowest level of service. Thank you.

Ed Delcoure, Police Department

Mr. Delcoure remarked about the discussion of contracting out with Sheriff's Department, if it saves money. He gave examples of special services they provide to the community – if a resident calls for a leaky toilet, they respond, if a call comes in for a water heater leaking, they respond. You won't get this from the Sheriff's Deputies. Our Department responds far beyond on calls. When you contract out, you will lose so much service that you won't get back.

Mayor, John Capoccia closed public input.

Mayor Capoccia remarked that Mr. Hood questioned \$1.00 a day for volunteers.

The City Manager stated that volunteers come to Sierra Madre to get experience. Continuing this in Sierra Madre will continue to get honorariums.

Council Member, Denise Delmar, asked staff to explain the difference between Paramedic and Emergency Medical System.

Greg Christmas noted that ALS is "Advanced Life Support". EMT Emergency Medical Technician can give very defined treatment, protocol and not much advanced. They can transport to specialized centers. EMT is handcuffed to transport to trauma centers, etc.

Council Member Delmar noted that Paramedic is highest level of care.

Mayor Capoccia asked about the training requirements?

Mr. Christmas stated that EMT's get 140-160 hours of training. Paramedic 1,000 hours of advanced training.

City Manager, Elaine Aguilar, remarked that with regard to Library proposal – I wanted to bring back all proposals at the same time. You want to form committees. There will be no contracting this evening. We will do deeper analysis.

Council Member, John Harabedian, questioned staff why aren't we discussing revenue options?

The City Manager said, "The City Council hasn't directed me to do".

Mayor Pro Tem, Gene Goss, stated that he thought we talked about revenues and expenditures.

The City Manager noted that the City Council has the goal to form committees.

Council Member Delmar stated that she is not ready to implement anything tonight. We need subcommittees to address revenues.

Council Member, John Harabedian, stated that there is a lot here. No-one wants anything to go. The services we provide are important. We work on a bare bones budget. We don't want to cut anything. At this point, we are in tough spot to balance budget. Revenues need to be on table. What can we put on ballot? Can we raise fines and fees? We can get through this. Folks said they are in favor of UUT. When I campaigned they didn't want an increase in the UUT. We have revenue problem. I don't like contracting proposals. Once you contract out, you are at the mercy of the County. Future City Councils will wonder why we gave up services. I don't like Sheriff's proposal or Library proposal. We lose character and culture. We will pay more and response times will be worse. Why outsource? I don't think contracting out is great. In April 2016, pass UUT or outsource services. The last two cycles the residents didn't feel it was real. Now, next time on UUT extension we will lose something. Level 1 reduction's aren't terrible. I am okay to spend reserves to balance the 2016-2017 budget. We need cuts too. They are acceptable. We have a surplus this year. This was informative. We need to make cuts and spend reserves. There was implications from e-mails, haven't handled this problem. We have discussed it constantly. The first item we considered was the budget.

Mayor Capoccia stated that we had nine meetings to discuss the budget.

Council Member, Rachelle Arizmendi, stated that she was dreading this meeting and reading the Agenda. We are in Sierra Madre because of the environment. People are forthright on what they like about this City. We need to find \$762,000 deficit. I considered surplus, and it makes sense to roll in to lessen deficit. I would look at Level 1 Community Services. The Commission has a special place in my heart as I was on this Commission. I am in favor of Level 1. Level 1 cut's gets us close to balancing the budget. With regard to contracts – don't love this idea – we need to form committees. We need to get the right people on this committee.

Council Member, Denise Delmar, stated that she agrees with what Council Member Arizmendi said and to a point what Council Member Harabedian said. We needed to get out in the community. There were a lot of scare tactics on UUT and sunset. It has been postponed. We need to make cuts. Hearing from community – Budget, General Fund – residents want another revenue option. I don't like contracts, but we need committees. Let's start now.

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Mayor Pro Tem, Gene Goss, stated that he was moved by the testimony we all heard tonight and I want to see what we get at the June 6<sup>th</sup> meeting. At the last meeting there was reluctance at using reserves. Perhaps it will get us to a point to discuss revenue increases. We need subcommittees. I want to be on the committee. I campaigned for the UUT and was disappointed to see it failed. That revenue is necessary. We need to talk about contracts. If UUT doesn't pass, we still need to balance the budget. It might involve contracting out some departments. A year ago I stated I wanted local control. The majority doesn't want Sheriff's. I have respect for Sheriff Department. They had serious issues. I don't see us contracting out Police and Library. We have been dealt this hand. If anyone has any doubts about revenues – and if you feel we haven't carved out the budget to bare bones, please come June 6<sup>th</sup> and let us discuss, let the truth come out. We are not making any decisions tonight. We could fund next year with the funds we have.

Mayor, John Capoccia, stated that when looking at the Library and contracting out, we could save \$100,000.

City Manager, Elaine Aguilar, stated that because of overhead charges, not all cost allocations will go away – it will be a little less than \$100,000.

Mayor, John Capoccia, started with Police Department – I clearly won't go with expensive option, next option is less than \$400,000. Police and Library save \$600,000. We haven't evaluated these things. The point is my conclusion – we still have a revenue problem. Paramedics and Fire Department – we can't get rid of them. My opinion is that I am willing to cut very little. It is prudent to use reserves. How should we proceed?

Council Member Arizmendi remarked that she is willing to use \$400,000 of cuts in Level 1. Nothing is ideal. We need \$50,000 from reserves.

Council Member, Denise Delmar, remarked that it depends if we are actually prepared to trigger reductions. If UUT doesn't pass, could we use reserves and surplus?

Mayor Capoccia asked, "How deep are you willing to dip into reserves?"

Council Member Delmar said \$500,000 to \$600,000.

Council Member, John Harabedian remarked about Level 1 cuts tonight. The easy thing is spend reserves. City Hall needs to be closed. Community Services cuts, Fire Department I can live with and Library is okay. Planning same thing – full cost recovery of fees will get more. Police and Public Works – went through numbers – don't like.

Mayor Pro Tem, Gene Goss stated that we have a revenue problem. We need to put an item on the ballot. Public won't think we are serious – consider Level 1 cuts.

Council Member Delmar stated, "Let's not do anything tonight until the Town Hall Meeting on June 6<sup>th</sup>."

Mayor Capoccia stated that what he is seeing is that we have three City Council members who are willing to make cuts and two are not willing.

Council Member, Rachelle Arizmendi, stated that she really knows how important community meetings are and she wants to make sure the public gives input and we will take seriously. With regard to Level 1 changes, we need to prepare for July 1<sup>st</sup> revenue strategies. June 6<sup>th</sup> – how long does it take to put UUT on ballot? Parcel tax on ballot? Whatever happens June 6<sup>th</sup>, we will consider all input. We must take action now.

Mayor Capoccia asked Council Member Arizmendi if she was willing to do Level 1 cuts?

Council Member Arizmendi stated Yes, after June 6<sup>th</sup>, we will need cuts.

Mayor Capoccia stated that three Council Members favor Level 1 cuts.

Mayor Pro Tem, Gene Goss, stated that his view of this is if we do revenue measure we will restore cuts.

Mayor Capoccia also noted that we could initiate a charge of \$100.00 for Paramedic calls. The Mayor asked staff when they need to receive direction on the budget – can you wait until June 6<sup>th</sup>?

The City Manager stated that the City Council can give direction at the City Council Meeting on June 9<sup>th</sup> for adoption on June 26<sup>th</sup>.

Council Member Delmar stated, “If we end up with revenue – it could all be restored.”

Mayor, John Capoccia, remarked that what he hears from his constituents is they want deficit projected in the amount of \$700,000 for next fiscal year. We only need \$400,000 in reserves to balance the budget.

3). STRATEGIC PLAN FROM MAY 6, 2015

Elaine Aguilar, City Manager, gave the staff report.

Staff is requesting approval of the Strategic Plan’s Goals and Objectives as discussed at the May 6, 2015 Strategic Planning Retreat. Ms. Aguilar continued with a slide presentation.

Council Member, Denise Delmar moved and it was seconded by Council Member, Rachelle Arizmendi for approval of the Strategic Plan’s Goals and Objectives as discussed at the May 6, 2015 Strategic Planning Retreat. The motion passed by unanimous voice vote.

FUTURE AGENDA ITEMS: Staff will return with information on Fire, Police and Revenues.

Mayor Capoccia opened for community input.

John Pinedo wanted to suggest and encourage the City council to involve the public in discussions. It will make for a more tolerable outcome.

The City Council recessed to a Closed Session at 9:10 p.m. to discuss the item they were unable to discuss before the City Council Meeting. The City Council returned from Closed Session at 9:25 p.m. and the City Attorney reported that regarding a matter of anticipated litigation, the Council provided direction, but no action was taken. The City Council adjourned at 9:25 p.m.

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John Capoccia, Mayor

Minutes taken and typed by:

Nancy Sue Shollenberger  
City Clerk

**RESOLUTION NUMBER 15 – 31**

**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 \$361,596.77; Sierra Madre Library Warrants in aggregate amount of \$12,541.01 and Payroll Transfer in the aggregate amount of \$364,683.87 for the fiscal year ending June 30, 2015.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of June, 2015.

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

I hereby certify that the foregoing Resolution Number 15 – 31 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9<sup>th</sup> day of June, 2015 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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

**City of Sierra Madre  
Department of Finance  
Warrant Register Recap  
City Council Meeting of June 9, 2015**

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

City of Sierra Madre Warrant .....	\$361,596.77
Sierra Madre Library Warrant .....	\$12,541.01
Payroll #10 Transfer.....	\$364,683.87

**Warrant Register 6/09/15**

**Attachment A**

Fiscal Year	Description	Amount	Page #
FY 1415	Manual Warrants	9,605.98	1-2
FY 1415	General Warrants - Utility Bills	4,126.41	3
FY 1415	General Warrants	347,864.38	4-9
	<b>Total</b>	<b>361,596.77</b>	

Fiscal Year	Description	Amount	Page #
FY 1415	Library Warrants	12,541.01	10
	<b>Total</b>	<b>12,541.01</b>	

Date: 5/21/2015	Payroll #10 Electronic Tansfers From: City of Sierra Madre-General Acct. To: City of Sierra Madre-Payroll Acct.	364,683.87	
	<b>Total</b>	<b>364,683.87</b>	



City of Sierra Madre, CA

# Check Approval

P.1

Packet: APPKT02356 - MAN 05/27/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 5/27/2015

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1808</u>	TIMECLOCK PLUS				8,660.75
APBNK	Check	<u>357929</u>	V7 Upgrade & Support	60003.00000.13100	8,660.75
				<b>Report Total:</b>	<b>8,660.75</b>



City of Sierra Madre, CA

# Check Approval

P.2

Packet: APPKT02360 - MAN 05/28/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 5/28/2015

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>1497</u>	MOUNTAIN VIEWS NEWS				945.23
APBNK	Check	<u>CM140236</u>	Publication of Ordinances and Public Hearings	10000.12000.52206	945.23
<b>Report Total:</b>					<b>945.23</b>



City of Sierra Madre, CA

# Check Approval

P-3

Packet: APPKT02369 - Utility 06/09/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 6/9/2015

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund:</b> 60001 - INT SVC FND - FACILITIES MGT					
<u>0129</u>	AT&T				
APBNK	Check	<u>8182463783-INV016C</u>	TELECOM DIV 911 PRGM	60001.83200.55005	92.77
<u>0835</u>	SPRINT				
APBNK	Check	<u>922935083-INV01604</u>	LONG DISTANCE PHONE SVC	60001.83200.55005	122.39
<u>0942</u>	TELEPACIFIC COMMUNICATIONS				
APBNK	Check	<u>67202281-0</u>	PHONE SVC	60001.83200.55005	3,776.05
<u>1781</u>	VERIZON				
APBNK	Check	<u>1169766197-INV016C</u>	INTERNET SVC	60001.83200.55005	80.99
				<b>Fund 60001 Total:</b>	<b>4,072.20</b>
<b>Fund:</b> 60003 - INT SVC FND - TECHNOLOGY					
<u>1439</u>	TIME WARNER CABLE				
APBNK	Check	<u>8448300220027467-I</u>	CABLE SVC	60003.30000.52200	54.21
				<b>Fund 60003 Total:</b>	<b>54.21</b>
				<b>Report Total:</b>	<b>4,126.41</b>



City of Sierra Madre, CA

# Check Approval

P.4

Packet: APPKT02373 - GEN 06/09/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 6/9/2015

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
Fund: 10000 - GENERAL FUND							
<u>VEN01796</u>	Adamson Police Products						
APBNK	Check			<u>INV172983</u>	PD BODY ARMOR	10000.50000.53300	3,825.84
<u>0433</u>	ALLSTAR FIRE EQUIPMENT, INC.						
APBNK	Check			<u>181551</u>	SAFETY EQUIPMENT - SUPPRESSION	10000.61000.53300	403.30
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE						
APBNK	Check			<u>68241</u>	HARDWARE	10000.61000.53204	8.71
				<u>68667</u>	HARDWARE	10000.61000.53204	12.28
				<u>68535</u>	HARDWARE	10000.61000.53204	5.44
				<u>68333</u>	HARDWARE	10000.61000.53204	1.00
<u>1200</u>	BLUE DIAMOND MATERIALS						
APBNK	Check			<u>476480</u>	ASPHALT	10000.83500.53206	31.48
				<u>474771</u>	ASPHALT	10000.83500.53206	39.88
<u>1409</u>	CALIF. MUNICIPAL TREASURER'S ASSOCIATION						
APBNK	Check			<u>200000295</u>	2015 ANNUAL CONFERENCE	10000.13000.53402	305.00
<u>0326</u>	CITY OF PASADENA						
APBNK	Check			<u>AR2111315</u>	INMATE HOUSING/2-15	10000.50000.52003	850.00
<u>1121</u>	COLANTUONO & LEVIN						
APBNK	Check			<u>28845</u>	Legal Services/4-15	10000.21000.52201	258.50
				<u>28843</u>	Legal Service/Retainer/4-15	10000.21000.52201	8,400.00
				<u>28846</u>	Legal Services/4-15	10000.21000.52201	967.00
				<u>28848</u>	Legal Services/4-15	10000.21000.52201	5,547.93
				<u>28849</u>	Legal Services/4-15	10000.21000.52201	11,601.83
				<u>28844</u>	Legal Services/4-15	10000.21000.52201	37.00
				<u>28850</u>	Legal Services/4-15	10000.21000.52201	165.50
<u>0190</u>	DECCO AWARDS INC						
APBNK	Check			<u>15-9540</u>	Name Plates for City Council	10000.11000.53999	148.62
<u>0713</u>	DEPT OF JUSTICE						
APBNK	Check			<u>097859</u>	FINGERPRINT SVCS/4-15	10000.50000.52200	49.00
<u>1657</u>	EMERGENCY SERVICES MARKETING						
APBNK	Check			<u>INV016112</u>	SUBSCRIPTION RENEWAL	10000.61000.53409	800.00
<u>1462</u>	FASCHING'S CAR WASH						
APBNK	Check			<u>INV016113</u>	CAR WASHES/4-15	10000.50000.52302	162.35
<u>0209</u>	FEDERAL EXPRESS CORPORATION						
APBNK	Check			<u>504086374</u>	Delivery Svc	10000.82000.53101	21.68
<u>VEN01936</u>	FOOTHILL COMMUNICATIONS LLC						
APBNK	Check			<u>1405</u>	RADIO MAINTENANCE	10000.61000.53301	150.00
<u>VEN01613</u>	GANAHL LUMBER COMPANY						
APBNK	Check			<u>R494314</u>	LUMBER AND HARDWARE SUPPLIES	10000.83500.53206	18.82
<u>0833</u>	HOME DEPOT						
APBNK	Check			<u>7124042</u>	MAINTENANCE SUPPLIES	10000.83500.53206	5.89
<u>1334</u>	HP MECHANICAL INC.						
APBNK	Check			<u>1076</u>	HVAC MAINTENANCE/FD	10000.83200.53201	796.00
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC						
APBNK	Check			<u>2130-595717</u>	Physicals	10000.50000.52106	340.00
				<u>2130-599738</u>	Physicals	10000.61000.52106	4,160.00
<u>0397</u>	KEVORK TCHARKHOUTIAN						
APBNK	Check			<u>15-106</u>	Engineering Services/Retainer/5-15	10000.82000.52100	800.00
				<u>15-206</u>	Engineering Services/5-15	10000.82000.52100	1,250.00
<u>0934</u>	L.N. CURTIS & SONS						
APBNK	Check			<u>6231223-00</u>	SCBA FLOW TEST	10000.61000.52302	184.00
				<u>6231267-00</u>	SCBA FLOW TEST	10000.61000.52302	3,026.00
<u>0515</u>	LANDSCAPE WAREHOUSE						
APBNK	Check			<u>2454610</u>	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	27.97

P.S

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	2454366	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	110.98
				2454064	IRRIGATION AND PARK SUPPLIES	10000.83300.53001	103.77
<u>VEN01982</u>	Mary McKernan						
		APBNK	Check	INV016119	Refund/UUT	10000.00000.42003	40.13
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBNK	Check	45436	Landscape Maintenance/5-15	10000.81201.52200	174.93
						10000.83300.52200	5,608.60
<u>0359</u>	NANCY SHOLLENBERGER						
		APBNK	Check	INV016122	Minute Taking/5-15	10000.12000.52100	520.00
<u>0786</u>	OFFICE DEPOT, INC						
		APBNK	Check	771722624001	OFFICE SUPPLIES/PD	10000.50000.53100	553.07
				771722968001	OFFICE SUPPLIES/PD	10000.50000.53100	30.62
				770210025001	Special Events Supplies/Ink	10000.70000.53999	160.75
<u>VEN01784</u>	Pasadena Embroidery & Silkscreening						
		APBNK	Check	INV016123	UNIFORM EMBROIDERY - CADETS	10000.50000.53303	63.22
<u>0323</u>	PASADENA HUMANE SOCIETY						
		APBNK	Check	May2015CtySM	ANIMAL CONTROL SVCS/5-15	10000.50000.52004	1,541.24
<u>0325</u>	PASADENA STAR NEWS						
		APBNK	Check	900030985-INV01612	SUBSCRIPTION RENEWAL	10000.50000.53501	113.77
<u>1032</u>	PUENTE READY MIX, INC.						
		APBNK	Check	77836	CONCRETE READY MIX SIDEWALK PARTNERSHIP	10000.83600.53211	710.68
<u>VEN01816</u>	RICHARD MEAGLIA						
		APBNK	Check	INV016044	Refund/Grading Bond	10000.00000.43999	27.00
						10000.00000.47011	2,382.19
						10000.00000.47012	590.81
<u>VEN01989</u>	Ryan Cooper						
		APBNK	Check	INV016127	TRAINING REIMBURSEMENT	10000.61000.52205	100.00
<u>0500</u>	SASE COMPANY, INC.						
		APBNK	Check	INV146367	VEHICLE PARTS AND EQUIPMENT	10000.83600.53211	3,293.06
<u>1443</u>	SHRED-IT						
		APBNK	Check	9405763241	SHREDDING SVCS	10000.50000.52200	257.70
<u>0381</u>	SOUTHEAST CONSTRUCTION PRODUCT						
		APBNK	Check	979849	STREET CONSTRUCTION MATERIAL	10000.83500.53206	24.33
				980739	STREET CONSTRUCTION MATERIAL	10000.83500.53206	155.76
				980640	STREET CONSTRUCTION MATERIAL	10000.83500.53206	108.95
<u>0389</u>	STAPLES, INC.						
		APBNK	Check	18070	Paper for Easel/Budget Meetings	10000.11000.53402	80.62
<u>VEN02444</u>	Superior Court of CA, Co of L. A.						
		APBNK	Check	INV016133	Court Fee/Parking Tickets/4-15	10000.50000.52200	3,268.00
<u>0404</u>	TOM'S UNIFORMS						
		APBNK	Check	79744	UNIFORMS	10000.61000.53303	227.27
				79750	UNIFORMS	10000.61000.53303	227.27
				79746	UNIFORMS	10000.61000.53303	227.27
				79751	UNIFORMS	10000.61000.53303	227.27
				79743	UNIFORMS	10000.61000.53303	227.27
				79749	UNIFORMS	10000.61000.53303	227.27
				79745	UNIFORMS	10000.61000.53303	227.27
				79748	UNIFORMS	10000.61000.53303	201.65
				68945	UNIFORMS	10000.61000.53303	227.27
				68951	UNIFORMS	10000.61000.53303	227.27
				79747	UNIFORMS	10000.61000.53303	201.65
<u>2005</u>	WEST COAST LIGHTS & SIRENS INC						
		APBNK	Check	11355	VEHICLE REPAIR	10000.50000.52302	56.16
<b>Fund 10000 Total:</b>							<b>66,926.09</b>
<b>Fund:</b>	32002 - LANDSCAPE DIST #3-CENTRAL BUSINESS ASSMINT DIST						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBNK	Check	45436	Landscape Maintenance/5-15	32002.83000.52200	461.53
<b>Fund 32002 Total:</b>							<b>461.53</b>
<b>Fund:</b>	32003 - LANDSCAPE DIST #2-FANE/WINWOOD LANE						
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
		APBNK	Check	<u>45436</u>	Landscape Maintenance/5-15	32003.83000.52200	142.32
<b>Fund 32003 Total:</b>							<b>142.32</b>
<b>Fund:</b> 32005 - LIGHTING DISTRICT #1 - OAKWOOD/VISTA							
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBNK	Check	<u>45436</u>	Landscape Maintenance/5-15	32005.83000.52200	431.89
<b>Fund 32005 Total:</b>							<b>431.89</b>
<b>Fund:</b> 32006 - LIGHTING DISTRICT - ZONE A							
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBNK	Check	<u>45436</u>	Landscape Maintenance/5-15	32006.83000.52200	86.97
<b>Fund 32006 Total:</b>							<b>86.97</b>
<b>Fund:</b> 32007 - LIGHTING DISTRICT - ZONE B							
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBNK	Check	<u>45436</u>	Landscape Maintenance/5-15	32007.83000.52200	539.61
<b>Fund 32007 Total:</b>							<b>539.61</b>
<b>Fund:</b> 32008 - PARKING ASSMNT DIST							
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBNK	Check	<u>45436</u>	Landscape Maintenance/5-15	32008.83000.52200	817.32
<b>Fund 32008 Total:</b>							<b>817.32</b>
<b>Fund:</b> 34001 - DEVELOPMENT FEES							
<u>0398</u>	HONG L. TAM						
		APBNK	Check	<u>INV016115</u>	Residential Plan Check Services/2-15	34001.40000.52100	8,898.10
<u>VEN02250</u>	PMC						
		APBNK	Check	<u>43008</u>	Contract Planning Services/4-15	34001.40000.52200	8,011.25
<b>Fund 34001 Total:</b>							<b>16,909.35</b>
<b>Fund:</b> 36001 - EMERGENCY MEDICAL SERVICES							
<u>1191</u>	RICHARD SNYDER						
		APBNK	Check	<u>INV016126</u>	REIM/EMT RECERTIFICATION - SNYDER	36001.64000.52205	87.00
<u>VEN02018</u>	Suzette Otlewis						
		APBNK	Check	<u>INV016130</u>	EDUCATION & QJ SERVICES/5-15	36001.64000.52205	500.00
<u>1053</u>	WITTMAN ENTERPRISES, LLC						
		APBNK	Check	<u>1504056</u>	EMS BILLING SERVICES/4-15	36001.64000.52200	1,529.73
<b>Fund 36001 Total:</b>							<b>2,116.73</b>
<b>Fund:</b> 37004 - LOCAL TRANSPORTATION/PROP A							
<u>1717</u>	LACMTA						
		APBNK	Check	<u>800060905</u>	TAP CARDS/SENIORS & DISABLES/4-15	37004.70000.52001	446.50
<b>Fund 37004 Total:</b>							<b>446.50</b>
<b>Fund:</b> 37006 - SENIOR CENTER							
<u>1662</u>	ARNOLD'S FRONTIER HARDWARE						
		APBNK	Check	<u>68396</u>	Senior Monthly Activity-potting soil	37006.72000.53999	7.62
<u>1717</u>	LACMTA						
		APBNK	Check	<u>800060905-Snr</u>	Senior 30 Day Pass /4-15	37006.00000.49002	84.00
<u>0389</u>	STAPLES, INC.						
		APBNK	Check	<u>25069</u>	Older American Reception Supplies	37006.72000.53999	4.36
<b>Fund 37006 Total:</b>							<b>95.98</b>
<b>Fund:</b> 37007 - SM COMMUNITY FOUNDATION							
<u>1466</u>	UNITED SITE SERVICES OF CA INC						
		APBNK	Check	<u>114-2939051</u>	Portable Restroom for Sierra Madre School	37007.70000.52999	108.90
<b>Fund 37007 Total:</b>							<b>108.90</b>
<b>Fund:</b> 38005 - GAS TAX FUND							
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC						
		APBNK	Check	<u>45436</u>	Landscape Maintenance/5-15	38005.83500.52200	490.20
<b>Fund 38005 Total:</b>							<b>490.20</b>
<b>Fund:</b> 38007 - MEASURE R							
<u>0222</u>	GENTRY BROTHERS, INC.						
		APBNK	Check	<u>INV016043</u>	Retention Release	38007.00000.23500	15,291.50
<b>Fund 38007 Total:</b>							<b>15,291.50</b>
<b>Fund:</b> 60000 - INT SVC FND - FLEET							

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Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0108</u>	ADVANTAGE FORD				
APBNK	Check	<u>154837</u>	Auto Parts and Service/REC Dept #3389	60000.83100.53208	98.03
<u>0593</u>	ARCADIA BODY SHOP				
APBNK	Check	<u>1664</u>	VEHICLE REPAIR/PD#2097	60000.83100.53208	252.25
<u>0186</u>	DANIELS TIRE SERVICE				
APBNK	Check	<u>200259904</u>	Tires/#5202	60000.83100.53208	1,736.31
<u>0937</u>	INTERSTATE BATTERY SYSTEM OF				
APBNK	Check	<u>50124150</u>	Car batteries/#5116	60000.83100.53208	88.59
<u>0321</u>	PARKHOUSE TIRE, INC.				
APBNK	Check	<u>1010449875</u>	Tires and labor/#5114	60000.83100.53208	1,054.24
		<u>1010450361</u>	Tires and labor/PD#2101	60000.83100.53208	772.09
<u>0360</u>	QUINN COMPANY				
APBNK	Check	<u>PC810704449</u>	Vehicle maintenance	60000.83100.53208	357.67
<b>Fund 60000 Total:</b>					<b>4,359.18</b>
<b>Fund:</b>	60001 - INT SVC FND - FACILITIES MGT				
<u>0714</u>	CINTAS CORPORATION #693				
APBNK	Check	<u>693546808</u>	UNIFORM CLEANING	60001.83200.53303	224.10
		<u>693548769</u>	UNIFORM CLEANING	60001.83200.53303	259.93
<u>0169</u>	CITY WHOLESALE ELECTRIC CO.				
APBNK	Check	<u>206857</u>	Electrical Supplies/YAC	60001.83200.53200	168.73
		<u>206840</u>	Electrical Supplies/City Yard	60001.83200.53200	69.52
		<u>206839</u>	Electrical Supplies/Sierra Room	60001.83200.53200	286.45
		<u>206891</u>	Electrical Supplies/YAC	60001.83200.53200	42.18
<u>1181</u>	DELTA DISTRIBUTING				
APBNK	Check	<u>131274</u>	Janitorial supplies	60001.83200.53200	31.92
		<u>131200</u>	Janitorial supplies	60001.83200.53200	791.73
<u>1639</u>	GMS ELEVATOR SERVICES INC				
APBNK	Check	<u>00078627</u>	Elevator maintenance/State#150198	60001.83200.52200	550.00
<u>0833</u>	HOME DEPOT				
APBNK	Check	<u>9023046</u>	PD ROOF REPAIR SUPPLIES	60001.83200.53201	84.33
		<u>F9196003P000U119</u>	Credit Memo	60001.83200.53205	-9.28
<u>VEN02589</u>	KB Environmental Inc				
APBNK	Check	<u>1156</u>	DUTYMAN HOUSE ABATEMENT AND REMOVAL	60001.83200.56002	10,386.00
<u>1724</u>	LAWRENCE ROLL-UP DOORS INC				
APBNK	Check	<u>1519832</u>	Roll up door maintenance	60001.83200.53200	579.78
<u>1690</u>	MERCHANTS LANDSCAPE SVC INC				
APBNK	Check	<u>45436</u>	Landscape Maintenance/5-15	60001.83200.52200	1,129.63
<u>0336</u>	POST ALARM SYSTEMS				
APBNK	Check	<u>780597</u>	Alarm Monitoring/Rec Cnr/FD/6-15	60001.83200.52200	44.95
		<u>777551</u>	Alarm Monitoring/Richardson House/6-15	60001.83200.52200	33.00
		<u>778888</u>	Alarm Monitoring/Rec & Snr Cnr/6-15	60001.83200.52200	74.95
		<u>781614</u>	Alarm Monitoring/Hart Park House/6-15	60001.83200.52200	44.95
		<u>781791</u>	Alarm Monitoring/PD/6-15	60001.83200.52200	28.00
		<u>778045</u>	Alarm Monitoring/CH/6-15	60001.83200.52200	15.00
<u>1485</u>	RED SUPPLY INC				
APBNK	Check	<u>21631</u>	PLUMBING SUPPLIES	60001.83200.53200	175.54
<u>1373</u>	UNITED MAINTENANCE SYSTEMS				
APBNK	Check	<u>12863</u>	Janitorial services/5-15	60001.83200.52200	3,626.64
<b>Fund 60001 Total:</b>					<b>18,638.05</b>
<b>Fund:</b>	60002 - INT SVC FND - ADMINISTRATION				
<u>1644</u>	AMAZON				
APBNK	Check	<u>049993539083</u>	Lamps/Part time Clerk and Web Maint Desks	60002.30000.53100	87.18
<u>1121</u>	COLANTUONO & LEVIN				
APBNK	Check	<u>28843</u>	Legal Service/Retainer/4-15	60002.21000.52201	2,100.00
		<u>28847</u>	Legal Services/4-15	60002.21000.52201	470.00
<u>0359</u>	NANCY SHOLLENBERGER				
APBNK	Check	<u>INV016122</u>	Minute Taking/5-15	60002.12000.52100	130.00
<u>0786</u>	OFFICE DEPOT, INC				
APBNK	Check	<u>770168140001</u>	Office Supplies/CH	60002.30000.53100	472.84
		<u>770912473001</u>	Office Supplies/CH	60002.30000.53100	115.75

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Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN01663</u>	SO CA ASSOCIATION OF GOVERNMENTS	APBNK	Check	<u>INV016129</u>	Membership Dues/FY1516	60002.00000.13100	963.00
<b>Fund 60002 Total:</b>							<b>4,338.77</b>
<b>Fund: 60003 - INT SVC FND - TECHNOLOGY</b>							
<u>1786</u>	AXONTECH LLC	APBNK	Check	<u>6940</u>	Network Maintenance/5-15	60003.30000.52100	3,536.25
				<u>6932</u>	Datto Backup Server	60003.30000.52200	858.00
<u>1167</u>	COMMUNITY MEDIA OF THE FOOTHILLS	APBNK	Check	<u>231</u>	Production Service/3,4 and 5-2015	60003.30000.52100	6,993.03
<u>1641</u>	RICOH AMERICAS CORP	APBNK	Check	<u>45809785</u>	Copier Lease/5.15.15-6.14.15	60003.30000.53210	773.44
<b>Fund 60003 Total:</b>							<b>12,160.72</b>
<b>Fund: 60007 - INT SVC FND - PERSONNEL AND RISK MGMT</b>							
<u>VEN02188</u>	BRIAN HO	APBNK	Check	<u>INV016081</u>	Tuition Reimbursement	60007.70100.53401	350.00
<u>0913</u>	IRWINDALE INDUSTRIAL CLINIC	APBNK	Check	<u>2130-595717</u>	Physicals	60007.70100.52100	45.00
				<u>2130-599738</u>	Physicals	60007.70100.52106	95.00
				<u>2130-595717</u>	Physicals	60007.70101.52106	70.00
				<u>2130-599738</u>	Physicals	60007.70101.52106	140.00
<u>0277</u>	LIEBERT CASSIDY WHITMORE	APBNK	Check	<u>INV016118</u>	Legal Svc Billing Summary/ April 2015	60007.70100.52201	1,556.54
<u>1920</u>	MEEGAN TOSH	APBNK	Check	<u>INV016120</u>	Tuition Reimbursement	60007.70100.53401	1,470.00
<u>2004</u>	THE ONLY PLACE IN TOWN	APBNK	Check	<u>011</u>	Volunteer Breakfast	60007.70100.53403	599.50
<b>Fund 60007 Total:</b>							<b>4,326.04</b>
<b>Fund: 60008 - INT SVC FND - GENERAL PLAN UPDATE</b>							
<u>VEN01443</u>	THE PLANNING CENTER/DC&E	APBNK	Check	<u>56188</u>	General Plan Consulting/4-15	60008.40000.52100	18,451.81
<b>Fund 60008 Total:</b>							<b>18,451.81</b>
<b>Fund: 71000 - WATER ENTERPRISE FUND</b>							
<u>VEN02187</u>	Aquality Engineering Inc	APBNK	Check	<u>CSM-06</u>	Environmental Engineering/3-15	71000.81100.52100	4,333.44
				<u>CSM-08</u>	Environmental Engineering/5-15	71000.81100.52100	1,925.38
<u>1200</u>	BLUE DIAMOND MATERIALS	APBNK	Check	<u>474771</u>	ASPHALT	71000.81100.53206	39.88
				<u>476480</u>	ASPHALT	71000.81100.53206	31.48
<u>VEN02090</u>	Ferguson Waterworks #1083	APBNK	Check	<u>0507333</u>	Water Meters	71000.81100.56011	4,152.18
<u>0871</u>	GOLDEN WEST ELECTRIC	APBNK	Check	<u>2954</u>	Electrical Services/Booster 6	71000.81100.52200	1,762.27
<u>0243</u>	HOSE MAN	APBNK	Check	<u>2295890-0001-02</u>	WATER VEHICLE PARTS AND MAINTENANCE	71000.81100.53200	108.46
				<u>2296124-0001-02</u>	WATER VEHICLE PARTS AND MAINTENANCE	71000.81100.53200	362.68
<u>0797</u>	SAN GAB VALLEY MUNICIPAL WATER DISTRICT	APBNK	Check	<u>4</u>	Loan/Mira Monte Reservoir Station Replacemen	71000.00000.27301	145,687.50
				<u>INV016128</u>	ULTRA-LOW FLUSH TOILET REPLACEMENT PRGN	71000.81100.52001	2,280.00
<u>VEN02209</u>	Sterling Water Technologies	APBNK	Check	<u>3510</u>	CP 945	71000.81100.53209	1,080.00
<u>0208</u>	THE FERGUSON GROUP	APBNK	Check	<u>0615112</u>	Lobbying Support/6-15	71000.81100.52100	5,000.00
				<u>0415511</u>	Lobbying Support/Reimbursable Expenses/2 & 3	71000.81100.52100	53.36
<u>0410</u>	UNDERGROUND SERVICE ALERT	APBNK	Check	<u>520150659</u>	Underground service alert	71000.81100.52200	49.50
<u>1243</u>	USA BLUEBOOK	APBNK	Check	<u>642781</u>	WATER TREATMENT SUPPLIES	71000.81100.53209	121.91
<b>Fund 71000 Total:</b>							<b>166,988.04</b>
<b>Fund: 71002 - SGVWD GRANT</b>							

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Vendor Number Bank Code	Vendor Name Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN02593</u> APBNK	Deborah R. Moser Check	<u>INV016100</u>	TURF REMOVAL REBATE	71002.81100.52210	1,000.00
<u>VEN02595</u> APBNK	Diane Hatfield Check	<u>INV016102</u>	TURF REMOVAL REBATE	71002.81100.52210	1,000.00
<u>VEN02601</u> APBNK	Frances M. Syverson Check	<u>INV016114</u>	TURF REMOVAL REBATE	71002.81100.52210	1,000.00
<u>VEN02598</u> APBNK	Kathleen D. Coyne Check	<u>INV016117</u>	TURF REMOVAL REBATE	71002.81100.52210	700.00
<u>VEN02599</u> APBNK	Sherry Carr Check	<u>INV016131</u>	TURF REMOVAL REBATE	71002.81100.52210	497.00
<b>Fund 71002 Total:</b>					<b>4,197.00</b>
<b>Fund: 72000 - SEWER</b>					
<u>1200</u> APBNK	BLUE DIAMOND MATERIALS Check	<u>474771</u> <u>476480</u>	ASPHALT ASPHALT	72000.81200.53206 72000.81200.53206	39.88 31.48
<u>0833</u> APBNK	HOME DEPOT Check	<u>5383029</u> <u>7090292</u> <u>5101894</u>	MAINTENANCE SUPPLIES Maintenance Supplies CUT OFF MACHINE	72000.81200.53200 72000.81200.53200 72000.81200.53200	12.83 28.57 192.57
<b>Fund 72000 Total:</b>					<b>305.33</b>
<b>Fund: 77001 - AQUATICS</b>					
<u>0209</u> APBNK	FEDERAL EXPRESS CORPORATION Check	<u>504086374</u>	Delivery Svc	77001.71000.53209	70.98
<b>Fund 77001 Total:</b>					<b>70.98</b>
<b>Fund: 77002 - RECREATION CLASSES</b>					
<u>0514</u> APBNK	ANDREA WALSH Check	<u>INV016069</u>	Yoga Class Instructor	77002.77000.52200	84.50
<u>1394</u> APBNK	ANDREAS WEYERMANN Check	<u>INV016116</u>	Tennis Class Instructor	77002.77000.52200	35.10
<u>VEN02597</u> APBNK	Christina Fugitt Check	<u>2003337.001</u> <u>2003336.001</u>	Refund / Recreation Class - Soccer Refund / Recreation Class - Soccer	77002.00000.47020 77002.00000.47020	26.28 26.28
<u>0636</u> APBNK	CYNTHIA SIRLIN Check	<u>INV016084</u>	Tai Chi Chuan Class Instructor	77002.77000.52200	187.20
<u>0888</u> APBNK	DANIEL LEYVA Check	<u>INV016096</u>	Hapikdo Karate Class Instructor	77002.77000.52200	84.50
<b>Fund 77002 Total:</b>					<b>443.86</b>
<b>Fund: 77003 - SPECIAL EVENTS</b>					
<u>0190</u> APBNK	DECCO AWARDS INC Check	<u>15-9471</u> <u>15-9480</u>	MWTR Kid's Fun Run Ribbons MWTR Trophies	77003.79007.52999 77003.79007.52999	209.34 276.12
<u>0833</u> APBNK	HOME DEPOT Check	<u>2385158</u>	TRAIL RACE SUPPLIES	77003.79007.53999	9.25
<u>1663</u> APBNK	SHAKER SHIRTS Check	<u>9281</u>	MWTR T-shirts/Youth	77003.79007.52999	1,225.00
<b>Fund 77003 Total:</b>					<b>1,719.71</b>
<b>Fund: 77004 - SERVICES MOVIE/OES DETAILS</b>					
<u>VEN02590</u> APBNK	Radical Media Check	<u>INV016125</u>	Refund / Filming Deposit	77004.00000.23001	2,000.00
<u>VEN01827</u> APBNK	Tool of North America Check	<u>INV016142</u>	Refund / Filming Deposit	77004.00000.23001	2,000.00
<b>Fund 77004 Total:</b>					<b>4,000.00</b>
<b>Fund: 90003 - DEPOSIT TRUST</b>					
<u>VEN02607</u> APBNK	Jim Church Check	<u>INV016047</u>	Refund/Grading Bond/56 Suffolk	90003.00000.23999	3,000.00
<b>Fund 90003 Total:</b>					<b>3,000.00</b>
<b>Report Total:</b>					<b>347,864.38</b>



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Packet: APPKT02371 - LIB 06/09/15  
Vendor Set: 01 - Vendor Set 01

Check Date: 6/9/2015

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Distribution Amount
<b>Fund: 10000 - GENERAL FUND</b>					
<u>1644</u>	AMAZON				
APBNK	Check	<u>085385155897</u>	Library Books & Materials	10000.90000.53406	30.98
<u>0132</u>	BAKER & TAYLOR, INC.				
APBNK	Check	<u>4011237990</u>	Processing Fees	10000.90000.52200	48.85
		<u>4011241260</u>	Processing Fees	10000.90000.52200	0.26
		<u>4011231419</u>	Processing Fees	10000.90000.52200	62.52
		<u>4011234266</u>	Processing Fees	10000.90000.52200	0.26
		<u>4011244477</u>	Processing Fees	10000.90000.52200	38.55
		<u>4011241259</u>	Books, reference, and materials	10000.90000.53406	15.19
		<u>4011231418</u>	Books, reference, and materials	10000.90000.53406	1,313.62
		<u>4011237989</u>	Books, reference, and materials	10000.90000.53406	1,077.74
		<u>4011244476</u>	Books, reference, and materials	10000.90000.53406	939.63
		<u>4011234265</u>	Books, reference, and materials	10000.90000.53406	38.51
<u>1688</u>	BAYSCAN TECHNOLOGIES				
APBNK	Check	<u>43890</u>	Library Supplies	10000.90000.53100	82.00
<u>0201</u>	EBSCO				
APBNK	Check	<u>DM0000001</u>	Reverse duplicate credit memo	10000.90000.53501	16.43
<u>0989</u>	INNOVATIVE INTERFACES, INC				
APBNK	Check	<u>INV-INC05294</u>	Millennium Maintenance/7 to 9-15	10000.00000.13100	7,187.50
<u>0314</u>	OCLC, INC.				
APBNK	Check	<u>(SIE)050815/SLM</u>	OCLC Subscription/FY1516	10000.00000.13100	1,366.00
<u>1578</u>	PETTY CASH FUND-LIBRARY				
APBNK	Check	<u>CM0000278</u>	Cash Adjustment	10000.00000.48200	-5.00
<b>Fund 10000 Total:</b>					<b>12,213.04</b>
<b>Fund: 39002 - LIBRARY - GIFT AND MEMORIAL</b>					
<u>VENO2504</u>	Carlos Nieto III				
APBNK	Check	<u>INV016224</u>	SRP Performer - Anime Drawing	39002.90000.53999	250.00
<b>Fund 39002 Total:</b>					<b>250.00</b>
<b>Fund: 39006 - FRIENDS OF THE LIBRARY DONATION FUND</b>					
<u>1578</u>	PETTY CASH FUND-LIBRARY				
APBNK	Check	<u>INV016250</u>	Teen Book Club Supplies	39006.90000.53999	29.40
		<u>INV016248</u>	Adult Book Club Supplies	39006.90000.53999	28.97
		<u>INV016250</u>	Teen Book Club Supplies	39006.90000.53999	19.60
<b>Fund 39006 Total:</b>					<b>77.97</b>
<b>Report Total:</b>					<b>12,541.01</b>



## City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor Capoccia and Members of the City Council

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

INITIATED BY: Elisa C. Cox, Assistant City Manager *EC*  
Marcie Medina, Finance Director

DATE: June 9, 2015

SUBJECT: **Resolution 15-29: Adoption of Midyear Budget Update FY 2014-2015**  
**Resolution 15-30: Adoption of Committed General Fund Balances for FYE 2015**

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### **SUMMARY**

On June 24, 2014, the City Council approved the updated budget numbers for the FYE 2015. Over the past year the Council has made additional appropriations and staff has since adjusted the numbers with current projections. Staff is seeking approval of Resolution 15-29 to make the necessary budget adjustments to show these amendments to the appropriations, and Resolution 15-30 committing fund balances for FYE 2015.

### **ANALYSIS**

Staff presented to the City Council the amended FY 2014-2015 Budget on April 23 and May 5, 2015. The revised projections showed the General Fund with a surplus of \$356,000. The City Council agreed to staff recommended amendments and to make the following changes to the General Fund Committed Reserves as of June 30, 2015.

1. \$125,000 for the California Joint Powers Insurance Authority Retrospective Claims Liability
2. \$25,000 for an Integrated Library System

The General Fund will carry forward five appropriations from FY 2014-2015 to the next year's appropriations

1. \$404,000 for Street Resurfacing or Replacement
2. \$213,500 for Storm Drain / NPDES Projects
3. \$160,000 for City Hall and Public Safety Building Roof Replacements
4. \$45,000 for City Parking Lot Maintenance

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

AGENDA ITEM # **1B**

5. \$35,000 for Repainting the Library

In the Internal Services funds, there are two carryover projects:

1. \$25,000 for enhancements to on-line agenda packets – staff recommends reallocating this funding for the IT Audit / Master Plan.
2. \$25,000 for Website Redesign.

**FINANCIAL REVIEW**

Recommended Budget Appropriations

	<u>Original 2014-2015</u>	<u>Amended 2014-2015</u>
City of Sierra Madre	\$ 23,148,393	\$ 21,873,000
Successor Agency	\$ 560,244	\$ 585,000
<b>Total</b>	<b>\$ 23,708,637</b>	<b>\$ 22,458,000</b>

Below is an updated summary showing prior year and current year-end estimates totals for revenues and expenditures for total citywide activities. (Note that this table does not show transfers in/out.)

**Total Citywide: Comparison of Revenues to Expenditures (in thousands) without Transfers In/Out**

<u>Revenues</u>	<u>FYE</u> <u>2013</u>	<u>FYE</u> <u>2014</u>	<u>FYE</u> <u>2015</u>
	Actuals	Actuals	Estimated
General Fund	\$ 8,801	\$ 9,271	\$ 9,208
Special Revenue	3,471	4,185	3,371
Internal Services	3,940	4,408	4,376
Water	3,875	4,110	4,067
Sewer	723	745	785
Business Funds	208	314	244
CRA/Successor Agency	555	506	612
<b>Total Citywide Revenues</b>	<b>\$ 21,573</b>	<b>\$ 23,539</b>	<b>\$ 22,663</b>

<u>Expenditures</u>			
General Fund	\$ 6,927	\$ 7,745	\$ 8,053
Special Revenue	2,471	3,414	3,651
Internal Services	5,135	3,661	4,187
Water	3,980	3,542	4,766
Sewer	1,023	844	966
Business Funds	287	279	250
CRA/Successor Agency	331	303	585
<b>Total Citywide Expenditures</b>	<b>\$ 20,154</b>	<b>\$ 19,788</b>	<b>\$ 22,458</b>

Below is an updated summary for the General Fund showing prior year, current year-end estimations, and future projected totals for revenues, expenditures, and transfers in/out. The last row reflects total change to the General Fund balance.

**General Fund Comparison of Revenues to Expenditures (in thousands) including Transfers In/Out**

	<u>FYE 2013</u>	<u>FYE 2014</u>	<u>FYE 2015</u>
Revenues	<u>Actuals</u>	<u>Actuals</u>	<u>Estimated</u>
Property Taxes	\$ 3,534	\$ 3,766	\$ 3,978
AB1X26	205	440	200
Sales Tax	197	214	200
Utility User Tax	2,523	2,445	2,495
VLF/Property Tax	938	988	1,045
Other Taxes	67	61	68
Charges for Services	249	239	187
Intergovernmental	1	5	6
Business Licenses	232	255	260
Franchise Fees	350	445	351
Licenses and Permits-Other	139	158	136
Fines and Forfeitures	329	240	237
Investment income	-	-	10
Miscellaneous	39	15	35
<b>Total Revenues</b>	<b>\$ 8,803</b>	<b>\$ 9,271</b>	<b>\$ 9,208</b>

<b>Expenditures</b>			
Administration	1,080	1,381	1,353
Community Services	217	221	202
Elected and Appointed	213	367	330
Fire	809	882	1,046
Library	787	735	781
Police	3,469	3,664	3,865
Public Works	351	495	476
<b>Total Expenditures</b>	<b>\$ 6,926</b>	<b>\$ 7,745</b>	<b>\$ 8,053</b>
<b>Net Transfers In/(Out)</b>			
Transfer In	145	118	100
Transfers Out	(1,193)	(1,147)	(899)
<b>Total Net Transfers In/(Out)</b>	<b>\$ (1,048)</b>	<b>\$ (1,029)</b>	<b>\$ (799)</b>
<b>Change to Fund Balance</b>	<b>\$ 829</b>	<b>\$ 497</b>	<b>\$ 356</b>

**PUBLIC NOTICE PROCESS**

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

**RECOMMENDATION**

Staff recommends the approval of: Resolution 15-29, adopting the Fiscal Year 2014-2015 Mid-Year Budget and appropriating the amounts projected; and Resolution 15-30, adopting Committed Fund Balances for Fiscal Year Ending June 30, 2015.

Attachments: Resolution 15-29  
 Resolution 15-30

**ATTACHMENT**

**RESOLUTION NO. 15-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
ADOPTING THE MID-YEAR BUDGET FOR FISCAL YEAR 2014-2015 AND  
APPROPRIATING THE AMOUNTS PROJECTED**

**WHEREAS**, the City Manager did present the City's 2014-2015 budget to the City Council for its consideration; and the City Council did, in a public meeting, carefully consider the budget; and

**WHEREAS**, on July 24, 2015 the City Council adopted the revised budget; and

**WHEREAS**, the City Council has committed additional appropriations during the fiscal year; and

**WHEREAS**, on June 9, 2015, the City Manager did proposed mid-year budget amendments for the City of Sierra Madre (City) for the fiscal year commencing July 1, 2014 and concluding June 30, 2015 was submitted to the City Council and is on file at City Hall; and

**WHEREAS**, the City Council did, in a public meeting, receive input from the City Manager, Assistant City Manager, additional staff and the public for amendments to the recommended amendments to the Fiscal Year 2014-2015 biennial budget; and

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

**SECTION 1.** The budget, as amended, is adopted as for the City of Sierra Madre for Fiscal Year commencing July 1, 2014 and concluding June 30, 2015.

**SECTION 2.** Appropriations for the City as described in the documents titled "Projected Ending Balances for FY 2014-2015" and said attachments are attached hereto as exhibits "A", are hereby adopted for the fiscal year commencing July 1, 2014 and concluding on June 30, 2015.

**SECTION 3.** The City Manager and Finance Director are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council, on April 11, 2001.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of June 2014.

ORIGINAL SIGNED

---

John Capoccia, Mayor,  
City of Sierra Madre, California

## ATTACHMENT

I hereby certify that the foregoing Resolution No. 15-29 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on this 9<sup>th</sup> day of June 2015 by the following vote:

AYES:

NOES:

ABSENT:

ORIGINAL SIGNED

---

Nancy Shollenberger, City Clerk,  
City of Sierra Madre, California

**CITY OF SIERRA MADRE**  
**Projected Ending Balances for FY 2014-2015**  
**General Fund**

	Adopted Budget FY 2014-2015	Projected FY 2014-2015
<b>Revenues</b>		
Property Taxes	\$ 3,968,000	\$ 3,978,000
AB1X26	147,000	200,000
Sales Tax	187,683	200,000
Utility User Tax	2,460,000	2,495,000
VLF/Property Tax	1,002,105	1,045,000
Other Taxes	67,972	68,000
Charges for Services	199,345	187,000
Intergovernmental	3,856	6,000
Business Licenses	263,770	260,000
Franchise Fees	350,840	351,000
Licenses and Permits-Other	132,327	136,000
Fines and Forfeitures	220,399	237,000
Investment income	5,073	10,000
Miscellaneous	9,022	35,000
<b>Total Revenue</b>	<b>9,017,392</b>	<b>9,208,000</b>
<b>Expenditures</b>		
Administration	1,354,629	1,353,000
Community Services	247,324	202,000
Elected and Appointed	335,123	330,000
Fire	921,282	1,046,000
Library	794,080	781,000
Police	3,906,106	3,865,000
Public Works	556,447	476,000
<b>Total Expenditures</b>	<b>8,114,991</b>	<b>8,053,000</b>
<b>Transfers In/(Out)</b>		
Transfer in	99,911	100,000
Transfer out	(819,323)	(899,000)
<b>Total Net Transfers In/(Out)</b>	<b>(719,412)</b>	<b>(799,000)</b>
<b>Net change in fund balances</b>	<b>\$ 182,989</b>	<b>\$ 356,000</b>

**CITY OF SIERRA MADRE**  
**Projected Ending Balances for FY 2014-2015**  
**City Wide**

	Adopted Budget FY 2014-2015	Projected FY 2014-2015
<b>Revenues</b>		
General Fund	\$ 9,017,392	\$ 9,208,000
Special Revenue	2,320,192	3,371,000
Internal Services	4,428,066	4,376,000
Water	3,795,525	4,067,000
Sewer	744,010	785,000
Business Funds	216,000	244,000
Successory Agency	611,800	612,000
<b>Total Revenues</b>	<b>21,132,985</b>	<b>22,663,000</b>
<b>Expenditures</b>		
General Fund	8,114,991	8,053,000
Special Revenue	3,246,000	3,651,000
Internal Services	4,957,137	4,187,000
Water	5,329,045	4,766,000
Sewer	1,062,927	966,000
Business Funds	256,538	250,000
Successory Agency	560,244	585,000
<b>Total Expenditures</b>	<b>23,526,882</b>	<b>22,458,000</b>

**ATTACHMENT**

**RESOLUTION NO. 15-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SIERRA MADRE ADOPTING COMMITTED FUNDS FOR  
FISCAL YEAR ENDING JUNE 30, 2015**

**WHEREAS**, City of Sierra Madre follows Governmental Accounting Standards Board (GASB) for the basis of its financial reporting; and

**WHEREAS**, the City of Sierra Madre adopted GASB 54 Statement and Fund Balance Policies on May 24, 2011 for which the objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied; and

**WHEREAS**, this Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds; and

**WHEREAS**, the adoption of the Committed Funds can only be done by the City Council by resolution or ordinance prior to the end of each fiscal year;

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

**SECTION 1.** Pursuant to Fund Balance and GASB 54 Policies, the Finance Director presents to the City Council estimated Committed Funds as described in attached Exhibit "B" - "Projected Ending Fund Balance FYE June 30, 2015".

**SECTION 2.** Pursuant to GASB Statement No. 54 the City Council may Commit Fund Balance for a specific "ACTION" or "PURPOSE" prior to the end of the fiscal year, June 30, 2015.

**SECTION 3.** Pursuant to GASB Statement No. 54 the Finance Director will finalize the Committed Fund amount upon the completion of the City financial reports for fiscal year ending June 30, 2015.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of June 2015.

ORIGINAL SIGNED

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John Capoccia, Mayor,  
City of Sierra Madre, California

**ATTACHMENT**

I hereby certify that the foregoing Resolution No. 15-30 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on this 9<sup>th</sup> day of June 2015 by the following vote:

AYES:

NOES:

ABSENT:

ORIGINAL SIGNED

---

Nancy Shollenberger, City  
Clerk, City of Sierra Madre,  
California

**CITY OF SIERRA MADRE**  
**Projected Ending Fund Balance for FYE June 30, 2015**  
**General Fund**

<b>Projected Net change in fund balance FY 2014-2015</b>	\$ 356,000
Fund Balances beginning (June 30, 2014)	<u>6,443,787</u>
<b>Projected Fund Balance, ending (June 30, 2015)</b>	<b><u><u>6,799,787</u></u></b>

**Committed Reserves:**

California Joint Powers Insurance Authority Retrospective Claims	\$ 125,000	
Integrated Library System	25,000	
Street Resurfacing or Replacement	404,000	
City Hall and Public Safety Building Roof Replacements	160,000	
NPDES Projects	213,500	
City Parking Lot Maintenance	45,000	
Repainting Library	<u>35,000</u>	
	\$ 1,007,500	

**Assigned Reserves (Projected):**

50% of operating revenues - Reserve Policy	4,604,000	
Fund Balance appropriated to reduce the deficit in next fiscal year - Net Change FY 2014-2015	356,000	

**Unassigned Reserves**

	<u>832,287</u>	
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<b>Projected Fund Balance, ending (June 30, 2015)</b>	<b><u><u>6,799,787</u></u></b>
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## 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: Carolyn Thomas, Library Director

DATE: June 9, 2015

**SUBJECT: RECOMMENDATION TO REJECT PROPOSALS FOR LIBRARY FACILITY CONDITION ASSESSMENT AND RE-ADVERTISE THE PROJECT FOR PROFESSIONAL SERVICES PROPOSALS**

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### **SUMMARY**

City Council approved a request for proposals (RFP) to solicit bids for a Library Facility Condition Assessment at their March 24, 2015 meeting. Although proposals were submitted, there was a misunderstanding regarding whether or not the successful proposer for the conditions assessment study would be eligible to apply for the future design work to implement the findings of the study. Staff recommends rejecting the current bids, clarifying the language in the RFP to allow bidders the option to bid on the assessment RFP, to not exclude bidders from the design phase, and to re-advertise the project with the updated RFP (attached).

### **BACKGROUND**

Nine design firms were invited to submit a proposal for the Library Facility Condition Assessment. Seven firms submitted a notice of intent to submit a proposal. A pre-proposal mandatory meeting was held on April 16, 2015 where members of the Library Facility Master Plan Committee, Chair of the Trustees, Friends President, and City staff were on hand to provide access to building documents, answer questions, and tour the facility. Written questions from design firms were answered and three proposals were received by the April 30 deadline. A committee comprised of the Public Works Director, City Manager, and Library Director reviewed the proposals. Assessment proposals ranged from \$22,975 to \$83,694. One design firm was selected as the best proposal; when contacted they withdrew their proposal as they had thought they would be eligible to both perform the assessment and also bid on the design phase. To clarify, the City's practice is to exclude the firm performing the study from also performing the design work. The review committee discussed the misunderstanding and revised the RFP to

allow bidders the option to bid on the assessment RFP and to not exclude them from proposing a bid for the design phase.

**ANALYSIS**

Clarifying language is now included in the revised RFP and reads as follows:

The objective of this project is to select a professional consultant who will submit a proposal to prepare a Library Facilities Condition Assessment. The assessment will identify improvements that can be made to the facility and provide estimated costs for making the recommended improvements. The assessment document must be structured in a manner that will allow the City to tailor the award of the project to a professional consultant through alternate or additive bid items. *The successful bidder for the library facility condition assessment will not be excluded from bidding on the design phase.*

The RFP schedule of events has been updated as follows:

RFP Event	Date
1 City Issues RFP	June 12 2015
2 Deadline for Letter of Intent to Propose (required)	June 26, 2015
5 Deadline for Receipt of Proposal	July 24, 2015(3:00 pm)
7 City Determines Finalist for Library Facilities Assessment	August 14, 2015
8 Award Contract	September 8, 2015
9 Consultant delivers assessment to City	October 27, 2015

**FINANCIAL REVIEW**

Trustees previously recommended using \$15,000 from the Library Gift and Memorial Account to support the assessment. Monies from this account are to be used to support and improve library services and the facility. For example, Gift and Memorial monies were utilized to assist in remodeling the children’s room, renovating the library garden, and hiring a consultant to assist in delivering the Library Strategic Plan.

Gift & Memorial Balance: \$89,583

In addition at the May 20, 2015 Friends of the Sierra Madre Library meeting, the Friends approved funding to support library facility improvements, including additional costs for the assessment and/or design work needed to complete the RFP for the library facility condition assessment.

There will be no impact to the Library General Fund for this assessment.

**PUBLIC NOTICE PROCESS**

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

**ALTERNATIVES**

1. Direct staff to reject current RFP bids for a Library Facility Condition Assessment and to proceed with the revised RFP to solicit bids for a Library Facility Condition Assessment.
2. Direct staff to reject current RFP bids for a Library Facility Condition Assessment and to proceed with the RFP, with modifications, to solicit bids for a Library Facility Condition Assessment.
3. Provide staff with alternate direction.

**BOARD OF TRUSTEES RECOMMENDATION**

At the regular Library Board of Trustees meeting on May 27, 2015, the Trustees recommended the City Council reject the current bids, clarify the language in the RFP to allow bidders the option to bid on the assessment RFP, and to re-advertise the project with the updated RFP.

**STAFF RECOMMENDATION**

Staff recommends the City Council direct staff to reject current RFP bids for a Library Facility Condition Assessment and authorize staff to re-bid the project.

Attachment: Revised RFP for a Library Facility Condition Assessment

# **ATTACHMENT**

## **Request for Professional Services Proposal Library Facility Condition Assessment**

### **Sierra Madre Public Library**



**City of Sierra Madre  
Sierra Madre Public Library  
Department of Public Works**

**June 2015**

**Carolyn Thomas  
Library Director**

# ATTACHMENT

# **ATTACHMENT**

## **The City of Sierra Madre**

The City of Sierra Madre (“City”), California was incorporated in 1907. The City is a general law city, governed by a City Council/City Manager form of government. The City Council is comprised of five members, selected through an at-large municipal election to serve a four-year term. The major operating departments of this full-service city are Administration, Community Services, Fire, Library Services, Planning & Community Preservation, Police, and Public Works, which has a Water Utility. Government services are primarily funded by property taxes, local taxes, and user fees.

With a population of 11,094, the unique village is located in Los Angeles County at the base of the San Gabriel Valley Mountains. Sierra Madre is a residential community, proud of being the Village of the Foothills. Its small size and quiet neighborhoods lends itself to the small town atmosphere the residents are proud of maintaining. The local economy consists primarily of professional service providers and specialty retail shops and restaurants.

## **The Sierra Madre Public Library**

The Sierra Madre Public Library is a single-branch library which serves residents of the community as well as neighboring cities. The Library is open forty-seven hours per week, six days a week, including morning and evening hours. An average of 263 people visit the library daily, with an average of 6,581 patron visits per month and an annual circulation of more than 80,000 materials. Over 300 programs are offered yearly in the library for patrons of all ages ranging from infants to seniors. Access to the internet is available through Wi-Fi and through public computers located in a small computer room. The library is a well-used and valued resource in our City.

The existing Sierra Madre Public Library is 8,762 square feet, was built in 1955 and designed to hold 25,000 items. Currently over 70,000 items are housed in the library and the basement, and many new technologies, unforeseen when the building was originally built, such as computers, Wi-Fi, DVDs, audio books, music cds, have been added to the collection. With the addition of the Local History Archives, the California Collection, Rare Books, and sharing the Basement area with the Friends of the Library, access to and storage of items is limited. In addition, the lack of a community room limits the ability to provide public programs and meeting space for the community.

## **Objectives**

The Library Strategic Plan 2014-2017 set a goal to:

- Provide a facility that is comfortable and welcoming, safe, energy efficient, accessible to all and well organized.

Library Section of General Plan Draft 2014 recommends:

- Upgrading, expanding or replacing the 1955 building for current and future public services, including space for community meetings and library programs, and storage for local history collection.

Prior to any renovations or remodeling, it has been determined that an assessment of the condition of the current library facility be conducted with associated costs for upgrades. Once the assessment is completed, a Library Facilities Master Plan will be developed to prioritize projects and determine funding.

The objective of this project is to select a professional consultant who will submit a proposal to prepare a Library Facilities Condition Assessment. The assessment will identify improvements that can be

# ATTACHMENT

made to the facility and provide estimated costs for making the recommended improvements. The assessment document must be structured in a manner that will allow the City to tailor the award of the project to a professional consultant through alternate or additive bid items. The successful bidder for the library assessment will not be excluded from bidding on the design phase.

## **Project Overview**

The Sierra Madre Public Library is located at 440 W. Sierra Madre Blvd. The City also owns the property behind the Library at 449 Mariposa Avenue, which was rezoned as a Civic Zone in 2013 to allow for future use by the Library. The Library building was designed by a well-known “mid-century” architect, Robert Ainsworth, who lived with his family in Sierra Madre at 601 E. Orange Grove, a home he also designed.

This project calls for a Library Facility Condition Assessment of the existing structure and the feasibility of potential expansion (additive alternative). The need for building upgrades is a goal of the City’s General Plan and the project has been reviewed in depth by the Library Facilities Master Plan Committee, and approved by the Library Board of Trustees. The City Council has approved the project in concept and has directed staff to seek proposals from qualified design companies to assess the condition of the library facility with costs for upgrades included.

## **Scope of Services**

The project consultant shall prepare a building assessment that reviews existing conditions, determines project priority, and provides cost estimates for building upgrades of the Sierra Madre Public Library. Using the *Checklist of Topics and Issues for an Existing Building Analysis\** the overall scope of work shall include:

- ❖ Structural:
  - Assess existing structure for seismic and vertical loads
  - Make recommendations for upgrades to improve safety and flexibility of uses
  - Assess feasibility of potential expansion (additive alternative)
- ❖ Mechanical systems:
  - Assess condition and adequacy of existing HVAC systems
  - Assess condition and adequacy of existing plumbing systems
  - Determine if additional fire protection systems are required
  - Make recommendations for improving energy efficiency and sustainability using life-cycle analysis
  - Assess adequacy of existing systems to handle potential expansion (additive alternative)
- ❖ Electrical systems:
  - Assess condition and adequacy of existing electrical systems, including lighting, fire alarm, security systems, and data.
  - Make recommendations for improving energy efficiency and sustainability.
  - Assess adequacy of existing systems to handle potential expansion (additive alternative)
- ❖ Plumbing systems:
  - Assess condition and adequacy of existing plumbing systems
  - Make recommendations for improving plumbing efficiency and sustainability
  - Assess adequacy of adding additional public restrooms

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❖ Architectural:

- Assess condition of building components not part of mechanical, electrical, or structural systems.
- Make recommendations for improving energy efficiency and sustainability.
- Make recommendations for improving acoustics, daylighting, and other design features of the building (shelving, circulation desk, interior space, ramp to basement, space for community room, egress on west walkway, parking).
- Assess work required to comply with ADA and California Title 24.
- Assess feasibility of potential expansion (written report and site plan only) (additive alternatives)
  - Zoning
  - Compliance with building and fire codes (areas and setbacks)
  - Parking
  - Vertical circulation
  - Potential uses

For each of the above assessments the following deliverables should be included:

- Written report on condition of existing building
- Prioritized list of recommended improvements to the existing building
- Cost estimate of recommended improvements to the existing structure
- Written report and site plan addressing potential expansion (additive alternative)
- Square footage building systems estimate of potential expansion and cost estimate (additive alternative)

**\*A Checklist of Topics and Issues for an Existing Building Analysis**

1. Seismic resistance capacity	Determine what measures are likely to be required to meet current codes.
2. Structural load capacity	Evaluate if the floor loading capacity is adequate for shelving throughout the existing structure to provide maximum flexibility.
3. Energy efficiency	Determine and rank what features are particularly inefficient and need to be corrected. Retrofit features should also be considered.
4. HVAC systems	Study the heating/cooling systems and determine if they have reached the end of their useful lives.
5. Electrical systems	Determine how extensive an upgrade will be required.
6. Lighting	Evaluate what needs to be done to provide energy-efficiency and improve quality of light.
7. Telecommunications and technology	Determine how easy it is to install new cabling in the existing building and where data closets are located.
8. Fire alarm	Determine if system meets current standards.

## ATTACHMENT

9. Security systems	Evaluate security needs.
10. Plumbing systems	Determine requirements for additional toilet facilities under current code.
11. Fire protection	Determine if a sprinkler system is required.
12. Acoustics	Determine if noise problems exist and if they need to be addressed.
13. Accessibility	Determine what ADA upgrades will be required to meet current codes.
14. Shelving systems	Determine if existing shelving systems meets current seismic standards and ADA requirements. Evaluate the feasibility of keeping the existing shelving in place.
15. Architectural systems	Review general condition of existing building including roofing, windows, exterior sheathing, and ceilings. Include review of circulation desk, public seating, and computer stations. Recommend changes to improve wayfinding and overall space organization.
16. Miscellaneous	Determine any existing building aspects that may have cost implications in a renovation.

The City has architectural drawings for the existing Library facility which will be made available to the contractor by request.

- *Robert Ainsworth Building Plans, 6-14-1954*
- *Renovation Building Plans, for Director's Office, Kitchen Remodel, Wesley Computer Room, Children's Room 1990 – 2012*
- *Building Plans for Community Room Addition, Elevator, Additional Public Restrooms, Friends Space, Wesley, August 1996*

The following documents have been identified which provide information about the library facility and will be available on the library website:

- *Wildan Overview, Fall 2013*
- *Recommendations from Library Strategic Plan 2014-2017*
- *California Preservation Assessment Project. Sierra Madre Public Library. Sierra Madre Historical Archives Collection. Risk Assessment. October 2012*
- *Assessment of Mechanical, Plumbing and Electrical: Budlong & Associates, Inc. August 2002*
- *Field Inspection Report: Wheeler & Gray, Inc. August 2002*
- *Library Board Capital Priorities November 2012*
- *Structural Review: Rodney B. Spears, Structural Engineer, November 2014*

### **Proposal Submittal Instructions**

Each proposing consultant shall provide two copies each of the three following separate documents:

# ATTACHMENT

1. Company Qualifications

This document shall provide general background on the proposing firm, including the following information:

- Company History (Brief)
- Current staffing levels
- Current workload
- Recent projects of a similar nature, complete with contact names and telephone numbers for clients on those projects.

2. Project Approach

This document shall describe the proposing firm’s envisioned approach to completion of the project and shall include (at least) the following information:

- Scope of services, listing each item of work, per phase
- Project schedule
- Quality control program
- Resumes of staff to be assigned to this project

3. Fee Proposal

This document, to be provided under a separate cover, shall describe the proposing firm’s proposed Not-to-Exceed fees for the provision of the Scope of Services described under Project Approach and shall include (at least) the following information:

- Proposed fee for each item of work listed in Scope of Services
- Listing of proposed man-hours for each item of work listed in Scope of Services
- Schedule of Hourly Rates

**RFP Schedule of Events**

RFP Event	Date
1 City Issues RFP	June 12 2015
2 Deadline for Letter of Intent to Propose (required)	June 26, 2015
5 Deadline for Receipt of Proposal	July 24, 2015(3:00 pm)
7 City Determines Finalist for Library Facilities Assessment	August 14, 2015
8 Award Contract	September 8, 2015
9 Consultant delivers assessment to City	October 27, 2015

Following the acceptance of the assessment by the City, the Consultant will make presentations at the following meetings (dates to be arranged):

- Library Facilities Master Plan Committee
- Library Board of Trustees
- City Council

The City reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the RFP Schedule of Events will be provided to all vendors that submitted a Letter of Intent to Propose.

Vendors should be prepared to propose a solution and approach that meets this timeline, or propose an alternative based on vendor’s past experience with similar efforts.

# ATTACHMENT

## **RFP Coordinator**

All communications concerning this RFP must be submitted in email to the RFP Coordinator Carolyn Thomas (Library Director). The RFP Coordinator will be the sole point of contact for this RFP. All requests for additional information or clarification should be asked of the RFP Coordinator. The coordinator can be reached via email at:

Coordinator  
Carolyn Thomas

Email  
[cthomas@cityofsierramadre.com](mailto:cthomas@cityofsierramadre.com)

Sealed proposals are due in the office of the Library Director, Sierra Madre Public Library, 440 West Sierra Madre Boulevard, Sierra Madre, CA 91024. Late proposals shall not be accepted, and shall be returned unopened. Faxed or emailed proposals will not be accepted; proposals received by facsimile will be immediately destroyed.

## **Proposal Evaluation**

The City shall review all proposals to determine which vendors have qualified for consideration. The initial review will evaluate all submissions for conformance to stated specifications to eliminate all responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Following the initial review, the evaluators will do a more detailed review of vendor proposals.

Proposals will be evaluated based on the following evaluation criteria:

- Quality, clarity, and responsiveness of proposal.
- Ability to provide an overview of how company will prepare Library Facility Condition Assessment.
- Description of Company qualifications.
- Company financial stability.
- Compliance with code requirements and reasonable costs.
- References for similar work completed in public libraries.
- Results of interviews, demonstrations, and site visits.

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all vendors. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after initial evaluation of proposals are complete. If clarifications are made as a result of such discussion, the vendor shall put such clarifications in writing.

## **Desirable Elements**

It would be desirable to select a consultant who has experience in the design or renovation of library projects and experience with condition assessments for public buildings.

Attachment A: Sample Professional Services Agreement

# ATTACHMENT



# City of Sierra Madre Agenda Report

*John Capoccia, Mayor*  
*Gene Goss, Mayor Pro Tem*  
*Rachelle Arizmendi, Council Member*  
*Denise Delmar, Council Member*  
*John Harabedian, City 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: Laura M. Aguilar, Assistant to the City Manager 

DATE: June 9, 2015

SUBJECT: CANCELLATION OF BOTH AUGUST 2015 CITY COUNCIL MEETINGS

---

## **SUMMARY**

It is recommended that the City Council approve the cancellation of both regular City Council meetings in the month of August 2015.

## **ANALYSIS**

Sierra Madre Municipal Code section 2.04.010 requires that meetings of the City Council shall be held at 6:30 pm on the second and fourth Tuesdays of each calendar month unless and until the City Council establishes another regular meeting time by resolution.

Although it is not formally addressed in the Municipal Code, traditionally in August of each year the City Council has cancelled one or both meetings to allow City Council Members, residents, and staff, many of whom have school-age children, to spend some quality time with their families. Inasmuch as the City Council meetings fall early in the month (August 11) and late in the month (August 25), they often conflict with the permissible time frames during which many families are able to vacation. Therefore, it is recommended that the City Council approve the cancellation of the regular City Council meetings during August and direct staff to pay all necessary expenses during that time.

## **FINANCIAL REVIEW**

There is no financial impact with this item.

**PUBLIC NOTICE PROCESS**

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

**ALTERNATIVES**

1. The City Council may choose to approve the cancellation of both the August 11 and August 25 meetings, and direct staff to pay all necessary expenses during that time;
2. The City Council may choose to hold both City Council meetings in August; or
3. The City Council may choose to modify the meeting schedule for the month of August.

**STAFF RECOMMENDATION**

It is recommended that the City Council approve the cancellation of both regular City Council meetings in August and direct staff to pay all necessary expenses during that time.



# City of Sierra Madre Agenda Report

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

INITIATED BY: James Carlson, Management Analyst *JC*

DATE: June 9, 2015

**SUBJECT: RESOLUTION 15-32 GRANTING TEMPORARY USE PERMIT 15-05 (TUP 15-05) FOR A HOUSEHOLD HAZARDOUS WASTE ROUND-UP EVENT**

---

## **SUMMARY**

Sierra Madre Public Works staff is working with the County of Los Angeles Department of Public Works and the Sanitation Districts to host the City's 14th Household Hazardous Waste (HHW) Round-up. A Temporary Use Permit (TUP) is required for the use of the Mariposa Parking Lot. Accordingly, staff has completed a special event application requesting a TUP and seeks City Council approval on this item.

Staff recommends the City Council adopt Resolution 15-32 approving TUP No. 15-05 allowing the closure of the southern portion of the Mariposa Parking Lot on Friday, August 14, 2015 at 6:00 a.m. continuing through Saturday, August 15, 2015 until 5:00 p.m. for the HHW Round-up, including set-up and break-down time.

## **ANALYSIS**

Many households use materials that are hazardous and illegal to dispose of in standard refuse containers. These materials are commonly used for cleaning, painting, and disinfecting areas of their property. It is illegal for residents to dispose of many other household items such as television sets, computer monitors, cell phones, batteries, fluorescent light bulbs, medicines and syringes in their refuse containers. The health and safety of our families, communities, and the environment is endangered when these types of materials are stored or disposed of improperly.

To address this environmental and public health concern, the County of Los Angeles has conducted a round-up program that is held at various locations in the County throughout the year. This year will be the 14th event held in the City of Sierra Madre.

Subject: Resolution No. 15-32 Granting Temporary Use Permit 15-05 for a Household Hazardous Waste Round-Up Event

Date: June 9, 2015

Page 2 of 3

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The County has scheduled the Round-up for August 15, 2015. The HHW event will be from 9:00 a.m. – 2:00 p.m. and will be held in the southern portion of the Mariposa Parking Lot as it has in previous years. Staff has visited the site with the County Public Works and Sanitation District organizers. **(Attachment A)** is a map that indicates the traffic flow and general layout of the event.

Staff will mail letters to each of the businesses in the immediate proximity to the Mariposa Parking lot. **(Attachment B)** Staff will also be in contact with the Sierra Madre Chamber of Commerce and local business as the event approaches and answer questions and address any concerns that arise. Dated “Temporary No Parking” signs will be posted in the event area on August 6, 2015, (nine days before the event) notifying drivers of the partial parking lot closure and friendly reminders will be distributed to parked cars in the week preceding the collection event.

The County of Los Angeles has provided a liability agreement and proof of insurance on behalf of the City of Sierra Madre for this event. There is no cost associated with this insurance and a copy of the certificate of self-insurance coverage is included as **(Attachment C)**.

Staff has also provided City Council with a copy of the special event application requesting a TUP. This application is included as **(Attachment D)**.

Finally, Resolution 15-32 granting the temporary use permit 15-05 for a HHW Round-up is included as **(Attachment E)**.

### **FINANCIAL REVIEW**

This event will not have any fiscal impact.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

1. The City Council may adopt Resolution 15-32 approving TUP No. 15-05 allowing the closure of the Mariposa Parking Lot on Friday, August 14, 2015 from 6:00am through Saturday, August 15, 2015, 5:00pm for a HHW Round-up, including set-up and break-down time.
2. The City Council may choose not to adopt Resolution 15-32 and provide staff with direction.

Subject: Resolution No. 15-32 Granting Temporary Use Permit 15-05 for a Household Hazardous Waste Round-Up Event

Date: June 9, 2015

Page 3 of 3

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3. The City Council may request additional information from staff.

**STAFF RECOMMENDATION**

Staff recommends adopting Resolution 15-32 approving TUP No. 15-05.

Attachments (5):

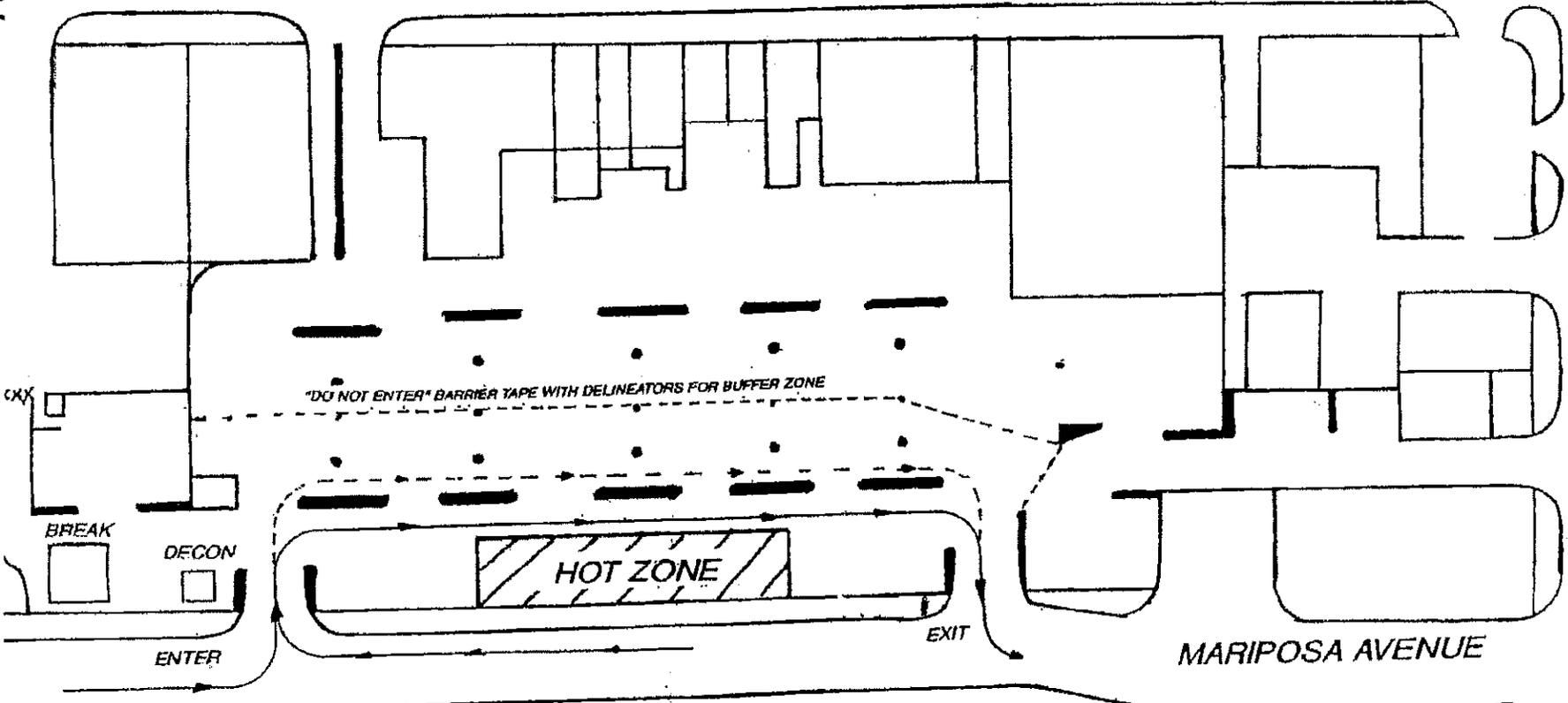
- Attachment A: Map of layout and traffic pattern
- Attachment B: Letter to affected businesses
- Attachment C: County Liability Agreement
- Attachment D: Special Event Application for TUP
- Attachment E: Resolution 15-32

CITY OF SIERRA MADRE

MARIPOSA AVENUE PARKING LOT

WEST SIERRA MADRE BOULEVARD

BALDWIN AVENUE



NORTH



## *City of Sierra Madre*

*Public Works Department*

*232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024*

*phone 626.355.7135 fax 626.355.2251*

August 3, 2015

Dear Business Owner,

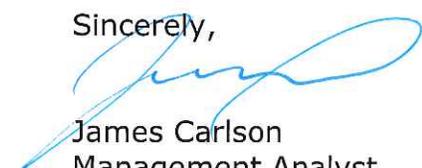
This letter is to inform you of an upcoming event that the City is planning in conjunction with the L.A. County Department of Public Works and the County Sanitation Districts. The Mariposa Parking lot will be the site of the 14<sup>th</sup> Household Hazardous Waste Roundup for residents of Sierra Madre and L. A. County on Saturday, August 15, 2015.

As with previous years, the event will take place at the southernmost area of the parking lot. The event will take place from 9:00 AM to 2:00 PM and temporary "No Parking" signs will be distributed in the area. The effective parking restriction will cover from 6:00am on Friday, August 14<sup>th</sup> and continue until 5:00pm Saturday, August 15<sup>th</sup> to cover the preparations, event, and clean-up activities.

This event has been a valuable opportunity for our residents to safely dispose of their household hazardous waste and the City appreciates your assistance with this effort.

I have included a flyer announcing the event and its details. We have also included a map of the layout for the collection event. If you have any questions concerning this event please feel free to call me at my office 626-355-7135 ext. 803.

Sincerely,



James Carlson  
Management Analyst  
Department of Public Works

Cc: Elaine Aguilar, City Manager  
Bruce Inman, Director of Public Works  
Ed Chen, President, Sierra Madre Chamber of Commerce

**COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE  
COLLECTION PROGRAM SITING LIABILITY AGREEMENT**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the COUNTY OF LOS ANGELES, (hereinafter referred to as "County"), County Sanitation District No. 2 of Los Angeles County (hereinafter referred to as "District"), and City of Sierra Madre (hereinafter referred to as "Owner").

Whereas, the County and District have agreed to co-sponsor a Household Hazardous and Electronic Waste Collection Event ("Roundup") to provide Los Angeles County residents an environmentally safe means and place to dispose of household hazardous waste and electronic waste.

Whereas, the County and the District have entered into that certain Household Hazardous Waste Collection Agreement dated February 1, 1992 (the "County-District Agreement"), which sets forth the obligations of the County and the District in connection with Household Hazardous Waste Collection Events such as the Roundup.

Whereas, Owner desires to support this worthwhile project by offering use of its property located at the Mariposa Parking Lot, Mariposa Avenue, just west of Baldwin Avenue, Sierra Madre, for the Roundup. The Roundup is scheduled for August 15, 2015.

NOW, THEREFORE, County, District, and Owner agree as follows:

Article 1. DEFINITIONS

Household hazardous waste includes, but is not limited to, pesticides, cleaning solvents, automotive fluids, waste oil, paint and related products, hobby and art chemicals, batteries, and similar items. Electronic waste includes, but is not limited to computers, printers, cables, televisions, VCRs, stereos, and similar items.

Article 2. USE OF PROPERTY

Owner agrees to permit County, District and their agents, employees and waste collection contractors to use Owner's property located at Mariposa Parking Lot, Mariposa Avenue, just west of Baldwin Avenue, Sierra Madre beginning, August 14, 2015, at 8 a.m. to prepare for the Roundup and to conduct the Roundup to be held on August 15, 2015. The Roundup will be scheduled, advertised, and available to the public between the hours of 9 a.m. and 2 p.m. on August 15, 2015, although household hazardous and electronic waste may be accepted as early as 8 a.m. and as late as 3 p.m.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers, duly authorized, by COUNTY SANITATION DISTRICT NO. 2 LOS ANGELES COUNTY on \_\_\_\_\_, 2015, and by the COUNTY OF LOS ANGELES on \_\_\_\_\_, 2015, and by the OWNER on \_\_\_\_\_, 2015.

COUNTY SANITATION DISTRICT No. 2  
OF LOS ANGELES COUNTY

By \_\_\_\_\_  
Chief Engineer and General Manager

ORIGINAL APPROVED AS TO FORM:

LEWIS, BRISBOIS, BISGAARD & SMITH, LLP  
District Counsel

By \_\_\_\_\_

COUNTY OF LOS ANGELES

By \_\_\_\_\_  
Director of Public Works

APPROVED AS TO FORM:

MARK J. SALADINO  
County Counsel

By \_\_\_\_\_  
Deputy

City of Sierra Madre

By \_\_\_\_\_

APPROVED AS TO FORM:

(OWNER COUNSEL)

By \_\_\_\_\_

\_\_\_\_\_

Print Name

\_\_\_\_\_

Title

fm  
P:\EA\EA\HHW\LA\2015\SierrMadre15agr

**COUNTY OF LOS ANGELES: CERTIFICATE OF SELF-INSURANCE**

**County Department or Agency:** County of Los Angeles Department of Public Works

**Subject Agreement or County Program Name:** Household Hazardous and Electronic Waste Collection Program Site Liability Agreement

**Event Location:** Mariposa Parking Lot, Mariposa Avenue, just west of Baldwin Avenue, Sierra Madre, CA 91024

**Date(s) of Event:** August 15, 2015

**County Program Coordinator:** Francisca Mandujano

**Telephone and Fax Numbers:** Phone: (626) 458-3585 Fax: (626) 458-3569

**Between the County of Los Angeles and:**

**Name of Requesting Party:** City of Sierra Madre

**Mailing Address:** 232 West Sierra Madre Boulevard, Sierra Madre, CA 91024-2312

**Contact Person & Telephone:** Mr. James Carlson (626) 355-7135 ext. 803

This Certificate of County Self-Funding of Insurance Obligation (Certificate) is the County of Los Angeles' (County) authorized statement that it has elected to self-fund its financial obligations pursuant to the above Agreement. This self-funding of liability is limited to, and determined solely by the terms of the Agreement, and applies only to the extent permitted by State Law.

This Certificate is provided for informational purposes only and does not affect or expand any of the County's obligations pursuant to the Agreement. This Certificate also confirms that the County is not an insurance company and that no insurance obligation or relationship exists or will be established in any manner between the County and the City of Sierra Madre.

The County is permitted to self-fund its liabilities arising from acts or omissions of the County and its appointed and elected officers, employees, and volunteers (except for actual fraud, corruption or malice) under California Government Code Section 989-991.2, County Code Chapter 5.32, and Articles 1 and 2 of the County Charter. The liabilities that the County self-funds include general and automobile liability and workers' compensation.

Any questions concerning this Certificate should be directed to the Chief Executive Office, Risk Management Branch, Risk Management Operations at (213) 351-5354. Claims for damages concerning this Agreement must be filed in writing with the Executive Office of the Board of Supervisors, at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Room 383, Los Angeles, CA 90012.

**For further information, or in event of claim, contact the following:**

**Certified by:**



Laurie Milhiser  
Assistant Chief Executive Officer

**County of Los Angeles, Chief Executive Office**  
**Risk Management Branch, Risk Management Operations**  
**3333 Wilshire Blvd, Suite 820, Los Angeles, CA 90010**  
**Phone: (213) 351- 5354 Fax: (213) 252-0404**

**Coverage Effective:** August 14, 2015, to August 15, 2015

**Date Issued:** May 11, 2015

Temporary Use Permit

TOP 15-05



ATTACHMENT D

www.cityofsierramaadre.com

RECEIVED JUN 02 2015 CITY OF SIERRA MADRE PLANNING & BUILDING

APPLICANT'S NAME CITY OF SIERRA MADRE - PUBLIC WORKS DEPT.

IF ORGANIZED, PROVIDE CONTACT NAME JAMES CARLSON, MANAGEMENT ANALYST

ADDRESS 232 W. SIERRA MADRE BLVD CITY SIERRA MADRE STATE CA ZIP CODE 91024 PHONE 626-355-7135

LOCATION OF EVENT MARIPOSA PARKING LOT (SOUTHERNMOST HALF)

DESCRIPTION OF EVENT HOUSEHOLD HAZARDOUS WASTE (HHW) ROUND-UP

DATE OF EVENTS AUGUST 15, 2015 (8/14 SET-UP) OPENING AND CLOSING HOURS 6:00 AM 8/14 -> 5:00 PM 8/15/2015

WHAT IS YOUR PAST INVOLVEMENT WITH THIS TYPE OF EVENT? THIS IS THE 14TH ANNUAL EVENT.

ESTIMATED ATTENDANCE 400 VEHICLES IS THERE SEATING? [ ] Yes [X] No IF YES, TYPE (ASSIGNED/FESTIVAL) -

CHECK THOSE THAT APPLY. [ ] Recorded Music [ ] Live Music [ ] Selling/Serving Food [ ] Alcohol [ ] Other (Booths, dunk tanks, rides, moon bounce, fences, catering trucks, ponies, etc.) Specify: NONE

BUSINESS LICENSE N/A WILL ALCOHOL BEVERAGES BE SERVED? [ ] Yes [X] No Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED LA COUNTY DEPT. PUBLIC WORKS RELATIONSHIP TO INSURED CO-SPONSOR

PRESENT OR PREVIOUS INSURANCE CARRIER (SEE ATTACHED)

LIMITS OF COVERAGE

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? IF SO, EXPLAIN

PREVIOUS LOSSES

SECURITY AVAILABLE Events involving alcohol must have security present. TYPE SMPD NUMBER 626-355-1414

DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN? [X] Yes [ ] No

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (first aid stations, ambulance on premises)

**SAFETY ZONE AT EVENT, SMFD A BLOCK AWAY**

AMBULANCE RESPONSE TIME

**2 MINUTES**

HOSPITAL DISTANCE

**4 MILES**

**EMERGENCY EVACUATION PLAN**

In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.  
*Plan must be attached to application for consideration of approval.*

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

**STAFF AND PARTICIPANTS DIRECTED BY LOUD SPEAKER. EVACUATION PLAN VIA EXITS AT SOUTH END OF LOT AND/OR NORTH AND/OR EAST.**

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

**NONE**

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

**NO**

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

**NONE**

**ATTACHMENTS**

- Fee (or fee waiver request for eligible events)
- Insurance Certificate
- Security Plan
- Emergency Evacuation Plan
- Street Map (for street closures)
- Site/Event Map
- List of Specific Special Requests

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, or the negligent acts or omission of the City of Sierra Madre, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE

DATE

**6/2/2015**

TITLE

**MANAGEMENT ANALYST / PUBLIC WORKS**

PHONE NUMBER

**626-355-7135**

**COUNTY OF LOS ANGELES: CERTIFICATE OF SELF-INSURANCE**

**County Department or Agency:** County of Los Angeles Department of Public Works

**Subject Agreement or County Program Name:** Household Hazardous and Electronic Waste Collection Program Site Liability Agreement

**Event Location:** Mariposa Parking Lot, Mariposa Avenue, just west of Baldwin Avenue, Sierra Madre, CA 91024

**Date(s) of Event:** August 15, 2015

**County Program Coordinator:** Francisca Mandujano

**Telephone and Fax Numbers:** Phone: (626) 458-3585 Fax: (626) 458-3569

**Between the County of Los Angeles and:**

**Name of Requesting Party:** City of Sierra Madre

**Mailing Address:** 232 West Sierra Madre Boulevard, Sierra Madre, CA 91024-2312

**Contact Person & Telephone:** Mr. James Carlson (626) 355-7135 ext. 803

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**For further information, or in event of claim, contact the following:**

**Certified by:**



Laurie Milhiser  
Assistant Chief Executive Officer

**County of Los Angeles, Chief Executive Office**  
**Risk Management Branch, Risk Management Operations**  
3333 Wilshire Blvd, Suite 820, Los Angeles, CA 90010  
Phone: (213) 351- 5354 Fax: (213) 252-0404

**Coverage Effective:** August 14, 2015, to August 15, 2015

**Date Issued:** May 11, 2015

**RESOLUTION NO. 15-32  
RESOLUTION OF THE CITY OF SIERRA MADRE  
APPROVING TEMPORARY USE PERMIT 15-05 FOR  
A HOUSEHOLD HAZRDOUS WASTE ROUND-UP ON  
AUGUST 15, 2015**

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

**WHEREAS**, an application for a temporary use permit has been filed by:

City of Sierra Madre  
Public Works Department  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

**WHEREAS**, the temporary use permit is described as:

A request to set up co-host a Household Hazardous Waste Roundup with Los Angeles County Public Works and the Los Angeles County Sanitation District on August 15, 2015, at the Mariposa Parking lot, located between W. Sierra Madre Blvd. and Mariposa Ave. from the hours of 9:00 AM to 2:00 PM;

**WHEREAS**, the temporary use permit would apply to the community event activities known as:

**The Household Hazardous Waste Roundup**

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

**WHEREAS**, the proposed project is classified as a ministerial project, and is therefore exempt from the provisions of CEQA and the Sierra Madre Environmental Quality Act guidelines;

**NOW, THEREFORE**, the City Council now finds as follows:

- A. That the temporary use permit is compatible with the various provisions of this title; that is the hosting of a civic event is for the good of the community as a whole, that it is temporary and limited to the use of the Mariposa Parking Lot, that it is temporary and limited to the closure of the southern portion of the Mariposa Parking Lot that it is limited to the hours of 6:00am on Friday, August 14, 2015, for set up and continue through 5:00pm on Saturday, August 15, 2015, for completion of the event and clean-up.
- B. That the temporary use is a reasonable use of land consistent with the general plan use designation and zoning classification; that is the temporary use is consistent with the use

of public land for the proper and safe collection and disposal of Household Hazardous Waste and such event is deemed a community disposal activity.

- C. That the temporary use will not impede the reasonable use of land, or the orderly development of land, in the immediate vicinity, that is the temporary use of the public streets and assembly areas for this event does not affect the use or development of land in the immediate vicinity.
- D. That the temporary use will not endanger the public health, safety, or general welfare. That the overall disposal event is consistent with proper collection and disposal methods of Household Hazardous Waste. Staff has reviewed the event plans. One Sierra Madre Public Works staff member and over fifteen staff members/contractors from Los Angeles County Public Works will be present and supervising during the activity.

**PERSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED** that the Temporary Use Permit 15-05 be APPROVED.

**APPROVED AND ADOPTED** this 9th day of June 2015 by the following vote:

---

Mayor John Capoccia  
City of Sierra Madre, California

**ATTEST:**

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9th day of June 2015.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

City Clerk, Nancy Shollenberger  
City of Sierra Madre, California



# City of Sierra Madre Agenda Report

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

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

TO: Honorable Mayor and Members of the City Council

FROM: Elaine Aguilar, City Manager 

INITIATED BY: Stephen Heydorff, Fire Chief 

REVIEWED BY: Larry Giannone, Public Safety Director 

DATE: June 9, 2015

SUBJECT: **APPROVAL OF RESOLUTION 15-27 FOR THE AMENDED AND RESTATED VERDUGO FIRE COMMUNICATIONS SERVICE AGREEMENT BETWEEN THE CITIES OF BURBANK, GLENDALE, AND PASADENA AND THE CITY OF SIERRA MADRE**

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## SUMMARY

Staff is recommending that the City Council approve Resolution 15-27 for the amended and restated Verdugo Fire Communications Service Agreement and authorize the City Manager to execute documents on behalf of the City of Sierra Madre.

## ANALYSIS

Verdugo Fire Communications has served as the Sierra Madre Fire Department's dispatch service since 1999. It is the responsibility of Verdugo Fire Communications to receive, transfer, and dispatch 911 calls. The service provides for the tracking and documentation of incident information, coordination of mutual and automatic aid, and provides coordination with other city departments and outside agencies as required.

The amended and restated agreement between the City of Sierra Madre and the Cities of Burbank, Glendale, and Pasadena was distributed to all cities that contract with Verdugo Fire Communication services in April 2015. However, the amended and restated agreement states that it will become effective on July 1, 2014 and will remain in effect until June 30, 2017. The agreement will renew automatically for two terms of three years each, unless 90 days prior to termination of the term, one party provides written notice of intent not to renew to the other party.

### **FINANCIAL REVIEW**

The annual cost of contracting with Verdugo Fire Communications is a per incident charge of \$72.00 multiplied by the actual number of calls dispatched during the preceding calendar year. Beginning July 1, 2015 and during any renewal period, the per incident charge may be increased each fiscal year by an amount not to exceed 5% per incident.

Funds for the Verdugo Fire Communications service are included the 2015 – 2016 Fiscal Year Budget.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

1. The City Council may approve Resolution 15-27 for the amended and restated Verdugo Fire Communications Agreement and authorize the City Manager to execute documents on behalf of the City of Sierra Madre.
2. The City Council may choose not to approve Resolution 15-27. The City of Sierra Madre will be responsible for its own dispatch services.

### **STAFF RECOMMENDATION**

Staff recommends the City Council approve Resolution 15-27 and authorize the City Manager to execute documents on behalf of the City of Sierra Madre

Attachments (1):

1. Resolution 15-27
2. Amended and Restated Verdugo Fire Communications Service Agreement Between the Cities of Burbank, Glendale, and Pasadena and the City of Sierra Madre

**RESOLUTION NO. 15-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
APPROVING THE AMENDED AND RESTATED VERDUGO FIRE  
COMMUNICATIONS SERVICE AGREEMENT BETWEEN THE CITIES OF  
BURBANK, GLENDALE, AND PASADENA AND THE CITY OF SIERRA  
MADRE**

This Agreement is made by and between the CITY OF BURBANK, the CITY OF GLENDALE, and the CITY OF PASADENA (hereinafter referred to collectively as the "VERDUGO CITIES") and the CITY OF SIERRA MADRE (hereinafter referred to as the "CONTRACTING CITY").

**WHEREAS**, the VERDUGO CITIES, to minimize the effect of fire and disaster and to provide the basis for effective mobilization and dispatch of all available firefighting and emergency medical resources, have agreed to operate a joint fire communications system ("VERDUGO SYSTEM");

**WHEREAS**, the CONTRACTING CITY has contracted for dispatching of emergency fire and medical response with VERDUGO CITIES continuously since 1999 and desires to continue to contract with the VERDUGO CITIES for the dispatching of emergency fire and medical response;

**WHEREAS**, the CONTRACTING CITY may be called upon to provide mutual aid services or automatic aid services to cities in the Verdugo System and other jurisdictions as designated by the State;

**WHEREAS**, the Parties acknowledge that the VERDUGO CITIES, and specifically, the City of Glendale, have substantial operational experience in providing these types of specified services.

**WHEREAS**, the Parties acknowledge that this Agreement is not a joint powers agreement subject to the provisions of California Government Code Sections 6500 et. Seq. and the Parties intend that nothing in this Agreement shall be so construed. The Parties have no intent to create hereby a separate legal entity or public agency and no such entity is hereby created.

**NOW, THEREFORE**, The City Council of the City of Sierra Madre does resolve as follows:

**SECTION 1:** The City Council does hereby approve the Amended and Restated Verdugo Fire Communications Service Agreement between the Cities of Burbank, Glendale, and Pasadena and the City of Sierra Madre

**SECTION 2:** The City Council authorizes the City Manager to execute any and all documents pertaining to the Service Agreement.

**APPROVED AND ADOPTED ON this 9<sup>th</sup> day of June, 2015.**

---

Mayor City of Sierra Madre, California

I, the undersigned, hereby certify that the foregoing Resolution Number 15 – 15 was duly adopted at a regular meeting of the City of Sierra Madre City Council on the 9<sup>th</sup> day of June 2015 by the Sierra Madre City Council by the following vote:

Ayes:

Noes:

Abstain:

Absent:

---

City Clerk, City of Sierra Madre, California

**AMENDED AND RESTATED  
VERDUGO FIRE COMMUNICATIONS SERVICE AGREEMENT  
BETWEEN THE CITIES OF BURBANK, GLENDALE, AND PASADENA  
AND THE CITY OF SIERRA MADRE**

This Agreement is made by and between the CITY OF BURBANK, the CITY OF GLENDALE, and the CITY OF PASADENA (hereinafter referred to collectively as the “VERDUGO CITIES”) and the CITY OF SIERRA MADRE (hereinafter referred to as the “CONTRACTING CITY”).

**RECITALS**

Whereas the VERDUGO CITIES, to minimize the effect of fire and disaster and to provide the basis for effective mobilization and dispatch of all available firefighting and emergency medical resources, have agreed to operate a joint fire communications system (“VERDUGO SYSTEM”);

Whereas the CONTRACTING CITY has contracted for dispatching of emergency fire and medical response with VERDUGO CITIES continuously since 1999 and desires to continue to contract with the VERDUGO CITIES for the dispatching of emergency fire and medical response;

Whereas the CONTRACTING CITY may be called upon to provide mutual aid services or automatic aid services to cities in the Verdugo System and other jurisdictions as designated by the State;

Whereas the Parties acknowledge that the VERDUGO CITIES, and specifically, the City of Glendale, have substantial operational experience in providing these types of specified services.

Whereas the Parties acknowledge that this Agreement is not a joint powers agreement subject to the provisions of California Government Code Sections 6500 et. seq. and the Parties intend that nothing in this Agreement shall be so construed. The Parties have no intent to create hereby a separate legal entity or public agency and no such entity is hereby created.

NOW THEREFORE, the Parties agree as follows:

**I. RESPONSIBILITIES**

**A. Responsibilities of the Verdugo Cities.** It shall be the responsibility of the VERDUGO CITIES to operate the VERDUGO SYSTEM and to do all of the following:

1. Receive 911 and wireless emergency calls;
2. Transfer 911 and wireless calls to other agencies as appropriate;
3. Receive 10-digit emergency and direct connect (formerly called ring-down, or “P” line) calls on numbers/circuits provided and funded by CONTRACTING CITY;
4. Provide TDD and foreign language translation;

5. Provide Emergency Medical Dispatch pre-arrival and life saving protocols as established by Los Angeles County Fire and approved by Los Angeles County Department of Health Services, and Verdugo's Medical Director.;
6. Enter incident information into the computer aided dispatch system (CAD), including verified incident address/location, specific location information, informant's location, informant's telephone number, source code for call, basic EMD information, appropriate text and type codes;
7. Time stamp receipt of 911 calls, entry into CAD, dispatch, and all status changes from mobile units initiated on mobile computer terminals (MCT);
8. Electronically document incident and pertinent non-incident information;
9. Review CAD recommended quantity and type of equipment, alert fire stations by electronic transmission, data and hard copy printout over mobile data system, transmitting tones over voice system, and broadcasting vocal dispatch on designated frequency(s);
10. Provide routine and emergency voice communications;
11. Track and record equipment status, location and availability;
12. Coordinate Area, Regional and specific agency Mutual Aid, Initial Action and Automatic Aid agreements for dispatch purposes only;
13. Formulate, dispatch and track Strike Team responses;
14. Maintain CAD databases;
15. Provide CAD and MIS records management, storage and standard reports;
16. Provide access to CAD information;
17. Provide access to unit histories, unit status, rosters and information;
18. Handle and coordinate FIRST team responses;
19. Request and coordinate mass casualty resources;
20. Provide staff notification by alarm level and/or incident type via wireless device;
21. Notify and coordinate with other city departments and outside agencies as required;
22. Provide recording and retention of radio and telephone transmissions consistent with California law;
23. Provide an annual report of operations; and
24. Provide management and supervision to achieve desired results.

**B. Responsibilities of Contracting City.** It shall be the responsibility of the CONTRACTING CITY to do all of the following:

1. Provide equipment, hardware and software which interface with the VERDUGO SYSTEM (unless otherwise agreed to by all Parties), which include but are not limited to:
  - (a) Telephone and 911 hardware, software, upgrades, lines, instruments, terminations, installation, monthly service or capability not already included or provided, including routing coordination;
  - (b) Station alerting hardware in all fire stations which receive and transmit voice and data signals with features consistent with the VERDUGO SYSTEM;

- (c) Reliable voice mobile and portable radios and data radios and terminals in all fire apparatus, with capabilities and features consistent with the VERDUGO SYSTEM;
  - (d) Reliable voice portable radios for all personnel, with the capabilities and features consistent with the VERDUGO SYSTEM;
  - (e) Voice and/or alpha-numeric pagers or other wireless devices capable of functioning with the VERDUGO SYSTEM;
  - (f) Computers and portable radios capable of communication with VERDUGO SYSTEM;
  - (g) Geographic file information suitable for entry into VERDUGO SYSTEM CAD, including street location data, city maps and other landmark/common place addresses, high value or brush areas, freeway information, and target hazards;
2. Provide listing of all apparatus, including radio designations, cross-staffed manned units and special response vehicles;
  3. Provide Fire Department personnel list including titles, radio call signs, office and home phone numbers, pager and cellular telephone numbers;
  4. Provide a list of key City personnel and telephone directory;
  5. Provide a list of receiving hospitals and access method for paramedics;
  6. Provide copies of mutual aid, automatic aid, initial action or other inter-agency agreements;
  7. Provide initial and ongoing VERDUGO SYSTEM training to all radio users;
  8. Provide copies of FCC licenses, if applicable;
  9. Comply with VERDUGO SYSTEM policies;
  10. Use VERDUGO SYSTEM incident type codes, priorities and categories;
  11. Approve Emergency Medical Dispatcher Program currently in use; and
  12. Provide a chief officer or fire officer to ensure successful implementation and representation on the Verdugo Task Force.

## II. EQUIPMENT

**Purchase of Equipment.** CONTRACTING CITY shall purchase, install, test and maintain equipment and hardware necessary to perform its responsibilities under Section I.B. above. Unless otherwise provided, CONTRACTING CITY shall be responsible for all costs relating to the purchase and installation of all such equipment. In addition to the equipment, CONTRACTING CITY shall be solely responsible for the cost of any additional or related equipment or hardware, software or labor needed to implement its obligations under this Agreement, whether listed or not, including, but not limited to, installation, testing, light/audio relays, shipping, insurance, taxes, antennas and coax, public address system, speakers, and power supplies.

**A. Purchase of Future Equipment.** As new technology becomes available, the VERDUGO CITIES may, from time to time, purchase new products to enhance the current level of service. The VERDUGO CITIES will provide a minimum 90 day written notice to CONTRACTING CITY of any anticipated purchase, where

the costs of purchase and/or maintenance of equipment that is the responsibility of the CONTRACTING CITY under section II.A. above are to be borne by the CONTRACTING CITY.

### III. TERM

This Agreement shall become effective on July 1, 2014, ("EFFECTIVE DATE") and remain in effect until June 30, 2017, or until terminated in accordance with the termination provisions herein, whichever occurs earlier. For consideration received, this Agreement will renew automatically for two terms of three years each, unless 90 days prior to termination of the term, one party provides written notice of intent not to renew to the other party.

### IV. TERMINATION

The VERDUGO CITIES, acting by majority vote, or the CONTRACTING CITY may terminate this Agreement by giving written notice of such intent to the other party(ies) at least one (1) year prior to the effective date of such termination.

### V. COSTS

**A. Per Incident Cost.** The annual cost shall be the appropriate charge per incident (\$72.00) dispatched multiplied by the actual number of calls dispatched during the preceding calendar year. Number of calls dispatched shall include incidents that occur within CONTRACTING CITY's jurisdiction plus any additional responses to jurisdictions outside the Verdugo System that arise from aid agreements.

(i) Beginning July 1, 2015, and during any renewal period, the per incident charge may be increased each fiscal year by an amount not to exceed 5% per incident.

**B.** The cost per call for CONTRACTING CITY shall not exceed these amounts in any single year, unless the overall cost for the VERDUGO SYSTEM is substantially increased by unplanned events, including, but not limited to atypical increases in personnel costs, catastrophic hardware system failures or natural disasters. In the event of a substantial increase in the cost as described herein, CONTRACTING CITY's portion of the increase shall be determined by calculating the CONTRACTING CITY's pro rata share of the overall number of dispatched calls in the preceding calendar year. Prior to seeking the increased costs from the CONTRACTING CITY, VERDUGO CITIES will endeavor to utilize all funds set aside for the replacement of the equipment and funds recovered from any insurance settlement, if applicable.

**C. No Cost to VERDUGO CITIES.** Nothing in this Agreement shall be construed to require any of the VERDUGO CITIES to incur any non-reimbursable cost and/or expense for the purpose of implementing this Agreement, or any of its provisions, or to require the VERDUGO SYSTEM to modify, alter, add to, remove or transform any of its existing equipment, system or facilities to

implement any of the provisions of this Agreement. It is the intent of this Agreement, and the Parties acknowledge and agree, that any such changes, modifications or alterations shall be at the sole cost of the CONTRACTING CITY.

- D. Billing.** For services rendered for any full fiscal year, CONTRACTING CITY shall be billed by written invoice every January and July of each year for the services provided in this Agreement on a semiannual basis, in advance. All invoices shall be payable within thirty (30) days after receipt.

## **VI. RADIO ROAMING SERVICES**

- A. Description of Services.** VERDUGO CITIES shall provide CONTRACTING CITY the nonexclusive use of an available Verdugo talk group for the sole use of the Monrovia Fire Department on the VERDUGO CITIES radio system. This talk group shall only be used in the ordinary course of business to provide fire services to the public. CONTRACTING CITY agrees that it shall utilize no more than 37 subscriber radios on the radio system. CONTRACTING CITY shall arrange and pay for any and all programming of radios, and shall request approval of the City of Glendale in advance of programming any additional radios to be utilized on the radio system.

- B. Restrictions on Use of Talk Groups:** Any use of talk groups by Subscribers shall be in accordance with the rules and regulations of the Federal Communications Commission and all other applicable state and federal laws.

**Maintenance of Contracting City Radios.** CONTRACTING CITY shall perform all maintenance service on its radios, and shall ensure all its radios are operating within the manufacturer's specifications at all times. Should VERDUGO CITIES inform CONTRACTING CITY of a technical problem with one or more of the radios, CONTRACTING CITY shall immediately perform maintenance on such radio as may be required by the City of Glendale to ensure reliability of the radio system.

- C. Fees for Use of Talk Groups.** In consideration of infrastructure contributed by the VERDUGO CITIES to the Interagency Communication Interoperability Network, (ICIS), the VERDUGO CITIES and ICIS waive all fees for the use of the talk groups until May, 2017. CONTRACTING CITY agrees that the waiver of the fee is limited to its use of radios not to exceed 37 subscriber units per month, utilized solely by the Monrovia Fire Department. For purposes of this agreement, "radio" includes mobile, portable, and station alerting radio equipment.

- D. Disclaimer.** The radio roaming services provided pursuant to this Agreement are offered with no warranty and are at the CONTRACTING CITY's sole risk. VERDUGO CITIES DO NOT REPRESENT OR WARRANT THAT THE RADIO ROAMING SERVICES WILL MEET CONTRACTING CITY'S REQUIREMENTS OR WILL BE UNINTERRUPTED, SECURE OR ERROR-FREE.

## VII. INDEMNITY

- A. Assumption of Risk.** Each Party to this Agreement assumes full and sole responsibility for all risks of injury and damages, including damage to all operating equipment, arising from its own operation and use of, and its own repairs and maintenance performed on the equipment and each shall be solely responsible for all claims, liability, loss, suits, damages, costs, and expenses (including attorneys' fees and costs of litigation) and personal injuries (including death at any time) resulting directly or indirectly from, or arising out of, its own operation and use of, and its own repairs and maintenance performed on the equipment and accessories. Each Party shall bear the full legal and financial responsibility for its own conduct, actions and omissions carried out in the performance of that Party's obligations and responsibilities under this Agreement.
- B. Workers' Compensation.** Workers' Compensation claims shall be paid by the employer of any injured worker, and subrogation rights against all Parties are expressly waived.
- C. Liability for Mutual/Automatic Aid.** Notwithstanding any other provisions of this Agreement, and with respect to Section I.A.12. above, the CONTRACTING CITY shall indemnify, defend and hold harmless the VERDUGO CITIES and any other public service provider, from and against any claims or liability, including death, injury or property damage, and including the costs of defense, arising out of the making of any calls, initiating any contact, or other actions or omissions relating to Area, Regional and/or specific agency mutual aid and/or automatic aid whenever such aid is contacted or otherwise summoned to respond from outside of the jurisdiction of the CONTRACTING CITY. The Parties acknowledge and agree that whenever such mutual aid and/or automatic aid is contacted or otherwise summoned by the VERDUGO CITIES, such contact is made as a courtesy in order to facilitate the implementation of such mutual aid and/or automatic aid and is not intended to create any liability on the part of the VERDUGO CITIES or any public service provider which provides such mutual aid or automatic aid. All liability for salaries, wages, and other compensation shall be that of each employing agency.

## VIII. GENERAL PROVISIONS

- A. **Entire Agreement.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding. In interpreting this Agreement and resolving any ambiguities, this Agreement will take precedence over any cover page or attachments.
- B. **Interpretation.** This Agreement is the product of negotiation and compromise on the Parties' part. Every provision in this Agreement shall be interpreted as though the Parties equally participated in its drafting. Therefore, notwithstanding the provisions in California *Civil Code* Section 1654 to the contrary, if this Agreement's language is uncertain, the Agreement shall not be construed against the Party causing the uncertainty to exist.
- C. **Governing Law.** The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of California.
- D. **Severability.** Should any part, term or provision of this Agreement or any document required herein to be executed be declared invalid, void or unenforceable, all remaining parts, terms and provisions hereof shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby.
- E. **Attorneys' Fees.** If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which he, she or it may be entitled. "Prevailing party" means a party who dismisses the action or proceeding in exchange for payment of the sum(s) allegedly due; performance of the term(s) or covenant(s) allegedly breached or violated; or consideration substantially equal to the relief sought in the action. "Reasonable attorneys' fees" of the City Attorney's office means the fees regularly charged by private attorneys who: (a) practice in a law firm located in Los Angeles County; and (b) have an equivalent number of years of professional experience in the subject matter area of the law for which the City Attorney's services were rendered.
- F. **Waiver of Breach.** The waiver of either party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.
- G. **Assignment.** Nothing under this Agreement shall be construed to give any rights or benefits to any party other than VERDUGO CITIES and CONTRACTING CITY. All duties and responsibilities under this Agreement shall be for the sole and exclusive benefit of VERDUGO CITIES and CONTRACTING CITY, and not for the benefit of any other party. CONTRACTING CITY shall not assign

any right or interest in this Agreement, and shall not delegate any duty owed, without VERDUGO CITIES' prior written consent. Any attempted assignment or delegation shall be void and totally ineffective for all purposes, and shall constitute a material breach upon which VERDUGO CITIES may immediately terminate or suspend this Agreement. In the event the VERDUGO CITIES consent to an assignment or delegation, the assignee, delegatee, or its legal representative shall agree in writing to personally assume, perform, and be bound by this Agreement's covenants, conditions, obligations and provisions.

- H. **Successors and Assigns.** Subject to the provision regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
- I. **Time is of the Essence.** Whenever a task is to be performed by CONTRACTING CITY herein, same shall be performed consistent with any time constraints set forth hereunder including exhibits, time being considered of the essence of this Agreement. Unless otherwise specified in this Agreement, all references to "days" refer to calendar days.
- J. **Force Majeure.** None of the Parties shall be considered in default in the performance of their obligations hereunder or any of them, if such obligations were prevented or delayed by any cause, existing or future, beyond the reasonable control of such party which include but are not limited to acts of God or civil unrest. Any delays beyond the control of the Parties shall automatically extend the time schedule as set forth in this Agreement by the period of any such delay.
- K. **Notices.** Notices hereunder must be in writing and, unless otherwise provided herein, shall be deemed validly given on the date either personally delivered to the address indicated below; or on the third (3rd) business day following deposit, postage prepaid, using certified mail, return receipt requested, in any U.S. Postal mailbox or at any U.S. Post Office; or when sent via facsimile to a party at the facsimile number set forth below or to such other or further facsimile number provided in a notice sent under the terms of this paragraph, on the date of transmission of that facsimile. Should any of the Parties have a change of address, they shall immediately notify the other Parties in writing of such change, provided, however, that each address for notice must include a street address and not merely a post office box. All notices, demands or requests shall be given to following addresses:

**City of Burbank:**  
Fire Chief  
Burbank Fire Department  
311 E. Orange Grove  
Burbank, CA 91502

Tel. No. 818-238-3473  
Fax. No. 818-238-3483

**City of Sierra Madre:**  
Fire Chief  
Sierra Madre Fire Department  
242 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

Tel. No. 626-355-3611  
Fax. No. 626-355-2611

**City of Glendale:**  
Fire Chief  
Glendale Fire Department  
421 Oak Street  
Glendale, CA 91204-1298

Tel. No. 818-548-4814  
Fax. No. 818-547-1031

**City of Pasadena:**  
Fire Chief  
Pasadena Fire Department  
215 N. Marengo Avenue, # 195  
Pasadena, CA 91101

Tel. No. 626-744-7276  
Fax. No. 818-585-9164

- L. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same document. Each of the Parties shall sign a sufficient number of counterparts, so that each Party will receive a fully executed original of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested to by the proper officers hereunder duly authorized, their official seals to be heretofore affixed.

CITY OF SIERRA MADRE

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

By: \_\_\_\_\_

City Manager

(SEAL)

ATTEST:

By: \_\_\_\_\_

City Clerk

APPROVED AS TO FORM THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
City Attorney

CITY OF BURBANK

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

By: \_\_\_\_\_

City Manager

(SEAL)

ATTEST:

By: \_\_\_\_\_

City Clerk

APPROVED AS TO FORM THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
City Attorney

CITY OF GLENDALE

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

By: \_\_\_\_\_  
City Manager

(SEAL)

ATTEST:

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

APPROVED AS TO FORM THIS \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
City Attorney

CITY OF PASADENA

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

By: \_\_\_\_\_  
City Manager

(SEAL)

ATTEST:

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

APPROVED AS TO FORM THIS \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
City Attorney

**AMENDED AND RESTATED  
VERDUGO FIRE COMMUNICATIONS SERVICE AGREEMENT  
BETWEEN THE CITIES OF BURBANK, GLENDALE, AND PASADENA  
AND THE CITY OF SIERRA MADRE**

This Agreement is made by and between the CITY OF BURBANK, the CITY OF GLENDALE, and the CITY OF PASADENA (hereinafter referred to collectively as the “VERDUGO CITIES”) and the CITY OF SIERRA MADRE (hereinafter referred to as the “CONTRACTING CITY”).

**RECITALS**

Whereas the VERDUGO CITIES, to minimize the effect of fire and disaster and to provide the basis for effective mobilization and dispatch of all available firefighting and emergency medical resources, have agreed to operate a joint fire communications system (“VERDUGO SYSTEM”);

Whereas the CONTRACTING CITY has contracted for dispatching of emergency fire and medical response with VERDUGO CITIES continuously since 1999 and desires to continue to contract with the VERDUGO CITIES for the dispatching of emergency fire and medical response;

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Whereas the Parties acknowledge that the VERDUGO CITIES, and specifically, the City of Glendale, have substantial operational experience in providing these types of specified services.

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2. Transfer 911 and wireless calls to other agencies as appropriate;
3. Receive 10-digit emergency and direct connect (formerly called ring-down, or “P” line) calls on numbers/circuits provided and funded by CONTRACTING CITY;
4. Provide TDD and foreign language translation;

- (c) Reliable voice mobile and portable radios and data radios and terminals in all fire apparatus, with capabilities and features consistent with the VERDUGO SYSTEM;
  - (d) Reliable voice portable radios for all personnel, with the capabilities and features consistent with the VERDUGO SYSTEM;
  - (e) Voice and/or alpha-numeric pagers or other wireless devices capable of functioning with the VERDUGO SYSTEM;
  - (f) Computers and portable radios capable of communication with VERDUGO SYSTEM;
  - (g) Geographic file information suitable for entry into VERDUGO SYSTEM CAD, including street location data, city maps and other landmark/common place addresses, high value or brush areas, freeway information, and target hazards;
2. Provide listing of all apparatus, including radio designations, cross-staffed manned units and special response vehicles;
  3. Provide Fire Department personnel list including titles, radio call signs, office and home phone numbers, pager and cellular telephone numbers;
  4. Provide a list of key City personnel and telephone directory;
  5. Provide a list of receiving hospitals and access method for paramedics;
  6. Provide copies of mutual aid, automatic aid, initial action or other inter-agency agreements;
  7. Provide initial and ongoing VERDUGO SYSTEM training to all radio users;
  8. Provide copies of FCC licenses, if applicable;
  9. Comply with VERDUGO SYSTEM policies;
  10. Use VERDUGO SYSTEM incident type codes, priorities and categories;
  11. Approve Emergency Medical Dispatcher Program currently in use; and
  12. Provide a chief officer or fire officer to ensure successful implementation and representation on the Verdugo Task Force.

## II. EQUIPMENT

**Purchase of Equipment.** CONTRACTING CITY shall purchase, install, test and maintain equipment and hardware necessary to perform its responsibilities under Section I.B. above. Unless otherwise provided, CONTRACTING CITY shall be responsible for all costs relating to the purchase and installation of all such equipment. In addition to the equipment, CONTRACTING CITY shall be solely responsible for the cost of any additional or related equipment or hardware, software or labor needed to implement its obligations under this Agreement, whether listed or not, including, but not limited to, installation, testing, light/audio relays, shipping, insurance, taxes, antennas and coax, public address system, speakers, and power supplies.

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implement any of the provisions of this Agreement. It is the intent of this Agreement, and the Parties acknowledge and agree, that any such changes, modifications or alterations shall be at the sole cost of the CONTRACTING CITY.

- D. **Billing.** For services rendered for any full fiscal year, CONTRACTING CITY shall be billed by written invoice every January and July of each year for the services provided in this Agreement on a semiannual basis, in advance. All invoices shall be payable within thirty (30) days after receipt.

## VI. RADIO ROAMING SERVICES

- A. **Description of Services.** VERDUGO CITIES shall provide CONTRACTING CITY the nonexclusive use of an available Verdugo talk group for the sole use of the Monrovia Fire Department on the VERDUGO CITIES radio system. This talk group shall only be used in the ordinary course of business to provide fire services to the public. CONTRACTING CITY agrees that it shall utilize no more than 37 subscriber radios on the radio system. CONTRACTING CITY shall arrange and pay for any and all programming of radios, and shall request approval of the City of Glendale in advance of programming any additional radios to be utilized on the radio system.
- B. **Restrictions on Use of Talk Groups:** Any use of talk groups by Subscribers shall be in accordance with the rules and regulations of the Federal Communications Commission and all other applicable state and federal laws.

**Maintenance of Contracting City Radios.** CONTRACTING CITY shall perform all maintenance service on its radios, and shall ensure all its radios are operating within the manufacturer's specifications at all times. Should VERDUGO CITIES inform CONTRACTING CITY of a technical problem with one or more of the radios, CONTRACTING CITY shall immediately perform maintenance on such radio as may be required by the City of Glendale to ensure reliability of the radio system.

- C. **Fees for Use of Talk Groups.** In consideration of infrastructure contributed by the VERDUGO CITIES to the Interagency Communication Interoperability Network, (ICIS), the VERDUGO CITIES and ICIS waive all fees for the use of the talk groups until May, 2017. CONTRACTING CITY agrees that the waiver of the fee is limited to its use of radios not to exceed 37 subscriber units per month, utilized solely by the Monrovia Fire Department. For purposes of this agreement, "radio" includes mobile, portable, and station alerting radio equipment.

## VIII. GENERAL PROVISIONS

- A. **Entire Agreement.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding. In interpreting this Agreement and resolving any ambiguities, this Agreement will take precedence over any cover page or attachments.
- B. **Interpretation.** This Agreement is the product of negotiation and compromise on the Parties' part. Every provision in this Agreement shall be interpreted as though the Parties equally participated in its drafting. Therefore, notwithstanding the provisions in California *Civil Code* Section 1654 to the contrary, if this Agreement's language is uncertain, the Agreement shall not be construed against the Party causing the uncertainty to exist.
- C. **Governing Law.** The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of California.
- D. **Severability.** Should any part, term or provision of this Agreement or any document required herein to be executed be declared invalid, void or unenforceable, all remaining parts, terms and provisions hereof shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby.
- E. **Attorneys' Fees.** If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which he, she or it may be entitled. "Prevailing party" means a party who dismisses the action or proceeding in exchange for payment of the sum(s) allegedly due; performance of the term(s) or covenant(s) allegedly breached or violated; or consideration substantially equal to the relief sought in the action. "Reasonable attorneys' fees" of the City Attorney's office means the fees regularly charged by private attorneys who: (a) practice in a law firm located in Los Angeles County; and (b) have an equivalent number of years of professional experience in the subject matter area of the law for which the City Attorney's services were rendered.
- F. **Waiver of Breach.** The waiver of either party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.
- G. **Assignment.** Nothing under this Agreement shall be construed to give any rights or benefits to any party other than VERDUGO CITIES and CONTRACTING CITY. All duties and responsibilities under this Agreement shall be for the sole and exclusive benefit of VERDUGO CITIES and CONTRACTING CITY, and not for the benefit of any other party. CONTRACTING CITY shall not assign

**City of Burbank:**  
Fire Chief  
Burbank Fire Department  
311 E. Orange Grove  
Burbank, CA 91502

Tel. No. 818-238-3473  
Fax. No. 818-238-3483

**City of Sierra Madre:**  
Fire Chief  
Sierra Madre Fire Department  
242 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024

Tel. No. 626-355-3611  
Fax. No. 626-355-2611

**City of Glendale:**  
Fire Chief  
Glendale Fire Department  
421 Oak Street  
Glendale, CA 91204-1298

Tel. No. 818-548-4814  
Fax. No. 818-547-1031

**City of Pasadena:**  
Fire Chief  
Pasadena Fire Department  
215 N. Marengo Avenue, # 195  
Pasadena, CA 91101

Tel. No. 626-744-7276  
Fax. No. 818-585-9164

- L. Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same document. Each of the Parties shall sign a sufficient number of counterparts, so that each Party will receive a fully executed original of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed and attested to by the proper officers hereunder duly authorized, their official seals to be heretofore affixed.



# City of Sierra Madre Agenda Report

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

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

TO: HONORABLE MAYOR CAPOCCIA AND CITY COUNCIL

FROM: ELAINE I. AGUILAR, CITY MANAGER 

INITIATED BY: BRUCE INMAN, DIRECTOR OF PUBLIC WORKS   
MARCIE MEDINA, DIRECTOR OF FINANCE.   
KEV TCHARKHOUTIAN, CITY ENGINEER

DATE: June 9, 2015

**SUBJECT: 2015-2016 ASSESSMENT DISTRICTS - PUBLIC HEARING AND RESOLUTION OF CONFIRMATION 15-24 AND RESOLUTION 15-33 SETTING ASSESSMENT RATES FOR AD VALOREM MAINTENANCE DISTRICTS 1, 3A AND 3B**

The provisions of the Landscaping and Lighting Act of 1972 require that the City Council conduct a public hearing to confirm assessments and to notify affected property owners. In addition, Section 22566 of the California Streets and Highway Code requires the City Engineer to prepare a report of the City's intention to levy assessments for the subsequent fiscal year.

It is recommended that the City Council:

Open the public hearing, receive input, and,

- 1.) Adopt Resolution No. 16-24 confirming assessment proceedings for Assessment Districts 3, and 5, Community Facilities District No 1, E Miramonte Sewer District, and E. Bonita Sewer District for Fiscal Year 2015-2016, and approving the City Engineer's Report ; and
- 2.) Adopt Resolution No. 15-33 15-33 setting tax rates for Ad Valorem Districts No. 1, 3A, and 3B.

## FY 2015-2016 ASSESSMENT DISTRICT ANALYSIS

The assessments districts for consideration are:

### Direct Assessments

Central Business District Landscaping Maintenance

District No. 3

Central Business Parking District  
Community Facilities District No 1, One Carter

District No. 5  
Tract 54016

**Sewer Assessments**

E. Miramonte Sewer Assessment District  
E. Bonita Sewer Assessment District

**Municipal Lighting Districts**

Maintenance District No 1  
Maintenance District , Zone A  
Maintenance District , Zone B

As illustrated below, the revenues generated by Districts 3, 5 and Ad Valorem Districts A, and B, are not adequate to cover the expenses incurred in those Districts. In order to adjust the assessments to provide the revenue to fully fund those Districts it would be necessary to increase the assessments, the City would be required to initiate the Proposition 218 process. A study prepared by the City Engineer in 2010 indicated that at that time most assessments would have had to be at least doubled in order to balance the individual District's budgets. It was determined at that time that the City would not go forward with an adjustment to the assessments.

That situation remains unchanged at this time. Districts 3, 5, and the 2 Ad Valorem Districts continue to be subsidized by other funding sources. The City Council may at any time direct staff to initiate the Proposition 218 process to increase the assessments to levels that cover expenses. This process would necessitate an update of the 2010 Engineer's Report and a "majority protest" balloting of the owners of only those properties within the districts.

**Sierra Madre Landscape District No. 3, Central Business District Landscape (Fund 32002, County Account 256.94)**

This district has historically included the annual trimming of parkway trees and four pepper trees located in the Central Business District. The funds may also be used for lighting, landscape maintenance, irrigation water, and replacement of damaged landscaping materials in the Sierra Madre Boulevard and Baldwin Avenue landscape bow-outs.

The district is comprised of 82 parcels. The annual assessment is divided among the 82 parcels based on the size of the lot and the frontage width. This district was formed in 1982 under Resolution 82-41.

District No. 3 Fund activity overview:

6/30/2015 Fund Balance	\$0
Projected Revenues for 2015-2016	\$6,000
Expenditures (Estimated) for 2015-2016	\$11,820

Projected Subsidy	\$5,820
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Current assessments vary between \$45 and \$180, based on the lot frontage. The proposed assessment rate represents no increase above last year's assessment rates for the Sierra Madre Landscape District. Note that while it is possible to reduce the landscape maintenance and irrigation components of the district costs, staff does not recommend doing so, as the effect of maintenance reduction will adversely impact the downtown area.

**Sierra Madre Parking District No. 5, (Fund 32008, County Account 256.99)**

This Assessment District was established by the City Council on June 9, 1992 with the adoption of Resolution of Intention 92-21. The district provides for the streetlights, energy, maintenance, water, street sweeping, and landscaping costs for the City's four parking lots. Parcels are assessed based on their respective areas as shown on the Los Angeles County Assessor's rolls.

District No. 5 Fund activity overview:

6/30/2015 Fund Balance	\$0
Projected Revenues for 2015-2016	\$9,000
Expenditures (Estimated) for 2015-2016	\$23,340
Projected Subsidy	\$14,340

It is recommended that the current assessments for District No. 5 remain unchanged for 2015-2016. The maximum assessment per parcel per owner is set at \$200 per year. The rate table is based on an evaluation of the use and benefit each parcel receives from the City's public parking lots. The parking lots, which are part of this district, are Mariposa, North Auburn, North and South Baldwin Avenue.

In previous fiscal years the assessment rates have not covered all of the costs assigned to the assessment districts. The Districts have been supported by transfers of funding from the facilities fund in those years. In FY 2015-2016 actual expenditures will again exceed revenue and it will be necessary to transfer funds again from facilities.

**1. Community Facilities District No 1**

This District was established in January 2012 under Ordinance No. 1327 to fund maintenance of portions of the County owned and maintained storm drain system serving the Stonegate (One Carter) development. The District is comprised of 28 parcels. The assessment for each parcel is \$238 annually, which increases by a CPI factor each year, in order to avoid the budgeting shortfalls seen in other City assessment districts. This assessment is designed to cover the cost of maintaining the clarifier, the catch basins, the administrative costs associated with the District, and the cost of eventual replacement of the clarifier, if needed. 2012-2013 is the first year the charge was implemented.

### **3. SEWER ASSESSMENT DISTRICTS**

The City also has two sewer assessment districts, both formed to recover the design and construction cost for installation of public sewers under the Municipal Improvement Act of 1913. The East Mira Monte Sewer Assessment District (Fund 546) was formed April 4, 2004 under Resolution 04-028. The East Bonita Sewer Assessment District (Fund 549) was formed June 13, 2006 under Resolution 06-039. Funds collected under these districts reimburse the "loan" of city's sewer fund reserves for the design and construction costs. Inasmuch as the term of the districts and the amount assessed each property owner was set at the time of formation of the two sewer districts, it is not necessary for the City Council to set the assessment amounts every year.

### **4. MUNICIPAL LIGHTING AND MAINTENANCE DISTRICTS (AD VALOREM)**

These Districts were established in the early 60's, and are not direct assessments, but rather charges assessed to parcels annually for municipal lighting and maintenance costs. The Districts are identified by the County Auditor-Controller as Sierra Madre Lighting and Maintenance District 3, Zone A; Sierra Madre Lighting and Maintenance District 3, Zone B; and Sierra Madre Lighting and Maintenance District No. 1.

Maintenance District No. 1 is comprised of those residential parcels created under Tract No. 15709; located on Santa Anita Avenue, Oakwood Place, and Vista Avenue; bounded on the north by Elkins Avenue, east by the Arcadia/Sierra Madre boundary, south by Grandview Avenue and west by Santa Anita Avenue. Parcels in this district are charged roughly 17 cents per \$100 of assessed value.

Maintenance District No. 3, Zone A is comprised of commercial parcels on the north and south sides of West Sierra Madre Boulevard from Hermosa Avenue to just west of Lima Street. Parcels in this district are charged approximately 31 cents per \$100 of assessed value.

Maintenance District No. 3, Zone B is also comprised of commercial parcels, on West Sierra Madre Boulevard, from Hermosa Avenue to Baldwin Avenue, and on both sides of North and South Baldwin Avenue from Suffolk Avenue to West Montecito. Parcels in this district are charged approximately 31 cents per \$100 of assessed value.

The Assessment rates were last set in 2005 with City Council Resolution 05-062. The rates are re-adopted by the City Council unchanged each year; the County Assessor has in recent years begun requiring an annual City Council Resolution specifying the rates. The attached Resolution 15-33 fulfills that County requirement.

These per parcel charges have outlived Proposition 218. Since these districts are not direct assessments but are associated with property taxes, adoption of resolutions and engineer's reports are not necessary to collect the annual charges. Sierra Madre automatically receives the revenues from the County in installments.

The projected expenses and revenues, under the Municipal Lighting and Maintenance Districts are as follows:

<b>District A (Fund 32006, County Account 256.53)</b>		<b>District B (Fund 32007, County Account 256.54)</b>		<b>District No. 1 (Fund 32005, County Account 256.51)</b>	
Revenues	\$4,700	Revenues	\$24,600	Revenues	\$16,106
Expenses	\$6,082	Expenses	\$26,010	Expenses	\$10,804
Projected Subsidy	\$1,382	Projected Subsidy	\$1,410	Projected Subsidy	\$0

The Tax Rate to be set for these districts shall remain unchanged for FY 2015-2016, at:

			<u>Tax Rate</u>
256.51	Lighting District #1		0.168475
256.53	Lighting District #3	Zone A	0.309025
256.54	Lighting District #3	Zone B	0.309025

**FINANCIAL REVIEW**

The Los Angeles County Assessor’s Office collects the assessments. The four assessment districts are identified as direct assessments and are added to the annual County property tax bill. The Maintenance districts are identified as ad valorem districts. The City receives payment for these assessments in April and December of each year. The payments received in December 2015 and April 2016 will be applied toward the fiscal year.

**PUBLIC NOTICE PROCESS**

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

**STAFF RECOMMENDATION**

It is recommended that the City Council:

- 1.) Open the public hearing, receive testimony, and Adopt Resolution No. 15-24 confirming the levy of assessments for Districts 3, and 5, Community Facilities District No 1, E Miramonte Sewer District, and E. Bonita Sewer District for Fiscal Year 2015-2016, and approving the City Engineer’s Report for 2015-2016; and,
- 2.) Adopt Resolution 15-33 setting tax rates for Ad Valorem Districts No. 1, 3A, and 3B.

**Attachments:**

Resolution No.15-24 confirming the levy of assessments for Districts 3, and 5, Community Facilities District No 1, E Miramonte Sewer District, and E. Bonita Sewer District, for Fiscal Year 2015-2016, and approving the City Engineer’s Report for 2015-2016.

- 1.) Resolution 15-33 15-33 setting tax rates for Ad Valorem Districts No. 1, 3A, and 3B.

**RESOLUTION 15-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, CONFIRMING THE LEVY OF ASSESSMENTS FOR FISCAL YEAR 2015-2016 IN CONNECTION WITH DISTRICT NO. 3 (CENTRAL BUSINESS DISTRICT LANDSCAPE MAINTENANANCE;) DISTRICT NO. 5 (CENTRAL BUSINESS DISTRICT PARKING) , COMMUNITY FACILITIES DISTRICT No 1, E MIRAMONTE SEWER DISTRICT, and E. BONITA SEWER DISTRICT, FOR FISCAL YEAR 2015-2016, AND APPROVING THE ENGINEER'S REPORT FOR FISCAL YEAR 2015-2016.**

WHEREAS, by prior resolution, the City Council initiated proceedings for Fiscal Year 2015-2016 levy of such assessments and ordered the City Engineer, as Assessment Engineer, to prepare and file a report with respect to the Fiscal Year 2015-2016 levies; and

WHEREAS, the City Council has approved the report of the Assessment Engineer entitled "Engineer's Report, Landscaping and Lighting Districts, City of Sierra Madre, Fiscal Year 2015-2016" described in the Engineer's Report and are incorporated herein by reference. A copy of the Report is on file in the Office of the City Clerk and available for public inspection; and

WHEREAS, by prior resolution the City Council declared its intention to levy the assessments, which remain unchanged for Fiscal Year 2015-2016 as set forth in the Report and set June 9, 2015 as the date for a hearing on the proposed levies; and

WHEREAS, on June 9, 2015 the City Council held a properly noticed public hearing on the levies at which all interested persons had an opportunity to testify and to present written objections; and

WHEREAS, the City Council desires to levy the assessments within the Districts for Fiscal Year 2015-2016.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE, CALIFORNIA, DOES RESOLVE, DECLARE, FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The foregoing recitals are all true and correct.

SECTION 2. The City Council overrules all objections and protests.

SECTION 3. The Diagram and Assessment contained in the Report is hereby approved.

SECTION 4. The adoption of this Resolution constitutes the levy of the assessment within the Districts for Fiscal Year 2015-2016,

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

SECTION 6. This Resolution shall take effect immediately.

PASSED, APPROVED, AND ADOPTED this 9th day of June, 2015.

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

I hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9th day of June, 2015, by the following vote:

AYES

NOES:

ABSENT:

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Nancy Shollenberger  
City Clerk, City of Sierra Madre

**RESOLUTION NO. 15-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE CONFIRMING THE TAX RATES APPLICABLE IN CONNECTION WITH THE CITY'S LIGHTING MAINTENANCE DISTRICTS FOR FISCAL YEAR 2015-2016**

WHEREAS, prior to the adoption of Article XIII of the California Constitution (Proposition 13) by the voters in 1979 and prior to the enactment of Revenue and Taxation Code Section 95 *et seq.* (AB 8), the City of Sierra Madre established its Lighting Maintenance Districts ; and

WHEREAS, by prior action the City Council declared its intention to levy the assessments, which remain unchanged for Fiscal Year 2015-2016 as set forth in this Resolution; and

WHEREAS, pursuant to AB 8, these Lighting Maintenance Districts have been allocated a portion of the ad valorem tax collected by Los Angeles County; and

WHEREAS, the City uses the proceeds of this tax allocation only for the purposes of maintaining and operating street lights within the Lighting Maintenance Districts; and

WHEREAS, the City requires its full tax allocation in order to properly fulfill the purposes of the Lighting Maintenance Districts.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SIERRA MADRE DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: The City Council confirms that the tax rates for the Lighting Maintenance Districts continue to be as follows:

256.51 Lighting District #1		0.168475
256.53 Lighting District #3	Zone A	0.309025
256.54 Lighting District #3	Zone B	0.309025

SECTION 2: The City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City of Sierra Madre, and shall make a minute of the passage and adoption thereof in the records for the meeting at which the same was passed and adopted.

APPROVED AND ADOPTED this 9th day of June, 2015

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

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9th day of June, 2015, by the following vote:

AYES:  
NOES:  
ABSENT:

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



# 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 Aguilar, City Manager

INITIATED BY: Vincent Gonzalez, Director of Planning and Community Preservation

DATE: June 9, 2015

**SUBJECT: Conditional Use Permit 14-07 (CUP 14-07) and Variance 15-01 (VAR 15-01) – Request to allow Verizon Wireless to install a new wireless telecommunications facility along the east side of the public right-of-way on Oak Meadow Road and 230 feet north of East Orange Grove Avenue.**

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## **SUMMARY**

The applicant, Verizon Wireless, has submitted a request for a Conditional Use Permit (CUP) and Variance (VAR) to allow the replacement of an existing 35-foot-high Southern California Edison pole and installation of a new 39-foot 6-inch-pole that includes a stealth wireless telecommunications facility with one (1) antenna. Pursuant to Section 17.93.060, all wireless telecommunications facilities located within the public-right-of-way shall require approval of a conditional use permit. Pursuant to Code Section 17.93.050.A.10, a variance is required for wireless facilities located less than 50 feet from a residential property line.

At its May 7, 2015 meeting, the Planning Commission recommended approval of Conditional Use Permit 14-07 and Variance 15-01 to the City Council. Staff recommends that the City Council approve Conditional Use Permit 14-07 and Variance 15-01, pursuant to City Council Resolution 15-28.

## **DISCUSSION / ANALYSIS**

The project site/location is within the public right-of-way along the east side of Oak Meadow Road and approximately 230 feet north of East Orange Grove Avenue. The

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

**ITEM NUMBER \_\_\_\_\_**

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adjacent residential area is zoned R-1-15 (One Family Residential) and has a General Plan land use designation of RL (Residential Low Density). The project site is currently occupied with a 35-foot-high Southern California Edison pole and is located approximately 15 feet from the nearest residential property line to the east.

The project site is surrounded by R-1-15 properties to the north, south, east, and west. Oak Meadow Road is a cul-de-sac that is developed with single family residences on both side of the street. Since the public right-of-way is owned by the City, the required consent to submit this application was granted to the applicant, Core Development Services, by the City Council at their meeting on March 24, 2015; City Manager Elaine Aguilar signed and dated the Owner's Affidavit on March 25, 2015.

Verizon Wireless is currently working with the City to finalize the lease agreement, and a condition of approval has been included in the City Council Resolution requiring that it be approved prior to 1<sup>st</sup> Plan Check submittal.

### Proposed Project

Verizon Wireless is requesting approval to replace an existing 35-foot-high Southern California Edison (SCE) street light pole and install a new 39-foot 6-inch pole that includes a stealth<sup>1</sup> wireless telecommunications facility at the top.

The proposed wireless telecommunications facility consists of 1 (one) antenna on top of the proposed pole and 2 (two) radio remote units (RRUs), which will match the design and color of the existing pole and will continue to serve as a Southern California Edison street light pole. Verizon Wireless will also install 2 (two) 15-gallon Toyon shrubs to screen the proposed 200 AMP electrical meter, which will be installed to the south of the facility within the parkway. According to the applicant, the goal is to enhance the coverage and capacity in the residential area between Oak Meadow Drive and Hacienda Drive in Arcadia.

### Development Standards

The proposed project complies with Code Section 17.93.040(A)(1) in that the new facility will be located within the public right-of-way. In addition to these requirements, wireless facilities in the City are regulated by several development standards pursuant to Code Section 17.93.050, each of which must be entered into the record to constitute "Finding 3" of the findings specific to Chapter 17.93.060.E, as follows:

#### A. General Development Standards:

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<sup>1</sup> Pursuant to Code Section 17.93.020 ("Definitions"), a stealth facility is a wireless telecommunication facility design to blend with the surrounding environment, to be minimally visible and to appear as a natural feature, such as a tree, a rock or other natural feature.

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**1. Compliance with the general plan and applicable specific plans;** General Plan Objective C31 is to “provide adequate water, wastewater/sewer, storm drainage, electrical, and telecommunications systems to meet the demands of new and existing development.”

**2. All wireless communication facilities shall be sited to minimize their impact upon scenic views;** this project involves replacing an existing SCE pole with a new pole to accommodate a new wireless telecommunications facility that includes one (1) antenna and two (2) radio remote units (RRUs) designed to blend in with the pole, thereby minimizing their impact on any scenic views. The new pole will be very similar to the existing pole and will continue to be used by SCE to provide street lighting on Oak Meadow Road.

**3. Wireless communication facilities located on vacant lots shall be considered temporary and the commission or city council, as the case may be, may impose conditions that such facilities shall be removed, and if appropriate, replaced with building-mounted facilities when the site is developed;** the project site is not a vacant lot.

**4. All wireless communication facilities shall be substantially screened from view of surrounding properties and the public view;** the new pole will resemble the existing Southern California Edison pole and will continue to be used as such, in addition to providing wireless communication.

**5. All wireless communication facilities shall be designed, located and operated to avoid interference with the quiet enjoyment of adjacent properties, and at a minimum shall be subject to the noise standards of Chapter 9.32 of this code. Where the director finds that the noise of such facility may have a detrimental effect on an adjacent property, he/she may require an independent acoustic analysis, at the applicant’s expense, to identify appropriate mitigation measures;** the facility shall be built and maintained in compliance with the standards set forth in the City of Sierra Madre Municipal Code, including those standards for noise. Although no noise determinations have been made concerning the project, the Director still reserves the right to prepare an acoustic analysis.

**6. Facilities located on properties owned or controlled by the city shall not exceed sixty feet in height;** the height of the new wireless telecommunications facility will be 39-feet 6-inches.

**7. Barbed wire, razor wire, electrified fence, and any other type of hazardous fence are prohibited;** no “hazardous” fencing is proposed as part of this application.

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**8. Equipment shelters shall be architecturally compatible with neighboring structures on- and off-site;** an equipment enclosure is not proposed or necessary for this site. All associated equipment will be located below grade and along the side of the pole.

**9. No advertising or signs other than owner identification and warning signs approved by the director shall be allowed on-site;** no other signage is proposed under this application.

**10. No wireless communication facility shall be located less than fifty feet from a residential property line;** a variance request has been made concurrently with the application for this conditional use permit to allow the proposed wireless telecommunications facility to be located within fifty feet of a residential property line.

**11. No ground-mounted equipment within a public right-of-way may exceed a height of five feet and/or an area of fifteen square feet;** ground-mounted equipment is not being proposed for this project.

**12. Equipment sheds and other ground-level ancillary components of a wireless communications facility shall be constructed and maintained below grade whenever the commission or city council, as the case may be, determines that undergrounding is necessary to preserve scenic views, protect the aesthetics of surrounding properties, or for reasons of traffic or public safety;** although undergrounding is not required in this case as equipment sheds are not being proposed for this project, a pull box for fiber will be placed below grade.

**B. Development Standards for Roof-Mounted Facilities:** Not applicable as the proposed facility is a stand-alone stealth facility.

**C. Development Standards for Monopoles:**

**1. An applicant shall demonstrate that a proposed facility cannot be placed on an existing building or co-located and the director may require an independent, third-party review, at the applicant's expense, to identify alternatives to a proposed monopole.** The proposed facility will be located on a new SCE street lighting pole that is replacing an existing pole and which will continue to be utilized for street lighting purposes, in addition to providing wireless service. The existing pole is being replaced to allow the placement of the antennas associated with the wireless function to be installed onto the pole.

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## **FINDINGS**

### **Conditional Use Permit Findings Specific to Wireless Facilities (SMMC 17.93.060.E)**

1. **The placement, construction, or modification of a wireless telecommunications facility in the proposed location is necessary for the provision of wireless services to Sierra Madre residents, businesses, and their owners, customers, guests or other persons traveling in or about the city;** in that the goal of the proposed facility is to improve wireless service and reduce the existing gap in cell phone coverage in Sierra Madre and the vicinity.
2. **The proposal demonstrates a reasonable attempt to minimize standalone facilities, is designed to protect the visual quality of the city, and will not have an undue adverse impact on historic resources, scenic views, or other natural or man-made resources;** in that the proposed project matches the design of the existing SCE pole and will have no measurable impact on city views; no other resources will be impacted.
3. **That one of the following is true: (a) all applicable requirements and standards of this chapter have been met; (b) a variance has been granted from any requirement or standard of this chapter which has not been met; (c) strict compliance with the requirements and standards of this chapter would not provide for adequate radio frequency signal reception and that no other alternative design of the facility would meet the development standards is feasible;** a variance is being considered concurrently with this application to allow for the new wireless facility to be located within 50 feet of a residential property line. In addition to all other requirements in this chapter, a wireless communication facility shall not be placed in a residential zone unless the applicant proves each of the following, pursuant to Code Section 17.93.040.B:
  1. **Prohibition of such location would prevent service to areas accessible by the public rights-of-way;** in that, according to the applicant, this site allows Verizon Wireless to improve the effectiveness of cell service to the immediate vicinity, particularly to the residential uses to the north, south, east, and west of the proposed site.
  2. **Infeasibility of locating the facility elsewhere;** in that alternative locations were considered that would have also utilized existing utility structures/poles, all within the vicinity of the proposed location. Placement of cellular sites are dependent on the location where there is a gap in coverage. Locating the cell site elsewhere would not have addressed the need for coverage in this area.

3. **The facility is designed as a stealth facility;** in that the facility will match the existing Southern California Edison pole in design, location, and use.
4. **The law otherwise requires the city to permit such location;** in that Verizon Wireless is a registered public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC). As such, Verizon Wireless is required to provide wireless communication services where existing coverage and capacity gaps exist. All other applicable requirements and standards have been met.

**Generally Applicable Conditional Use Permit Findings (SMMC 17.60.040)**

In addition to the above findings specific to wireless facilities, the following findings required for any Conditional Use Permit pursuant to Code Section 17.60.040 must also be made:

1. **The site for the proposed use is adequate in size, shape and topography;** in that the site is within the public right-of-way, does not have any significant topographical features, and the proposed wireless telecommunications facility will match the design, color and placement of the existing Southern California Edison pole.
2. **The site has sufficient access to streets which are adequate, in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;** in that the proposed wireless telecommunications facility will be located in the public right-of-way and will replace an existing utility pole. This facility is unmanned and only requires periodic maintenance which equates to approximately one trip per month.
3. **The proposed use will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;** in that the proposed use is an unmanned wireless telecommunications facility that will replace an existing utility pole. There will not be an increase in vehicular or pedestrian traffic in the area as a direct result of this use.
4. **There is a demonstrated need for the use requested;** in that the proposed project will provide service to Verizon Wireless customers in Sierra Madre for both residents and visitors.
4. **The use will, as to location and operation, be consistent with the objectives of the General Plan;** in that General Plan Objective C31 requires that adequate water, wastewater/sewer, storm drainage, electrical, and telecommunications systems are provided to meet the demands of new and existing development.”

- 
5. **The public interest, convenience, and necessity require that the use be permitted at the location requested;** in that the location and configuration of the wireless equipment has been selected so there will be very minimal impacts, if any, to the neighboring properties. The facility will be unmanned and will not interfere with the existing daily use of the surrounding properties or the public right-of-way. Through the installation of this wireless facility, a wider area will be established to better serve the citizens and patrons and visitors of Sierra Madre and its immediate surroundings.

### **Variance**

The granting of a Variance requires that the applicant show, to the reasonable satisfaction of the body hearing such matter, the following findings pursuant to Code Section 17.60.020:

1. **The conditions of the Variance will assure that the adjustment thereby authorized will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated;** in that the surrounding area that the proposed wireless facility is serving is consistently developed with residential uses, and it is necessary that the location of the facility be in close proximity to the area that it is aiming to serve, and would therefore not constitute a special privilege inconsistent with the limitations placed on other wireless facilities that would also wish to serve adjacent areas developed with only residential uses. Other locations in the city would not need a variance to allow the same wireless communications use if they were not solely developed with residential uses.
2. **The Variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property;** in that wireless communication facilities are permitted in all zones, subject to the granting of the necessary permits and entitlements.
3. **The applicant has shown that there are special circumstances applicable to the property involved, such as size, shape, topography, location or surroundings, which do not generally apply to other adjacent properties included in the same zone as the subject property;** in that the location is surrounded solely by residential properties which it aims to serve, and wireless facilities in other areas that include properties developed with uses other than residential would not have the same limitation.
4. **The special circumstances make the granting of the zone variance necessary in order to facilitate a reasonable use of the property involved;** in that the Variance will allow expanded Verizon wireless services within the City and surrounding area.

- 
5. **The Variance will be consistent with the objectives of the General Plan and the Zoning Ordinance;** in that the General Plan Objective C31 is to “provide adequate... telecommunications systems to meet the demands of new and existing development.” And the Zoning Ordinance encourages co-location with an existing facility or structure so as to not create substantial visual impacts, as well as the use of stealth facilities.

## **FINANCIAL REVIEW**

The proposed project will generate revenue for the City to be specified in a lease contract between the City and Verizon Wireless.

## **ENVIRONMENTAL**

The project qualifies for Class 1 Categorical Exemption, pursuant to Section 15303 (New Construction) of the California Environmental Quality Act (CEQA) as it involves the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

## **ALTERNATIVES**

The City Council has the following alternatives:

1. Approve Resolution 15-28 approving Conditional Use Permit 14-07 and Variance 15-01, based on the exhibits submitted and the Agenda Report prepared for the subject property;
2. Deny Resolution 15-28 denying Conditional Use Permit 14-07 and Variance 15-01, identifying the findings that the City Council feels cannot be made and the basis for rejecting these findings;
3. Continue the subject project for further information.

## **RECOMMENDATION**

Staff recommends that City Council approve Conditional Use Permit 14-07 and Variance 15-01 pursuant to City Council Resolution 15-28 and the exhibits and report provided by Staff.

Attachments:

1. Exhibit A: City Council Resolution 15-28
2. Exhibit B: Site Plan
3. Exhibit C: Site Photos
4. Exhibit D: Photo Simulation
5. Exhibit E: Project Application
6. Exhibit F: Project Narrative
7. Exhibit G: Vicinity Map
8. Exhibit H: Map of Existing and Future Coverage Areas
9. Exhibit I: Technical Justification Letter dated December 2, 2014
10. Exhibit J: Radio Frequency Emissions Report dated March 4, 2015
11. Exhibit K: Radio Frequency Signage

# EXHIBIT A

City Council Resolution 15-28

**CITY COUNCIL RESOLUTION 15-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CONDITIONAL USE PERMIT 14-07 AND VARIANCE 15-01 TO REPLACE AN EXISTING 35-FOOT-HIGH SOUTHERN CALIFORNIA EDISON (SCE) POLE WITH A NEW 39-FOOT 6-INCH-HIGH SCE POLE THAT INCLUDES A VERIZON WIRELESS STEALTH TELECOMMUNICATIONS FACILITY WITH ONE ANTENNA WITHIN 50 FEET OF A RESIDENTIAL PROPERTY LINE ALONG THE EAST SIDE OF THE PUBLIC RIGHT-OF-WAY ON OAK MEADOW ROAD AND 230 FEET NORTH OF WEST ORANGE GROVE AVENUE.**

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

WHEREAS, applications for a Conditional Use Permit and Variance were filed by:

**Verizon Wireless  
15505 Sand Canyon Avenue  
Irvine, CA 92618**

WHEREAS, the request for a CONDITIONAL USE PERMIT and VARIANCE can be described as:

The replacement of an existing 35-foot-high Southern California Edison (SCE) pole and installation of a new 39-foot 6-inch SCE pole as a stealth wireless telecommunications facility with one (1) antenna. Pursuant to Section 17.93.060, all wireless telecommunications facilities located within the public-right-of-way shall require the approval of a conditional use permit. Pursuant to Code Section 17.93.050.A.10, a variance is required for wireless facilities located less than 50 feet from a residential property line.

WHEREAS, the Conditional Use Permit and Variance would apply to the SCE pole located within the east side of the public right-of-way along Oak Meadow Road and 230 feet north of West Orange Grove Avenue;

WHEREAS, the Planning Commission has received the report and recommendations of staff, and at its meeting of May 7, 2015, recommended for approval to the City Council;

WHEREAS, a public hearing was held before the Planning Commission on May 7, 2015, with all testimony received being made part of the public record;

WHEREAS, the proposed project qualifies for a Class 1 Categorical Exemption, pursuant to Section 15301 (Existing Facilities) of the California

**Resolution 15-28  
June 9, 2015**

Environmental Quality Act (CEQA) as it involves the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. .

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

**Conditional Use Permit Findings Specific to Wireless Facilities (SMMC 17.93.060.E)**

1. **The placement, construction, or modification of a wireless telecommunications facility in the proposed location is necessary for the provision of wireless services to Sierra Madre residents, businesses, and their owners, customers, guests or other persons traveling in or about the city;** in that the goal of the proposed facility is to improve wireless service and reduce the existing gap in cell phone coverage in Sierra Madre and the vicinity.
2. **The proposal demonstrates a reasonable attempt to minimize standalone facilities, is designed to protect the visual quality of the city, and will not have an undue adverse impact on historic resources, scenic views, or other natural or man-made resources;** in that the proposed project matches the design of the existing SCE pole and will have no measurable impact on city views; no other resources will be impacted.
3. **That one of the following is true: (a) all applicable requirements and standards of this chapter have been met; (b) a variance has been granted from any requirement or standard of this chapter which has not been met; (c) strict compliance with the requirements and standards of this chapter would not provide for adequate radio frequency signal reception and that no other alternative design of the facility would meet the development standards is feasible;** a variance is being considered concurrently with this application to allow for the new wireless facility to be located within 50 feet of a residential property line. In addition to all other requirements in this chapter, a wireless communication facility shall not be placed in a residential zone unless the applicant proves each of the following, pursuant to Code Section 17.93.040.B:
  1. **Prohibition of such location would prevent service to areas accessible by the public rights-of-way;** in that, according to the applicant, this site allows Verizon Wireless to improve the effectiveness of

cell service to the immediate vicinity, particularly to the residential uses to the north, south, east, and west of the proposed site.

2. **Infeasibility of locating the facility elsewhere;** in that alternative locations were considered that would have also utilized existing utility structures/poles, all within the vicinity of the proposed location. Placement of cellular sites are dependent on the location where there is a gap in coverage. Locating the cell site elsewhere would not have addressed the need for coverage in this area.
3. **The facility is designed as a stealth facility;** in that the facility will match the existing Southern California Edison pole in design, location, and use.
4. **The law otherwise requires the city to permit such location;** in that Verizon Wireless is a registered public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC). As such, Verizon Wireless is required to provide wireless communication services where existing coverage and capacity gaps exist. All other applicable requirements and standards have been met.

#### **Generally Applicable Conditional Use Permit Findings (SMMC 17.60.040)**

In addition to the above findings specific to wireless facilities, the following findings required for any Conditional Use Permit pursuant to Code Section 17.60.040 must also be made:

1. **The site for the proposed use is adequate in size, shape and topography;** in that the site is within the public right-of-way, does not have any significant topographical features, and the proposed wireless telecommunications facility will match the design, color and placement of the existing Southern California Edison pole.
2. **The site has sufficient access to streets which are adequate, in width and pavement type to carry the quantity and quality of traffic generated by the proposed use;** in that the proposed wireless telecommunications facility will be located in the public right-of-way and will replace an existing utility pole. This facility is unmanned and only requires periodic maintenance which equates to approximately one trip per month.
3. **The proposed use will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties;** in that the proposed use is an unmanned wireless telecommunications facility that will replace an

**Resolution 15-28  
June 9, 2015**

---

existing utility pole. There will not be an increase in vehicular or pedestrian traffic in the area as a direct result of this use.

4. **There is a demonstrated need for the use requested;** in that the proposed project will provide service to Verizon Wireless customers in Sierra Madre for both residents and visitors.
4. **The use will, as to location and operation, be consistent with the objectives of the General Plan;** in that General Plan Objective C31 requires that adequate water, wastewater/sewer, storm drainage, electrical, and telecommunications systems are provided to meet the demands of new and existing development.”
5. **The public interest, convenience, and necessity require that the use be permitted at the location requested;** in that the location and configuration of the wireless equipment has been selected so there will be very minimal impacts, if any, to the neighboring properties. The facility will be unmanned and will not interfere with the existing daily use of the surrounding properties or the public right-of-way. Through the installation of this wireless facility, a wider area will be established to better serve the citizens and patrons and visitors of Sierra Madre and its immediate surroundings.

**Variance**

The granting of a Variance requires that the applicant show, to the reasonable satisfaction of the body hearing such matter, the following findings pursuant to Code Section 17.60.020:

1. **The conditions of the Variance will assure that the adjustment thereby authorized will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated;** in that the surrounding area that the proposed wireless facility is serving is consistently developed with residential uses, and it is necessary that the location of the facility be in close proximity to the area that it is aiming to serve, and would therefore not constitute a special privilege inconsistent with the limitations placed on other wireless facilities that would also wish to serve adjacent areas developed with only residential uses. Other locations in the city would not need a variance to allow the same wireless communications use if they were not solely developed with residential uses.
2. **The Variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of**

**property;** in that wireless communication facilities are permitted in all zones, subject to the granting of the necessary permits and entitlements.

3. **The applicant has shown that there are special circumstances applicable to the property involved, such as size, shape, topography, location or surroundings, which do not generally apply to other adjacent properties included in the same zone as the subject property;** in that the location is surrounded solely by residential properties which it aims to serve, and wireless facilities in other areas that include properties developed with uses other than residential would not have the same limitation.
4. **The special circumstances make the granting of the zone variance necessary in order to facilitate a reasonable use of the property involved;** in that the Variance will allow expanded Verizon wireless services within the City and surrounding area.
5. **The Variance will be consistent with the objectives of the General Plan and the Zoning Ordinance;** in that the General Plan Objective C31 is to “provide adequate... telecommunications systems to meet the demands of new and existing development.” And the Zoning Ordinance encourages co-location with an existing facility or structure so as to not create substantial visual impacts, as well as the use of stealth facilities.

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the City Council approves of Conditional Use Permit 14-07 and Variance 15-01, subject to the conditions of approval in Exhibit A.

The time in which to seek judicial review of this decision shall be governed by Code of Civil Procedure Section 1094.6. The City Clerk shall certify to the adoption of this resolution, transmit copies of the same to the applicant and his counsel, if any, together with a proof of mailing in the form required by law and shall enter a certified copy of this resolution in the book of resolution of the City.

APPROVED and ADOPTED, this 9<sup>th</sup> day of June, 2015, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**Resolution 15-28**  
**June 9, 2015**

---

\_\_\_\_\_  
John Capoccia, Mayor  
City of Sierra Madre

ATTEST:

\_\_\_\_\_  
Nancy Shollenberger, City Clerk

I, NANCY SHOLLENBERGER, CITY CLERK OF THE CITY OF SIERRA MADRE, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 9<sup>th</sup> day of June, 2015.

\_\_\_\_\_  
Nancy Shollenberger, City Clerk

**EXHIBIT A**

**CONDITIONS OF APPROVAL  
CUP 14-07 and VAR 15-01**

**General Conditions:**

Applicant, leaseholder and Verizon Wireless shall:

1. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.

2. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations, including but not limited to the California Environmental Quality Act.

3. Execute and deliver to the City's Department of Development Services an Affidavit of Acceptance of Conditions on a form to be provided by such Department prior to submitting construction plans for 1<sup>st</sup> Plan Check. This approval shall not be effective for any purpose until the Applicant complies with this condition.

4. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicant, leaseholder and Verizon Wireless shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant, leaseholder and Wireless Wireless shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

**Planning Conditions:**

Applicant, leaseholder and Verizon Wireless shall:

1. Construct the project in substantial conformance with all applications and supporting materials presented to the Planning Commission on May 7, 2015. Inaccuracies and misrepresentations will be grounds for immediate revocation of the Conditional Use Permit and Variance.
2. Submit construction plans, for 1<sup>st</sup> Plan Check within one (1) year of the date of this approval; failure to do so will constitute an abandonment of the entitlement, and shall render this approval null and void.
3. Ensure that the wireless communication facility shall not generate electromagnetic field (EMF) exposure or other measurable radiation in excess of the standards for permissible human exposure, as provided by applicable federal regulations.
4. Provide to the Director of Planning and Community Preservation, within sixty days of the wireless communications facility becoming operational, a report indicating the actual EMF levels measured at the property line of the nearest point of public access, whichever is closer, in the direction of maximum radiation from each antenna. Reports shall specify signal levels with the site operating at full power and baseline levels with the site inoperative. Technical data shall be presented showing levels relative to the currently permitted federal regulations. Raw measurements shall be provided as an appendix. In addition, the report shall summarize in lay terms the technical data presented.
5. Every two years, the operator of a wireless communication facility shall test EMF exposure levels and submit a written report of test results to the director. In years when testing is not required, the operator of a wireless communication facility shall submit to the director written certification by an independent licensed engineer that no modifications have been made to the facility design or configuration that have increased or will increase EMF exposure as compared to the permitted facilities or the facilities that were present at the time of the last report to the director. If modifications have been made to the facility which have increased or will likely increase EMF exposure, the operator shall provide a supplemental report measuring the modified facility.
6. Be subject to the cost of the EMF reports required by these conditions, which shall be prepared by a third party consultant acceptable to the director using a testing protocol acceptable to the Director of Planning and Community Preservation.

7. Maintain the appearance and integrity of the wireless telecommunications facility.

**Public Works Conditions:**

Applicant, leaseholder and Verizon Wireless shall:

1. Obtain approval of an Encroachment Permit prior to 1<sup>st</sup> Plan Check Submittal.
2. Obtain approval of a lease agreement with the City of Sierra Madre prior to 1<sup>st</sup> Plan Check submittal.

(end of conditions)







**UNDERGROUND UTILITIES NOTE:**  
 THE LOCATIONS AND EXISTENCE OF ANY UTILITIES SHOWN ON THIS PLAN WERE OBTAINED BY SEARCH OF AVAILABLE RECORDS. THERE MAY BE EXIST. UTILITIES OTHER THAN THOSE SHOWN ON THIS PLAN. THE CONTRACTOR IS REQUIRED TO TAKE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES SHOWN AND ANY OTHER LINES NOT SHOWN ON THIS PLAN.

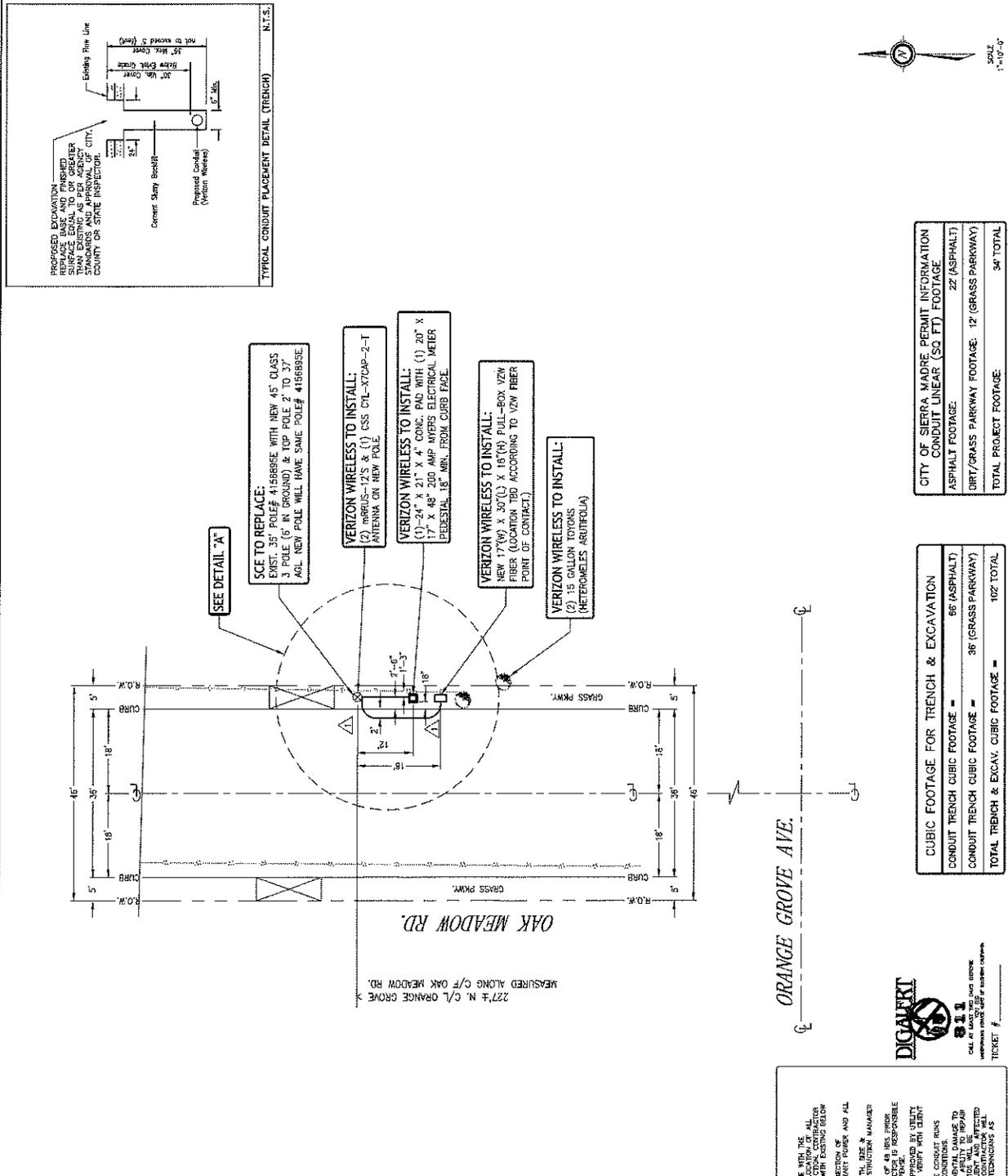
**CONDUIT CURVE DATA**

$\Delta$

$R = 3'-0"$   
 $\alpha = 45^\circ$   
 $L = 4'$

**NOTES:**

- THE OWNER IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE ACCURACY OF ALL UTILITIES SHOWN ON THIS PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES SHOWN ON THIS PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES SHOWN ON THIS PLAN.
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**AKE DEVELOPMENT**

**core**

DEVELOPMENT SERVICES  
 2744 Seaboard Street  
 (714) 441-1111  
 www.coredev.com

**PROPRIETARY INFORMATION**  
 THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY TO CORE DEVELOPMENT SERVICES. ANY USE OR DISSEMINATION OF THIS INFORMATION WITHOUT THE WRITTEN PERMISSION OF CORE DEVELOPMENT SERVICES IS STRICTLY PROHIBITED.

**SITE BUILDER**

15450 BARK CREEK AVENUE  
 BLDG. D, FIRST FLOOR  
 IRVINE, CA 92618  
 (949) 450-2000

**SITE INFORMATION**  
 SITE NAME: SCL SMAD A1  
 R.O.W.  
 SITE ADDRESS: E/S OAK MEADOW RD., ±230' N/O ORANGE GROVE DR., SIERRA MADRE, CA 91024

**100% ZD'S**

DATE: 08/23/14  
 ENGINEERED BY: CORE DEVELOPMENT SERVICES  
 DUMPED BY: CORE DEVELOPMENT SERVICES

REV	DESCRIPTION	DATE/BY
0	ISSUED FOR REVIEW	08/22/14
1	100% ZD'S	08/26/14
2	CHANGE TO DARK FIBER	10/09/14
3	CENTRELINE REVISION	01/28/15
4	ADDED EX COMMENTS	07/15/15

**STAMP**

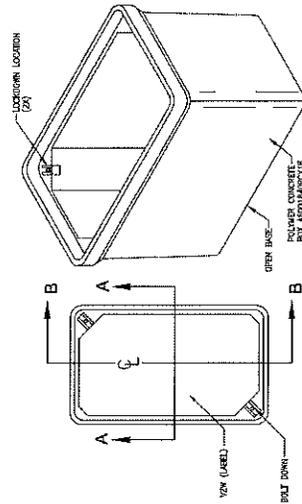
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 SITE PLAN

**SHEET NUMBER**  
 A-1

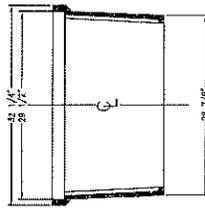
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- 1 PL 1 1/2" 1-4" CONDUIT FOR VZW POWER (OPEN TRENCH)
- 2 PL 2 1/2" 1-4" CONDUIT FOR VZW FIBER (OPEN TRENCH)
- 3 PL 1 1/2" (W) X 20" (L) X 18" (H) VZW PULL-BOX
- 4 PL (1) MYERS ELECTRICAL METER PEDESTAL

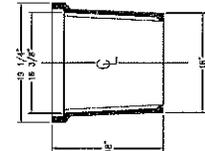
APPROX. WT. = 81 LBS.



TOP VIEW



SECTION B-B



SECTION A-A

**ARMORCAST**  
**17' X 30' X 18" POLYMER CONCRETE BOX**  
 DRAWING NUMBER: A6001640PCX18

**CONDUIT CURVE DATA**

$\Delta = 45^\circ$   
 $R = 3'-0"$   
 $L = 4'$

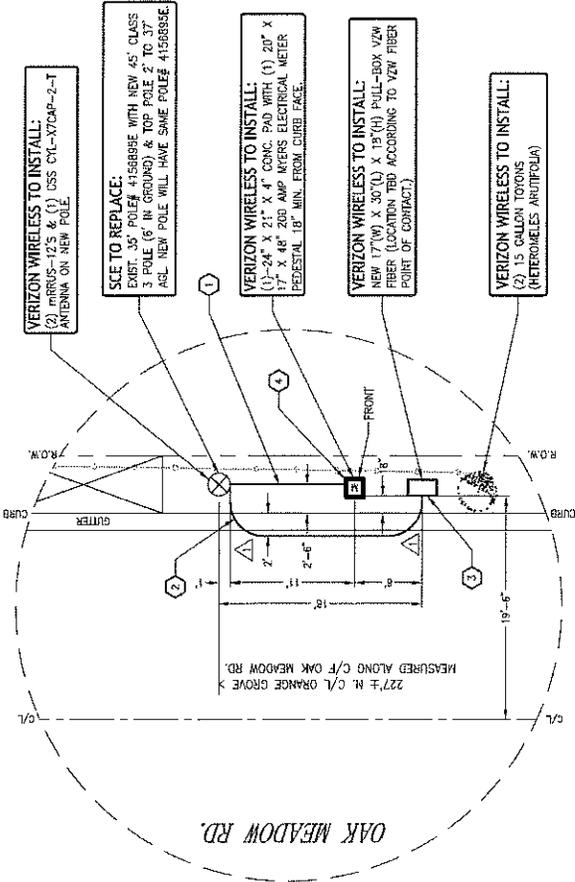
**CUBIC FOOTAGE FOR TRENCH & EXCAVATION**

CONDUIT TRENCH CUBIC FOOTAGE =	66 (ASPHALT)
CONDUIT TRENCH CUBIC FOOTAGE =	38 (GRASS PARKWAY)
<b>TOTAL TRENCH &amp; EXCAV. CUBIC FOOTAGE =</b>	<b>102 TOTAL</b>

**CITY OF SIERRA MADRE PERMIT INFORMATION**

CONDUIT LINEAR (SQ. FT.) FOOTAGE	22 (ASPHALT)
DIRT/GRASS PARKWAY FOOTAGE: 12' (GRASS PARKWAY)	34 TOTAL

**DETAIL "A"**  
 SCALE: 1"=5'



**VERIZON WIRELESS TO INSTALL:**  
 (2) THRU-12S & (1) OSS CYL-X704P-2-T ANTENNA ON NEW POLE.

**SCE TO REPLACE:**  
 EXIST. 35' POLE# 415889E WITH NEW 45' CLASS 3 POLE (6' IN GROUND) & TOP POLE 2 TO 37' ASL. NEW POLE WILL HAVE SAME POLE# 415889E.

**VERIZON WIRELESS TO INSTALL:**  
 (1) 24" X 21" X 4" CONC. PAD WITH (1) 20" X 17" X 48" 200 AMP MYERS ELECTRICAL METER PEDESTAL 18" MIN. FROM CURB FACE.

**VERIZON WIRELESS TO INSTALL:**  
 NEW 17"(W) X 30"(L) X 18"(H) PULL-BOX VZW FIBER (LOCATION TBD ACCORDING TO VZW FIBER POINT OF CONTACT).

**VERIZON WIRELESS TO INSTALL:**  
 (2) 15 GALLON TOXONS (HETEROMELES ARUPOLIA)

**AKE DEVELOPMENT**

**core**

DEVELOPMENT SERVICES  
 2742 Summit Street  
 Brea, California 92611  
 (714) 851-8888  
 www.coredev.com

**PROPRIETARY INFORMATION**  
 THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR REPRODUCTION OF ANY PART HEREOF WITHOUT THE WRITTEN PERMISSION OF CORE DEVELOPMENT SERVICES IS STRICTLY PROHIBITED.

**verizon wireless**

1825 BENTLEY AVENUE  
 BREA, CA 92615  
 PHONE: (951) 851-8888

**SITE INFORMATION**  
**SITE NAME:**  
 SCL SWAD A1  
 R.O.W.

**SITE ADDRESS:**  
 E/S OAK MEADOW RD., ±230'  
 N/O ORANGE GROVE DR.,  
 SIERRA MADRE, CA 91024

**100% ZD'S**

**DATE:** 06/23/14  
**ENGINEERED BY:** CORE DEVELOPMENT SERVICES  
**DRAWN BY:** CORE DEVELOPMENT SERVICES

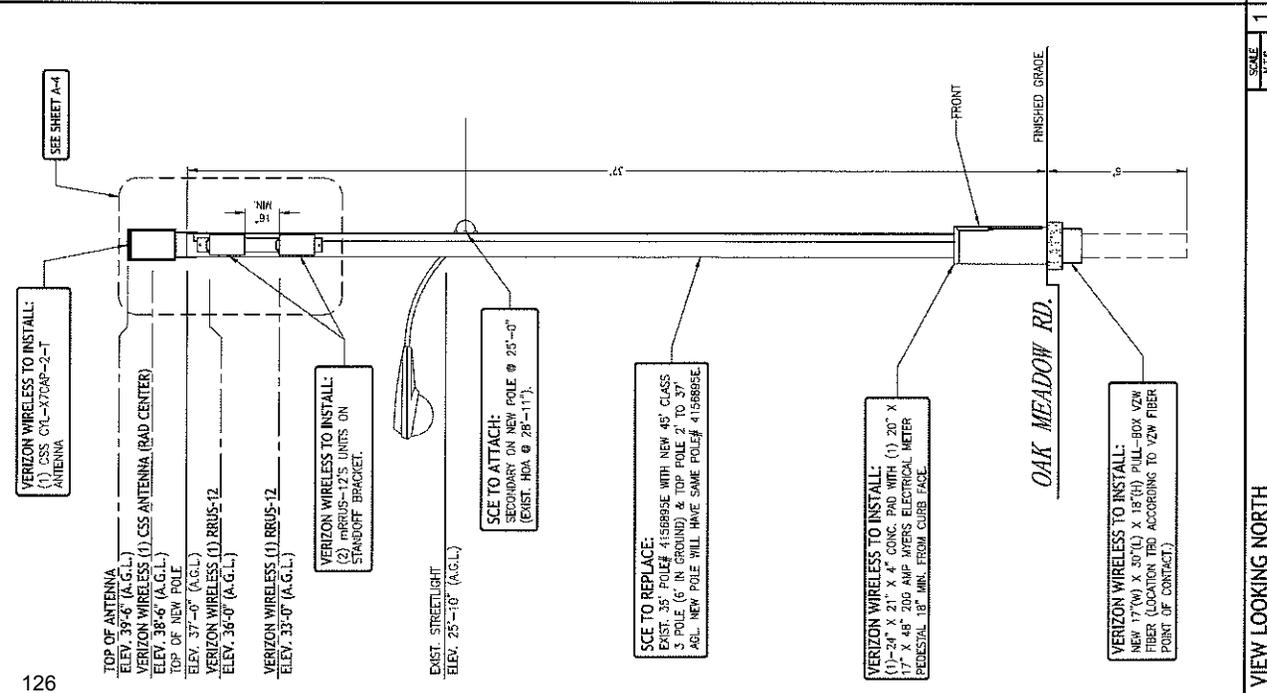
**REVISIONS**

REV	DESCRIPTION	DATE/BY
0	ISSUED FOR REVIEW	06/23/14
1	100% ZD'S	06/23/14
2	CHANGE TO DARK FIBER	07/09/14
3	CENTELINE REVISION	07/28/14
4	ADDED CX COMMENTS	07/28/14

**STAMP**

**SHEET TITLE:**  
 ENLARGED  
 SITE PLAN

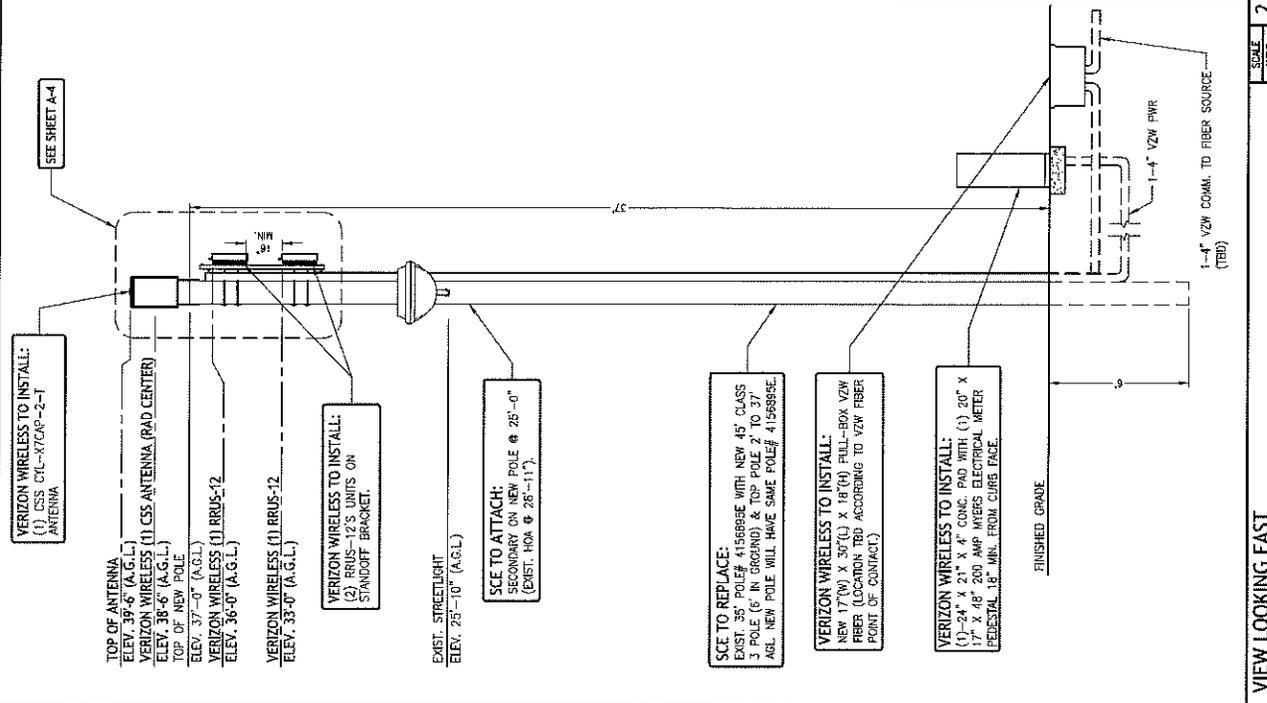
**SHEET NUMBER:**  
 A-2



VIEW LOOKING NORTH

SCALE: N.T.S.

VIEW LOOKING EAST

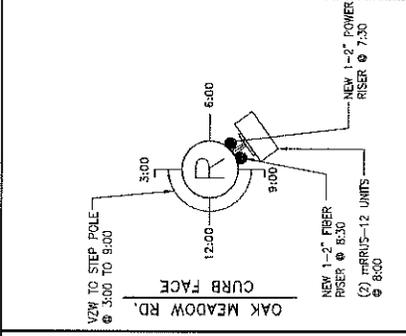


VIEW LOOKING EAST

SCALE: N.T.S.

MAKE READY NOTES

SCALE: N.T.S.



RISER DETAIL

SCALE: N.T.S.

<p><b>core</b></p> <p>DEVELOPMENT SERVICES 3748 Central Expressway Fremont, California 94538 (415) 451-1000 www.coreinc.com</p>																			
<p>PROPRIETARY INFORMATION</p> <p>THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY TO CORE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO VERIZON WIRELESS IS STRICTLY PROHIBITED.</p>																			
<p>SITE BUILDER</p> <p><b>verizon wireless</b></p> <p>1435 MAIN STREET, SUITE 200 SANTA ANA, CA 92701</p>																			
<p>SITE INFORMATION</p> <p>SITE NAME: <b>SCL SMAD A1 R.O.W.</b></p> <p>SITE ADDRESS: <b>E/S OAK MEADOW RD., ±230 N/O ORANGE GROVE DR., SIERRA MADRE, CA 91024</b></p>																			
<p><b>100% ZDS</b></p>																			
<p>DATE: 06/23/14</p> <p>ENGINEERED BY: CORE DEVELOPMENT SERVICES</p> <p>DRAFTED BY: CORE DEVELOPMENT SERVICES</p>																			
<table border="1"> <thead> <tr> <th>REV</th> <th>DESCRIPTION</th> <th>DATE/BY</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>ISSUED FOR REVIEW</td> <td>06/23/14</td> </tr> <tr> <td>1</td> <td>100% ZDS</td> <td>06/23/14</td> </tr> <tr> <td>2</td> <td>CHANGE TO DARK FIBER</td> <td>07/02/14</td> </tr> <tr> <td>3</td> <td>CIRCUITRY REVISION</td> <td>07/02/14</td> </tr> <tr> <td>4</td> <td>ADDED CK COMMENTS</td> <td>07/02/14</td> </tr> </tbody> </table>		REV	DESCRIPTION	DATE/BY	0	ISSUED FOR REVIEW	06/23/14	1	100% ZDS	06/23/14	2	CHANGE TO DARK FIBER	07/02/14	3	CIRCUITRY REVISION	07/02/14	4	ADDED CK COMMENTS	07/02/14
REV	DESCRIPTION	DATE/BY																	
0	ISSUED FOR REVIEW	06/23/14																	
1	100% ZDS	06/23/14																	
2	CHANGE TO DARK FIBER	07/02/14																	
3	CIRCUITRY REVISION	07/02/14																	
4	ADDED CK COMMENTS	07/02/14																	
<p>SHEET TITLE</p> <p><b>ELEVATIONS</b></p>																			
<p>SHEET NUMBER</p> <p><b>A-3</b></p>																			

**ARE DEVELOPMENT**

**core**

DEVELOPMENT SERVICES  
 2742 BARNHART BLVD.  
 IRVINE, CALIFORNIA 92614  
 (714) 261-4444 FAX  
 WWW.CORE-DEV.COM

**PROPRIETARY INFORMATION**  
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**SITE BUILDER**

**verizon wireless**

1600 SAND CANYON AVENUE  
 BLDG. 9, FIRST FLOOR  
 IRVINE, CALIFORNIA 92614

**SITE INFORMATION**

**SITE NAME:**  
SCL SWAD A1  
R.O.W.

**SITE ADDRESS:**  
E/S OAK MEADOW RD., ±230'  
N/O ORANGE GROVE DR.,  
SIERRA MADRE, CA 91024

**100% ZD'S**

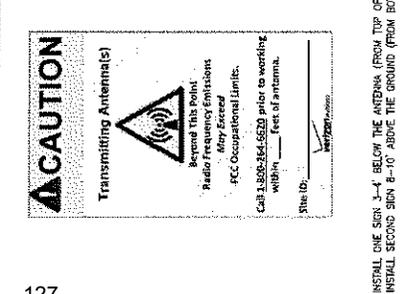
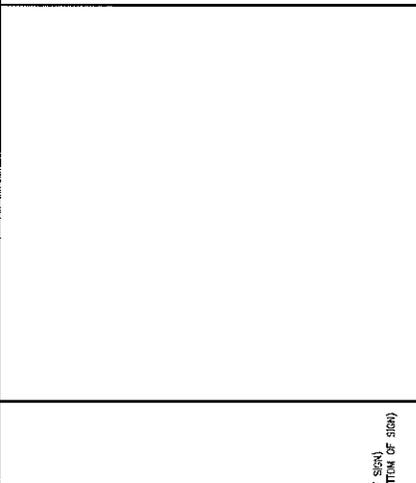
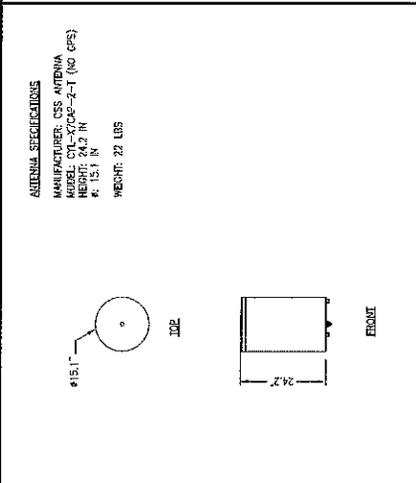
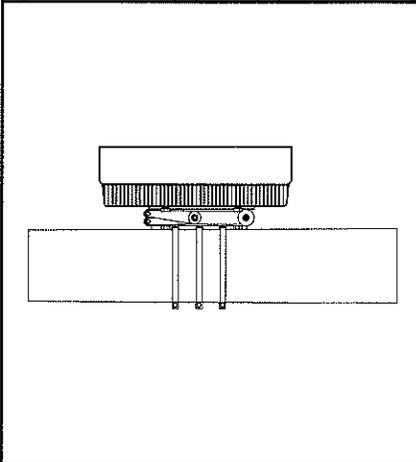
**DATE:** 05/23/14  
**ENGINEERED BY:** CORE DEVELOPMENT SERVICES  
**DRAWN BY:** CORE DEVELOPMENT SERVICES

REV	DESCRIPTION	DATE/BY
0	ISSUED FOR REVIEW	03/27/14 EWS/ML
1	100% ZD'S	07/24/14 LF
2	CHANGE TO DARK FIBER	07/24/14 LF
3	CENTURINE REVISION	07/28/14 LF
4	ADDED CX COMMENTS	07/16/14 LF

**STAMP**

**SHEET TITLE**  
POLE & EQUIP.  
DETAILS

**SHEET NUMBER**  
A-4



SCALE	SCALE	SCALE	SCALE	SCALE	SCALE
N.T.S.	N.T.S.	N.T.S.	N.T.S.	N.T.S.	N.T.S.
1	2	3	4	5	7
NOT USED	CSS CYL-X7CAP-2-T OMNI ANTENNA SPECS	mRRUS-12 MOUNTING DETAIL	mRRUS-12 MOUNTING DETAIL	WOOD POLE MOUNTING DETAILS	ANTENNA CONFIGURATION

1. INSTALL ONE SIGN 3'-4" BELOW THE ANTENNA (FROM TOP OF SIGN)  
 2. INSTALL SECOND SIGN 8'-10" ABOVE THE GROUND (FROM BOTTOM OF SIGN)

**VERIZON WIRELESS TO INSTALL:**  
 (2) mRRUS-12, (2) PSU UNITS & (1) CSS  
 CYL-X7CAP-2-T ANTENNA

NOTE TO CONTRACTOR:  
 POLE TO BE USED TO MOUNT AN  
 ANTENNA. VERIFY THE  
 DISTANCE IS AS SHOWN.

AAE DEVELOPMENT



DEVELOPMENT SERVICES  
 2744 Edison Street  
 Brea, California 92621  
 (714) 992-4444 fax  
 www.cofe.com

PROPRIETARY INFORMATION

THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY OF AADE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO THE WORK HEREON IS STRICTLY PROHIBITED.

SITE BUILDER



14400 3000 SHERMAN WAY  
 BOX 9, TUSTIN, CA 92680  
 (714) 261-2700

SITE INFORMATION

SITE NAME  
**SCL SWAD A1  
 R.O.W.**

SITE ADDRESS

E/S OAK MEADOW RD., #230  
 N/O ORANGE GROVE DR.,  
 SIERRA MADRE, CA 91024

100% ZD'S

DATE:

06/23/14

ENGINEERED BY:

CORE DEVELOPMENT SERVICES

DRAWN BY:

CORE DEVELOPMENT SERVICES

REVISIONS

REV	DESCRIPTION	DATE/BY
0	ISSUED FOR REVIEW	06/23/14 LW/BJ/L
1	100% ZD'S	07/17/14 LW
2	CHANGE TO DARK FIBER	07/28/14 LW
3	CENTERLINE REVISION	07/28/14 LW
4	ADDED CX COMMENTS	07/28/14 LW

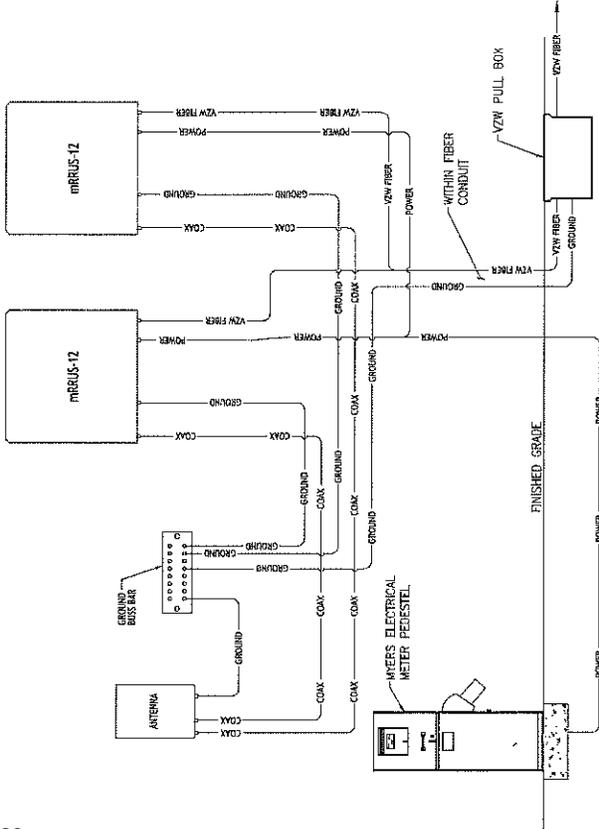
STAMP

SHEET TITLE

DETAILS

SHEET NUMBER

A-5

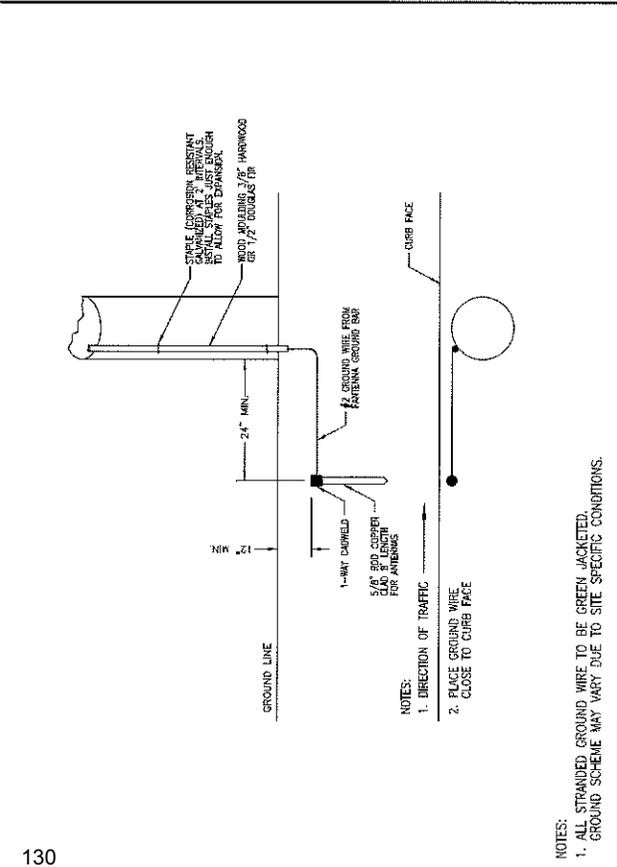


TYPICAL CABLING SEQUENCE

SCALE  
 N.T.S.

1





- NOTES:
1. ALL STRANDED GROUND WIRE TO BE GREEN JACKETED.
  2. GROUND SCHEME MAY VARY DUE TO SITE SPECIFIC CONDITIONS.

TYPICAL WOOD POLE GROUNDING DETAIL

SCALE: N.T.S.

1 TYPICAL GROUND BAR

SCALE: N.T.S.

2

**ARE DEVELOPMENT**

**core**  
DEVELOPMENT SERVICES  
10000 CALIFORNIA AVENUE  
SUITE 200  
IRVINE, CALIFORNIA 92614-1100  
WWW.COREDEV.COM

**PROPRIETARY INFORMATION**  
THE INFORMATION CONTAINED IN THIS SET OF CONSTRUCTION DOCUMENTS IS PROPRIETARY TO MAHONEY. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH IS RELATED TO MAHONEY WIRELESS IS STRICTLY PROHIBITED.

**SITE BUILDER**  
**verizon wireless**  
10000 CALIFORNIA AVENUE  
SUITE 200  
IRVINE, CALIFORNIA 92614

**SITE INFORMATION**  
**SITE NAME:**  
SCL SMAD A1  
R.O.W.

**SITE ADDRESS**  
E/S OAK MEADOW RD., ±230  
N/O ORANGE GROVE DR.,  
SIERRA MADRE, CA 91024

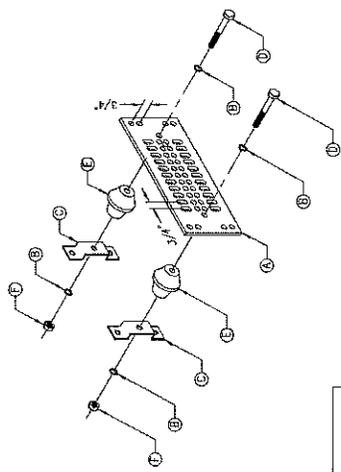
**100% ZD'S**

**DATE:** 06/23/14  
**ENGINEERED BY:** CORE DEVELOPMENT SERVICES  
**DRAWN BY:** CORE DEVELOPMENT SERVICES

REV	DESCRIPTION	DATE/BY
0	ISSUED FOR REVIEW	06/23/14 LA
1	100% ZD'S	06/23/14 LA
2	CHANGE TO DARK FIBER	12/02/14 LA
3	CERTIFICATE REVISION	01/22/15 LA
4	ADDED CX COMMENTS	07/15/15 LA

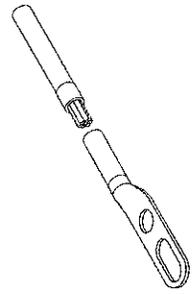
**SHEET TITLE**  
**GROUNDING DETAILS**

**SHEET NUMBER**  
A-7



**PARTS LIST**

	QUANTITY	DESCRIPTION
A	1	COPPER GROUND BAR USE STYLE C OR E, ECOM, INC. (COPPER GROUND BARS WILL VARY BASED ON NUMBER OF GROUND CONNECTIONS)
B	5/8"	LOCK WASHERS, NEWTON INSTRUMENT CO.
C	1	WALL MOUNTING BRACKET, NEWTON INSTRUMENT CO.
D	5/8"-11 X 1"	NUTS, NEWTON INSTRUMENT CO.
E	1	INSULATORS SHALL BE INSTALLED
F	5/8"-11	NUT



- NOTES:
1. CRIMP (COMPRESSION) TYPE TWO-HOLE RATED TENSILE CONNECTORS SHALL BE USED TO TERMINATE STRANDED GROUNDING CONDUCTORS. THE CONNECTORS SHALL BE THE PLATED COPPER LONG BARREL LUG, AND SHALL BE LISTED FOR THEIR INTENDED USE BY AN NRTL.  
NOTE: TIN PLATED ALUMINUM CONNECTORS INSTALLED PRIOR TO THE DATE OF THIS STANDARD OR CONNECTORS THAT ARE PART OF AN APPROVED PRODUCT ARE ACCEPTABLE.
  2. CRIMP TYPE CONNECTORS USED ON SOLID CONDUCTORS MUST BE LISTED BY AN NRTL FOR USE ON SOLID CONDUCTORS, AND MUST BE CRIMPED WITH THE DIES SPECIFIED BY THE MANUFACTURER OF THE CONNECTOR. USE A HYDROLIC CRIMPING TOOL.
  3. TWO-HOLE RATED TENSILE CONNECTORS SHALL BE USED. WIRE SHALL BE INSERTED THE ENTIRE LENGTH OF THE LUG. ENSURE THAT OUTER INSULATION SHALL BE PROVIDED AN ANTICURE COMPOUND ON THE CONDUCTOR BEFORE CRIMPING (NO OX). INSTALL A TRANSPARENT HEAT SHRINK INSULATING TUBE ALONG THE ENTIRE LENGTH OF THE CRIMP.
  4. USE #6 AWG STRANDED-THOMAS & BETTS 485878 OR EQUIVALENT.
  5. USE #2 AWG STRANDED-THOMAS & BETTS 435386 OR EQUIVALENT.

CONNECTION OF COAX GROUND KIT TO ANTENNA COAX

SCALE: N.T.S.

3 (2) HOLD LB GROUNDING LUG

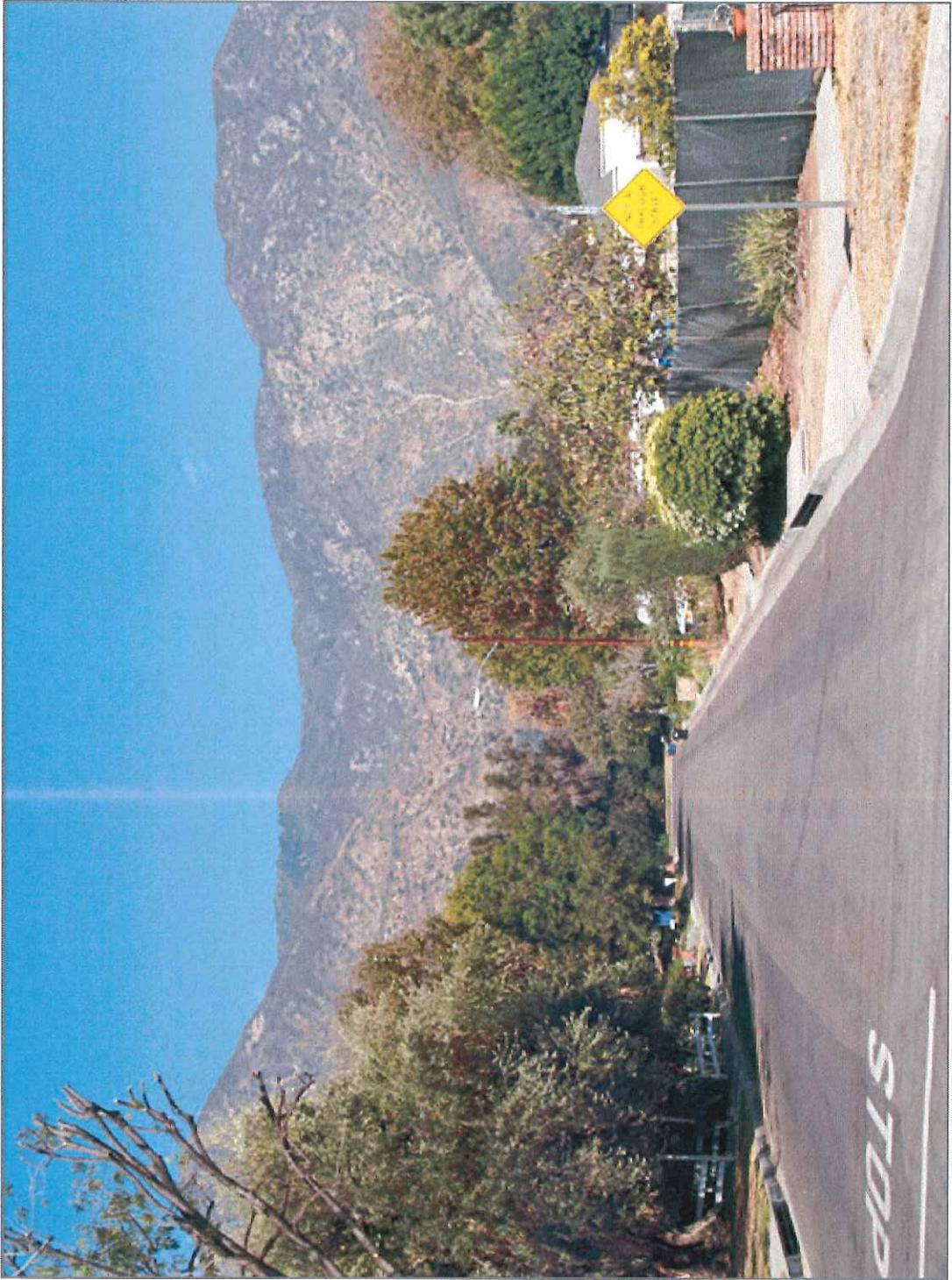
SCALE: N.T.S.

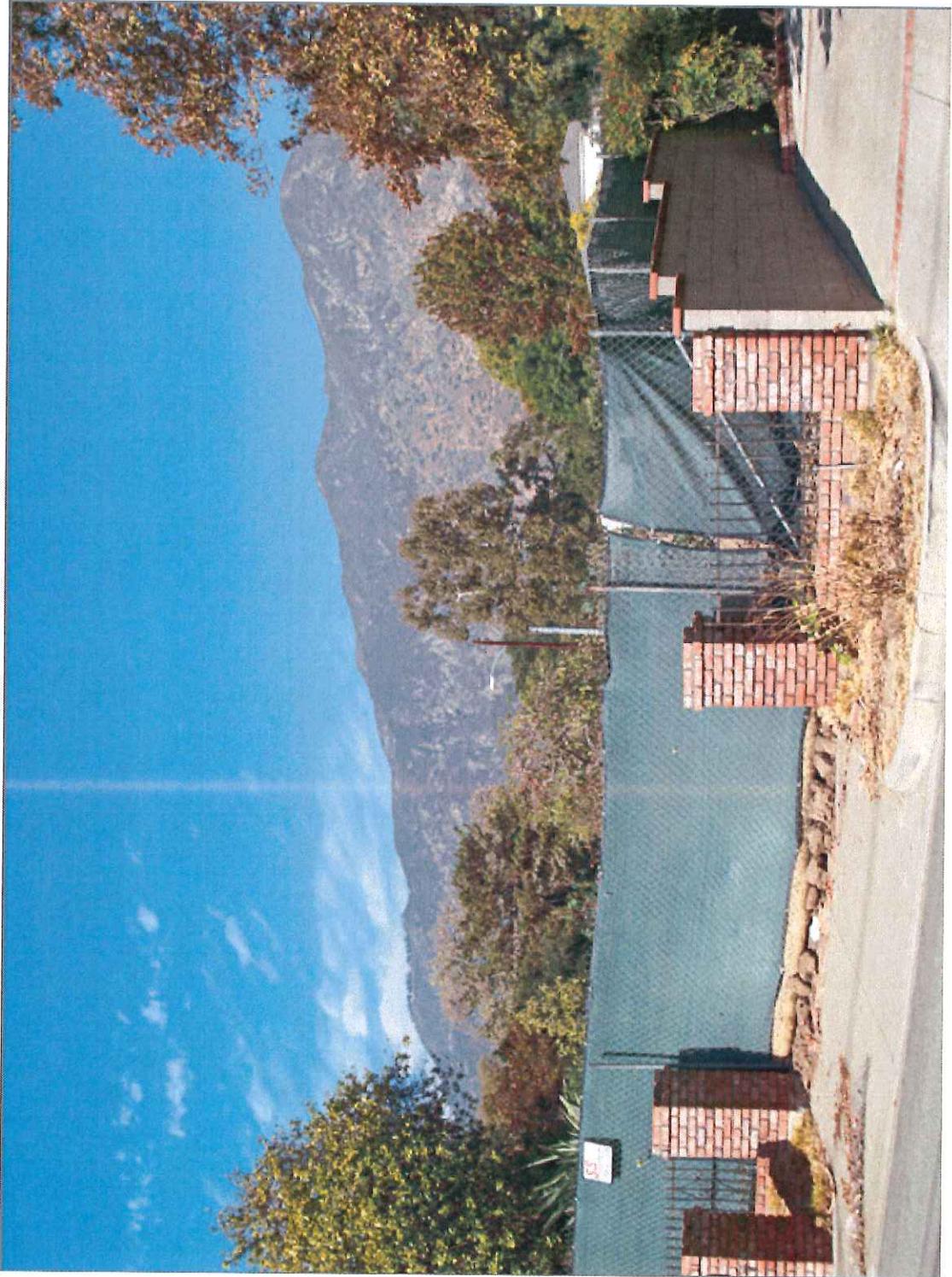
4

1. DO NOT INSTALL COAX GROUND KIT AT A BEND AND ALWAYS DIRECT GROUND WIRE DOWN TO GROUND BEND.
2. GROUNDING KIT SHALL BE TYPE AND PART NUMBER AS SUPPLIED OR RECOMMENDED BY COAX MANUFACTURER.
3. WEATHER PROOFING SHALL BE TWO-PART TAPE KIT. COLD SHRINK SHALL NOT BE USED.

# EXHIBIT C

Site Photos









# EXHIBIT D

## Photo Simulations

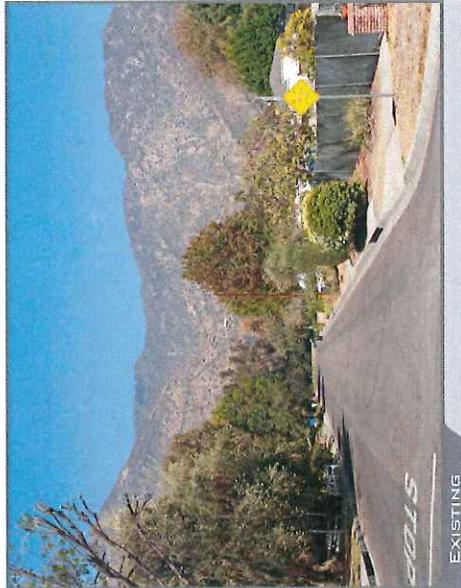
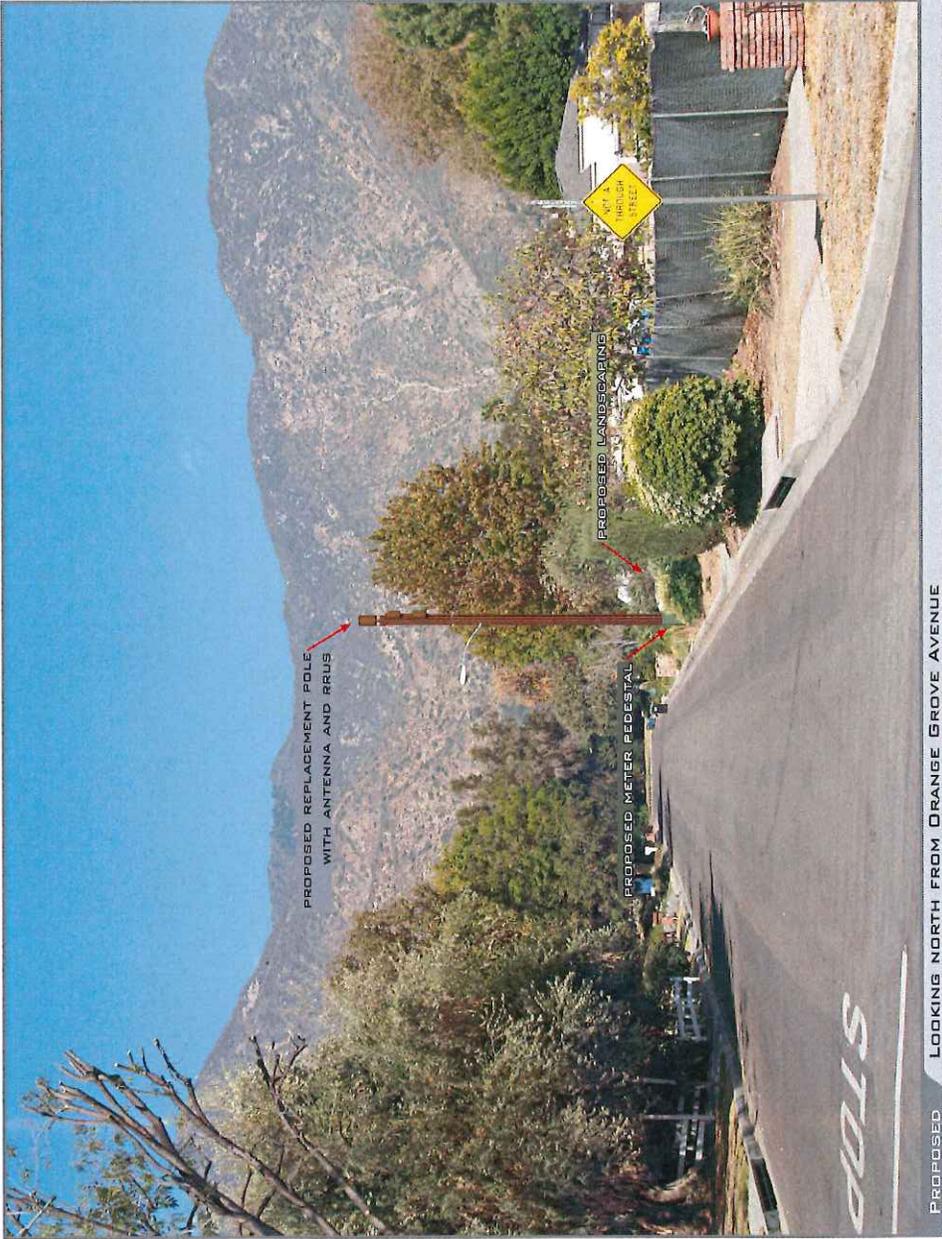
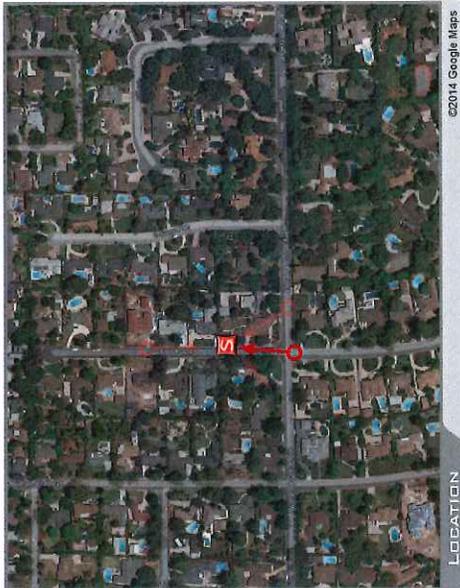


# SAMD A1

E/S OAK MEADOW ROAD N/O ORANGE GROVE AVE SIERRA MODRE CA 91024



VIEW 1



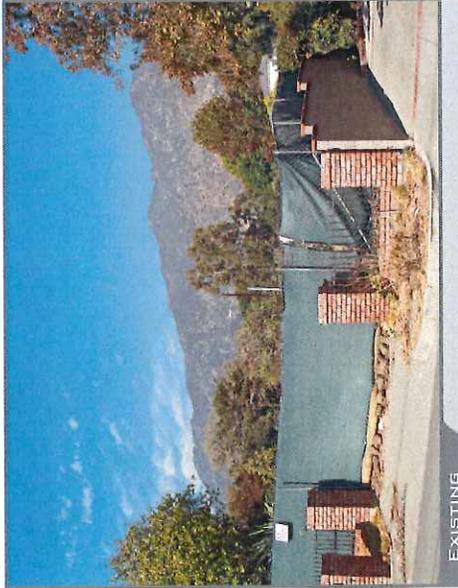
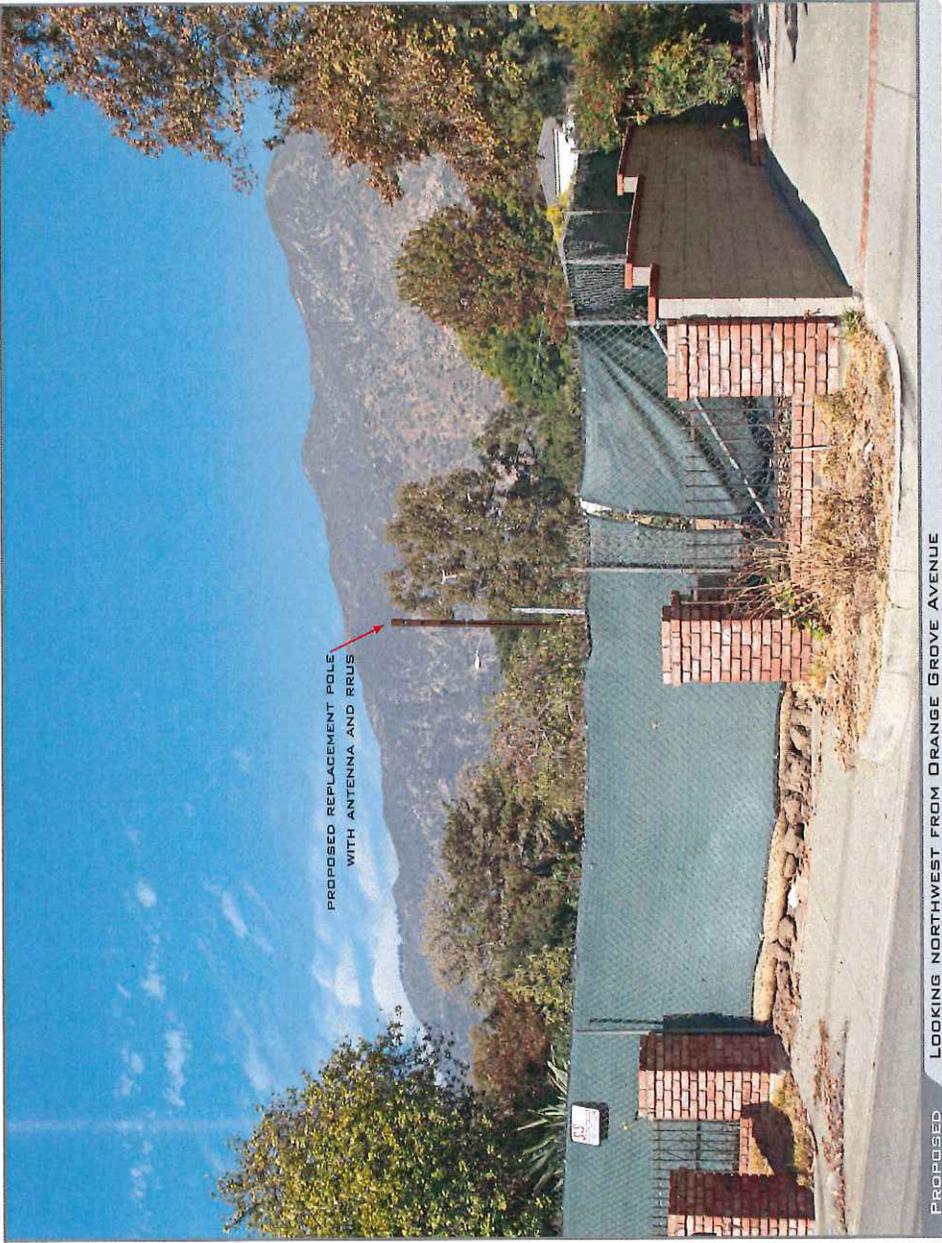
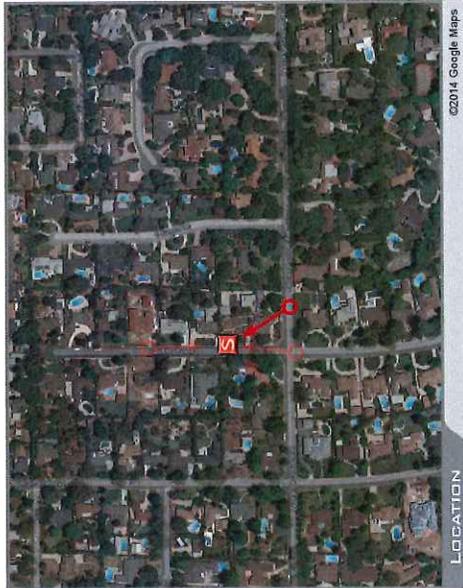
ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.

# SAMD A1

E/S OAK MEADOW ROAD N/O ORANGE GROVE AVE SIERRA MADRE CA 91024



VIEW 2



ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.

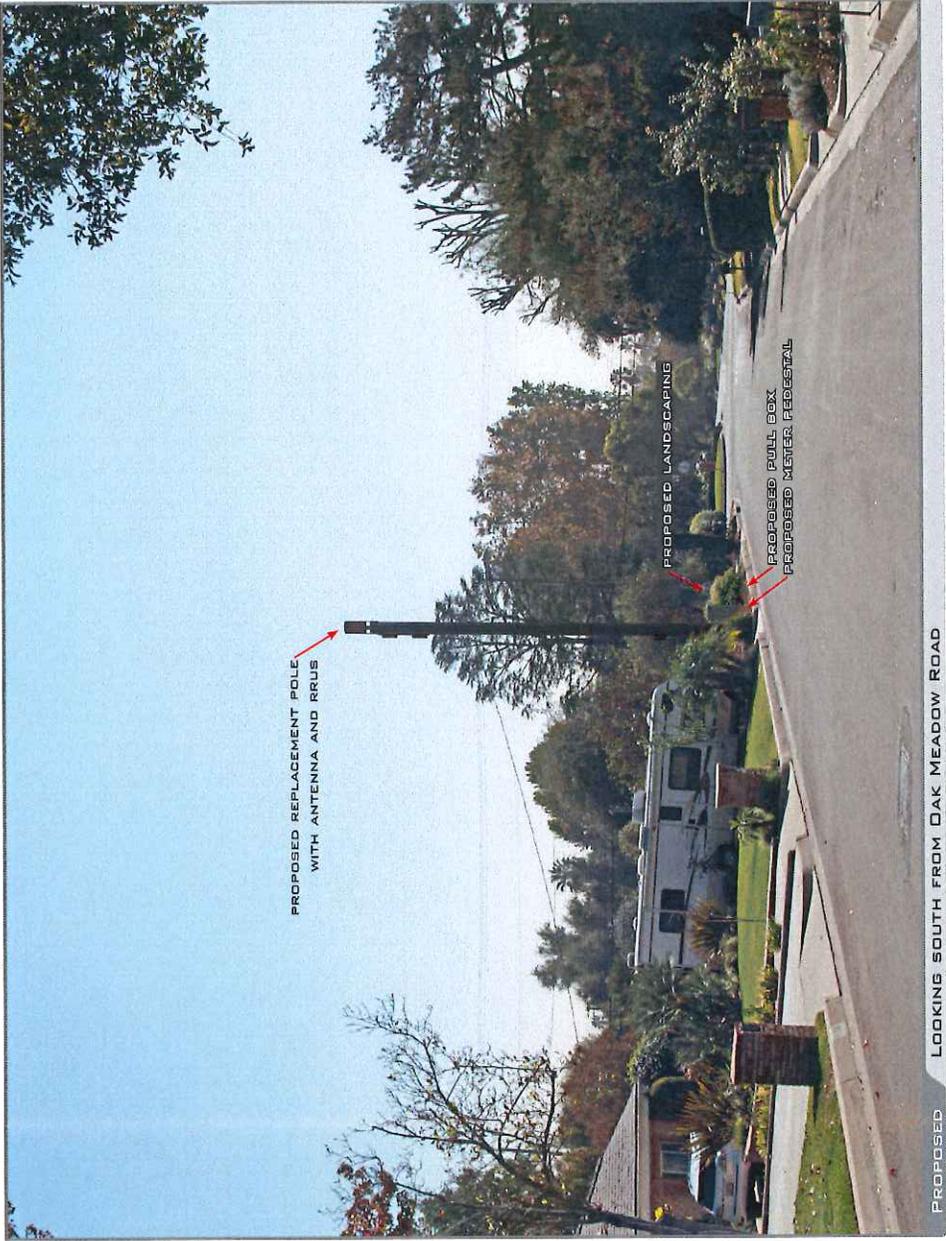
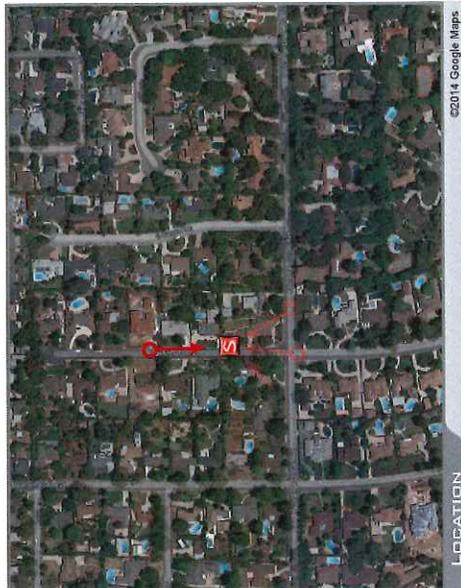


# SAMD A1

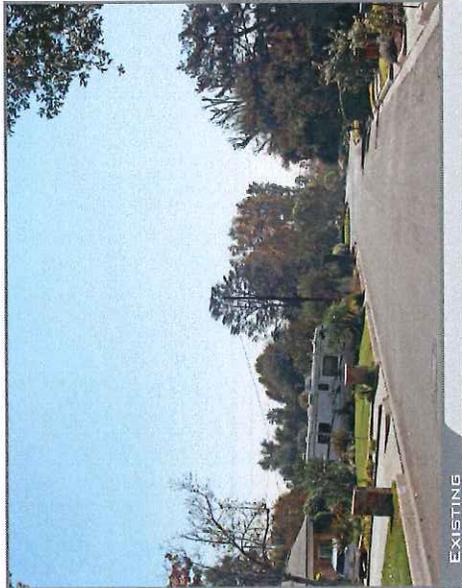
E/S DAK MEADOW ROAD N/O ORANGE GROVE AVE SIERRA MADRE CA 91024



VIEW 3



ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.



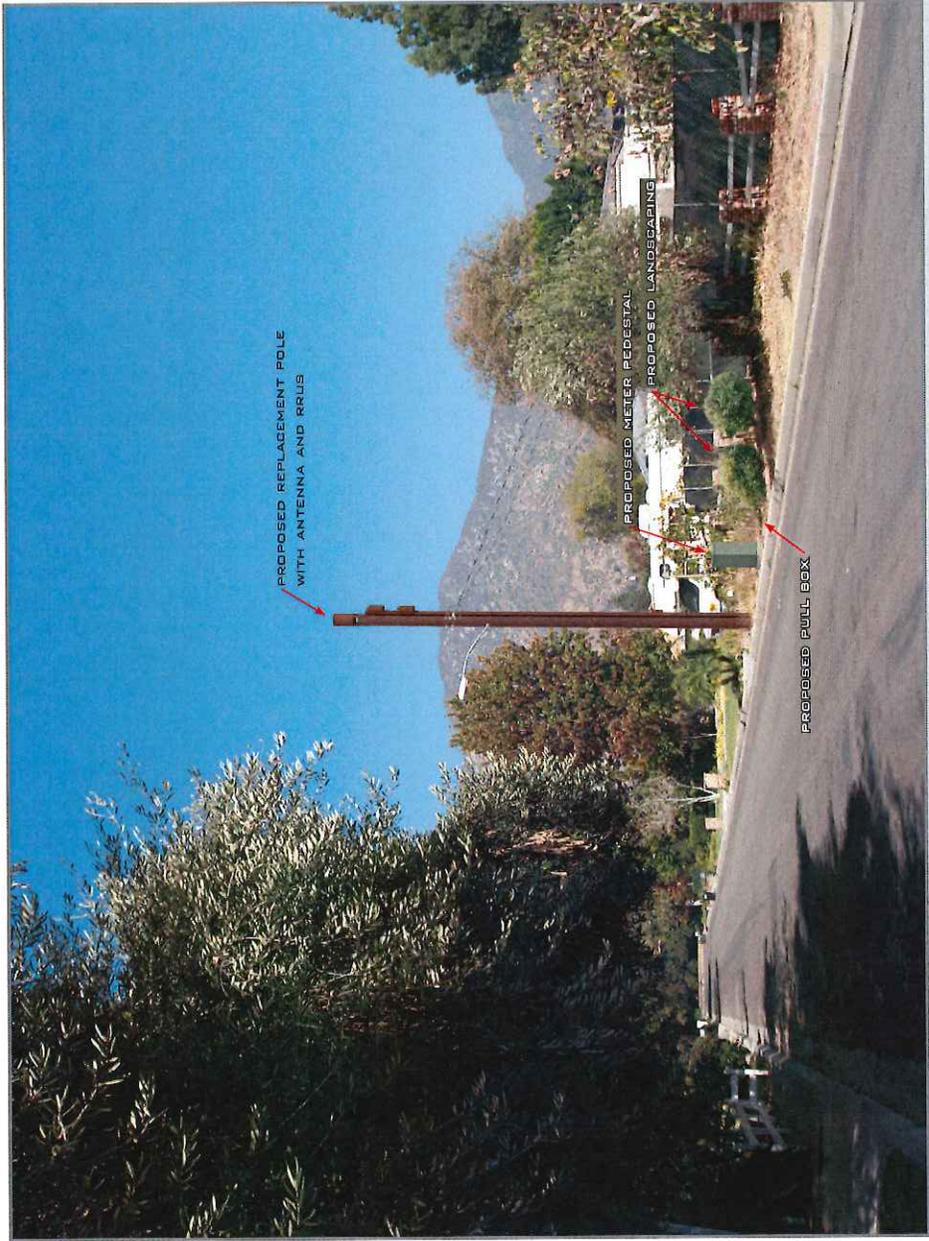
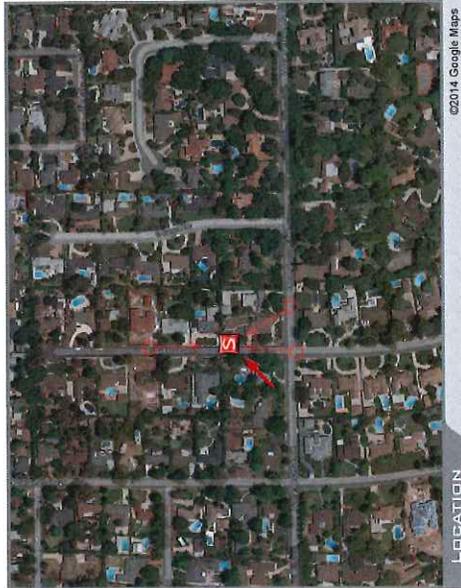


# SAMD A1

E/S DAK MEADOW ROAD N/O ORANGE GROVE AVE SIERRA MODRE CA 91024



VIEW 4



PROPOSED LOOKING NORTHEAST FROM DAK MEADOW ROAD



ACCURACY OF PHOTO SIMULATION BASED UPON INFORMATION PROVIDED BY PROJECT APPLICANT.

# EXHIBIT E

## Project Application

Revised 4/9/2015

Project Site: SMAD A1



# City of Sierra Madre Planning Application Form

232 W. Sierra Madre Blvd. Sierra Madre, CA 91024  
626-355-7135 Fax: 626-355-2251

Date Received

4/15/15

P.C. Hearing Date

Project No.

**Project Location** E/S Oak Meadow Rd, +-230 N/O Orange Grove

**APN #** N/A - PROW **General Plan & Zoning** N/A- PROW

**Exact Legal Description:** This is located within the public right-of-way

**Applicant Requests:** Replace existing pole #4156895E with new 39'-6", above grade, pole and install (2) mRRUs-12, (1) NID 9145E and (1) CSS CYL-X7CAP-2 -T antenna on new pole, (1) myers electrical meter pedestal and (1) pull-box.

A variance to allow a wireless facility to be located closer than 50' from a residential use

### Type of Discretionary Review/Fee

Variance  
\$ \_\_\_\_\_

Minor Variance  
\$ \_\_\_\_\_

Conditional Use Permit  
\$ \_\_\_\_\_

Minor Conditional Use Permit  
\$ \_\_\_\_\_

Lot Merger  
\$ \_\_\_\_\_

General Plan Amendment  
\$ \_\_\_\_\_

Public Facilities Fee  
\$ \_\_\_\_\_

Arts Fee  
\$ \_\_\_\_\_

Environmental Fee  
\$ \_\_\_\_\_

Noticing Fee  
PC \$ \_\_\_\_\_   
CC \$ \_\_\_\_\_

### Applicant Information

Name: Verizon Wireless

Address: 15505 Sand Canyon Ave., Bldg D, First Floor

Irvine CA 92618

- Owner
- Escrow
- Lessee
- Other



H/C: \_\_\_\_\_

W: 714.904.9331



amailian@core.us.com

### If required:

COVENANTS, CONDITIONS AND/OR RESTRICTIONS:

SIERRA MADRE MUNICIPAL CODE (Sections) (For Office Use Only)

**RECEIVED**

TOTAL \$ \_\_\_\_\_

APR 15 2015

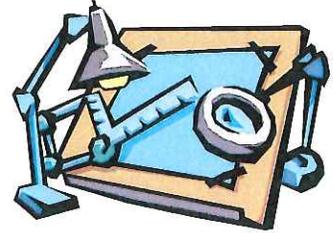
**CITY OF SIERRA MADRE  
PLANNING & BUILDING**

Architect Information

Firm: Core Development Services Contact: Argineh Mailian

Address: 28310 Roadside Drive, Suite 220 Phone: 714.904.9331

Agoura Hills CA 91301 Fax: amailian@core.us.com



Contractor Information

Company: TBD Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Engineer Information

Company: Core Development Services Contact: Argineh Mailian

Address: 28310 Roadside Drive, Suite 220 Phone: 714.904.9331

Agoura Hills CA 91301 Fax: amailian@core.us.com

**Appeal**  
If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information please contact the Department of Development Services for the procedure and time constraints.

**For Office Use Only**

Cultural Heritage Commission

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

Action: \_\_\_\_\_

City Council Appeal

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

Action: \_\_\_\_\_

Tree Advisory Commission

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

Action: \_\_\_\_\_

CRA

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

Action: \_\_\_\_\_

**Application Completeness:** Only applications that include all of the required documents described on the following page will be deemed "complete." The Department of Development Services retains the right to review documents and determine that they are adequate in their ability to convey the applicant's request to the decision making body. Applicants will be notified if the application is not complete, within 30 days of filling the application and paying all required fees.

**Refund:** Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

The City will work with one individual, or firm, who is the "applicant." It is expected that the applicant will convey all project related information to the individuals involved in the project.



**Certification**

I certify that I am the duly authorized applicant for this project. Further, I certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

Argineh Mailian for Verizon Wireless  
Name of Applicant

  
Signature

**Variance and  
Conditional Use  
Permit applications  
must include:**

Descriptions and/or analysis to the required attached findings, in order to be deemed complete.

\_\_\_\_\_  
Name of 2nd Applicant

\_\_\_\_\_  
Signature

**PLEASE NOTE: THE ABOVE SIGNATURE(S) MUST BE NOTARIZED.**





**Required Submittal Materials:**

- Completed Planning Application Form
  - PROJECT DESCRIPTION & ANALYSIS: On **page 10**, describe the proposal including current use of the property, demolition (if any), proposed construction, proposed use and any other relevant information to the applicant request. Submit all information listed on the analysis form.
  - SITE PLAN: Attach a dimensioned site plan including all property lines indicating existing and proposed structures and the current and proposed use of all structures. Indicate the location of any structures within 5 feet of the abutting site(s). The site plan must indicate a north direction, the architect's name, the owner's name, existing trees & plant materials, internal & external right-of-ways, yard dimensions, and a scale. *To be included in one (1) blue print size (24"x36") set of plans, due at the time of application submittal.*
  - DIMENSIONED FLOOR PLANS: Must indicate North direction, architect's name, owner's name, and a scale. *To be included in one (1) blue print size (24"x36") set of plans, due at the time of application submittal.*
  - ELEVATIONS: Dimensioned elevations must be included for each side of the property. Elevations must identify the relevant property lines, natural & finished grade, and massing of structures on adjacent properties. *To be included in one (1) blue print size (24"x36") set of plans, due at the time of application submittal.*
  - COLORED PHOTOGRAPHS: Include pictures of all four (4) directions (N, S, E & W) of existing site and abutting properties looking in and out. *One (1) set of photos due at the time of application submittal.*
  - Fourteen (14) copies/sets of the following: 1) 3-hole punched 11"x17" reductions of site plan, floor plans, and elevations; 2) Colored photographs (3-hole punched). *These items to be submitted a minimum 10 days prior to Planning Commission hearing date.*
  - ELECTRONIC COPY OF PLANS: PDF format. *To be submitted a minimum 10 days prior to Planning Commission hearing date.*
  - Colored rendering of front elevation
  - Owner's Affidavit
- NOTIFICATION:**
- A 300-foot-radius map and the names of the property owners within a 300 foot radius is required. Submit a master list and 2 (two) sets of typed labels listing all property owners and their addresses for purposes of mailing public hearing notices. \*Note: A 150-foot-radius is required for Minor Variances or consent of abutting owners and owner directly across the street from the project site.
- Environmental Information Form
  - SITE SURVEY: The survey must be completed by a licensed surveyor and show existing grades, structures, and other relevant information. (If required by the Planning Department)
  - Tree removal plan (if necessary) for review by the Tree Advisory Commission
  - Entry onto Private Land. By submitting said form a property owner grants permission to staff and the Planning Commissioners the right to enter private property to evaluate the request.
  - Public Facilities Fee: Please check with Development Services staff if this fee applies to your project (Title 15; Chapter 15.52)

RECEIVED

MAR 12 2015

CITY OF SIERRA MADRE  
PLANNING & BUILDING

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of Orange )

On 1/16/15 before me, Karen H. Tomita, Notary Public,  
*Date Here Insert Name and Title of the Officer*

personally appeared Argineh Mailian  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
*Signature of Notary Public*

*Place Notary Seal Above*

**OPTIONAL**

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Planning Application Form Document Date: n/a  
Number of Pages: 14 Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Argineh Mailian  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: Verizon Wireless

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

**CONDITIONAL USE PERMIT FINDINGS**

Before any conditional use permit is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter, the existence of the following facts:

- A. That the site for the proposed use is adequate in size, shape, and topography;  
The location, size, design and operating characteristics of the existing facility will continue not to create any unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with the surrounding land uses.
- B. That the site has sufficient access to street which are adequate, in width and pavement type, to carry the quantity and quality of traffic generated by the proposed use;  
The proposal is located within the public right-of-way and is to replace an existing utility pole.  
The proposed telecommunications facility is unmanned and only requires periodic maintenance, which equates to approximately one trip per month.
- C. That the proposed use will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent properties; a  
The use will have no substantial adverse impact on properties or improvements in the surrounding neighborhood. The proposed unmanned wireless telecommunications facility is a passive use and there will be no increase to vehicular or pedestrian traffic in the area as a direct result of this proposal.
- D. That here is a demonstrated need for the use requested; a  
the installation and operation of the wireless facility, in an attempt to enhance the efficiency and effectiveness of the service to immediate vicinity, particularly to the residential uses  
Please refer to enclosed Coverage Maps.
- E. That the use, if permitted, will, as to location and operation, be consistent with the objectives of the general plan;  
The proposed facility is not detrimental to the character of the development in the immediate neighborhood and is in harmony with the various elements and objectives of the General Plan.  
The California Public Utilities Commission considers the proposed use a public utility.
- F. That the public interest, convenience, and necessity require that use be permitted at the location requested.  
Demand by the public for wireless telecommunications services is rapidly increasing and contributes to the economic health and welfare of the general public. Wireless communication is a vital element of the communications network for both emergency services and public convenience.

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**CONDITIONAL USE PERMIT FINDINGS**

Additional burden of proof for permits for single-family houses as described in Section 17.20.025 shall be:

- A. That the proposed project be designed in one consistent style and the height, bulk, scale and mass of new construction and reconstruction be compatible with the existing neighborhood and the surroundings.

N/A

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- B. That the proposed project reflects the scale of the neighborhood in which it is proposed and that it does not visually overpower or dominate the neighborhood and is not ill-proportioned so as to produce either architecture or design that detracts from the foothill village setting and does not cause adverse impacts.

N/A

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- C. That the conditional use permits required to accommodate design features which are characteristic of an identifiable architectural style or a coherent architectural design that is consistent on all sides of the building.

N/A

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**MINOR CONDITIONAL USE PERMIT FINDINGS**

Upon consideration of any comments received, the director of development services may approve, conditionally approve, or deny the proposed minor conditional use permit pursuant to the following findings:

- A. That the proposed request will not be detrimental, or otherwise be inconsistent with the residential character of the neighborhood; and  
The location, size, design and operating characteristics of the facility will continue not to create any unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with the surrounding land uses. The proposal is consistent with the existing environment and minimizes the visual obtrusiveness of the facility with is proposed design. In fact, the proposal will allow the immediate residential community the continuing benefits as described in narrative.
- B. That the site of the proposed request is adequate in size, shape and topography to accommodate the request; and  
The location, size, design and operating characteristics of the facility will continue not to create any unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with the surrounding land uses. The proposal is a replacement utility pole and will virutally unnoticable.
- C. That the proposed request will not unreasonably interfere with the use, possession and enjoyment of surrounding and adjacent property owners; and  
The proposed equipment associated with the wireless structure operates quietly or virtually noise free. The proposed equipment does not emit fumes, smoke or odors that could be considered objectionable. The proposed wireless facility is unmanned and only requires periodic maintenance, which equates to approximately one trip per month.
- D. That here is a demonstrated need for the use requested; and  
The proposed installation will allow for the installation and operation of the wireless facility, in an attempt to enhance the efficiency and effectiveness of the service to immediate vicinity, particularly to the residential uses to the north, east, south and west of the proposed site. Please refer to provided propogation covergae maps for demonstrated need to service.
- E. That the proposed request will be arranged, designed, constructed, operated and/or maintained so as to be compatible with intended character of the surrounding area and shall not change the essential character of the surrounding area from that intended in the general plan.  
The location, size, design and operating characteristics of the existing facility will continue not to create any unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with the surrounding land uses. The proposed facility is consistent with the existing environment and minimizes the visual obtrusiveness of the facility with is proposed design. This will be an unmanned facility and not require any sewer, or parking infrastructure to support its operation. Thus, the use will have no substantial adverse impact on properties or improvements in the surrounding neighborhood.

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**VARIANCE FINDINGS**

Before any zone variance is granted, the applicant shall show, to the reasonable satisfaction of the body hearing such matter, the existence of the following facts:

- A. The conditions of the variance will assure that the adjustment thereby authorized will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

This is located within the public right-of-way. The proposed location and use is compatible with adjacent uses and the development character of the area and the proposal is a replacement of an existing utility pole.

This facility is entirely unattended and thus will not require any special privilege. Also as a public utility company, Verizon Wireless hold rights to locate facilities within the public right-of-way.

- B. The variance will not authorize a use or activity which is not otherwise expressly authorized by the zone regulation governing the parcel of property.

This is located within the public right-of-way. Verizon Wireless is a registered as a public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC); and thus, hold rights to locate facilities within the public right-of-way.

- C. The applicant has shown that there are special circumstances applicable to the property involved, such as size, shape, topography, location or surroundings, which do not generally apply to other adjacent properties included in the same zone as the subject property.

This is located within the public right-of-way. Verizon Wireless is a registered as a public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC); and thus, hold rights to locate facilities within the public right-of-way.

- D. The special circumstances make the granting of the zone variance necessary in order to facilitate a reasonable use of the property involved.

This is located within the public right-of-way. Verizon Wireless is a registered as a public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC); and thus, hold rights to locate facilities within the public right-of-way.

Wireless communication is a vital element of the communications network for both emergency services and public convenience. The utilities are mandated to provide adequate coverage in each of the geographic areas they serve.

- E. The variance will be consistent with the objectives of the general plan and the zoning ordinance.

The location, size, design and operating characteristics of the existing facility will continue not to create any unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with the surrounding land uses not be inconsistent with the objectives the general plan and the zoning ordinance as the facility is located completely in the public right-of-way and the proposal is for a replacement of an existing utility pole.

**MINOR VARIANCE FINDINGS**

Burden of Proof and Conditions of Approval. The director must find or conditions must be imposed to insure that:

A. The project does not adversely impact the public health, safety, and welfare; and

~~The proposed unmanned wireless facility will not result in conditions or circumstances contrary to the public health, safety and the general welfare. The location, size, design and operating characteristics of the existing facility will continue not to create any unusual noise, traffic or other conditions or situations that may be objectionable, detrimental or incompatible with the surrounding land uses.~~

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B. The design of the home is improved with the granting of the minor variance.

N/A

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**Project Description & Analysis:** Please print a narrative **summary** of the proposed project within the box.

Verizon to replace existing pole #4156895E with new 39'-6", above grade, pole and install (2) mRRUs-12, (1) NID model# 9145E and (1) CSS CYL-X7CAP-2 -T antenna on new pole, (1) myers electrical meter pedestal and (1) pull-box. A variance to allow a wireless facility to be located closer than 50' from a residential use

Verizon Wireless is a registered as a public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC). As public utilities, they are licensed by the FCC and must provide wireless communication services throughout the Southern California area.

Please refer to enclosed Project Narrative and Justification.

Fill in the following information:

**Square Footage of Structures**

Existing Dwelling . . . . .	N/A
Existing Garage . . . . .	N/A
Other Structure(s) . . . . .	N/A
Proposed Structure . . . . .	N/A

**Floor Area**

Maximum Allowable Floor Area . . . . .	N/A
Existing Floor Area . . . . .	N/A
Proposed Floor Area . . . . .	N/A

**Permissible Lot Coverage**

Permitted Lot Coverage . . . . .	N/A
Existing Lot Coverage . . . . .	N/A
Proposed Lot Coverage . . . . .	N/A

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**Front Yard Setback**

Required . . . . . N/A \_\_\_\_\_

Existing . . . . . N/A \_\_\_\_\_

Proposed . . . . . N/A \_\_\_\_\_

**Side Yard Setbacks**

Required. . . . . N/A \_\_\_\_\_

Existing . . . . . N/A \_\_\_\_\_

Proposed . . . . . N/A \_\_\_\_\_

**Rear yard Setback**

Required . . . . . N/A \_\_\_\_\_

Existing . . . . . N/A \_\_\_\_\_

Proposed . . . . . N/A \_\_\_\_\_

**Height**

Existing . . . . . 35' \_\_\_\_\_

Proposed . . . . . 39'6" \_\_\_\_\_

**Parking**

Existing . . . . . N/A \_\_\_\_\_

Proposed . . . . . N/A \_\_\_\_\_



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Any trees, shrubs, or vegetation to be removed?  NO  YES If YES, please describe type and total numbers.

Proposed Landscaping includes: N/A

Any existing structure(s) to be demolished?  NO  YES If YES, please describe structure.

The proposal includes a replacement of an existing utility pole.

Is the site on the Register of Historic Cultural Landmarks?  NO  YES

Is the site in the Community Redevelopment Area?  NO  YES

Will the site be graded?  NO  YES

Cubic Yards \_\_\_\_\_ Cut \_\_\_\_\_ Fill \_\_\_\_\_ Import \_\_\_\_\_ Export \_\_\_\_\_

Will a wall be constructed?  NO  YES

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Material

City of Sierra Madre

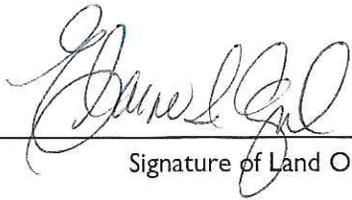
**ENTRY ONTO PRIVATE LAND**

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra

Madre may enter upon my land located at E/S Oak Meadow Rd ± 230 N/O  
Orange Grove

and make examinations provided that the entries and examinations do not interfere with the use of the land by

those persons lawfully entitled to the possession thereof.



Signature of Land Owner



Date



City of Sierra Madre

OWNER'S AFFIDAVIT

I am the owner of the property located at E/S Oak Meadow Rd. ± 230 N/O  
Orange Grove

I have read the foregoing application for the planning permits and know the contents thereof and give the City of Sierra Madre permission to process such permits.

I certify under penalty of perjury that the foregoing is true and correct.



Signature

Please print: Name ELAINE AGUILAR, CITY MANAGER

Address 232 W. SIERRA MADRE BLVD.  
SIERRA MADRE CA 91024

Telephone 626-355-7135

**PLEASE NOTE: THE ABOVE SIGNATURE MUST BE NOTARIZED.**

# EXHIBIT F

## Project Narrative

**Project Narrative and Justification  
Wireless Telecommunications Facility**

**Applicant's Agent:** Argineh Mailian, Zoning Manager  
Core Development Services  
28310 Roadside Drive, Suite 220  
Agoura Hills, CA 91301

**Project Location:** Address: E/S Oak Meadow Rd, +-230, N/O Orange Grove Drive, Sierra Madre CA  
Zoning: Public right-of-way

**Project Description:**

Verizon Wireless is requesting to install a wireless facility within the public right-of-way at E/S Oak Meadow Rd, +-230, N/O Orange Grove Drive, Sierra Madre CA. Verizon Wireless proposed installation consists of replacing an existing pole #4156895E with new 45' pole and install (2) mRRUs-12, (1) NID model# 9145E and (1) CSS CYL-X7CAP-2 -T antenna on new pole, (1) myers electrical meter pedestal and (1) pull-box. Please note, a 45' pole will have +-6' buried in the ground, leaving t of 39'-6" of pole above grade, as noted on the elevations sheets of the plans.

**Introduction to Wireless Facilities:**

Verizon Wireless is a registered as a public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC). As public utilities, they are licensed by the FCC and *must* provide wireless communication services throughout the Southern California area.

The network of Verizon Wireless' cell sites throughout the Los Angeles region is "locationally dependent," meaning that there is a necessary and logical interrelationship between each cell site. Eliminating or relocating a single cell site can lead to gaps in the system and prohibit Verizon Wireless from providing uninterrupted service to customers in a defined coverage area. Further, the elimination or relocation of a cell site will most often have a "domino" effect on other cell site locations and necessitate significant design changes or modifications to the network.

**Overview of Objective:**

The proposed installation will allow for the installation and operation of the wireless facility, in an attempt to enhance the efficiency and effectiveness of the service to immediate vicinity, particularly to the residential uses to the north, east, south and west of the proposed site. The main objective of this site, as stated in the provided RF Site Justification Letter is to improve coverage/capacity in the residential area at the intersection of Hacienda Drive and Oak Meadow, to cover in weak RSRP - C/I area. Since this site is to serve the small cell or micro cell deployment of Verizon Wireless, we are typically limited to a very small area to locate a site to provide the needed coverage/capacity – typically only few hundred feet or one to two blocks at the most.

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public safety standard, a maximum exposure level to radio frequency emissions of 1000 microwatts per centimeter squared (1,000 uW/cm<sup>2</sup>).

**Project Benefits:**

The approved of the proposed CUP will allow the immediate residential community the continuing benefits of:

- Telephone, data transmission, paging, short message functions, and voicemail services and reliable services for emergency purposes.
- Enhanced emergency response communications for police, fire, paramedics and other emergency services in the wake of an emergency or disaster.
- Better voice and reception quality through use of the all-digital technology.
- Higher security and privacy for telephone users.
- More affordable service due to increased competition in the marketplace.

**The proposed wireless facility location will be desirable to the public convenience and welfare.**

Wireless facilities are a public utility, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC). Wireless communication is a vital element of the communications network for both emergency services and public convenience. The utilities are mandated to provide adequate coverage in each of the geographic areas they serve. Wireless technology has stringent location and elevation requirements, and the existing wireless facility continues to provide viable wireless communications services to subscribers in the surrounding community.

**The proposed facility is proper in relation to adjacent uses and the development character of the community.**

The proposed location and use is compatible with adjacent uses and the development character of the area. The proposed facility is consist with the existing environment and minimizes the visual obtrusiveness of the facility with is proposed design.

This will be an unmanned facility and not require any sewer, or parking infrastructure to support its operation. The facility will continue to be visited once or twice per month by a technician for routine maintenance and testing.

**The proposed facility is not detrimental to the character of the development in the immediate neighborhood and is in harmony with the various elements and objectives of the General Plan.**

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## Variance Findings\_ Section 17.93.040.B

Restricted Locations. No wireless communication facility shall be permitted in any residential or open space zone unless the applicant proves each of the following:

### **1. Prohibition of such location would prevent service to areas accessible by the public rights-of way:**

The network of Verizon Wireless' cell sites throughout the Los Angeles region is "locationally dependent," meaning that there is a necessary and logical interrelationship between each cell site. Eliminating or relocating a single cell site can lead to gaps in the system and prohibit Verizon Wireless from providing uninterrupted service to customers in a defined coverage area. Further, the elimination or relocation of a cell site will most often have a "domino" effect on other cell site locations and necessitate significant design changes or modifications to the network. The proposed installation will allow for the installation and operation of the wireless facility, in an attempt to enhance the efficiency and effectiveness of the service to immediate vicinity, particularly to the residential uses to the north, east, south and west of the proposed site. The main objective of this site, as stated in the provided RF Site Justification Letter is to improve coverage/capacity in the residential area at the intersection of Hacienda Drive and Oak Meadow, to cover in weak RSRP - C/I area. Since this site is to serve the small cell or micro cell deployment of Verizon Wireless, we are typically limited to a very small area to locate a site to provide the needed coverage/capacity – typically only few hundred feet or one to two blocks at the most.

### **2. Infeasibility of locating the facility elsewhere:**

Alternative locations were considered; however all were of similar design and were to also utilize existing utility structures/poles, all within the vicinity of the proposed location; however, in an effort to utilize the least intrusive location and propose a site that would be furthest away from the surrounding residential uses, the following site as being proposed at E/S Oak Meadow Rd, +-230, N/O Orange Grove Drive, Sierra Madre CA. Also, since this site is to serve the small cell or micro cell deployment of Verizon Wireless, we are typically limited to a very small area to locate a site to provide the needed coverage/capacity – typically only few hundred feet or one to two blocks at the most.

### **3. The facility is designed as a stealth facility:**

This proposal will provide a collocation of on an existing utility pole and thus will not introduce a new vertical element within the community. The antennas and equipment will be painted to match the existing environment and pole, as depicted within the provided photo simulations.

### **4. The law otherwise requires the city to permit such location.**

The proposed wireless communications facility is regulated by the Federal Communications Commission (FCC) and is authorized to operate. Verizon Wireless is a registered as a public utility company, licensed and regulated by the California Public Utilities Commission (CPUC) and the Federal Communications Commission (FCC). As public utilities, they are licensed by the FCC and *must* provide wireless communication services throughout the Southern California area.

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# EXHIBIT G

## Vicinity Map



©1994 Thomas Bros. Maps

**VICINITY MAP**

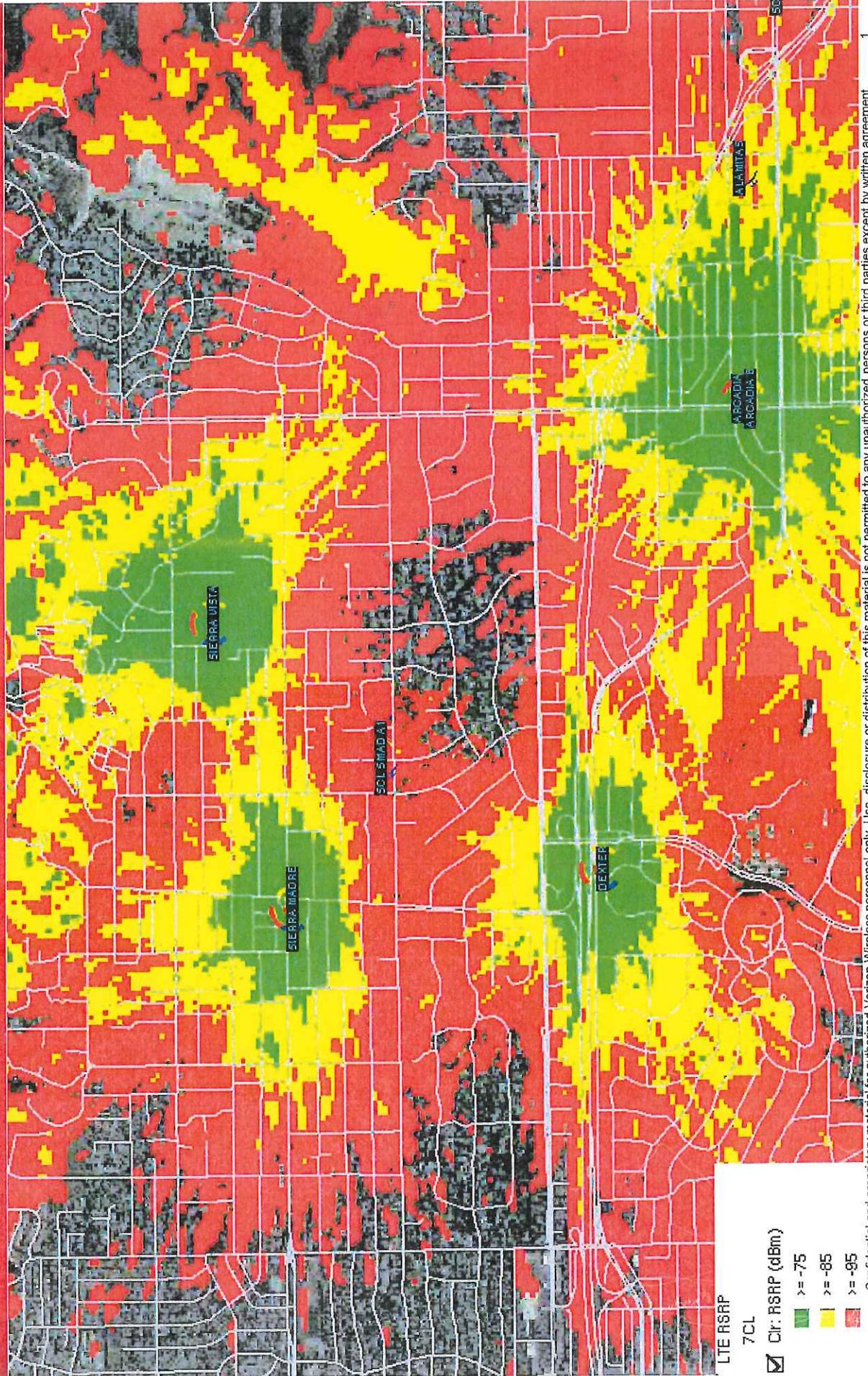
**Project Site: E/S Oak Meadow Rd., 230' N/O Orange Grove Dr. - "SCL SMAD A1"**

**L.A. MAPPING SERVICE**  
 71 DEER CREEK ROAD  
 POMONA, CA 91766  
 (909) 595-0903

# EXHIBIT H

Map of Existing and Future Coverage Areas

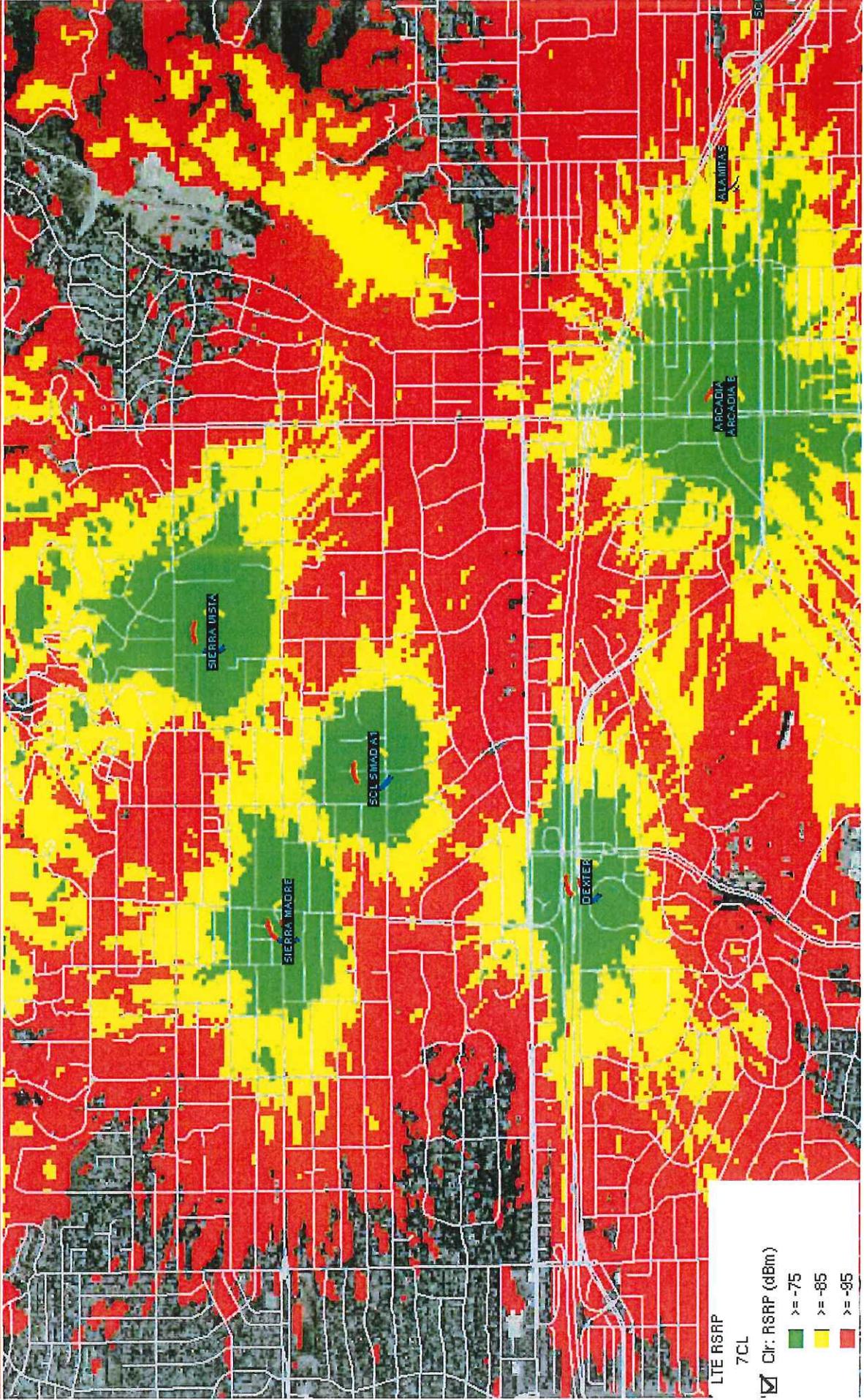
# Without SCL SMAD A1



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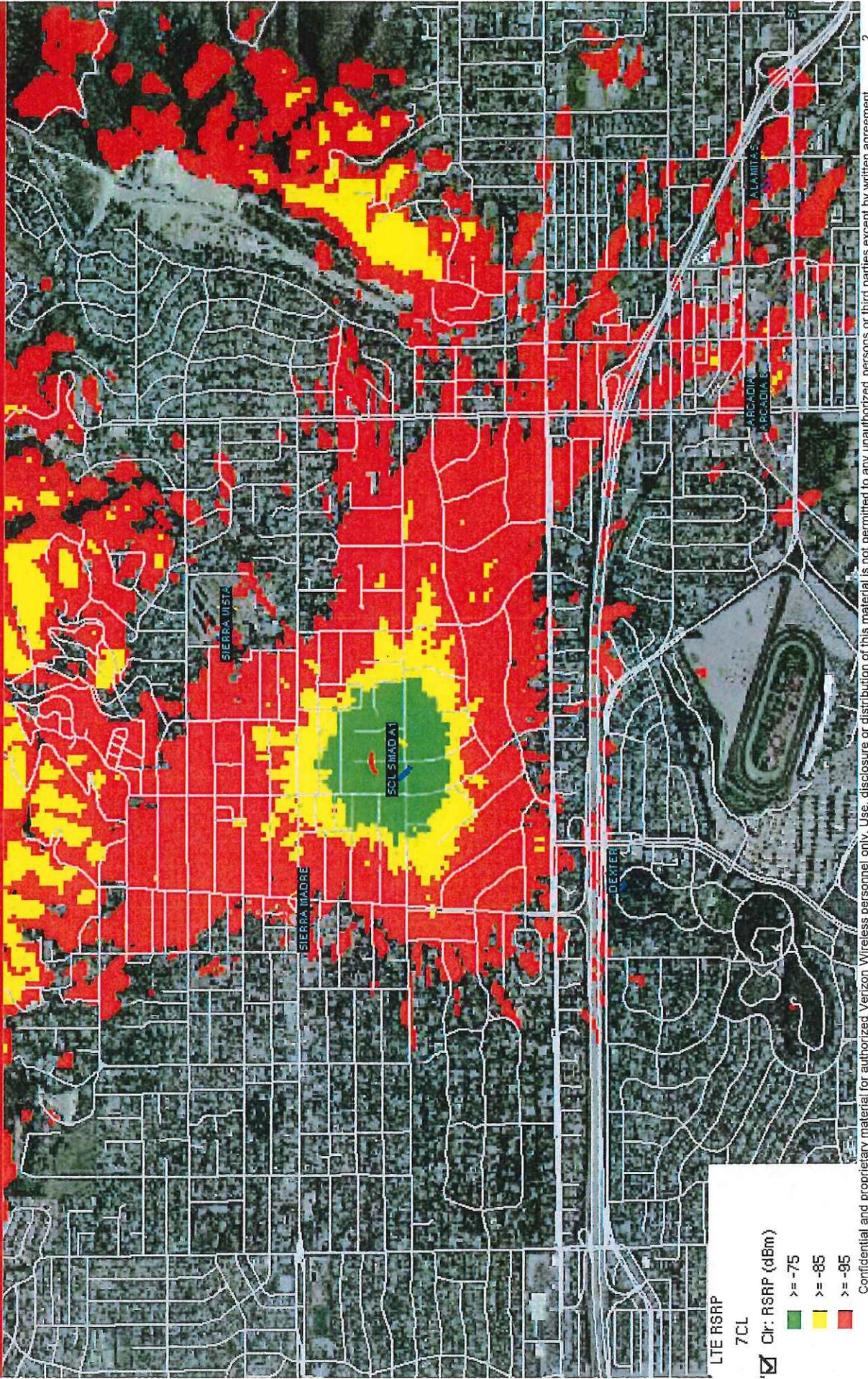


# SCL SMAD A1 and Neighboring Sites





# SCL SMAD A1 Coverage – Site by itself



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# EXHIBIT I

Technical Justification Letter  
dated December 2, 2014



12-2-2014

To: **Insert Name**

Transmitted via email to **Insert Email**

RE: Verizon Wireless **proposed telecommunications facility named "SCL SMAD A1"**

Site Located at: **E/S OAK MEADOW RD, SIERRA MADRE, CA 91024**

**To Whom It May Concern,**

The site SCL SMAD A1 will consist of a dual-band, round antenna that will be transmitting only in the 1900MHz and 2100MHz frequency range at low power – about 5 W (this may vary depending on need). This antenna is ideal here in order to effectively cover down both directions of the street while limiting the number of antennas to one. Also, it can only be mounted at the top of the light pole in order to keep from being shadowed or blocked by the pole.

The objective of this site is to improve coverage in residential area at the intersection of Hacienda Dr and Oak Meadow, to cover in weak RSRP - C/I area.

Sincerely,

RF System Design Department  
Verizon Wireless

# EXHIBIT J

Radio Frequency Emissions Report  
Dated March 4, 2015



# WATERFORD

COMPLIANCE...FROM START TO SIGNAL

## Radio Frequency Exposure Pre – Installation FCC Compliance Assessment



Site Specific Information			
Site Name	SMAD A1	Categorically Excluded?	No
Street Address	Oak Meadow Road	5% Contributor To Areas Requiring Mitigation?	Yes
City, State, Zip	Sierra Madre, CA 91024	Max % MPE (Predictive)*	2.99% Occupational
Multi-Licensee Facility	No	Max % MPE (Measured)	0.1000% Occupational
Structure Type	Light Pole	Assessment Date	March 4, 2015
Broadcast Equipment	No	Assessment Purpose	New Site Build
# of Access Points	1		
Compliance Status	This site will be compliant based on the mitigation requirements listed below		

Verizon Wireless Contribution:

\* Walking Surfaces, All Carriers

<input checked="" type="checkbox"/>	Worst-case RF power density levels are BELOW the MPE for General Population/Uncontrolled Environments in accessible areas.
<input type="checkbox"/>	Worst-case RF power density levels are ABOVE the MPE for General Population/Uncontrolled Environments but BELOW the MPE for Occupational/Controlled environments.
<input type="checkbox"/>	Worst-case RF power density levels are ABOVE the MPE for Occupational/Controlled Environments but BELOW 10x the MPE for Occupational/Controlled environments.
<input type="checkbox"/>	Worst-case RF power density levels are ABOVE 10x the MPE for Occupational/Controlled environments.

Compliance Requirements	 Guidelines	 Notice	 Caution	 Warning	 NOC Information	 Demarcation
	Access Point	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input checked="" type="checkbox"/> [1]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]
Alpha	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
Beta	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
Gamma	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>

### Additional Compliance Requirement(s):

Waterford Consultants, LLC recommends coordinating with all transmitting licensees before performing services around RF emitters.

Consultant Legal Name:	Waterford Consultants, LLC	Phone/Fax:	703.596.1022
Address:	201 Loudoun Street Southeast Suite 300, Leesburg, Virginia 20175		

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## 1. Executive Summary

Verizon Wireless has contracted with Waterford Consultants, LLC, an independent Radio Frequency consulting firm, to conduct a Radio Frequency Exposure (RFE) Compliance **Pre-Installation Assessment** of the cell site. The following report contains a detailed summary of the Radio Frequency environment as it relates to Federal Communications Commission (FCC) and Occupational Safety & Health Administration (OSHA) Rules and Regulations for all individuals.

The **Verizon Wireless antenna data** was provided by:

<b>Name:</b>	Argineh Mailian
<b>Title:</b>	Authorized Representative
<b>Date:</b>	February 4, 2015
<b>Region:</b>	Verizon Wireless Southern California

This **Pre-Installation** compliance assessment and report has been **prepared** and **reviewed** by:

	<b>Surveyor</b>	<b>Preparer</b>	<b>Reviewer</b>
<b>Name:</b>	Sergio Padilla	Chase Warren	Thomas Tessier
<b>Title:</b>	Field Technician	RF Technical Analyst	Technical Staff Engineer
<b>Date:</b>	March 4, 2015 12:00 PM	March 6, 2015	March 13, 2015

This report utilizes the following for predictive modeling of the ambient RF environment:

**MPE Modeling Program:** RoofMaster™ (See Section 9)

**Required Modeling Assumptions:** 100% Duty Cycle and Maximum Total Power Output.

### **Additional Modeling Assumptions:**

Antenna radiation pattern files that characterize directivity and energy suppression values have been utilized to model each RF emitter at this location. If a manufacturer's antenna pattern is not available or the actual antenna model is unknown, Waterford Consultants, LLC has utilized a generic antenna pattern from a library of panel, omnidirectional, microwave and broadcast patterns that are representative of the actual antenna. Similarly, the effective radiated power values for each antenna, if not provided, has been assumed based on antenna type, carrier and region. Refer to the antenna inventory table for a listing of the emitter properties utilized in this report.

**2. Existing Site Characteristics**

**a. Structure**

Physical Description	
Site Latitude (NAD 83)	34.157784
Site Longitude (NAD 83)	-118.046643
Site Elevation (AMSL)	N/A
Structure Height (AGL)	29'-6"
Overall Structure Height	38'-6"

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**b. Accessibility**

The light pole in question is located on the corner of Orange Grove Avenue and Oak Meadow Road. No special procedures are needed.

All access points locked at time of assessment?	Unlocked
All access points alarmed at time of assessment?	No

**c. Verizon Wireless Signage**

Existing Signage						
	Guidelines	Notice	Caution	Warning	NOC Information	Demarcation
Access Point	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
Alpha	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
Beta	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
Gamma	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
Existing Signage Adheres to VZW Signage & Demarcation Policy?						No

5

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d. Antenna Inventory

Roof Master™ Antenna Inventory

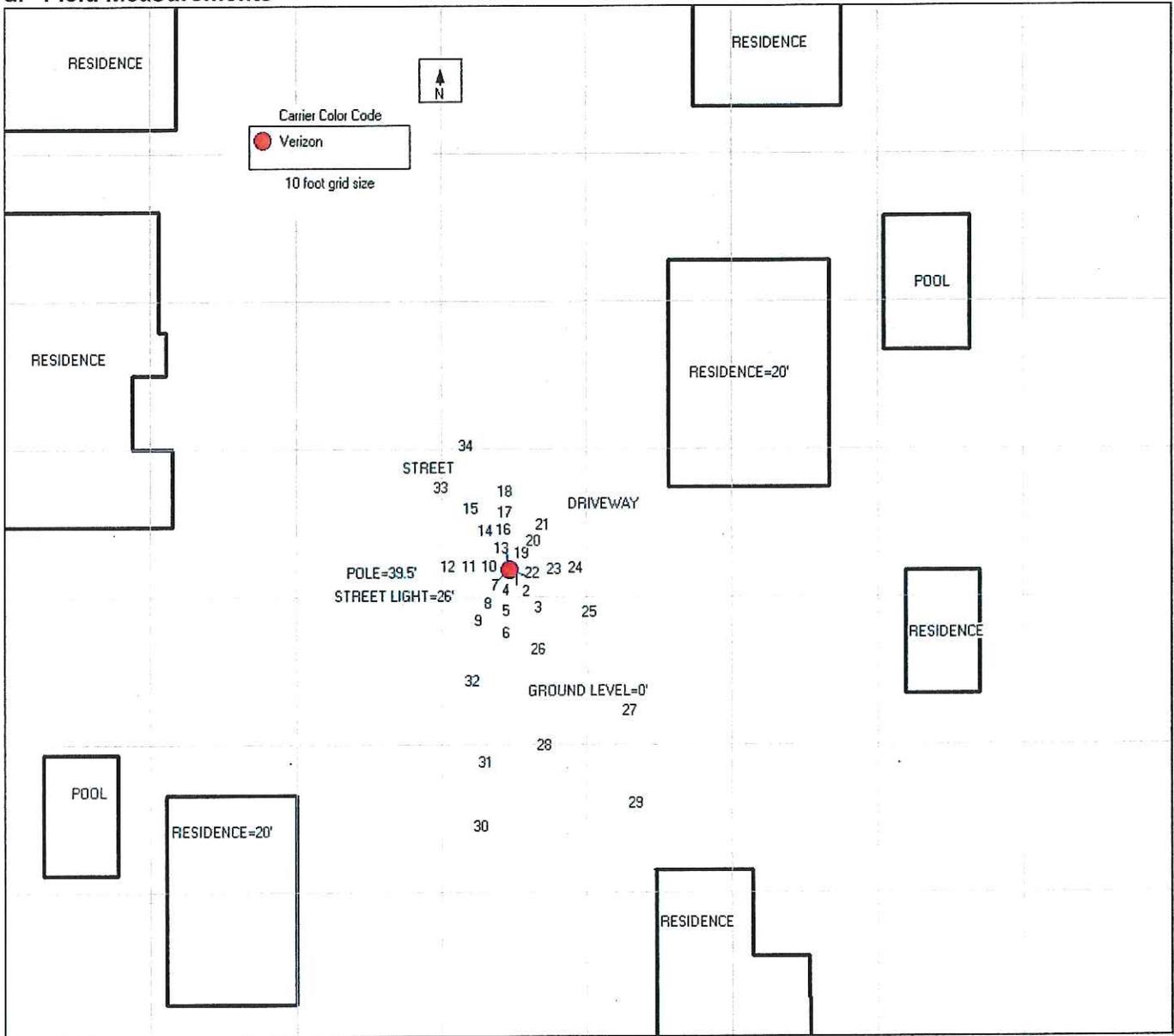
Ant #	Operator	Antenna Make	Antenna Model	Type	Frequency (MHz)	Az	Downtilt	Horizontal Beam width	Ant (ft)	Antenna Gain (dBd)	Total ERP	Total EIRP	X (ft)	Y (ft)	Antenna Centerline Main Level (ft)
1	Verizon Wireless	CSS	CYL-X7CAP-2-T	Panel	700	110	0	67	2.0	7.95	667	1094	36	8	38.5
2	Verizon Wireless	CSS	CYL-X7CAP-2-T	Panel	700	230	0	67	2.0	7.95	667	1094	36	8	38.5
3	Verizon Wireless	CSS	CYL-X7CAP-2-T	Panel	700	350	0	67	2.0	7.95	667	1094	36	8	38.5

Note: As indicated in Section 1, "Additional Modeling Assumptions", Waterford Consultants has assumed transmission parameters for Unknown RF emitters based on similar installations found at other radio communications sites. Generic antenna models have been used where existing antenna part numbers or radiation patterns are not available. The frequencies presented in this table may have been assumed in order to represent the approximate band of operation and to support a worst-case calculation of power density.

6

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3. Analysis  
 a. Field Measurements



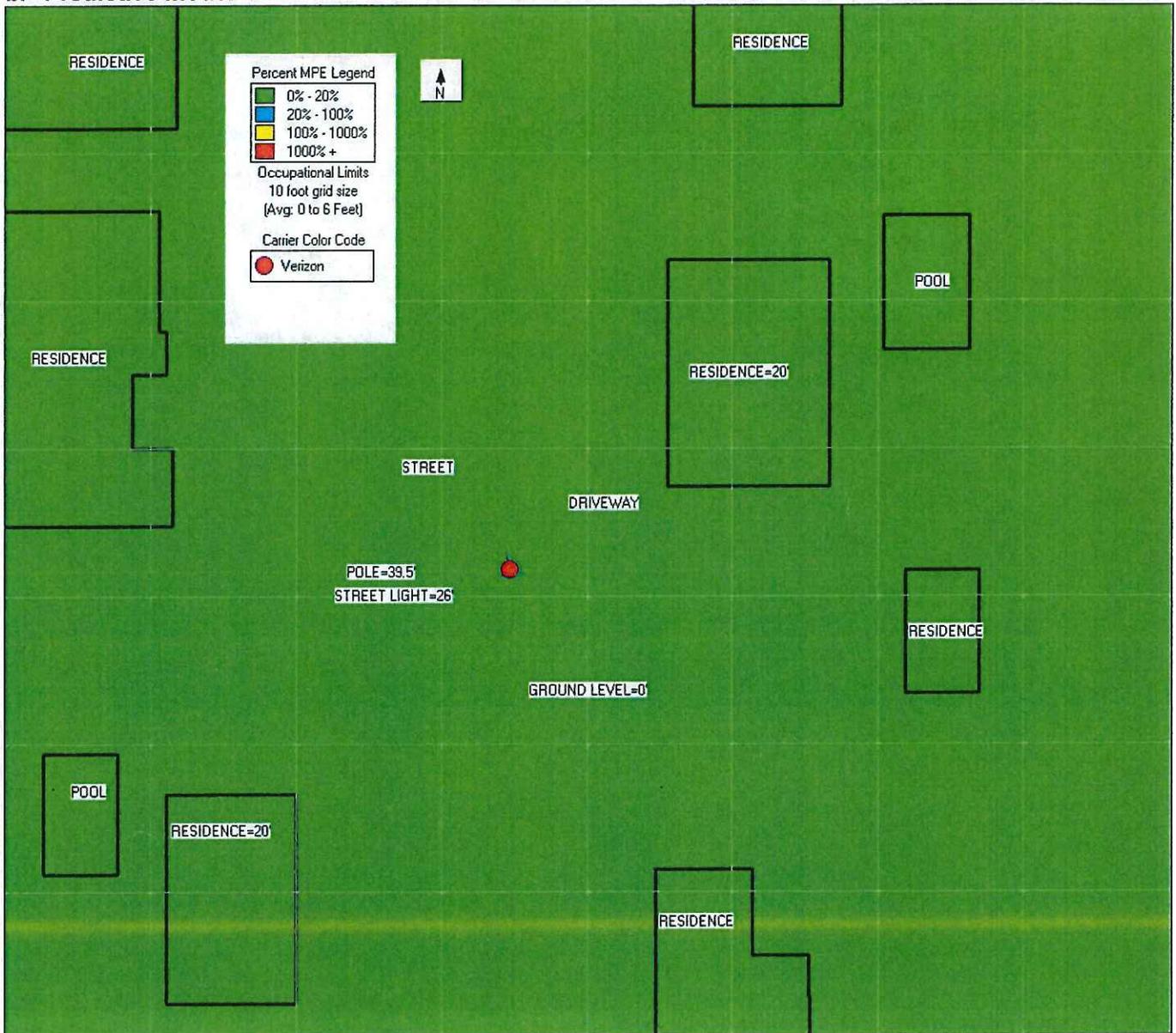
7 Confidential & proprietary material for authorized Verizon Wireless personnel only. Use, disclosure or distribution of this material is not permitted to any unauthorized persons or third parties except by written agreement | Verizon Wireless

Measurement Readings are Spatial Average and Maximum as MPE % of the Occupational Limits

Loc#	Site Reading		Loc#	Site Reading	
	Avg	Max		Avg	Max
1	0.1000	0.2000	2	0.1000	0.2000
3	0.1000	0.2000	4	0.1000	0.2000
5	0.1000	0.2000	6	0.1000	0.2000
7	0.1000	0.2000	8	0.1000	0.2000
9	0.1000	0.2000	10	0.1000	0.2000
11	0.1000	0.2000	12	0.1000	0.2000
13	0.1000	0.2000	14	0.1000	0.2000
15	0.1000	0.2000	16	0.1000	0.2000
17	0.1000	0.2000	18	0.1000	0.2000
19	0.1000	0.2000	20	0.1000	0.2000
21	0.1000	0.2000	22	0.1000	0.2000
23	0.1000	0.2000	24	0.1000	0.2000
25	0.1000	0.2000	26	0.1000	0.2000
27	0.1000	0.2000	28	0.1000	0.2000
29	0.1000	0.2000	30	0.1000	0.2000
31	0.1000	0.2000	32	0.1000	0.2000
33	0.1000	0.2000	34	0.1000	0.2000

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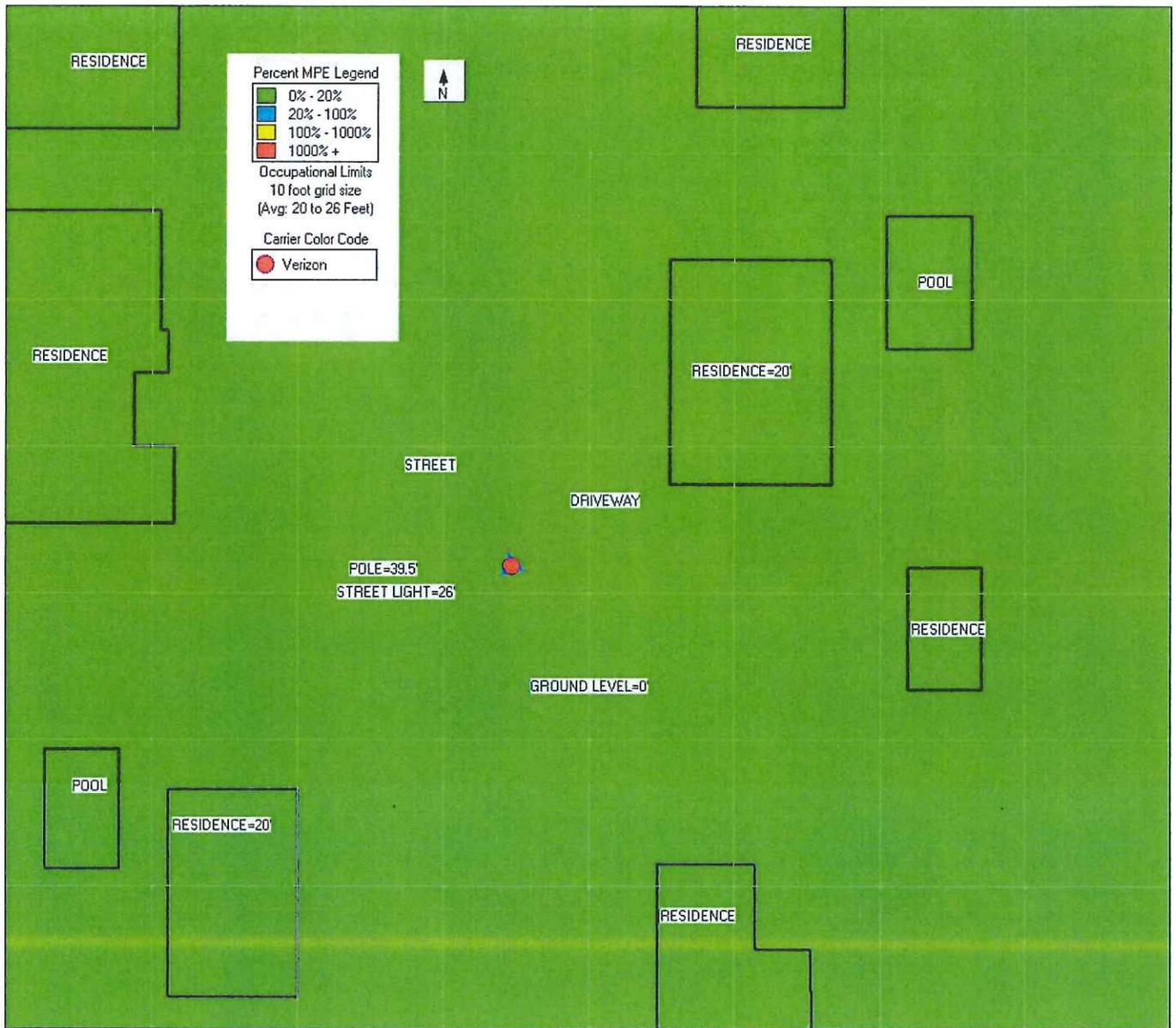
b. Predictive Model: All Transmitters



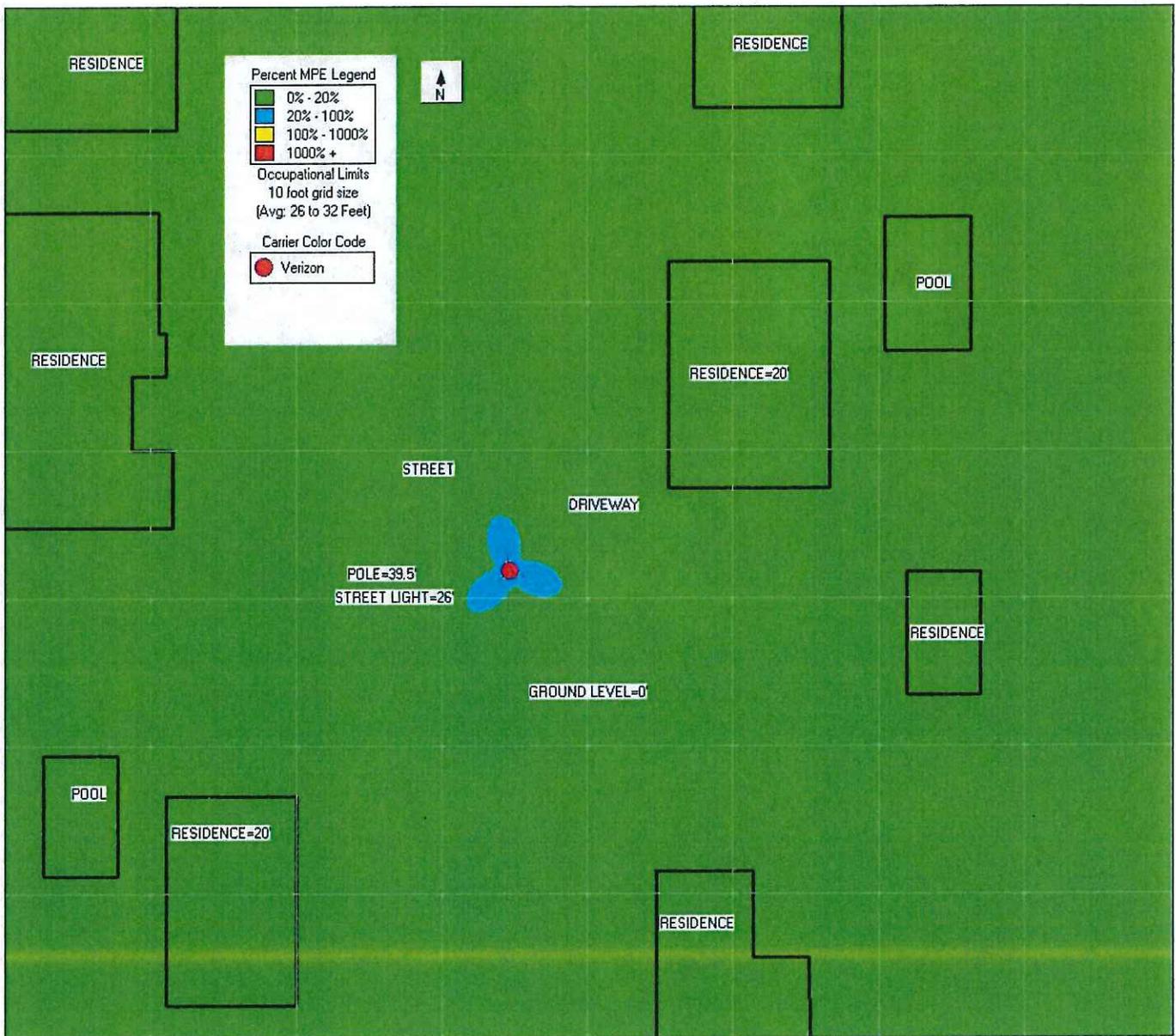
The reference plane for the plot is the ground level.

9

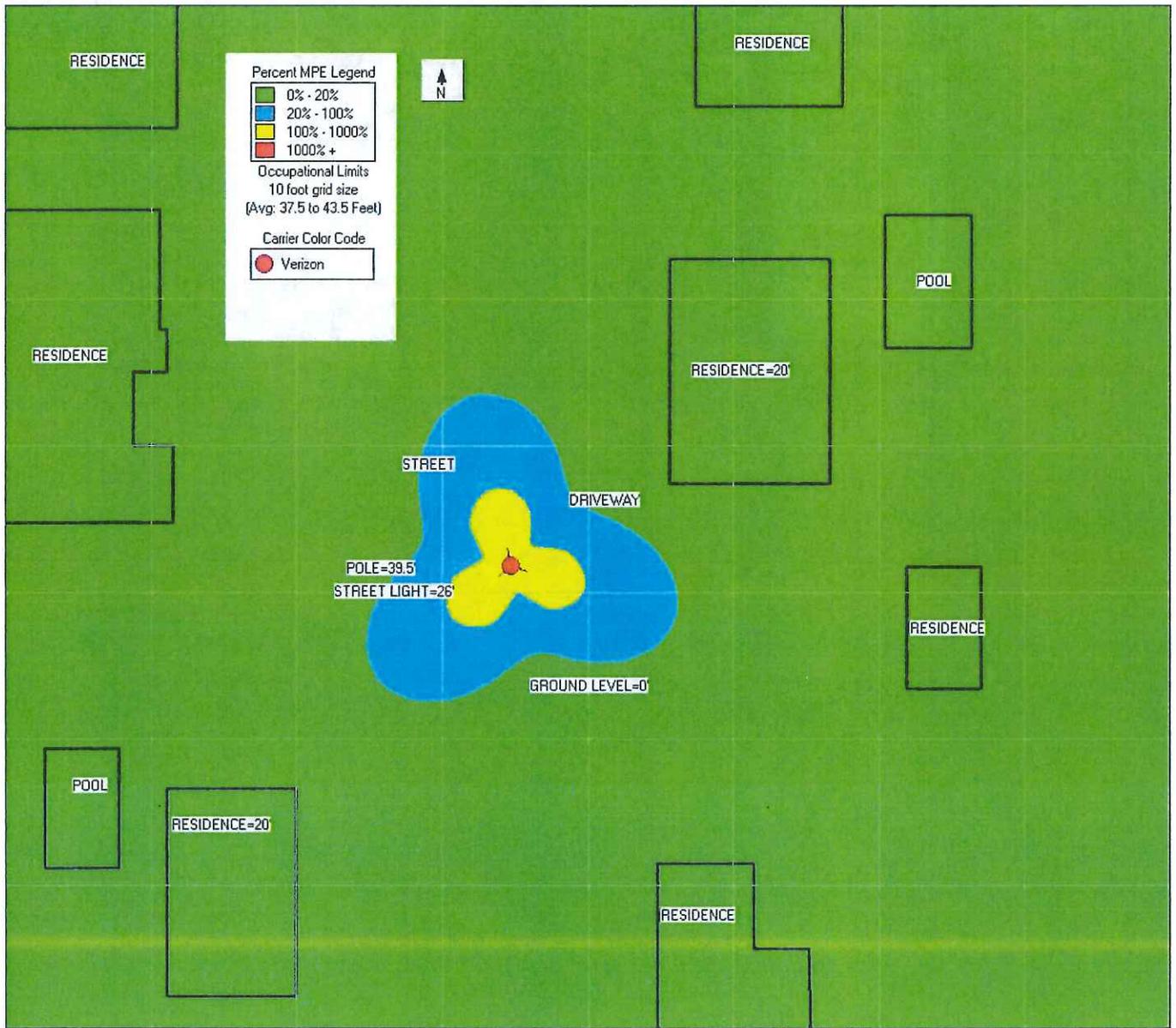
Confidential & proprietary material for authorized Verizon Wireless personnel only. Use, disclosure or distribution of this material is not permitted to any unauthorized persons or third parties except by written agreement | Verizon Wireless



The reference plane for the plot is the residence level.



The reference plane for the plot is the street light level.

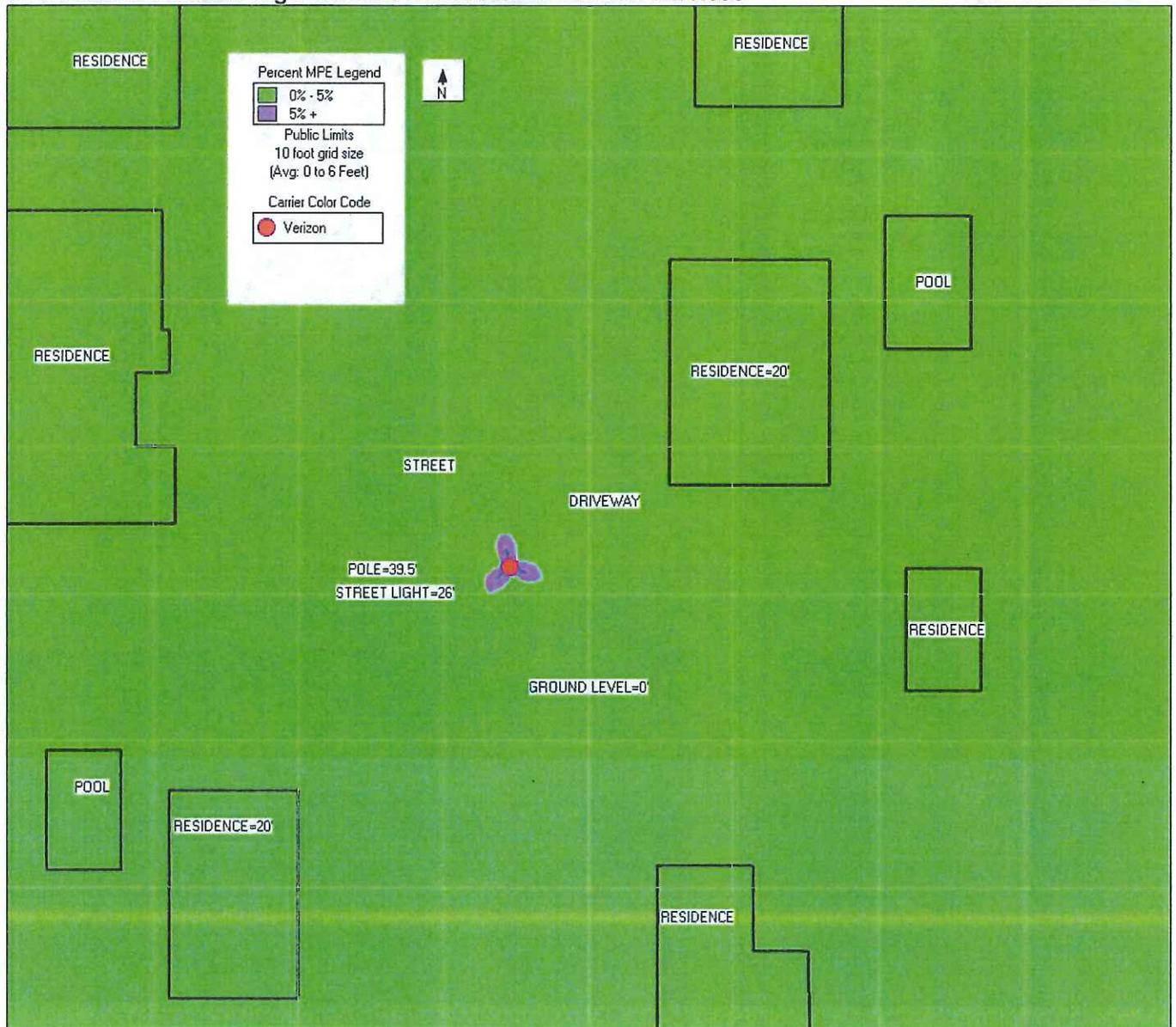


The reference plane for the plot is the antenna level.

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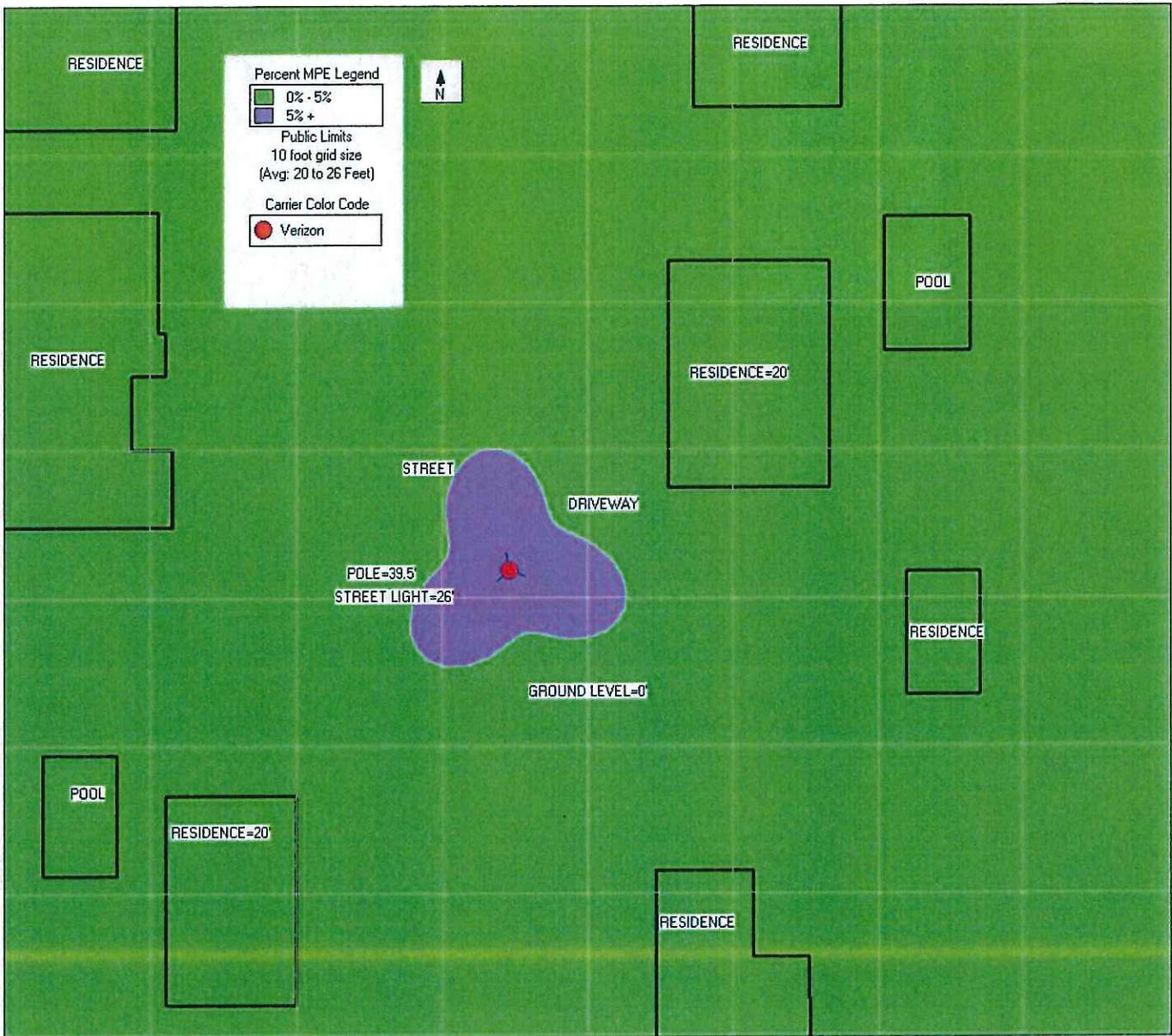


c. Predictive Model: Significant Contribution of Verizon Wireless

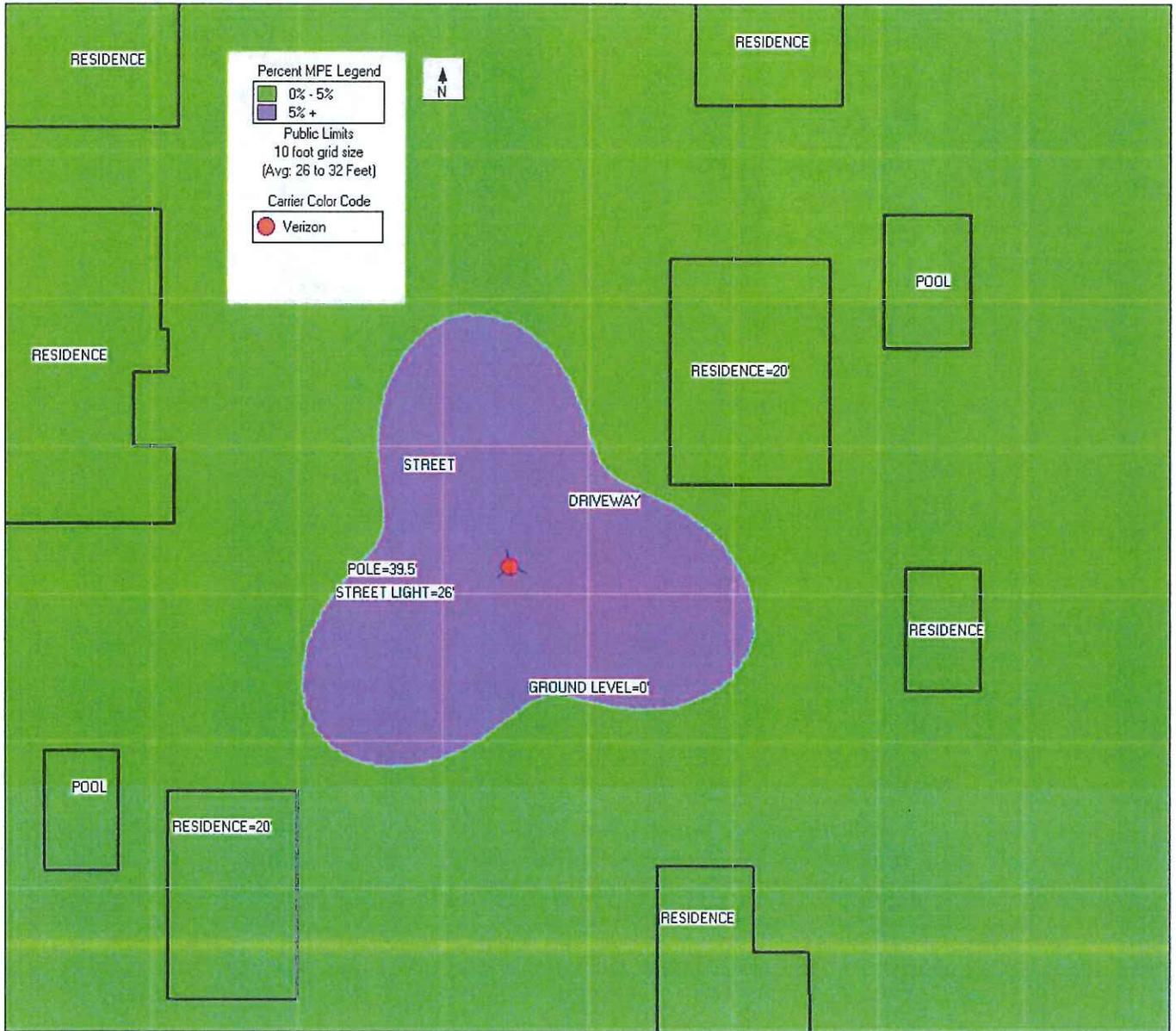


The reference plane for the plot is the ground level.

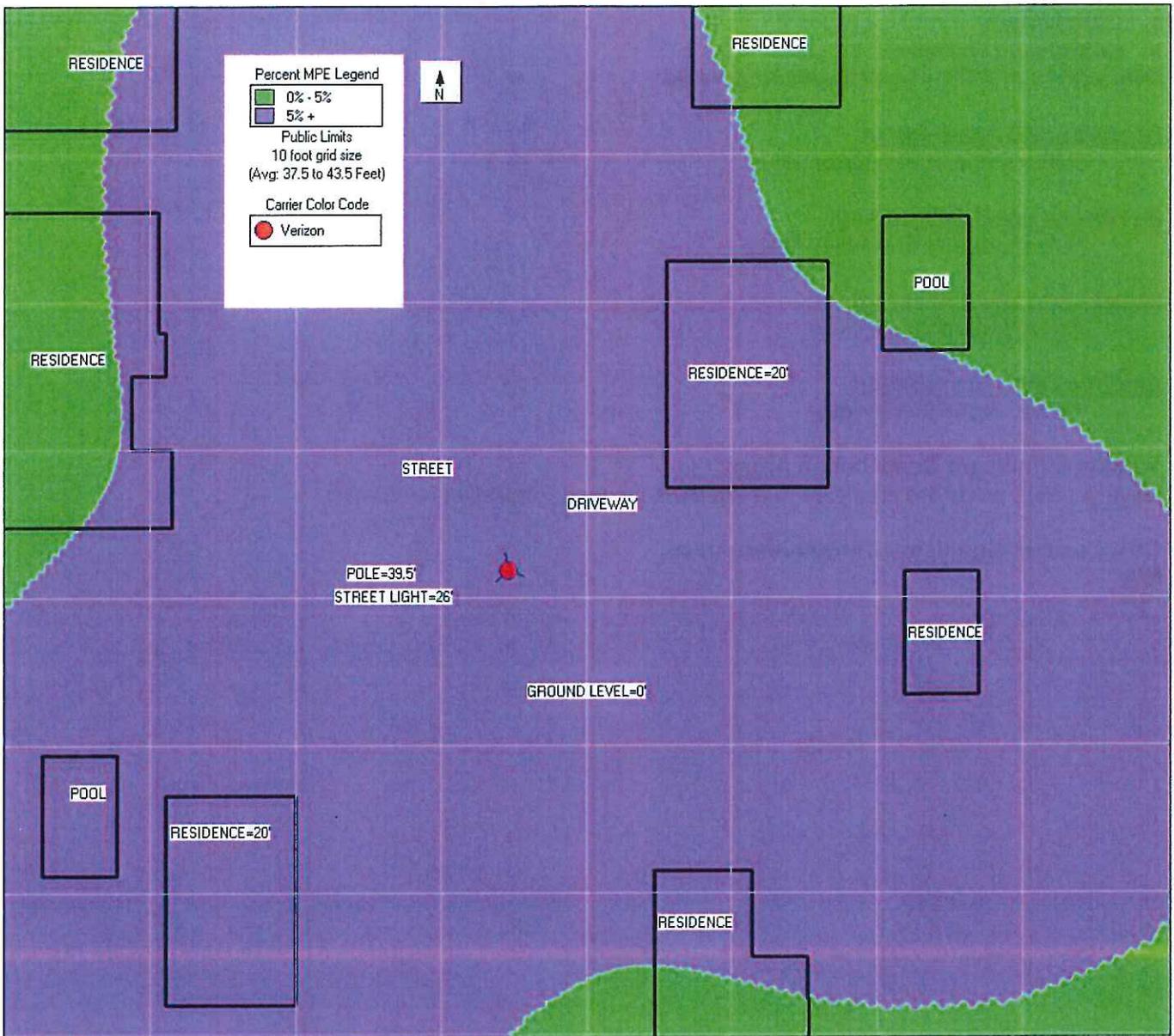
14 Confidential & proprietary material for authorized Verizon Wireless personnel only. Use, disclosure or distribution of this material is not permitted to any unauthorized persons or third parties except by written agreement | Verizon Wireless



The reference plane for the plot is the residence level.



The reference plane for the plot is the street light level.



The reference plane for the plot is the antenna level.

#### **4. Conclusion**

##### **a. Conclusion Narrative**

##### **Description of MPE – Limit Exceeding Areas:**

##### **Ground Level Assessment**

- Below General Population limits

##### **Residence Level Assessment**

- Below General Population limits

##### **Street Light Level Assessment**

- Above Occupational limits

##### **Antenna Level Assessment**

- Above Occupational limits

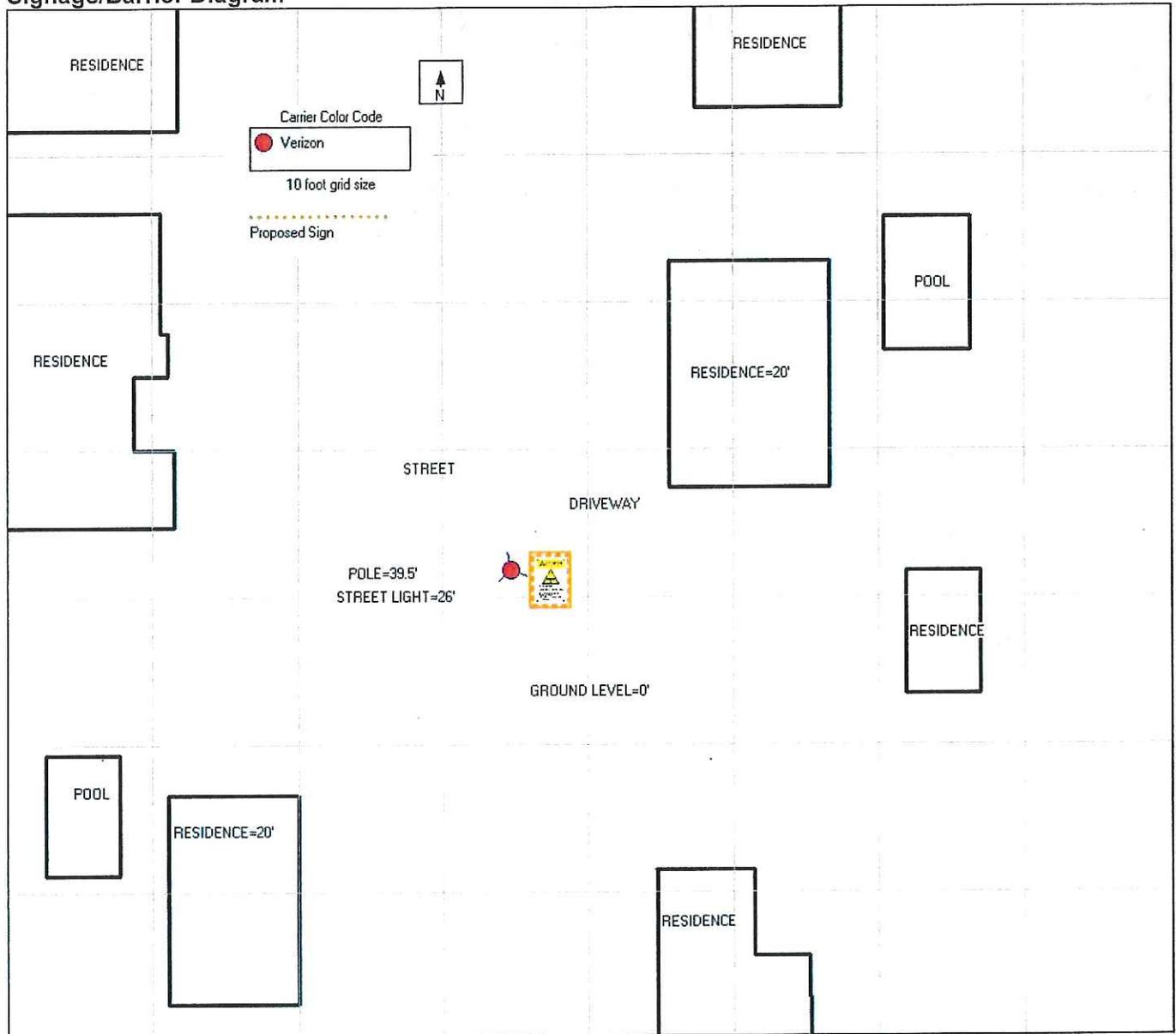
##### **Verizon Significant Contribution Areas:**

No accessible areas are predicted to exceed the General Population MPE limits.

##### **Co – Locator Significant Contribution Areas:**

N/A

**b. Compliance Requirements  
Signage/Barrier Diagram**



<b>Compliance Requirements</b>						
	<b>Guidelines</b>	<b>Notice</b>	<b>Caution</b>	<b>Warning</b>	<b>NOC Information</b>	<b>Demarcation</b>
<b>Access Point</b>	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input checked="" type="checkbox"/> [1]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
<b>Alpha</b>	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
<b>Beta</b>	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>
<b>Gamma</b>	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/> [#]	<input type="checkbox"/>

**Signage/Barrier Installation Detail**

Site Access Point

- Caution sign required on pole 19 feet above ground level so that it is visible upon approach to street light.

Verizon Wireless Alpha Sector

- No action required

Verizon Wireless Beta Sector

- No action required

Verizon Wireless Gamma Sector

- No action required

5. Appendix A: Site Photos  
a. Structure



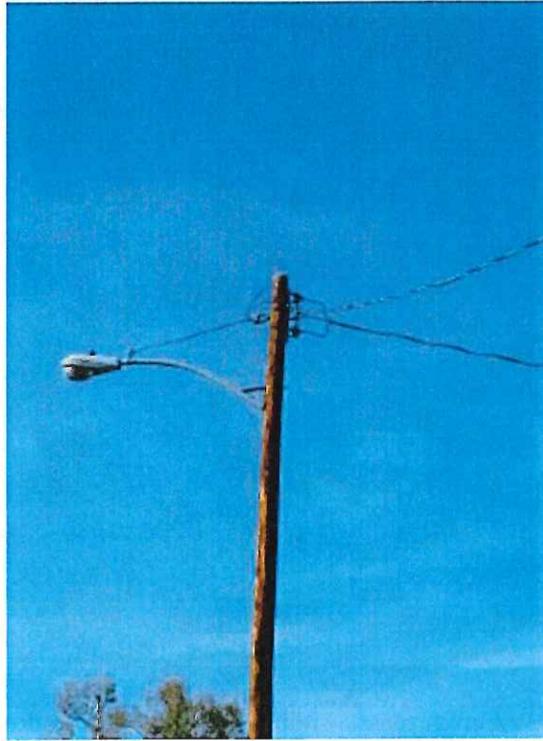
Site Photo Overview

b. Access Point(s)

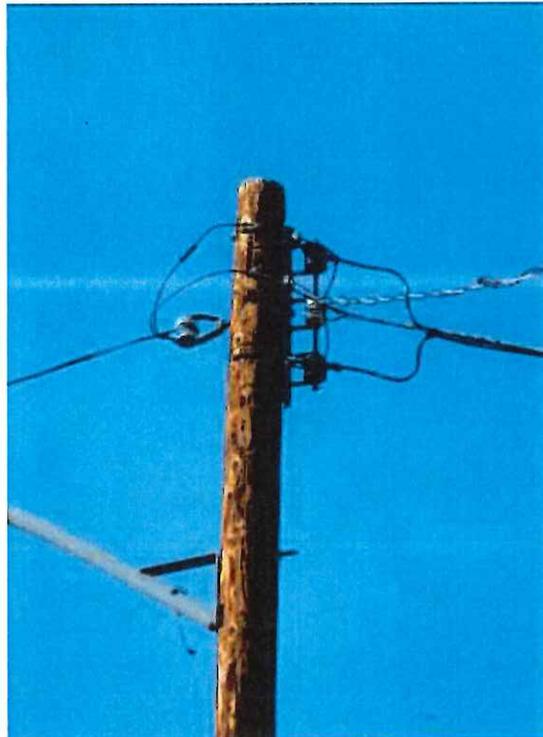


Access Point #1

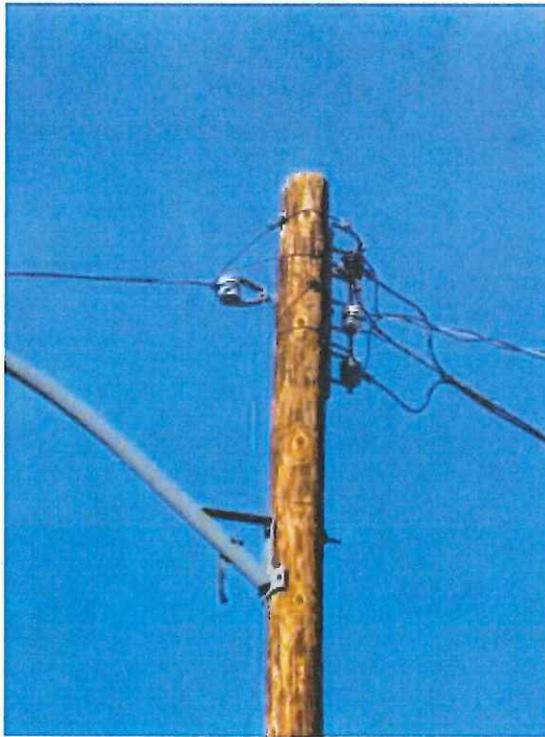
c. Individual Sectors



Verizon Wireless Antennas Proposed Location

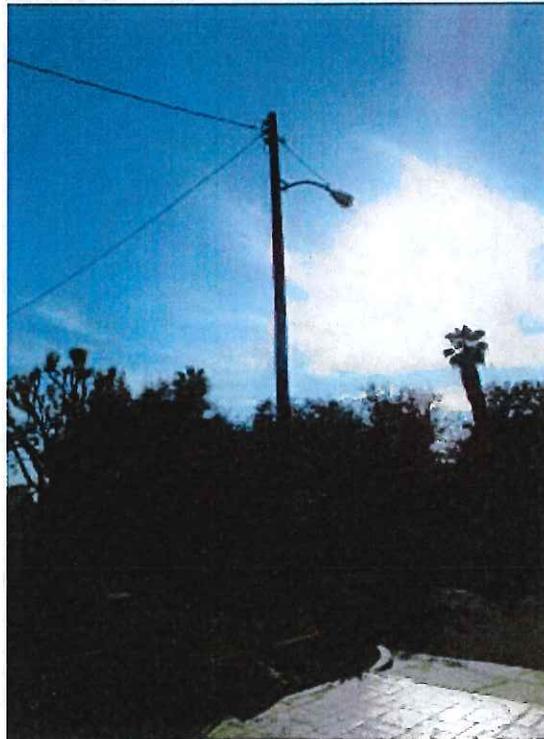


Verizon Wireless Antennas Proposed Location

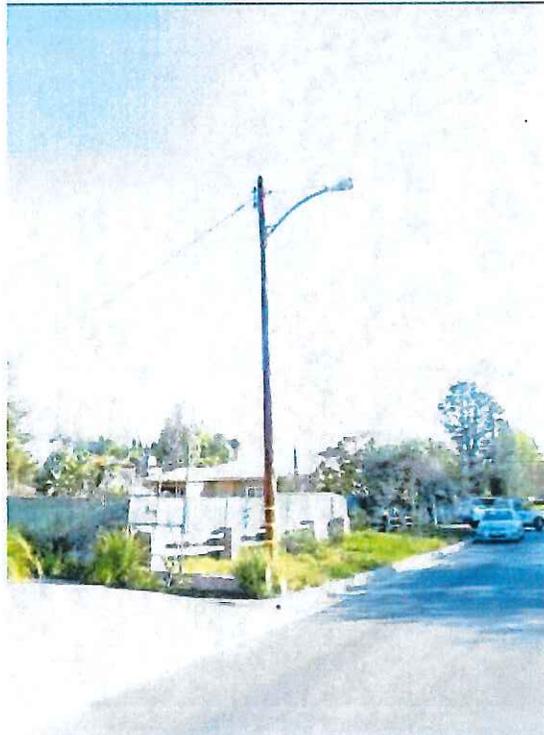


Verizon Wireless Antennas Proposed Location

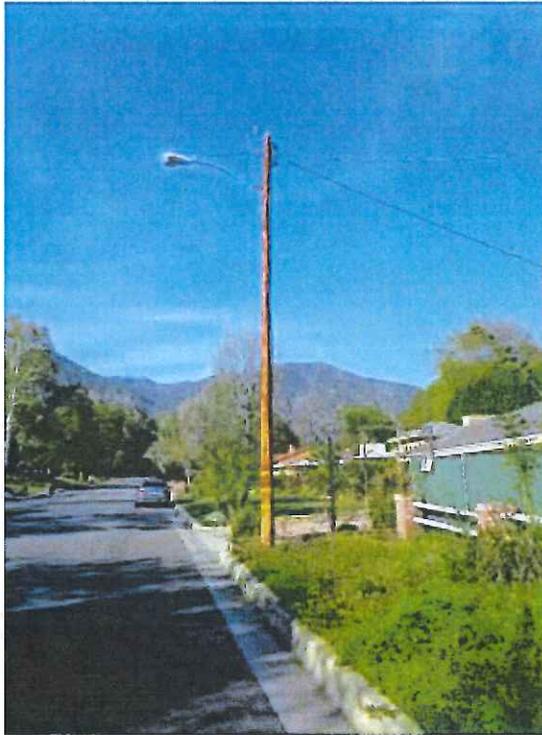
d. Miscellaneous



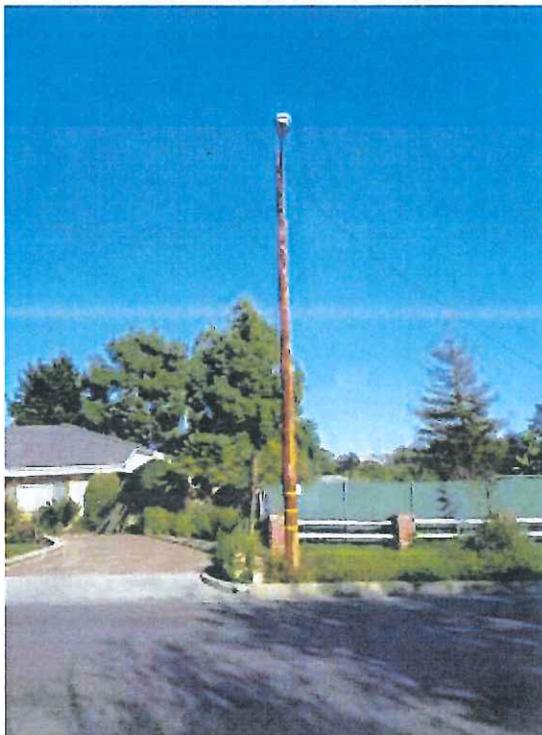
Overview Northeast Facing Southwest



Overview Northwest Facing Southeast



Overview South Facing North



Overview West Facing East

## **6. Appendix B: Survey Methodology**

### **a. Survey Procedures**

The field technician physically walked all accessible areas of the site, including areas, where accessible and applicable, around the antenna mounts. Measurement collection was consistent with FCC and Narda procedures, regarding the location of the probe to the RF source and making slow sweeping motions over the area that a person would occupy. Power density values were recorded as a percentage of the Occupational limits.

### **b. Survey Equipment Certification**

Narda Radiation meter NBM 550 / E-1150 (Calibration Date: March 15, 2014) and probe EA-5091 / 01118 (Calibration Date: March 15, 2014) were used to record power density levels.

## **7. Appendix C: RF Consultant Certifications**

### **a. Prepare Certification**

I, Chase Warren, the preparer of this report, am fully aware of and familiar with the Rules and Regulations of both the Federal Communications Commissions (FCC) and the Occupational Safety and Health Administration (OSHA) with regard to Human Exposure to Radio Frequency Radiation. I am also fully aware of and familiar with the Verizon Wireless Signage & Demarcation Policy. I have reviewed this Radio Frequency Exposure Assessment report and believe it to be both true and accurate to the best of my knowledge.

*Chase Warren*

### **b. Reviewer Certification**

I am the reviewer and approver of this report, am fully aware of and familiar with the Rules and Regulations of both the Federal Communications Commissions (FCC) and the Occupational Safety and Health Administration (OSHA) with regard to Human Exposure to Radio Frequency Radiation. I am also fully aware of and familiar with the Verizon Wireless Signage & Demarcation Policy. I have reviewed this Radio Frequency Exposure Assessment report and believe it to be both true and accurate to the best of my knowledge.

Steven N. Baier-Anderson, P.E.

2015.03.13 16:03:47 -04'00'

## 8. Appendix D: Reference Information

### a. FCC Rules & Regulations

The Federal Communications Commission (FCC) has established safety guidelines relating to RF exposure from cell sites. The FCC developed those standards, known as Maximum Permissible Exposure (MPE) limits, in consultation with numerous other federal agencies, including the Environmental Protection Agency, the Food and Drug Administration, and the Occupational Safety and Health Administration. The standards were developed by expert scientists and engineers after extensive reviews of the scientific literature related to RF biological effects. The FCC explains that its standards “incorporate prudent margins of safety.” The following represents explanations of the most applicable information:

#### Two Classifications for Exposure Limits

<p><u>Occupational</u> – Applies to situations in which persons are “exposed as a consequence of their <i>employment</i>” and are “<i>fully aware</i> of the potential for exposure and can <i>exercise control</i> over their exposure”.</p>	<p><u>General Population</u> – Applies to situations in which persons are “exposed as a consequence of their employment <i>may not be made fully aware</i> of the potential for exposure or <i>cannot exercise control</i> over their exposure”. Generally speaking, those without significant and documented RF Safety &amp; Awareness training would be in the General Population classification.</p>
---	---

#### Environment Classification

<p><u>Controlled</u> – Applies to environments that are restricted or “controlled” in order to prevent access from members of the General Population classification.</p>	<p><u>Uncontrolled</u> – Applies to environments that are unrestricted or “uncontrolled” that allow access from members of the General Population classification.</p>
--	---

<i>Limits for Occupational/Controlled Exposure</i>		
Frequency	Power Density	Averaging Time
Range	(S)	$ E ^2$ , $ H ^2$ , or S
(MHz)	(mW/cm <sup>2</sup> )	(minutes)
300-1500	$f/300$	6
1500-100,000	5	6
<i>Limits for General Population/Uncontrolled Exposure</i>		
Frequency	Power Density	Averaging Time
Range	(S)	$ E ^2$ , $ H ^2$ , or S
(MHz)	(mW/cm <sup>2</sup> )	(minutes)
300-1500	$f/1500$	30
1500-100,000	1	30

*f = frequency in MHz*

#### Significant Contribution to the RF Environment

Any carrier contributing an aggregate MPE percentage of 5 or more (to the applicable RF Environment Classification) is defined as a significant contributor. This means that if any area is determined to be out of compliance with FCC rules, all significant contributors are jointly responsible for correcting any deficiencies.

### b. Occupational Safety and Health Administration (OSHA) Requirements

A formal adopter of FCC Standards, OSHA stipulates that those in the Occupational classification must complete training in the following: RF Safety, RF Awareness, and Utilization of Personal Protective Equipment. OSHA also provides options for Hazard Prevention and Control:

Hazard Prevention	Control
<ul style="list-style-type: none"> <li>• Utilization of good equipment</li> <li>• Enact control of hazard areas</li> <li>• Limit exposures</li> <li>• Employ medical surveillance and accident response</li> </ul>	<ul style="list-style-type: none"> <li>• Employ Lockout/Tag out</li> <li>• Utilize personal alarms &amp; protective clothing</li> <li>• Prevent access to hazardous locations</li> <li>• Develop or operate an administrative control program</li> </ul>

**c. RF Signage**

Areas or portions of any transmitter site may be susceptible to high power densities that could cause personnel exposures in excess of the FCC guidelines. These areas must be demarcated by conspicuously posted signage that identifies the potential exposure. Signage MUST be viewable regardless of the viewer's position.

Guidelines	Notice	Caution	Warning
<p>Used anytime hazard signage is employed to achieve FCC compliance. This sign will inform visitors of the basic precautions to follow when working around radiofrequency equipment.</p>	<p>Used to distinguish the boundary between the General Population /Uncontrolled and the Occupational/Controlled areas. The limits associated with this notification must be less than the Occupational/Controlled MPE.</p>	<p>Identifies RF controlled areas where RF exposure can exceed the Occupational /Controlled MPE but below 10 x the Occupational/Controlled MPE.</p>	<p>Denotes the boundary of areas with RF levels substantially above the FCC limits, normally defined as those greater than ten (10) times the Occupational /Controlled MPE.</p>
			

Information Sign	INFORMATION
<p>Information signs are used as a means to provide contact information for any questions or concerns. They will include specific cell site identification information and the Verizon Wireless Network Operations Center phone number.</p>	

**d. Barriers**

A barrier is any physical demarcation employed as a preventative and/or notification measure that one is entering into an area with RF power density levels greater than the General Population/Uncontrolled limit.



## 9. Appendix E: Roofmaster™

RoofMaster™ is the software package that Waterford Consultants created to model RF environments associated with multiple emitters where the potential exists for human exposure. Based on the computational guidelines set forth in OET Bulletin 65 from the Federal Communications Commission (FCC), RoofMaster™ considers the operating parameters of specified RF sources to predict the overall Maximum Permissible Exposure possible at a given location. These theoretical results represent worst-case predictions as emitters are assumed to be operating at 100% duty cycle.

From the FCC document:

*“The revised OET Bulletin 65 has been prepared to provide assistance in determining whether proposed or existing transmitting facilities, operations or devices comply with limits for human exposure to radiofrequency (RF) fields adopted by the Federal Communications Commission (FCC). The bulletin offers guidelines and suggestions for evaluating compliance.”*

[http://transition.fcc.gov/Bureaus/Engineering\\_Technology/Documents/bulletins/oet65/oet65.pdf](http://transition.fcc.gov/Bureaus/Engineering_Technology/Documents/bulletins/oet65/oet65.pdf)

## 10. Appendix F: Qualifications of Waterford Consultants, LLC

With more than 100 team-years of experience, Waterford Consultants, LLC [Waterford] provides technical consulting services to clients in the Radio Communications and antenna locating industry. Waterford retains professional engineers who are placed in responsible charge of the processes for analysis.

Waterford is familiar with 47 C.F.R. § § 1.1307(b)(3) and 1.1310 along with the general Rules, Regulations and policies of the FCC. Waterford work processes incorporate all specifications of FCC Office of Engineering and Technology, Bulletin 65 ("OET65"), from the website: [www.fcc.gov/oet/rfsafety](http://www.fcc.gov/oet/rfsafety) and follow criteria detailed in 47 CFR § 1.1310 "Radiofrequency radiation exposure Limits".

Within the technical and regulatory framework detailed above, Waterford developed tools according to recognized and generally accepted good engineering practices. Permissible exposure limits are band specific, and the Waterford computerized modeling tools correctly calculate permissible exposure based on the band(s) specified in the input data. Only clients and client representatives are authorized to provide input data through the Waterford web portal. In securing that authorization, clients and client representatives attest to the accuracy of all input data.

Waterford Consultants, LLC attests to the accuracy of the engineering calculations computed by those modeling tools. Furthermore, Waterford attests that the results of those engineering calculations are correctly summarized in this report

## 11. Appendix G: Statement of Limiting Conditions

Waterford Consultants, LLC field personnel have visited the site and collected only data with regard to the MPE environment. Waterford Consultants will not be responsible for matters of a legal nature that affect the site or property. The property has been analyzed under the premise that it is under responsible ownership and management and our client has the legal right to conduct business at this facility.

Due to the complexity of some wireless sites, Waterford Consultants has created this report utilizing best industry practices and due diligence. Waterford Consultants cannot be held accountable or responsible for anomalies or discrepancies due to actual site conditions (i.e., mislabeling of antennas or equipment, inaccessible cable runs, inaccessible antennas or equipment, etc.) or information or data supplied by Wireless Carrier, the site manager, or their affiliates, subcontractors or assigns.

Waterford Consultants has provided the results of a computer generated model in this MPE Site Compliance Report to show approximate dimensions of the site, and the model results is included to assist the reader of the compliance report to visualize the site area, and to provide supporting documentation for Waterford Consultants' recommendations.

Waterford Consultants will not be responsible for any existing conditions or for any engineering or testing that might be required to discover whether adverse safety conditions exist. Because Waterford Consultants is not an expert in the field of mechanical engineering or building maintenance, this MPE Site Compliance Report must not be considered a structural or physical engineering report.

**Waterford Consultants obtained information used in this MPE Site Compliance Report from sources that Waterford Consultants considers reliable and believes them to be true and correct. Waterford Consultants does not assume any responsibility for the accuracy of such items that were furnished by other parties.**

# EXHIBIT K

## Radio Frequency Signage

**⚠ CAUTION**

**Transmitting Antenna(s)**



**Beyond This Point  
Radio Frequency Emissions  
May Exceed  
FCC Occupational Limits.**

**Call 1-800-264-6620 prior to working  
within \_\_\_\_\_ feet of antenna.**

**Site ID: \_\_\_\_\_**



1. INSTALL ONE SIGN 3-4' BELOW THE ANTENNA (FROM TOP OF SIGN)
2. INSTALL SECOND SIGN 8-10' ABOVE THE GROUND (FROM BOTTOM OF SIGN)

RECEIVED

APR 15 2015

**G095 RF SIGNAGE**

CITY OF SIERRA MADRE  
PLANNING & BUILDING

SCALE  
N.T.S.

**1**



# City of Sierra Madre Agenda Report

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

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

TO: Mayor and Members of the City Council

INITIATED BY: Elaine I. Aguilar, City Manager

DATE: June 9, 2015

**SUBJECT:** CONSIDERATION OF ALTERNATE SCHEDULE FOR TESTING AND USE OF THE EMERGENCY HORN

---

## SUMMARY

Mayor Capoccia requested consideration of this item. In October 2008, the City Council provided direction regarding the reactivation of the fire/emergency horn. The horn had been inoperable for a period of time, when a group of residents requested that the horn be repaired and used for emergency notification. The Council authorized the horn to be repaired, and authorized the 5:00 pm daily testing of the horn. It took longer than anticipated until the horn was put into daily testing mode.

The horn began daily testing in approximately January 2015. Since that date, staff has received complaints from two residents regarding the horn. The Council was also contacted. The item was placed on the agenda so that the Council could discuss this matter and determine whether the testing schedule should be altered.

## ANALYSIS

Attached is the staff report and minutes from the October 28, 2008 Council meeting, where direction was provided regarding the repair and testing of the horn. The horn is intended to serve an emergency response purpose. In the event of an emergency, the horn is activated and residents should tune to the City's radio station. To make sure the horn is operational, it is tested at 5 pm daily.

It is possible for the Council to change the testing schedule. Or to discontinue use of the horn entirely. Staff is requesting direction on the testing schedule and the continued use of the horn.

If the horn continues to be used for emergency notification purposes, it is recommended that the horn be periodically tested, to make sure it is operational in the event of an emergency. Possible alternate testing schedules would be once weekly, or

one day per month. Staff does not recommend testing the horn less than one day a month, because too much time could lapse before staff was aware that the horn was inoperable, should an emergency occur. If the testing schedule is modified, the Council would need to provide direction regarding the day of the week, or day of the month, and the time.

### **FINANCIAL REVIEW**

There are minimal costs associated with the operation of the horn. There would be a few minutes of staff time used to reset the horn to be tested on an alternate schedule.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

The City Council has the following options:

1. The City Council could take no action, in which case the testing schedule would be unchanged.
2. The City Council may make modifications to the testing schedule.
3. The City Council could discontinue the use and testing of the horn.
4. The City Council could discontinue the testing of the horn, but allow the horn to be used in emergencies only.
5. The City Council could request additional information and direct staff to return to a future meeting.

### **RECOMMENDATION**

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

#### Attachments:

1. Staff Report and Minutes for the October 28, 2008 meeting



COPY

## City of Sierra Madre Agenda Report

*Kurt Zimmerman, Mayor*  
*MaryAnn MacGillivray, Mayor Pro Tem*  
*John Buchanan, Council Member*  
*Joseph Mosca, Council Member*  
*Donald Watts, Council Member*

*Nancy Shollenberger, City Clerk*  
*George Enyedi, City Treasurer*

TO: Honorable Mayor Zimmerman and Members of the City Council

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

INITIATED BY: James Carlson, Management Analyst *JC*

DATE: October 28, 2008

**SUBJECT: CONSENSUS ON UTILIZATION OF THE CITY'S FIRE HORN**

---

### **SUMMARY**

Staff recommends that the City Council discuss the consensus recommendation regarding the utilization of the city's fire horn and direct staff to implement procedures for use of the horn.

### **ANALYSIS**

#### Background

At the August 19, 2008 regular City Council meeting, staff presented a report regarding the reactivation of the City's fire horn. The impetus of the consideration was a letter from Hank Landsberg, President of the Sierra Madre Kiwanis Club, citing both the desire to preserve the historical tradition of a daily horn test as well as its use as an emergency notification system. Staff was able to test the horn and report to City Council that the mechanics and timing device of the horn were in good repair, and sought direction from Council on whether the fire horn should be put back into use, and how it should be utilized if reactivated.

After public comments and City Council's discussion, a decision was made to reactivate the fire horn. The City Council directed staff to obtain additional input regarding the use of the fire horn from the community. The Sierra Madre Chamber of Commerce, the Sierra Madre Kiwanis Club, and the Sierra Madre Fire Safe Council were specifically identified in City Council's direction for this community input.

#### Historical Considerations

Two topics naturally emerged from City Council's direction. Throughout the compilation of the August report, as well as following City Council's direction, staff received many comments in support of the traditional, nostalgic, and historical value of testing the fire

horn daily. Conversely, staff also received comments that there was no need to sound the horn everyday, as it was extremely loud and alarming, especially to individuals and businesses in close proximity to its North Baldwin and East Montecito location.

#### Emergency Considerations

The second topic that was discussed addressed the use of the fire horn in emergency situations. It was generally accepted that the use of the fire horn to alert residents, as opposed to its use of notifying emergency services, was warranted and desirable. Staff also received a variety of recommendations on how the fire horn should be used during certain specific emergencies. However, a majority opinion was evident that the emergency use be a "general alert" to residents, and not be a complicated system of incident or location specific codes. In this scenario, the fire horn would sound the emergency signal, and it would let residents know that they should immediately be aware that there is a situation, or potential situation that they need to be aware of. The residents should tune in to City or regional news outlets, or at a minimum, simply go outside and become aware of their surroundings.

#### Community Organization Efforts

Soon after City Council's direction at the August 19<sup>th</sup> meeting, Sierra Madre Kiwanis Club member George Maurer, with input from the Chamber of Commerce, set off to distribute a survey to the businesses in the downtown district. The survey was intended to gauge the preferences of the potential fire horn testing procedures. The survey included a "check box" for testing at noon, 7:00pm, or "other".

The Sierra Madre Chamber of Commerce, as well as city staff, received additional comments from residents and businesses in regards to opinions on how the newly reactivated fire horn should be used. The Sierra Madre Fire Safe Council also presented preferences in regards to how the fire horn should be used, especially in regards to its use during emergencies.

On Wednesday, October 22, 2008, staff organized a meeting to determine the results of the various community organizations' attempts to measure the prevailing feelings of the community about the use of the fire horn. This meeting included representatives of city staff, the Sierra Madre Fire Department, the Sierra Madre Police department, the Sierra Madre Kiwanis Club, the Sierra Madre Chamber of Commerce, and the Sierra Madre Fire Safe Council. Nine individuals participated in a constructive discussion that not only reviewed the existing considerations, but also yielded new ideas in regards to the use of the City's fire horn. At the conclusion of the meeting, a consensus recommendation was unanimously presented to staff in order to be included with this report.

#### Consensus

Following a productive discussion of existing considerations, as well as some new ideas, the participants of the October 22<sup>nd</sup> meeting made the following recommendations:

1. The fire horn should be used for emergencies. The emergency signal should be a "general" alert.
2. Since the fire horn should be used for emergencies, it should be regularly tested in some manner.
3. The test blast should be distinctly different than the emergency blast. And the test blast should be one short blast, and the emergency blast should be 3 blasts, or a series of 3 blasts.
4. The test blasts should be conducted seven days a week.
5. These test blasts should occur at 5:00pm.
6. There should be signage around the location of the horn indicating the schedule, and possibly additional information, of the use of the fire horn.

These six recommendations were all unanimously agreed upon by eight of the meeting's participants. City Manager Elaine Aguilar did not raise her hand to vote and was in attendance primarily as an observer. In addition, in reference to recommendation number 4 regarding the testing the fire horn seven days a week, staff observed a small degree of hesitation in consensus with a segment of the participants.

This meeting also produced two major new ideas to the conversation of using the fire horn. One idea was incorporated into the consensus recommendation. Although the survey directly asked for a preference between noon and 7:00pm, the concept of a 5:00pm test was presented and debated. It was ultimately determined that 5:00pm was a better option for a number of reasons. For one, some businesses that were adverse to the noon horn were no longer operating at this time. Additionally, the number of outside diners would be limited at this time as opposed to a noon or 7:00pm test. And lastly, it carried a nostalgic feeling of a "factory whistle" that signified the end of a work day.

The second prospective idea presented was delivered by the Sierra Madre Fire Safe Council. Local engineer Hank Landsberg, who also penned the initial letter that brought this subject to staff and City Council, presented an outline for the creation of a low-frequency and local radio station. During discussions of the emergency use of the fire horn, it was deemed that a "general" alert would advise residents to seek additional information. The city currently has a number of communication tools at their disposal to inform the residents to the situation, such as SMTV3, the City's website and the City's blog. Mr. Landsberg's proposal included the use of an AM radio frequency that would be accessible to virtually every car and battery-operated radio within the city limits. It was noted that this tool would operate in the event that phone, internet, television, and power services were interrupted. The participants of this meeting all agreed that a local, low-frequency radio communication tool would be valuable addition to existing

communication tools. Mr. Landsberg was informed that staff would like to pursue this concept as a consideration of communication efforts within the City as a whole.

### **FINANCIAL REVIEW**

The staff has determined that the fire horn is mechanically operational, and that the timing device that would produce regular test blasts is also operational. However, the recommendations for the fire horn's use in emergency situation will require the capability of overriding the programmed timing device for manually delivering the three emergency blasts. Staff has learned that there will need to be an installation of a manual relay that would be used for this. This manual relay may be connected to a simple button at the site of the horn, or may be activated by other technologies such as phone or wireless methods. The estimated cost of the additional manual relay is no more than \$200.00, and installation labor would be donated.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

1. The City Council may elect to accept the consensus recommendation of the October 22<sup>nd</sup> meeting and direct staff to implement the procedures.
2. The City Council may elect amend some or all of the recommendations and direct staff to implement the modified procedures.
3. The City Council may instruct staff to return with additional information.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council approve the consensus recommendation regarding the utilization of the city's fire horn and direct staff to implement the recommended procedures for use of the city fire horn.

COPY

21 SKYLAND PROJECT EQUIPMENT PURCHASE

Elaine Aguilar, City Manager, gave the staff report. City staff is requesting authorization to make a one-time large equipment purchase for equipping the California Conservation Corps workers with adequate and safe hillside equipment to perform the debris and bulkhead removal from the Skyland area slope. The amount of this purchase is conservatively estimated to be \$35,000.

Staff is recommending that the City Council authorizes this one-time purchase of equipment that is a required element of the Skyland debris and bulkhead removal project.

Council Member Mosca moved and it was seconded by Mayor Pro Tem MacGillivray for approval of the Consent Calendar, with Council Member Buchanan abstaining on Item H. It passed by unanimous voice vote.

3. CONSENSUS ON UTILIZATION OF THE CITY'S FIRE HORN

James Carlson, Management Analyst, gave the staff report. Staff recommends that the City Council discuss the consensus recommendation regarding the utilization of the city's fire horn and direct staff to implement procedures for use of the horn.

At the August 19, 2008 Regular City Council Meeting, staff presented a report regarding the reactivation of the City's fire horn. The impetus of the consideration was a letter from Hank Landsberg, President of the Sierra Madre Kiwanis Club, citing both the desire to preserve the historical tradition of a daily horn test as well as its use as an emergency notification system. Staff was able to test the horn and report to City Council that the mechanics and timing device of the horn were in good repair, and sought direction from Council on whether the fire horn should be put back into use, and how it should be utilized if reactivated.

After public comments and City Council's discussion, a decision was made to reactivate the fire horn. The City Council directed staff to obtain additional input regarding the use of the fire horn from the community. The Sierra Madre Chamber of Commerce, the Sierra Madre Kiwanis Club, and the Sierra Madre Fire Safe Council were specifically identified in the City Council's direction for this community input.

The Sierra Madre Chamber of Commerce, as well as city staff, received additional comments from residents and businesses in regards to opinions on how the newly reactivated fire horn should be used. The Sierra Madre Fire Safe Council also presented preferences in regards to how the fire horn should be used, especially in regards to its use during emergencies.

On Wednesday, October 22, 2008, staff organized a meeting to determine the results of the various community organizations' attempts to measure the prevailing feelings of the community about the use of the fire horn. This meeting included representatives of city staff, the Sierra Madre Fire Department, the Sierra Madre Police Department, the Sierra Madre Kiwanis Club, the Sierra Madre Chamber of Commerce, and the Sierra Madre Fire Safe Council. Nine individuals participated in a constructive discussion that not only reviewed the existing considerations, but also yielded new ideas in regards to the use of the City's fire horn. At the conclusion of the meeting, a consensus recommendation was unanimously presented to staff in order to be included with this report.

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This meeting also produced two major new ideas to the conversation of using the fire horn. One idea was incorporated into the consensus recommendation. Although the survey directly asked for a preference between noon and 7:00 p.m., the concept of a 5:00 p.m. test was presented and debated. It was ultimately determined that 5:00 p.m. was a better option for a number of reasons. For one, some businesses that were adverse to the noon horn were no longer operating at this time. Additionally, the number of outside diners would be limited at this time as opposed to a noon or 7:00 p.m. test. And lastly, it carried a nostalgic feeling of a "factory whistle" that signified the end of a work day.

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Staff recommends that the City Council approve the consensus recommendation regarding the utilization of the City's fire horn and direct staff to implement the recommended procedures for use of the City fire horn.

Mayor Zimmerman opened for public comment.

Barbara Leigh, Sierra Madre Blvd.

Ms. Leigh stated that she will miss the "noon" horn, but 5:00 p.m. is okay. This could be in conjunction with Search & Rescue.

Council Member Mosca feels this is a good compromise. Should it go off seven days a week?

Mayor Pro Tem MacGillivray stated that it should be seven days per week if it is used for emergencies.

Mayor Pro Tem MacGillivray moved and Council Member Buchanan seconded staff's recommendation to initiate the firehorn seven days a week at 5:00 pm each day and execute three blasts for emergencies. Passed by unanimous voice vote.

4. STATUS UPDATE ON COUNTY DEBRIS BASIN CAPACITY AND MAINTENANCE OPERATIONS.

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

The City Council has requested an update on the status of debris basin capacity in Sierra Madre. Staff recommends that the city Council receive and file this informational report.

There are seven debris basins in the foothills above Sierra Madre. Six of those facilities are owned, operated and maintained by the Los Angeles County Department of Public works. The seventh, is owned, operated, and maintained by the City.

Mr. Inman reviewed the debris basins in Sierra Madre (listed West to East):

Bailey Canyon Debris Basin (County)  
Floral Canyon Debris Basin (City)  
Auburn Debris Basin (County)  
Carter Debris Basin (County)  
Sierra Madre Dam (County)  
Sturtevant Debris Basin (County)  
Lannan Debris Basin (County)

Mr. Inman also reviewed the status of the County debris-related projects:

One Carter Rail and Timber Structure

Yucca Canyon Structures  
Sturtevant Debris Basin  
Stonehouse Rail and Timber Structure

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

Mayor Pro Tem MacGillivray questioned whether the basins that are being cleaned out will be cleaned out to capacity, and what is being done with Floral Canyon. Mr. Inman stated that this canyon wasn't impacted by the fire. Ms MacGillivray asked whether the county will put in a more comprehensive plan to clear out all the basins? Mr. Inman said that they must have 15% of capacity, and they are restricted during the time of



# 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: Members of the City Council

FROM: Elaine I. Aguilar, City Manager. 

DATE: June 9, 2015

SUBJECT: Fiscal Year 2015-2017 Budget Reduction Alternatives; Contracting and Service Level Reductions

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## **SUMMARY**

Attached is a copy of the May 26<sup>th</sup> staff report regarding possible budget reductions and contracting options. (The report has been slightly revised. A few of the details for Public Works, Planning & Community Preservation, and the Library have been updated. The changes are noted on the detailed attachments to the report.)

At the May 26<sup>th</sup> meeting, the City Council reviewed proposed budget reductions by department. The Council also preliminarily reviewed the contracting options for Police Services, Paramedic Services and Library Services. There was consensus to form committees to review the proposals for Police and Library services, but no committees were formed. There was also consensus to form a revenue exploratory committee, but no committee was formed. Additionally, no formal action was taken with respect to the proposed budget reductions. The Council wanted to wait for the input received at the June 6<sup>th</sup> Town Hall meeting, before taking further action.

## **ANALYSIS**

This staff report was prepared before the June 6<sup>th</sup> Town Hall meeting occurred. Staff will be summarizing the results of the Budget Town Hall meeting and will provide information on Monday, June 8<sup>th</sup>.

Staff recommends that the Council either consider the adoption of a one-year budget for Fiscal Year 2015-2016, or provide direction regarding the preparation of the Biennial FY 2016-2017 Budget. It should be noted that the one-year budget would contain the non-detailed multi-year year cost projections that are normally prepared in the budget document.

If direction is provided this evening, staff can return to the June 23<sup>rd</sup> meeting with the necessary documentation for budget adoption. The resolutions can be prepared, and

departmental level detail will be provided, very similar to the Mid-Year 2014-2015 staff report on tonight's agenda. However, the actual Approved Budget Document would be presented at the July 14<sup>th</sup> meeting, because it will take more than two weeks to prepare the budget document. The Council could "receive and file" the budget document, because the budget would have been adopted on June 23<sup>rd</sup>.

If the Council needs more time to provide direction, a possible alternative would be for staff to return to the June 23<sup>rd</sup> meeting with the appropriate documentation for spending authority for the first couple of months of the new fiscal year.

### **NEXT STEPS**

There are a number of next steps for consideration:

1. The Council could create Contract Proposal Review Committees for the Library and Police services proposals.
2. The Council could create a Revenue Exploratory committee to evaluate and recommend revenue enhancement options.
3. The Council could provide direction regarding budget reductions, using the Level 1, 2, and 3 options presented in the May 26<sup>th</sup> staff report.
4. The Council could authorize staff to include revenue increases in the FY 2015-2016 budget; such as:
  - a. Building and Planning Fees
  - b. Overnight Parking Permits
  - c. Parking Citations
  - d. Fire/Paramedic Response Fee
  - e. Special Event Fees
  - f. Any other fees

(Staff will provide additional information regarding fees, at the meeting.)

As an alternative, the Council could task the Revenue Committee with evaluating and making recommendations regarding revenue increases.

### **FINANCIAL REVIEW**

The current estimated General Fund deficits are projected at: \$762,000 for Fiscal Year 2015-2016 and \$1,005,000 for Fiscal Year 2016-2017. It is anticipated that the City may need to rely on General Fund reserves in FY15-16, unless expenditure reductions amounting to \$762,000 in the General Fund are directed by the Council. It will take time to review contracting, service level reductions, and revenue options to achieve a balanced budget. In addition, there is an inherent time delay to pursue and implement any contracting or revenue options.

Total cost saving options presented in this report range from \$317,000 to over \$1 million.

**PUBLIC NOTICE PROCESS**

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

**ALTERNATIVES**

The City Council has the following options:

1. The City Council could provide direction regarding the implementation of any of the budget reduction options, or fee increases, and direct staff to return with a Proposed Budget for Council consideration at the next meeting.
2. The City Council could provide direction regarding the creation of proposal evaluation committees or a revenue exploratory committee.
3. The Council could request additional information.
4. Any other options the Council desires.

**RECOMMENDATION**

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

Attachments:

May 26, 2015 Staff Report

Revised  
6/09/15



## 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:** Members of the City Council

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

**DATE:** May 26, 2015

**SUBJECT:** Fiscal Year 2015-2017 Budget Reduction Alternatives; Contracting and Service Level Reductions

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### **SUMMARY**

At the May 12<sup>th</sup> meeting, the Council directed staff to return with:

1. Alternative Budget reduction options by Department
2. Proposals to Contract City Services

The Council requested this information to discuss resolving the projected General Fund deficit going into Fiscal Year 2015-2016. The projected General Fund deficit for Fiscal Year 2015-2016 is \$762,000, and for Fiscal Year 2016-2017, the projected deficit is \$1,005,000.

A total of between \$317,000 and \$1.3 million in budget reductions has been identified. The details of the associated service level reductions are summarized in the attachments to this staff report. These reductions do not involve contracting or outsourcing any City services.

Preliminary contracting estimates were received for Police Services, Library Services, Fire Suppression and Medical/Paramedic, Planning, Animal Control, and Recreation Services. The preliminary (not yet fully analyzed), potential savings from contracting services range from \$0 (no cost savings, or perhaps a cost increase), to more than a \$1 million dollars.

### **ANALYSIS**

City's new fiscal year begins on July 1<sup>st</sup> and ends on the following June 30<sup>th</sup>. The City Council has reviewed all major cost components of the City's General Fund and Restricted Fund budgets for the next two fiscal years. For a number of reasons, such as increasing costs, increased state mandates, and the reduction in the City's Utility Users Tax, the City's General Fund budget is projected to have deficits ranging from \$762,000 to \$1,005,000.

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

**AGENDA ITEM #** \_\_\_\_\_

At the May 12<sup>th</sup> meeting, the Council reviewed the status of the current budget process, and directed staff to return with budget reduction options to either eliminate or reduce the projected deficit for Fiscal Year 2015-2016. (Budget savings in FY15-16 would likely “carry-over” into the next fiscal year, FY 2016-2017.) However, any deficit going into FY 2015-2016 will need to be funded using reserves. It is possible to rely on reserves for a short, defined period of time, but it is not financially prudent to rely on reserves to balance the City’s budget in the long term.

As of June 30, 2014, the City has \$553,476 in unassigned General Fund Reserves. There is a total of \$6,446,000 in General Fund Reserves; Assigned Reserves are \$4,635,021; Committed Reserves are \$1,255,000. The Assigned Reserves reflect the Council’s 50% of operating revenues-reserve policy, while the Committed Reserves reflect funds committed to specific projects. Committed Reserves can be “un-committed” by formal Council action. Similarly, the Council can modify its Assigned Reserves policy by formal action. When the FY 2014-2015 Annual Comprehensive Financial Report is completed (early 2016), the reserve numbers will be modified.

The “Budget Reductions” presented in the staff report do not assume contracting City services. “Contracting City Services,” is presented in a separate section of this staff report. Budget reductions reflect the reduction in General Fund expenditures, which mean a reduction in service levels. The larger cost reductions can only be achieved by reducing staff, which means reducing services because City staff provide City services.

The “Budget Reductions” are provided at two or three levels of reduction. Level 1 reflects a level of reduction that impacts services the least, Level 2 results in moderate to major service level reductions, and Level 3 results in major/severe service level reductions.

The report discusses General Fund “Budget Reductions” first, followed by “Contracting.”

### **BUDGET REDUCTIONS**

Each Department prepared two to three General Fund cost reduction options. A summary of the options is presented along with information regarding the timing involved to achieve the cost reduction.

Details for all of the options are included in the attachments to this staff report. The attachments provide information regarding the staffing changes, staffing reductions, services that would be provided in that scenario, and services that would be discontinued. This staff report provides a very brief description of the cost savings but the details regarding the impacts of the reductions is presented in the attachments.

It should be noted that there are first year costs incurred in laying-off staff. For example, for full-time staff, the City would need to pay-off certain accumulated leave balances,

and there may be an increase in unemployment insurance due to the former full- and part-time employees drawing on unemployment insurance. Additionally, there may be costs incurred if the Council decides to provide severance packages. There may also be costs incurred in “mothballing” a building, or disposing of assets. (These same first-year costs are also applicable to contracting for services previously provided in-house.) These offsetting costs are not calculated for each proposal. Staff can return with more detailed cost estimates upon further Council direction regarding specific proposals.

Lastly, Cost Allocations may not be entirely eliminated if a department’s General Fund budget is reduced. Costs such as insurance, utilities, Human Resources, etc. don’t necessarily incur cost reductions if a service is reduced or eliminated. The costs would be reallocated to the remaining departmental budgets. Upon detailed direction from the Council, staff can recalculate and reallocate the Cost Allocations. In the meantime, the Cost Allocation totals are provided for each department.

Administration, Finance, Human Resources, Elected & Appointed

The Administration, Finance and Elected & Appointed budgets are currently staffed with 11.3 FTE’s, which includes 9 full-time staff members, 4,800 hours (2.3 FTE’s) of part-time staff, plus seven elected officials. The seven elected officials and 1.7 FTE (0.80 full-time and .92 part-time) are funded in the General Fund. The FY 2015-2016 General Fund Budget is estimated at \$500,000 plus an additional \$1.48 million in City-wide overhead (\$1,199,000 of this overhead is for cost allocations). Most of the Finance, Administration, and Human Resources budget is funded through various internal service funds.

- Level 1 reductions/savings: \$121,440
  - Eliminates two part time positions (0.92 FTE in the General Fund)
  - Retains all full-time staffing, and 2,880 hours of part-time staffing
  - Eliminates OPEB (Retiree Medical Funding – Other Post-Employment Benefits) - \$105,500
  - Results in reduced hours at City Hall – 6.5 hours per day (i.e. 7:30 am to 2:00 pm)
- Level 2 reductions/savings: \$130,440
  - Eliminates two part-time positions
  - Retains all full-time staffing, and 2,800 hours of part-time staffing
  - Eliminates OPEB (Retiree Medical Funding – Other Post-Employment Benefits) - \$105,500
  - Eliminates Strategic Planning Retreat (two retreats annually)
  - Results in reduced hours at City Hall – 6.5 hours per day (i.e. 7:30 am to 2:00 pm)
- Level 3 reductions/savings: \$155,440 (\$41,600 savings in Internal Service Funds)
  - Eliminates one full-time position and two part-time positions

- Eliminates OPEB (Retiree Medical Funding – Other Post-Employment Benefits) - \$105,500
- Eliminates Strategic Planning Retreat (two retreats annually)
- Reduces City-wide training, eliminates safety equipment, eliminates City shirts, and eliminates employee and volunteer recognition events.
- Results in reduced hours at City Hall – 6.5 hours per day (i.e. 7:30 am to 2:00 pm)

Timing: Changes could be implemented in approximately 60 days from Council direction. Necessary to Meet and Confer with Bargaining Unit over impacts. (CEA - 15 day notice to staff, evaluate bumping-rights, conduct and confer with Bargaining Unit over impacts.)

Note: The staffing of the public counters at City Hall is further impacted if staffing reductions are made in other departments. For example, if the Community Services Administrative Aide position is eliminated, City Hall hours would be reduced to four hours per day (i.e. 9 am to 1 pm.)

#### Community Services

Community Services is currently staffed with 3.46 FTE's, which includes two full-time staff members, and 3,030 hours (1.46 FTE's) of part-time staff. The FY 2015-2016 General Fund Budget is estimated at \$148,000, (including \$20,600 in cost allocations.).

- Level 1 reductions savings: \$8,000
  - Retains all full- and part-time staffing, eliminates the publication and mailing of the Wistaria Vine Newsletter, Summer Fun in the Park, and staffing the Coordinating Council.
- Level 2 reductions savings: \$42,000
  - Eliminates one full-time position and reclassifies one full-time position.
  - Staffs the department with one full-time position (reclassified), and 3,030 hours in part-time staffing (part-time hours funded by the Special Events Fund).
- Level 3 reductions savings: \$114,000
  - Eliminates all full-time staff; and 3,030 hours in Special Event part-time staffing.
  - Staffs the department with one General Fund part-time staff member.

Timing: Changes could be implemented in approximately 60 days from Council direction. Necessary to Meet and Confer with Bargaining Unit over impacts. (CEA - 15 day notice to staff, evaluate bumping-rights, conduct and confer with Bargaining Unit over impacts.)

### Fire

The Fire Department, including the Paramedic Program is currently staffed with 17.86 FTE's, which includes 4.3 full-time staff members and 28,200 hours (13.56 FTE) of part-time staffing. The FY 2015-2016 General Fund Budget, including the transfers-in (or subsidy) for the Paramedic Program is estimated at \$1.95 million (including \$625,000 in cost allocations).

- Level 1 reductions/savings: \$30,000/\$20,000 (The proposed budget numbers previously accounted for the \$10,000 reduction in volunteer stipends, so should this option be accepted by the Council, the resulting savings would be \$20,000.)
  - Retains all full- and part-time staffing
  - Eliminates \$10,000 volunteer stipend/honorarium
  - Decreases other "maintenance and operation" expenses by \$20,000
- Level 2 reductions/savings: \$85,588/\$75,588 (The proposed budget numbers previously accounted for the \$10,000 reduction in volunteer stipends, so should this option be accepted by the Council, the resulting savings would be \$75,588.)
  - Eliminates one full-time position, and backfills with two part-time positions
  - Eliminates \$10,000 volunteer stipend/honorarium
  - Decreases other "maintenance and operation" expenses by \$20,000
- Level 3 reductions/savings: \$234,588/\$224,588 (The proposed budget numbers previously accounted for the \$10,000 reduction in volunteer stipends, so should this option be accepted by the Council, the resulting savings would be \$224,588.)
  - Eliminates one full-time position, and backfills with two part-time positions.
  - Increases number of volunteer firefighters.
  - Eliminates Paramedic (Advanced Life Support services) and reverts to basic life support services.
  - Eliminates \$10,000 volunteer stipend/honorarium
  - Decreases other "maintenance and operation" expenses by \$20,000

Timing: Changes could be implemented in 60-90 days from Council direction. (15 day notice to staff, evaluate and implement bumping-rights, if necessary, recruit for and hire additional part-time staff and volunteers.)

### Library

The Library is currently staffed with 8.6 FTE's, which includes four full-time staff members and 9,600 hours (4.6) of part-time staffing. The FY 2015-2016 General Fund Budget is estimated at \$809,000 (including \$114,400 in cost allocations.)

- Level 1 reduction savings: \$70,316
  - Eliminates 2,880 hours of part-time staffing and reclassifies one full-time position (An alternative option reduces the book budget and retains a part time position.)

- Staffs the department with all current (4) full-time staff (one reclassification), and 6,720 hours of part-time staffing, for a total of 7.2 FTE's
- Library hours remain unchanged, at 47 hours a week
- Level 2 reduction savings: \$217,817
  - Eliminates one full-time Library Associate and 5,760 hours of part-time staffing; reclassifies two full-time positions
  - Staffs the department with three full-time employees (including the reclassification of two positions) and 3,840 hours of part time staffing
  - Library is open 40 hours per week
- Level 3 reduction savings: \$392,381
  - Eliminates three full-time Library Associates; reclassifies one full-time position; and eliminates 4,800 hours of part-time staffing
  - Staffs the department with a full-time City Librarian and approximately 5 part-time employees, for a total FTE of 3.6
  - Eliminates \$30,000 in book budget
  - Library is open 24 hours a week

Timing: Changes could be implemented in 60 days, from Council direction. Necessary to Meet and Confer with Bargaining Unit over impacts. (CEA - 15 day notice to staff, evaluate bumping-rights, conduct Meet and Confer with Bargaining Unit.)

#### Planning and Community Preservation

The Planning Department is currently staffed with 4.92 FTE's, which includes 4 full-time staff members and 1,920 hours (0.92 FTE) of part-time staffing. The FY 2015-2016 General Fund Budget, including the transfers-in (or subsidy) is estimated at \$600,000 (including \$161,500 in cost allocations).

- Level 1 reductions savings: \$78,000
  - Eliminates \$78,000 in potentially non-reimbursed contract planner services
  - Department is staffed with current four full-time staff, one part-time staff, and a reimbursable contract planner
- Level 2 reductions savings: \$154,827
  - Eliminates two full time positions, and back fills with two part-time positions
  - Eliminates \$78,000 in potentially non-reimbursed contract planner services
  - Department is staffed with two full-time staff, four part-time staff, and a reimbursable contract planner
- Level 3 reductions savings: \$191,266
  - Eliminates one full-time position; eliminates a second full-time position, but backfills with a part-time position

- Eliminates \$78,000 in potentially non-reimbursed contract planner services
- Department is staffed with two full-time staff, three part-time staff, and a reimbursable contract planner

Timing: Changes could be implemented in 60-90 days, from Council direction. Necessary to Meet and Confer with Bargaining Unit over impacts. (CEA - 15 day notice to staff, evaluate bumping-rights, conduct Meet and Confer with Bargaining Unit.) May be necessary to recruit and hire additional part-time staff.

### Police

The Police Department is currently staffed with 25.43 FTE's, which includes 20.7 full-time staff members and 9,840 hours (4.7 FTE) of part-time staffing. The FY 2015-2016 General Fund Budget is estimated at \$3,953,000 (including \$763,500 in cost allocations).

- Level 1 reduction savings: \$19,216
  - Eliminates 1,405 hours of part-time staffing
  - Staffs the department with all current (20.7) full-time staff and 8,435 hours of part-time staffing, for a total of 24.75 FTE's.
- Level 2 reduction savings: \$61,269
  - Eliminates 3,287 hours of part-time staffing
  - Staffs the department with all current (20.7) full-time staff and 6,553 hours of part-time staffing, for a total of 23.85 FTE's.
- Level 3 reduction savings: \$123,584
  - Eliminates 3,770 hours (1.82 FTE) of part-time staffing and one full-time Police Officer position
  - Staffs the department with (19.7) full-time staff and 6,070 hours of part-time staffing, for a total of 22.62 FTE's.

Similar to Public Works below, this Department's reduction provides a good example of the overlapping of responsibilities between departments and the "interrelatedness" of the departments. For example, if the General Fund staffing in Public Works is reduced, and the Police Department staffing is reduced, there is no Public Works staffing or Police staffing available to assist with community events.

Timing: Changes could be implemented in 60 days, from Council direction. Necessary to Meet and Confer with Police Association impacts. (14 day notice to staff, evaluate bumping-rights, conduct and confer with Police Association.)

### Public Works

The Public Works – General Fund staffing is 2.95 FTE's; composed of percentages of full-time staffing (no General Fund part-time staffing). The FY 2015-2016 General Fund Budget is estimated at \$532,000 (including \$72,100 in cost allocations).

- Level 1 reduction – none.
- Level 2 reductions savings: \$51,500
  - Reallocates the General Fund salary portion of two Maintenance Workers to the Sewer Fund.
  - General Fund Maintenance staffing reduced, two of six staff members will be limited to 100% sewer work only. One-third of Public Work's staffing in the street/sewer division will no longer be able to perform General Fund related work.
- Level 3 reductions savings: \$112,200
  - Reallocates the General Fund salary portion of two Maintenance Workers to the Sewer Fund and Eliminates one FTE Maintenance Worker (eliminates 1 position which is 25% funded from the General Fund, which also reduces the service level in other funds.)
  - Reduces contract Landscape Maintenance by \$10,000

This Department's reduction provides a good example of the overlapping of responsibilities between departments and the interrelatedness of the departments. For example, if the General Fund staffing in Public Works is reduced, there is no Public Works staffing available to assist with community events (setting up tables, barricades, emptying trash cans, etc.)

Timing: Changes could be implemented in approximately 60 days, from Council direction. Necessary to Meet and Confer with Bargaining Unit over impacts. (CEA - 15 day notice to staff, evaluate bumping-rights, conduct and confer with Bargaining Unit over impacts.)

### **CONTRACTING OUT SERVICES**

As directed by the Council, staff is presenting brief summaries of the contracting alternatives. There is no in-depth analysis, no cost comparisons (in-house vs. contract) nor are the "pros and cons" provided at this time. The Council had indicated that Council subcommittees would be formed to evaluate the selected proposals.

In addition to identifying the pros and cons of the various proposals, it is necessary to evaluate the estimated long-term costs in retaining a service versus the estimated cost increases (CPI) over time for contracting.

When evaluating contracted services there are a number of factors to evaluate:

1. Contract Costs – Costs will vary depending upon the level of service provided. Ultimate/final contract costs are negotiable, compared to what is presented at this time. There may be additional potential, interested service providers, if the City ultimately decides to contract a service.
2. Level of Service – The proposed contracted level of service should be evaluated against the current level of service.

3. Transition Costs - There may be costs for the next step in the process, such as a Phase II report from the LA County Sheriff's. There may be costs associated with closing buildings or selling/disposing of assets.
4. Staff Reduction Costs – There are a number of one-time costs the City will incur in reducing staff, such as, costs associated with compensating employees for accumulated leave balances that are required to be paid. In addition, there may be severance costs, should the Council desire to provide this type of compensation. The temporary impact on costs such as unemployment insurance, should be evaluated.
5. Reallocation of City Overhead - Not all costs in a particular department would be eliminated if the operation was contracted out. For example, the cost allocation for general overhead, such as utilities could remain (if the building remained open for business, or needed to continue to be maintained). In addition the City would still incur costs for liability insurance and property/casualty insurance. Using the CJPIA costs as an example, the City's liability insurance costs would decrease if a major service was contracted and the liability was shifted to the contractor; but the City would still incur an annual bill for liability coverage and still be paying the retroactive (previously incurred but not settled) liabilities, which would be re-allocated to all the departments.
6. Timing / Implementation Time – Depending upon the service, it can take 60 days to one year to complete the transition to a contracted service. During this period of time the City would continue to incur the costs of operating the service, along with possible phase-in related costs. There could be some overlap of services, until the contractor completely assumes responsibility.

It is not unusual for there to be no cost savings the first year of a transition to contracted services. The cost savings may be incurred in year two, and future years, depending upon the costs incurred in items number 3, 4, 5 and 6 above. It is also possible that there may be cost savings in the initial years, but over time the contracting option becomes more expensive because of CPI increases. It is important to take a longer term view when analyzing the contracting of services.

#### Administration/Finance/Elected & Appointed

There were no contracting options available.

The only service that has been evaluated in the past is contracting payroll processing. It was not feasible to contract this service because of the intricacies of the laws, agreements and regulations the City must follow. For example, the Memorandum of Understanding for the Police and Classified Employees is very different compared to any other municipality. However, if the City were to become a true "contract city" there may be an opportunity to outsource the payroll function.

### Community Services

There is one last contracting option available, which is the contracting of Senior Services and the lease of the Hart Park House. All other services that could be contracted, have been contracted: aquatics, youth services, teen programming, recreational classes, afterschool programming, summer camp, adult softball etc. The Department is currently negotiating a longer-term contract with the YMCA for the lease of the Community Recreation Center and the associated recreation/enrichment classes and facility rentals. The YMCA has expressed interest in providing Senior Services and leasing the Hart Park House as well.

### Fire

Basic Information: The City received a preliminary cost estimate from the Los Angeles County Fire Department in the amount of \$4.5 million to provide fire suppression and paramedic services. For FY 2015-2016, the Fire Department total budget, including transfers is estimated at \$1.95 million. (Or, \$1.3 million without the various cost allocations. Cost allocations are \$625,000.)

Based on the County's coverage area, Sierra Madre is approximately 2 miles away from the nearest city boundary for a city that is served by LA County Fire, resulting in response times that do not meet the County's standard. The County has informed us that they would need to place a dedicated fire engine and a paramedic squad in Sierra Madre's Fire Station. Based on FY 2015-2016 costs, the estimated cost for the operation of a three person engine is \$2 million, and for a paramedic squad is \$1.3 million; in addition there is a 35% overhead rate applied to the total.

It was not recommend that the City pursue a formal Feasibility Study as it would likely yield similar financial results, would take approximately 2-3 months to complete, and would cost the City \$20,000. At this time, there are no other interested contractors for Fire suppression services.

There are two other options for the Paramedic program. The two basic options are to either contract with a private ambulance company, or to "return" the service to the County. It currently costs the City approximately \$892,000 to provide Paramedic Services (including \$270,000 in cost allocations). The revenues associated with the program are estimated at \$187,000.

The City attempted to receive cost estimates for contracting with a private company, and only one company responded. The company indicated they would provide an ALS unit in the Sierra Madre Station for \$650,000 annually. An estimate for BLS services was also requested, but was not provided in time for this staff report. The cost of BLS service is estimated to be a little less than ALS service. There are also potential cost savings that would come from the City no longer needing to purchase ambulances and other associated paramedic equipment. (The most recent ambulance purchase was \$185,000, and the City currently purchases an ambulance every seven years.) With this

contracting option, the City would retain the revenues associated with Paramedic services.

Regarding the option of returning Paramedic services to the County, the City would not be “contracting” with the County, the City would be returning the program to the County; pursuant to state law the County is responsible for providing ALS/BLS services to all cities within its jurisdiction and the unincorporated areas of the County. Under this option, the City would also forgo the right to the future revenues associated with the program.

There would be differences between City response times and County/Contracted Service Provider response times. The City may be able to negotiate a faster response time with the County, and if so, that would likely be a requirement in the County’s competitive process to select the provider. As stated, the provision of paramedic services is actually the County’s obligation under state statute, and the City does not need to pay for this service; however, if the City was to return paramedic services to the County, there may be other unknown impacts.

Timing: Transitioning to a contract (whether the City contracts, or returns the service to the County) could be implemented in approximately 4 to 6 months. In addition to working with the outside agency, it is necessary to Meet and Confer with the Bargaining Unit over impacts. (14 day notice to staff, evaluate and implement bumping-rights.)

### Library

Basic Information: The preliminary cost estimate for contracting Library services is \$694,000. The FY 2015-2016, the Library’s General Fund Budget is estimated at \$809,000 (including \$114,400 in cost allocations.)

The contract proposal assumes the Library would be open 51 hours per week, and staffs the Library with approximately 7 to 9 FTE’s.

Timing: Transitioning to a contract could be implemented in approximately 4 months. In addition to negotiating contract details, level of service, etc., it is necessary to Meet and Confer with the Bargaining Unit over impacts. (15 day notice to staff, evaluate and implement bumping-rights.)

### Planning

Basic Information: The City received a cost estimate that indicated the costs to contract were more expensive compared to the City’s current cost to operate the department, based upon current staffing levels. Any cost savings could only be incurred by reducing staffing levels, but City staffing costs at the same level of service are less expensive. The costs to contract, at current staffing level, is \$825,000. If the City entered into a three year contract there would be a 5% reduction. The FY 2015-2016 estimated staffing costs for the Department is \$553,933.

Timing: Contracting for the service could be implemented in approximately 4 months. In addition to negotiating contract details, level of service, etc., it is necessary to Meet and Confer with the Bargaining Unit over impacts. (14 day notice to staff, evaluate bumping-rights, conduct and confer with Bargaining Unit over impacts.)

#### Police

Two services were evaluated for contracting, policing services and animal control services.

For animal control services, the City currently contracts with Pasadena Humane Society in the total amount of \$29,000. Staff contacted two other service providers, Los Angeles County Animal Control and the San Gabriel Valley Humane Society. Both agencies declined to provide a bid, because both are current at capacity and could not absorb the City's services. There are no other options, other than bring the service in-house, and that is not recommended as it will cost more than the current contract cost.

For Police services, a preliminary cost proposal was provided by the Los Angeles County Sheriff's Department. The proposal provides information regarding two options, but staff inquired regarding a third option and information is included in this staff report regarding the third option. (The third option is not in the attached Sheriff proposal; which they stated could be negotiated and explored further should the Council decide to proceed to Phase II.) The preliminary cost of the three options were:

- Proposal A: Sierra Madre Station remains open 7 days a week, 16 hours per day; the cost is estimated at \$3,262,684, plus approximately \$200,000 for staffing the City's special events, bringing the total to \$3,462,684.
- Proposal B: Sierra Madre Station remains open 7 days a week, 24 hours per day; the cost is estimated at \$3,874,097, plus approximately \$200,000 for staffing the City's special events, for a total of \$4,074,097.
- Proposal C: Sierra Madre Station is closed; the cost is estimated at \$2,990,975, plus approximately \$200,000 for staffing the City's special events, for a total of \$3,190,975.

The FY 2015-2016 estimated budget for the Police Department is \$3.95 million. (Or, \$3.2 million without the various cost allocations.)

Timing: Contracting for Police services could be implemented in approximately 12 months. It is necessary to Meet and Confer with the Bargaining Unit over impacts. (15 day notice to staff, evaluate bumping-rights, conduct and confer with Bargaining Unit over impacts.)

### Public Works

Basic Information: All of the General Fund services that can be contracted, were contracted in previous years' budget reductions, such as janitorial and landscape services.

Timing: N/A

## **OTHER OPTIONS**

### Furloughs

Staff also evaluated other cost saving measures such as employee furloughs and other across the board salary reductions. In light of the City's current salaries lagging behind the market by an average of 19% and previous salary reductions (due to reclassifications) incurred by City staff, further salary reductions will significantly impair the City's ability to recruit, retain and attract quality staff.

Additionally, because the majority of General Fund staff cannot be furloughed (Police, Fire, Public Works) there are very few General fund staff members remaining, and if furloughed will only result in a reduction in payroll of less than 1.5%, or \$17,000. Further, furloughing (overtime) exempt positions would negate their exempt status and all managers would be eligible to earn overtime in the weeks they were furloughed. The cost savings could be eliminated from the increased overtime pay. Additionally, furloughed employees could use their leave balances for the reduced hours, resulting in no net savings to the General Fund. Lastly, there would be a reduction in service/work completed by staff, because of reduced "work hours".

### Delaying implementation of previous financial directive

The City has previously decided to pre-fund the Other Post-Employment Benefits (OPEB) liability. The estimated reduction in General Fund expenses is \$105,000, but this amount is included in the Administrative Services budget proposals.

This cost reduction is presented separately, to provide additional background information. As the Council is aware, the City is not legally required to fund the City's future liability for post-employment benefits (partial medical coverage, based upon the City's various MOU's and personnel rules, which vary by bargaining unit). A previous Council decided to be aggressive in pre-funding this liability, but it is not legally required at this time.

### Increased Fines and Fees

Another option is to consider increasing fees, such as Planning Department related fees, to full cost recovery, or current building cost values. The estimated increased revenue could be in the \$25,000 to \$50,000 or more, depending upon the cost recovery level desired by the Council. Other possible areas for fee increases are increasing the

cost of parking tickets and overnight parking permits. If the Council is interested in this option, staff can return with additional information.

Another area of consideration is the creation of new fees. For example, a fee for medical responses, where the individual is not transported to the hospital. Currently, the City sends a bill for Paramedic Services, only when the individual is transported to the hospital. Another example of a new fee, is a fee for parking overnight in City Parking lots. Again, if the Council is interested in this option, staff can return with additional information.

## **NEXT STEPS**

### **Strategic Plan**

The Council's new Strategic Plan has one applicable objective. The objective under, "Provide high quality, cost effective and achievable public services," specifies that the Council will, "appoint individual contract proposal evaluation committees for each contract service proposal, and for the committee to bring the results back to the Council for discussion by July 28, 2015,"

The new Strategic Plan has a second objective to, "form a revenue exploratory City Council committee to recommend revenue enhancement options."

Staff is seeking further Council direction regarding the creation of the committees.

### **Town Hall Meeting**

The Town Hall Meeting is scheduled to take place at the Fire Station on Saturday, June 6, 2015 between 10 am and noon. Publicity for this event includes: two banners, one at Kersting Court and the other in front of the Public Safety Building; flyers to all the schools, businesses, and public buildings; press release; inclusion in multiple eBlast; inclusion (with a teaser on the cover) in the Wistaria Vine Newsletter mailed to all residents; announcement on AM1640 radio station; posting on City website and social media sites; and announcements at all ten of the Budget Input Meetings.

Residents are encouraged to drop by between 10 am and noon and enter to win one of six great participation prizes: A Meal with the Mayor, A Helicopter Ride, and Dinner with Firefighters, a Free Park Rental, 10 Free Library DVD Rentals, or a Storytime Birthday Party at the Library. In order to enter for one of the raffle prizes, each participant must visit the six tables, each with a different theme and opportunity to learn and/or provide input, and receive a stamp on his/her "passport".

Table One: residents receive their "passports" and the short PowerPoint presentation utilized at the Input Meetings.

Table Two: The accumulation of input gathered at ten different budget input meetings that took place in May will be available for further comment and discussion.

Table Three: Statistical information on the City's services on how the City compares to other cities.

Table Four: Information on how the City receives its revenues and what revenue options exists to California cities with corresponding legalities.

Table Five: Information regarding budget reductions (such as what is presented in the beginning of this staff report) will be provided and each participant will have the opportunity to "balance" the City's budget with the current projected revenues. Residents will decide "what to cut" to reduce expenditures by \$762,000 or \$1,000,000. Residents will be able to study the impacts of various reductions including, but not limited to, reduction in hours and programs at the Library and Community Services, fewer public counter hours at the Planning Department and City Hall, contracting policing services to the Sheriffs or paramedic services to a private ambulance company.

Table Six: Participants will also be asked to provide input on the various revenue options, ranging from "no new revenues," to "increased fees and fines", or a "general tax," or a "special tax/assessment".

All the information collected at the Town Hall Meeting will be presented to the City Council for consideration as the Council deliberates and makes decisions on how to balance the City's budget at the regular meeting on Tuesday, June 9, 2015.

### **FINANCIAL REVIEW**

The current estimated General Fund deficits are projected at: \$762,000 for Fiscal Year 2015-2016 and \$1,005,000 for Fiscal Year 2016-2017. It is anticipated that the City may need to rely on General Fund reserves in FY15-16, unless expenditure reductions amounting to \$762,000 in the General Fund are directed by the Council. It will take time to review contracting, service level reductions, and revenue options to achieve a balanced budget. In addition, there is an inherent time delay to pursue and implement any contracting or revenue options.

Total cost saving options presented in this report range from \$400,000 to over \$1 million.

### **PUBLIC NOTICE PROCESS**

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

### **ALTERNATIVES**

The City Council has the following options:

1. The City Council could provide direction regarding the implementation of any of the budget reduction options.
2. The City Council could provide direction regarding the implementation of any of the contracting proposals.
3. The Council could request additional information regarding the Budget Reduction or Contracting options.
4. The Council could provide direction regarding which options to include in the FY 2015-2016 and 2016-2017 budget, and direct staff to return with a Proposed Budget for Council consideration.

### **RECOMMENDATION**

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

Attachments:

1. Summary of Estimated Cost Reduction Options
2. Departmental Cost Reduction Details
3. LSSI Library Contract Proposal
4. LA County Sheriff Proposal

**RESOLUTION NO. 15-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE  
ADOPTING THE MID-YEAR BUDGET FOR FISCAL YEAR 2014-2015 AND  
APPROPRIATING THE AMOUNTS PROJECTED**

**WHEREAS**, the City Manager did present the City's 2014-2015 budget to the City Council for its consideration; and the City Council did, in a public meeting, carefully consider the budget; and

**WHEREAS**, on July 24, 2015 the City Council adopted the revised budget; and

**WHEREAS**, the City Council has committed additional appropriations during the fiscal year; and

**WHEREAS**, on June 9, 2015, the City Manager did proposed mid-year budget amendments for the City of Sierra Madre (City) for the fiscal year commencing July 1, 2014 and concluding June 30, 2015 was submitted to the City Council and is on file at City Hall; and

**WHEREAS**, the City Council did, in a public meeting, receive input from the City Manager, Assistant City Manager, additional staff and the public for amendments to the recommended amendments to the Fiscal Year 2014-2015 biennial budget; and

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

**SECTION 1.** The budget, as amended, is adopted as for the City of Sierra Madre for Fiscal Year commencing July 1, 2014 and concluding June 30, 2015.

**SECTION 2.** Appropriations for the City as described in the documents titled "Projected Ending Balances for FY 2014-2015" and said attachments are attached hereto as exhibits "A", are hereby adopted for the fiscal year commencing July 1, 2014 and concluding on June 30, 2015.

**SECTION 3.** The City Manager and Finance Director are hereby authorized to make transfers between budget line items in accordance with the Budget Policies adopted by the City Council, on April 11, 2001.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of June 2014.

ORIGINAL SIGNED

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John Capoccia, Mayor,  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution No. 15-29 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on this 9<sup>th</sup> day of June 2015 by the following vote:

AYES:

NOES:

ABSENT:

ORIGINAL SIGNED

---

Nancy Shollenberger, City Clerk,  
City of Sierra Madre, California

**CITY OF SIERRA MADRE**  
**Projected Ending Balances for FY 2014-2015**  
**General Fund**

	Adopted Budget FY 2014-2015	Projected FY 2014-2015
<b>Revenues</b>		
Property Taxes	\$ 3,968,000	\$ 3,978,000
AB1X26	147,000	200,000
Sales Tax	187,683	200,000
Utility User Tax	2,460,000	2,495,000
VLF/Property Tax	1,002,105	1,045,000
Other Taxes	67,972	68,000
Charges for Services	199,345	187,000
Intergovernmental	3,856	6,000
Business Licenses	263,770	260,000
Franchise Fees	350,840	351,000
Licenses and Permits-Other	132,327	136,000
Fines and Forfeitures	220,399	237,000
Investment income	5,073	10,000
Miscellaneous	9,022	35,000
<b>Total Revenue</b>	<b>9,017,392</b>	<b>9,208,000</b>
<b>Expenditures</b>		
Administration	1,354,629	1,353,000
Community Services	247,324	202,000
Elected and Appointed	335,123	330,000
Fire	921,282	1,046,000
Library	794,080	781,000
Police	3,906,106	3,865,000
Public Works	556,447	476,000
<b>Total Expenditures</b>	<b>8,114,991</b>	<b>8,053,000</b>
<b>Transfers In/(Out)</b>		
Transfer in	99,911	100,000
Transfer out	(819,323)	(899,000)
<b>Total Net Transfers In/(Out)</b>	<b>(719,412)</b>	<b>(799,000)</b>
<b>Net change in fund balances</b>	<b>\$ 182,989</b>	<b>\$ 356,000</b>

**CITY OF SIERRA MADRE**  
 Projected Ending Balances for FY 2014-2015  
 City Wide

	Adopted Budget FY 2014-2015	Projected FY 2014-2015
<b>Revenues</b>		
General Fund	\$ 9,017,392	\$ 9,208,000
Special Revenue	2,320,192	3,371,000
Internal Services	4,428,066	4,376,000
Water	3,795,525	4,067,000
Sewer	744,010	785,000
Business Funds	216,000	244,000
Successory Agency	611,800	612,000
<b>Total Revenues</b>	<b>21,132,985</b>	<b>22,663,000</b>
<b>Expenditures</b>		
General Fund	8,114,991	8,053,000
Special Revenue	3,246,000	3,651,000
Internal Services	4,957,137	4,187,000
Water	5,329,045	4,766,000
Sewer	1,062,927	966,000
Business Funds	256,538	250,000
Successory Agency	560,244	585,000
<b>Total Expenditures</b>	<b>23,526,882</b>	<b>22,458,000</b>

**RESOLUTION NO. 15-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SIERRA MADRE ADOPTING COMMITTED FUNDS FOR  
FISCAL YEAR ENDING JUNE 30, 2015**

**WHEREAS**, City of Sierra Madre follows Governmental Accounting Standards Board (GASB) for the basis of its financial reporting; and

**WHEREAS**, the City of Sierra Madre adopted GASB 54 Statement and Fund Balance Policies on May 24, 2011 for which the objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied; and

**WHEREAS**, this Statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds; and

**WHEREAS**, the adoption of the Committed Funds can only be done by the City Council by resolution or ordinance prior to the end of each fiscal year;

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

**SECTION 1.** Pursuant to Fund Balance and GASB 54 Policies, the Finance Director presents to the City Council estimated Committed Funds as described in attached Exhibit "B" - "Projected Ending Fund Balance FYE June 30, 2015".

**SECTION 2.** Pursuant to GASB Statement No. 54 the City Council may Commit Fund Balance for a specific "ACTION" or "PURPOSE" prior to the end of the fiscal year, June 30, 2015.

**SECTION 3.** Pursuant to GASB Statement No. 54 the Finance Director will finalize the Committed Fund amount upon the completion of the City financial reports for fiscal year ending June 30, 2015.

**APPROVED AND ADOPTED** this 9<sup>th</sup> day of June 2015.

ORIGINAL SIGNED

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John Capoccia, Mayor,  
City of Sierra Madre, California

I hereby certify that the foregoing Resolution No. 15-30 was adopted at a regular meeting of the City Council of the City of Sierra Madre held on this 9<sup>th</sup> day of June 2015 by the following vote:

AYES:

NOES:

ABSENT:

ORIGINAL SIGNED

---

Nancy Shollenberger, City  
Clerk, City of Sierra Madre,  
California

**CITY OF SIERRA MADRE**  
 Projected Ending Fund Balance for FYE June 30, 2015  
 General Fund

<b>Projected Net change in fund balance FY 2014-2015</b>	\$ 356,000
Fund Balances beginning (June 30, 2014)	<u>6,443,787</u>
<b>Projected Fund Balance, ending (June 30, 2015)</b>	<u><u>6,799,787</u></u>

**Committed Reserves:**

California Joint Powers Insurance Authority Retrospective Claims	\$ 125,000	
Integrated Library System	25,000	
Street Resurfacing or Replacement	404,000	
City Hall and Public Safety Building Roof Replacements	160,000	
NPDES Projects	213,500	
City Parking Lot Maintenance	45,000	
Repainting Library	<u>35,000</u>	
	\$ 1,007,500	

**Assigned Reserves (Projected):**

50% of operating revenues - Reserve Policy	4,604,000	
Fund Balance appropriated to reduce the deficit in next fiscal year - Net Change FY 2014-2015	356,000	

**Unassigned Reserves**

<b>Projected Fund Balance, ending (June 30, 2015)</b>	<u><u>6,799,787</u></u>
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