

# **CITY COUNCIL**

## **MEETING AGENDA PACKET**

Tuesday, April 8, 2025  
5:30 pm



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

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

**AGENDA  
REGULAR MEETING  
SIERRA MADRE CITY COUNCIL**

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

*Sue Spears, City Treasurer*

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

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



The Brown Act provides the public with an opportunity to make public comments at any public meeting; As an alternative, public comment may be made by e-mail to [PublicComment@CityofSierraMadre.com](mailto:PublicComment@CityofSierraMadre.com) by 3:00PM on the day of the meeting. Emails will be acknowledged at the Council meeting, filed into public record, and scanned onto the City website for public review.

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

**CODE OF CONDUCT**

The purpose of a City Council meeting is to conduct City business. Members of the public that behave in a manner that interrupts or obstructs the Council's ability to conduct City business may be asked to leave the meeting. Any and all demonstrations which disrupt, interrupt, or obstruct the Council's ability to conduct City business are prohibited. No signs, posters or other large objects shall be brought into the Council Chambers or other meeting place if doing so would disrupt, disturb or otherwise impede the orderly course of the meeting.

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

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

### **PLEDGE OF ALLEGIANCE AND INSPIRATION**

Mayor Pro Tem Kristine Lowe

### **APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

### **COUNCIL OUT FROM CLOSED SESSION**

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

### **APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

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

### **APPROVAL OF MEETING MINUTES**

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

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

Reporting of Council Members' activities related to City business.

### **PUBLIC PARTICIPATION CODE OF CONDUCT**

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

### **PUBLIC COMMENT**

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

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

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

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

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

#### **Providing Public Comment**

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

## **PRESENTATIONS**

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

## **ACTION ITEMS**

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

## **CONSENT**

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

## **PUBLIC HEARING**

1. **CONSIDERATION OF RESOLUTION 25-22 ADOPTING FISCAL YEAR 2024-2025 BUDGET ADJUSTMENTS AND APPROPRIATING THE AMOUNTS PROJECTED**  
It is recommended that the City Council conduct a Public Hearing, receive testimony, and consider the adoption of the amended Fiscal Year 2024-2025 budget.

**2. 2025 SEMI-ANNUAL REVIEW OF CONDITIONAL USE PERMIT 22-03 (CUP 22-03) FOR PRIVATE RENTAL EVENTS AND FILMING AT THE VILLA DEL SOL D'ORO LOCATED WITHIN THE ALVERNO HEIGHTS ACADEMY CAMPUS ADDRESSED AT 200 NORTH MICHILLINDA AVENUE**

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

**DISCUSSION**

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

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

**2. STRATEGIC PLAN UPDATE**

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

**AVAILABILITY OF AGENDA MATERIALS**

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**LIVE BROADCASTS**

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**MEETING ASSISTANCE**

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

**ADJOURNMENT**

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

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

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

*Sue Spears, City Treasurer*

**Tuesday, March 25, 2025  
5:30 pm**

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



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

Mayor Parkhurst called the meeting to order at 5:31 p.m. City Clerk Aguilar called the roll.

Present: Mayor Robert Parkhurst, Council Member Edward Garcia, and Council Member Gene Goss

Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)

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

## **PLEDGE OF ALLEGIANCE AND INSPIRATION**

Council Member Garcia led the audience in the Pledge of Allegiance.

## **APPROVAL OF MEETING AGENDA**

Vote of the City Council to proceed with City business.

Council Member Garcia asked to pull Consent item F to Discussion. Mayor Parkhurst suggested that it be placed on the agenda as the second Discussion item.

Council Member Garcia made a motion to approve the agenda, moving Consent item F to Discussion item, number 2.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss

Noes: None.

Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)

Abstain: None.

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

## **COUNCIL OUT FROM CLOSED SESSION**

There were no Closed Session since the City Council adjourned from their last meeting.

## **APPROVAL FOR READING RESOLUTIONS AND ORDINANCES**

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

Mayor Parkhurst called for a vote of the Council:

Council Member Goss made a motion to read all Ordinances and Resolutions by title only and waive the reading in full.

Council Member Garcia seconded the motion

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss  
Noes: None.  
Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)  
Abstain: None.

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

### **APPROVAL OF MEETING MINUTES**

Approval of the March 11, 2025 Regular City Council meeting minutes

Approval of the March 17, 2025 Special City Council meeting minutes.

City Clerk Aguilar advised the Council that she did not receive e-mailed feedback on either of the minutes.

Mayor Parkhurst asked the Council for amendments to the March 11, 2025 minutes or a motion.

- Approval of March 11, 2025, Regular City Council meeting minutes.

Council Member Garcia made a motion to approve the March 11, 2025 minutes as presented

Council Member Goss seconded the motion to approve the minutes as presented.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss  
Noes: None.  
Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)  
Abstain: None.

The motion to approve the March 11, 2025 City Council meeting minutes as presented was approved by all Members present.

- Approval of March 17, 2025, Special City Council meeting minutes.

Mayor Parkhurst asked if there were any requests for amendments to the Special Meeting minutes. Seeing none, Mayor Parkhurst called for a vote of the Council:

Council Member Goss made a motion to approve the minutes as presented.

Council Member Garcia seconded the motion to approve the minutes as presented.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss  
Noes: None.  
Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)  
Abstain: None.

The motion to approve the Special Meeting minutes as presented was approved by all Members present.

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

Reporting of Council Members' activities related to City business.

#### **Council Member Goss:**

Reported that he attended a joint breakfast meeting with Congresswoman Judy Chu at the Only Place In Town on March 17. It was a public meeting and there were some members of the public in attendance. Representative Chu provided an update on funding for various projects, including public safety and disaster relief from the Eaton Fire and subsequent mud and debris flows during rainy periods.

He also reported attending the Honor's Award Dinner on March 18 at the Recreation Center; and on March 19 he attended two meetings. The first meeting at 4:00 pm was for the San Gabriel Valley Council of Governments, and the second was the 5:30 pm Planning Commission meeting.

#### **Council Member Garcia:**

Reported that he attended the March 4 Chamber of Commerce Board meeting at the Kensington. On March 6 he attended the Senior Community Commission meeting and listened to a presentation on helping our senior community during emergencies and evacuations.

He also attended the March 18 Honor's Award Dinner. He presented the Wistaria Award to Russ Meek and Fred Thomas, for their service and dedicated work in our community.

#### **Mayor Parkhurst:**

Reported that he attended the Ribbon-Cutting event at Fables and Fancies. He also attended the March 17 joint breakfast with Congresswoman Judy Chu and the Honor's Awards Dinner on March 18.

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choice of doing so either immediately prior to the closed session or at the time for comments on items at the open session.

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

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#### Providing Public Comment

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2. A podium is provided for public comment. Comments addressed to the Council shall occur during the appropriate time on the agenda and should not be construed as an opportunity for dialogue.

Mayor Parkhurst opened Public Comment for items not on the agenda.

City Clerk Aguilar advised that no e-mails had been received in advance of the Council meeting:

Speaker cards were received from:

Glenn Lambdin, 444 Sturtevant: shared that he believed the City needed to increase the Public Works Department by \$2 million to maintain City infrastructure.

Michelle Tremblay, Bear Lovers of Sierra Madre: provided an update on efforts to educate the community on living with Bears.

Katrina Hitz-Tough, 658 Orange Dr.: inquired about the City's intention to maintain the hillsides and brush adjacent to private property in the canyon residential areas.

Mariana Ekizian, Hovesebian School: attended today's meeting with her 8<sup>th</sup> grade class. She expressed her thanks to Sierra Madre for its dedication to family and community.

Seeing no one else come forward, Mayor Parkhurst closed Public Comment and called Fire Chief Bartlett forward to make his presentation on the Fire Department's Annual Public Safety Report.

#### **PRESENTATIONS**

##### **1. ANNUAL PUBLIC SAFETY REPORT FROM THE SIERRA MADRE FIRE DEPARTMENT.**

This report, along with the Power Point Presentation, was presented by Fire Chief Bartlett

##### **2. ANNUAL PUBLIC SAFETY REPORT FROM THE SIERRA MADRE POLICE DEPARTMENT.**

This report, along with the Power Point Presentation, was presented by Police Chief Barrientos.

#### **ACTION ITEMS**

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

#### **CONSENT**

City Clerk Aguilar presented the following reports:

- a) **CONSIDERATION OF RESOLUTION 25-19 APPROVING CERTAIN DEMANDS**  
It is recommended that the City Council approve Resolution 25-19 approving payment of City Warrants in the aggregate amount of \$334,518.15, Sierra Madre Library

Warrants in the aggregate amount of \$492,678.60, and Payroll Transfer in the aggregate amount of \$586,163.57; for the Fiscal Year ending June 30, 2025.

**b) CONSIDERATION OF AWARD OF GENERAL CONTRACTOR SERVICES CONTRACT TO TAYLOR TENNIS COURTS INC. FOR THE 2025 SIERRA VISTA PARK PICKLEBALL CONVERSION PROJECT IN AN AMOUNT NOT TO EXCEED \$133,866**

It is recommended that the City Council approve and award a professional general contractor services contract to Taylor Tennis Courts, Inc.

**c) CONSIDERATION AWARD OF PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES FOR RESTORATION & RENOVATIONS PROJECTS: LIZZIES TRAIL INN & THE RICHARDSON HOUSE HISTORICAL MUSEUM CONTRACT TO TSK ARCHITECTS, IN AN AMOUNT NOT TO EXCEED \$77,500**

It is recommended that the City Council award TSK Architects a professional architectural services contract. The preparation of plans and specifications for the restoration and renovation of Lizzies Trail Inn and The Richardson House Museum in an amount not exceeding \$77,500.

**d) GENERAL PLAN AND HOUSING ELEMENT ANNUAL PROGRESS REPORTS**

It is recommended that the City Council accept, receive and direct staff to file the General Plan (GP) and Housing Element (HE) Annual Progress Reports (APRs) and file these 2024 GP and HE APRs with the California Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR).

**e) CONSIDERATION TO AMEND THE 2024/25 CAPITAL IMPROVEMENT BUDGET FOR THE PUBLIC WORKS DEPARTMENT EQUIPMENT UPGRADE**

It is recommended that the City Council approve a budget amendment to reallocate and increase the Capital Improvement Fund by \$34,899.51 to purchase a Caterpillar Inc. Model 920 Wheel Loader.

~~**f) REVIEW OF FY 2024/2025 CANN APPROPRIATIONS LIMIT CALCULATION AND EXTERNAL AUDIT CONFIRMATION**~~

No action is required. It is recommended that the City Council receive and file this informative report. **Moved to Discussion #2**

Mayor Parkhurst brought the matter to the Council for questions then opened public comment.

Susan Gallagher, Sunnyside Avenue: expressed her support for TSK Architects for renovations to the Richardson House and Lizzie's Trail Inn.

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

Council Member Goss made a motion to approve Consent items a-e.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss  
Noes: None.  
Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)  
Abstain: None.

The motion to approve Consent items a-e was approved by a unanimous voice vote by all Members present.

7:37 pm – Mayor Parkhurst called for a brief recess

7:48 pm – The City Council reconvened their meeting.

## **DISCUSSION**

### **1. CONSIDERATION OF ORDINANCE NO. 1480-U APPROVING AN UNCODIFIED URGENCY ORDINANCE TO STREAMLINE AND REDUCE THE COST OF REDEVELOPMENT OF STRUCTURES IMPACTED BY THE EATON FIRE**

It is recommended that the City Council adopt Ordinance No. 1480-U approving an uncodified urgency ordinance to streamline and reduce the cost of redevelopment of structures impacted by the Eaton Fire.

This report was presented to the City Council by City Attorney Giragosian.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment.

Katrina Hitz-Tough, 658 Orange Dr.: supported a streamlined process for homes damaged or destroyed by the Eaton Fire, and recommended expanding that process to include properties that are in high-risk areas.

Sander Zandbergen, 800 Skyland Dr.: agreed with the previous speaker. He appreciated the intent of the ordinance but believed it does not go far enough.

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

Council Member Goss made a motion to amend Section 23 for the Ordinance to read “recommend a historic resources evaluation”, and adopt Urgency Ordinance 1480-U.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss

Noes: None.

Absent: Mayor Pro Tem Kristine Lowe (excused)

Council Member Kelly Kriebs (excused)

Abstain: None.

The motion to adopt Ordinance 1480-U as amended was approved by a unanimous voice vote by all Members present.

### **2. REVIEW OF FY 2024/2025 GANN APPROPRIATIONS LIMIT CALCULATION AND EXTERNAL AUDIT CONFIRMATION (formerly on the Consent Calender but moved to discussion by vote of the City Council)**

No action is required. It is recommended that the City Council receive and file this informative report.

This report was presented by Director Rainey.

Mayor Parkhurst opened for Public Comment. Seeing no one come forward, the Mayor brought the matter back to the Council for further discussion.

The report was informative and no action was required by the City Council.

**3. CONSIDERATION OF ORDINANCE NO. 1481 AMENDING CHAPTER 3.40 (CLAIMS AND CLAIMS PROCEDURES) OF TITLE 3 (REVENUE AND FINANCE) OF THE SIERRA MADRE MUNICIPAL CODE TO AUTHORIZE THE CITY MANAGER TO ALLOW, COMPROMISE, OR SETTLE CLAIMS UP TO \$50,000 (formerly Discussion item #2 but moved to Discussion #3 by vote of the City Council)**

It is recommended that the City Council introduce for first reading Ordinance No. 1481, amending Chapter 3.40 (Claims and Claims Procedures) of Title 3 (Revenue and Finance) of the Sierra Madre Municipal Code, to authorize the City Manager to allow, compromise, or settle claims up to \$50,000.

This report was presented to the City Council by City Attorney Giragosian.

Mayor Parkhurst brought the matter to the Council for questions then opened public comment.

Glenn Lambdin, 444 Sturtevant: was not supportive of granting the City Manager the authority to settle claims and felt that the authority should remain with the City Council.

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

Council Member Garcia made a motion to approve Ordinance 1481 for first reading.

Council Member Goss seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss  
Noes: None.  
Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)  
Abstain: None.

The motion to approve first reading of Ordinance 1481 was approved by a unanimous voice vote by all Members present.

**4. STRATEGIC PLAN UPDATE**

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

Mayor Parkhurst noted that the time was 10:00 pm and asked for a motion to continue the Strategic Plan Update to a future meeting.

Council Member Goss made the motion to continue the discussion of the Strategic Plan Update to a future meeting.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss  
Noes: None.  
Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)  
Abstain: None.

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

### **FUTURE AGENDA ITEMS**

Mayor Parkhurst asked the Council if they had any items they wanted to discuss at a future meeting.

- Council Member Goss asked for a historical assessment of the Eaton Fire burn areas, in collanoration with the Sierra Madre Historical Preservation Society.

### **ADJOURNMENT**

Mayor Parkhurst asked for a motion to adjourn the meeting.

Council Member Goss made a motion to adjourn the meeting.

Council Member Garcia seconded the motion.

Mayor Parkhurst called for a vote of the Council:

Ayes: Mayor Parkhurst, Council Member Garcia, and Council Member Goss  
Noes: None.  
Absent: Mayor Pro Tem Kristine Lowe (excused)  
Council Member Kelly Kriebs (excused)  
Abstain: None.

The meeting was adjourned at 10:05pm to a Regular City Council meeting scheduled for April 8, 2025.

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Robert Parkhurst  
Mayor

Mintues taken by:

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City Clerk Laura Aguilar

**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**

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**ADJOURNMENT**

*The City Council will adjourn to a meeting to take place on April 8, 2025.*



# City of Sierra Madre Agenda Report

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

*Sue Spears, City Treasurer*

TO: Mayor and City Council  
FROM: Anthony Rainey, Finance Director  
REVIEWED BY: Jose Reynoso, City Manager  
DATE: April 8<sup>th</sup>, 2025  
SUBJECT: **APPROVAL OF WARRANTS FOR PAYMENT**

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## **STAFF RECOMMENDATION**

Staff recommends the City Council approve payment of the following:

- **Outstanding Obligated City Warrants:** \$339,622.67
- **Outstanding Obligated Sierra Madre Library Warrants:** \$724.09
- **Payroll Transfer:** \$540,053.11

## **ALTERNATIVES**

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

## **SUMMARY**

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

*Attachment 1A – Warrant Register Post Date 4/8/25* - provides an aggregated breakdown of the warrants, including descriptions (e.g. categories of payments), amounts, and corresponding fiscal year allocations. Note that the last page It serves as a reference document to support the warrant approvals requested in this report, ensuring transparency and accountability in financial transactions. The attachment includes details on general warrants, utility bills, library warrants, and payroll transfers.

Following Attachment 1A, the *Check Approval Register* provides a comprehensive record of financial disbursements by the City of Sierra Madre, detailing payment transactions, vendor information, and check dates to ensure transparency and accountability. Additionally, the *Payroll Summary Register* outlines payroll disbursements, including total earnings, employer expenses, and overall payroll costs for each pay period. The total payroll expenditure for the most recent pay period (PR #7) for *Date 3/27/25*:

*Total Earnings (Salaries) @ \$386,957.20 plus Employer Benefits<sup>1</sup> @\$153,095.91 = Total @ \$540,053.11,*

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

## **ANALYSIS**

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

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

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

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

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

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

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

### **STRATEGIC PLAN CORRELATION**

Not applicable.

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

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

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

**ENVIRONMENTAL (CEQA)**

Not applicable.

**PUBLIC NOTICE PROCESS**

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

**Attachments**

A- Warrant Resolution 25-21

B- Warrant Package

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

**RESOLUTION NUMBER 25-21**

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

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Sierra Madre does hereby approve payment of City Warrants in the aggregate amount of \$339,622.67; Sierra Madre Library Warrants in the aggregate amount of \$724.09; and Payroll Transfer in the aggregate amount of \$540,053.11 for the fiscal year ending June 30, 2025

**APPROVED AND ADOPTED** this 8<sup>th</sup> day of April 2025.

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Mayor, City of Sierra Madre, California

I hereby certify that the foregoing Resolution Number 25-21 was adopted by the City Council of the City of Sierra Madre at a regular meeting held on the 8th day of April 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

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City Clerk, City of Sierra Madre, California

**City of Sierra Madre  
Department of Finance  
Warrant Register Recap  
City Council Meeting of April 8, 2025**

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

City of Sierra Madre Warrants .....	\$339,622.67
Sierra Madre Library Warrants.....	\$724.09
Payroll Transfer.....	\$540,053.11



Packet: APPKT07962 - GEN 4/8/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/01/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>VEN03454</u>	AMAZON CAPITAL SERVICES				<b>1,860.25</b>
APBWEST	Check	<u>11V3-4TP1-DLPH</u>	BPO - IT SUPPLIES	60003.30000.53103	46.29
		<u>19XM-GX4T-MY3J</u>	MISC SUPPLIES 12/23/24 - 1/5/25	71000.81100.53100	30.16
		<u>1FXX-97GP-CRHT</u>	MISC SUPPLIES CREDIT	10000.70000.53999	-46.92
		<u>1GWQ-DWLQ-3DUJ</u>	MISC SUPPLIES 3/3/25 - 3/16/25	10000.61000.52205	60.48
				10000.61000.52302	78.45
		<u>117D-YYLI-NCKP</u>	MISC SUPPLIES 12/23/24 - 1/5/25	37006.72000.53999	56.91
		<u>1MX4-LJ46-GGCV</u>	BPO - IT SUPPLIES	60003.30000.53103	34.53
		<u>1RMH-WFVN-6GVV</u>	MISC SUPPLIES 1/20/25 - 2/2/25	10000.70000.53100	13.21
				37006.72000.53999	55.60
		<u>1RMH-WFVN-6GVV</u>	EATON FIRE: MISC SUPPLIES 1/20/25 - 2/2/25	28009.33000.53999	674.70
		<u>1RNW-N14C-49TG</u>	MISC SUPPLIES 3/3/25 - 3/16/25	60002.30000.53409	20.94
		<u>1TH3-HNRP-4H31</u>	MISC SUPPLIES 1/20/25 - 2/2/25	71000.81100.53100	835.90
<u>VEN03981</u>	ANGEL'S AUTO REPAIR INC				<b>1,882.12</b>
APBWEST	Check	<u>037196.1</u>	VEHICLE MAINT/ #2094 PMT DIFFERENCE	60000.83100.53208	1,882.12
<u>1552</u>	ARNOLD'S FRONTIER HARDWARE - Fire				<b>98.27</b>
APBWEST	Check	<u>115262</u>	MISC. SUPPLIES	10000.61000.53204	88.34
		<u>115269</u>	MISC. SUPPLIES	10000.61000.53204	9.93
<u>0122</u>	ARNOLD'S FRONTIER HARDWARE - PW				<b>201.40</b>
APBWEST	Check	<u>115188</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	90.86
		<u>115200</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	22.20
		<u>115244</u>	FY 24/25 WATER DEPARTMENT SUPPLIES	71000.81100.53200	9.69
		<u>115253</u>	FY 24/25 PARK MAINTENANCE SUPPLIES	10000.83300.53001	33.11
		<u>115256</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	25.15
		<u>115260</u>	FY 24/25 MAINTENANCE SUPPLIES	60001.83200.53200	4.95
		<u>115264</u>	FY 24/25 PARK MAINTENANCE SUPPLIES	10000.83300.53001	11.47
		<u>115268</u>	FY 24/25 PARK MAINTENANCE SUPPLIES	10000.83300.53001	3.97
<u>VEN03440</u>	BIG BEN ENGINEERING				<b>5,533.45</b>
APBWEST	Check	<u>2409-02</u>	EMERGENCY WATER MAIN REPAIR	71000.81100.53212	5,533.45
<u>0827</u>	CALIFORNIA PARK & RECREATION SOCIETY				<b>150.00</b>
APBWEST	Check	<u>INV040402</u>	ID #148773 MEMBERSHIP RENEWAL 2025 RYAN	10000.70000.53409	150.00
<u>VEN04206</u>	CHELSEA LEE				<b>2,789.75</b>
APBWEST	Check	<u>INV040403</u>	TUITION REIMBURSEMENT	60007.70100.53401	2,789.75
<u>VEN04099</u>	CIVICPLUS LLC				<b>900.00</b>
APBWEST	Check	<u>328105</u>	ONLINE CODE HOSTING	10000.12000.52204	900.00
<u>1121</u>	COLANTUONO, HIGHSMITH & WHATLEY, PC				<b>31,071.50</b>
APBWEST	Check	<u>64400</u>	FEB 2025 LEGAL SRVCS: LABOR/EMPLOYMENT	60007.70100.52201	821.50
		<u>64401</u>	FEB 2025 LEGAL SRVCS: SPECIAL COUNSEL	28009.33000.52100	15,105.00
		<u>64402</u>	FEB 2025 LEGAL SRVCS: ASSESSMENT & PROP 2:	32012.83000.52200	851.00
		<u>64403</u>	FEB 2025 LEGAL SRVCS: CODE ENFORCEMENT	10000.40000.52201	648.00
		<u>64404</u>	FEB 2025 LEGAL SRVCS: IMPLEMENTATION OF SI	10000.40000.52201	637.50
		<u>64407</u>	FEB 2025 LEGAL SRVCS: MATER DOLORSA DEVEL	10000.40000.52201	230.00
		<u>64408</u>	FEB 2025 LEGAL SRVCS: ADV. PROT. SIERRA MAD	10000.40000.52201	178.50
		<u>64523</u>	FEB 2025 LEGAL SRVCS-RETAINER: GENERAL ADV	10000.21000.52201	8,820.00
				71000.81100.52201	1,890.00
				72000.32000.52201	1,890.00
<u>0190</u>	DECCO AWARDS				<b>1,808.10</b>
APBWEST	Check	<u>25-15046</u>	PLAQUE/PLATES	60007.70100.53403	1,808.10
<u>1181</u>	DELTA DISTRIBUTING				<b>29.65</b>
APBWEST	Check	<u>167448</u>	FY 24/25 JANITORIAL SUPPLIES	60001.83200.53200	29.65
<u>VEN04105</u>	DR. ANGELICA LOZA-GOMEZ M.D., PC.				<b>992.00</b>
APBWEST	Check	<u>32</u>	Medical Director Services FEB 2025	10000.64000.52200	992.00
<u>1657</u>	EMERGENCY SERVICES MARKETING				<b>735.00</b>
APBWEST	Check	<u>INV8718</u>	5/7/25 - 5/6/26 SUBSCRIPTION	10000.61000.53409	735.00

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>0551</u>	FOOTHILL LOCK & KEY				<b>1,980.27</b>
APBWEST	Check	<u>56146</u>	SERVICE CALL: 1 CORBIN MORTISE LOCK	60001.83200.53200	1,980.27
<u>VEN02778</u>	FORMLA LANDSCAPING INC				<b>1,165.00</b>
APBWEST	Check	<u>43517</u>	2/11/25 - 3/10/25 CITY HALL LANDSCAPE MAIN	10000.83300.52200	1,165.00
<u>VEN01613</u>	GANAHL LUMBER COMPANY				<b>992.07</b>
APBWEST	Check	<u>142112628</u>	2025 FBWS: MISC. MAINT. SUPPLIES	10000.83500.53206	492.23
		<u>142112690</u>	2025 FBWS: MISC. MAINT. SUPPLIES	10000.83500.53205	499.84
<u>VEN01969</u>	INLAND EMPIRE STAGES				<b>1,614.53</b>
APBWEST	Check	<u>63564</u>	COMMUNITY EXCURSION	37006.72000.52200	1,614.53
<u>VEN03424</u>	JOHNSON INVESTIGATIONS				<b>3,600.00</b>
APBWEST	Check	<u>2025-04</u>	Background Investigation	60007.70101.52100	1,200.00
		<u>2025-06</u>	Background Investigation	60007.70101.52100	1,200.00
		<u>2025-07</u>	Background Investigation	60007.70101.52100	1,200.00
<u>VEN04471</u>	JOSEPH NOSRAT				<b>419.63</b>
APBWEST	Check	<u>INV040404</u>	REIB: LIEBERT CASSIDY WHITMORE S.D. CONF. L	60007.70100.53402	419.63
<u>VEN01378</u>	KIWANIS CLUB OF SIERRA MADRE				<b>660.00</b>
APBWEST	Check	<u>24043</u>	ANNUAL MEMBERSHIP DUES OCT 2024 - SEPT 2	10000.12000.53409	660.00
<u>0515</u>	LANDSCAPE WAREHOUSE				<b>320.65</b>
APBWEST	Check	<u>2778094</u>	FY 24/25 MAINTENANCE SUPPLIES	10000.83300.53001	271.14
		<u>2788801</u>	FY 24/25 MAINTENANCE SUPPLIES	10000.83300.53001	49.51
<u>0277</u>	LIEBERT CASSIDY WHITMORE				<b>792.50</b>
APBWEST	Check	<u>288570</u>	FEB 2025 LEGAL SERVICES: GENERAL	60007.70100.52201	75.00
		<u>289643</u>	FEB 2025 LEGAL SERVICES: FLSA & PAYROLL REVI	60007.70100.52201	155.00
		<u>289660</u>	FEB 2025 LEGAL SERVICES: INVESTIGATION ADVI	60007.70100.52201	562.50
<u>0640</u>	LIFE-ASSIST INC.				<b>1,191.84</b>
APBWEST	Check	<u>1547380</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	1,139.16
		<u>1579491</u>	FY 24/25 EMS MEDICAL SUPPLIES	10000.64000.53300	52.68
<u>VEN02633</u>	MARK DUSON				<b>51.11</b>
APBWEST	Check	<u>INV040405</u>	REIMB: BREAKFAST FOR TESTING STAFF	10000.61000.53402	51.11
<u>VEN04020</u>	MICHELLE HUAYNATE				<b>266.70</b>
APBWEST	Check	<u>INV040409</u>	REIMB: DEPT APPROVED CONF. LODGING FEE DI	10000.50097.52205	266.70
<u>VEN03392</u>	MISAC				<b>100.00</b>
APBWEST	Check	<u>200007667</u>	2025 CONFERENCE CHRISTIAN DELGADO	60003.30000.53402	50.00
		<u>200007669</u>	2025 CONFERENCE OSCAR MILLAN	60003.30000.53402	50.00
<u>VEN01149</u>	MOTOROLA SOLUTIONS INC				<b>10,515.72</b>
APBWEST	Check	<u>8282090327</u>	Motorola Radio Purchase	10000.61000.53301	10,515.72
<u>1608</u>	MUNICIPAL MAINTENANCE EQUIP IN				<b>1,807.40</b>
APBWEST	Check	<u>033567</u>	MISC SUPPLIES	72000.81200.52302	1,807.40
<u>0786</u>	OFFICE DEPOT, INC				<b>2,082.60</b>
APBWEST	Check	<u>408976054001</u>	EATON FIRE: OFFICE SUPPLIES	28009.33000.53999	28.87
		<u>409574245001</u>	OFFICE SUPPLIES	37003.76000.52999	1,868.04
		<u>412150710001</u>	OFFICE SUPPLIES	60002.30000.53409	62.16
		<u>412207742001</u>	OFFICE SUPPLIES	10000.40000.52201	16.56
				60002.31100.53100	54.49
				60007.70100.53999	33.04
				71000.81100.53100	19.44
<u>0321</u>	PARKHOUSE TIRE, INC.				<b>5,706.23</b>
APBWEST	Check	<u>4010210351</u>	EMERGENCY LOADER SERVICE - TIRE REPLACEM	60000.83100.52200	5,706.23
<u>0124</u>	PATTON SALES CORP.				<b>439.90</b>
APBWEST	Check	<u>4994498</u>	2025 FBWS: MISC SUPPLIES	10000.83500.53206	439.90
<u>VEN03819</u>	PAYDIRT PRINTING SERVICES				<b>570.58</b>
APBWEST	Check	<u>248365</u>	BUSINESS CARDS: KRISTINE LOWE	10000.11000.53999	80.64
		<u>248381</u>	BUILDING PERMIT APPLICATION	10000.40000.53102	489.94
<u>VEN04373</u>	PROJECTDOG INC				<b>450.00</b>
APBWEST	Check	<u>22488</u>	GRANULAR ACTIVATED CARBON (GAC) REPLACE	71000.81100.53209	450.00
<u>0338</u>	PRUDENTIAL OVERALL SUPPLY				<b>193.73</b>
APBWEST	Check	<u>52872212</u>	FY 24/25 UNIFORM SUPPLY	60001.83200.53303	193.73
<u>VEN04165</u>	R&A TANK TECHNOLOGIES LLC				<b>330.00</b>
APBWEST	Check	<u>1001-2071</u>	OCT 2024 MONTHLY INSPECTION	60000.83100.55001	165.00
		<u>2025-3285</u>	JAN 2025 MONTHLY INSPECTION EXTRA WORK	60000.83100.55001	165.00
<u>1485</u>	RED SUPPLY INC				<b>75.06</b>

Vendor Number	Vendor Name	Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount	Vendor Total
		APBWEST	Check	<u>16802</u>	MAINT SUPPLIES	60001.83200.53200	75.06	
<u>Q267</u>	REGIONAL TAP SERVICE CENTER							<b>144.00</b>
		APBWEST	Check	<u>6024660</u>	FEB 2025 REGIONAL TAP SERVICES CENTER-CARI	37004.80000.52001	144.00	
<u>Q385</u>	ROBERT SPEARS							<b>357.21</b>
		APBWEST	Check	<u>INV040410</u>	EATON FIRE/REIMB: MAPS FOR EOC	28009.33000.53999	357.21	
<u>VEN04469</u>	ROHINI BANSKOTA							<b>115.00</b>
		APBWEST	Check	<u>INV040407</u>	REFUND PERMIT CHARGES: PARK RENTAL	10000.00000.47023	115.00	
<u>VEN04477</u>	SINACLOUD LLC							<b>7,725.00</b>
		APBWEST	Check	<u>INV040408</u>	REFUND: WASTE MANAGEMENT PLAN BOND	10000.00000.23306	7,725.00	
<u>Q386</u>	SPARLING INSTRUMENT INC							<b>500.00</b>
		APBWEST	Check	<u>11153301</u>	SERVICE, OVERHAUL, TEST FT194 WITH OUTPUT	71000.81100.53212	500.00	
<u>VEN01910</u>	STANLEY ACCESS INC							<b>1,822.63</b>
		APBWEST	Check	<u>0907343706</u>	FACILITY MAINTENANCE - SOLENOID LOCK PKG	60001.83200.52301	1,822.63	
<u>1016</u>	STATE CONTROLLER'S OFFICE							<b>3,178.78</b>
		APBWEST	Check	<u>FAUD-00004778</u>	ANNUAL STREET REPORT 23/24 FY	38005.83500.52001	3,178.78	
<u>VEN01027</u>	STUBBIES							<b>3,339.79</b>
		APBWEST	Check	<u>24605</u>	PW UNIFORM SHIRTS AND SWEATSHIRTS	60001.83200.53303	3,339.79	
<u>1792</u>	TARGET SOLUTIONS LEARNING LLC							<b>2,332.23</b>
		APBWEST	Check	<u>INV112989</u>	SCHEDULING PLATFORM RENEWAL	10000.61000.53409	2,332.23	
<u>VEN04278</u>	TRUE POLYGRAPH LLC							<b>500.00</b>
		APBWEST	Check	<u>1070</u>	SIERRA MADRE PRE EMPLOYMENT TESTS	60007.70101.52100	500.00	
<u>VEN04227</u>	UNITED RENTALS							<b>938.61</b>
		APBWEST	Check	<u>221217663-023</u>	EQUIP. RENTAL	71000.81100.53206	938.61	
<u>Q426</u>	WESTERN WATER WORKS							<b>699.20</b>
		APBWEST	Check	<u>1255865-01</u>	FY 24/25 WATER DISTRIBUTION SUPPLIES	71000.81100.53200	391.39	
				<u>1264126-01</u>	FY 24/25 WATER DISTRIBUTION SUPPLIES	71000.81100.53200	307.81	
<u>Q425</u>	WILLDAN ASSOCIATES							<b>70,966.68</b>
		APBWEST	Check	<u>002-34341</u>	FEB 2025 PLAN CHECK AND INSPECTION SERVICE	10000.40000.52100	65,567.93	
				<u>00714399</u>	DEC 2024 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	2,090.50	
				<u>00714431</u>	JAN 2025 CDBG GRANT FOR MHRP PROGRAM	38002.83200.52100	3,308.25	
<b>Report Total:</b>							<b>175,996.14</b>	



Packet: APPKT07949 - GEN MAN 4/8/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 03/24/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0833</u>	HOME DEPOT				<b>558.29</b>
APBWEST	Check	<u>1024697</u>	1502 -EATON FIRE:RESSERVOIR COMMUNICATIO	28009.33000.53999	371.26
		<u>7513365</u>	6422 - FACILITIES MAINTANCE - FIRE DEPT	60001.83200.53200	132.81
		<u>INV040351</u>	LATE FEE	60002.30000.53999	29.00
		<u>INV040352</u>	FINANCE CHARGE	60002.30000.53999	25.22
				<b>Report Total:</b>	<b>558.29</b>



City of Sierra Madre, CA

# Check Approval Register

Page 5

Packet: APPKT07961 - UB 4/8/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/01/2025

Vendor Number	Vendor Name				Vendor Total
Bank Code	Payment Type	Invoice #	Invoice Description	Account Number	Distribution Amount
<u>0216</u>	THE GAS COMPANY				<b>170.82</b>
APBWEST	Check	<u>INV040411</u>	118-261-4788 3 2/1/25 - 3/1/25	60000.83100.55001	170.82
				<b>Report Total:</b>	<b>170.82</b>



Packet: APPKT07952 - UB MAN 4/8/25  
 Vendor Set: 01 - Vendor Set 01

Check Date: 03/26/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN04074</u>	CHARTER COMMUNICATIONS				<b>1,638.34</b>
APBWEST	Check	<u>187633301032125</u>	187633301 3/27/25 - 4/26/25	60003.30000.52200	873.65
		<u>188596301032125</u>	188596301 3/25/25 - 4/24/25	60003.30000.52200	199.98
		<u>188596401032125</u>	188596401 3/25/25 - 4/24/25 YMCA ELEVATOR	60003.30000.52200	29.99
		<u>188597401032125</u>	188597401 3/27/25 - 4/26/25	60003.30000.52200	324.74
		<u>188597601032125</u>	188597601 3/25/25 - 4/24/25	60003.30000.52200	209.98
<u>VEN03195</u>	GREATAMERICA FINANCIAL SERVICES				<b>391.89</b>
APBWEST	Check	<u>38823762</u>	003-1310860-000 2/5/25 - 3/4/25	60003.30000.53210	391.89
<u>VEN01031</u>	QUADIENT LEASING USA INC				<b>1,412.17</b>
APBWEST	Check	<u>Q1771481</u>	4/11/25 - 7/10/25 EQUIPMENT LEASE	60002.31100.53101	1,412.17
<u>VEN02829</u>	RINGCENTRAL INC				<b>4,771.82</b>
APBWEST	Check	<u>CD_001067546</u>	3/23/25 - 4/22/25 VOIP PHONE SERVICE	60003.30000.55005	4,771.82
<u>0384</u>	SOUTHERN CALIF. EDISON CO.				<b>154,237.12</b>
APBWEST	Check	<u>INVO40398</u>	700102141347 1/2/25 - 2/4/25	32012.83000.55003	418.53
				38005.83500.55003	14.46
				60001.83200.55003	8,350.09
				71000.81100.55003	11,947.38
		<u>INVO40399</u>	700835579161 12/6/25 - 3/6/25	71000.81100.55003	133,506.66
<u>0216</u>	THE GAS COMPANY				<b>446.08</b>
APBWEST	Check	<u>INVO40400</u>	135 119 3500 2 2/6/25 - 3/10/25	60001.83200.55004	446.08
<b>Report Total:</b>					<b>162,897.42</b>



Packet: APPKT07963 - LIB 4/8/25  
Vendor Set: 01 - Vendor Set 01

Check Date: 04/01/2025

Vendor Number	Vendor Name	Invoice #	Invoice Description	Account Number	Vendor Total
Bank Code	Payment Type				Distribution Amount
<u>VEN03454</u>	AMAZON CAPITAL SERVICES				<b>183.55</b>
APBWEST	Check	<u>141H-MOYD-49MR</u>	MISC SUPPLIES 3/3/25 - 3/16/25	39006.90000.53406	129.95
		<u>1497-D9HF-4MR4</u>	MISC SUPPLIES 3/3/25 - 3/16/25	39006.90000.53406	22.73
		<u>14QR-3Q4N-1YPT</u>	MISC SUPPLIES 3/3/25 - 3/16/25	39006.90000.53406	43.67
		<u>1HC4-V7D7-1MCD</u>	MISC SUPPLIES 3/3/25 - 3/16/25	39006.90000.53406	9.25
		<u>1LNG-D94F-1TT4</u>	MISC SUPPLIES CREDIT	39006.90000.53406	-15.41
		<u>1MDF-71W9-4RGK</u>	MISC SUPPLIES 1/20/25 - 2/2/25	39006.90000.53406	19.75
		<u>1Q4W-PCND-3FYP</u>	MISC SUPPLIES CREDIT	39006.90000.53406	-26.39
<u>0132</u>	BAKER & TAYLOR, INC.				<b>433.80</b>
APBWEST	Check	<u>5019385277</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	98.86
		<u>5019385278</u>	LIBRARY SUPPLIES	10000.90000.52200	4.43
		<u>5019389299</u>	BOOKS AND REFERENCE & MEDIA (FY 2024-25)	10000.90000.53406	307.98
		<u>5019389300</u>	LIBRARY SUPPLIES	10000.90000.52200	22.53
<u>0786</u>	OFFICE DEPOT, INC				<b>106.74</b>
APBWEST	Check	<u>416171562001</u>	OFFICE SUPPLIES	10000.90000.53100	106.74
<b>Report Total:</b>					<b>724.09</b>



# City of Sierra Madre AGENDA REPORT

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Steven McGee, Public Works/Utilities Manager

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 8, 2025

**SUBJECT: WATER TREATMENT GRANULAR ACTIVATED CARBON  
(GAC) REPLACEMENT**

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## **STAFF RECOMMENDATION**

Staff recommends that the City Council award a contract in the amount of \$128,968.67 to Karbonous Inc. for the replacement of virgin granular activated carbon in the City's five lead GAC treatment vessels during Fiscal Year 2024–2025.

## **ALTERNATIVES**

1. The City Council may accept Staff's recommendation to award Karbonous Inc. a contract to replace GAC in five lead water treatment vessels in an amount not to exceed \$128,968.67
2. The City Council may reject all bids, and direct Staff to solicit additional proposals.

## **EXECUTIVE SUMMARY**

The GAC Treatment vessels located at the City Yard were installed in 2006. There are 10 vessels each containing 20,000 lbs. of granulated virgin coconut shell carbon. GAC is used as a water treatment method to remove Volatile Organic Compounds (VOC's) from our groundwater supply. Replacement of the carbon media in the GAC vessels is a necessary process in the treatment of our water supply. Staff is recommending that the City Council award a contract in the amount of \$128,968.67 to Karbonous Inc. for the replacement of spent carbon with virgin coconut shell carbon in our lead GAC treatment vessels in Fiscal Year 2024/2025.

## **ANALYSIS**

**Background:** The GAC Treatment Vessels located in the City Yard were installed in 2006. The vessels are designed to remove Volatile Organic Compounds (VOCs) currently found in our groundwater. The City's groundwater wells #3, #5, and #6 contain trace amounts of Volatile Organic Compounds (VOCs), specifically Trichloroethylene (TCE) and Tetrachloroethylene (PCE) — common industrial solvents that, in higher concentrations, can pose health risks.

Although the levels detected are very low and well below regulatory limits, the City proactively treats this water to ensure continued compliance with state and federal drinking water standards and to protect public health. Each of the City's 10 GAC treatment vessels contains 20,000 pounds of granular activated carbon, which serves as the primary filtration media for removing contaminants from the water supply. This substantial volume is necessary to effectively treat the City's groundwater and ensure a consistent and reliable level of water quality for the community.

As part of the 2024/2025 maintenance cycle, the City will remove the spent (used) carbon from the five lead GAC treatment vessels and replace it with virgin coconut shell carbon, which is known for its high adsorption capacity and effectiveness in removing contaminants. This replacement is a critical step in maintaining the performance of the water treatment system and ensuring continued protection of public health through high-quality drinking water.

**Challenge:** Depending on contamination levels, replacement virgin coconut shell carbon has a lifespan in our lead treatment vessels of up to 12 months. State Water Resources Control Board (SWRCB) requires the GAC media to be replaced when the 5 lead vessels 100% sample port reaches 75% of the MCL. Staff monitors monthly GAC sampling to assess saturation percentage levels. Once the 100% ports reaches 50% of the MCL the vessels appear to be fully saturated and in need of change out. During a change out, the lag vessels transition to the lead position, while the newly refilled vessels take the lag position. This rotation means that each batch of media remains in service for approximately two years.

In addition, if the carbon media remains in the vessels for more than one year in the lag position and another year in the lead position, then it can begin to compact, reducing its effectiveness and restricting water flow. Media compaction not only diminishes treatment efficiency but can also place stress on the system, potentially leading to increased maintenance needs and operational costs. Timely replacement helps prevent these issues and ensures the system continues to function as designed. Staff uses both contamination levels as well as compaction duration to determine appropriate media change out times.

**Acquisition:** In March of 2025, staff solicited bids for the replacement of 100,000 lbs. of GAC in its treatment vessels. Four vendors submitted bids for the 2024/2025 GAC replacement project:

<b>Bidder</b>	<b>Bid</b>
Karbonous Inc.	\$ 128,968.67
Carbon Activated Corporation	\$ 141,000.00
Carbon Supply	\$ 149,500.00
Calgon Carbon Corporation	\$ 152,095.00

Karbonous Inc. submitted the lowest full-price bid for the current GAC replacement project. Karbonous successfully completed GAC replacements for the City in December 2020. Staff worked with Karbonous in December 2020 and successfully replaced the 100,000 lbs. of spent media in the 5 lead vessels with no issues.

**ENVIRONMENTAL(CEQA)**

This project, consisting of the replacement of spent carbon, is categorically exempt from review under CEQA pursuant to Guidelines section 15302, subdivision (c), which exempts “replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including... (c) Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.”

**STRATEGIC PLAN CORRELATION**

This project directly supports the City’s strategic goals in the areas of Goal 3:

- **Goal 3 Objective 3.1 Strategically Align Infrastructure Improvements with Population Growth** – By ensuring timely replacement of carbon, we ensure that infrastructure capacity meets the needs of our population.

**PUBLIC NOTICE PROCESS**

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

**FISCAL IMPACT**

Funding for this project was allocated in the FY 2024–2025 Water Division budget under Account 71000.81100.53209, with a total of \$150,000.00 budgeted based on prior bid history. The selected bid from Karbonous Inc., totaling \$128,968.67, results in a cost avoidance of \$21,031.33. These residual funds will remain in the Water Department

portion of the Capital Improvement Program (CIP) and be applied toward future water main replacement projects.

### **PUBLIC NOTICE**

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

### **ATTACHMENTS:**

- A. List of bids
- B. Contract



**CITY CLERK SERVICES  
LOG OF BIDS RECEIVED  
Page 1 of 1**

Department: Public Works

Project Name: Granular Activated Carbon Replacement

Specification 2024/2025

Deadline for Submission: 2:00 pm March 26, 2025

Date / Time Received	Name of Bidder	Amount of Bid
3/24/2025 12:49 pm	Carbon Supply Inc.	\$ 149,500
3/25/2025 2:00 pm	Calgon Carbon Corporation	\$152,095
3/25/2025 4:00 pm	Karbonous, Inc.	\$128,968.67
3/26/2025 10:51 am	Carbon Activated Corp	\$141,000

Upon deadline, City Clerk Services delivered bids to: Public Works Manager Steven McGee Initials: SM

# **AGREEMENT**

## **GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT SPECIFICATION NO. Due 2024/2025 IN THE CITY OF SIERRA MADRE, CALIFORNIA**

THIS AGREEMENT (“AGREEMENT”) is made and entered into for the above-stated project this 8<sup>th</sup> day of April, 2025, BY AND BETWEEN the City of Sierra Madre, a municipal corporation, hereafter designated as “AGENCY”, and Karbonous Inc, a California (State) corporation, hereafter designated as “CONTRACTOR.”

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

### **ARTICLE I: Contract Documents**

The contract documents for the GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT , SPECIFICATION NO. Due 2024/2025, shall consist of the Notice Inviting Sealed Bids, Instructions To Bidders, Bid Proposal, Bid Schedule, Standard Specifications, Special Provisions, and all referenced specifications, plans, details, standard drawings, and appendices; together with two signed copies of the AGREEMENT, two signed copies of required bonds; one copy of the insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner (collectively referred to herein as the “Contract Documents”). All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

### **ARTICLE II: Scope of Work**

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid Contract Documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

### **ARTICLE III: Compensation**

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum of \$128,968.67 (ONE HUNDRED TWENTY EIGHT THOUSAND NINE HUNDRED SIXTY EIGHT Dollars AND SIXTY SEVEN CENTS,) unless specifically approved in advance and in writing by AGENCY.

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work. Such unforeseen difficulties or obstructions includes any act of God, the elements, strike, walkout, or any other cause beyond CONTRACTOR's reasonable control that occurs before AGENCY accepts the work as complete.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of CONTRACTORS by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to CONTRACTOR of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon AGENCY's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

#### **ARTICLE IV: Labor Code**

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY \$200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776.

E. This AGREEMENT is further subject to 8-hour workday and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day

during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

#### **ARTICLE V: Work Site Conditions**

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than \$25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

- (1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.
- (2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.
- (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT, but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

#### **ARTICLE VI: Insurance**

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E "Standard Specifications" of the Contract Documents.

B. This AGREEMENT is further subject to Workers' Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker's Compensation Insurance for all of CONTRACTOR's employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR's subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker's Compensation Insurance as required by Labor Code § 1861; to wit: 'I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.' If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker's Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to AGENCY as additional insured. Further, the requirements for coverage and limits shall be the greater of (1) the maximum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured. Insurance provided by CONTRACTOR under this Contract shall not replace or substitute for CONTRACTOR's indemnification obligations in Article VII.

CONTRACTOR's insurance, including all endorsements, shall be primary to any coverage available to AGENCY. Any insurance or self-insurance maintained by AGENCY and/or its officers, employees, agents or volunteers, shall be excess of CONTRACTOR's insurance and shall not contribute with it.

#### **ARTICLE VII: Indemnification**

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of CONTRACTOR, CONTRACTOR's Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the "Indemnitors"), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

To the fullest extent permitted by law, CONTRACTOR shall, at its sole costs and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their representative subsidiaries, affiliates, members, director, officer, employees and agents, including parties that AGENCY contracts with (including other governmental agencies such as the California Department of Transportation) (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with, resulting from or related to, any act, omission, fault or negligence of any party, person, or organization that AGENCY contracts with, in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. Indemnification includes, but is not limited to, all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses arising out of, in connection with, resulting from or related to changes to the natural environment or environmental harms caused in whole or in part by work performed under this AGREEMENT.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

AGENCY may request a deposit for defense costs from CONTRACTOR with respect to a claim. If AGENCY requests a defense deposit, CONTRACTOR shall provide it within 15 days of the request.

### **ARTICLE VIII: Binding Effect**

AGENCY and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights of obligations of either party without the prior written consent of the other shall be void and of no force and effect.

### **ARTICLE IX: Dispute Resolution**

A. All disputes arising out of this AGREEMENT are subject to a mandatory step-by-step claims submission and evaluation process as a precondition to legal action in accordance with Public Contracts Code § 9204.

B. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the County of Los Angeles.

C. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

D. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by CONTRACTOR, for the response to such claims by the AGENCY, for a mandatory meet and confer conference upon the request of CONTRACTOR, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

### **ARTICLE X: Independent CONTRACTOR**

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent CONTRACTOR. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

### **ARTICLE XI: Taxes**

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

**ARTICLE XII: Notices**

All notices and communications shall be sent in writing to the parties at the following addresses:

AGENCY:

[Steven McGee]  
CITY OF SIERRA MADRE  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 91024

CONTRACTOR:

[Yosia Wahani]  
Karbonous Inc.  
13095 E. Temple Ave  
City of Industry, CA, 91746

**ARTICLE XIII: Entire Agreement**

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

**ARTICLE XIV: Authority to Contract**

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

**ARTICLE XV: General Provisions**

A. All reports, documents or other written material (“written products” herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

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

“CITY”  
City of Sierra Madre

“CONSULTANT”  
[Karbonous Inc]

**Authorized Signatories:**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

**Attest:**

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: City Clerk

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

**Approved as to Form:**

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

Title: City Attorney

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

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ 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 \_\_\_\_\_ (SEAL)

## **PAYMENT BOND**

### **GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT SPECIFICATION NO. Due 2024/2025 IN THE CITY OF SIERRA MADRE, CALIFORNIA**

WHEREAS, the City of Sierra Madre, as AGENCY has awarded to KARBONOUS INC, as CONTRACTOR, a contract for the above-stated project;

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY in the sum of [**ONE HUNDRED TWENTY EIGHT THOUSAND NINE HUNDRED SIXTY EIGHT DOLLARS AND SIXTY SEVEN CENTS**], (\$128,968.67) Dollars, which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns or subcontractors, shall fail to pay any of the persons named in Civil Code Section 9100, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the plaintiffs and AGENCY in an amount to be fixed by the court.

This bond shall inure to the benefit to any of the persons named in Civil Code Section 9100 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

The SURETY hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY's obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY may have.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR\*    CONTRACTOR's Signer's Name, Title \_\_\_\_\_  
                          CONTRACTOR's Business Name \_\_\_\_\_  
                          Mailing Street Address \_\_\_\_\_  
                          City, State, Zip Code \_\_\_\_\_  
                          Telephone # \_\_\_\_\_  
                          Date: \_\_\_\_\_

Surety\*            Surety Signer's Name / Title \_\_\_\_\_  
                          Surety's Business Name \_\_\_\_\_  
                          Mailing Street Address \_\_\_\_\_  
                          City, State, Zip Code \_\_\_\_\_  
                          Telephone # \_\_\_\_\_  
                          Date: \_\_\_\_\_

\*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ 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 \_\_\_\_\_ (SEAL)

**FAITHFUL PERFORMANCE BOND**

**GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT  
SPECIFICATION NO. Due 2024/2025  
IN THE CITY OF SIERRA MADRE, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS That Karbonous Inc., hereinafter referred to as “CONTRACTOR” as PRINCIPAL, and a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF SIERRA MADRE, CALIFORNIA, hereinafter referred to as the “AGENCY” in the sum of

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*ONE HUNDRED TWENTY EIGHT THOUSAND NINE HUNDRED SIXTY EIGHT DOLLARS AND SITY SEVEN CENTS*, (\$128,968.67) Dollars, which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT , SPECIFICATION NO. Due 2024/2025, CONTRACT which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations of extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and judgment is recovered, said Surety shall pay all costs incurred by AGENCY in such suit, including a reasonable attorney’s fee to be fixed by the Court.

(Continued on Next Page)

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the dates set forth below:

CONTRACTOR\*    CONTRACTOR's Signer's Name, Title \_\_\_\_\_  
                          CONTRACTOR's Business Name \_\_\_\_\_  
                          Mailing Street Address \_\_\_\_\_  
                          City, State, Zip Code \_\_\_\_\_  
                          Telephone # \_\_\_\_\_  
                          Date: \_\_\_\_\_

Surety\*            Surety Signer's Name / Title \_\_\_\_\_  
                          Surety's Business Name \_\_\_\_\_  
                          Mailing Street Address \_\_\_\_\_  
                          City, State, Zip Code \_\_\_\_\_  
                          Telephone # \_\_\_\_\_  
                          Date: \_\_\_\_\_

\*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California  
County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ 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 \_\_\_\_\_ (SEAL)

**MAINTENANCE BOND**

**GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT  
SPECIFICATION NO. Due 2024/2025  
IN THE CITY OF SIERRA MADRE, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of Sierra Madre, as AGENCY has awarded to Karbonous Inc, as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of SIXTY FOUR THOUSAND FOUR HUNDREND EIGHTY FOUR DOLLARS AND THIRTY FOUR CENTS, (\$64,484.34) Dollars, which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals as of the date set forth below:

CONTRACTOR\*    CONTRACTOR's Signer's Name, Title \_\_\_\_\_  
                          CONTRACTOR's Business Name \_\_\_\_\_  
                          Mailing Street Address \_\_\_\_\_  
                          City, State, Zip Code \_\_\_\_\_  
                          Telephone # \_\_\_\_\_  
                          Date: \_\_\_\_\_

Surety\*            Surety Signer's Name / Title \_\_\_\_\_  
                          Surety's Business Name \_\_\_\_\_  
                          Mailing Street Address \_\_\_\_\_  
                          City, State, Zip Code \_\_\_\_\_  
                          Telephone # \_\_\_\_\_  
                          Date: \_\_\_\_\_

\*Provide CONTRACTOR and Surety name, address and telephone number and the name, title, address and telephone number for the respective authorized representatives. Power of Attorney and Notary Acknowledgement must be attached. Seals and dates of signing must also be included.

**( EXECUTE IN DUPLICATE )**

**CERTIFICATE OF ACKNOWLEDGMENT**

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_ 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 \_\_\_\_\_ (SEAL)

# **WORKERS' COMPENSATION INSURANCE CERTIFICATE**

The CONTRACTOR shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

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

CONTRACTOR's Business Name

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Attest:

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**NOTE:** See Section 5.4 Insurance of the Standard Specifications for insurance carrier rating requirements.

## ENDORSEMENTS TO INSURANCE POLICY

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

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

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with rating of "A" or higher and a Financial Class VII or higher as established by A.M. Best, or higher rating established by Moody's or Standard & Poor's.**

It is agreed that the City of Sierra Madre, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.

\_\_\_\_\_  
Authorized Insurance Agent

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

## **SECTION E – STANDARD SPECIFICATIONS**

### **GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT SPECIFICATION NO. Due 2024/2025 IN THE CITY OF SIERRA MADRE, CALIFORNIA**

#### **STANDARD SPECIFICATIONS**

**INCORPORATION OF GREENBOOK.** The latest edition of the Standard Specifications for Public Works Construction (“SSPWC” or “Greenbook”) shall be incorporated by reference into these Standard Specifications as if fully replicated herein. These Standard Specification shall be supplemented, amended, or replaced by the Special Provision contained in Section F and G hereinbelow. To the extent that anything in the Special Provisions conflicts with the terms or requirements of the SSPWC, the Special Provisions shall control.

## SECTION F – SPECIAL PROVISIONS – PART 1

### GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT SPECIFICATION NO. Due 2024/2025 IN THE CITY OF SIERRA MADRE, CALIFORNIA

**SPECIAL PROVISIONS – PART 1.** The following provisions supplement, amend, or replaced the requirements of the Standard Specifications for Public Works Construction (“SSPWC” or “Greenbook”). To the extent that anything in these Special Provisions conflicts with the terms or requirements of the SSPWC, these Special Provisions shall control.

#### SECTION 1 - GENERAL

**1-1 TERMS.** Unless otherwise stated, the words *directed, required, permitted, ordered, instructed, designated, considered necessary, prescribed, approved, acceptable, satisfactory*, or words of like meaning, refer to actions, expressions, and prerogatives of the Engineer.

#### 1-2 DEFINITIONS

**Acceptance** – The AGENCY’s formal written acceptance of a project that has been completed in all respects in accordance with the plans and specifications and any modifications thereof.

**AGENCY** – The City of Sierra Madre.

**Agent** – Shall include persons and companies, other than the CONTRACTOR, retained by the City to perform design and construction services in relation to the Work.

**Board** – The City Council of the City of Sierra Madre.

**City** – The City of Sierra Madre, California, as the AGENCY and Owner.

**City Council** – City Council of the City of Sierra Madre, California.

**Construction Manager** – Persons and/or company retained by the City to perform construction management services.

**Contract Documents** – Including, but not limited to: the Contract, any Addendum (which pertain to the contract documents), Notice Inviting Bids, Instructions to Bidders; Bid (including documentation accompanying the Bid and any post-bid documentation submitted prior to the Notice of Award) when attached as an exhibit to the Contract, the Bonds, the general conditions, permits from other agencies, the Special Provisions, the Plans, Standard Plans, Standard Specifications, Reference Specifications, and all Modifications issued after the execution of the Contract.

**Days** – Days shall mean consecutive calendar’s days unless otherwise specified.

**Design Engineer** – Persons and/or company retained by the City to perform engineering design services.

**Due Notice** – A written notification, provided in due time, of a proposed action, where the contract requires such notification within a specified time (usually 48 hours or two working days) prior to the commencement of the contemplated action.

**Engineer** – The City Engineer of the City of Sierra Madre, or his/her authorized representative.

**Geotechnical Engineer** – Person licensed to practice Soils Engineering or Geotechnical Engineering pursuant to the laws of the State of California and retained by the AGENCY during construction.

**Geotextile** – Synthetic fiber used in civil engineering applications, serving the primary functions of separation and filtration.

**House Sewer** – A sewer, wholly within private property, proposed to connect any building to a house connection sewer.

**Luminaire Arm** – The structural member, bracket, or mast arm, which, mounted on the standard, supports the luminaire.

**Owner** – City of Sierra Madre, California.

**Prompt** – The briefest interval of time required for a considered reply, including time required for approval by a governing body.

**Proposal** – See Bid.

**Reference Specifications** – Those bulletins, standards, rules, methods of analysis or test, codes, and specifications of other agencies, engineering societies, or industrial associations referred to in the Contract Documents. These refer to the latest edition, including amendments in effect and published at the time of advertising the project or issuing the permit, unless specifically referred to by edition, volume, or date.

**Standard Plans** – “Standard Plans for Public Works Construction” or “SSPWC” – Latest edition of the Southern California Chapter of the American Public Works Association.

**State Standard Specifications (“SSS”)** – Standard Specifications prepared by the State of California, Business and Transportation Agency, Department of Transportation.

**State Standard Plans (“SSP”)** – Standard Plans prepared by State of California, Business and Transportation Agency, Department of Transportation.

**Storm Drain** – Any conduit and appurtenances intended for the reception and transfer of storm water.

**Tonne** – Also referred to as “metric ton” — Represents a unit of measure in the International System of Units equal to 1,000 kilograms.

**Work** – That which is proposed to be constructed or done under the Contract or permit, including the furnishing of all labor, materials, equipment, and services.

**Working Days** – Any days, except: (1) Saturdays, Sundays, legal holidays on which Sierra Madre City Hall is closed for business; (2) days when work is suspended by the Engineer for reasons unrelated to the performance of the CONTRACTOR, and provided in Subsection 6-6.1; and (3) days determined to be non-working in accordance with Section 6-3 “Time of Completion.”

## 1-3 ABBREVIATIONS

### 1-3.3 Institutions. *Add the following:*

These Standard Specifications incorporate by reference the list of commonly used institution terms in the edition of the “Standard Plans for Public Works Construction” (aka the Greenbook) with the following additions:

AGCA	Associated General CONTRACTORs of America
APWA	American Public Works Association
CRSI	Concrete Reinforcing Steel Institute
CSI	Construction Specifications Institute
NFPA	National Fire Protection Association
SSS	State of California Standard Specifications, latest edition, Department of Transportation
SSP	State of California Standard Plans, latest edition, Department of Transportation.
SSPWC	Standard Specifications for Public Works Construction

## 1-4 UNITS OF MEASURE

### 1-4.1 General. *Add the following:*

When U.S. Standard Measures are not included in parenthesis, then the SI units shall control.

### 1-7 AWARD AND EXECUTION OF CONTRACT. *Add the following:*

**1-7.0 Investigation of Site Conditions.** Prior to submittal of the bid, Bidders must visit the site of work and complete their own investigations to satisfy themselves as to the existing conditions affecting the work to be done under these specifications. If the bidder chooses not to visit the site or conduct investigations, he will, nevertheless, be charged with the knowledge of conditions which reasonable inspection and investigation would have disclosed.

After the project is awarded, the CONTRACTOR shall carefully study and compare the Contract Documents with each other and with information available to the CONTRACTOR and furnished by the Owner and shall immediately notify the Engineer of errors, inconsistencies or omissions discovered. If the CONTRACTOR performs any construction activity knowing it involves a recognized error, inconsistency or omission in the Contract Documents without such notice to the Engineer, the CONTRACTOR shall assume appropriate responsibility for such performance and may assume responsibility for the full costs for correction.

The CONTRACTOR shall make field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the CONTRACTOR with the Contract Documents before commencing activities. Errors, inconsistencies, or omissions discovered shall be reported to the Engineer immediately.

When existing conditions are encountered which, in the opinion of the Engineer, require temporary suspension of work for design modifications or for other determinations to be made, the CONTRACTOR shall move to other areas of work until such determinations are made at no cost to the City. No additional compensation will be allowed by reason of such temporary suspension of work, or modifications to work, except as noted in Section 3 of these Standard Specifications ("Changes in Work") for specific items of work not included in the bid. Appropriate extension of item for completion may be allowed where justification in the opinion of the Engineer.

**1-7.1 General.** *Add the following:*

The City reserves the right to reject any or all proposals.

The Contract will be awarded, if at all, to the lowest responsible and responsive Bidder determined as provided on the Proposal Form, whose proposal complies with all the requirements prescribed. Such award, if made, will be made within the number of days stated in the proposal form. Refusal or failure to deliver the executed contract, bonds, or insurance in the form provided in the Contract and approved by the AGENCY's attorney within the time provided herein shall be cause, at the AGENCY's option, for the annulment of the award and forfeiture of the bid security. In such event, the AGENCY may successively award the Contract to the next lowest responsible and responsive Bidder until a properly executed Contract, bonds, and insurance is obtained, or it may at any time reject all remaining bids and proceed as provided by law. The refusal or failure of a successive lowest responsible and responsive Bidder to execute the Contract may, at the AGENCY's option, result in an annulment of the award to that Bidder and the forfeiture of that Bidder's bid security. The periods of time specified above within which the award of the Contract may be made shall be subject to extension for such further period as may be agreed upon in writing between the AGENCY and the concerned Bidder.

The AGENCY reserves the right to waive any irregularities.

Within ten (10) calendar days after the date of the Notice of Award, the CONTRACTOR shall execute and return the following contract documents to the AGENCY:

- Contract Agreement (in duplicate)
- Faithful Performance Bond (in duplicate)
- Maintenance Bond (in duplicate)
- Payment Bond (in duplicate)
- Public Liability and Property Damage Insurance Certificate (two original)
- Additionally Insured Endorsement
- Workers' Compensation Insurance Certificate (two original)

A corporation to which an award is made may be required, before the Contract agreement is executed by the AGENCY, to furnish evidence of its corporate existence, of its right to enter into contracts in the State of California, and that the officers signing the contract and bonds for the corporation have the authority to do so.

**1-7.2 Contract Bonds.** *Add the following:*

The PAYMENT BOND shall remain in force until thirty-five (35) calendar days after the date of recordation of the Notice of Completion. The FAITHFUL PERFORMANCE BOND shall remain

in force until the date of recordation of the Notice of Completion. The MAINTENANCE BOND shall remain in force until one (1) year after the date of recordation of the Notice of Completion.

All bonds must be accompanied by a Power of Attorney.

## **SECTION 2 - SCOPE OF THE WORK**

### **2-1 WORK TO BE DONE.** *Add the following:*

Any plan or method of work suggested by the AGENCY or the Engineer to the CONTRACTOR but not specified or required, if adopted or followed by the CONTRACTOR in whole or in part, shall be used at the risk and responsibility of the CONTRACTOR; and the AGENCY and the Engineer shall assume no responsibility therefore and in no way be held liable for any defects in the work which may result from or be caused by use of such plan or method of work.

### **2-3 RIGHT-OF-WAY.** *Substitute the following:*

Rights-of-way, easements, or rights-of-entry for the Work will be provided by the AGENCY. Unless otherwise provided, the CONTRACTOR shall make arrangements, pay for, and assume all responsibility for acquiring, using, and disposing of additional work areas and facilities temporarily required. The CONTRACTOR shall fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their representative subsidiaries, affiliates, members, director, officer, employees and agents, including parties that AGENCY contracts with (including other governmental agencies such as the California Department of Transportation) (collectively, the "Indemnitees") from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively "Liabilities"), arising out of, in connection with these actions.

When the CONTRACTOR arranges for additional work areas and facilities temporarily required by him/her, he/she shall provide the AGENCY with proof that the additional work areas and/or facilities have been left in a condition satisfactory to the owner(s) of said work areas and/or facilities prior to acceptance of the work.

### **2-5 CONTRACTOR'S EQUIPMENT AND FACILITIES.**

#### **2-5.1 General.** *Add the following:*

The CONTRACTOR shall furnish and maintain in good condition all equipment and facilities as required for the proper execution and inspection of the Work. Such equipment and facilities shall meet all requirements of applicable ordinances and laws.

A noise level limit of 85 dba at a distance of fifty (50) feet shall apply to all construction equipment on or related to the job, whether owned by the CONTRACTOR or not. The use of excessively loud warning signals shall be avoided except in those cases where required for the protection of personnel.

The CONTRACTOR shall arrange and maintain a secure storage site for all equipment and materials. All equipment and unused materials shall be returned to this site at the end of each workday.

## SECTION 3 - CONTROL OF THE WORK

### **3-3 SUBCONTRACTORS.** *Add the following:*

**3-3.1 General.** Each Bidder shall comply with the Public Contract Code including Sections 4100 through 4113. The following excerpts or summaries of some of the requirements of this Chapter are included below for information:

The Bidder shall set for the in the Bid, as provided in 4104:

“(a) The name, and location of the place of business, the California contractor license number, and public works contractor registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor who will perform work or labor or render service to the prime CONTRACTOR in or about the construction of the work or improvement, or a subcontractor licensed by the State of California who, under subcontract to the prime CONTRACTOR, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 percent of the prime CONTRACTOR’s total bid, or, in the case of bids or offers for the construction of streets or highways, including bridges, in excess of one-half of 1 percent of the prime CONTRACTOR’s total bid or ten thousand dollars (\$10,000), whichever is greater.”

“(b) The portion of the work which will be done by each such subcontractor under this act. The prime CONTRACTOR shall list only one subcontractor for each such portion as is defined by the prime CONTRACTOR in his bid.”

Subcontracting of more than one-half of one percent of the work for which no Subcontractor was designated in the original Bid will be allowed only in cases of public emergency or necessity and only after the Engineer makes a written finding of circumstances constituting public emergency or necessity.

The CONTRACTOR must obtain written consent of the City to substitute a Subcontractor designated in the original Bid, to permit any subcontract to be assigned or transferred, or to otherwise allow a subcontract to be performed by anyone other than the originally designated Subcontractor.

A violation of any of the above provisions will be considered a violation of the Contract, and the City may cancel the Contract and collect appropriate damages or assess the CONTRACTOR a penalty of not more than ten (10) percent of the subcontract involved.

If subcontracted work is not being performed in a satisfactory manner, the City will notify the CONTRACTOR of the need to take corrective action and the Engineer may report the facts to the City Council. Upon order by City Council and the CONTRACTOR’s receipt of written instructions from the Engineer, the Subcontractor shall immediately be removed from the Work and may not again be employed on the Work.

**3-3.2 Additional Responsibility.** The CONTRACTOR shall perform, with its own organization, Contract work amounting to at least 50 percent of the Contract Price except that any designated “Specialty Items” may be performed by subcontract and the amount of any such “Specialty Items” so performed may be deducted from the Contract Price before computing the amount required to be performed by the CONTRACTOR with its own organization. “Specialty Items” will be identified by the AGENCY in the Bid or Proposal. Where an entire item is subcontracted, the value

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of work subcontracted will be based on the Contract Unit Price. When a portion of an item is subcontracted, the value of work subcontracted will be based on the estimated percentage of the Contract Unit Price. This will be determined from information submitted by the CONTRACTOR, and subject to approval by the Engineer.

**3-3.3 Status of Subcontractors.** All persons engaged in the Work, including Subcontractors and their employees, will be considered employees of the CONTRACTOR. The CONTRACTOR will be held responsible for their work. The AGENCY will deal directly and solely with the CONTRACTOR and make all payments to the CONTRACTOR.

**3-4 AUTHORITY OF BOARD AND THE ENGINEER.** *Substitute the following:*

The Board has the final authority in all matters affecting the Work. Within the scope of the Contract, the Engineer has the authority to enforce compliance with the Plans and Specifications. The CONTRACTOR shall promptly comply with instructions from the Engineer or an authorized representative.

The decision of the Engineer is final and binding on all questions relating to: quantities; acceptability of materials, equipment, or work; execution, progress or sequence of work; and interpretation of the Plans, Specifications, or other drawings. This shall be precedent to any payment under the Contract, unless otherwise ordered by the Board.

**3-7 CONTRACT DOCUMENTS.**

**3-7.1 General.** *Add the following:*

The CONTRACTOR shall ascertain the existence of any conditions affecting the cost of the Work through a reasonable examination of the Work site prior to submitting the Bid.

Existing improvements visible at the Work site, for which no specific disposition is made on the Plans, but which interfere with the completion of the Work, shall be removed and disposed of by the CONTRACTOR.

The CONTRACTOR shall, upon discovering any error or omission in the Plans or Specifications, immediately call it to the attention of the Engineer.

All final locations determined in the field, and any deviations from the Plans and Specification, shall be marked in red on the documents to show the as-built conditions. CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these plans and specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the Engineer. Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes “the Project was constructed in conformance with the Contract Documents.” Final payment will not be made until this requirement is met.

As the figured dimensions shown on the drawings and in the specifications of the Contract may not in every case agree with scaled dimensions, the figured dimensions shall be followed in preference to the scaled dimensions, and drawings to a large scale shall be followed in preference to the drawings to a small scale. Should it appear that the work to be performed, or any related matter, are not sufficiently detailed or explained in the Contract documents, the CONTRACTOR shall apply to the Engineer for such further explanations as necessary, and shall conform to such

further explanations provided by the Engineer as part of the Contract to the extent that it is consistent with the terms of the Contract.

Caution: The engineer preparing these plans will not be responsible or liable for unauthorized changes to or uses of these plans. All changes to the plans must be approved in writing by the Engineer.

**(a) Records of Construction Changes / As-Builts.** CONTRACTOR shall maintain a complete and accurate record of all changes of construction from that shown in these Plans and Specifications for the purpose of providing a basis for construction record drawings. No changes shall be made without prior written approval of the City Engineer.

Upon completion of the Project, CONTRACTOR shall deliver this record of all construction changes to the Engineer along with a letter which declares that other than these noted changes that Project was constructed in conformance with the Contract Documents.

Caution: The engineer preparing these Plans will not be responsible for, or liable for, unauthorized changes to or uses of these Plans. All changes to the Plans must be approved in writing by City Engineer.

**3-7.2 Precedence of Contract Documents.** *Substitute the following:*

If there is a conflict between any of the Contract Documents, the document highest in precedence shall control. The order of precedence, from highest to lowest, shall be as follows:

- 1) Permits issued by jurisdictional regulatory agencies.
- 2) Change Orders and/or Supplemental Agreements; whichever occurs last.
- 3) Contract/Agreement
- 4) Addenda.
- 5) Bid/Proposal.
- 6) Special Provisions.
- 7) Plans.
- 8) Notice Inviting Bids
- 9) Instructions to Bidders
- 10) Standard Plans.
- 11) Standard Specifications.
- 12) Reference Specifications.

**3-8 SUBMITTALS.**

**3-12 WORK SITE MAINTENANCE**

**3-12.1 General.** *Add the following:*

The CONTRACTOR shall also abate dust nuisance by cleaning, sweeping and sprinkling with water, or other means as necessary. The use of water resulting in mud on public streets will not be permitted as a substitute for sweeping or other methods.

Materials and equipment shall be removed from the site as soon as they are no longer necessary. Before the final inspection, the site shall be cleared of equipment, unused materials, and rubbish so as to present a satisfactory clean and neat appearance. All cleanup costs shall be included in the CONTRACTOR's Bid.

Excess excavated material from catch basins or similar structures shall be removed from the site immediately. Sufficient material may remain for use as backfill if permitted by the Specifications. Forms and form lumber shall be removed from the site as soon as practicable after stripping.

**3-12.1.1 Vermin Control.** *Add the following:*

At the time of acceptance, structures entirely constructed under the Contract shall be free of rodents, insects, vermin, and pests. Necessary extermination work shall be arranged and paid for by the CONTRACTOR as part of the Work within the Contract time, and shall be performed by a licensed exterminator in accordance with requirements of governing authorities. The CONTRACTOR shall be liable for injury to persons or property and responsible for the elimination of offensive odors resulting from extermination operations.

**3-12.3 Noise Control.** *Add the following:*

**3-12.6.3 Storm Water Pollution Prevention Plan (SWPPP).** *Add the following:*

CONTRACTOR shall submit to the engineer a completed and signed SWPPP at the preconstruction conference. The plan may utilize the practices recommended in the latest edition of the *California Storm Water Best Management Practices Handbook*, available from California Stormwater Quality Association (CSQA), and online at <http://www.cabmphandbooks.net/>. The plan shall be consistent with the construction General Permit, issued by the State Water Resources Control Board, through submittal of the Notice of Intent (NOI).

If construction will occur between October 1 and April 15 (considered as the rainy season), a wet weather erosion control plan must be submitted. Additionally, Best Management Practices (BMPs) implemented during the AGENCY's rainy season shall include but not be limited to those appropriate for wet weather conditions.

**(a) Storm Water Pollution Prevention Measures.** All storm water pollution prevention measures shall be in accordance with the submitted SWPPP. In the event circumstances during the course of construction require changes to the original SWPPP, a revised plan shall be promptly submitted to the AGENCY's representative in each instance. No responsibility shall accrue to the AGENCY as a result of the plan or as a result of knowledge of the plan. All work installed by the CONTRACTOR in connection with the SWPPP but not specified to become a permanent part of the project shall be removed and the site restored in so far as practical to its original condition prior to completion of construction or when directed by the AGENCY's representative.

**(b) Storm Water Pollution Prevention – Measurement And Payment.** Unless otherwise indicated in the Special Provisions, measurement and payment for Storm Water Pollution Prevention Measures, as described herein, shall be included in the items of Work requiring storm water pollution prevention measures as indicated in the project Special Provisions. Such payment shall be considered full compensation for all labor, materials, tools, and equipment for completion, and implementation and compliance with the SWPPP.

**3-13 COMPLETION, ACCEPTANCE, AND WARRANTY.**

**3-13.1 Completion.** *Add the following:*

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The Work will be inspected by the Engineer for acceptance upon receipt of the CONTRACTOR's written assertion that the Work has been completed.

**3-13.3 Warranty.** *Add the following:*

All work shall be warranted by the CONTRACTOR against defective workmanship and materials for a period of 1 year from the date the Work was completed. The CONTRACTOR shall replace or repair any such defective work in a manner satisfactory to the Engineer, after notice to do so from the Engineer, and within the time specified in the notice. If the CONTRACTOR fails to make such replacement or repairs within the time specified in the notice, the AGENCY may perform this work and the CONTRACTOR's sureties shall be liable for the cost thereof.

## **SECTION 4 - CONTROL OF MATERIALS**

**4-1 GENERAL.** *Add the following:*

Used or secondhand materials, parts, and equipment may be used only if permitted by the Specifications.

The CONTRACTOR and all subcontractors, suppliers, and vendors shall guarantee that the entire Work will meet all requirements of this Contract as to the quality of materials, equipment, and workmanship. The CONTRACTOR, at no cost to the AGENCY, shall make any repairs or replacements made necessary by defects in materials, equipment, or workmanship that become evident within one year after the date of recordation of the Notice of Completion. Within this one-year period, the CONTRACTOR shall also restore to full compliance with the requirements of this Contract any portion of the Work which is found not to meet those requirements. The CONTRACTOR shall defend, indemnify, and hold the AGENCY, its officers, agents, and employees harmless from claims of any kind due to injuries or damages arising, directly or indirectly, from said defects or noncompliance.

The CONTRACTOR shall make all repairs, replacements, and restorations within thirty-five (35) days after the date of the Engineers' written notice.

If, in the opinion of the Engineer, the defective work is not of sufficient magnitude or importance to make the work dangerous or undesirable, or if, in the opinion of the Engineer, the removal of such work is impractical or will create conditions which are dangerous or undesirable, the AGENCY shall have the right and authority to retain such work instead of requiring it to be removed and reconstructed, but will make such deductions thereof in the payments due or to become due to the CONTRACTOR as the AGENCY may deem just and reasonable.

**4-2 PROTECTION.** *Add the following:*

The CONTRACTOR shall be responsible for the protection of public and private property adjacent to the Work and shall exercise due caution to avoid damage to such property.

The CONTRACTOR shall relocate, repair, replace or reestablish all existing improvements within the project limits (e.g., curbs, sidewalks, catch basins, catch basin screens, driveways, fences, walls, sprinkler systems, signs, utility installations, pavements, structures, survey monuments, landscaping, etc.) that are damaged or removed as a result of the CONTRACTOR's operations or as required by the plans and specifications.

All existing improvements, either within the right-of-way or not, including irrigation lines that are damaged by actions of the CONTRACTOR, shall be restored by the CONTRACTOR to their original or better condition at the CONTRACTOR's expense.

The CONTRACTOR shall mark, as approved by the Engineer, all survey monuments, manholes, valves, substructures, or other items that are visible on the surface and will be covered by his operations. This shall be completed prior to the start of that operation and approved by the Engineer.

Existing traffic striping, pavement markings, and curb markings shall also be considered as existing improvements and the CONTRACTOR shall repaint or replace, at the CONTRACTOR's expense, such striping or markings (except for traffic striping and pavement markings within the limits of the Work) if damaged or if their reflectivity is reduced due to construction operations.

All restoration of existing improvements must occur within the construction completion date, unless directed otherwise by the City Engineer.

Maintenance of street and traffic signal systems that are damaged, temporarily removed or relocated shall be done in conformance with the Contract Documents.

Trees, lawns, and shrubbery that are not to be removed shall be protected from damage or injury. If damaged or removed due to CONTRACTOR's operations, they shall be restored or replaced in as nearly the original condition and location as is reasonably possible. Lawns shall be reseeded and covered with suitable mulch.

The CONTRACTOR shall give reasonable notice to occupants or owners of adjacent property to permit them to salvage or relocate plants, trees, fences, sprinklers, and other improvements, within the right-of-way which are designated for removal and would be destroyed because of the Work.

All costs to the CONTRACTOR for protecting, removing, restoring, relocating, repairing, replacing, or reestablishing existing improvements shall be the responsibility of the CONTRACTOR.

**4-3 INSPECTION** *Add the following: None*

**4-3.1 General.** *Add the following: None*

**4-4 TESTING.** *Add the following:*

The AGENCY will bear the cost of testing the following material and/or workmanship:

*None*

CONTRACTOR shall be responsible for calling the Project Engineer for testing and inspection of the above items (48) hours in advance. Work not properly tested and inspected will be subject to rejection.

**4-6 TRADE NAMES.** *Add the following:*

Along with information supplied by the CONTRACTOR regarding equivalency of the proposed item, the CONTRACTOR shall clearly identify all deviations from the specified item. Deviations discovered by the Engineer after acceptance of an "or equal" item which were not identified by the CONTRACTOR with his/her submittal shall be cause for rejection of the "or equal" item. CONTRACTOR shall be due no additional compensation in time or money for acceptance or rejection of a proposed "or equal" item and subsequent replacement with the item specified.

CONTRACTOR shall pay cost to AGENCY for items requiring more than two submittals and analysis of any shop drawing which requires more than a general review of an “or equal” item.

*Add the following Section 4-9:*

**4-9 CONSTRUCTION MATERIALS DISPUTE RESOLUTION (Soils, Rock Materials, Concrete, Mortar and Related Materials, Masonry Materials, Bituminous Materials, Rock Products, and Modified Asphalts).** In the interest of safety and public value, whenever credible evidence arises to contradict the test values of materials, the AGENCY and the CONTRACTOR will initiate, an immediate and cooperative investigation. Test values of materials are results of the materials’ tests, as defined by these Specifications or by the special provisions, required to accept the Work. Credible evidence is process observations or test values gathered using industry accepted practices. A contradiction exists whenever work acceptance or performance becomes suspect. The investigation shall allow access to all test results, procedures, and facilities relevant to the disputed work and consider all available information and, when necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. If the cooperative investigation reaches any resolution mechanism acceptable to both the AGENCY and the CONTRACTOR, the contradiction shall be considered resolved and the cooperative investigation concluded.

Whenever the cooperative investigation is unable to reach resolution, the investigation may then either conclude without resolution or continue by written notification of one party to the other requesting the implementation of a resolution process by committee. The continuance of the investigation shall be contingent upon recipient’s agreement and acknowledged in writing within 3 calendar days after receiving a request. Without acknowledgement, the investigation shall conclude without resolution. The committee shall consist of three State of California Registered Civil Engineers. Within 7 calendar days after the written request notification, the AGENCY and the CONTRACTOR will each select one engineer. Within 14 calendar days of the written request notification, the two selected engineers will select a third engineer. The goal in selection of the third member is to complement the professional experience of the first two engineers. Should the two engineers fail to select the third engineer, the AGENCY and the CONTRACTOR shall each propose 2 engineers to be the third member within 21 calendar days after the written request notification. The first two engineers previously selected shall then select one of the court proposed engineers in a blind draw.

The committee shall be a continuance of the cooperative investigation and will re-consider all available information and if necessary, gather new and additional information to determine the validity, the cause, and if necessary, the remedy to the contradiction. The committee will focus upon the performance adequacy of the material(s) using standard engineering principles and practices and to ensure public value, the committee may provide engineering recommendations as necessary. Unless otherwise agreed, the committee will have 30 calendar days from its formation to complete their review and submit their findings. The final resolution of the committee shall be by majority opinion, in writing, stamped and signed. Should the final resolution not be unanimous, the dissenter may attach a written, stamped, and signed minority opinion.

Once started, the resolution process by committee shall continue to full conclusion unless:

1. Within 7 days of the formation of the committee, the AGENCY and the CONTRACTOR reach an acceptable resolution mechanism; or

2. Within 14 days of the formation of the committee, the initiating party withdraws its written notification and agrees to bear all investigative related costs thus far incurred; or
3. At any point by the mutual agreement of the AGENCY and the CONTRACTOR.

Unless otherwise agreed, the CONTRACTOR shall bear and maintain a record for all the investigative costs until resolution. Should the investigation discover assignable causes for the contradiction, the assignable party, the AGENCY or the CONTRACTOR, shall bear all costs associated with the investigation. Should assignable causes for the contradiction extended to both parties, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation substantiate a contradiction without assignable cause, the investigation will assign costs cooperatively with each party or when necessary, equally. Should the investigation be unable to substantiate a contradiction, the initiator of the investigation shall bear all investigative costs. All claim notification requirements of the contract pertaining to the contradiction shall be suspended until the investigation is concluded.

## **SECTION 5 - LEGAL RELATIONS AND RESPONSIBILITIES**

**5-2 SPECIAL NOTICES.** *Add the following:*

**5-2.1 Mandatory Notification Prior To Excavation.** The CONTRACTOR's attention is direct to Section 4215.5 through 4217 of the Government Code of the State of California. This requires that two (2) working days prior to commencing any excavation "Underground Service Alert of Southern California" (USA) ("Digalert") shall be notified by phone, toll free 1-800-422-4133, or 811, for the assignment of an Inquiry Identification Number.

Construction CONTRACTOR shall contact all utility companies at least five (5) working days prior to commencing work and shall verify the location of any known utilities and determine whether or not a representative of each company will be present during excavation.

The known public utilities contacts are:

City of Sierra Madre, Public Works Inspector (626)355-5839

The CONTRACTOR shall coordinate construction with public utility relocation activities.

The existing subsurface utilities shown have been indicated, based on the best available record information. However, to avoid or resolve any interference problems between these existing utilities and the proposed work, the CONTRACTOR shall field verify the vertical and horizontal locations of all utilities, such as water lines and water services, electronic conduits, telephone and television cable, storm drain facilities, and all other facilities and obstructions prior to beginning any excavations. If conflicts exist, revised grades and/or alignments may be established, if required. **Such field verification shall require exposing these utilities prior to the start of construction.**

Special reference is hereby made to Section 4-2, "Protection," of the Standard Specifications with respect to the protection, repair, and replacement of existing subsurface utilities.

Additionally, the CONTRACTOR shall also notify the following local entities of his/her schedule fourteen (14) days prior to commencing work, including local refuse collectors, street sweepers, the Post Office, Public Schools, and Bus Companies:

*[Add the affected entities and/or representatives and phone numbers, such as Waste Management, Post Office, Schools, Transportation Agencies, Street Sweeping, etc.]*

**No excavation shall commence unless the CONTRACTOR has obtained the USA Inquiry Identification Number.**

**5-1.2 Accuracy of Utilities Information.** The locations of known existing major utilities, whether above ground or underground, are indicated on the plans. Information and data reflected in the Contract Documents with respect to underground and above ground utilities at or contiguous to the site is based upon information and data furnished to the City and the Engineer by the owners of such utilities, and the City does not assume responsibility for the accuracy or completeness thereof. The CONTRACTOR shall take all possible precautions for the protection of unforeseen utility lines to provide for uninterrupted service and to provide such special protection as may be necessary.

The CONTRACTOR shall be responsible for determining the location and depth of all underground facilities, including service connections, which may affect or be affected by his/her operations, and he/she shall include the cost to pothole all utilities within the limits of work in his/her bid. If an existing utility line, which has been marked by Underground Service Alert or is shown on the plans, is damaged by the CONTRACTOR, the CONTRACTOR shall repair the line and bear the cost thereof.

CONTRACTOR shall be aware that electrical conduits between street and traffic lights may exist beneath pavement and/or sidewalk in areas where such lights are in place and that said conduits are not shown on these plans.

In the event that the CONTRACTOR damages any existing utility lines that are not shown, shown incorrectly or the locations of which are not made known to the CONTRACTOR prior to excavation, a telephone call and written report shall be made immediately to the Utility owner, the Engineer, and to the City. If directed by the City, the CONTRACTOR shall make repairs under the provisions for changes and extra work contained in **2-7 CHANGES INITIATED BY THE AGENCY** of the Standard Specifications.

#### **5-4 INSURANCE.**

##### **5-4.1 General.** *Add The following:*

CONTRACTOR and AGENCY agree that AGENCY, its employees, agents and officials should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys fees, litigation costs, defense costs, court costs or any other cost arising out of or in any way related to the performance of this Agreement, which includes but is not limited to, contracts with other governmental agencies such as the California Department of Transportation, which are necessary for the AGENCY to enact this Agreement or from contracts with other parties or governmental agencies, which are necessary for the AGENCY to enact this Agreement.

CONTRACTOR acknowledges that its obligation pursuant to this section extends to liability attributable to AGENCY, if that liability is less than the sole fault of AGENCY. CONTRACTOR has no obligation under this Agreement for liability proven in a court of competent jurisdiction or by written agreement between the parties to be the sole fault of AGENCY.

The obligations of CONTRACTOR under this or any other provision of this Agreement will not be limited by the provisions of any workers compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to AGENCY, its employees, agents and officials.

CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those as set forth here in this section from each and every subcontractor, sub-tier CONTRACTOR or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance or subject matter of this Agreement. In the event CONTRACTOR fails to obtain such indemnity obligations from others as required here, CONTRACTOR agrees to be fully responsible according to the terms of this section.

Failure of AGENCY to monitor compliance with these requirements imposes no additional obligations on AGENCY and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend AGENCY as set forth herein is binding on the successors, assigns or heirs of CONTRACTOR and shall survive the termination of this Agreement or this section.

CONTRACTOR agrees to provide insurance in accordance with the requirements as set forth here. If CONTRACTOR uses existing coverage to comply with these requirements and that coverage does not meet the requirements set forth herein, CONTRACTOR agrees to amend, supplement, or endorse the existing coverage to do so. The following coverages will be provided by CONTRACTOR and maintained on behalf of AGENCY and in accordance with the requirements set forth herein.

## **SECTION 6 - PROSECUTION AND PROGRESS OF THE WORK**

**6-1 CONSTRUCTION SCHEDULE AND COMMENCEMENT OF WORK.** *Add the following:*

**6-1.4 Emergency Contact List.** The CONTRACTOR shall provide the following information in writing and submit it with the signed contract, contract bonds and certificates of insurance. Failure to comply may result in delays in the processing of the contract documents.

1. Name of authorized representative at the job site.
2. Address and telephone number where the above person can be reached 24 hours a day.
3. Address of the nearest office of the CONTRACTOR, if any, and the name and telephone number of a person at that office who is familiar with the project.
4. Address and telephone number of the CONTRACTOR's main office and the name and telephone number of the person at that office familiar with the project.

**6-2 PROSECUTION OF WORK.** *Add the following:*

As soon as possible under the provisions of the Specifications, the CONTRACTOR shall backfill all excavations and restore to usefulness all improvements existing prior to the start of the Work.

The CONTRACTOR shall submit monthly progress reports to the Engineer by the tenth day of each month. The report shall include an updated construction schedule. Any deviations from the original schedule shall be explained.

**6-2.1 Traffic and Access.** The CONTRACTOR's operations shall cause no unnecessary inconvenience. The access rights of the public shall be considered at all times. Unless otherwise authorized, traffic shall be permitted to pass through the Work, or an approved detour shall be provided.

Safe and adequate pedestrian and vehicular access shall be provided and maintained to: fire hydrants; commercial and industrial establishments; churches, schools and parking lots; service stations and motels; hospitals; police and fire stations; and establishments of similar nature. Access to these facilities shall be continuous and unobstructed unless otherwise approved by the Engineer.

Safe and adequate pedestrian zones and public transportation stops, as well as pedestrian crossings of the Work at intervals not exceeding 90 m (300 feet), shall be maintained unless otherwise approved by the Engineer.

Vehicular access to residential driveways shall be maintained to the property line except when necessary construction precludes such access for reasonable periods of time. If backfill has been completed to the extent that safe access may be provided, and the street is opened to local traffic, the CONTRACTOR shall immediately clear the street and driveways and provide and maintain access.

The CONTRACTOR shall cooperate with the various parties involved in the delivery of mail and the collection and removal of trash and garbage to maintain existing schedules for these services.

Grading operations, roadway excavation and fill construction shall be conducted by the CONTRACTOR in a manner to provide a reasonably satisfactory surface for traffic. When rough grading is completed, the roadbed surface shall be brought to a smooth, even condition satisfactory for traffic.

Unless otherwise authorized, work shall be performed in only one-half of the roadway at one time. One half shall be kept open and unobstructed until the opposite side is ready for use. If one-half a street only is being improved, the other half shall be conditioned and maintained as a detour.

The CONTRACTOR will be required to maintain at least one lane of traffic in each direction through the project area at all times in a manner satisfactory to the Engineer in the form of an engineered traffic control plan. The engineered traffic control plans must be signed by a California registered civil and/or traffic engineer. The plan is a required submittal for review one week prior to the pre-construction meeting.

If traffic control on the project shall be implemented by a sub-contractor, such subcontractor must specialize in Traffic Control and be approved by the City Engineer.

The CONTRACTOR shall include in its Bid all costs for the above requirements.

**6-2.1.1 Notification to the Public.** Affected properties will be determined by the Engineer and are, in general, those properties that fall within 500 feet of the limits of the work. CONTRACTOR shall remain aware of all adjacent property owners and take all steps necessary to minimize construction impacts and disturbances to all affected property owners. The CONTRACTOR is required to distribute the approved public notice to property owners one week prior to roadway

construction. CONTRACTOR shall be responsible for all costs associated with these tasks and responsibilities in the various contract bid items.

The CONTRACTOR is required to notify the City by e-mail that public notices have been distributed. The e-mail shall be addressed to the City representative(s) designated during the pre-construction meeting. The e-mail shall be sent to the City no later than 8 a.m. on the day following distribution of the notices. The e-mail notification to the City shall contain a map showing the limits of distribution and the dates and times distributed. A separate e-mail shall be sent for each distribution. The City will use the information on the e-mails to verify that the distribution has been performed. If the distribution is not verified by the City, the City will e-mail to the CONTRACTOR's representative the locations which must be redistributed with the new information. The CONTRACTOR shall not perform work in the distribution area without e-mail notification of verification by the City of the distribution.

The CONTRACTOR shall submit a sample of a public notice for review and approval by the Engineer. The CONTRACTOR shall provide changes as directed by the City representative and submit final draft for approval.

The CONTRACTOR shall furnish and place "No Parking" signs, 12"x18" minimum size, approved by the Engineer, along the street in front of every residence and/or business affected by the work, two (2) working days in advance of any work. In rural areas, the signs shall be placed at a spacing not exceeding 400 feet. The signs shall include the day and time during which parking is prohibited. Parking restrictions shall be limited to the intervals between 8 a.m. to 5 p.m. to allow parking during the night. The CONTRACTOR shall remove these signs immediately when they are no longer needed.

If the work is delayed or rescheduled for any reason after placement of "No Parking" signs, the CONTRACTOR shall re-date the signs affected and re-notify the residents and businesses of the change via a new "door-knob" notice. If the work is delayed more than five days, the CONTRACTOR shall remove the signs and place re-dated signs two (2) days in advance of the work.

**6-2.1.2 Notification to the Public Agencies.** The CONTRACTOR shall notify the following Agencies 48 hours prior to working in the area within the City of Sierra Madre unless otherwise noted:

City of Sierra Madre

(626)355-5839

**6-2.1.3 Parking Restrictions and Posting for Tow Away.** No Parking signs, posted by the CONTRACTOR, shall be of heavy card stock and not less than 1.75 square feet of surface area on the face. Background color shall be white and letters shall be printed in red water resistant ink except day, date, and time of restriction may be printed in black water resistant ink. The signs shall be printed with the words "Tow Away" and "No Parking" with a character height of not less than 2.75 inches and a stroke width of not less than 0.5 inches. The day, dated, and time of the particular restriction shall be printed or attached below the above-mentioned wording in characters of not less than 2.0 inches in height and 0.4 inches in stroke width. The day of the week shall be written out or properly abbreviated with three to four letters; date or dates or restriction shall be listed completely; the beginning and ending times shall be clearly listed on the sign.

Signs shall be mounted such that the wording "No Parking" are at an elevation at least three feet above the adjacent flowline. Signs may be tied with string to trees and power poles, taped to

existing sign poles, or mounted to stakes or barricades as provided by the CONTRACTOR. The signs shall be placed as needed to control the parking of cars within the construction zone; signs shall be placed at intervals of 75 feet or less along each side of the roadway.

Signs shall be posted and maintained by the CONTRACTOR for a period of 72 hours prior to the restrictions becoming effective. The CONTRACTOR may only post parking restrictions that are effective for the duration of the Work. Upon completion of the Work, the CONTRACTOR shall promptly and completely remove and dispose all signs, stakes, and barricades. The CONTRACTOR shall promptly reset or replace all damaged or defective signs.

The CONTRACTOR shall be fully responsible for the adequate removal of all parked cars. The CONTRACTOR shall coordinate the removal of all vehicles with the Sheriff Department. The CONTRACTOR shall notify the Sheriff Communications Center upon posting of the parking restrictions for a particular street. For removal of parked vehicles, the CONTRACTOR shall notify the Sheriff Communications Center not less than two hours prior to the needed removal, stating the address nearest the parked vehicle, make, model, color and license number. The City shall not be responsible for any delay or additional costs associated with the removal of parked cars that obstruct the construction operation.

If a vehicle owner successfully contests a towing citation in court, and their citation is dismissed for causes related to the CONTRACTOR's failure to perform the requirements of this section, the CONTRACTOR shall reimburse the City for the cost of any claims associated with the towing citation.

DEVIATIONS FROM THE REQUIREMENTS OF THIS SUBSECTION WILL BE PERMITTED ONLY ON PRIOR CONSENT OF THE ENGINEER.

**6-2.1.4 Storage of Equipment and Materials in Public Streets.** Construction materials shall not be stored in streets, roads, or highways for more than 5 days after unloading. All materials or equipment not installed or used in construction within 5 days after unloading shall be stored elsewhere by the CONTRACTOR at its expense unless authorized additional storage time.

Construction equipment shall not be stored at the Work site before its actual use on the Work nor for more than 5 days after it is no longer needed. Time necessary for repair or assembly of equipment may be authorized by the Engineer.

Excavated material, except that which is to be used as backfill in the adjacent trench, shall not be stored in public streets unless otherwise permitted. After placing backfill, all excess material shall be removed immediately from the site.

**6-2.1.5 Street Closures, Detours, Barricades.** The CONTRACTOR shall comply with all applicable State, County and City requirements for closure of streets. The CONTRACTOR shall provide barriers, guards, lights, signs, temporary bridges, flagpersons, and watchpersons. The CONTRACTOR shall be responsible for compliance with additional public safety requirements which may arise. The CONTRACTOR shall furnish and install signs and warning devices and promptly remove them upon completion of the Work.

At least 48 hours in advance of closing, partially closing or reopening, any street, alley, or other public thoroughfare, the CONTRACTOR shall notify the Police, Fire, Traffic and Engineering Departments, and comply with their requirements. Deviations must first be approved in writing by the Engineer.

The CONTRACTOR shall secure approval, in advance, from authorities concerned for the use of any bridges proposed by it for public use. Temporary bridges shall be clearly posted as to load limit, with signs and posting conforming to current requirements covering “signs” as set forth in the Traffic Manual published by the California Department of Transportation. This manual shall also apply to the street closures, barricades, detours, lights, and other safety devices required.

All traffic control barricades, signs and devices used by the CONTRACTOR shall, as a minimum, conform to the latest edition of the “California Manual on Uniform Traffic Controls Devices” (“MUTCD”). Channelization devices shall be spaced no greater than fifty (50) feet apart. The CONTRACTOR shall take additional precautions as he/she may find necessary under the circumstances.

Should the CONTRACTOR fail to provide adequate traffic control or safety barricades, and in the event a responsible individual cannot be located or refuses to perform, the AGENCY will at its option place needed devices or engage a private firm to place and maintain said barricades, which will be charged to the CONTRACTOR directly.

Full street closures will not be allowed without City Council approval.

All costs involved in the CONTRACTOR’S prosecution of the Work shall be included in the Bid.

**6-2.2 Daily Reports.** The CONTRACTOR shall complete a Daily Report indicating manpower, work performed, major equipment used and on standby (itemized separately), subcontractors, and similar items involved in the performance of the Work. The Daily Report shall be completed on forms prepared by the CONTRACTOR and acceptable to the Engineer and shall be submitted to the City Inspector weekly.

### **6-3 TIME OF COMPLETION**

#### **6-3.1 General.** *Add the following:*

The CONTRACTOR shall complete the Work within the number of Working days specified in **B1.03 of Section B - Instructions to Bidders** after the Notice to Proceed.

*Add the following:*

**6-3.3 Working Day.** A working day is any day within the period between the start of the Contract time as defined in 6-1.2 and the date provided for completion, or upon field acceptance by the Engineer for all work provided for in the Contract, whichever occurs first, other than:

1. Saturday,
2. Sunday,
3. any day designated as a holiday by the AGENCY,
4. any other day designated as a holiday in a Master Labor Agreement entered into by the CONTRACTOR or on behalf of the CONTRACTOR as an eligible member of a CONTRACTOR association,
5. any day the CONTRACTOR is prevented from working at the beginning of the workday for cause as defined in 6-4.1,
6. any day the CONTRACTOR is prevented from working during the first 5 hours with at least 60 percent of the normal work force for cause as defined in 6-4.1.

The CONTRACTOR's activities involving work which requires street closure, detours, and barricades shall be confined to the hours between 7:30 a.m. and 4:00 p.m. Monday through Friday. In addition, the CONTRACTOR shall not perform any Work on Saturday, Sunday, or on AGENCY-designated holidays. AGENCY-designated holidays are listed in **TABLE 1 – AGENCY-DESIGNATED HOLIDAYS** below. Deviation from these hours will be permitted upon approval of the Engineer, except in emergencies involving immediate hazard to persons or property.

Deviations from these hours will not be permitted without the prior consent of the Engineer, except in emergencies involving immediate hazard to persons or property. In the event of either a requested or emergency deviation, inspection service fees will be charged against the CONTRACTOR. Service fees will be calculated at overtime rates including benefits, overhead, and travel time; and will be deducted from the amounts due the CONTRACTOR.

Failure of the CONTRACTOR to adhere to working day requirements will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine.

#### **TABLE 1 – AGENCY-DESIGNATED HOLIDAYS**

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day

#### **6-3.4 Restrictions on closure of traffic lanes:**

#### **6-4 DELAYS AND EXTENSIONS OF TIME.**

##### **6-4.4 Written Notice and Report.** *Add the following:*

Whenever the CONTRACTOR foresees any delay in the prosecution of the work, and in any event immediately upon the occurrence of any delay which the CONTRACTOR regards as unavoidable, he/she shall notify the Engineer in writing of the probability of the occurrence of such delay and its cause so that the Engineer may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, or, if prevention is not possible, may determine whether the delay is to

be considered avoidable or unavoidable, how long it continues, and to what extent it will delay the prosecution and completion of the work. It will be concluded that any and all delays which have occurred in the prosecution and completion of the work have been avoidable delays, except such delays as shall have been called to the attention of the Engineer at the time of their occurrence and found by him/her to have been unavoidable. The CONTRACTOR shall make no claims for any delay not called to the attention of the Engineer at the time of its occurrence as an unavoidable delay.

## **6-7 TERMINATION OF THE CONTRACT FOR DEFAULT.**

### **6-7.1 General.** *Add The following:*

If the CONTRACTOR fails to begin delivery of material and equipment, to commence the Work within the time specified, to maintain the rate of delivery of material, to execute the Work in the manner and at such locations as specified, or fails to maintain the Work schedule which will insure the AGENCY's interest, or, if the CONTRACTOR is not carrying out the intent of the Contract, the AGENCY may serve written notice upon the CONTRACTOR and the Surety on its Faithful Performance Bond demanding satisfactory compliance with the Contract.

### **6-9 LIQUIDATED DAMAGES.** *Add the following:*

The CONTRACTOR agrees to forfeit and pay the AGENCY the amount of Five Hundred Dollars (\$500.00) per day for each and every day of unauthorized delay beyond the completion date, which shall be deducted from any monies due the CONTRACTOR. This payment shall be considered liquidated damages. CONTRACTOR agrees that such liquidated damages are reasonable under the circumstances existing at the time of execution of the contract, that such liquidated damages are to compensate AGENCY for losses that are difficult to measure and that such damages are not a penalty.

The AGENCY's agreement to waive a specific time provision or to extend the time for performance shall not constitute a waiver of any other time provision contained in the Contract Documents.

Failure of the CONTRACTOR to complete performance promptly within the additional time authorized in a waiver or extension of time agreement shall constitute a material breach of this Contract entitling the AGENCY to terminate this agreement.

## **SECTION 7 - MEASUREMENT AND PAYMENT**

### **7-1 MEASUREMENT OF QUANTITIES FOR UNIT PRICE WORK.**

#### **7-1.1 General.** *Add the following:*

The planimeter shall be considered an instrument of precision adapted to measurement of all areas.

### **7-3 PAYMENT**

#### **7-3.1 General.** *Add the following:*

The quantities listed in the Bid schedule will not govern final payment. Payment to the CONTRACTOR will be made only for actual quantities of Contract items constructed in accordance with the Plans and Specifications. Upon completion of construction, if the actual

quantities show either an increase or decrease from the quantities given the Bid schedule, the Contract Unit Prices will prevail subject to the provisions of 7-3.5.1.

At the expiration of 35 calendar days from the date of acceptance of the Work by the board, or as prescribed by law, the amount deducted from the final estimate and retained by the AGENCY will be paid to the CONTRACTOR except such amounts as are required by law to be withheld by properly executed and filed notices to stop payment, or as may be authorized by the Contract to be further retained.

**7-3.2 Partial and Final Payment.** *Add the following:*

From each progress estimate, 10 percent will be deducted and retained by the AGENCY, and the remainder less the amount of all previous payments will be paid. After 50 percent of the Work has been completed and if progress on the Work is satisfactory, the deduction to be made from remaining progress estimates and from the final estimate may be limited to \$500 or 10 percent of the first half of total Contract amount, whichever is greater.

The closure date for period progress payments will be the twenty-fifth day of each month. Authorization to pay is commonly received on the second Wednesday of the following month. The AGENCY requires four to six weeks to review all progress payments, issue payment checks, present progress payment to Council for approval, and release payment to CONTRACTOR. However, payments will be withheld pending receipt of any outstanding reports required by the Contract Documents. In addition, the final progress payment will not be released until the CONTRACTOR returns the control set of plans and specifications showing the as-built conditions.

The full five (5) percent retention will be deducted from all payments. The final retention will be authorized for payment thirty-five (35) days after the date of recordation of the Notice of Completion.

**7-3.6 Stipulated Unit Prices.** *Add the following:*

Stipulated Unit Prices are unit prices established by the AGENCY in the Contract Documents.

**7-4 PAYMENT FOR EXTRA WORK.**

**7-4.1 General.** *Add The following:*

New or unforeseen work will be classified as “extra work” when the Engineer determines that it is not covered by the Contract Unit Prices or stipulated unit prices.

**7-4.2 Basis for Establishing Costs.**

**7.4.2.4 Other Items.** *Add the following:*

Invoices covering all such items in detail shall be submitted with the request for payment.

**7-5 PAYMENT FOR CHANGES REQUESTED BY THE CONTRACTOR.** *Add the following:*

Changes in the Plans and Specifications, requested in writing by the CONTRACTOR, which do not materially affect the Work, and which are not detrimental to the Work or to the interests of the AGENCY, may be granted by the Engineer. Nothing herein shall be construed as granting a right to the CONTRACTOR to demand acceptance of such changes.

## **SECTION 8 - FACILITIES FOR AGENCY PERSONNEL**

### **8-6 BASIS OF PAYMENT.** *Substitute the following:*

All costs incurred in furnishing, maintaining, servicing, and removing field offices, laboratories, or bathhouse facilities required at the project site shall be included in the bid item for furnishing such facilities. If such facilities are required by the Plans or Specifications and no bid item is provided in the proposal, the costs shall be included in other items for which bids are entered. Such costs incurred in connection with offices and laboratories at plants shall be borne by the plant owners.

The first progress payment will not be approved until all facilities are in place and fully comply with the Contract Documents.

(End of Section)

## APPENDIX I

### GRANULAR ACTIVATED CARBON (GAC) REPLACEMENT SPECIFICATION NO. Due 2024/2025 IN THE CITY OF SIERRA MADRE, CALIFORNIA

## SCOPE OF WORK

This section covers the furnishing and installation requirements for the granular activated carbon (GAC) 100,000 lbs. total, 20,000 lbs. per five GAC vessels. The GAC will be used to remove various volatile organic compounds (VOCs) detected in potable water supply wells.

The GAC to be supplied and installed shall be suitable for use as an adsorptive media in a potable water treatment plant and be effective in the removal of VOCs associated with contaminated groundwater supplies. The carbon shall be new virgin, durable GAC free of pathogenic material, capable of being used as specified below.

#### 700-1.1 REFERENCE SPECIFICATIONS, CODES AND STANDARDS.

All work specified herein shall conform to or exceed the requirements of the applicable sections of the following documents to the extent that the requirements therein are not in conflict with the provisions of this section. Where such documents have been adopted as a code or ordinance by the public agency having jurisdiction, such code or ordinance shall take precedence. The provisions of AWWA B604, NSF 61, ASTM (latest editions) shall also apply as herein specified.

#### 700-1.2 SITE CONDITIONS.

The GAC system consists of five (5) sets of two lead/lag pressure vessels each containing 20,000 pounds of GAC. Each pressure vessel is a down flow-type ASME code steel adsorber with a septa-underdrain system. Raw groundwater conveyed to the GAC system enters the top of a vessel, flows over the GAC. A collector system collects the treated water and retains the GAC media in the bed. The treated water is discharged from the GAC system through the effluent piping. A GAC backwash system allows backwashing of each pressure vessel.

The work to be done, in general, shall include furnishing all labor, materials, tools, equipment, and incidentals, unless otherwise specified, to complete the project in compliance with the Specifications. The project will occur at the City of Sierra Madre GAC Maintenance Facility, 621 East Sierra Madre Boulevard, Sierra Madre, CA 91024. The GAC facility discharges filtered water into distribution system for human consumption. The work shall consist of removal of spent carbon filtration material from and installation of virgin carbon filtration material into five lead vessels. The bidder shall be responsible for removal of all materials within the vessels regardless of impaction. The bidder shall include all necessary costs to fulfill this requirement in the bid price whether all such specific requirements are mentioned or not. No payment will be made for extra work performed unless specifically authorized as required in these Specifications.

Examination of the Work Site, Proposal Forms, and Specifications.

The bidder is required to examine carefully the site of work and specifications for the work contemplated. The submission of a proposal shall be considered conclusive evidence that the bidder has investigated and is satisfied as to the conditions to be encountered, as to the character, quality and quantities of work to be performed and materials to be furnished.

Bidders may contact the Water Superintendent Steven McGee at 626-355-7135 x 818 to schedule a site inspection, or for further information regarding this specification. It is the bidder's responsibility to carry out all studies concerning location, access, surface conditions, and security.

#### Bacteriological Sampling

The owner will sample all vessels for coliform bacteria and heterotrophic bacteria plate count (HPC) prior to the installation of carbon. Upon completion the owner will verify all vessels are free of coliform bacteria and that the heterotrophic bacteria plate counts (HPC) are below 500. In the event a sample is confirmed for coliform bacteria, E-coli bacteria or a HPC above 500 after installation of carbon, the contractor shall be responsible for disinfecting all vessels according to ANSI/AWWA C653-97.

### GRANULATED ACTIVATED CARBON

#### General.

The GAC shall be virgin, granular, and manufactured from coconut shell raw materials. The material shall be visually free of clay, dirt and deleterious material. Coal, lignite, peat or wood-based granular activated carbon medias are not acceptable for this application.

#### 701-3.2 Properties.

The granulated activated carbon to be furnished shall meet the following specifications and physical properties:

Parameter	Specification	Standard
Sieve size	12 X 30	AWWA B604
Maximum Retained, No. 12	10%	AWWA B604
Maximum Passing, No. 30	5%	AWWA B604
Effective Size	0.6 – 0.85 mm	AWWA B604
Maximum Uniformity Coefficient	2.0	AWWA B604
Bulk Density	0.45 – 0.53 g/cc	AWWA B604
Minimum Abrasion Number	85%	AWWA B604
Minimum Hardness	95%	
Maximum Moisture as Packed	3%	AWWA B604

Shape	Granule	
Minimum Iodine Number	1100 mg/g	ASTM D4607

Water Soluble Ash	2.0%	ASTM D5029
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In addition to these standards, the GAC shall satisfy the requirements of the Food Chemicals Codex and NSF 61. The GAC may be of either domestic or international origin.

All tests required shall be performed by a State-certified testing laboratory.

The Owner may authorize delivery on the basis of the manufacturer's test results and the certification of quality. The Owner may also test the reference sample(s) submitted to confirm compliance before delivery is authorized.

The Owner will accept or reject the granular activated carbon(s) delivered to the work site based on tests performed by the Owner on representative samples of the delivered material. After receipt of shipment, samples for testing will be collected in accordance with the procedures outlined in AWWA B604.

If the material does not meet all of the requirements of the specifications, the material will be rejected and shall be removed and replaced with acceptable material at no cost to the Owner.







# City of Sierra Madre Agenda Report

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Jose Reynoso, City Manager

DATE: April 8, 2025

**SUBJECT: CONSIDERATION OF SUPPORT FOR CLEAN POWER ALLIANCE'S FY 2026 COMMUNITY PROJECT FUNDING REQUESTS**

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## **STAFF RECOMMENDATION**

Staff recommends that the City Council approve letters of support for Clean Power Alliance's (CPA) FY 2026 community project funding requests, which promote critical facility resilience, building electrification, clean energy access for low- and moderate-income households, and municipal fleet electrification.

## **ALTERNATIVES**

1. Approve the letter of support as recommended.
2. Direct staff to modify the letter before approval.
3. Decline to take action on this item.

## **SUMMARY**

The Clean Power Alliance (CPA), of which the City of Sierra Madre is a member, is submitting federal community project funding requests for FY 2026 to support a portfolio of clean energy and resilience projects across the region. These programs will help small cities like Sierra Madre improve energy reliability, meet state climate mandates, reduce emissions, and expand energy access to vulnerable populations.

Staff has prepared a draft letter for the City Council's signature expressing the City's support for CPA's funding proposals.

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

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

## **ANALYSIS**

The Clean Power Alliance is requesting federal support for the following shovel-ready and programmatic initiatives:

### **Critical Facility Resilience with Clean Energy Back-Up Power Systems**

CPA's Power Ready Program will fund and implement shovel-ready solar and battery storage systems at essential public facilities to ensure continuity of services during power outages—particularly vital in high fire-risk areas such as Sierra Madre.

### **Building Electrification Assistance**

CPA will support municipalities in transitioning to fully electric buildings, reducing operational costs and improving air quality. The program includes technical support and planning resources.

### **Solar and Battery Access for Low- and Moderate-Income Households**

This initiative provides no-cost solar and battery systems for qualifying residents, reducing utility costs and increasing energy resilience. Participants will contribute to a regional virtual power plant that supports grid reliability.

### **Municipal Fleet Electrification**

CPA's support will help cities like Sierra Madre comply with California's Advanced Clean Fleets regulations by planning and funding electric vehicle (EV) adoption and charging infrastructure.

## **STRATEGIC PLAN CORRELATION:**

Support for Clean Power Alliance's FY 2026 community project funding request aligns with Goal 5.2 of the City's Strategic Plan: Promote greenhouse gas emissions reduction initiatives. CPA's proposed programs—including critical facility solar and battery systems, municipal building electrification, zero-emission fleet planning, and solar access for low- and moderate-income households—are consistent with the City's objectives to reduce energy consumption, expand use of renewable energy, and promote sustainable municipal operations. By leveraging CPA's technical support and infrastructure funding, Sierra Madre can make measurable progress toward its emissions reduction goals without overextending limited city resources.

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

There is no direct financial impact on the City. However, supporting this request may increase access to future federal funding.

## **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 and can be accessed on the City's website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

## **ATTACHMENTS**

- a. City of Sierra Madre Letter of Support for Clean Power Alliance FY 2026 Community Project Funding for Senator Adam Schiff.
- b. City of Sierra Madre Letter of Support for Clean Power Alliance FY 2026 Community Project Funding for Congresswoman Judy Chu.
- c. City of Sierra Madre Letter of Support for Clean Power Alliance FY 2026 Community Project Funding for Senator Alex Padilla.



# *City of Sierra Madre*

## OFFICE OF THE CITY COUNCIL

April 8, 2025

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

Dear Senator Schiff,

On behalf of the City of Sierra Madre, we are writing to express our strong support for Clean Power Alliance's (CPA) Fiscal Year 2026 community project funding requests. The projects align with our city's goals to improve climate resilience, ensure continuity of critical public services, and expand access to clean and affordable energy for our residents.

Sierra Madre is a small foothill community particularly vulnerable to wildfire-related power outages and the long-term impacts of climate change. CPA's programs would provide vital infrastructure and resources to strengthen our local capacity and support the long-term sustainability of our public services and neighborhoods.

CPA has requested funding for the following programs:

- **Critical Facility Resilience with Clean Energy Back-up Power Systems** — This program funds and implements “shovel ready” projects to make local government facilities energy-resilient during power outages, providing local governments with clean backup power for critical operations and continuity of critical community services. Under the Power Ready Program, CPA provides solar and battery storage systems at no-cost and makes installation easy by contracting with a single developer to build, own, and operate the systems for 20 years. The recent wildfires in Los Angeles and Ventura Counties highlight the need for backup power in the event of a power outage. Local governments must ensure their critical operations can continue and their communities can seek places of refuge for services during these widespread and catastrophic events
- **Building Electrification Assistance** — Implementation of building electrification solutions can support energy efficiency in facilities and contribute to overall grid reliability, with the potential to reduce energy costs and improve air quality. Electrifying facilities is a viable option that municipalities can implement provided they

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

receive funding and technical guidance to illustrate project feasibility. CPA is already investing in up to 10 municipalities to assess energy needs and support project development through its Energized Communities program, but the need for project implementation funding and support outweighs the current program funds available.

- **Solar and Battery Access Program** — This program will provide low to moderate-income single-family homeowners with solar PV and battery storage systems at no cost through a combination of federal tax credits, California SGIP (Self Generation Incentive Program) incentives, and outside private funding. CPA's program will be available for residential customers who are at or below 80% Area Median Income (AMI). Further, installed battery storage systems will participate in a pilot virtual power plant (VPP) that will discharge the battery system at peak demand times to give the customer bill savings and reduce strain on the grid.
- **Municipal Fleet Electrification** — CPA's Fleet Electrification Program offers planning and direct funding to local governments looking to come into compliance with California's Advance Clean Fleets regulations and address mobile pollution sources by electrifying their fleets, bringing along potential benefits to air quality and public health. Further, additional funding under the program allows 'Reach' measures, such as electrifying more vehicles, doing in-depth charging assessments at multiple sites, or co-locating chargers to increase public charging access.

We greatly appreciate your support and consideration of CPA's funding requests.

Sincerely,

Robert Parkhurst  
Mayor  
City of Sierra Madre

Kristine Lowe  
Mayor Pro Tem  
City of Sierra Madre

Edward Garcia  
Council Member  
City of Sierra Madre

Gene Goss  
Council Member  
City of Sierra Madre

Kelly Kriebs  
Council Member  
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# *City of Sierra Madre*

## OFFICE OF THE CITY COUNCIL

April 8, 2025

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

Dear Congresswoman Chu,

On behalf of the City of Sierra Madre, we are writing to express our strong support for Clean Power Alliance's (CPA) Fiscal Year 2026 community project funding requests. The projects align with our city's goals to improve climate resilience, ensure continuity of critical public services, and expand access to clean and affordable energy for our residents.

Sierra Madre is a small foothill community particularly vulnerable to wildfire-related power outages and the long-term impacts of climate change. CPA's programs would provide vital infrastructure and resources to strengthen our local capacity and support the long-term sustainability of our public services and neighborhoods.

CPA has requested funding for the following programs:

- **Critical Facility Resilience with Clean Energy Back-up Power Systems** — This program funds and implements “shovel ready” projects to make local government facilities energy-resilient during power outages, providing local governments with clean backup power for critical operations and continuity of critical community services. Under the Power Ready Program, CPA provides solar and battery storage systems at no-cost and makes installation easy by contracting with a single developer to build, own, and operate the systems for 20 years. The recent wildfires in Los Angeles and Ventura Counties highlight the need for backup power in the event of a power outage. Local governments must ensure their critical operations can continue and their communities can seek places of refuge for services during these widespread and catastrophic events
- **Building Electrification Assistance** — Implementation of building electrification solutions can support energy efficiency in facilities and contribute to overall grid reliability, with the potential to reduce energy costs and improve air quality. Electrifying facilities is a viable option that municipalities can implement provided they

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receive funding and technical guidance to illustrate project feasibility. CPA is already investing in up to 10 municipalities to assess energy needs and support project development through its Energized Communities program, but the need for project implementation funding and support outweighs the current program funds available.

- **Solar and Battery Access Program** — This program will provide low to moderate-income single-family homeowners with solar PV and battery storage systems at no cost through a combination of federal tax credits, California SGIP (Self Generation Incentive Program) incentives, and outside private funding. CPA's program will be available for residential customers who are at or below 80% Area Median Income (AMI). Further, installed battery storage systems will participate in a pilot virtual power plant (VPP) that will discharge the battery system at peak demand times to give the customer bill savings and reduce strain on the grid.
- **Municipal Fleet Electrification** — CPA's Fleet Electrification Program offers planning and direct funding to local governments looking to come into compliance with California's Advance Clean Fleets regulations and address mobile pollution sources by electrifying their fleets, bringing along potential benefits to air quality and public health. Further, additional funding under the program allows 'Reach' measures, such as electrifying more vehicles, doing in-depth charging assessments at multiple sites, or co-locating chargers to increase public charging access.

We greatly appreciate your support and consideration of CPA's funding requests.

Sincerely,

Robert Parkhurst  
Mayor  
City of Sierra Madre

Kristine Lowe  
Mayor Pro Tem  
City of Sierra Madre

Edward Garcia  
Council Member  
City of Sierra Madre

Gene Goss  
Council Member  
City of Sierra Madre

Kelly Kriebs  
Council Member  
City of Sierra Madre

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# *City of Sierra Madre*

## OFFICE OF THE CITY COUNCIL

April 8, 2025

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

Dear Senator Padilla,

On behalf of the City of Sierra Madre, we are writing to express our strong support for Clean Power Alliance's (CPA) Fiscal Year 2026 community project funding requests. The projects align with our city's goals to improve climate resilience, ensure continuity of critical public services, and expand access to clean and affordable energy for our residents.

Sierra Madre is a small foothill community particularly vulnerable to wildfire-related power outages and the long-term impacts of climate change. CPA's programs would provide vital infrastructure and resources to strengthen our local capacity and support the long-term sustainability of our public services and neighborhoods.

CPA has requested funding for the following programs:

- **Critical Facility Resilience with Clean Energy Back-up Power Systems** — This program funds and implements “shovel ready” projects to make local government facilities energy-resilient during power outages, providing local governments with clean backup power for critical operations and continuity of critical community services. Under the Power Ready Program, CPA provides solar and battery storage systems at no-cost and makes installation easy by contracting with a single developer to build, own, and operate the systems for 20 years. The recent wildfires in Los Angeles and Ventura Counties highlight the need for backup power in the event of a power outage. Local governments must ensure their critical operations can continue and their communities can seek places of refuge for services during these widespread and catastrophic events
- **Building Electrification Assistance** — Implementation of building electrification solutions can support energy efficiency in facilities and contribute to overall grid reliability, with the potential to reduce energy costs and improve air quality. Electrifying facilities is a viable option that municipalities can implement provided they

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receive funding and technical guidance to illustrate project feasibility. CPA is already investing in up to 10 municipalities to assess energy needs and support project development through its Energized Communities program, but the need for project implementation funding and support outweighs the current program funds available.

- **Solar and Battery Access Program** — This program will provide low to moderate-income single-family homeowners with solar PV and battery storage systems at no cost through a combination of federal tax credits, California SGIP (Self Generation Incentive Program) incentives, and outside private funding. CPA's program will be available for residential customers who are at or below 80% Area Median Income (AMI). Further, installed battery storage systems will participate in a pilot virtual power plant (VPP) that will discharge the battery system at peak demand times to give the customer bill savings and reduce strain on the grid.
- **Municipal Fleet Electrification** — CPA's Fleet Electrification Program offers planning and direct funding to local governments looking to come into compliance with California's Advance Clean Fleets regulations and address mobile pollution sources by electrifying their fleets, bringing along potential benefits to air quality and public health. Further, additional funding under the program allows 'Reach' measures, such as electrifying more vehicles, doing in-depth charging assessments at multiple sites, or co-locating chargers to increase public charging access.

We greatly appreciate your support and consideration of CPA's funding requests.

Sincerely,

Robert Parkhurst  
Mayor  
City of Sierra Madre

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# City of Sierra Madre

## AGENDA REPORT

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

TO: Honorable Mayor and Members of the City Council

FROM: Clare Lin, Director of Planning and Community Preservation  
Gustavo Barrientos, Police Chief

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 8, 2025

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

### **STAFF RECOMMENDATION**

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

### **ALTERNATIVES**

1. Conduct an Annual Review of Conditional Use Permit 22-03 permitting the use of the Villa Del Sol d'Oro (Villa) for-profit special events pursuant to City Council Resolution 24-64 and remain the conditions; or
2. Direct staff to schedule a public hearing to consider amendments to the conditions of approval of CUP 22-03; or
3. Direct staff to schedule a public hearing to consider revocation of Conditional Use Permit 22-03, identifying the findings that the City Council feels are in violation and the basis for rejecting those findings.

### **EXECUTIVE SUMMARY**

On October 22, 2024, the City Council approved Resolution No. 24-64 and Conditional Use Permit 22-03 (CUP 22-03), regulating private rental events at the Villa and filming on the campus. The conditions of approval require an annual review of CUP 22-03 to determine if the Villa's use complies with those conditions.

Staff is recommending that the City Council conduct an annual review pursuant to conditions of approval and event monitor checklists to determine whether the Villa's private rental events and filming comply with the findings and conditions of approval of City Council Resolution No. 24-64 (Attachment A).

### **BACKGROUND**

Alverno Heights Academy (AHA) is located on a 12.10-acre site on the western boundary of the City. The school is bounded on the west by Michillinda Avenue, the north by Grand View Avenue,

the east by Wilson Street, and on the south by west Highland Avenue. The City of Pasadena is immediately west of the school. The school is surrounded by low-density residential uses.

Existing Zoning and General Plan

The Villa, located at the center of the AHA campus, is zoned Institutional. General Plan Policy L47.8 allows for the adaptive reuse of significant architectural and historical structures, provided the use is compatible with the surrounding neighborhood. The Villa is used for school events such as dances, receptions, fundraisers, and retreats. Institutional uses such as churches commonly have incidental spaces for meetings, banquets, and receptions. Private rental events, including weddings and retreats, have been held at the Villa for over 20 years. The Villa is also used for commercial photography and film production.

Conditions of Approval

On October 8 and 22, 2024, the City Council held public hearings of the Conditional Use Permit 22-03 (CUP 22-03), and approved amendments to for private rental events at the Villa del Sol d'Oro located at the Alverno Heights Academy campus by approving City Council Resolution 24-64.

Conditional Use Permit 22-03, allows a maximum of 20 rental events in a calendar year 2025. Sunday religious events are regulated through the Temporary Use Permit process. The Villa CUP does not regulate school events and sporting activities.

At the October 8, 2024 City Council meeting, the City Council agreed to consider the 26-event rental limit upon a showing that Alverno had complied with the conditions of this CUP at its next annual review in April 2025.

The City Council also directed Alverno Heights Academy to:

- Notices shall be mailed to all residents, including renters and property owners, per CUP General Condition No. 10.1;
- The Academy shall explore the possibility of using rubber-coated cables and repairing metal gate plate to reduce noise;
- All events (except those expressly exempted under the CUP) shall be counted toward the special event maximum. When in doubt, request direction of the Director of Planning and Community Preservation;

Condition Number 11, the City Council or Planning Commission shall hold a public hearing to review CUP 22-03 to determine compliance with the conditions of approval and to hear any feedback from the annual meeting. The City Council will conduct a public hearing within six months of the effective date of this conditional use permit and annually thereafter. Prior to the public hearing, the City Council will be provided with the event monitor's reports, with all verified complaints and remediation actions taken by the Applicant and/or Property Owner, noise readings, and logs of phone calls to the Sierra Madre Police Department related to the private rental events at the Villa.

The condition further states that the City Council or Planning Commission shall be granted flexibility to determine the timeframe of review, and unless otherwise designated, the public

hearing shall be held in October of each year. If the City Council or Planning Commission determines one or more of the conditions of approval have been violated, it may request that the Director of Planning and Community Preservation agendaize a public hearing regarding modification or revocation of CUP 22-03.

### **ROLES AND RESPONSIBILITIES**

Summary of the responsibilities of AHA, Securitas, Event Monitors (MOU), and the City.

#### Alverno Heights Academy (AHA)

- Publish a quarterly calendar of events on the AHA webpage; provide this to the City and neighbors two weeks prior to the start of each quarter. Update the calendar and notify the City when changes occur.
- Provide Quarterly Notice to all residents within a 300-foot radius of the campus property line regarding all temporary uses, film or photography activity, and religious events within a three-month period.
- Host annual Neighborhood meetings with invite to City Council, City Manager, Chief of Police, Planning Director, and Planning Commission.
- Provide cell phone for event monitors.
- Submit Sunday Temporary Use Permit (TUP) form for religious events to the City.
- Prepare summary of events and call log for City Council or Planning Commission to review annual CUP 22-03 to determine compliance with conditions of approval

#### Securitas

Securitas, a private security company contracted by AHA, provides security monitor services for private rental events at the Villa. Securitas responsibilities include:

- Confirm relevant contacts (AHA, Event Monitors, Sierra Madre Police Department Watch Commander)
- Provide event parking enforcement to prevent parking in neighborhood

#### Event Monitor by MOU

City and AHA entered into a Memorandum of Understanding on April 2, 2024 to outline how an off-duty Sierra Madre police officer may serve as an Event Monitor at the Villa. The MOU includes the following provisions:

- Police Chief or his or her representative will make police officers aware of any opportunity to serve as an Event Monitor
- At least five working days prior to any private rental event at the Villa, the Police Chief will provide AHA with the contact information of any police officer willing to serve as an Event Monitor
- The Police Chief must approve any application to serve as an Event Monitor prior to AHA contracting with that officer
- The Event Monitor will adhere to the requirements of CUP 22-03, Alverno Heights Academy's Rules and Protocols, Sierra Madre Police Department Policy 1021 and the conditions of any written approval; and all federal, state, and local laws.
- The Event Monitor will complete the Event Monitoring Checklist and submit it to AHA, the City's Department of Planning and Community Preservation, and the Sierra Madre Police Department.
- The Event Monitor will coordinate with law enforcement responding to incidents and interface with neighbors, guests, AHA representatives, and security personnel as needed.

- Event Monitors will maintain independent contractor status with AHA and will not seek compensation or benefits from the City.

#### City of Sierra Madre

- City Manager approves MOU providing event monitor services
- City to post AHA Calendar of Events to City Manager Transparency Portal
- City to post Event Monitor Reports to City Manager Transparency Portal
- City to schedule City Council or Planning Commission annual CUP reporting meeting
- City to Update event monitor form as necessary
- SMPD's role is to respond to criminal complaints
- Code Enforcement complaints are directed to SMPD
- SMPD to provide calls for service of AHA private rental events to the City and AHA for inclusion in the Planning Commission annual report

#### **AHA NEIGHBORHOOD ANNUAL MEETINGS**

CUP Condition of Approval No. 9 requires AHA to host an annual meeting with neighbors and the City to review implementation and enforcement of the conditions, review film monitor and event monitor reports, discuss noise mitigation measures, and review the need for revisiting any of these conditions. Invitations to annual meeting shall be forwarded to the City Council, Planning Commission and the Director of Planning and Community Preservation.

On February 27, 2025, Alverno Heights Academy administration, Board of Trustees, City staff, and 6 neighbors attended the annual meeting at the Learning Technology Center on the AHA campus regarding rental events held at the Villa and filming on campus. The meeting addressed rental events held at the Villa and filming activities on campus. The meeting minutes attached as Attachment E.

Key topics discussed included the confirmation of the MOU between Sierra Madre PD and AHA, effective April 2, 2024, and the presence of off-duty officers monitoring 7 events since the September 2024. SMPD addressed complaints received and confirmed that all noise readings were within compliance. AHA also discussed the construction status of the sports court, landscaping improvements along Highland Avenue.

Residents raised concerns related to pedestrian noises, school traffic management, vehicle idling prior to 7 A.M. and equipment noise from school event. AHA addressed these concerns, and will address each vendor moving forward. When necessary, AHA will have vendors to pull permit with the City if they cannot work within the CUP conditions. AHA stressed to the neighbors to call the Facilities Director directly to handle immediate concerns because they are onsite during school events.

#### **EVENT MONITOR REPORTS SUMMARY**

AHA summarized the event monitor reports during the reporting period beginning October 2024 through March 2025. Event Monitor reports are included as Attachment C.

Following the MOU implementation, noise monitoring became more consistent and structured. As of October 1, 2024, ten events were held at Villa del Sol d'Oro, all monitored by off-duty officers. A total of 454 decibel readings were recorded during these events, with none exceeding the 70-decibel limit. Readings were taken approximately 50–75 feet from the structure and at the property line.

- In the reporting period, a total of 11 private rental events were held at the Villa
- Wedding celebrations accounted for 11 events
- No religious events reported on Sundays. These events are not required to obtain approval of a Temporary Use Permit, and are therefore excluded from the total number of special use events under CUP 22-03
- During the reporting period, no filming events were held on the campus or Villa

The reports indicated 1 incident during which an event gate was closed after 10 P.M on November 2, 2024. The incident was due to the AHA staff exited at 10:08 P.M., not related to clean-up crew or guests. AHA staff, event monitors, and security assured that they will take exit on Wilson St.

### **SMPD CALLS FOR SERVICE SUMMARY**

The Sierra Madre Police Department (SMPD) prepared a summary of calls for service to the Villa during the 6-month reporting period from October 1, 2024 through March 29, 2025, in Attachment D. During this period, SMPD received four noise-related service calls:

- Two on October 12, 2024
- One on November 2, 2024
- One on March 22, 2025
- Four on March 29, 2025

In each instance, the off-duty officer measured and documented the decibel levels, which remained within the allowed range.

### **ENVIRONMENTAL (CEQA)**

The project is exempt pursuant to CEQA Guidelines Sections 15061(b)(3), 15304(e), and 15323, because the activity, given the temporary nature of the events and limits of the approvals, there is no reasonable possibility that the activities will have a significant impact on the environment, due to cumulative impacts, unusual circumstances, or otherwise; and the project is a minor temporary use of land having negligible or no permanent effects on the environment.

### **STRATEGIC PLAN CORRELATION**

The project has no applicable correlations to the strategic plan.

### **FISCAL IMPACT**

This report has no impact to the general fund. Staff time was incurred in preparing the staff report.

### **PUBLIC NOTICE AND COMMENT PROCESS**

This item has been noticed through the regular agenda notification process. The packet can be accessed on the City's website at [www.sierramadreca.gov](http://www.sierramadreca.gov). Notices mailed to all current residents and property owners within 300-foot radius map, and notices posted on all four sides of campus. All interested persons may submit public comments to [PublicComment@cityofsierramadre.com](mailto:PublicComment@cityofsierramadre.com). Public comments must be submitted by 3:00 p.m. on the date of the hearing to be considered by the Planning Commission. Documents are available on the Planning & Community Preservation Department webpage for review by all interested parties at: <https://www.cityofsierramadre.com/aha>. The packet can also be accessed on the City's website, at Sierra Madre City Hall, 232 W. Sierra Madre Blvd., and at the temporary Sierra Madre Public Library, 350 W. Sierra Madre Blvd.

**Attachments**

- Attachment A: Adopted City Council Resolution 24-64 for Conditional Use Permit (CUP) and CUP Conditions of Approval
- Attachment B: Executed City-Alverno MOU regarding Event Monitoring and Event Monitoring Checklist form
- Attachment C: Event monitor's reports, with noise readings from October 2024 to March 2025
- Attachment D: Sierra Madre Police Department logs of Calls for Service Report dated October 2024 to March 2025
- Attachment E: Neighborhood Meeting Meeting Minutes dated February 27, 2025
- Attachment F: AHA Letter and Financial Analysis Report

**CITY COUNCIL RESOLUTION 24-64**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF SIERRA MADRE TO CONSIDER  
A CONDITIONAL USE PERMIT 22-03 AMENDMENTS AND CONDITIONS OF APPROVAL  
FOR PRIVATE RENTAL EVENTS AND FILMING AT THE VILLA DEL SOL D'ORO LOCATED  
AT THE ALVERNO HEIGHTS ACADEMY CAMPUS ADDRESS AT 200 NORTH  
MICHILLINDA AVENUE**

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

**WHEREAS**, an application for an amendment to a Conditional Use Permit and conditions of approval for the private rental events and filming at the Villa del Sol d'Oro located at the Alverno Heights Academy was filed by:

**Joanne Harabedian, Head of School  
Alverno Heights Academy  
200 North Michillinda Avenue  
Sierra Madre, CA 91024**

**WHEREAS**, the request can be described as:

A request to allow the adaptive reuse of the Villa for the purpose of hosting private rental events at the Villa pursuant to the conditions of approval, herein.

**WHEREAS**, public hearings were held before the Planning Commission on July 21, 2022, August 4, 2022, September 1, 2022, and October 6, 2022, with all testimony received being made part of the public record;

**WHEREAS**, on October 6, 2022, the Planning Commission adopted Planning Commission Resolution 22-17 approving Conditional Use Permit 22-03;

**WHEREAS**, discussions were held on October 19, 2023, and November 16, 2023, before the Planning Commission regarding the annual review of CUP 22-03, with all testimony received being made part of the public record;

**WHEREAS**, the Planning Commission directed staff to notice for a public hearing for the Annual Review and to consider first amendment to the CUP 22-03 conditions of approval pursuant to Planning Commission Resolution 22-17;

**WHEREAS**, on March 7, 2024, the Planning Commission adopted Planning Commission Resolution 24-04 amending Conditional Use Permit 22-03;

**WHEREAS**, an application for appeal of the Planning Commissions determination was filed by Joanne Harabedian, head of school for Alverno Heights Academy on March 19, 2024;

**WHEREAS**, on May 28, 2024, the City Council adopted City Council Resolution 24-29 amending Conditional Use Permit 22-20;

**WHEREAS**, on October 8, 2024, the City Council held a public hearing for Annual Review of the CUP 22-03 to received feedback from annual meeting and the report of staff;

**WHEREAS**, the City Council vote to amend the conditions of approval of the CUP 22-03;

**WHEREAS**, under Sierra Madre Municipal Code Section 17.60.180, any condition imposed upon the granting of a conditional use permit may be modified if a public hearing is conducted thereon and the granting body finds that such modification is necessary to protect the public peace, health and safety, or that such action is necessary to permit reasonable operation under the conditional use permit, as granted.

**WHEREAS**, the project is exempt pursuant to CEQA Guidelines Sections 15061(b)(3), 15304(e), and 15323, because the activity, given the temporary nature of the events and limits of the approvals, there is no reasonable possibility that the activities will have a significant impact on the environment, due to cumulative impacts, unusual circumstances, or otherwise; and the project is a minor temporary use of land having negligible or no permanent effects on the environment.

**NOW THEREFORE**, in consideration of the evidence received at the hearings, and for the

reasons discussed by the City Council at said hearing, the City Council now finds as follows:

## I. **CONDITIONAL USE PERMIT FINDINGS**

The City Council on appeal must make the following findings for the approval of a Conditional Use Permit for the adaptive reuse of the Villa for special events pursuant to Section 17.60.040 - Burden of Proof:

a. **That the site for the proposed use is adequate in size, shape, and topography**

Alverno Heights Academy is situated on a 12.10-acre campus, one of the largest school sites in the City. The Villa is sited at the center of the campus, and the collection of buildings cover less than 13% of the site. The school gently slopes 30 feet from Grandview Avenue to Highland Avenue, in a distance of 670 feet.

b. **That 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**

AHA is served by a major arterial street, Michillinda Avenue, and is surrounded on three sides by local arterials, Grandview Avenue to the north, Wilson Street to the East, and Highland Avenue to the south. Parking is contained on campus which has 114 parking stalls. Staff ingress and egress from the Wilson Gate. Guests enters for special events from the Highland Gate only. Guests and catering trucks use the Michillinda gate to enter and exit. The City approved a parking plan and directional sign program for special events. Also, the school previously installed an onsite directional sign program under the 2011 TUP requirements.

c. **That the proposed use will not unreasonably interfere with the use, possession, and enjoyment of surrounding and adjacent properties**

in that the imposed conditions of approval were developed to protect the surrounding and adjacent properties from impacts due to the operation of the Villa for private rental events. In addition, such events would also be subject to the City's Noise ordinance and Fire code requirements. The use of the Villa for private rental events would comply with all public health and safety matters regarding maximum capacity, emergency exiting, security personnel will be assigned for each event to ensure the safety of the Villa, the persons attending the events, and the campus. Therefore, the private rental use will not unreasonably interfere with the use, possession, and enjoyment of surrounding and adjacent properties.

d. **That there is a demonstrated need for the use requested**

The Villa is a listed City Historic Landmark and is eligible for the National Register of Historic Places as document by a 2005 Historic Resources Report prepared by Sapphos Environmental, Inc. The Villa requires significant investment to operate and maintain and restore the Villa and its historic grounds. The City's historic preservation ordinance encourages the Planning Commission to work in partnership with the property owner to create financial incentives for the preservation of the Villa (SMMC Section 17.82.020.E.6). Approval of the Conditional Use Permit will implement Policy L47.7 by assisting Alverno Heights Academy in generating revenues to the support of the Villa operations, maintenance, and restoration. Loss of revenues from the special events will jeopardize the use of the Villa for both secular and non-secular uses, including Catholic religious' events for the school and for special events.

e. **That the use will, as to location and operation, be consistent with the objectives of the General Plan**

Objective L36 of the General Plan is "to provide for the development of private institutional uses in areas where institutional uses currently exist and ensure that they are compatible with and complement adjacent land uses." The school has occupied the site for over 60

years and the proposed use of the Villa for special events, will be compatible with and complement adjacent land uses. It is common for schools to be in residential areas and the size of the site is more than adequate for the intensity of the use of the school and by the greater Sierra Madre community. The school has also complied with General Plan objectives by providing the City and its residents with facilities for governmental, entertainment, athletic, and cultural events. Permitting special events in the Villa will implement Policy L47.3 of the Sierra Madre General Plan by removing constraints to the use of an important city historic landmark allowing for its adaptive reuse. Policy L47.8 allows for adaptive re-use of significant architectural and historical structures provided that the use is compatible with the neighborhood in which it is located and with the approval of the Planning Commission. Furthermore, the special event use is allowed in the Villa through a conditional use permit for religious events and assembly uses in the Institutional zone (SMMC Sections 17.38.030 A.3 and A.11). Additionally, 17.82.060.B.4 – allows for a change of use, subject to a conditional use permit granted by the Planning Commission pursuant to Section 17.60 to facilitate adaptive reuse of historic landmarks.

- f. **That the public interest, convenience, and necessity require that the use be permitted at the location requested**

The City of Sierra Madre has determined the importance of protecting and preserving historic resources for the community at large in order to preserve the small town atmosphere of Sierra Madre (SMMC Section 17.82.020.). Furthermore, the adaptive reuse of the Villa preserves the Historic Villa for the public benefit, including use by civic organizations and the City of Sierra Madre.

Permitting special events in the Villa will implement Policy L47.3 of the Sierra Madre General Plan by removing constraints to the use of the Villa, a local historic landmark by allowing for the adaptive reuse of the structure.

## II. **FINDINGS FOR ADAPTIVE REUSE OF HISTORIC LANDMARKS**

Pursuant to 17.82.065, the City Council on appeal must make the following additional findings to approve the adaptive reuse of any historic if a conditional use permit is issued in accordance with Chapter 17.60 and if all of the following additional findings are made:

- a. **The proposed use will be consistent with the historic preservation objectives of the general plan**

In that the proposed project involves conversion of a historic landmark for use as an entrepreneurial business. As such, it complies with Policy L47.8 which allows for adaptive re-use of significant architectural and historical structures provided that the use is compatible with the neighborhood in which it is located.

- b. **The proposed use will not be detrimental to the historic or architectural character of the historic landmark**

The applicant is not proposing any changes to the exterior of the building in connection with the entrepreneurial business. Moreover, the use of the Villa will provide a source of revenue to maintain and preserve this historic landmark in the future.

- c. **The proposed use is compatible with the neighborhood in which it is located**

In that the proposed entrepreneurial business use of the Villa for special events is limited in the hours of operation and frequency of use. A third-party monitor will ensure compliance with the limitations imposed by the conditions of approval and other City ordinances. Off-street parking is provided on the property to avoid impacts to street parking, and the City has imposed conditions to appropriately minimize the impacts of such events to the neighborhood.

PURSUANT TO THE ABOVE FINDINGS, IT IS RESOLVED that the City Council approves the Conditional Use Permit as follows:

### **APPROVAL OF CONDITIONAL USE PERMIT**

The City Council hereby APPROVES the issuance of an amended Conditional Use Permit, subject to the conditions of approval in Exhibit A. The City Council authorizes the Director of Planning and Community Preservation, or his/her designee, to cause a Notice of Exemption to be

filed with the Los Angeles County Clerk and the State of California within five (5) working days after the approval of the Conditional Use Permit Amendment.

These actions are final. The time in which to seek judicial review of this decision shall be governed by Code of Civil Procedure Section 1094.6. The City Council Secretary shall certify to the adoption of this resolution, transmit copies of the same to the applicant and the applicant's 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.

**PASSED, APPROVED, AND ADOPTED** this 22<sup>nd</sup> day of October 2024.

  
\_\_\_\_\_  
Kelly Kriebs, Mayor

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Aleks Giragosian, City Attorney

**I HEREBY CERTIFY** that the foregoing Ordinance was duly adopted by the City Council of the City of Sierra Madre, California, at a regular meeting held on the 22<sup>nd</sup> day of October 2024 by the following vote:

**AYES:** Mayor Kelly Kriebs, Mayor Pro Tem Robert Parkhurst, Council Member Gene Goss, and Council Member Kristine Lowe

**NOES:** None.

**ABSTAIN:** None.

**ABSENT:** Council Member Edward Garcia (excused)

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

## EXHIBIT A

### CONDITIONS OF APPROVAL

#### GENERAL CONDITIONS

The applicant and property owner shall:

- 1.0 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.
- 2.0 Comply with the requirements of the Institutional Zone Ordinance (Chapter 17.38) of the City's Municipal Code, as well as the Goals and Policies of the General Plan pursuant to Institutional Land Use as referenced below.

Policy L41.2 of the City's General Plan allows for the expansion of existing institutional sites provided that a comprehensive master plan is approved. The submittal of the CUP fulfills the requirement of Section 17.38.030.

- 3.0 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.
- 4.0 To the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.
- 5.0 Revocation of Conditional Use Permits (17.60.160)
  - 5.1 Upon receipt of an alleged violation to the conditions of approval, the director shall meet with Applicant and Property Owner to discuss the allegation. If a violation is found to exist, Applicant and Property Owner shall be given sufficient time to propose and implement a corrective action plan prior to referral of the violation to the Planning Commission.
  - 5.2 Upon recommendation by the Director, the Planning Commission shall conduct a noticed public hearing to determine whether the conditional use permit should be revoked. If the Planning Commission finds any one of the following facts to be present, it shall revoke the conditional use permit:
    - 5.2.1 That the permit was obtained by fraud;
    - 5.2.2 That the use for which such approval was granted has ceased to exist by reason of a voluntary abandonment;
    - 5.2.3 That the permit granted is being or has been exercised contrary to any conditions of approval imposed upon such permit, or in violation of any law; or
    - 5.2.4 That the use for which the approval was granted is being exercised so as to be detrimental to the public health or safety, or so as to constitute a public nuisance.
  - 5.3 If the revocation hearing is conducted by the commission, its decision shall be subject to review on appeal, taken in the time and manner set forth in Section 17.60.120 of this chapter.

- 6.0 Execute and deliver to the City's Department of Planning and Community Preservation an Affidavit of Acceptance of Conditions on a form to be provided by such Department within ten (10) days from the date of approval of the Master Plan. This approval shall not be effective for any purpose until the Applicant complies with this condition.
- 7.0 The conditions regarding film or photography activity and temporary uses apply to the property as a whole, inclusive of both the school and the Villa.
- 8.0 Applicant and Property Owner are prohibited from hosting any concurrent film or photography activity, temporary uses, or religious events, as defined herein, at the school and Villa. This prohibition shall not apply to academic, sporting, or religious events related to the school. For purposes of this condition only, "film or photography activity" does not include non-powered painting or cleaning activity.
- 9.0 Annual Meetings:
  - 9.1 Applicant and Property Owner shall initiate annual meetings with neighbors to:
    - 9.1.1 Review implementation and enforcement of these conditions;
    - 9.1.2 Review Film Monitor and Event Monitor reports;
    - 9.1.3 Discuss noise mitigation measures; and
    - 9.1.4 Review the need for revisiting any of these conditions.
  - 9.2 Invitations to annual meetings shall be forwarded to the City Council, Planning Commission, and Director of Planning and Community Preservation.
- 10.0 Quarterly Notice:
  - 10.1 Applicant and Property Owner shall provide a quarterly notice to all residents within a 300-foot radius of the Villa regarding all temporary uses, film or photography activity, and religious events within a three-month period.
  - 10.2 Quarterly notices shall describe the type and nature of each event.
  - 10.3 Quarterly notices shall be forwarded to the City Council, Planning Commission, and the Director of Planning and Community Preservation.
  - 10.4 Temporary uses and film or photography activity that are not included in the quarterly notice must be noticed pursuant to Chapter 17.88 (Temporary Use Permits) and Chapter 5.36 (Film or Photography Activity), respectively. This condition does not increase the limitations on the number of temporary uses and film or photography activity.
- 11.0 The City Council or Planning Commission shall hold a public hearing to review CUP 22-03 to determine compliance with these conditions and to hear any feedback from the annual meetings. The City Council will conduct a public hearing within six months of the effective date of this conditional use permit and annually thereafter. Prior to the public hearing, the City Council or Planning Commission will be provided with the event monitor's reports, with all verified complaints and remediation actions taken by Applicant and Property Owner, noise readings, and logs of phone calls to the police department related to Alverno property. The City Council or Planning Commission shall be granted flexibility to determine the timeframe of review, and unless otherwise designated, the public hearing shall be held in October of each year. If the City Council or Planning Commission determines one or more of the conditions of approval have been violated, it may request that the Director of Planning and Community Preservation agendaize a public hearing regarding modification or revocation of CUP 22-03.

#### **TEMPORARY USE CONDITIONS**

All uses on the property must be consistent with all provisions of the Sierra Madre Municipal Code, including Chapter 17.88 (Temporary Use Permits), and the conditions of this Conditional Use Permit. In the event of a conflict with the terms of Sierra Madre Municipal Code Chapter 17.88, the conditions of this Conditional Use Permit shall control.

## **1.0 Frequency of Use/Level of Use**

- 1.1 A total of no more than 20 rental events in calendar year 2025 may be held.
- 1.2 No more than three (3) rental events per month may be held during the months of July through August and the month of December.
- 1.3 Rental events shall be limited to 200 guests.
- 1.4 Applicant and Property Owner need not apply for a temporary use permit for temporary uses authorized under this conditional use permit.
- 1.5 Applicant and Property Owner shall assign a parking attendant(s) to assist and direct the parking of vehicles in the Alverno campus parking areas for temporary uses and for anticipated at-or near-capacity events in the multi-purpose building. One parking attendant shall be assigned for temporary uses with 100 or less individuals expected in attendance and two parking attendants shall be assigned for temporary uses with more than 100 individuals expected in attendance.

## **2.0 Time of Use**

- 2.1 Rental events shall only be held on Fridays and Saturdays.
- 2.2.1 Friday and Saturday events shall begin no earlier than 8:00 a.m. including event preparation.
- 2.2.2 All event music shall end no later than 9:30 p.m.
- 2.2.3 Event clean-up shall end no later than 10:00 p.m.
- 2.2.4 Only the event Monitor, AHA representative, and security guards shall remain on campus past 10:00 p.m. and are exempted from these time restrictions.

## **3.0 Noise**

- 3.1 No live bands shall be allowed.
- 3.2 Instrumentalists playing stringed instruments may be amplified in compliance with the Sierra Madre Noise ordinance.
- 3.3 No use of microphones outside, except that microphones may be used for the presentation of wedding vows, toasts, processional music and recessional music only. Should Chapter 9.32 of the Sierra Madre Municipal Code be amended in such a way as to create noise standards for schools or institutional uses, that Chapter shall apply here instead.
- 3.4 Dancing is permitted inside the Villa and outdoor terrace. All music shall be played indoors within the Villa and all music speakers shall be oriented to project indoors.
- 3.5 Generators to be on Alverno grounds, with a minimum of 150' from the Alverno campus property line.
- 3.6 During an event, windows and doors of the Villa shall remain closed.
- 3.7 All events shall be monitored for noise levels and shall not exceed 70 dBA at any time as measured from the Alverno campus property line. Should Chapter 9.32 of the Sierra Madre Municipal Code be amended in such a way as to create noise standards for schools or institutional uses, that Chapter shall apply here instead.
- 3.8 The Villa is in a residential area and guests should minimize noise and conversations while leaving the premises.

## **4.0 Alcohol**

- 4.1 Applicant and Property Owner shall provide an ABC licensed caterer with specialized training in the service of alcoholic beverages to prevent problems with inebriated guests.

- 4.2 Alcohol will not be served during the last hour of the event and in no case past 8:30 p.m.
- 4.3 Applicant and property owner shall provide a sign to be prominently displayed (near the bar) at all events serving alcohol notifying guests that the Villa is located in a residential area with children and alcohol should be consumed responsibly.
- 4.4 Applicant, Property Owner, and on-site event monitors shall prohibit the consumption of alcohol beyond 10 feet of the Villa so that it is kept out of the parking lots and adjacent streets.
- 4.5 On-site event personnel shall be responsible for monitoring inebriated guests and shall take the appropriate measures to prevent such guests from roaming the neighboring residential streets.

## **5.0 Traffic and Parking**

- 5.1 All rental event parking shall be located on the Alverno property and not on the surrounding streets.
- 5.2 Delivery trucks shall not be left idling in any parking lot on the Alverno property or the surrounding streets.
- 5.3 Delivery trucks and event guests shall not block residential driveways.
- 5.4 Deliveries and pickups for rental event furniture shall be made on weekdays before 6:00 p.m. On those occasions where pickups must occur on a Sunday because of a scheduled school-related or non-rental event on a Monday, the pickup shall commence no earlier than 12:00 noon on not more than four (4) occasions per year.
- 5.5 All guests, staff, and vendors are subject to the entering and existing requirements of Exhibit B – Traffic and Parking Management Plan, included herein. The Traffic and Parking Management Plan is designed to minimize impacts to the neighbors, by alternating event entering and exiting per the plan. The Traffic and Parking Management Plan shall be included as a component of the contracts with the vendors and the event monitor. Guests will be instructed to quietly and slowly exit via the Michillinda Avenue exit. Catering trucks shall use the Michillinda Avenue entrance/exit at all times.
- 5.6 The Applicant and Property Owner shall install signs placed in conspicuous on-site locations (i.e., near entrances and exits to the Villa, near vehicular entrances and exits, and adjacent to Alverno Heights Academy parking lots), instructing event guests:
  - 5.6.1 To quietly and slowly exit via the Michillinda exit.
  - 5.6.2 The Villa is in a residential area and guests should take care not to speed.
  - 5.6.3 The Villa is in a residential area and guests should minimize noise and conversations while leaving the premises.
- 5.7 If sign notification does not eliminate speeding issues, possible solutions shall be addressed at quarterly meetings between applicant and neighbors.

## **6.0 Nighttime Lights**

- 6.1 Lights in all parking lots shall shut off at 10:15 p.m.
- 6.2 Temporary event lighting shall be hooded or directed in such a manner as to not directly impact surrounding properties.
- 6.3 Pedestrian pathway lighting shall be directed downward and away from neighbors.

## **7.0 Litter and Garbage**

- 7.1 Applicant and Property Owner shall provide clean up services staff on the Monday immediately following any rental or school event. The cleanup staff shall walk the

property perimeter and pick up any trash from event that is found on sidewalks, walkways, streets and gutters.

7.2 All bottles shall be bagged and not deposited in outdoor trash bins after 10:00 p.m.

## **8.0 On-Site Event Monitor**

8.1 All rental/non-school/non-City events shall have sufficient on-site event monitor staff present at such events at all times to ensure compliance with these conditions.

8.2 Applicant and Property Owner shall provide the Sierra Madre Police Department with emergency contact phone numbers of an Alverno Heights School staff member and the on-site event monitor or event manager for each private rental event. All persons provided as telephone contact shall be available at the telephone numbers provided for the duration of the event.

8.3 Applicant and Property Owner shall hire an on-site event monitor, subject to the approval of the City Manager or his or her designee.

8.4 The event monitor reports shall be sent to the Property Owner and City Manager. Alverno Heights School's website shall contain the event monitor reports or a link to the event monitor reports.

8.5 All on-site events monitors/staff shall have read these conditions and signed a statement indicating that he/she is aware of and will enforce these conditions.

## **9.0 Safety**

9.1 Applicant and Property Owner's rental contract shall include a prohibition on sparklers and other fireworks as required under the City Code.

## **RELIGIOUS EVENTS CONDITIONS**

1.0 "Religious events" are not-for-profit, non-school events that further Alverno's religious mission and are not subject to limits in Section 1.1 of the Temporary Use Conditions.

2.0 Religious events may occur on Sundays and shall begin no earlier than 12:00 p.m. and end no later than 6:00 p.m.

3.0 Religious events shall be restricted to 100 guests maximum.

4.0 Noise limitations for the religious events shall be regulated under Section 3.0 of the Temporary Use Conditions.

5.0 Religious events exclude weddings on Sundays.

6.0 Applicant and Property Owner will submit to the City an application for religious events to allow the City to confirm Applicant and Property Owner's accordance with this conditional use permit.

## **FILM OR PHOTOGRAPHY ACTIVITY CONDITIONS**

1.0 All film or photography activity at the Villa or on the property must be consistent with all provisions of the Sierra Madre Municipal Code, including Chapter 5.36 (Film or Photography Activity), and the conditions of this Conditional Use Permit. In the event of a conflict between the terms of Sierra Madre Municipal Code Chapter 5.36 and the conditions of this Conditional Use Permit, the conditions of the Conditional Use Permit shall control.

2.0 Filming shall be limited to 45 days per year but are not subject to limits in Section 1.1 of the Temporary Use Conditions.

3.0 Film productions must be at least 7 days apart.

4.0 Generators to be on Alverno grounds, with a minimum of 150' from the Alverno property line.

- 5.0 Set lighting shall be hooded or directed in such a manner as to not directly impact surrounding properties.
- 6.0 Cost of third-party film monitor to be included in film permit.
- 7.0 Applicant and Property Owner shall ensure that the City has issued a filming permit prior to any film or photography activity on the Alverno campus.

(End of conditions)

## Traffic and Parking Management Plan

### Conditional Use Permit 22-03 - Amended October 2024 Adaptive Reuse of the Villa del sol d O'ro

The following traffic and parking management plan is authorized under CUP 22-03 for the Villa's special events. The CUP requires security guards, who assist in managing guest and vendor vehicles.

#### Gate Opening Procedures:

##### Wilson Gate:

Opens for events at 8AM - closes between 2:00 and 3:00PM

Wilson gate will be used for departing vendors, guards, event monitors, coordinators and Alverno staff.

##### Michillinda Gate:

Opens when a security guard or Alverno staff arrives.

The Michillinda gate remains open for the duration of the event.

All vehicles will exit through the Michilinda gate. Alverno Staff or security guards closes and locks the gate when the last guest is off the property.

##### Highland Gate:

Opens when a security guard or Alverno staff arrives and closes 30 minutes prior to the ceremony and remains closed.

##### Guest Parking

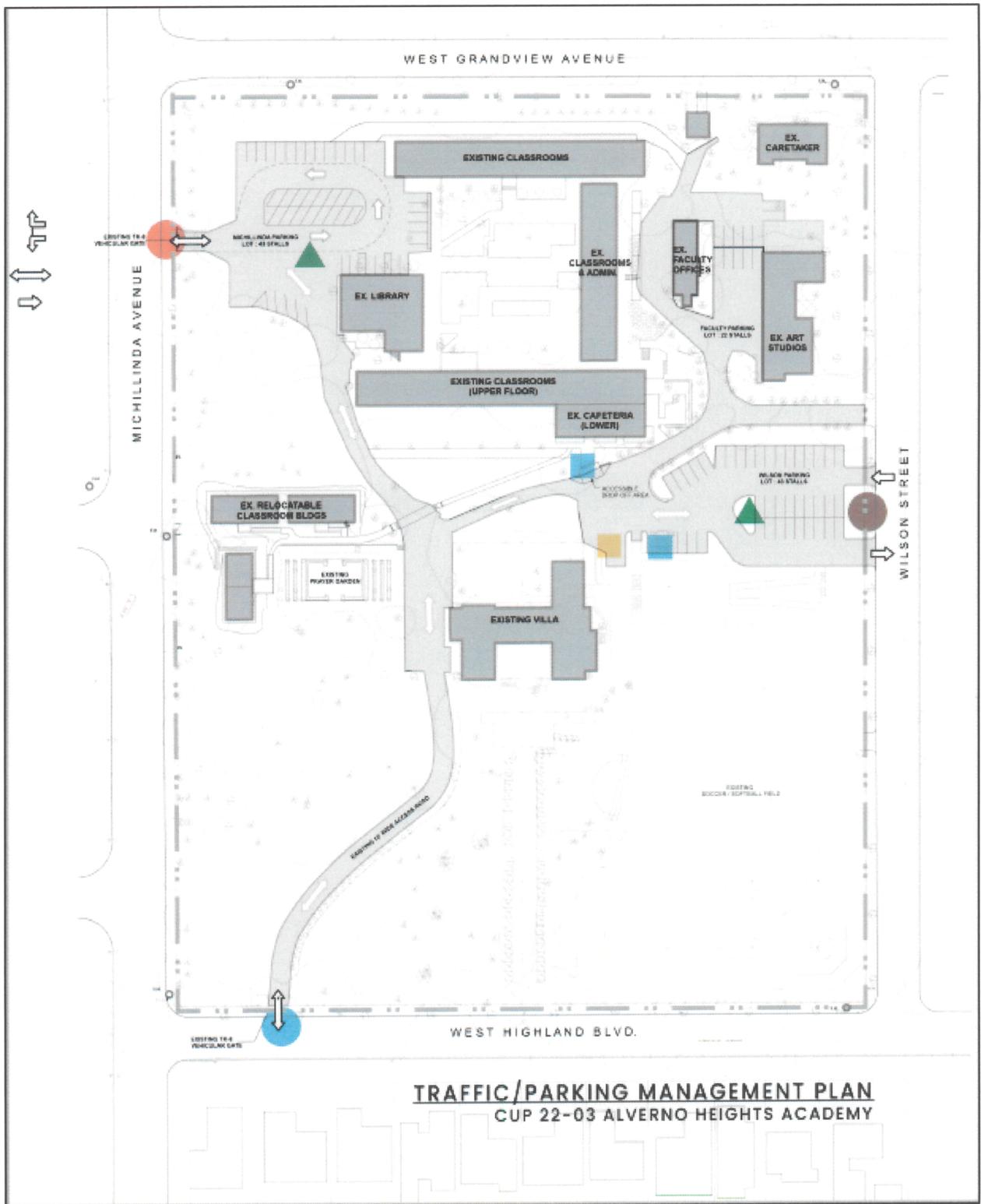
Guest parking is provided in both the Michillinda and the Wilson parking lots. Vehicle access to these parking lots is provided via the campus internal roads.

##### ADA Parking

Two ADA parking stalls are located adjacent to the Villa in the Wilson parking lot. The Wilson lot also contains an ADA loading zone adjacent to the cafeteria.

##### Vendor Parking

Vendor parking is provided adjacent to the northwest side of the Villa.



## Alverno Villa - Event Monitor Checklist

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*The below portion to be completed by the Event Monitor*

**Event Information:**

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

Time Music Started: \_\_\_\_\_

Time Music Stopped: \_\_\_\_\_

Time Last Guest Left: \_\_\_\_\_

Time Last Gate is Closed: \_\_\_\_\_

Time Parking Lights Turned Off: \_\_\_\_\_

Number of Security Guard(s): \_\_\_\_\_

Security Guard Name: \_\_\_\_\_

Security Guard Name: \_\_\_\_\_

**Event Monitor Information:**

Event Monitor Name: \_\_\_\_\_

Event Monitor Phone: \_\_\_\_\_

Event Monitor Arrival Time: \_\_\_\_\_

Event Monitor Departure Time: \_\_\_\_\_

*This portion to be completed by AHA personnel*

AHA Personnel Name \_\_\_\_\_

Event Type: \_\_\_\_\_

Event scheduled start time: \_\_\_\_\_

Event scheduled end time: \_\_\_\_\_

Gate Name: \_\_\_\_\_

Gate open time: \_\_\_\_\_

Gate Name: \_\_\_\_\_

Gate open time: \_\_\_\_\_

Gate Name: \_\_\_\_\_

Gate open time: \_\_\_\_\_

No. of rented events between these dates:

\_\_\_\_\_, 2024 and

\_\_\_\_\_. 2024

No. of rented events this month:

\_\_\_\_\_

Number of guests: \_\_\_\_\_

# Alverno Villa - Event Monitor Checklist

## Noise Levels

Street Name	1st Reading			2 <sup>nd</sup> Reading			3 <sup>rd</sup> Reading			4 <sup>th</sup> Reading		
	Time	dB		Time	dB		Time	dB		Time	dB	
		Int.	Ext.		Int.	Ext.		Int.	Ext.		Int.	Ext.
Michillinda Avenue												
Grandview Avenue												
Wilson Street												
Highland Avenue												
Street Name	5 <sup>th</sup> Reading			6 <sup>th</sup> Reading			7 <sup>th</sup> Reading			8 <sup>th</sup> Reading		
	Time	dB		Time	dB		Time	dB		Time	dB	
		Int.	Ext.		Int.	Ext.		Int.	Ext.		Int.	Ext.
Michillinda Avenue												
Grandview Avenue												
Wilson Street												
Highland Avenue												
Street Name	9 <sup>th</sup> Reading			10 <sup>th</sup> Reading			11 <sup>th</sup> Reading			12 <sup>th</sup> Reading		
	Time	dB		Time	dB		Time	dB		Time	dB	
		Int.	Ext.		Int.	Ext.		Int.	Ext.		Int.	Ext.
Michillinda Avenue												
Grandview Avenue												
Wilson Street												
Highland Avenue												

# Alverno Villa - Event Monitor Checklist

**Any interaction with Alverno staff, security, or SMPD?**

Alverno staff?	Yes	No
Name:		
Nature of Interaction:		
Noise Reading (dB) & Time:		
Remedy, if any:		

Sierra Madre Police Department?	Yes	No
Name:		
Nature of Interaction:		
Noise Reading (dB) & Time:		
Remedy, if any:		

<b>Any interaction with the Public (In person or telephonic)?</b>	Yes	No
Name:		
Nature of Interaction:		
Noise Reading (dB) & Time:		
Remedy, if any:		

<b>Any interaction with the Public (In person or telephonic)?</b>	Yes	No
Name:		
Nature of Interaction:		
Noise Reading (dB) & Time:		
Remedy, if any:		

<b>Any interaction with the Public (In person or telephonic)?</b>	Yes	No
Name:		
Nature of Interaction:		
Noise Reading (dB) & Time:		
Remedy, if any:		

# Alverno Villa - Event Monitor Checklist

Were the Conditional Use Permit #22-03 Conditions Satisfied?

<b>Section 1 – Frequency of Use / Level of Use</b>	Yes	No
If no, please provide details		

<b>Section 2 – Time of Use</b>	Yes	No
If no, please provide details		

<b>Section 3 – Noise</b>	Yes	No
If no, please provide details		

<b>Section 4 – Alcohol</b>	Yes	No
If no, please provide details		

<b>Section 5 – Traffic / Parking</b>	Yes	No
If no, please provide details		

<b>Section 6 – Vehicle Access</b>	Yes	No
If no, please provide details		

<b>Section 7 – Nighttime Lights</b>	Yes	No
If no, please provide details		

<b>Section 8 – Litter and Garbage</b>	Yes	No
If not please provide details		

Attachment C

Event Monitor Checklist

October 2024 through March 2025

Event Dates:

10/5/2024

10/12/2024

10/26/2024

11/2/2024

11/09/2024

11/16/2024

1/17/2025

1/25/2025

3/15/2025

3/22/2025

3/29/2025

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 10/5/24  
 Event Monitor Name: PLEPRAE SUPAPUTRA  
 Event Monitor Phone: 30-755-1212  
 Event Monitor Arrival Time: 3 PM  
 Event Monitor Departure Time: 10 AM  
 Event End Time: 10 PM  
 Number of Parking Attendants: 2  
 Final Gate Closing Time: 10 PM  
 Security Name: Jeff Moore  
 Security phone: 626-364-5994

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Bertolini  
 Event Type: wedding  
 Event scheduled start time: 3:30 pm  
 Event scheduled end time: 10:00 pm  
 Gate Name: Wilson Gate open time: 8 AM  
 Gate Name: Highland Gate open time: 10 AM  
 Gate Name: Michilinda Gate open time: 8:30 AM  
 No. of rented events between 1/1/2024 12/31/2024:  
 No. of rented events this month: 1 Enter date range 1  
 Number of guests: Approx 120 Enter month October

## Noise Levels

Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading	
	Time	dB	Time	dB	Time	dB	Time	dB
Michilinda Avenue	4:05	52.2	4:30	53.4	5:18	55.1	6:00	59.4
Grandview Avenue	4:07	54.9	4:32	55.6	5:14	48.0	6:02	55.5
Wilson Street	4:08	46.2	4:34	43.6	5:15	49.4	6:04	47.8
Highland Avenue	4:10	42.3	4:35	56.2	5:17	44.1	6:07	51.1
	5th READING		6th READING		7th READING		8th READING	
	Time	dB	Time	dB	Time	dB	Time	dB
MICHELINDA	6:36	55.4	7:15	53.0	7:44	54.5	8:45	56.3
GRANDVIEW	6:38	47.7	7:17	51.1	7:48	55.3	8:46	49.6
WILSON	6:40	58.5	7:19	47.4	7:50	48.7	8:48	47.7
HIGHLAND	6:50	54.1	7:22	50.6	7:54	54.2	8:50	47.5

DINNE

MUSIC

Details:

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Any interaction with:

Alverno staff and/or security guard?

Yes  No

If yes, please provide details

*Discussed by Andrew, Counselor the DJ and security guard*

Sierra Madre Police Department?

Yes  No

If yes, please provide details

Section 3 – Noise

If no, please provide details

Yes  No

Section 4 – Alcohol

If no, please provide details

Yes  No

Section 5 – Traffic / Parking

If no, please provide details

Yes  No

Section 6 – Vehicle Access

If no, please provide details

Yes  No

Section 7 – Nighttime Lights

If no, please provide details

Yes  No

Section 8 – Litter and Garbage

If not please provide details

Yes  No

The neighbors?

Yes  No

If yes, please provide details

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 10/12/24  
 Event Monitor Name: \_\_\_\_\_  
 Event Monitor Phone: duby phone # 626-385-9049  
 Event Monitor Arrival Time: 3 PM (1500 hrs)  
 Event Monitor Departure Time: 10:08 PM  
 EVENT MONITOR PHONE # 310-755-1212  
 Event End Time: 9:30 - last call for music  
 Number of Parking Attendees: 2 already  
 Final Gate Closing Time: 10 PM - guests outside the property  
 Security Name: Jeff Moore  
 Security Phone # 626-364-5994 - SECURITY COMPANY PHONE  
 Noise Levels \_\_\_\_\_

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Beretollini  
 Event Type: wedding  
 Event scheduled start time: 3:00 pm  
 Event scheduled end time: 9:30 pm  
 Gate Name: Wilson Gate open time: 8 AM  
 Gate Name: Michilinda Gate open time: 8 AM  
 Gate Name: Highland Gate open time: 8 AM  
 No. of rented events between 1/1/2024 12/31/2024: \_\_\_\_\_  
 No. of rented events this month: approx. 90 Enter date range: \_\_\_\_\_  
 Number of guests: approx. 90 Enter month: October

Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading		
	Time	dB	Time	INT dB EXT	Time	INT dB EXT	Time	INT dB EXT	
Michilinda Avenue	3:50 PM CONVERSATION	58.5	4:40 PM BREAK	62.8	5:37 PM GATHERING	61.2	6:26 COCKTAIL	67.2	52.9
Grandview Avenue	3:55 PM CONVERSATION	46.2	4:45 PM BREAK	49.7	5:40 PM	60.7	6:30	66.1	46.3
Wilson Street	4:06 COURT MUSIC	45.5	4:46 PM	48.1	5:52 PM	49.4	6:46	49.9	43.5
Highland Avenue	4:14	43.4	4:57 PM	47.1	6:00 PM	54.1	6:50	50.0	48.1
STREET	5th READING		6th READING		7th READING		8th READING		
	TIME	INT dB EXT	TIME	INT dB EXT	TIME	INT dB EXT	TIME	INT dB EXT	
M	7:02 SPEECH	66.6	7:25 PM MUSIC START	65.2	8:53	66.5	9:30	66.7	53.0
G	7:05 SPEECH	66.7	7:36	64.2	8:56	69.8	9:39	68.2	46.0
W	7:08	48.5	7:37	48.3	9:01	45.0	9:45	48.9	44.9
H	7:10	51.5	7:40	49.7	9:16	47.7	9:46	42.1	44.6

Details:

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Any interaction with:

Alverno staff and/or security guard?

Yes  No

If yes, please provide details Arrived at 3pm, briefed by Andrea and Security. PHONE IS GIVEN

by Andrea. See notes on other fill

Security holds 1 phone from registrations - security Sierra Madre Police Department?

Yes  No

If yes, please provide details 1) Officer came to the property for noise complaint at 8:02pm

Reading was at 56.2 2) received a call from dispatcher regarding noise complaint at 9:12pm

The neighbors? Reading at 55.7 db Yes  No

If yes, please provide details

→ 3:41 PM - COURTYARD MUSIC STARTED

→ 3:49 PM - GROOM + BRIDE COURTESHIP

→ worked closely with the security in case he gets a call on his security phone.

→ Andrea briefed the wedding coordinator - coordinated with security about incoming calls.

\* MUSIC STOPPED exactly at 9:30 pm

\* MUSIC STOPPED exactly at 9:30 pm

Reading at 53.0 db

\* GATES CLOSED AT 10 PM → ALL GUESTS WERE OUTSIDE OF THE PROPERTY, A FEW MINUTES

345372.1

AT IN

Section 3 - Noise

If no, please provide details

Yes  No

Section 4 - Alcohol

If no, please provide details

Yes  No

Section 5 - Traffic / Parking

If no, please provide details

Yes  No

Section 6 - Vehicle Access

If no, please provide details

Yes  No

Section 7 - Nighttime Lights

If no, please provide details

Yes  No

Section 8 - Litter and Garbage

If not please provide details

Yes  No

AT IN

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 10/26/24  
 Event Monitor Name: PIETRE SURAPUTRA  
 Event Monitor Phone: 626-385-9049  
 Event Monitor Arrival Time: 4 PM  
 Event Monitor Departure Time: 10 PM  
 PHONE HELD # 626-385-9049  
 Event End Time: 10 PM  
 Number of Parking Attendants: 2  
 Final Gate Closing Time: 10 PM  
 Security Name: Jeff Moore  
 Security phone: 626-364-5994

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Buttolini  
 Event Type: Weddings  
 Event scheduled start time: 4:30 PM  
 Event scheduled end time: 10 PM  
 Gate Name: Highland Ave Gate open time: 11 am  
 Gate Name: Michellinda Ave Gate open time: 11 am  
 Gate Name: Wilson St. Gate open time: 8 AM  
 No. of rented events between 1/1/2024 12/31/2024: 21  
 No. of rented events this month: 3 Enter date range 3 Enter month  
 Number of guests: Approx 70-75

WILSON GATE CLOSED AT 2 PM

## Noise Levels

Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading		
	Time	Ex dB In	Ex Time	Ex dB In	Time	Ex dB In	Time	Ex dB In	
Michellinda Avenue	4:50	50.4 54.1	5:54	52.7 64.2	6:45	51.4 59.5	7:47	58.9 64.6	
Grandview Avenue	4:54	51.5 56.4	5:58	49.7 50.9	6:46	47.7 52.3	7:51	49.6 51.4	
Wilson Street	4:57	42.3 53.2	6:00	41.5 45.0	6:47	43.4 54.0	7:53	44.9 47.5	
Highland Avenue	5:04	48.7 43.9	6:05	47.3 44.9	6:50	46.9 47.4	7:55	47.0 50.2	
		5TH READING		6TH READING		7TH READING		8TH READING	
		Time	Ex dB In	Time	Ex dB In	Time	Ex dB In	Time	Ex dB In
MICHELLINDA	8:28	56.5 58.3	8:52	51.0 50.8					
GRANDVIEW	8:30	48.4 57.3	8:54	51.5 55.9					
WILSON	8:33	42.0 49.0	8:55	46.9 50.5					
HIGHLAND	8:35	49.7 54.7	8:59	47.4 55.5					

mostly started

Details:

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Any interaction with:

Alverno staff and/or security guard?

Yes

No

If yes, please provide details

SEE NOTES BELOW

Section 3 - Noise

If no, please provide details

Yes

No

Sierra Madre Police Department?

Yes

No

If yes, please provide details

Section 4 - Alcohol

If no, please provide details

Yes

No

The neighbors?

Yes

No

If yes, please provide details

Section 5 - Traffic / Parking

If no, please provide details

Yes

No

Section 6 - Vehicle Access

If no, please provide details

Yes

No

Section 7 - Nighttime Lights

If no, please provide details

Yes

No

Section 8 - Litter and Garbage

If not please provide details

Yes

No

x Started at 4 pm Received the security phone # (626) 385-9049

\* Briefed security music has to stop at 9:30 pm

guests have to be out by 10 pm

@ 5:53 pm told the DJ to turn the speakers in and closed the door facing Michillinda

R music stops at 9:25 pm

\* DJ was reminded at 9:12 pm to lower the music. DJ left @ 9:53 pm

\* All guests left early @ 10 pm

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 11/2/24  
 Event Monitor Name: PIERRE SURAPUTRA  
 Event Monitor Phone: 626-385-9049  
 Event Monitor Arrival Time: 3:06 PM  
 Event Monitor Departure Time: 10:07 PM

Event End Time: 10:07

Number of Parking Attendants: 2

Final Gate Closing Time: 10:07 Phone # 626-385-9049

- ★ Received security phone about the
- ★ Briefed the DJ and coordinator about the sound and positioning of the speakers at 3:35 PM

### Noise Levels

This portion to be completed by AHA personnel

AHA Personnel Name: Cynthia Cales  
 Event Type: Wedding  
 Event scheduled start time: 3:00 PM  
 Event scheduled end time: 10:00 PM  
 Gate Name: Wilson St. Gate open time: 8 AM  
 Gate Name: Hughland Gate open time: 8 AM  
 Gate Name: Michillinda Gate open time: 8 AM  
 No. of rented events between 1/1/2024 12/31/2024: # 22  
 No. of rented events this month: 1 Enter date range 1  
 Number of guests: Approx. 80 Enter month



Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading	
	Time	EXT dB INT						
Michillinda Avenue	4:07 PM	52.9 58.3	4:50 PM	46.7 57.6	5:40 PM	51.4 67.9	6:05	58.8 67.7
Grandview Avenue	4:08 PM	51.7 47.7	4:07 PM	49.2 50.3	5:43 PM	50.0 58.2	6:07	47.0 50.2
Wilson Street	4:10 PM	52.2 52.9	4:54 PM	45.3 47.8	5:45 PM	43.6 48.6	6:15	45.2 48.8
Highland Avenue	4:12 PM	41.7 47.4	4:58 PM	44.8 46.3	5:49 PM	46.2 48.7	6:18	48.9 54.9
	5TH READING TIME	EXT DB INT	6TH READING TIME	EXT DB INT	7TH READING TIME	EXT DB INT	8TH READING TIME	EXT DB INT
MICHELLINDA AV	7:40 PM	52.1 60.1	8:23 P	55.0 65.6	9:04 PM	57.0 66.4		
GRANDVIEW AV	7:42 PM	47.6 63.6	8:26 P	56.1 63.1	9:06 PM	47.8 59.2		
WILSON ST	7:44 PM	43.3 48.0	8:28 P	44.9 47.9	9:08 PM	44.1 49.2		
HIGHLAND AVE	7:47 PM	49.5 62.6	8:31 P	45.0 51.2	9:10 PM	42.3 50.2		

imune started

- 5:19 PM CALL

Details:

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Any interaction with:

Alverno staff and/or security guard?

If yes, please provide details

Enabled security to make some all doors  
one shut - when music starts.

Yes

No

Sierra Madre Police Department?

If yes, please provide details

Received a call from  
dispatcher regarding a noise complaint at  
6:19 pm from a caller on Highland and  
Michillinda

Yes

No

The neighbors?

If yes, please provide details

Yes

No

A dB was conducted between 6:05 through  
6:18 pm and the readings were  
58.8 on Michillinda and 48.9 on  
Highland. Dispatcher was informed  
that the sound readings were below  
the 70.0 ~~db~~ max.

Section 3 - Noise

If no, please provide details

Yes

No

Section 4 - Alcohol

If no, please provide details

Yes

No

Section 5 - Traffic / Parking

If no, please provide details

Yes

No

Section 6 - Vehicle Access

If no, please provide details

Yes

No

Section 7 - Nighttime Lights

If no, please provide details

Yes

No

Section 8 - Litter and Garbage

If not please provide details

Yes

No

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 11/09/24  
 Event Monitor Name: PIERRE SURAPUTRA  
 Event Monitor Phone: 626-385-9049  
 Event Monitor Arrival Time: 3 PM  
 Event Monitor Departure Time: 10 PM  
 Event End Time: 10 PM  
 Number of Parking Attendants: 2  
 Final Gate Closing Time: 10 PM  
 Last person/guest leaving property: Inmanuel

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Bertolin  
 Event Type: Wedding  
 Event scheduled start time: 3 PM  
 Event scheduled end time: 10 PM  
 Gate Name: Wilson St. Gate open time: 8 AM  
 Gate Name: Michellinda Ave. Gate open time: 10 AM  
 Gate Name: Highland Ave. Gate open time: 11:30 AM  
 No. of rented events between 1/1/2024 12/31/2024: 24  
 No. of rented events this month: 2  
 Number of guests: approx 170

## Noise Levels

Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading	
	Time	INT dB EXT						
Michellinda Avenue	3:22 pm	55.9	4:15 pm	61.2 56.1	4:55 pm	60.5 51.0	5:35 pm	61.7 57.8
Grandview Avenue	3:26 pm	56.6 48.2	4:13 pm	62.1 60.0	4:57 pm	68.7 52.4	5:38 pm	62.8 58.4
Wilson Street	3:28 pm	47.4 47.0	4:18 pm	55.3 47.2	5:00 pm	57.8 46.3	5:39 pm	50.3 44.4
Highland Avenue	3:34 pm	48.0 46.5	4:20 pm	44.4 41.9	5:03 pm	49.3 42.8	5:45 pm	47.4 45.8
* Munc started at 3:15 pm (MICH)			5:00 pm	57.4 48.6	6:00 pm	67.9 55.1	7:00 pm	73.4 48.2
* Garden featuring 4:00 pm (6V) m			6:03 pm	48.8 45.1	7:23 pm	56.2 51.1	8:44 pm	53.0 48.4
* Dinner at 6 pm			6:06 pm	52.0 48.6	7:30 pm	48.7 43.4	8:46 pm	45.8 48.2

Details:

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Any interaction with:

Alverno staff and/or security guard?

If yes, please provide details.

Briefed the security personnel on room as I arrived.

Yes

No

Sierra Madre Police Department?

If yes, please provide details

Yes

No

The neighbors?

If yes, please provide details

Yes

No

Section 3 - Noise

If no, please provide details

Yes

No

Section 4 - Alcohol

If no, please provide details

Yes

No

Section 5 - Traffic / Parking

If no, please provide details

Yes

No

Section 6 - Vehicle Access

If no, please provide details

Yes

No

Section 7 - Nighttime Lights

If no, please provide details

Yes

No

Section 8 - Litter and Garbage

If not please provide details

Yes

No

- Arrived at location at 3:10 pm.
- Received the security phone and met with security personnel to do briefing.
- Counselled the DJ about the appropriate level of sound expected.

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 11/09/24  
 Event Monitor Name: PIERRE SURAPUTRA  
 Event Monitor Phone: 626-385-9049  
 Event Monitor Arrival Time: 3 PM  
 Event Monitor Departure Time: 10 PM  
 Event End Time: 10 PM  
 Number of Parking Attendants: 2  
 Final Gate Closing Time: 10 PM  
 Last person/guest leaving property: Inmanuel

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Bertolin  
 Event Type: Wedding  
 Event scheduled start time: 3 PM  
 Event scheduled end time: 10 PM  
 Gate Name: Wilson St. Gate open time: 8 AM  
 Gate Name: Michellinda Ave. Gate open time: 10 AM  
 Gate Name: Highland Ave. Gate open time: 11:30 AM  
 No. of rented events between 1/1/2024 12/31/2024: 24  
 No. of rented events this month: 2  
 Number of guests: approx 170

## Noise Levels

Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading	
	Time	INT dB EXT						
Michellinda Avenue	3:22 PM	55.9	4:15 PM	61.2 56.1	4:55 PM	60.5 51.0	5:35 PM	61.7 57.8
Grandview Avenue	3:26 PM	48.2	4:13 PM	62.1 60.0	4:57 PM	68.7 52.4	5:38 PM	62.8 58.4
Wilson Street	3:28 PM	47.4 47.0	4:18 PM	55.3 47.2	5:00 PM	57.8 46.3	5:39 PM	50.3 44.4
Highland Avenue	3:34 PM	48.0 46.5	4:20 PM	44.4 41.9	5:03 PM	49.3 42.8	5:45 PM	47.4 45.8
* Munc started at 3:15 PM (MICH)			5:00 PM	67.9 55.3	5:03 PM	67.9 55.1	7:00 PM	64.7 57.7
* Garden Jamboree 4:00 PM (GV) m			6:03 PM	48.8 45.1	7:23 PM	56.2 51.1	8:44 PM	53.0 48.4
* Dinner at 6 PM			6:06 PM	52.0 48.6	7:30 PM	48.7 43.4	8:46 PM	45.8 48.2

Details:

Any interaction with:

Alverno staff and/or security guard?

Yes  No

If yes, please provide details \_\_\_\_\_

Briefed the security personnel on room as I arrived.

Sierra Madre Police Department?

Yes  No

If yes, please provide details \_\_\_\_\_

The neighbors?

Yes  No

If yes, please provide details \_\_\_\_\_

- Arrived at location at 3:10 pm.
- Received the ringing phone and met with security personnel to do briefing.
- Counselled the DJ about the appropriate level of sound expected.

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Section 3 – Noise

Yes  No

If no, please provide details \_\_\_\_\_

Section 4 – Alcohol

Yes  No

If no, please provide details \_\_\_\_\_

Section 5 – Traffic / Parking

Yes  No

If no, please provide details \_\_\_\_\_

Section 6 – Vehicle Access

Yes  No

If no, please provide details \_\_\_\_\_

Section 7 – Nighttime Lights

Yes  No

If no, please provide details \_\_\_\_\_

Section 8 – Litter and Garbage

Yes  No

If not please provide details \_\_\_\_\_

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 11/16/2024  
 Event Monitor Name: PIERRE SURAPUTRA  
 Event Monitor Phone: 626-385-9049  
 Event Monitor Arrival Time: 3:45 PM  
 Event Monitor Departure Time: 9 PM  
 Event End Time: 9 PM

Number of Parking Attendants: 2  
 Final Gate Closing Time: 9 PM  
 \* Received security phone at 3:45 pm  
 \* Brought the security personnel at 4 pm  
 \* Dinner started at 5 pm  
 \* Highland gate closes at 2:30 pm

**Noise Levels**

Street Name	1st Reading			2nd Reading			3rd Reading			4th Reading		
	Time	INT	dB EXT	Time	INT	dB EXT	Time	INT	dB EXT	Time	INT	dB EXT
Michillinda Avenue	4:21 pm	68.4	61.2	5:01 pm	63.5	55.2	6:07 pm	67.4	54.5	6:56 pm	66.1	58.7
Grandview Avenue	4:23 pm	50.0	46.9	5:03 pm	45.3	48.8	6:10 pm	47.8	49.5	6:57 pm	48.2	44.3
Wilson Street	4:29 pm	45.8	43.9	5:25 pm	45.7	43.8	6:15 pm	46.2	44.8	6:59 pm	45.7	44.4
Highland Avenue	4:31 pm	48.7	43.3	5:27 pm	47.4	43.9	6:20 pm	44.7	42.1	7:00 pm	43.8	41.1
	STH READING EXT			GTU READING NO EXT								
	7:15 pm	62.3	57.1	8:02 pm	62.2	57.4						
	7:18 pm	46.3	41.4	8:04 pm	50.7	46.9						
	7:20 pm	45.2	40.2	8:06 pm	48.7	46.4						
	7:21 pm	47.3	41.0	8:07 pm	47.5	43.9						

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Bertolini  
 Event Type: Wedding  
 Event scheduled start time: 2:30  
 Event scheduled end time:  
 Gate Name: Wilson St. Gate open time: 8 AM  
 Gate Name: Highland Ave. Gate open time: 11 AM  
 Gate Name: Michillinda Ave Gate open time: 11 AM  
 No. of rented events between 1/1/2024 12/31/2024: 25  
 No. of rented events this month: 3  
 Number of guests: 30

*[Signature]*  
 \* Wilson gate closes at 3 pm

\* at 6:21 pm - received a call from neighbor to turn the <sup>buses</sup> ~~power~~ down  
The dB check was out: 51.1 to 52.0 - HIGHWAY  
47.1 to 49.7 - MICHIGAN  
42.1 to 47.8 - GRANDVIEW  
43.4 to 47.9 - WILSON

- call was a Restricted number

\* ~~AT~~ Contact with PD at around 4:01 pm. There were people (skaters) hanging around the back of the School. I told them to leave the premises. They complied with no incident. Detective Shew arrived at around 4:15 pm as the subjects had already left the property.

# Event Monitor Checklist



City of Sierra Madre  
 232 W. Sierra Madre Blvd.  
 Sierra Madre, CA 91024  
 626.355.7135  
 www.cityofsierramadre.com

Event Monitor Name: RYAN CARTER  
 Event Monitor Phone: 626 385 9049  
 Arrival Time: 3 PM Departure Time: 10 PM

*Andrea Bertollini*  
 Averno Rep  
 626-826-974

## Event Information:

Date: 1/17/25 Type: Wedding Start time: 3pm End time: 10pm

## Gate entry and exit times:

Gate Name: Wilson Gate open time: 3pm Gate closing time: 5 PM  
~~Grandview Highland~~  
 Statistics: Michillinda 3pm 3pm 4:30  
~~4:30 PM~~ 10 PM

Number of special events during: The reporting year 1 This month 1  
 Number of guests (not to exceed 200) Approx. 80 Number of parking attendants 1

## Noise Levels

Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading	
	Time	dB	Time	dB	Time	dB	Time	dB
Michillinda Avenue	3:45	45.1	5:00	47.2	5:55	46.2	6:31	39.9
Grandview Avenue	3:44	48.1	5:04	46.4	5:57	41.9	6:27	59.1
Wilson Street	3:33	67.9	<del>4:15</del> 4:54	45.1	5:51	44.3	6:19	40.1
Highland Avenue	3:40	53.9	4:57	53.1	6:00	46.1	6:25	42.1

MET W/ ANDREA, TOUR LOCATION, BEGINS 4:30PM  
 DINNER 6:30PM

	5th	6th	7th	8th
MICHELLINDA	7:41   50.5	7:59   49.7	8:37   45.7	9:15   54.0
GRANDVIEW	7:45   46.2	8:05   45.4	8:41   46.0	9:17   48.9
WILSON	7:35   38.7	7:55   41.2	8:30   42.1	9:25   40.4
HIGHLAND	7:30   45.7	7:51   44.9	8:35   54.0	9:10   46.6

Details:

Any interaction with:

Alverno staff and/or security guard?

If yes, please provide details Communicated with the event supervisor Ms. Andrea all throughout the detail

Yes

No

Sierra Madre Police Department?

If yes, please provide details

Yes

No

The neighbors?

If yes, please provide details

Yes

No

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Section 3 – Noise

If no, please provide details

Yes

No

Section 4 – Alcohol

If no, please provide details

Yes

No

Section 5 – Traffic / Parking

If no, please provide details

Yes

No

Section 6 – Vehicle Access

If no, please provide details

Yes

No

Section 7 – Nighttime Lights

If no, please provide details

Yes

No

Section 8 – Litter and Garbage

If not please provide details

Yes

No

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

Event Date: 1/25/25  
 Event Monitor Name: PIERRE SURAPUTRA  
 Event Monitor Phone: PS: 310-755-7212 / Wk: 626-385-9049  
 Event Monitor Arrival Time: 1500 hrs - ARRIVED RECEIVED PHONES  
 Event Monitor Departure Time: 2200 hrs  
 Event End Time: 2200 hrs  
 Number of Parking Attendants: 1  
 Final Gate Closing Time: \_\_\_\_\_

- HIGHLAND GATE CLOSED AT 1550 HRS
- ARRIVED AT 1500 HRS MET WITH THE WEDDING COORDINATOR
- WILSON GATE CLOSED AT 1645
- MUSIC STOPPED AT 2100

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Bertolini  
 Event Type: Wedding  
 Event scheduled start time: 3:30 PM  
 Event scheduled end time: 10:00 PM  
 Gate Name: Wilson Gate open time: 8  
 Gate Name: Michillinda Gate open time: 10  
 Gate Name: Highland Gate open time: 8  
 No. of rented events between 1/1/2024<sup>5</sup> 12/31/2024<sup>5</sup>: 2  
Enter date range  
 No. of rented events this month: 2  
Enter month  
 Number of guests: Approx 120

Noise Levels

@ 1715 HRS - RAINED  
 IT STARTED TO RAIN

Street Name	1st Reading			2nd Reading			3rd Reading			4th Reading		
	Time	EX	dB IN									
Michillinda Avenue	1600	47.7	59.6	1633	49.4	58.7	1715	58.2	61.1	1804	49.0	58.9
Grandview Avenue	1659	49.3	51.4	1641	45.5	47.7	1719	52.2	54.2	1812	42.0	49.2
Wilson Street	1558	47.1	50.0	1639	42.0	62.2	1717	50.8	58.4	1810	50.6	61.2
Highland Avenue	1557	48.3	52.5	1636	49.1	53.9	1716	60.9	66.5	1806	50.0	61.3
	5TH	EX	dB IN	6TH	EX	dB IN	7TH	EX	dB IN	8TH	EX	dB IN
MICHELLINDA M	1905	51.7	49.5	2006	54.4	57.1	2037	57.5	60.4	2100	59.9	63.1
GRANDVIEW G	1909	47.5	56.7	2010	55.0	58.4	2040	55.8	62.2	2104	48.4	52.2
WILSON W	1910	43.6	48.7	2015	45.7	46.1	2042	47.4	49.5	2116	45.8	53.2
HIGHLAND H	1908	47.7	59.4	2004	56.2	60.1	2038	54.8	61.2	2102	47.2	54.7

@ 2100  
MUSIC OFF

Details:

Any interaction with:

Alverno staff and/or security guard?  Yes  No

If yes, please provide details BRIEFED UPON ARRIVAL, PERIODIC CHECK IN w/ STAFF.

Sierra Madre Police Departments?  Yes  No

If yes, please provide details

The neighbors?

If yes, please provide details

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Section 3 – Noise  Yes  No

If no, please provide details

Section 4 – Alcohol  Yes  No

If no, please provide details

Section 5 – Traffic / Parking  Yes  No

If no, please provide details

Section 6 – Vehicle Access  Yes  No

If no, please provide details

Section 7 – Nighttime Lights  Yes  No

If no, please provide details

Section 8 – Litter and Garbage  Yes  No

If not please provide details



Details:

Any interaction with:

Alverno staff and/or security guard?

If yes, please provide details

*REFUSED w/ GUARD*

Yes

No

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Section 3 – Noise

If no, please provide details

Yes

No

Sierra Madre Police Department?

If yes, please provide details

Yes

No

Section 4 – Alcohol

If no, please provide details

Yes

No

The neighbors?

If yes, please provide details

Yes

No

Section 5 – Traffic / Parking

If no, please provide details

Yes

No

*ARRIVED AT 2PM MET w/ CYNTHIA & SECURITY*

*GUARD, MET w/ WEDDING COORDINATOR FOR TIME CHANGES,*

Section 6 – Vehicle Access

If no, please provide details

Yes

No

Section 7 – Nighttime Lights

If no, please provide details

Yes

No

Section 8 – Litter and Garbage

If not please provide details

Yes

No

# Alverno Villa - Event Monitor Checklist

3/22/2025

The below portion to be completed by the Event Monitor

Event Date: 03/22/2025  
 Event Monitor Name: PIERRE SURAFUTRA  
 Event Monitor Phone: (310) 755-1210  
 Event Monitor Arrival Time: 1630 hrs  
 Event Monitor Departure Time: 2200 hrs  
 No. of Parking Attendants: 2  
 Final Gate Closing Time: 2200

This portion to be completed by AHA personnel

AHA Personnel Name: Andrea Bertolini / Alex Loya  
 Event Type: Wedding  
 Event scheduled start time: 5:00 pm  
 Event scheduled end time: 10:00 pm  
 Gate Name: Wilson St. Gate open time: 8AM  
 Gate Name: Highland Ave. Gate open time: 8AM  
 Gate Name: Michillinda Ave Gate open time: 8AM  
 No. of rented events between 12/25 - 12/31/25: 4  
 No. of rented events this month: 2  
 Number of guests: Approx 80

Elmer  
Makura  
Facilities

Security Name: EMMANUEL K. CASTILLO (626) 264-5994  
Phone Number

## Noise Levels

Street Name	1st Reading		2nd Reading		3rd Reading		4th Reading	
	Time	INT dB EXT						
Michillinda Avenue	1700	53.4 47.6	1730	66.2 51.0	1800	57.0 52.1	1830	55.4 58.1
Grandview Avenue	1710	53.1 48.8	1735	52.8 49.2	1810	52.8 51.4	1835	53.1 52.7
Wilson Street	1720	45.2 48.1	1741	48.2 46.2	1816	45.0 41.8	1850	53.7 47.4
Highland Avenue	1722	45.6 43.8	1745	51.2 43.4	1825	51.1 44.7	1855	53.5 43.2
MICHELLINDA	1900	55.9 48.4	1930	65.5 48.5	2000	62.3 48.5	2030	65.4 47.5
GRANDVIEW	1905	50.6 48.4	1935	51.5 49.4	2010	53.2 46.9	2030	50.4 47.4
WILSON	1911	55.7 43.8	1942	57.0 41.4	2020	48.1 43.6	2040	49.1 44.7
HIGHLAND	1922	57.1 45.3	1957	49.9 44.7	2022	57.4 47.8	2050	50.1 47.1

Details:

Any interaction with:

Alverno staff and/or security guard?

If yes, please provide details

Yes  No  
Briefing with Security and coordinator, Mr. Alex Loya - briefing started at 1630 Hrs.

Sierra Madre Police Department?

If yes, please provide details

Yes  No  
At around 2045 hrs we received a call from the PD about a noise complaint.

The neighbors?

If yes, please provide details

Yes  No  
At around that time, the devalued read around 65.2 to 67.4, at the time when the guests were cheering on the couple. This noise occurred at a split second. Note, that the wedding did not even have a DJ nor speakers. Officer Deem drove by, and I spoke to him over the phone, as he stated he did not hear any noise.

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Section 3 - Noise

If no, please provide details

Yes  No

Section 4 - Alcohol

If no, please provide details

Yes  No

Section 5 - Traffic / Parking

If no, please provide details

Yes  No

Section 6 - Vehicle Access

If no, please provide details

Yes  No

Section 7 - Nighttime Lights

If no, please provide details

Yes  No

Section 8 - Litter and Garbage

If no, please provide details

Yes  No



Details:

Were the Conditional Use Permit #22-03 Conditions Satisfied?

Any interaction with:

Alverno staff and/or security guard?

Yes

No

If yes, please provide details

Sierra Madre Police Department?

Yes

No

If yes, please provide details *Phone call about noise from patrons cheering during send off of bids & groom.*

The neighbors?

Yes

No

If yes, please provide details

Section 3 – Noise

If no, please provide details

Yes

No

Section 4 – Alcohol

If no, please provide details

Yes

No

Section 5 – Traffic / Parking

If no, please provide details

Yes

No

Section 6 – Vehicle Access

If no, please provide details

Yes

No

Section 7 – Nighttime Lights

If no, please provide details

Yes

No

*Lights turned off*

Section 8 – Litter and Garbage

If not please provide details

Yes

No



2024-  
2025

# Alverno Heights Academy

2024-2025 CALL FOR SERVICE REPORTING  
POLICE CHIEF GUSTAVO E. BARRIENTOS

SIERRA MADRE POLICE DEPARTMENT | 242 W. Sierra Madre Blvd, Sierra Madre, CA 91024

# Alverno Heights Academy –Villa del Sol d’Oro

## Scope of Work:

This report outlines the monitoring of events held at Alverno Heights Academy’s Villa del Sol d’Oro. The focus is on ensuring compliance with noise ordinances, overseeing security, and maintaining effective event management, as established in the Memorandum of Understanding (MOU) between the Sierra Madre Police Department (SMPD), event organizers, and the local community. The MOU provides clear guidelines to minimize disruptions, ensure public safety, and uphold local regulations.

### Noise Monitoring

Noise levels were monitored throughout each event using calibrated decibel meters, ensuring compliance with the City of Sierra Madre’s noise ordinance, which mandates a maximum of 70 decibels at the property line. SMPD and event staff were proactive in adjusting volume levels when necessary. Only one violation was reported during the monitoring period.

### Security Oversight

Event security was a collaborative effort between SMPD and Securitas, with one SMPD officer present on-site per event. No major incidents occurred. Minor parking issues were promptly handled by the security team. Pre-event coordination meetings helped establish effective communication channels and clarified roles and responsibilities between SMPD and event staff.

### Event Management

Event organizers effectively managed crowd flow and parking. Designated parking areas helped reduce traffic congestion on surrounding streets. Event staff, with support from SMPD officers, directed traffic to minimize disruptions to residents. Community feedback was generally positive, although some concerns were raised regarding late-night noise. These concerns will be addressed in planning future events.

## Purpose:

This report documents noise-related complaints and evaluates event compliance with city ordinances and venue-specific guidelines. It provides an overview of noise control efforts, corrective actions taken, and the effectiveness of communication between the security team and off-duty monitors.

## Identifiers:

- L Location: Alverno Heights Academy, Sierra Madre, CA
- Reporting Party: Sierra Madre Police Department, Chief Gustavo E. Barrientos
- Time Frame: Events from January through September 2024
- Involved Parties: Off-duty event monitors, Securitas security staff, and event coordinator

## Findings:

### **Pre-MOU Events (January–May 2024):**

Noise and security monitoring were conducted consistently. However, documentation of noise levels was unavailable, making it difficult to evaluate compliance during this period.

### **Post-MOU Events (May 2024–Present):**

Following the MOU implementation, noise monitoring became more consistent and structured. As of **October 1, 2024**, *ten events* were held at Villa del Sol d’Oro, all monitored by off-duty officers. A total of 478 decibel readings were recorded during these events, with none exceeding the 70-decibel limit. Readings were taken approximately 50–75 feet from the structure and at the property line.

### **During this period, SMPD received four noise-related service calls:**

- Two on October 12, 2024
- One on November 2, 2024
- One on March 22, 2025

In each instance, the off-duty officer measured and documented the decibel levels, which remained within the allowed range. (See attached chart.)

### **Security Involvement:**

Security measures were enhanced post-MOU. Off-duty officers and Securitas personnel worked jointly to ensure compliance and promptly addressed any issues.

### **Action Items:**

Event monitors followed a structured checklist that included decibel readings, ensuring doors remained closed, and reporting any deviations. Findings were submitted to the Police Chief for review and follow-up recommendations.

Events held at Villa del Sol d’Oro complied with local noise ordinances and were supported by effective security oversight. The collaboration between SMPD and event organizers proved successful in maintaining public safety and addressing community concerns. It is recommended that noise levels continue to be monitored consistently and that community feedback be reviewed after each event to improve future operations.

This documentation supports accountability, compliance, and continuous improvement of event procedures.

## Alverno Heights Monitor Checklist:

#	Event Dates Pre-MOU	Security Monitor	CFS- Noise	Calls to Security	Email	Highest (dB)	After 10 PM Event/Gate Closed	# of dB Readings
-	Jan.-No Events	-	-	-	-	-	-	-
-	Feb.-No Events	-	-	-	-	-	-	-
1	March 9, 2024	Yes	0	-	-	-	-	-
2	April 13, 2024	Yes	0	-	-	-	-	-
3	April 27, 2024	Yes	1	-	-	-	-	-
4	May 4, 2024	Yes	1	-	-	-	-	-
5	May 11, 2024	Yes	0	-	-	-	-	-

#	Event Dates MOU	Off-Duty Monitor	CFS- Noise	Calls to Security	Email	Highest (dB)	After 10 PM Event/Gate Closed	# of dB Readings
1	May 18, 2024	Yes	0	0	0	61.4	10:00/10:30	16
2	May 25, 2024	Yes	0	0	0	56.3	10:30/10:30	16
3	June 1, 2024	Yes	0	0	0	60.8	9:30/10:05	24
4	June 8, 2024	Yes	0	0	0	68.5	10:00/10:00	28
5	June 15, 2024	Yes	0	0	0	63.8	9:30/10:15	24
6	June 22, 2024	Yes	0	0	0	64.1	9:30/10:20	20
7	June 29, 2024	Yes	0	0	0	62.9	9:30/10:17	20
8	July 6, 2024	Yes	0	0	0	60.3	10:00/10:30	24
9	July 13, 2024	Yes	0	0	0	62.7	9:31/10:10	28
10	August 3, 2024	Yes	0	0	0	60.2	6:30/7:15	8
11	August 24, 2024	Yes	2	1	0	68.2	10:00/10:05	28
12	September 14, 2024	Yes	0	0	1	71.2	10:00/10:05	40
13	September 21, 2024	Yes	0	1	0	65.3	10:00/10:03	36
14	September 28, 2024	Yes	0	0	0	59.4	10:00/10:04	28
15	October 5, 2024	Yes	0	0	0	42.3/59.4	10:00/10:00	32
16	October 12, 2024	Yes	3 (56.2)	2 (55.7)	0	67.2/57.5	10:00/10:00	66
17	October 26, 2024	Yes	0	0	0	58.9/64.6	10:00/10:00	32
18	November 2, 2024	Yes	1 (58.8)	0	0	67.9/58.8	10:07/10:07	54

			& 48.9)					
19	November 9, 2024	Yes	0	0	0	68.7/60	10:00/10:00	54
20	November 16, 2024	Yes	0	1 (52)	0	68.4/61.2	9:00/9:00	48

#	Event Dates Pre-MOU	Security Monitor	CFS-Noise	Calls to Security	Email	High/Low (dB)	After 10 PM Event/Gate Closed	# of dB Readings
1	January 17, 2025	Yes	0	0	0	67.9/38.7	10:00/10:00	32
2	January 25, 2025	Yes	0	0	0	66.5/63.1	10:00/10:00	48
3	March 15, 2025	Yes	0	0	0	43.2/61.9	10:00/10:00	24
4	March 22, 2025	Yes	1	1 (67.4)	0	41.4/68.9	10:00/10:00	64
5	March 29, 2025	Yes	3	1	0	67.6/42.4	10:00/10:00	24

**Off-Duty Event Monitor – Scope of Duties**

**Pre-Event Duties:**

1. Check in with Andrea Bertollini and designated security staff.
2. Attend briefing with security and event coordinator to review property rules and procedures.
3. Confirm possession of necessary equipment (e.g., decibel meter).
4. Meet with DJ or musician to review local noise ordinance and event expectations.

**During Event Monitoring:**

5. Monitor and document noise activity and dB readings throughout the event.
6. Ensure all exterior doors remain closed while music or instruments are playing.
7. Take random decibel readings from 50–75 feet from the structure (not the property line).
8. Record all observations and dB readings on the Event Monitor Checklist.
  - Include direct calls from neighbors or SMPD.
  - Document any deviations from the established rules or procedures.
9. Ensure the event ends at the scheduled time.
10. Confirm the property gates are closed at the conclusion of the event.
11. Immediately notify the Watch Commander or Police Chief of any issues, concerns, or deviations.

**Post-Event Duties:**

12. Complete the Event Monitor Checklist report thoroughly and accurately.

13. Submit the completed report directly to the Police Chief at the end of the shift.

**Police Chief Responsibilities:**

1. Review the submitted Event Monitor Checklist report.
2. Check the CAD system and city email for any related noise calls for service.
3. Provide feedback or recommendations to the event monitor, if necessary.
4. Scan and distribute the final report to city staff and Alverno Heights Academy management.
5. File the report for department records.

**Professional Conduct – Direction from the Police Chief:**

1. Maintain professionalism at all times.
2. Uphold integrity in all actions and communications.
3. Treat all individuals with dignity and respect.
4. Remain unbiased and fair in judgment.
5. Carry valid Guard Card credentials at all times.
6. Operate as an independent contractor.
7. Only the assigned event monitor is permitted to complete the Event Monitor Checklist.
8. Ensure accurate documentation of event end time and gate closure.
9. Submit reports directly and only to the Police Chief.
10. Understand that reports may be reviewed and amended by the Chief as necessary.

**Alverno Heights Academy  
Neighbor Meeting Notes**

February 27, 2025

5:00 p.m.

Learning Technology Center

**Welcome and Introductions**

City Staff Present:

Clare Lin

Ted Tegart

Joshua Wolf

Jose Reynoso

Chief Barrientos - SMPD

Captain Amos - SMPD

Planning Commission Member Present:

Patrick Simcock

Alverno Representatives Present:

Ken Farfsing - BOT President

Running Bear Bunch - BOT Member

Joanne Harabedian - Head of School

Rich Martinez - Asst. Head of School

Andrea Bertollini - Facilities Director

Neighbors Present:

Karen - Wilson

Helen - Wilson

Kalvin and Carolina - Grandview

Colleen - Wilson

Chi - Michillinda - Zoom

Carolyn - Michillinda - Zoom

## **A. Eaton Fire Impacts**

Fortunately not many families were affected with loss

## **B. Villa - Rented Events**

### 1) Villa CUP City Council Review Meeting for Rented Events

No complaints received by the school/AHA Site Rep. from 10/8/24 to date.

Total of rented events held this review period – 2 (Start date January 2025)

7 of rented events held October 8, 2024 - to February 27, 2025

### Comments:

Chief Barrientos said there were only 2 calls for the same wedding in October. When the event monitor checked the readings were all within the acceptable limits.

Michillinda Ave. neighbors commented that they wanted all wedding traffic to use other gates. AHA stated that we are following the Villa CUP.

Wilson Neighbor asked what the protocol is when a phone call comes in regarding a complaint for a wedding. She called on October 12th.

Chief explained the procedure. Also stating that on that night the event monitor took 66 readings overall that evening and the highest it reached at the property line was 67.2. Overall the readings were running around 54 dba's. Also if an officer comes

out because of a complaint they have their own sound meters to verify.

Michillinda's neighbor asked Chief what time the gate was closed. Event Monitor wrote 10:08pm. Andrea clarified that when they Event Monitor, Securitas are ready to leave, that is the estimated time of exiting the gate. Andrea said that from now on she will leave campus through the Wilson gate. She will also make sure that the Securitas and Event Monitor do the same. To be clear though, Alverno employees can access the campus at all times.

Conversation went on regarding this matter. Discussing previous TUP's over the past 15 years. Michillinda's neighbor spoke to an agreement that was signed in 2010. Ken is not aware of an agreement but asks if she finds a copy please send it to Alverno.

No comments on filming - Ted Tegart confirmed we have not had any filming on campus.

Reminder to residents that the City Council meeting regarding the Villa will be held on April 8, 2025 and AHA is requesting to be reinstated to 26 events.

### **C. Master Plan - Planning Commission Annual Review**

Ken asked for clarification from Clare that as long as AHA is not requesting any modifications of the Schools Master Plan that this item will be placed as an agenda item only for the Planning Commission and that there will not be a public

hearing. Clare confirmed that and stated that she has asked for a representative to be present in case there are any questions.

- Modular Classrooms were removed
- Sports Courts permits issued and construction underway -

Comments:

Michillinda neighbor asked when the courts were going to be finished. AHA says crews estimate finishing within 6 months of the start date which was the first week of February. Neighbor wanted to know when the beeping would stop on. AHA discussed what takes place during grading and the safety functions on work trucks.

Clare confirmed that the city has not received any concerns or comments regarding the school CUP.

- 1) City and neighbor comments
- 2) Highland Neighbor sent an email thanking Alverno for the perimeter landscaping maintenance. "It's looking great."

Andrea read an email that came from the Stevens (Grandview neighbor) that was not able to attend.

Asking AHA to make sure the gardeners don't just blow the leaves etc. around that they actually pick them up.

Stevens said that they have heard children and hoops from afterschool and on weekends. No dates were given.

Another Grandview neighbor said that a week or so ago there was a group of adults dribbling on the sidewalk of Grandview but it was 1 afternoon and it was not from AHA.

Stevens said that she has seen a group of students that were running led by a teacher during the day once or twice.

Stevens said they were going to call the police when they saw a person sleeping in their car but they didn't because they thought it was just a parent that wanted to take a nap after dropping off their child.

Stevens said they were delighted to learn that the courts were on their way - their question is - will the buildings still be situated at a lower elevation compared to the surrounding area - AHA said they would respond when they had an answer.

Stevens brought up the snow blowing company that was on campus on December 7th - She would appreciate a

heads up if loud things were going to take place on campus.

They started early and it disturbed the neighborhood.

AHA commented that they would make sure that if the company is coming again next year for their annual Winter Wonderland and that they would make sure they do not arrive early or they have to pull a permit for it if they feel they need that time to get the job done.

Michillinda's neighbor also stated that she heard a large truck running on the street that day. She didn't know it was for AHA. She said she didn't want to call Andrea because she never wants to bother me. Andrea said please call her anytime that is why she is on campus.

Michillinda's neighbor stated that there were parents and students walking and running across Michillinda and she was scared for them.

Wilson Neighbor asked why there were still parents dropping off little kids in the Wilson parking lot. AHA explained that all late students drop off and visitors use the Wilson lot.

Grandview Neighbors said they applaud Alverno for all of the great things they are doing and activities they have taking place on campus. That they enjoy hearing the kids and sports and the weddings are not an issue for them.

3) The Planning Commission item is scheduled for May 15, 2025

D. Sport Court Update

E. Other Topics

Adjournment



# ALVERNO HEIGHTS ACADEMY

March 31, 2025

Honorable Robert Parkhurst, Mayor  
City of Sierra Madre  
232 W. Sierra Madre Boulevard  
Sierra Madre, CA 90240

**Re: Adaptive Reuse Permit for the Villa Del Sol D'Oro (CUP 24-29)**

Dear Mayor Parkhurst,

We first want to thank you and staff for the support during the recent Eaton Fire. Thankfully the Alverno Heights Academy (Alverno) campus and the Villa Del Sol D'Oro (Villa) did not experience fire damage. Our families and staff were affected by the fires. Fortunately, there were only minor impacts on the campus and buildings. Ash, fire debris and downed tree limbs littered the campus. City staff assisted with the clean-up of the streets surrounding the campus, as our staff and maintenance contractors cleaned up the campus grounds and buildings. The first responders were also grateful that Alverno could provide a staging area.

We appreciate the time the City Council has taken to consider the historic reuse permit for the Villa. The City Council approved the reuse permit (Conditional Use Permit 24-29) on October 8, 2024, with a six month-review period (October, 2024, to March, 2025). This approval permitted Alverno to schedule no more than twenty (20) rental events annually, striking the previous limitation of thirteen (13) events. Alverno respectfully requests the return to twenty-six (26) annual events as approved by the initial CUP "ADAPTIVE REUSE OF THE VILLA CONDITIONAL USE PERMIT 22-03 (CUP 22-03), November 16, 2023."

We believe that our request is supported by the good faith efforts of Alverno and the following considerations:

- Alverno has complied with the operational conditions and the modifications by the City Council made at the October 8<sup>th</sup> meeting.

- The independent monitoring program has been a success with support from City staff, Alverno staff and private event security.
- Alverno continues to work to mitigate neighbor concerns, and
- There is an ongoing need for revenues to support the Villa Del Sol D'Oro.

#### Six Month Event /Filming Review (October, 2024-March, 2025)

There were eleven private rental events and no filming during the review period.

The City Council requested that we address the noise from the Michillinda gate by replacing chains used to secure the gate with a rubber coated cable. Additionally, Council requested that we address the noise from a metal plate adjacent to the Wilson gate. We completed both these requests.

Alverno held a neighbor meeting on February 27<sup>th</sup>. The following topics were discussed:

- A Michillinda Avenue neighbor requested that the events rotate exiting from the three campus driveways (Michillinda, Wilson and Highland) to reduce the traffic on Michillinda Avenue. Alverno has no preference for the exiting location and will work with the city and the neighbors on whatever option is chosen.
- The neighbors requested information on event monitoring procedures. Chief Barrientos discussed an October event where the police department received two neighbor calls regarding noise. That night the event monitor recorded 66 sound readings over the entire event. The highest level of noise was 67.2 dBA at the property line. The noise readings averaged 54 dBA. He also explained that the officers carry a city issued noise monitor to take their own readings when called to respond to the Villa.

#### Financial Need

The financial need for funds to address the Villa's operational and restoration costs has not changed since the school reported on October 8, 2024. Our request to restore the annual events to (26) is critically important. Filming has been declining regionally and has become a less reliable source of revenue. For example, during the last six months there has been no filming at the Villa. As an older structure, the Villa has unexpected and unplanned expenses, including the additional expenses incurred with clean-up associated with the Eaton fire. With zero filming activity this year, we will end up with a very large deficit in excess of \$100K. It is imperative that we have the full allotment of weddings (26) events restored in order to help mitigate these losses.

Conclusions:

Alverno has in good faith implemented the conditions of CUP No. 24-29. The independent monitors, combined with Alverno staff and private security have effectively managed the events. The restoration of the six events will assist in supporting the operations and restoration of an irreplaceable Sierra Madre historic resource. I would be happy to answer questions or provide additional information if needed.

Sincerely,

A handwritten signature in cursive script that reads "Joanne Harabedian".

Joanne Harabedian  
Head of School

cc: Hon. Mayor Pro Tem Kristine Lowe  
Hon. Robert Garcia, Councilmember  
Hon. Gene Goss, Councilmember  
Hon. Kelly Kriebs, Councilmember  
Mr. Jose Reynoso, City Manager  
Ms. Clare Lin, Director Community Planning & Preservation  
AHA Board of Trustees  
Ms. Andrea Bertollini, AHA Director of Facilities



# City of Sierra Madre **AGENDA REPORT**

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor and Members of the City Council

FROM: Anthony Rainey, Finance Director

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 8, 2025

**SUBJECT: CONSIDERATION OF RESOLUTION 25-22 ADOPTING FISCAL YEAR 2024-2025 BUDGET ADJUSTMENTS AND APPROPRIATING THE AMOUNTS PROJECTED**

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## **STAFF RECOMMENDATION**

Staff recommends that the City Council adopt Resolution 25-22, approving the mid-year budget adjustments for Fiscal Year 2024-2025 and authorizing the appropriation of the revised projected amounts across applicable funds.

## **ALTERNATIVES**

1. Approve Resolution 25-22 as presented by staff.
2. Modify the proposed mid-year adjustments and direct staff to return with a revised resolution.
3. Reject the proposed adjustments and maintain the currently adopted FY 2024-2025 budget.

## **EXECUTIVE SUMMARY**

The Mid-Year Budget Review provides the City Council with a critical opportunity to align the current budget with actual revenues and expenditures, updated operational needs, and capital project timelines. Finance in collaboration with City Department Management has completed a thorough review of all City funds and recommends adjustments that address changes in revenue projections, operating costs, and investment performance. The proposed adjustments reflect sound fiscal management and strategic planning. Key recommendations include increasing General Fund revenues by \$223,000<sup>1</sup>, adding \$724,000<sup>2</sup> in General Fund

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<sup>1</sup> See Table 1, 1.10 TOTAL REVENUES

<sup>2</sup> See Table 2, 2.9 TOTAL EXPENDITURES

expenditures (primarily offset by increased revenues), and applying similar realignments across the Water, Sewer, and Internal Services Funds. These changes are summarized in the sections below and detailed in Tables 1 through 8. Staff is seeking approval of Resolution 25-22 adopting Fiscal Year 2024-2025 budget adjustments and appropriating the amounts projected.

**ANALYSIS**

The Mid-Year Budget Review is conducted to ensure the City remains on sound financial footing through real-time evaluation of its fiscal performance. At the midpoint of the fiscal year, staff reviews actual revenue collections, departmental expenditures, and capital project progress to propose data-informed adjustments. These changes provide a more accurate reflection of current conditions and ensure continued alignment with City priorities and financial goals. The following sections summarize proposed adjustments by fund, with detailed references to the respective line items within in the accompanying Tables 1 through 8.

**1 – General Fund Revenue - Proposed Mid Year Budget Adjustments**

The primary revenue sources in the General Fund are Property Taxes, Utility Users Tax, Sales Tax, and Licenses and Permits. The total proposed General Fund revenue budget adjustments are \$223,000 as shown in Table 1 below.

Table 1 - General Fund Revenues			
A - Revenue Category	B - FY 2024-2025 ADOPTED	C - Mid Year Adjustment	D - FY 2024-2025 PROJECTED ENDING
<b>1.0 REVENUES</b>			
1.1 - Property Taxes	\$8,912,000	\$0	\$8,912,000
1.1 - Utility User Taxes	\$3,194,000	\$0	\$3,194,000
1.3 - Franchise Fees	\$500,000	\$80,000	\$580,000
1.4 - Sales Taxes	\$1,468,500	(\$85,000)	\$1,383,500
1.5 - Business Licenses	\$120,000	(\$40,000)	\$80,000
1.6 - Charges for Services	\$856,600	\$0	\$856,600
1.7 - Fines and Forfeitures	\$60,000	\$0	\$60,000
1.8 - Licenses and Permits	\$1,519,000	\$158,000	\$1,677,000
1.9 - Other Revenues	\$586,000	\$110,000	\$696,000
<b>1.10 TOTAL REVENUES</b>	<b>\$17,216,100</b>	<b>\$223,000</b>	<b>\$17,439,100</b>
<b>1.11 TRANSFERS IN</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Based on updated economic indicators, consultant projections, and departmental activity, the following revenue adjustments are proposed to better reflect anticipated year-end collections.

**1.10 Total Proposed Adjustment: +\$223,000**

- **1.3 – Franchise Fees: + \$80,000**

This adjustment reflects higher-than-anticipated energy usage, as indicated by initial remittances from Southern California Edison and Southern California Gas. Increased consumption trends are expected to continue through the second half of the fiscal year, supporting the upward revision in projected franchise fee revenue.

- **1.4 – Sales Taxes: < \$85,000>**

Revised based on updated mid-year projections from Hinderliter, de Llamas & Associates (HdL), which reflect lower-than-anticipated sales activity in key sectors. HdL’s analysis incorporates recent allocation trends, economic indicators, and point-of-sale data. The updated projection ensures alignment with current market conditions and anticipated year-end receipts.

- 1.5 – Business License Fees: <\$40,000>**  
 The projected reduction reflects multiple factors impacting collections. The City implemented a new licensing system (Accela), which introduced a transition period for both staff and business owners. Additionally, the Eaton Fire and subsequent mud events disrupted several local businesses, delaying renewals and registrations in the new system. These events also limited staff capacity to conduct outreach and education. Lastly, the implementation of revised fee structures from the Fee Study — reducing some renewal fees that further contributed to the shortfall in anticipated revenue.
- 1.8 – Licenses and Permits: + \$158,000**  
 This adjustment reflects increased construction and renovation activity within the community, which directly drives demand for permit-related services. As residents continue to invest in home improvements and development projects, the City has experienced a corresponding rise in permit applications and plan reviews. Projected increases include:
  - \$15,000 in electrical permits
  - \$18,000 in mechanical permits
  - \$125,000 in plan check fees
- 1.9 – Other Revenues: + \$110,000**  
 Increased earnings from investments.

**2 – General Fund Expenditures - Proposed Mid Year Budget Adjustments**

The total proposed General Fund expenditure budget adjustments are increases of \$724,000 as shown on Table 2.

Table 2 - General Fund Department Budget Adjustments			
A - Expenditure Category	B - FY 2024-2025 ADOPTED	C - Mid Year Adjustment	D - FY 2024-2025 PROJECTED ENDING
<b>2.0 EXPENDITURES</b>			
2.1 - Administrative Services	\$4,119,550	\$88,000	\$4,207,550
2.2 - Community Services	\$438,650	\$0	\$438,650
2.3 - Elected and Appointed	\$581,550	\$0	\$581,550
2.4 - Fire	\$3,764,900	\$229,000	\$3,993,900
2.5 - Library	\$747,900	\$2,000	\$749,900
2.6 - Planning & Community Preservation	\$1,601,100	\$230,000	\$1,831,100
2.7 - Police	\$5,225,100	\$0	\$5,225,100
2.8 - Public Works	\$692,450	\$175,000	\$867,450
<b>2.9 - TOTAL EXPENDITURES</b>	<b>\$17,171,200</b>	<b>\$724,000</b>	<b>\$17,895,200</b>
<b>2.10 - TRANSFERS OUT</b>	<b>\$0</b>	<b>\$1,800,000</b>	<b>\$0</b>
<b>2.11 - CONTINGENCY</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>

To support increasing operational demands and investment strategy improvements, the following General Fund expenditure adjustments are recommended.

<b>2.9 Total Proposed Expenditure Adjustment</b>	<b>\$724,000</b>
<b>2.10 Transfers Out</b>	
<b><u>2.10a) Library Targeted State Grant</u></b>	<b><u>\$1,800,000<sup>3</sup></u></b>
<b>Net Change</b>	<b>\$2,524,000</b>

The proposed adjustments:

<sup>3</sup> See Table 2, 2.10 TRANSFERS OUT authorized by City Council Agenda Item 8, September 24, 2024, *Award of General Contractor Services for Library Improvement Project*

- **2.1 – Administrative Services + \$88,000**
  - 2.1a) Staff requests an increase to Administrative Services to cover various Eaton Fire Expenses: \$13,000 primarily for food, coffee, snacks, and lunch boxes to sustain staff during the emergency response, with their largest single expenditure for lunch boxes to enable City staff to pick up and go back to their respective areas. Emergency notices and noticing services were acquired to ensure timely communication with the public during the fire crisis. Information Technology acquired communication equipment and specialized data mapping services for the Search & Rescue Team. These technological resources were crucial for coordinating emergency response efforts and supporting rescue operations during the fire.
  - 2.1b) Staff recommends increasing the Administrative Services budget by \$20,000 to complete the City’s Compensation Study, which has exceeded original cost estimates. The study is essential for evaluating pay equity, addressing salary compression, and ensuring the City’s compensation structure remains competitive. This effort directly supports the City’s Strategic Goal 1, Objective 1.2 — to attract, retain, and develop a high-performing workforce. Investing in this analysis will strengthen recruitment, improve employee retention, and support long-term organizational sustainability.
  - 2.1c) Legal Eaton Fire Expenses: \$55,000. The City Attorney incurred substantial legal service costs for the provision of critical legal support throughout the fire emergency. These legal services were essential for managing emergency declarations, liability issues, and other legal matters arising from the Eaton Fire.
- **2.4 – Fire Services: + \$229,000**
  - 2.4a) Staff requests \$200,000 to cover personnel-related expenses incurred.
  - 2.4b) Staff requests \$5,000 to cover purchased firefighter boots to properly equip personnel responding to the Eaton Fire. The department also acquired protective gear that was necessary to ensure firefighter safety during active fire response operations.
  - Staff requests \$24,000 to initiate Phase 1 of the City’s Hazard Mitigation Plan, which is essential for identifying potential natural and man-made hazards that could impact Sierra Madre. Developing this plan is a prerequisite for accessing future federal and state disaster mitigation funding. The funding will support community risk assessments, stakeholder engagement, and alignment with FEMA guidelines. Investing in this planning effort strengthens the City’s emergency preparedness and long-term resilience.
- **2.5 – Library: + \$2,000**
  - Staff recommends increasing funding for the Library for their acquisition of air purifiers to maintain safe air quality for staff and patrons during the fire emergency. This proactive measure helped mitigate health risks from smoke and particulate matter that affected indoor air quality.
- **2.6 – Planning & Preservation Department: + \$230,000**
  - 2.6a) Wildan Contract Enhancements + \$190,000
    - Staff recommends increasing funding by \$60,000 to support the City’s

contract with Willdan, which provides professional and consulting services for plan check reviews. This increase reflects the higher volume of development activity requiring timely and thorough review.

- Staff proposes an additional \$130,000 to expand funding for full-time building inspections and commercial code compliance reviews, also conducted by Willdan. These services cover building, plumbing, mechanical, electrical, energy, in addition to fire code compliance to ensure projects meet all regulatory standards.
- 2.6c) General Plan Update + **\$35,000**
  - Staff proposes \$35,000 to cover costs associated with the General Plan Update.
- 2.6d) Eaton Fire Expenses + **\$5,000**
  - The department acquired essential supplies including detailed maps for the Emergency Operations Center (EOC), vests for field personnel, and other planning materials. These resources were vital for coordinating evacuation zones, tracking fire progression, and supporting strategic decision-making during the emergency.
- **2.9 Public Works – Eaton Fire Expenses: +\$175,000**
  - Staff recommends \$175,000 for Public Works who had the largest expenditures of any department for critical infrastructure support including power for public facilities, fuel purchases, sandbags, and numerous equipment services and supplies. Their comprehensive response included providing emergency power, maintaining critical infrastructure, supporting flood prevention, and ensuring road access throughout the fire emergency.
- **2.10 TRANSFER OUT: \$1,800,000<sup>4</sup>**
  - Staff recommends to formally adjust the budget to reflect the September 24, 2024 City Council approval of Resolution 24-58 that amended the Fiscal Year 2024 - 2025 that included a transfer of \$1,800,000 from General Fund Reserves to the Library Targeted State Grant.

**3 – General Fund Balance Changes - Proposed Mid Year Budget Adjustments**

As shown in Table 3, the (3.6) Net Change in the Fund Balance of <\$2,301,000> attributable to the (3.4) Transfers Out for the Library Targeted State Grant.

Table 3 - General Fund Balance Changes			
A - Fund Balance Category	B - FY 2024-2025 ADOPTED	C - Mid Year Adjustment	D - FY 2024-2025 PROJECTED ENDING
<b>3.0 ACTIONS AFFECTING FUND BALANCE</b>			
3.1 - Total Revenues (1.10)	\$17,216,100	\$223,000	\$17,439,100
3.2 - Transfers In	\$0	\$0	\$0
3.3 - Total Expenditures (2.9)	\$17,171,200	\$724,000	\$17,895,200
3.4 - Transfers Out	\$0	\$1,800,000	\$1,800,000
3.5 - Contingency	\$100,000	\$0	\$100,000
<b>3.6 - Net Change In Fund Balance</b>	<b>(\$55,100)</b>	<b>(\$2,301,000)</b>	<b>(\$2,356,100)</b>

<sup>4</sup> See Table 2, 2.10 TRANSFERS OUT authorized by City Council Agenda Item 8, September 24, 2024, *Award of General Contractor Services for Library Improvement Project*

**4 – Water Fund Revenue and Expenditures - Proposed Mid Year Budget Adjustments**

As detailed in Table 4, the Water Fund is projected to experience a net increase of \$539,000 (4.5) in available resources for FY 2024-2025. This positive outlook is largely the result of stronger-than-expected water revenues and investment income, though partially offset by rising banking and operational expenses. The table below summarizes the proposed mid-year adjustments to both revenues and expenditures.

<b>Table 4 - Water Fund Revenue and Expenditure Budget Adjustments</b>			
<b>A - Revenue and Expenditure Category</b>	<b>B - FY 2024-2025 ADOPTED</b>	<b>C - Mid Year Adjustment</b>	<b>D - FY 2024-2025 PROJECTED ENDING</b>
<b>4.1 - REVENUES</b>			
4.1.1 - Charges for Services	\$6,823,500	\$350,000	\$7,173,500
4.1.2 - Fines and Forfeitures	\$4,000	\$0	\$4,000
4.1.3 - Interest	\$100,000	\$250,000	\$350,000
4.1.4 - Grants	\$0	\$0	\$0
4.1.5 - Other Revenues	\$0	\$0	\$0
<b>4.1.6 - TOTAL REVENUES</b>	<b>\$6,927,500</b>	<b>\$600,000</b>	<b>\$7,527,500</b>
<b>4.2 - TRANSFERS IN</b>	\$0	\$0	\$0
<b>4.3 - EXPENDITURES</b>			
4.3.1 - Personnel Services	\$1,231,050	\$0	\$1,231,050
4.3.2 - Maintenance and Operations	\$2,331,700	\$0	\$2,331,700
4.3.3 - Interest Expense	\$173,497	\$0	\$173,497
4.3.4 - Cost Allocations	\$504,700	\$0	\$504,700
4.3.5 - Other Expenditures	\$12,700	\$61,000	\$73,700
4.3.6 - Capital Outlay	\$1,634,800	\$0	\$1,634,800
4.3.7 - Debt Payments	\$659,722	\$0	\$659,722
<b>4.3.8 - TOTAL EXPENDITURES</b>	<b>\$6,548,169</b>	<b>\$61,000</b>	<b>\$6,609,169</b>
<b>4.4 - TRANSFERS OUT</b>	\$0	\$0	\$0
<b>4.5 - CHANGE IN AVAILABLE RESOURCES</b>	<b>\$379,331</b>	<b>\$539,000</b>	<b>\$918,331</b>

With increased water consumption and improved interest earnings, staff recommends the following Water Fund adjustments to align revenues and expenditures with current trends.

**4.1.6 Revenue Adjustment: +\$600,000**  
**4.3.8 Expenditure Adjustment: <\$61,000>**  
**4.5 Net Change \$539,000**

The proposed adjustments:

**Revenue Adjustment: +\$600,000**

- **4.1.1 – Charges for Services: + \$350,000**  
This projected 5.13% increase is based on actual billing data from the first half of the fiscal year and reflects consistent trends in customer water use and service demand.
- **4.1.3 – Interest Income: + \$250,000**  
Staff proposes these revenue increases to reflect favorable investment performance of water funds.

**Expenditure Adjustment: +\$61,000**

- **4.3.5 – Other Expenditures: + \$61,000**  
Staff recommends allocating to address increased administrative operational costs, including \$5,000 for postage expenses Staff recommends allocating an additional \$11,000 to cover rising third-party credit card processing fees associated with water

utility payments. The City does not charge a convenience fee or pass along processing costs to customers paying water and sewer bills by credit card, in part due to the high volume of transactions. However, Global Payments Integrated (OpenEdge)—the City’s payment processor—has recently adjusted its fee structure in response to broader increases in interchange rates and service costs across the industry. As a result, actual costs are now outpacing original budget estimates, and this adjustment will ensure uninterrupted service without added cost to customers.

**5 – Sewer Fund Revenue and Expenditures - Proposed Mid Year Budget Adjustments**

The Fiscal year 2024-2025 the net proposed change is negative \$74,714 (see 5.5) as reflected in Table 5:

Table 5 - Sewer Fund Revenue and Expenditure Budget Adjustments			
A - Expenditure Category	B - FY 2024-2025 ADOPTED	C - Mid Year Adjustment	D - FY 2024-2025 PROJECTED ENDING
<b>5.1 - REVENUES</b>			
5.1.1 - Charges for Services	\$1,281,300	\$65,714	\$1,347,014
5.1.2 - Interest	\$25,000	\$70,000	\$95,000
5.1.3 - Other Revenues	\$0	\$0	\$0
<b>5.1.4 - TOTAL REVENUES</b>	<b>\$1,306,300</b>	<b>\$135,714</b>	<b>\$1,442,014</b>
<b>5.2 - TRANSFERS IN</b>	\$0	\$0	\$0
<b>5.3 - EXPENDITURES</b>			
5.3.1 - Personnel Services	\$612,900	\$0	\$612,900
5.3.2 - Maintenance and Operations	\$126,600	\$0	\$126,600
5.3.3 - Cost Allocations	\$296,900	\$0	\$296,900
5.3.4 - Other Expenditures	\$10,200	\$11,000	\$21,200
5.3.5 - Capital Outlay	\$200,000	\$50,000	\$250,000
<b>5.3.7 - TOTAL EXPENDITURES</b>	<b>\$1,246,600</b>	<b>\$61,000</b>	<b>\$1,307,600</b>
<b>5.4 - TRANSFERS IN / (OUT)</b>	\$0	\$0	\$0
<b>5.5 - CHANGES IN RESOURCES</b>	<b>\$59,700</b>	<b>\$74,714</b>	<b>\$134,414</b>

Reflecting favorable investment performance and the need to cover fees associated with third-party credit card services for sewer-related financial payment processing, the following Sewer Fund adjustments are proposed.

**5.1.4 Revenue Adjustment: \$135,714**  
**5.3.7 Expenditure Adjustment: <\$61,000>**  
**5.5 Net Change \$74,714**

The proposed adjustments:

**Revenue Adjustment: \$135,714**

- **5.1.1 – Charges for Services \$65,714**  
Staff recommends a corresponding 5.13% increase in projected sewer revenue, aligned with the same rate of growth observed in water revenue. This adjustment is supported by parallel billing trends and reflects the close relationship between water consumption and sewer service charges.
- **5.1.2 – Interest Income: + \$70,000**  
Staff proposes these revenue increases to reflect favorable investment performance of sewer funds.

**Expenditure Adjustment: +\$61,000**

- **5.3.4 – Other Expenditures: + \$11,000**

Staff recommends allocating an additional \$11,000 to cover rising third-party credit card processing fees associated with utility payments. The City does not charge a convenience fee or pass along processing costs to customers paying sewer bills by credit card, in part due to the high volume of transactions. However, Global Payments Integrated (OpenEdge) — the City’s payment processor — has recently adjusted its fee structure in response to broader increases in interchange rates and service costs across the industry. As a result, actual costs are now outpacing original budget estimates, and this adjustment will ensure uninterrupted service without added cost to customers.

- **5.3.5 – Other Expenditures: + \$50,000**

Staff recommends a \$50,000 increase to cover the acquisition of the Loader<sup>5</sup>.

**6 – Internal Services Fund Revenue and Expenditures - Proposed Mid Year Budget Adjustments**

The City uses Internal Service Funds to account for internal services provided to departments City-wide. The Internal Service funds used by the City are for (6.1.1) Information Technology, (6.1.2) Administrative Services, (6.1.3) Personnel/Risk Management, (6.1.4) Fleet Management, (6.1.5) Facilities Management, and (6.1.6) General Plan Update. The Fiscal year 2024-2025 net proposed change is \$95,000 (6.6) as reflected in the following Table.

Table 6 - Internal Services Fund Revenue and Expenditure Budget Adjustments			
A - Revenue and Expenditure Category	B - FY 2024-2025 ADOPTED	C - Mid Year Adjustment	D - FY 2024-2025 PROJECTED ENDING
<b>6.1 - REVENUES</b>			
6.1.1 - INFORMATION TECHNOLOGY	\$1,115,200	\$25,000	\$1,140,200
6.1.2 - ADMINISTRATIVE SERVICES	\$954,400	\$31,000	\$985,400
6.1.3 - PERSONNEL AND RISK MANAGEMENT	\$1,860,150	\$21,000	\$1,881,150
6.1.4 - FLEET MANAGEMENT	\$475,000	\$28,000	\$503,000
6.1.5 - FACILITIES MANAGEMENT	\$686,550	\$35,000	\$721,550
6.1.6 - GENERAL PLAN UPDATE	\$0	\$35,000	\$35,000
<b>6.1.7 - TOTAL INTERNAL SERVICES REVENUES</b>	<b>\$5,091,300</b>	<b>\$175,000</b>	<b>\$5,231,300</b>
<b>6.2 - TRANSFERS IN</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>6.3 - EXPENDITURES</b>			
6.3.1 - INFORMATION TECHNOLOGY	\$1,299,050	\$0	\$1,299,050
6.3.2 - ADMINISTRATIVE SERVICES	\$1,034,400	\$0	\$1,034,400
6.3.3 - PERSONNEL AND RISK MANAGEMENT	\$1,942,250	\$80,000	\$2,022,250
6.3.4 - FLEET MANAGEMENT	\$543,100	\$0	\$543,100
6.3.5 - FACILITIES MANAGEMENT	\$832,200	\$0	\$832,200
6.3.6 - GENERAL PLAN UPDATE	\$0	\$0	\$0
<b>6.4 - TOTAL INTERNAL SERVICES EXPENDITURES</b>	<b>\$5,651,000</b>	<b>\$80,000</b>	<b>\$5,731,000</b>
6.5 - TRANSFERS IN / (OUT)	\$0	\$0	\$0
<b>6.6 - CHANGES IN RESOURCES</b>	<b>(\$559,700)</b>	<b>\$95,000</b>	<b>(\$499,700)</b>

Internal Service Fund adjustments reflect stronger-than-expected investment income and projected risk management costs. The resulting changes are summarized below.

**6.1.7 Revenue Adjustment: +\$175,000**

**6.4 Expenditure Adjustment: <\$80,000>**

<sup>5</sup> See Table 5, 5.3.5 – Other Expenditures authorized by City Council Agenda Item 8, March 25, 2025, *Consideration to Amend the 2024/25 Capital Improvement Budget for the Public Works Department Equipment Upgrade - Loader*

**6.6 Net Change** **\$95,000**

The proposed adjustments:

**Revenue Adjustment: +\$175,000**

- **6.1.1, 6.1.2, 6.1.3, 6.1.4 and 6.1.5 – Interest Revenue: + \$140,000**  
Investment income across Information Technology, Administrative Services, Personnel and Risk Management, Fleet Management and Facilities Management.
- **6.1.6 – General Plan Update: + \$35,000**  
Staff recommends increasing this allocation to support planning efforts, community outreach, research, and preparation of the City of Sierra Madre’s Housing Element, as required by the California Department of Housing and Community Development (HCD). This funding will help ensure the City meets state compliance standards and deadlines as part of its General Plan update.

**Expenditure Adjustment: +\$80,000**

- **6.3.3 – Personnel and Risk Management: + \$80,000**  
Staff recommends increasing this allocation to account for higher-than-anticipated claim invoices from the California Intergovernmental Risk Authority (CIRA). The adjustment reflects recent claims activity and billing trends that exceed initial budget estimates for liability and workers’ compensation coverage.

**7 – Special Revenue Fund Revenue and Expenditures - Proposed Mid Year Budget Adjustments**

Special Revenue Funds account for the proceeds of specific revenue sources that are restricted by law or administrative action to expenditures for specified purposes.

Table 7 - Special Revenue Funds Revenue and Expenditure Budget Adjustments			
A - Revenue and Expenditure Category	B - FY 2024-2025 ADOPTED	C - Mid Year Adjustment	D - FY 2024-2025 PROJECTED ENDING
<b>7.1 - REVENUES</b>			
7.1.1 - ASSESSMENT DISTRICTS	\$119,800	\$0	\$119,800
7.1.2 - PUBLIC SAFETY AUGMENTATION FUND (PSAF)	\$165,000		\$165,000
7.1.3 - CITIZENS' OPTION FOR PUBLIC SAFETY (COPS) SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT (SLESA)	\$170,000	\$0	\$170,000
7.1.3 - PROPOSITION A - LOCAL TRANSIT SERVICES	\$304,000	\$0	\$304,000
7.1.4 - PROPOSITION C - LOCAL STREET IMPROVEMENTS	\$252,000	\$0	\$252,000
7.1.5 - MEASURE R - LOCAL TRANSIT IMPROVEMENTS	\$189,000	\$0	\$189,000
7.1.6 - MEASURE M - STREET IMPROVEMENTS	\$214,000	\$0	\$214,000
7.1.7 ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA)	\$286,000	\$0	\$286,000
7.1.8 SENATE BILL 1 - GAS TAX - ROAD REPAIR AND ACCOUNTABILITY ACT	\$308,000	\$0	\$308,000
7.1.9 - AMERICAN RESCUE PLAN ACT (ARPA) OF 2021	\$0	\$0	\$0
7.1.10 - CAPITAL PROJECTS FUND	\$0	\$0	\$0
7.1.11 - LIBRARY TARGETED STATE GRANTS	\$0	\$225,000	\$225,000
7.1.12 - OTHER SPECIAL REVENUE FUND REVENUES	\$389,670	\$0	\$389,670
<b>7.1.13 - TOTAL RESOURCES SPECIAL FUND REVENUES</b>	<b>\$2,397,470</b>	<b>\$225,000</b>	<b>\$2,622,470</b>
<b>7.2 TRANSFER IN</b>	<b>\$0</b>	<b>\$1,800,000</b>	<b>\$0</b>
<b>7.3 - EXPENDITURES</b>			
7.3.1 - ASSESSMENT DISTRICTS	\$208,700	\$0	\$208,700
7.3.2 - PUBLIC SAFETY AUGMENTATION FUND (PSAF)	\$153,800		\$153,800
7.3.3 - CITIZENS' OPTION FOR PUBLIC SAFETY (COPS) SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT (SLESA)	\$194,900	\$0	\$194,900
7.3.3 - PROPOSITION A - LOCAL TRANSIT SERVICES	\$236,100	\$0	\$236,100
7.3.4 - PROPOSITION C - LOCAL STREET IMPROVEMENTS	\$252,000	\$0	\$252,000
7.3.5 - MEASURE R - LOCAL TRANSIT IMPROVEMENTS	\$189,000	\$0	\$189,000
7.3.6 - MEASURE M - STREET IMPROVEMENTS	\$214,000	\$0	\$214,000
7.3.7 ROAD MAINTENANCE AND REHABILITATION ACCOUNT (RMRA)	\$286,000	\$0	\$286,000
7.3.8 SENATE BILL 1 - GAS TAX - ROAD REPAIR AND ACCOUNTABILITY ACT	\$326,050	\$0	\$326,050
7.3.9 - AMERICAN RESCUE PLAN ACT (ARPA) OF 2021	\$0	\$0	\$0
7.3.10 - CAPITAL PROJECTS FUND	\$383,200	\$0	\$383,200
7.1.11 - LIBRARY TARGETED STATE GRANTS	\$8,405,774	\$1,800,000	\$10,205,774
7.3.12 - OTHER SPECIAL REVENUE FUNDS	\$1,422,007	\$0	\$1,422,007
<b>7.3.13 - TOTAL SPECIAL FUND EXPENDITURES</b>	<b>\$12,271,531</b>	<b>\$1,800,000</b>	<b>\$14,071,531</b>
<b>7.4 TRANSFERS OUT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>7.5 NET CHANGE</b>	<b>(\$9,874,061)</b>	<b>\$225,000</b>	<b>(\$11,449,061)</b>

**7.1.13 Revenue Adjustment: \$225,000**  
**7.2 TRANSFER IN \$1,800,000<sup>6</sup>**  
**7.3.13 Expenditure Adjustment: <\$1,800,000>**  
**7.5 Net Change \$225,000**

The proposed adjustments:

**7.1.13 Revenue Adjustment: +\$225,000**

- **7.1.11 – Library Targeted State Grant: + \$225,000**  
Investment income earned on grant monies.

<sup>6</sup> See Table 2, 2.10 TRANSFERS OUT authorized by City Council Agenda Item 8, September 24, 2024, *Award of General Contractor Services for Library Improvement Project*

**8 – Total City Revenue and Expenditures - Proposed Mid Year Budget Adjustments**

The following Table 8 provides a summary of all proposed City-wide mid-year budget adjustments for Fiscal Year 2024–2025, organized by fund type. It presents the Adopted Budget, recommended Mid-Year Adjustments, and Projected Year-End Totals for both revenues and expenditures across Governmental and Proprietary funds.

Table 8 - Total City Revenue and Expenditure Budget Adjustments by Fund			
A - Revenue and Expenditure Category	B - FY 2024-2025 ADOPTED	C - Mid Year Adjustment	D - FY 2024-2025 PROJECTED ENDING
<b>8.1 - REVENUES</b>			
<b>8.1.1 GOVERNMENTAL FUNDS</b>			
8.1.1.1 - GENERAL FUND	\$17,216,100	\$223,000	\$17,439,100
8.1.1.2 - SPECIAL REVENUE FUNDS	\$2,397,470	\$225,000	\$2,622,470
<b>8.1.2 PROPRIETARY FUNDS</b>			
<b>8.1.2.1 - ENTERPRISE FUNDS</b>			
8.1.2.1A - WATER FUND	\$6,927,500	\$600,000	\$7,527,500
8.1.2.1B - SEWER FUND	\$1,306,300	\$135,714	\$1,442,014
8.1.2.2 - INTERNAL SERVICE FUNDS	\$5,091,300	\$175,000	\$5,231,300
<b>8.1.3 - TOTAL GOVERNMENTAL &amp; PROPRIETARY FUND REVENUES</b>	<b>\$32,938,670</b>	<b>\$1,358,714</b>	<b>\$34,262,384</b>
<b>8.2 - TRANSFERS IN</b>	\$0	\$1,800,000	\$0
<b>8.3 - EXPENDITURES</b>			
<b>8.3.1 GOVERNMENTAL FUNDS</b>			
8.3.1.1 - GENERAL FUND	\$17,171,200	\$724,000	\$17,895,200
8.3.1.2 -SPECIAL REVENUE FUNDS	\$12,271,531	\$1,800,000	\$14,071,531
<b>8.3.2 PROPRIETARY FUNDS</b>			
<b>8.3.2.1 - ENTERPRISE FUNDS</b>			
8.3.2.1A - WATER FUND	\$6,548,169	\$61,000	\$6,609,169
8.3.2.1B - SEWER FUND	\$1,246,600	\$61,000	\$1,307,600
8.3.2.2 - INTERNAL SERVICE FUNDS	\$5,651,000	\$80,000	\$5,731,000
<b>8.3.3 - TOTAL GOVERNMENTAL &amp; PROPRIETARY FUND EXPENDITURES</b>	<b>\$42,888,500</b>	<b>\$2,726,000</b>	<b>\$45,614,500</b>
<b>8.4 - TRANSFERS OUT</b>	\$0	\$1,800,000	\$0

When aggregated across all funds, the proposed mid-year adjustments result in the following overall changes for FY 2024-2025.

**8.1.3 Revenue Adjustments:       +\$1,358,714**  
**8.2.3 Expenditure Adjustments: <\$2,726,000>**  
**Net Change                               \$1,367,286**

**FISCAL IMPACT**

The proposed mid-year adjustments reflect a cautious and measured approach by both City staff and departments. Revenues have been projected conservatively, and expenditure needs have been carefully assessed based on realistic expectations for the remainder of the fiscal year. As a result, the overall net change across all City funds is \$1,367,286. These adjustments are either revenue-supported or internally balanced, and they reinforce the City's commitment to maintaining fiscal discipline while responding to current operating conditions and investment performance.

**ENVIRONMENTAL (CEQA)**

This action is not a “project” as defined by the California Environmental Quality Act and is therefore exempt from CEQA review.

### **STRATEGIC PLAN CORRELATION**

These adjustments support the City's Strategic Plan objective of Fiscal Sustainability by ensuring that the City's budget remains realistic, responsive, and aligned with its service commitments.

### **PUBLIC NOTICE PROCESS**

This item has been properly noticed through the City's standard agenda posting procedures. Supporting documents are available to the public via the City website at [www.cityofsierramadre.com](http://www.cityofsierramadre.com).

### **PUBLIC NOTICE**

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

### **ATTACHMENTS:**

Resolution 25-22 Adopting FY 24-25 budget adjustments and appropriating the amounts projected

**RESOLUTION NO. 25-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE ADOPTING THE FISCAL YEAR 2024-2025 BUDGET ADJUSTMENTS AND APPROPRIATING THE AMOUNTS PROJECTED**

**WHEREAS**, the City of Sierra Madre adopted its Fiscal Year 2024-2025 Operating and Capital Budget on June 11, 2024; and

**WHEREAS**, the adopted budget serves as a financial plan and policy guide for City operations and is subject to periodic review and adjustment based on actual revenue collections, expenditure patterns, and community needs; and

**WHEREAS**, City staff has conducted a Mid-Year Budget Review and recommends adjustments to ensure financial stability, operational efficiency, and alignment with updated revenue projections and service demands; and

**WHEREAS**, the proposed adjustments are summarized in the Mid-Year Budget Report dated April 8, 2025, and detailed in Tables 1 through 8, which reflect revisions across the General Fund, Enterprise Funds, Internal Service Funds, and Special Revenue Funds; and

**WHEREAS**, the City Council has reviewed and considered the proposed adjustments and finds them to be necessary and in the best interest of the City and its residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Sierra Madre as follows:

**SECTION 1.**

The City Council hereby approves and adopts the Fiscal Year 2024-2025 Mid-Year Budget Adjustments as presented in the April 8, 2025 staff report, including Tables 1 through 8, incorporated herein by reference.

**SECTION 2.**

The City Council hereby authorizes the appropriation of the revised projected amounts for each fund, as summarized in Table 8, and directs staff to implement the adjustments consistent with the City's financial policies and objectives.

**SECTION 3.**

The City Manager and Finance Director are hereby authorized to take any necessary administrative actions to carry out the intent of this Resolution and maintain compliance with all applicable municipal finance requirements.

**SECTION 4. Certification.**

This Resolution shall take effect immediately upon its adoption.

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

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Robert Parkhurst, Mayor

**I HEREBY CERTIFY** the foregoing Resolution was duly adopted by the City Council of the City of Sierra Madre, California, at a regular meeting held on the 8th day of April 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

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Laura Aguilar, City Clerk



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

*Susan Spears, City Treasurer*

# City of Sierra Madre

## **AGENDA REPORT**

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: Eric Lozick, Management Analyst

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 02, 2025

**SUBJECT: CONTINUATION OF SIDEWALK REPAIR PROGRAM –  
IMPLEMENTATION OF ZONES 1 & 3 (FY 2024-2025)**

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### **STAFF RECOMMENDATION**

Staff recommends that the City Council receive and file this report. Staff will initiate the implementation of the Sidewalk Repair Program in Zones 1 and 3 for FY 2024–2025 under the City’s existing four-year contract with Precision Concrete Cutting. This will allow Public Works to proceed with repairing identified sidewalk hazards in these zones using the cost-efficient saw-cut method, in accordance with the 2022 citywide sidewalk assessment and Council-approved program. The Council is also asked to direct staff to utilize budgeted Measure M and Measure R funds for these repairs and to coordinate any necessary full sidewalk panel replacements as described below.

### **ALTERNATIVES**

1. Approve the recommended action – Proceed with the planned sidewalk hazard remediation in Zones 1 and 3 using Precision Concrete Cutting’s services (staff recommended).
2. Modify or delay the program – Direct staff to explore alternative approaches for Zones 1 and 3, such as soliciting new bids or using conventional repair methods, which would likely be less efficient and could delay hazard removal.
3. Take no further action – Defer comprehensive sidewalk repairs in Zones 1 and 3, addressing safety issues only on an as-needed basis through routine maintenance or future street projects. *This option is not recommended* as it would leave known tripping hazards unaddressed, posing ongoing risk to public safety and liability for the City.

## **ANALYSIS**

In 2022, the City conducted a comprehensive survey of sidewalks in all four zones of Sierra Madre, which identified a total of 2,535 locations with vertical displacements between 1/4 inch and 2.5 inches – essentially thousands of potential trip hazards throughout the city. An additional 319 locations were found with sidewalk uplifts greater than 2.5 inches or severe surface spalling, conditions which were deemed beyond grinding or cutting repair and in need of removal and replacement. The primary cause of these sidewalk hazards has been attributed to mature trees in parkways (both public and private) whose roots uplift the concrete over time. Such defects create serious tripping risks for pedestrians and expose the City to costly liability if left unmitigated. Recognizing the importance of maintaining safe, accessible walkways, the City Council moved to address these issues through a proactive, citywide sidewalk repair program emphasizing public safety and ADA compliance.

On October 25, 2022, following the assessment, the Council approved a four-year sidewalk repair program agreement with Precision Concrete Cutting (PCC) in an amount not to exceed \$240,000. PCC was selected using a cooperative procurement (“piggyback”) of a City of Carson competitive bid, as it was found to be the sole qualified contractor offering a patented saw-cutting technique for sidewalk repairs. Traditional methods (such as grinding or asphalt patching) were determined to be suboptimal – grinding leaves a rough, pulverized surface that can cause the concrete to deteriorate faster, and patches are temporary at best. By contrast, PCC’s saw-cut method cleanly eliminates the vertical offset and produces a smooth transition that meets ADA standards for accessibility. Additionally, PCC was the only bidder with the necessary specialized equipment to meet Cal-OSHA dust suppression and safety requirements, ensuring the repair process would be safe and clean.

Under the approved program (and per the executed agreement), the City’s sidewalk network was divided into four zones, with the intent to systematically remediate sidewalk hazards zone-by-zone over a three-year period and then conduct a fresh survey in the fourth year. The original strategy was to tackle the areas with the highest concentration of issues first: Zone 2 (the central-western area including the downtown corridor) in the first year, Zone 4 (southern Sierra Madre) in the second year, and Zones 1 and 3 (the eastern and northwestern neighborhoods) in the third year. In the fourth year, FY 2025–2026, a citywide reassessment is planned to evaluate sidewalk conditions after the repairs – focusing especially on the earlier zones – and to guide any further action. This phased approach was designed to maximize efficiency and impact, addressing the worst hazards immediately and ensuring that by the end of the cycle all parts of the City receive needed repairs or upgrades.

Over the past two fiscal years, the program has been successfully initiated. Zone 2 was completed in FY 2022–2023, and Zone 4 in FY 2023–2024, resulting in the removal of approximately 1,539 trip hazards (911 in Zone 2 and 628 in Zone 4) through saw-cutting in those zones. Dozens of severely damaged sidewalk panels in those zones were also slated for replacement (131 in Zone 2 and 119 in Zone 4 as identified by the survey) as part of this effort. With Zones 2 and 4 now addressed, the City is entering the third year of the program, focusing on the remaining two areas, Zones 1 and 3, in accordance with the original plan.

### Current Scope – Zones 1 and 3:

For the FY 2024–2025 cycle, City crews and PCC will concentrate on Zone 1 and Zone 3, completing the third phase of the sidewalk repair program. According to the 2022 sidewalk assessment data, Zone 1 has 296 locations with minor to moderate sidewalk lifts ( $\leq 2.5$ "") to be remedied by saw-cutting, and Zone 3 has 237 such locations. In total, that represents 533 individual sidewalk misalignment hazards that will be eliminated in this year's project. The identified offsets in these zones range from small 1/2-inch lip edges up to 2-inch uplifts, typically caused by roots of city trees (e.g., along parkways on residential streets). Once ground down through the saw-cut process, each of these will no longer pose a trip hazard – the vertical gap will be removed, restoring a smooth, continuous walking surface.

It is important to note that some sidewalk damage in Zones 1 and 3 is too severe for cutting. The survey marked approximately 34 locations in Zone 1 and 35 locations in Zone 3 where sidewalks are uplifted more than 2.5 inches or are shattered/buckled such that the only safe remedy is to remove and replace the concrete panel. Repairing these spots will involve traditional concrete work – breaking out and re-pouring sections of sidewalk. Rather than having PCC perform such replacements (which is outside the scope of their cutting specialty), City staff will coordinate these repairs through our separate concrete maintenance contracts or include them in upcoming capital projects. In fact, Public Works has already been leveraging synergy with other projects to address replacements: last year, during the Street Improvement Project on Sturtevant Drive, the City incorporated several sidewalk panel replacements from Zone 3 in the vicinity, as recommended in the assessment, to take advantage of the contractor already mobilized there. We will continue this approach wherever feasible in Zones 1 and 3 – for example, if a street in Zone 1 is scheduled for paving or utility work, any adjacent sidewalks marked for replacement can be fixed concurrently. This coordinated strategy minimizes redundant mobilization costs and disruption. All told, roughly 18,562 square feet of sidewalk in Zones 1 and 3 has been identified for replacement (10,337 sq. ft. in Zone 1 and 8,225 sq. ft. in Zone 3) due to extensive damage. Those replacements will be prioritized and completed through separate contracts, funded by the City's infrastructure funds (still using transportation dollars wherever eligible).

By focusing now on saw-cutting the 533 offsets in Zones 1 and 3, the City will substantially improve pedestrian safety in these residential neighborhoods. Many of the listed hazard locations are along well-traveled walking routes – for instance, Zone 1 includes stretches of Grand View Avenue and Michillinda Avenue near local parks and schools, and Zone 3 covers areas around Baldwin Avenue, Auburn Avenue, and Carter Avenue frequented by neighbors and exercise walkers. Residents in these zones have patiently awaited the repairs as Zones 2 and 4 were addressed first; they will soon see the benefits of safer sidewalks on their blocks. The elimination of hundreds of uneven joints means fewer opportunities for trips and falls, particularly benefiting seniors, children walking to school, joggers, and those with mobility impairments who are most vulnerable to sidewalk irregularities. In addition to safety, the aesthetic and functional quality of the sidewalks will improve – smooth sidewalks are easier to navigate with strollers, wheelchairs, and bicycles, encouraging more walking and outdoor activity in the

community.

Staff anticipates that work in Zones 1 and 3 will commence shortly after Council authorization – targeting late spring 2025 for kickoff – and be completed within a few months. PCC crews typically move quickly, and given the volume of 533 cuts (spread across two zones), the active cutting work should take on the order of 2-3 weeks per zone (weather permitting and barring any unforeseen issues). Some advance notification will be provided to residents in the affected areas, as a courtesy, though the impact is minimal (brief noise and dust at each site, which is immediately mitigated by the equipment). City Public Works inspectors will monitor the progress. As each cut is performed, the repaired sidewalk is immediately safe for use; no lengthy curing time is required as with poured concrete. Therefore, the improvements will be realized virtually *immediately* – one day a given sidewalk has a bump, the next day it's gone.

Completion of Zones 1 and 3 this year will mark a major milestone: all four zones of Sierra Madre will have received comprehensive sidewalk hazard mitigation under this program. In total, over the past three years the City will have corrected more than 2,000 minor sidewalk elevations via saw cutting and initiated the replacement of ~319 sidewalk panels that were beyond repair. This represents a nearly 100% reduction in known tripping hazards on City sidewalks – an achievement that dramatically improves public safety and walkability. It also brings the City into better conformance with ADA standards for accessible paths of travel, since uneven sidewalks are a common source of ADA compliance issues for municipalities. By taking this proactive approach, Sierra Madre is strategically managing its infrastructure: we addressed the worst problems first, we are covering the entire city on a planned schedule, and we built in a re-evaluation (next year) to check the effectiveness and catch any new problems. The forthcoming FY 2025–2026 assessment (the program's fourth year component) will allow staff and Council to verify that the saw-cut repairs in Zones 2 and 4 have held up well (early indications from those completed zones are very positive), and to update the sidewalk hazard inventory citywide. It will also identify any newly formed displacements (for example, any new tree root growths since 2022) so that the City can plan timely maintenance.

Looking beyond this initial program, the City will maintain an ongoing sidewalk management plan. The data and maps from the 2022 PCC survey provide a strong baseline to work from. After the re-survey, staff can present options to Council for either continuing contracted saw-cut services on an as-needed annual basis, or potentially training City maintenance staff in smaller-scale hazard removal, or initiating another multi-year cycle if significant new issues are found. In any case, the systematic approach taken with Zones 1 through 4 will ensure that Sierra Madre's sidewalks remain safe and accessible for years to come. The investment in this program now pays off in reduced emergency repairs later and a safer environment for the public. In summary, implementing the Zone 1 and 3 repairs this year is the capstone of the City's four-year sidewalk safety initiative, reinforcing our commitment to public safety, fiscal prudence, and thoughtful infrastructure stewardship.

## **FISCAL IMPACT**

The implementation of sidewalk repairs in Zones 1 and 3 is within the scope of the existing contract with Precision Concrete Cutting and within the project funding previously approved by Council. No additional contract authority is required, as the agreement's not-to-exceed amount of \$240,000 covers all four years of work. Work completed in the first two years (Zones 2 and 4) utilized a significant portion of this budget, and the remaining contract funds (approximately one-quarter of the total) are sufficient for the planned Zone 1 and 3 tasks.

**Funding Source:** The project is funded entirely through restricted transportation infrastructure funds, specifically Metro Measure M and Measure R local return funds. These Los Angeles County voter-approved sales tax measures provide annual allocations to cities for transportation-related improvements, which explicitly include pedestrian infrastructure such as sidewalk repair. The City receives yearly disbursements under both Measure M and R, and has budgeted an appropriate amount in the FY 2024–2025 Public Works budget to cover the estimated ~\$60,000 for the Zones 1 and 3 saw-cutting work, as well as associated panel replacements. Using these dedicated funds means no General Fund money is needed for this project. Staff has confirmed that the available Measure M and R fund balances can accommodate the sidewalk program costs without impacting other planned projects.

Overall, by using the saw-cut method, the City is achieving tremendous cost savings. The per-location repair cost of ~\$100 is vastly lower than the cost of full panel replacement (which can be 5-10 times higher per location when factoring materials, labor, and traffic control). The entire citywide program (all four zones) will have addressed around 2,072 sidewalk faults for under \$240,000— averaging roughly \$115 per hazard including incidental costs – whereas replacing over 2,000 sidewalk panels would have cost well into the millions of dollars. This efficient use of funds allows the City to stretch its transportation dollars further and invest in other needed infrastructure. Additionally, by mitigating hazards now, the City reduces the risk of legal liability payouts, which can also carry substantial financial costs. In summary, the recommended action is fully funded through existing sources and is a cost-effective solution for improving City infrastructure.

## **STRATEGIC PLAN CORRELATION**

This program supports the following City Council Strategic Plan goals:

- Maintain and improve public infrastructure
- Improve pedestrian safety and accessibility
- Proactively reduce City liability through preventative maintenance

## **ENVIRONMENTAL (CEQA)**

This sidewalk repair project is categorically exempt from review under the California Environmental Quality Act (CEQA). All work consists of the maintenance and minor alteration of existing public facilities (repair of existing sidewalks), with no expansion of use. It therefore falls within the Class 1 categorical exemption per State CEQA Guidelines

Section 15301(c), which expressly includes “the repair, maintenance... or minor alteration of existing... sidewalks” as an exempt activity. No further environmental review is required. A Notice of Exemption will be filed for documentation purposes. There are no anticipated adverse environmental impacts; on the contrary, the project will improve accessibility and reduce urban runoff obstructions (by smoothing uneven surfaces).

### **PUBLIC NOTICE**

This item has been noticed through the regular agenda posting and distribution process. The staff report and attachments are available on the City’s website and at City Hall for public review. Residents in Zones 1 and 3 directly impacted by the sidewalk work will be informed in advance of the project start date via the City’s standard construction notice door hangers or mailers. Temporary “Sidewalk Work Ahead” signs may be placed on streets where crews are operating, to alert pedestrians. Overall community disruption is expected to be minimal (no full street closures or loss of driveway access), but City staff will be available to address any questions or concerns from the public during the process. This item has been noticed through the regular agenda notification process. Copies of this report can be accessed on the City’s website at [www.sierramadreca.gov](http://www.sierramadreca.gov)

### **ATTACHMENTS:**

**Attachment A:** Citywide Sidewalk Assessment Summary – Zones 1 through 4 (Precision Concrete Cutting, September 2022)  
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*(Overview of survey results by zone, including number of hazards, locations, and recommended repairs)*

**Attachment B:** FY 2024–2025 Sidewalk Repair Implementation Plan – Zones 1 & 3  
*(Detailed list and map of sidewalks in Zone 1 and Zone 3 to be repaired or replaced, with street segment locations and project schedule)*

**Attachment C:** Professional Services Agreement – Precision Concrete Cutting (Contract No. 2022-XYZ, executed October 2022)

*(Four-year contract for sidewalk repair program, detailing scope, compensation not-to-exceed \$240,000, and project timeline for completion by 2026)*



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## CITY OF SIERRA MADRE ! Zones 1 - 4

### Sidewalk Assessment

September 2022



Presented to: City of Sierra Madre • Public Works  
232 W. Sierra Madre Blvd. • Sierra Madre, CA 91024 • (626) 355-7135



## EXECUTIVE SUMMARY

The purpose of this summary is to present the results of the recent survey conducted to define the state of the sidewalks in the City of Sierra Madre ! Zone 1 through 4. Precision Concrete Cutting, under the direction of the City of Sierra Madre, conducted this survey. The information resulting from this survey will help facilitate the management of the city's public sidewalk infrastructure.

This survey documents an objective approach to identifying where the greatest needs are. Decision makers now have the ability to visualize overall sidewalk conditions, match up similar needs and judge the impact of budget decisions.

A wide range of lists, spreadsheets, and maps were created with this survey. This Executive Summary outlines the major issues and the details are elaborated further in individual reports. All reports are provide in soft copy for data management.



## EXECUTIVE SUMMARY

### APPROACH

The survey resources included experienced data collectors, a specialized data collection and GPS mapping program, and data entry technicians.

An inventory of risk factors and distress items were collected over a 2 week period and entered into a spreadsheet. The data is summarized into street segments and itemized by physical address, GPS location, the size of the “Hazard”, the severity of the hazard (amount of risk) and “Condition” (type or repair). Estimated square footage is indicated for each sidewalk panel in need of repair or demolition and replacement.

A series of maps were created by street segment that display the location of each hazard and type of repair required categorized and color coded as:

Yellow: Small Hazard - Saw Cut • Orange: Medium Hazard ! Saw Cut • Red: Large Hazard ! Saw Cut  
Purple: Spall Fill • Green: Tree Related Issue • Grey: Removal & Replacement.

A grey square is used to indicate a most severe condition in need of repair by complete reconstruction.



## EXECUTIVE SUMMARY

**THIS SURVEY IS FOCUSED ON THE FOLLOWING AREAS OF SIDEWALK MAINTENANCE**

### **SIDEWALK CONDITION**

Sidewalk condition is a measurement of physical distresses such as **cracks, heaving, settling and spalled surfaces**. Many of the older sidewalks are showing signs of spalling and cracking. Spalling is the result of environmental exposure of inferior workmanship or materials. Cracking is a sign of premature failure that is often the result of excessive loads from heavy construction equipment, settling due to poor trench compaction or heaving caused by tree roots.

### **SIDEWALK TRIP HAZARDS**

Trip hazards are vertical faces that present the opportunity for the unaware or impaired person to catch their toe. **The trip faces that are between 1/2" and 2 1/2"** are considered more dangerous than larger separations. Trips are most often repaired one of two ways: smaller trips are cut off and feathered back at ADA standards, larger trips are totally removed and replaced with new concrete.



## EXECUTIVE SUMMARY

### **Sidewalk Trip Hazards.**

Sidewalk trip hazards are recorded and divided by the size of the vertical face exposed. We have grouped the surveyed hazards into the following three classes.

### **Hazard Classes**

Less Severe (small)	Above 1/4" high to 1/2"
Severe (medium)	Above 1/2" high to 1"
Most Severe (large)	Above 1" high to 2 1/2"

### **Recommendation**

We recommend the repair of trip hazards by saw cutting for all hazards Above 1/4" to 2 1/2" high to save cost and extend the useful life of the existing sidewalk. Larger trips (above 2 1/2") and are best resolved by the removal and replacement of the entire panel.

The cutting of individual trip hazards can be scheduled to incrementally address the most hazardous areas first. The "remove and replace" work can follow the cutting of individual trip hazards to reduce the amount of reconstruction needed.



## EXECUTIVE SUMMARY

### **Sidewalk Condition Repairs**

Repairs of smaller spalling and cracked areas require fill to remove the hazard. Larger spalling and cracked areas and larger heaved areas not repairable by saw cutting will require removal and replacement.

### **Sidewalk Reconstruction Repairs**

Repairs requiring removal and replacement of entire sidewalks should be grouped into sizable projects focusing on specific neighborhoods with: proximity to points of concern, segments having trip hazards, future projects, major road maintenance, and coordination with utilities street repairs.



## SIDEWALK ASSESSMENT SUMMARY

The sidewalk inspection survey for Zones 1 through 4 was performed late 2021 and early 2022.

A total of **2,402** existing sidewalk hazards were identified. **2,072** are trip hazards with changes in vertical elevation between panels of 3/8" or greater as specified by the Americans with Disabilities Act. Remaining are **319** Remove/Replace, **3** Tree hazards and **8** Patch Fills consisting of approximately **81,552** square feet in total.

Our survey includes the size, type, and location of each hazard, and recommended actions to be taken.

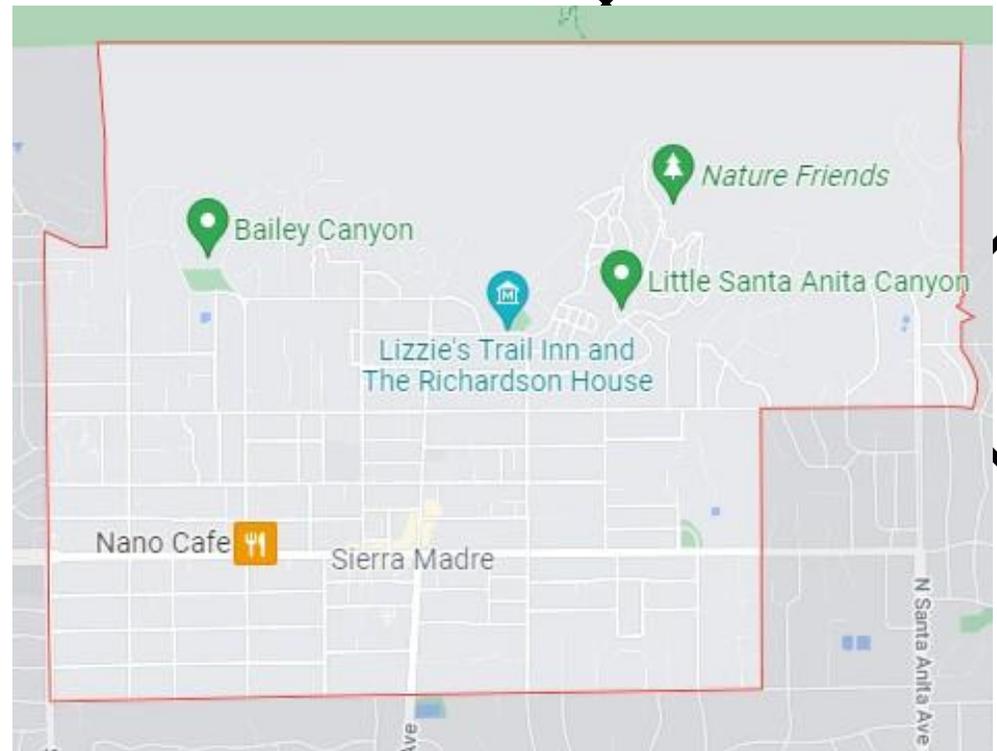
The City of Sierra Madre will realize substantial savings by having Precision Concrete Cutting remove sidewalk trip hazards between 3/8" and 2 1/2" high at a fraction of the cost of replacement and with superior results compared to grinding and asphalt patching. The work can be completed quickly with little disruption of foot traffic, and in full compliance with ADA and OSHA requirements.

Not only will the City of Sierra Madre significantly increase the safety of city walkways, you will save precious budget dollars by removing the risk of costly liability claims while extending the useful life of your existing sidewalks for many years.



## COMPLETED SURVEY AREA

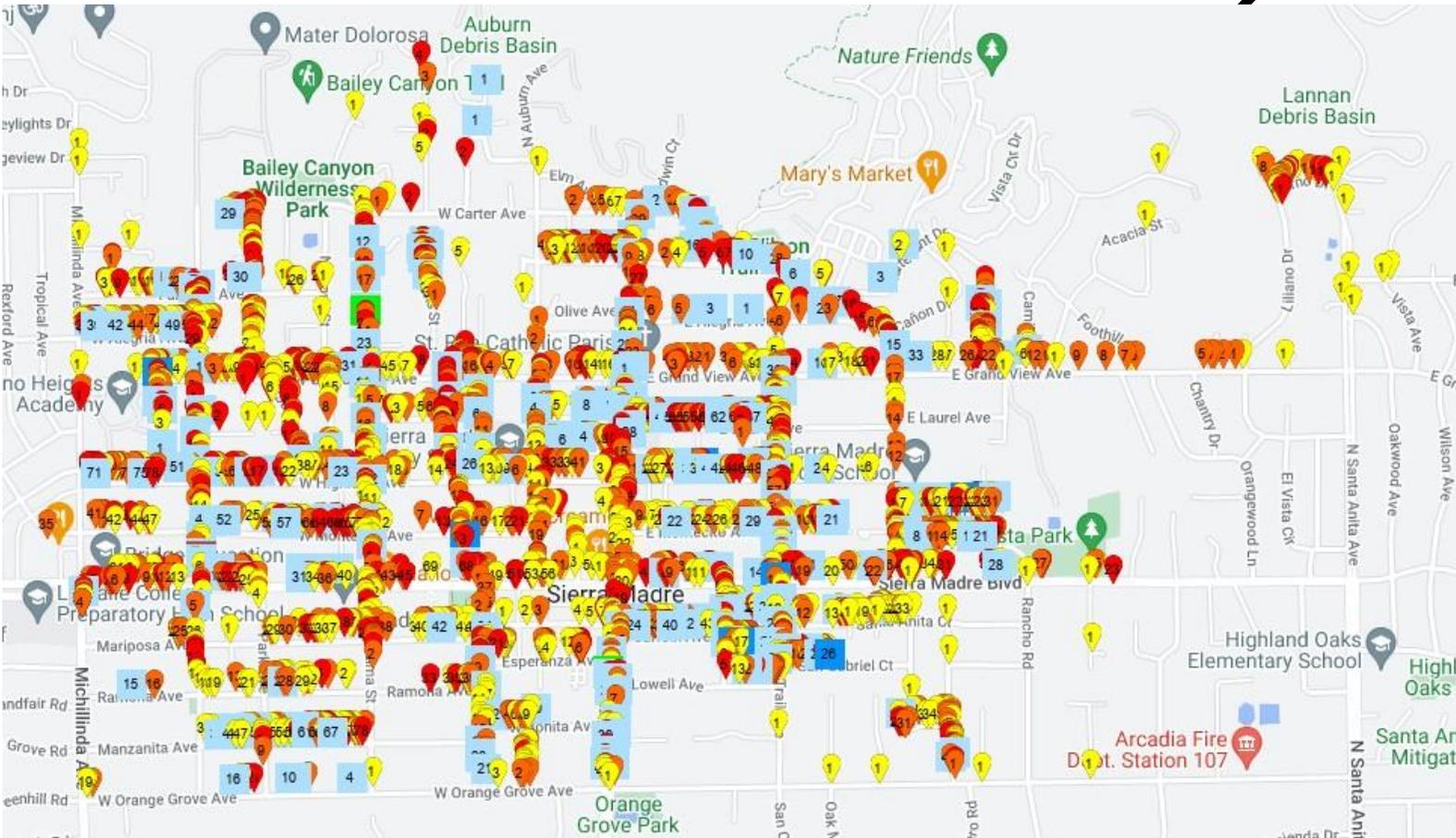
Completed assessment area includes Zones 1 through 4 within the City of Sierra Madre sidewalks and driveway aprons.



The information in this document is confidential and is to be used only by the City of Sierra Madre and Precision Concrete Cutting in evaluating the project.



# ALL IDENTIFIED HAZARDS ! ZONES 1 - 4



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## SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - All Zones													
LOCATION		HAZARD CLASS			CONDITION & RECOMMENDATION						AREA		RANK
Street	Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft	By Severity
Zone 2	367	407	137	911	2	2	911	131	6	6	32,885	3,057	1
Zone 4	261	274	93	628	-	6	628	119	1		30,105	2,002	2
Zone 1	113	129	54	296	1	-	296	34	5	5	10,337	977	3
Zone 3	68	128	41	237	-	-	237	35	3	-	8,225	744	4
<b>Totals</b>	<b>809</b>	<b>938</b>	<b>325</b>	<b>2,072</b>	<b>3</b>	<b>8</b>	<b>2,072</b>	<b>319</b>	<b>15</b>	<b>11</b>	<b>81,552</b>	<b>6,780</b>	

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# CITY OF SIERRA MADRE ALL ZONES - TOTALS

## ESTIMATED SAVINGS

Removal and replacement at an estimated cost ranging \$10 - \$25 Per Sq. Ft. will be significantly more expensive, time consuming and unnecessary. Precision Concrete Cutting will save you substantial cost by removing hazards at an average cost of \$3.50 Per Sq. Ft.

ZONE	TOTAL # OF SQ. FEET FOR REPAIR	TOTAL # OF IDENTIFIED REPAIR LOCATIONS	TOTAL # OF SAW CUTS REPAIRS	TOTAL # OF REMOVE/REPLACE REPAIRS	TOTAL # OF SPALL/PATCHES REPAIRS	TOTAL # OF TREE/ROOT REPAIRS
Zone 1	10,337	331	296	34	0	1
Zone 2	32,885	1,046	911	131	2	2
Zone 3	8,225	272	237	35	0	0
Zone 4	30,105	753	628	119	6	0
<b>TOTALS</b>	<b>81,552</b>	<b>2,402</b>	<b>2,072</b>	<b>319</b>	<b>8</b>	<b>3</b>

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## ZONE 1

The following pages are a breakup of additional detail for zone 1.

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## CITY OF SIERRA MADRE - SURVEY AREA ZONE 1

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 1 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Adams Street** - Grand View Ave. to End
- **Alegria Avenue** - Michillinda Ave. to End
- **Auburn Avenue** - Carter Ave. to End
- **Carter Avenue** - Auburn Ave. to Lima St.
- **Chaparrel Road** - Carter Ave. to End
- **Crestvale Drive** - Fairview Ave. to End
- **Deodar Circle** - Oak Crest Dr. to End
- **Edgeview Drive** - Michillinda Ave. to End
- **Fairview Avenue** - Michillinda Ave. to Grove St.
- **Fairview Terrace** - Fairview Ave. to End
- **Gatewood Lane** - Michillinda Ave. to End
- **Gatewood Terrace** - Gatewood Ln. to End
- **Grand View Avenue** - Lima St. to Hermosa Ave.
- **Grand View Avenue** - Michillinda Ave. to Sunnyside Ave.
- **Grand View Avenue** - Sunnyside Ave. to Lima St.
- **Grove Alley** - Grove St. to End
- **Grove Street** - Grand View Ave. to Carter Ave.
- **Hermosa Avenue** - Carter Ave. to Auburn Ave.
- **Key Vista Drive** - Sierra Keys Dr. to End
- **Lima Street** - Grand View Ave. to Carter Ave.



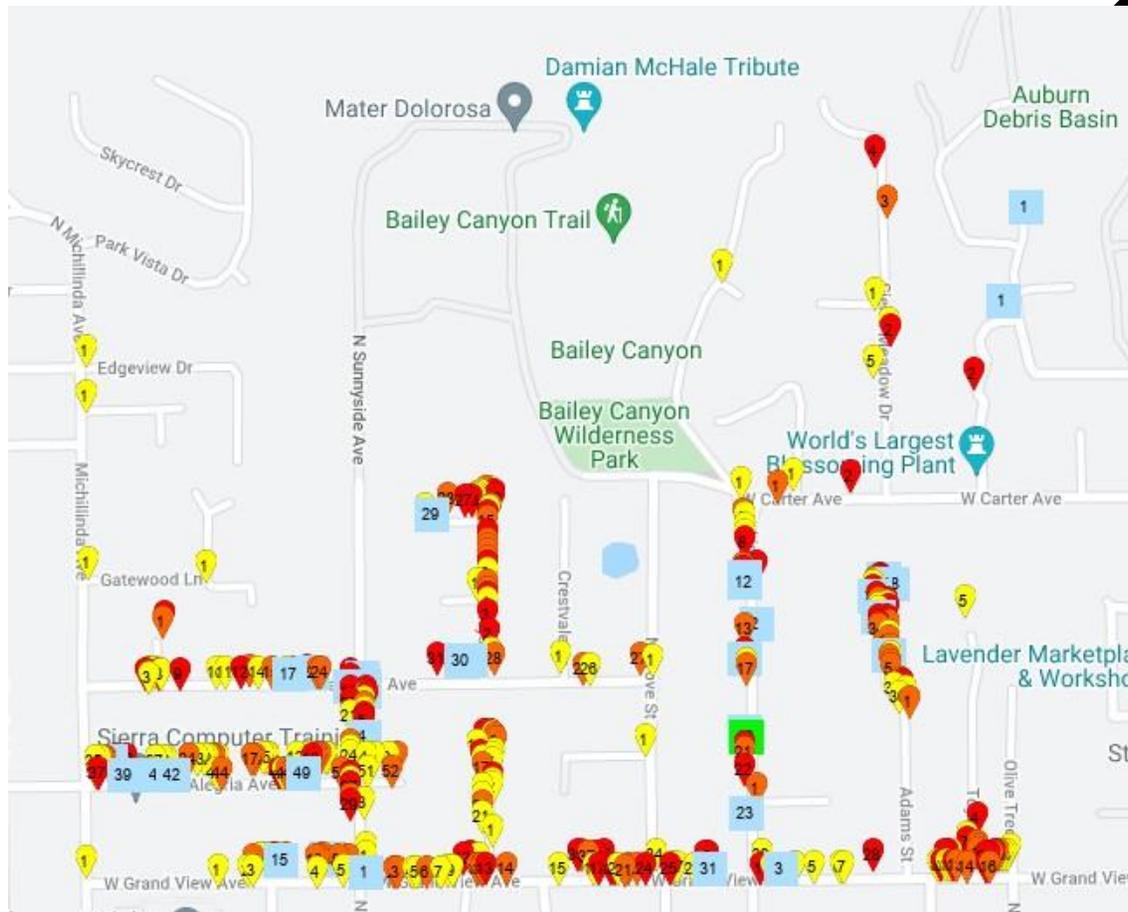
## CITY OF SIERRA MADRE - SURVEY AREA ZONE 1

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 1 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Michillinda Avenue** - Grand View Ave. to Edgeview Dr.
- **Michillinda Way** - Michillinda Ave. to End
- **Oak Crest Drive** - Carter Ave. to End
- **Olive Tree Lane** - Grand View Ave. to End
- **Sierra Keys Drive** - Fairview Ave. to End
- **Sierra Meadows Drive** - Carter Ave. to End
- **Sierra Woods Drive** - Grand View Ave. to End
- **Sunnyside Avenue** - Grand View Ave. to Fairview Ave.
- **Toyon Road** - Grand View Ave. to End
- **Wistaria Way** - Sierra Meadows Dr. to End



# ALL IDENTIFIED HAZARDS ! ZONE 1



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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - Zone 1		HAZARD CLASS				CONDITION & RECOMMENDATION						AREA		RANK
Street		Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft	By Severity
Alegria Avenue	Michillinda Ave. to End	23	22	2	47	-	-	47	5	-	-	1,857	131	1
Grand View Avenue	Sunnyside Ave. to Lima St.	12	19	8	39	-	-	39	3	-	-	942	116	2
Adams Street	Grand View Ave. to End	9	14	8	31	-	-	31	5	-	-	667	81	3
Sierra Keys Drive	Fairview Ave. to End	8	13	7	28	-	-	28	1	-	-	497	76	4
Grand View Avenue	Lima St. to Hermosa Ave.	13	9	6	28	-	-	28	1	2	-	704	84	5
Fairview Avenue	Michillinda Ave. to Grove St.	10	13	4	27	-	-	27	4	-	3	1,702	117	6
Sunnyside Avenue	Grand View Ave. to Fairview Ave.	9	4	11	24	-	-	24	5	-	-	802	99	7
Sierra Woods Drive	Grand View Ave. to End	12	8	1	21	-	-	21	-	-	-	354	44	8
Grand View Avenue	Michillinda Ave. to Sunnyside Ave.	9	8	1	18	-	-	18	2	-	-	650	61	9
Lima Street	Grand View Ave. to Carter Ave.	4	10	2	16	1	-	16	6	-	-	1,209	69	10
Toyon Road	Grand View Ave. to End	2	3	2	7	-	-	7	-	-	1	149	26	11
Sierra Meadows Drive	Carter Ave. to End	2	2	1	5	-	-	5	-	2	-	208	24	12
Carter Avenue	Auburn Ave. to Lima St.	-	1	1	2	-	-	2	-	1	-	250	25	13
Fairview Terrace	Fairview Ave. to End	-	2	-	2	-	-	2	-	-	1	210	18	14
Hermosa Avenue	Carter Ave. to Auburn Ave.	-	1	-	1	-	-	1	1	-	-	100	6	15

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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - Zone 1		HAZARD CLASS				CONDITION & RECOMMENDATION						AREA	
LOCATION		Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft
Auburn Avenue	Carter Ave. to End	-	-	-	-	-	-	-	1	-	-	36	-
Chaparrel Road	Carter Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-
Crestvale Drive	Fairview Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-
Deodar Circle	Oak Crest Dr. to End	-	-	-	-	-	-	-	-	-	-	-	-
Edgeview Drive	Michillinda Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-
Gatewood Lane	Michillinda Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-
Gatewood Terrace	Gatewood Ln. to End	-	-	-	-	-	-	-	-	-	-	-	-
Grove Alley	Grove St. to End	-	-	-	-	-	-	-	-	-	-	-	-
Grove Street	Grand View Ave. to Carter Ave.	-	-	-	-	-	-	-	-	-	-	-	-
Key Vista Drive	Sierra Keys Dr. to End	-	-	-	-	-	-	-	-	-	-	-	-
Michillinda Avenue	Grand View Ave. to Edgeview Dr.	-	-	-	-	-	-	-	-	-	-	-	-
Michillinda Way	Michillinda Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-
Oak Crest Drive	Carter Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-
Olive Tree Lane	Grand View Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-
Wistaria Way	Sierra Meadows Dr. to End	-	-	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>		<b>113</b>	<b>129</b>	<b>54</b>	<b>296</b>	<b>1</b>	<b>0</b>	<b>296</b>	<b>34</b>	<b>5</b>	<b>5</b>	<b>10,337</b>	<b>977</b>

The information in this document is confidential and is to be used only by the City of Sierra Madre and Precision Concrete Cutting in evaluating the project.



## ZONE 2

The following pages are a breakup of additional detail for zone 2.



## CITY OF SIERRA MADRE - SURVEY AREA ZONE 2

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 2 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Adams Street** - Grand View Ave. to Highland Ave.
- **Auburn Avenue** - Grand View Ave. to Sierra Madre Blvd.
- **Baldwin Avenue** - Grand View Ave. to Sierra Madre Blvd.
- **Baldwin Avenue** - Sierra Madre Blvd. to Orange Grove Ave.
- **Bonita Avenue** - Hermosa Ave. to Baldwin Ave.
- **Esperanza Avenue** - Hermosa Ave. to Baldwin Ave.
- **Grand View Avenue** - Hermosa Ave. to Baldwin Ave.
- **Grove Lane** - Sierra Madre Blvd. to Highland Ave.
- **Grove Street** - Grand View Ave. to Highland Ave.
- **Hermosa Avenue** - Grand View Ave. to Highland Ave.
- **Hermosa Avenue** - Sierra Madre Blvd. to Highland Ave.
- **Hermosa Avenue** - Sierra Madre Blvd. to Orange Grove Ave.
- **Highland Avenue** - Baldwin Ave. to Lima St.
- **Highland Avenue** - Lima St. to Michillinda Ave.
- **Ida May Lane** - Jameson Ct. to End
- **Jameson Court** - Grand View Ave. to Highland Ave.
- **Kersting Court** - Sierra Madre Blvd. to Baldwin Ave.
- **Laurel Avenue** - Auburn Ave. to Baldwin Ave.
- **Laurel Avenue** - Lima St. to Hermosa Ave.
- **Laurel Avenue** - Sunnyside Ave. to End

The information in this document is confidential and is to be used only by the City of Sierra Madre and Precision Concrete Cutting in evaluating the project.



## CITY OF SIERRA MADRE - SURVEY AREA ZONE 2

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 2 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Lima Street** - Highland Ave. to Grand View Ave.
- **Lima Street** - Sierra Madre Blvd. to Highland Ave.
- **Lima Street** - Sierra Madre Blvd. to Orange Grove Ave.
- **Manzanita Avenue** - Hermosa Ave. to Michillinda Ave.
- **Mariposa Avenue** - Hermosa Ave. to Baldwin Ave.
- **Mariposa Avenue** - Hermosa Ave. to Michillinda Ave.
- **Michillinda Avenue** - Sierra Madre Blvd. to Grand View Ave.
- **Michillinda Avenue** - Sierra Madre Blvd. to Orange Grove Ave.
- **Montecito Avenue** - Auburn Ave. to Lima St.
- **Montecito Avenue** - Baldwin Ave. to Auburn Ave.
- **Montecito Avenue** - Lima St. to Michillinda Ave.
- **Montecito Court** - Windsor Ln. to Montecito Ave.
- **Old Oak Lane** - Orange Grove Ave. to End
- **Orange Grove Avenue (North)** - Baldwin Ave. to Michillinda Ave.
- **Park Avenue** - Orange Grove Ave. to Sierra Madre Blvd.
- **Romona Avenue** - Hermosa Ave. to Michillinda Ave.
- **Ross Place** - Mariposa Ave. to End
- **Sierra Madre Blvd.** - Michillinda Ave. to Baldwin Ave.
- **Sierra Woods Drive** - Grand View Ave. to End
- **Sunnyside Avenue** - Grand View Ave. to Highland Ave.

The information in this document is confidential and is to be used only by the City of Sierra Madre and Precision Concrete Cutting in evaluating the project.



## CITY OF SIERRA MADRE - SURVEY AREA ZONE 2

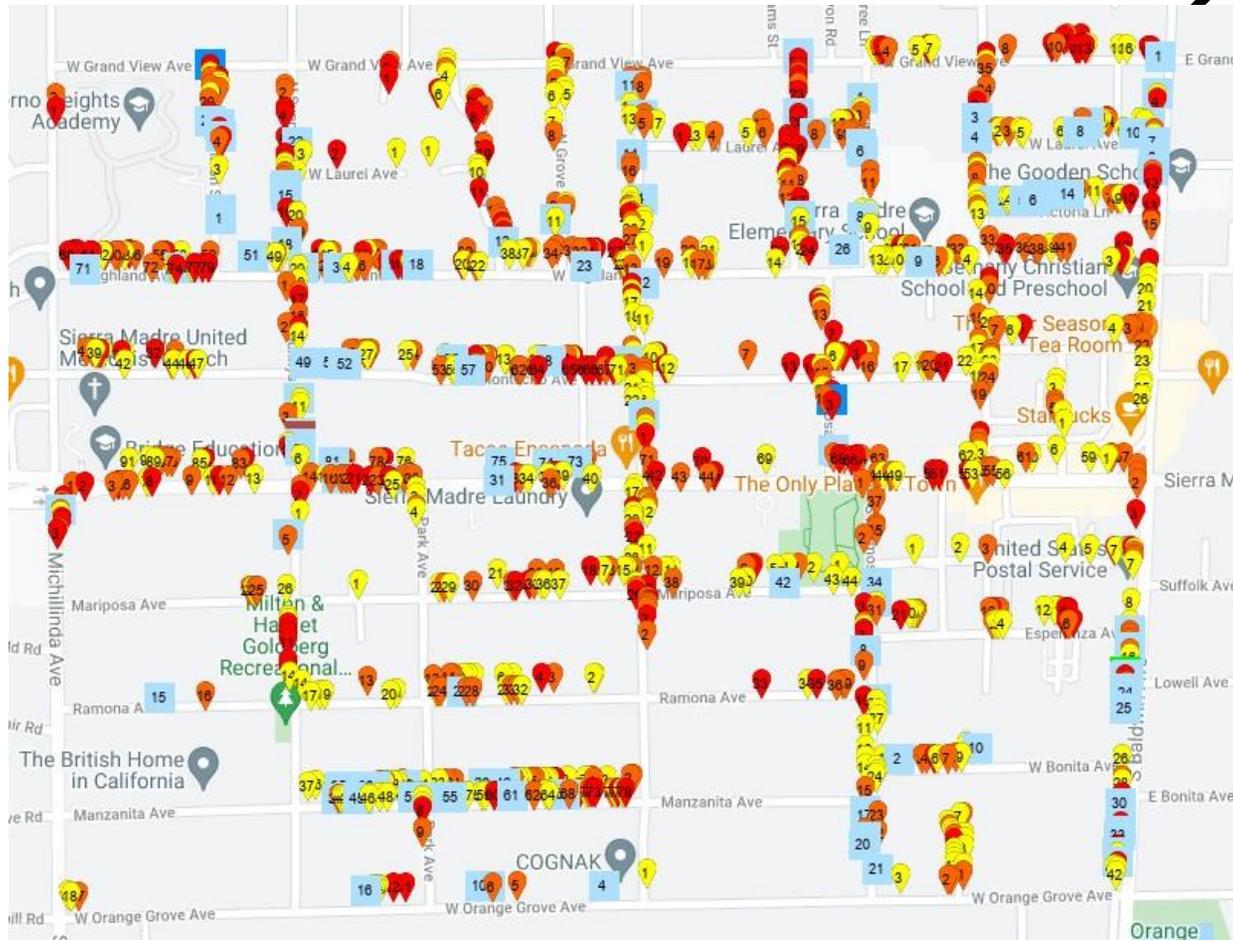
The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 2 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Sunnyside Avenue** - Highland Ave. to Sierra Madre Blvd.
- **Sunnyside Avenue** - Sierra Madre Blvd. to Orange Grove Ave.
- **Victoria Lane** - Auburn Ave. to Baldwin Ave.
- **Webster Way** - Bonita Ave. to End
- **Wilson Street** - Grand View Ave. to Highland Ave.
- **Windsor Lane** - Sierra Madre Blvd. to Montecito Ave.

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# ALL IDENTIFIED HAZARDS ! ZONE 2



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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - Zone 2		HAZARD CLASS				CONDITION & RECOMMENDATION						AREA		RANK
LOCATION		Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft	By Severity
Sierra Madre Blvd.	Michillinda Ave. to Baldwin Ave.	22	44	18	84	-	-	84	7	2	1	3,907	401	1
Highland Avenue	Lima St. to Michillinda Ave.	20	36	15	71	-	-	71	8	-	-	2,693	297	2
Montecito Avenue	Lima St. to Michillinda Ave.	24	31	9	64	-	-	64	9	-	-	2,315	195	3
Manzanita Avenue	Hermosa Ave. to Michillinda Ave.	35	22	5	62	-	-	62	16	-	-	1,552	152	4
Mariposa Avenue	Hermosa Ave. to Michillinda Ave.	21	18	4	43	-	-	43	1	-	-	993	114	5
Highland Avenue	Baldwin Ave. to Lima St.	18	19	3	40	-	-	40	2	-	-	1,414	124	6
Romona Avenue	Hermosa Ave. to Michillinda Ave.	18	17	2	37	-	-	37	2	1	-	1,164	100	7
Auburn Avenue	Grand View Ave. to Sierra Madre Blvd.	10	22	2	34	-	-	34	4	-	4	1,624	177	8
Baldwin Avenue (West Side)	Sierra Madre Blvd. to Orange Grove Ave.	11	13	4	28	1	-	28	13	1	-	1,564	94	9
Hermosa Avenue	Sierra Madre Blvd. to Orange Grove Ave.	11	14	2	27	-	-	27	10	-	-	1,213	73	10
Adams Street	Grand View Ave. to Highland Ave.	5	10	11	26	-	-	26	4	1	-	578	66	11
Lima Street	Sierra Madre Blvd. to Orange Grove Ave.	10	12	4	26	-	-	26	-	-	-	658	77	12
Lima Street	Highland Ave. to Grand View Ave.	10	11	2	23	-	-	23	4	-	-	850	63	13
Montecito Avenue	Auburn Ave. to Lima St.	9	8	5	22	-	-	22	-	-	-	550	76	14
Jameson Court	Grand View Ave. to Highland Ave.	6	8	7	21	-	-	21	2	-	-	803	130	15

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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - Zone 2		HAZARD CLASS				CONDITION & RECOMMENDATION						AREA		RANK
LOCATION		Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft	By Severity
Street														
Grand View Avenue	Hermosa Ave. to Baldwin Ave.	6	9	6	21	-	-	21	-	-	-	519	67	16
Esperanza Avenue	Hermosa Ave. to Baldwin Ave.	8	8	5	21	-	-	21	-	1	-	603	64	17
Baldwin Avenue (West Side)	Grand View Ave. to Sierra Madre Blvd.	10	7	4	21	-	-	21	5	-	-	1,843	92	18
Lima Street	Sierra Madre Blvd. to Highland Ave.	12	6	2	20	-	-	20	2	-	-	732	63	19
Old Oak Lane	Orange Grove Ave. to End	12	5	-	17	-	-	17	-	-	-	299	34	20
Grove Street	Grand View Ave. to Highland Ave.	10	7	-	17	-	-	17	1	-	-	414	35	21
Sunnyside Avenue	Grand View Ave. to Highland Ave.	5	6	5	16	-	-	16	6	-	-	575	77	22
Wilson Street	Grand View Ave. to Highland Ave.	5	7	4	16	-	1	16	5	-	-	800	56	23
Hermosa Avenue	Sierra Madre Blvd. to Highland Ave.	5	8	3	16	-	1	16	1	-	-	623	64	24
Laurel Avenue	Lima St. to Hermosa Ave.	7	8	1	16	-	-	16	1	-	-	259	26	25
Sunnyside Avenue	Highland Ave. to Sierra Madre Blvd.	7	6	2	15	1	-	15	5	-	-	830	63	26
Orange Grove Avenue (North)	Baldwin Ave. to Michillinda Ave.	6	7	2	15	-	-	15	4	-	-	579	39	27
Laurel Avenue	Auburn Ave. to Baldwin Ave.	9	5	1	15	-	-	15	5	-	-	650	36	28
Sunnyside Avenue	Sierra Madre Blvd. to Orange Grove Ave.	4	6	3	13	-	-	13	1	-	-	406	45	29
Mariposa Avenue	Hermosa Ave. to Baldwin Ave.	6	2	1	9	-	-	9	-	-	-	161	20	30

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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - Zone 2		HAZARD CLASS				CONDITION & RECOMMENDATION						AREA		RANK
LOCATION		Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft	By Severity
Park Avenue	Orange Grove Ave. to Sierra Madre Blvd.	6	2	1	9	-	-	9	-	-	-	180	23	31
Bonita Avenue	Hermosa Ave. to Baldwin Ave.	3	4	1	8	-	-	8	2	-	-	276	17	32
Victoria Lane	Auburn Ave. to Baldwin Ave.	3	4	1	8	-	-	8	7	-	-	170	15	33
Hermosa Avenue	Grand View Ave. to Highland Ave.	4	4	-	8	-	-	8	4	-	-	403	16	34
Montecito Avenue	Baldwin Ave. to Auburn Ave.	2	5	-	7	-	-	7	-	-	-	369	27	35
Windsor Lane	Sierra Madre Blvd. to Montecito Ave.	4	2	-	6	-	-	6	-	-	-	61	8	36
Laurel Avenue	Sunnyside Ave. to End	2	-	1	3	-	-	3	-	-	-	75	9	37
Sierra Woods Drive	Grand View Ave. to End	-	2	1	3	-	-	3	-	-	-	48	10	38
Michillinda Avenue	Sierra Madre Blvd. to Grand View Ave.	-	2	-	2	-	-	2	-	-	1	116	12	39
Ida May Lane	Jameson Ct. to End	1	-	-	1	-	-	1	-	-	-	16	2	40
Grove Lane	Sierra Madre Blvd. to Highland Ave.	-	-	-	-	-	-	-	-	-	-	-	-	41
Kersting Court	Sierra Madre Blvd. to Baldwin Ave.	-	-	-	-	-	-	-	-	-	-	-	-	42
Michillinda Avenue	Sierra Madre Blvd. to Orange Grove Ave.	-	-	-	-	-	-	-	-	-	-	-	-	43
Montecito Court	Windsor Ln. to Montecito Ave.	-	-	-	-	-	-	-	-	-	-	-	-	44
Ross Place	Mariposa Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	45
Webster Way	Bonita Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	46
<b>Totals</b>		<b>367</b>	<b>407</b>	<b>137</b>	<b>911</b>	<b>2</b>	<b>2</b>	<b>911</b>	<b>131</b>	<b>6</b>	<b>6</b>	<b>32,885</b>	<b>3,057</b>	

The information in this document is confidential and is to be used only by the City of Sierra Madre and Precision Concrete Cutting in evaluating the project.



## ZONE 3

The following pages are a breakup of additional detail for zone 3.



## CITY OF SIERRA MADRE - SURVEY AREA ZONE 3

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 3 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Acacia Street** - Grand View Ave. to End
- **Alegria Avenue** - Auburn Ave. to Baldwin Ave.
- **Alegria Avenue** - Mountain Trail Ave. to Baldwin Ave.
- **Alegria Avenue** - Mountain Trail Ave. to Grand View Ave.
- **Arno Drive** - Liliano Dr. to Santa Anita Ave.
- **Arno Drive** - Santa Anita Ave. to End
- **Auburn Avenue** - Carter Ave. to Grand View Ave.
- **Auburn Lane** - Auburn Ave. to Auburn Ave.
- **Baldwin Avenue** - Carter Ave. to Grand View Ave.
- **Camillo Street** - Grand View Ave. to End
- **Canon Drive** - Canon Ave. to Sturtevant Dr.
- **Carter Avenue** - Auburn Ave. to Baldwin Ave.
- **Carter Avenue** - Baldwin Ave. to Mira Monte Ave.
- **Elkins Avenue** - Santa Anita Ave. to End
- **Elm Avenue** - Auburn Ave. to Carter Ave.
- **Foothill Avenue** - Grand View Ave. to End
- **Grand View Avenue** - Auburn Ave. to City Limits
- **Kaia Lane** - Arno Dr. to End
- **Liliano Drive** - Stonehouse Rd. to End
- **Liliano Place** - Grand View Ave. to End

The information in this document is confidential and is to be used only by the City of Sierra Madre and Precision Concrete Cutting in evaluating the project.



## CITY OF SIERRA MADRE - SURVEY AREA ZONE 3

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 3 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Los Rocas Drive** - Canon Dr. to Sycamore Pl.
- **Mira Monte Avenue** - Auburn Ave. to Baldwin Ave.
- **Mira Monte Avenue** - Baldwin Ave. to Mountain Trail Ave.
- **Mountain Trail Avenue** - Mira Monte Ave. to Grand View Ave.
- **Mt. Wilson Trail** - Mira Monte Ave. to End
- **Oakwood Avenue** - Santa Anita Ave. to Grand View Ave.
- **Oakwood Place** - Santa Anita Ave. to End
- **Olive Avenue** - Auburn Ave. to Baldwin Ave.
- **Santa Anita Avenue** - Arno Dr. to Grand View Ave.
- **Stonehouse Road** - Grand View Ave. to End
- **Sturtevant Drive** - Mountain Trail Ave. to Alta Vista Dr.
- **Sunrise Hill Street** - Camillo St. to End
- **Sycamore Place** - Grand View Ave. to Los Rocas Dr.
- **Theresa Lane** - Canon Dr. to End
- **Valle Vista Drive** - Acacia St. to End
- **Via Granate Street** - Santa Anita Ave. to End
- **Vista Avenue** - Elkins Ave. to End
- **Vista Avenue** - Elkins Ave. to Grand View Ave.





# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - Zone 3		HAZARD CLASS				CONDITION & RECOMMENDATION						AREA		RANK
LOCATION		Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft	By Severity
Mira Monte Avenue	Auburn Ave. to Baldwin Ave.	18	23	6	47	-	-	47	2	-	-	1,298	138	1
Grand View Avenue	Auburn Ave. to City Limits	8	33	3	44	-	-	44	2	-	-	1,141	126	2
Sycamore Place	Grand View Ave. to Los Rocas Dr.	10	11	6	27	-	-	27	4	1	-	818	78	3
Baldwin Avenue	Carter Ave. to Grand View Ave.	5	15	4	24	-	-	24	6	-	-	1,278	96	4
Alegria Avenue	Mountain Trail Ave. to Grand View Ave.	2	6	7	15	-	-	15	4	-	-	736	59	5
Arno Drive	Liliano Dr. to Santa Anita Ave.	4	7	4	15	-	-	15	-	-	-	249	39	6
Mira Monte Avenue	Baldwin Ave. to Mountain Trail Ave.	2	8	3	13	-	-	13	3	-	-	675	42	7
Liliano Drive	Stonehouse Rd. to End	5	5	2	12	-	-	12	-	1	-	212	33	8
Carter Avenue	Baldwin Ave. to Mira Monte Ave.	2	4	4	10	-	-	10	5	-	-	525	49	9
Mountain Trail Avenue	Mira Monte Ave. to Grand View Ave.	2	4	1	7	-	-	7	1	-	-	275	22	10
Carter Avenue	Auburn Ave. to Baldwin Ave.	3	4	-	7	-	-	7	-	-	-	175	17	11
Camillo Street	Grand View Ave. to End	3	2	-	5	-	-	5	1	-	-	216	15	12
Alegria Avenue	Mountain Trail Ave. to Baldwin Ave.	1	3	-	4	-	-	4	3	-	-	325	9	13
Sturtevant Drive	Mountain Trail Ave. to Alta Vista Dr.	1	1	1	3	-	-	3	4	-	-	172	10	14
Auburn Avenue	Carter Ave. to Grand View Ave.	1	1	-	2	-	-	2	-	-	-	50	5	15
Santa Anita Avenue	Arno Dr. to Grand View Ave.	1	-	-	1	-	-	1	-	-	-	16	2	16
Olive Avenue	Auburn Ave. to Baldwin Ave.	-	1	-	1	-	-	1	-	1	-	64	6	17
Acacia Street	Grand View Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	18
Alegria Avenue	Auburn Ave. to Baldwin Ave.	-	-	-	-	-	-	-	-	-	-	-	-	19

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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madra - Zone 3		HAZARD CLASS				CONDITION & RECOMMENDATION						AREA		RANK
LOCATION		Size Small	Size Med	Size Large	Total Hazards	Tree Root Prune	Spall Crack Joint	Saw Cut	Remove Replace	SW^C	C^SW	Sq Ft	Inch Ft	By Severity
Street														
Arno Drive	Santa Anita Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	20
Auburn Lane	Auburn Ave. to Auburn Ave.	-	-	-	-	-	-	-	-	-	-	-	-	21
Canon Drive	Canon Ave. to Sturtevant Dr.	-	-	-	-	-	-	-	-	-	-	-	-	22
Elkins Avenue	Santa Anita Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	23
Elm Avenue	Auburn Ave. to Carter Ave.	-	-	-	-	-	-	-	-	-	-	-	-	24
Foothill Avenue	Grand View Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	25
Kaia Lane	Arno Dr. to End	-	-	-	-	-	-	-	-	-	-	-	-	26
Liliano Place	Grand View Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	27
Los Rocas Drive	Canon Dr. to Sycamore Pl.	-	-	-	-	-	-	-	-	-	-	-	-	28
Mt. Wilson Trail	Mira Monte Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	29
Oakwood Avenue	Santa Anita Ave. to Grand View Ave.	-	-	-	-	-	-	-	-	-	-	-	-	30
Oakwood Place	Santa Anita Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	31
Stonehouse Road	Grand View Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	32
Sunrise Hill Street	Camillo St. to End	-	-	-	-	-	-	-	-	-	-	-	-	33
Theresa Lane	Canon Dr. to End	-	-	-	-	-	-	-	-	-	-	-	-	34
Valle Vista Drive	Acacia St. to End	-	-	-	-	-	-	-	-	-	-	-	-	35
Via Granate Street	Santa Anita Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	36
Vista Avenue	Elkins Ave. to End	-	-	-	-	-	-	-	-	-	-	-	-	37
Vista Avenue	Elkins Ave. to Grand View Ave.	-	-	-	-	-	-	-	-	-	-	-	-	38
<b>Totals</b>		<b>68</b>	<b>128</b>	<b>41</b>	<b>237</b>	<b>0</b>	<b>0</b>	<b>237</b>	<b>35</b>	<b>3</b>	<b>0</b>	<b>8,225</b>	<b>744</b>	

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## ZONE 4

The following pages are a breakup of additional detail for zone 4.



## CITY OF SIERRA MADRE - SURVEY AREA ZONE 4

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 4 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Baldwin Avenue** - Orange Grove Ave. to Grand View Ave.
- **Bonita Avenue** - Baldwin Ave. to End
- **Bonita Avenue** - Mountain Trail Ave. to End
- **Canon Avenue** - Orange Grove Ave. to End
- **Canon Avenue** - Sierra Madre Blvd. to Grand View Ave.
- **Canon Place** - Santa Anita Ct. to End
- **Coburn Avenue** - Sierra Madre Blvd. to End
- **Colony Drive** - Fane St. to Santa Anita Ct.
- **Fane Street** - Holdman Ave. to Colony Dr.
- **Gabriel Court** - Sierra Pl. to Mountain Trail Ave.
- **Grand View Avenue** - Baldwin Ave. to City Limits
- **Highland Avenue** - Canon Ave. to Coburn Ave.
- **Highland Avenue** - Mountain Trail Ave. to Baldwin Ave.
- **Highland Avenue** - Mountain Trail Ave. to Canon Ave.
- **Holdman Avenue** - Fane St. to Sierra Madre Blvd.
- **Laurel Avenue** - Canon Ave. to Sycamore Pl.
- **Laurel Avenue** - Mountain Trail Ave. to Baldwin Ave.
- **Laurel Avenue** - Mountain Trail Ave. to Canon Ave.
- **Lowell Avenue** - Mountain Trail Ave. to Baldwin Ave.
- **Merrill Avenue** - Highland Ave. to Laurel Ave.
- **Monte Vista Lane** - Orange Grove Ave. to End
- **Montecito Avenue** - Canon Ave. to Coburn Ave.



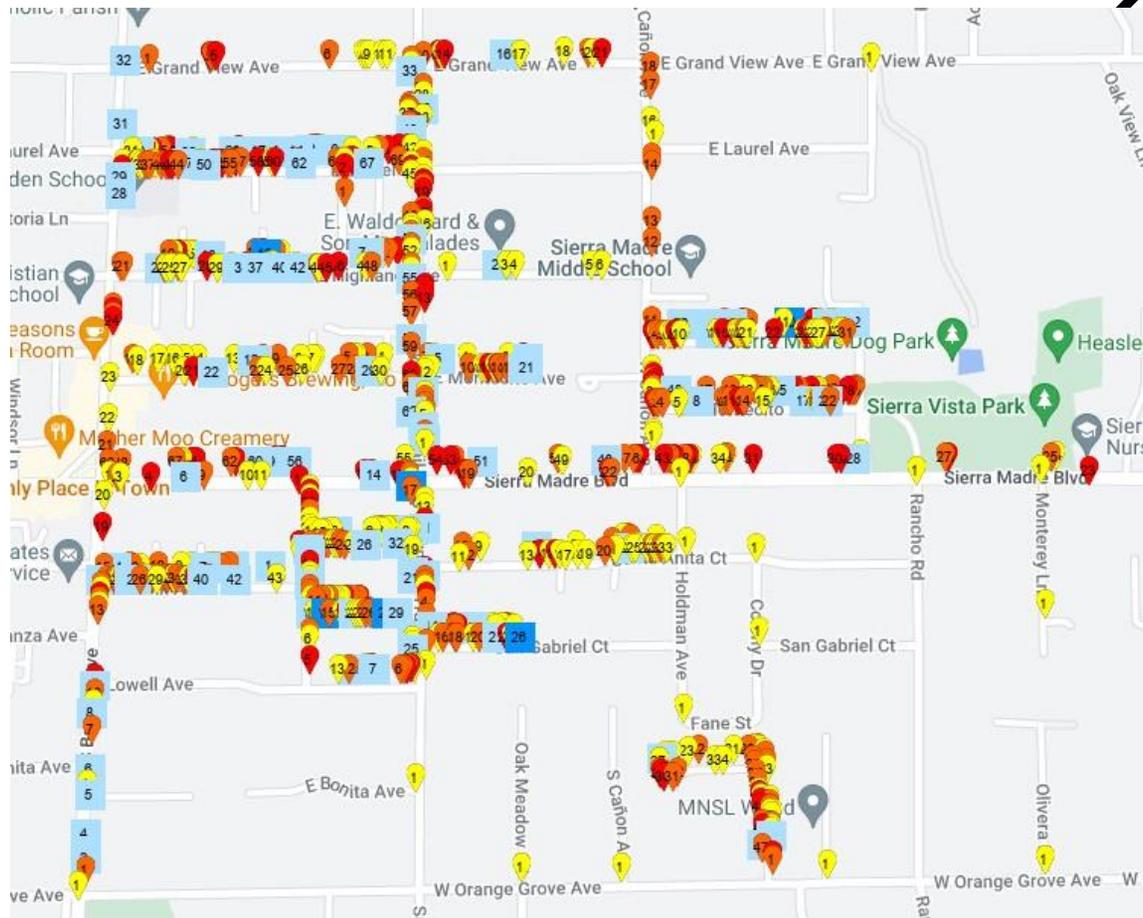
## CITY OF SIERRA MADRE - SURVEY AREA ZONE 4

The Sidewalk Assessment included the inspection of sidewalks and walkways in Zone 4 within the City of Sierra Madre. Public walkways and external driveway aprons along the following areas are included in the project:

- **Montecito Avenue** - Mountain Trail Ave. to Baldwin Ave.
- **Montecito Avenue** - Mountain Trail Ave. to End
- **Monterey Lane** - Sierra Madre Blvd. to End
- **Monterey Place** - Monterey Ln. to End
- **Mountain Trail Avenue** - Orange Grove Ave. to Sierra Madre Blvd.
- **Mountain Trail Avenue** - Sierra Madre Blvd. to Grand View Ave.
- **Oak Meadow Place** - Santa Anita Ct. to End
- **Oak Meadow Road** - Orange Grove Ave. to End
- **Olivera Lane** - Orange Grove Ave. to End
- **Orange Grove Avenue** - Baldwin Ave. to City Limits
- **Rancho Road** - Sierra Madre Blve. To Orange Grove
- **San Gabriel Court** - Colony Dr. to Rancho Rd.
- **San Gabriel Court** - Mountain Trail Ave. to Holdman Ave.
- **Santa Anita Court** - Holdman Ave. to Mountain Trail Ave.
- **Santa Anita Court** - Holdman Ave. to Rancho Rd.
- **Santa Anita Court** - Sierra Pl. to Mountain Trail Ave.
- **Sierra Madre Blvd.** - Baldwin Ave. to City Limits
- **Sierra Place** - Sierra Madre Blvd. to Lowell Ave.
- **Suffolk Avenue** - Sierra Pl. to Baldwin Ave.
- **Sycamore Place** - Grand View Ave. to End
- **Windwood Lane** - Orange Grove Ave. to End



# ALL IDENTIFIED HAZARDS ! ZONE 4



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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madre - Zone 4															
AREA	LOCATION		HAZARD CLASS				CONDITION & RECOMMENDATION				AREA		FOOTAGE	RANK	
Zone	Street		Size Small	Size Med	Size Large	Total Saw Cuts	Tree Root Prune	Spall Crack Joint	Total Saw Cut	Remove Replace		Inch FT	By Severity	Total Hazards	
4	Sierra Madre Blvd.	Baldwin Ave. to City Limits	13	32	16	61	-	-	61	8	-	3,167	251	1	69
4	Laurel Avenue	Mountain Trail Ave. to Baldwin Ave.	18	25	13	56	-	-	56	13	1	3,593	257	2	69
4	Mountain Trail Avenue	Sierra Madre Blvd. to Grand View Ave.	19	24	8	51	-	-	51	11	-	2,333	165	3	62
4	Montecito Avenue	Canon Ave. to Coburn Ave.	13	24	6	43	-	-	43	5	-	1,291	126	4	48
4	Windwood Lane	Orange Grove Ave. to End	18	22	3	43	-	-	43	4	-	1,202	115	5	47
4	Highland Avenue	Canon Ave. to Coburn Ave.	20	12	8	40	-	1	40	11	-	2,245	136	6	52
4	Highland Avenue	Mountain Trail Ave. to Baldwin Ave.	17	14	7	38	-	1	38	9	-	1,894	129	7	48
4	Suffolk Avenue	Sierra Pl. to Baldwin Ave.	12	20	1	33	-	-	33	10	-	1,335	93	8	43
4	Santa Anita Court	Holdman Ave. to Mountain Trail Ave.	19	12	-	31	-	-	31	2	-	512	57	9	33
4	Santa Anita Court	Sierra Pl. to Mountain Trail Ave.	17	10	2	29	-	-	29	3	-	560	52	10	32
4	Montecito Avenue	Mountain Trail Ave. to Baldwin Ave.	16	9	1	26	-	-	26	4	-	1,324	91	11	30
4	Gabriel Court	Sierra Pl. to Mountain Trail Ave.	12	10	2	24	-	2	24	3	-	539	60	12	29
4	Baldwin Avenue	Orange Grove Ave. to Grand View Ave.	6	11	4	21	-	-	21	11	-	3,674	107	13	32
4	San Gabriel Court	Mountain Trail Ave. to Holdman Ave.	11	6	4	21	-	1	21	4	-	768	64	14	26
4	Sierra Place	Sierra Madre Blvd. to Lowell Ave.	9	6	5	20	-	-	20	6	-	416	54	15	26

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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madre - Zone 4															
AREA	LOCATION	HAZARD CLASS				CONDITION & RECOMMENDATION					AREA	FOOTAGE	RANK		
Zone	Street	Size Small	Size Med	Size Large	Total Saw Cuts	Tree Root Prune	Spall Crack Joint	Total Saw Cut	Remove Replace			Inch FT	By Severity	Total Hazards	
4	Grand View Avenue	Baldwin Ave. to City Limits	10	6	4	20	-	-	20	1	-	550	55	16	21
4	Mountain Trail Avenue	Orange Grove Ave. to Sierra Madre Blvd	9	6	3	18	-	1	18	7	-	2,904	37	17	26
4	Canon Avenue	Sierra Madre Blvd. to Grand View Ave.	6	10	2	18	-	-	18	-	-	523	54	18	18
4	Montecito Avenue	Mountain Trail Ave. to End	8	8	1	17	-	-	17	4	-	600	45	19	21
4	Lowell Avenue	Mountain Trail Ave. to Baldwin Ave.	3	5	3	11	-	-	11	2	-	350	38	20	13
4	Highland Avenue	Mountain Trail Ave. to Canon Ave.	5	-	-	5	-	-	5	1	-	275	9	21	6
4	Merrill Avenue	Highland Ave. to Laurel Ave.	-	2	-	2	-	-	2	-	-	50	5	22	2
4	Bonita Avenue	Baldwin Ave. to End	-	-	-	-	-	-	-	-	-	-	-	23	-
4	Bonita Avenue	Mountain Trail Ave. to End	-	-	-	-	-	-	-	-	-	-	-	24	-
4	Canon Avenue	Orange Grove Ave. to End	-	-	-	-	-	-	-	-	-	-	-	25	-
4	Canon Place	Santa Anita Ct. to End	-	-	-	-	-	-	-	-	-	-	-	26	-
4	Coburn Avenue	Sierra Madre Blvd. to End	-	-	-	-	-	-	-	-	-	-	-	27	-
4	Colony Drive	Fane St. to Santa Anita Ct.	-	-	-	-	-	-	-	-	-	-	-	28	-
4	Fane Street	Holdman Ave. to Colony Dr.	-	-	-	-	-	-	-	-	-	-	-	29	-
4	Holdman Avenue	Fane St. to Sierra Madre Blvd.	-	-	-	-	-	-	-	-	-	-	-	30	-

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# SIDEWALK ASSESSMENT SUMMARY BY SEVERITY

City of Sierra Madre - Zone 4															
AREA	LOCATION		HAZARD CLASS				CONDITION & RECOMMENDATION AREA					FOOTAGE		RANK	
Zone	Street		Size Small	Size Med	Size Large	Total Saw Cuts	Tree Root Prune	Spall Crack Joint	Total Saw Cut	Remove	Replace		Inch FT	By Severity	Total Hazards
4	Laurel Avenue	Canon Ave. to Sycamore Pl.	-	-	-	-	-	-	-	-	-	-	-	31	-
4	Laurel Avenue	Mountain Trail Ave. to Canon Ave.	-	-	-	-	-	-	-	-	-	-	-	32	-
4	Monte Vista Lane	Orange Grove Ave. to End	-	-	-	-	-	-	-	-	-	-	-	33	-
4	Monterey Lane	Sierra Madre Blvd. to End	-	-	-	-	-	-	-	-	-	-	-	34	-
4	Monterey Place	Monterey Ln. to End	-	-	-	-	-	-	-	-	-	-	-	35	-
4	Oak Meadow Place	Santa Anita Ct. to End	-	-	-	-	-	-	-	-	-	-	-	36	-
4	Oak Meadow Road	Orange Grove Ave. to End	-	-	-	-	-	-	-	-	-	-	-	37	-
4	Olivera Lane	Orange Grove Ave. to End	-	-	-	-	-	-	-	-	-	-	-	38	-
4	Orange Grove Avenue	Baldwin Ave. to City Limits	-	-	-	-	-	-	-	-	-	-	-	39	-
4	Rancho Road	Sierra Madre Blve. To Orange Grove	-	-	-	-	-	-	-	-	-	-	-	40	-
4	San Gabriel Court	Colony Dr. to Rancho Rd.	-	-	-	-	-	-	-	-	-	-	-	41	-
4	Santa Anita Court	Holdman Ave. to Rancho Rd.	-	-	-	-	-	-	-	-	-	-	-	42	-
4	Sycamore Place	Grand View Ave. to End	-	-	-	-	-	-	-	-	-	-	-	43	-
	Totals		261	274	93	628	-	6	628	119	1	30,105	2,002		753

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## ABOUT PRECISION CONCRETE CUTTING

Precision Concrete Cutting uses proprietary and patented cutting technology to repair trip hazards.

Our work is guaranteed to offer the following benefits:

- Gentle ADA compliant slope
- Exceed the OSHA Standard for Slip Resistance (Co-Efficient of Friction)
- Full Edge-to-Edge Repair
- Detailed Cleaning & Recycle of Removed Concrete
- Detailed Audit-able Invoice



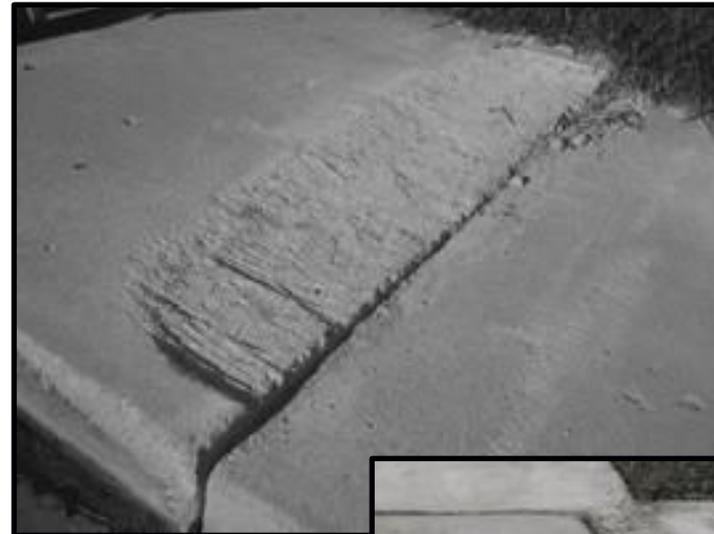
As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing 469 panels would result in approximately 278 tons of concrete being removed (average panel weight of 1,185 pounds). Using Precision Concrete Cutting resulted in 2,345 pounds or 1.17 tons of concrete removed and recycled.

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## WHY WE DON'T GRIND

- Grinding often damages the concrete (breaks edges, knocks out aggregate, scars adjacent panels, and creates micro cracks).
- Often unsightly (leaves a rough, uneven scarring)
- Difficult to comply with the ADA slope requirements
- Has no cost advantage
- Unable to remove hazards next to objects
- Hard to use on small trip hazards (under 3/8") and larger trip hazards (over 1 inch)
- Very slow process and generates lots of dust





## PRECISION CONCRETE CUTTING REPAIRS



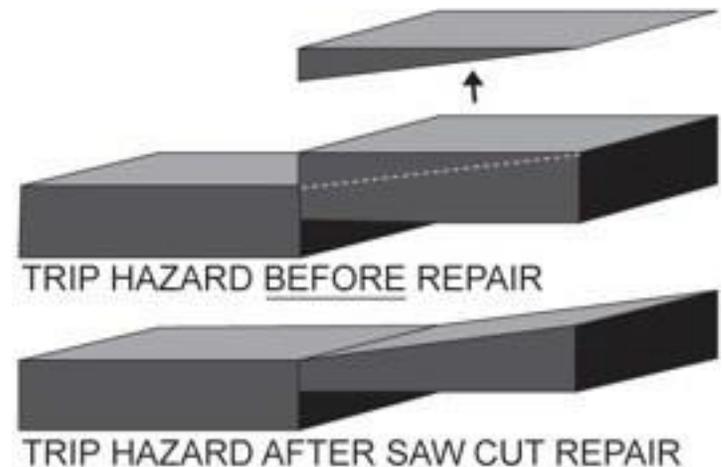
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## PRECISION CONCRETE CUTTING DIFFERENCE

- 1) Three measurements will be taken of every hazard:
  - a) Height<sup>1</sup> -- the highest point of the hazard
  - b) Height<sup>2</sup> -- the lowest point of the hazard
  - c) Length
- 2) Hazards will be removed from the full length of the panel (full edge-to-edge repair);
- 3) Sidewalks will be repaired at a slope of 1:8, in compliance with ADA requirements;
- 4) Handicap ramps or special areas will be repaired at a slope of 1:12, in compliance with ADA requirements;
- 5) Debris from repaired areas will be collected and removed;
- 6) A dust abatement system will be used during all repair operations;
  - a) The repaired area will be smooth and uniform with a coefficient of friction exceeding OSHA requirements for public walkways;
- 7) A detailed, audit-able invoice will be presented for every repair.

If there are any trip hazards on this bid that you **do not** want cut, we can remove them



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Contact: Ron Durna  
13089 Peyton Dr. #C235  
Chino Hills CA 91709  
Office: (909) 539-7740

[socalpcc@safesidewalks.com](mailto:socalpcc@safesidewalks.com)

## CONTACT US

**Precision Concrete Cutting**

Ron Durna

Office (909) 539-7740

[www.socalpcc@safesidewalks.com](mailto:socalpcc@safesidewalks.com)

[www.safesidewalks.com](http://www.safesidewalks.com)



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## ARTICLES OF AGREEMENT

### SIERRA MADRE PUBLIC WORKS, AGREEMENT IN THE CITY OF SIERRA MADRE, CALIFORNIA

THIS SIERRA MADRE PUBLIC WORKS, AGREEMENT (“AGREEMENT”) is made and entered into for the above-stated project this XX day of Month, 2022 (*Council Action Date Here*), BY AND BETWEEN the City of Sierra Madre, a municipal corporation, hereafter designated as “AGENCY”, and “Contractor., a California (State) corporation, hereafter designated as “CONTRACTOR.”

WITNESSETH that AGENCY and CONTRACTOR have mutually agreed as follows:

#### **ARTICLE I: Contract Documents**

The contract documents for the CITY-WIDE SIDEWALK HAZARD LIFT REPAIRS AND ASSESSMENT, shall consist of the Notice Inviting Sealed Bids, Instructions To Bidders, Bid Proposal, Bid Schedule, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, and appendices; together with two signed copies of the AGREEMENT, two signed copies of required bonds; one copy of the insurance certificates, permits, notices, and affidavits; and also including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to ensure its completion in an acceptable manner (collectively referred to herein as the “Contract Documents”). All of the provisions of the Contract Documents are made a part hereof as though fully set forth herein.

#### **ARTICLE II: Scope of Work**

For and in consideration of the payments and agreements to be made and performed by AGENCY, CONTRACTOR agrees to furnish all materials and equipment and perform all work required for the above-stated project, and to fulfill all other obligations as set forth in the aforesaid contract documents.

AGENCY hereby employs CONTRACTOR to provide the materials, do the work, and fulfill the obligations according to the terms and conditions herein contained and referred to, for the prices provided herein, and hereby contracts to pay the same at the time, in the manner, and upon the conditions set forth in this AGREEMENT.

In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to this AGREEMENT, CONTRACTOR offers and agrees to assign to the AGENCY all rights, title, and interest in and to all causes of action, it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (Section 16700, et seq.) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to CONTRACTOR, without further acknowledgment by the parties.

### **ARTICLE III: Compensation**

A. CONTRACTOR agrees to receive and accept the prices set forth in the Bid Proposal and Bid Schedule as full compensation for furnishing all materials, performing all work, and fulfilling all obligations hereunder. In no event shall the total compensation and costs payable to CONTRACTOR under this Agreement exceed the sum of, Two Hundred Forty Thousand Dollars (\$240,000.00) unless specifically approved in advance and in writing by AGENCY

Such compensation shall cover all expenses, losses, damages, and consequences arising out of the nature of the work during its progress or prior to its acceptance including those for well and faithfully completing the work and the whole thereof in the manner and time specified in the aforesaid Contract Documents; and also including those arising from actions of the elements, unforeseen difficulties or obstructions encountered in the prosecution of the work, suspension or discontinuance of the work, and all other unknowns or risks of any description connected with the work.

B. This AGREEMENT is subject to the provisions of Article 1.7 (commencing at Section 20104.50) of Division 2, Part 3 of the Public Contract Code regarding prompt payment of contractors by local governments. Article 1.7 mandates certain procedures for the payment of undisputed and properly submitted payment requests within 30 days after receipt, for the review of payment requests, for notice to Contractor of improper payment requests, and provides for the payment of interest on progress payment requests which are not timely made in accordance with that Article. This AGREEMENT hereby incorporates the provisions of Article 1.7 as though fully set forth herein.

C. At the request and expense of CONTRACTOR, securities equivalent to the amount withheld shall be deposited with AGENCY, or with a state or federally chartered bank in this state as the escrow agent, who shall then pay those moneys to CONTRACTOR upon Agency's confirmation of CONTRACTOR'S satisfactory completion of this AGREEMENT. At any time during the term of this AGREEMENT CONTRACTOR may, at its own expense, substitute securities for funds otherwise withheld as retention (or the retained percentage) in accordance with Public Contract Code § 22300.

### **ARTICLE IV: Time for Completion**

CONTRACTOR agrees to commence construction of the Work of Improvement within fifteen (15) days after issuance of a Notice to Proceed, and to continue in a diligent and workman-like manner without interruption, and to complete the construction thereof within Four, (4) years from the date the Notice to Proceed is issued.

### **ARTICLE V: Time is of the Essence**

Time is of the essence of this AGREEMENT, and it is agreed that it would be impracticable or extremely difficult to ascertain the extent of actual loss or damage which the AGENCY will

sustain by reason of any delay in the performance of this AGREEMENT. It is, therefore, agreed that CONTRACTOR will pay as liquidated damages to the AGENCY the following sum: Five Hundred Dollars (\$500.00) for each day's delay beyond the time herein prescribed for finishing work. If liquidated damages are not paid, as designated by the AGENCY, the AGENCY may deduct the amount thereof from any money due or that may become due the CONTRACTOR under this AGREEMENT in addition to any other remedy available to AGENCY. The CONTRACTOR shall not be assessed liquidated damages for any delay caused by the failure of a public utility to relocate or remove an existing utility required for the performance of this AGREEMENT.

#### **ARTICLE VI: Labor Code**

AGENCY and CONTRACTOR acknowledge that this AGREEMENT is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and public agencies and agree to be bound by all the provisions thereof as though set forth fully herein. Full compensation for conforming to the requirements of the Labor Code and with other Federal, State, and local laws related to labor, and rules, regulations and ordinances which apply to any work performed pursuant to this AGREEMENT is included in the price for all contract items of work involved.

This AGREEMENT is further subject to prevailing wage law, including, but not limited to, the following:

A. The CONTRACTOR shall pay the prevailing wage rates for all work performed under the AGREEMENT. When any craft or classification is omitted from the general prevailing wage determinations, the CONTRACTOR shall pay the wage rate of the craft or classification most closely related to the omitted classification. The CONTRACTOR shall forfeit as a penalty to AGENCY \$200.00 or any greater penalty provided in the Labor Code for each Calendar Day, or portion thereof, for each worker paid less than the prevailing wage rates for any work done under the AGREEMENT in violation of the provisions of the Labor Code whether such worker is employed in the execution of the work by CONTRACTOR or by any Subcontractor under CONTRACTOR. In addition, CONTRACTOR shall pay each worker the difference between such prevailing wage rates and the amount paid to each worker for each Calendar Day, or portion thereof, for which each worker was paid less than the prevailing wage rate.

B. CONTRACTOR shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that CONTRACTOR is responsible for compliance with Section 1777.5 by all of its subcontractors.

C. Pursuant to Labor Code § 1725.5, CONTRACTOR and any subcontractor must be registered with the California Department of Industrial Relations for any bid proposal submitted on or after March 1, 2015, and for any contract for public work entered into on or after April 1, 2015. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

D. Pursuant to Labor Code § 1776, CONTRACTOR and any subcontractor shall keep accurate payroll records, showing the name, address, social security number, work classification,

straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with this AGREEMENT for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Labor Code §§ 1811, and 1815 for any work performed by his or her employees on the public works project. The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours as required by Labor Code § 1776. In addition, pursuant to Government Code Section 8546.7, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of CITY or as part of any audit of CITY, for a period of three (3) years after final payment under the Agreement.

E. This AGREEMENT is further subject to 8-hour work day and wage and hour penalty law, including, but not limited to, Labor Code Sections 1810 and 1813, as well as California nondiscrimination laws, as follows:

CONTRACTOR shall strictly adhere to the provisions of the Labor Code regarding the 8-hour day and the 40-hour week, overtime, Saturday, Sunday, and holiday work and nondiscrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex or sexual orientation, except as provided in Section 12940 of the Government Code. Pursuant to the provisions of the Labor Code, eight hours' labor shall constitute a legal day's work. Work performed by CONTRACTOR's employees in excess of eight hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. CONTRACTOR shall forfeit as a penalty to AGENCY \$25.00 or any greater penalty set forth in the Labor Code for each worker employed in the execution of the work by CONTRACTOR or by any Subcontractor of CONTRACTOR, for each Calendar Day during which such worker is required or permitted to the work more than eight hours in one Calendar Day or more than 40 hours in any one calendar week in violation of the Labor Code.

F. This AGREEMENT is subject to Public Contract Code Section 6109: CONTRACTOR shall be prohibited from performing work on this project with a subcontractor who is ineligible to perform work on the project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

## **ARTICLE VII: Work Site Conditions**

A. In compliance with and pursuant to Government Code Section 4215, AGENCY shall assume the responsibility, as between the parties to this AGREEMENT, for the timely removal, relocation, or protection of existing main- or trunk-line utility facilities located on the site of any construction project that is a subject of this AGREEMENT, if such utilities are not identified by AGENCY in the plans and specifications made a part of the invitation for bids. The Contract Documents shall include provisions to compensate CONTRACTOR for the costs of locating, repairing damage, not due to the failure of CONTRACTOR to exercise reasonable care, and removing or relocating such utility facilities not indicated in the plans and specifications with

reasonable accuracy, and for equipment on the project necessarily idled during such work. CONTRACTOR shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of AGENCY or the owner of a utility to provide for removal or relocation of such utility facilities.

B. To the extent that the work requires trenches in excess of five feet (5') and is estimated to cost more than \$25,000, prior to any excavation, CONTRACTOR must provide the AGENCY, or a registered civil or structural engineer employed by the AGENCY to whom authority has been delegated to accept such plans, a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer. Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

C. This AGREEMENT is further subject to Public Contract Code Section 7104 with regard to any trenches deeper than four feet (4') involved in the proposed work as follows:

CONTRACTOR shall promptly, and before the following conditions are disturbed, notify AGENCY, in writing, of any:

- (1) Material that CONTRACTOR believes may be hazardous waste, as defined in Section 25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with existing law.
- (2) Subsurface or latent physical conditions at the site differing from those indicated by all available information provided prior to the deadline for submission of bids.
- (3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

AGENCY shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or involve hazardous waste, and cause a decrease or increase in CONTRACTOR's cost of, or the time required for, performance of any part of the work, AGENCY shall issue a change order under the procedures described in this AGREEMENT.

In the event that a dispute arises between AGENCY and CONTRACTOR whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in CONTRACTOR's cost of, or time required for, performance of any part of the work, CONTRACTOR shall not be excused from any scheduled completion date provided in the AGREEMENT, but shall proceed with all work to be performed under the AGREEMENT. CONTRACTOR shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties.

## **ARTICLE VIII: Insurance**

A. With respect to performance of work under this AGREEMENT, CONTRACTOR shall maintain, and shall require all of its subcontractors to maintain, insurance as required by Section E “Standard Specifications” of the Contract Documents.

B. This AGREEMENT is further subject to Workers’ Compensation obligations, including, but not limited to, California Labor Code Sections 1860 and 1861 as follows:

CONTRACTOR shall take out and maintain, during the life of this contract, Worker’s Compensation Insurance for all of CONTRACTOR’s employees employed at the site of improvement; and, if any work is sublet, CONTRACTOR shall require the subcontractor similarly to provide Worker’s Compensation Insurance for all of the latter’s employees, unless such employees are covered by the protection afforded by CONTRACTOR. CONTRACTOR and any of CONTRACTOR’s subcontractors shall be required to provide AGENCY with a written statement acknowledging its obligation to secure payment of Worker’s Compensation Insurance as required by Labor Code § 1861; to wit: ‘I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.’ If any class of employees engaged in work under this AGREEMENT at the site of the Project is not protected under any Worker’s Compensation law, CONTRACTOR shall provide and shall cause each subcontractor to provide adequate insurance for the protection of employees not otherwise protected. CONTRACTOR shall indemnify and hold harmless AGENCY for any damage resulting from failure of either CONTRACTOR or any subcontractor to take out or maintain such insurance.

## **ARTICLE IX: Indemnification**

To the fullest extent permitted by law, CONTRACTOR shall, at its sole cost and expense, fully defend, indemnify and hold harmless AGENCY, its authorized representatives and their respective subsidiaries, affiliates, members, directors, officers, employees and agents (collectively, the “Indemnitees”) from and against any and all claims, actions, demands, costs, judgments, liens, penalties, liabilities, damages, losses, and expenses, including but not limited to any fees of accountants, attorneys or other professionals (collectively “Liabilities”), arising out of, in connection with, resulting from or related to, any alleged act, omission, fault or negligence of CONTRACTOR, CONTRACTOR’s Representative, or any of its officers, agents, employees, Subcontractors or Suppliers, or any person or organization directly or indirectly employed by any of them (Collectively, the “Indemnitors”), in connection with or relating to or claimed to be in connection with or relating to the work performed under this AGREEMENT. CONTRACTOR shall not be entitled to any refund of attorneys’ fees, defense costs, or expenses in the event that it is adjudicated to have been non-negligent.

CONTRACTOR shall not be required to defend or indemnify AGENCY for liabilities caused by the sole active negligence or willful misconduct of the AGENCY.

If CONTRACTOR is a joint venture or partnership, each venturer or partner shall be jointly and severally liable for any and all of the duties and obligations of CONTRACTOR that are assumed under or arise out of this AGREEMENT. Each of such venturers or partners waives notice of the breach or non-performance of any undertaking or obligation of CONTRACTOR contained in, resulting from, or assumed under this AGREEMENT, and the failure to give any such notice shall not affect or impair such venturer's or partner's joint and several liability hereunder.

#### **ARTICLE X: Binding Effect**

AGENCY and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto and to its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents. This AGREEMENT is not assignable nor the performance of either party's duties delegable without the prior written consent of the other party. Any attempted or purported assignment or delegation of any of the rights or obligations of either party without the prior written consent of the other shall be void and of no force and effect.

#### **ARTICLE XI: Dispute Resolution**

A. Any court action arising out of this AGREEMENT shall be filed in the Los Angeles County Superior Court. Any alternative dispute resolution proceeding arising out of this AGREEMENT shall be heard in the City of Los Angeles or the City of Sierra Madre, California.

B. AGENCY shall have full authority to compromise or otherwise settle any claim relating to this AGREEMENT or any part hereof at any time. AGENCY shall provide timely notification to CONTRACTOR of the receipt of any third-party claim relating to this AGREEMENT. AGENCY shall be entitled to recover its reasonable costs incurred in providing the notification required by this section.

C. This AGREEMENT is further subject to the provisions of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by Contractor, for the response to such claims by the Agency, for a mandatory meet and confer conference upon the request of Contractor, for mandatory nonbinding mediation in the event litigation is commenced, and for mandatory judicial arbitration upon the parties' failure to resolve the dispute through mediation. This AGREEMENT hereby incorporates the provisions of Article 1.5 as though fully set forth herein.

D. In the event of a dispute between the parties arising out of the terms of this AGREEMENT, including any action brought to declare the rights granted herein or to enforce any of the terms of this AGREEMENT, the party prevailing in such dispute shall not be entitled to attorneys' fees from the other party. This provision takes precedence over any conflicting provision in any of the documents which are incorporated herein by reference.

**ARTICLE XII: Independent Contractor**

CONTRACTOR is and shall at all times remain as to AGENCY, a wholly independent contractor. Neither AGENCY nor any of its agents shall have control of the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of AGENCY.

**ARTICLE XIII: Taxes**

CONTRACTOR is responsible for paying all retail, sales and use, transportation, export, import, special or other taxes and duties applicable to, and assessable against any work, materials, equipment, services, processes and operations incidental to or involved in this AGREEMENT. The CONTRACTOR is responsible for ascertaining and arranging to pay such taxes and duties. The prices established in this AGREEMENT shall include compensation for any taxes the CONTRACTOR is required to pay by laws and regulations in effect as of the execution of this AGREEMENT.

**ARTICLE XIV: Notices**

All notices and communications shall be sent in writing to the parties at the following addresses:

AGENCY: Chris Cimino

CONTRACTOR: Ron Dumas

CITY OF SIERRA MADRE

Precision Concrete Cutting

232 W. Sierra Madre Boulevard

13089 Peyton Dr. #C235

Sierra Madre, CA 91024

Chino Hills, CA 91709

**ARTICLE XV: Entire Agreement**

This AGREEMENT supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties pertaining to the work of improvements described herein. Each party to this AGREEMENT acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that any other agreement, statement or promise not contained in this AGREEMENT shall not be valid or binding. Any modification of this AGREEMENT will be effective only if signed by the party to be charged.

The benefits and obligations of this AGREEMENT shall inure to and be binding upon the representatives, agents, partners, heirs, successors, and assigns of the parties hereto. This AGREEMENT shall be construed pursuant to the laws of the State of California.

## **ARTICLE XVI: Authority to Contract**

The signatories hereto represent that they are authorized to sign on behalf of the respective parties they represent and are competent to do so, and each of the parties hereto hereby irrevocably waives any and all rights to challenge signatures on these bases.

## **ARTICLE XVII: General Provisions**

A. All reports, documents, or other written material (“written products” herein) developed by CONTRACTOR in the performance of this Agreement shall be and remain the property of AGENCY without restriction or limitation upon its use or dissemination by AGENCY. CONTRACTOR may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by CONTRACTOR.

B. In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, medical condition or any other unlawful basis.

C. The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph hereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

D. The waiver by AGENCY or CONTRACTOR of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. No term, covenant, or condition of this Agreement shall be deemed to have been waived by AGENCY or CONTRACTOR unless in writing.

E. Each right, power, and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any party of any one or more of such rights, powers, or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights, powers, or remedies.

F. CONTRACTOR shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to AGENCY under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to CONTRACTOR under this Agreement. All such documents shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of AGENCY. In addition, pursuant to Government Code Section 8546.7, if the amount of

public funds expended under this Agreement exceeds ten thousand dollars, all such documents and this Agreement shall be subject to the examination and audit of the State Auditor, at the request of AGENCY or as part of any audit of AGENCY, for a period of three (3) years after final payment under the Agreement.

**ARTICLE XVIII: Completion Procedures**

When the CONTRACTOR has completed the Work of Improvement described in this AGREEMENT, the CONTRACTOR shall notify the City Engineer or Public Works Director. The City Engineer or Public Works Director, in accordance with the terms of this AGREEMENT more specifically set forth in the Standard Specifications, shall inspect the work, review the punch-list with CONTRACTOR, and any outstanding change orders and claims for payment. CONTRACTOR shall submit any and all claims for payment and shall sign the AGENCY’S “Waiver of Additional Claims” form prior to the City Engineer or Public Works Director presenting the Work for Council approval and acceptance.

IN WITNESS WHEREOF the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this AGREEMENT to be executed in duplicate by setting hereunto their names, titles, hands, and seals this XX day of Month, 2021 (*Council Action Date Here*)

CONTRACTOR: (Company).

\_\_\_\_\_  
Contractor’s Sign  
Contractor’s License No.

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC \_\_\_\_\_ (SEAL)

AGENCY: \_\_\_\_\_  
City Manager Date  
City of Sierra Madre

ATTESTED: \_\_\_\_\_  
City Clerk of the Date

City of Sierra Madre

APPROVED AS  
TO FORM:

\_\_\_\_\_  
City Attorney of the  
City of Sierra Madre

\_\_\_\_\_  
Date

**(EXECUTE IN DUPLICATE)**

**PAYMENT BOND  
SIERRA MADRE XXX, SPECIFICATION NO. XXX  
IN THE CITY OF SIERRA MADRE, CALIFORNIA**

WHEREAS, the City of Sierra Madre, as AGENCY has awarded to "Contractor", as CONTRACTOR, a contract for the above-stated project;

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract, to secure the payment of claims of laborers, mechanics, material persons, and other persons as provided by law;

NOW THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held and firmly bound unto AGENCY in the sum of **[DESCRIBE VERBALLY; 100% OF TOTAL CONTRACT AMOUNT—TO BE INSERTED BY CONTRACTOR]** Dollars (\$ \_\_\_\_\_ )

which is one hundred percent (100%) of the total contract amount for the above-stated project, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if CONTRACTOR, its heirs, executors, administrators, successors, assigns, or subcontractors, shall fail to pay any of the persons named in Civil Code Section 9100, or amounts due under the Unemployment Insurance Code with respect to work or labor withheld, and to pay over to the Employment Development Department from the wages of employees of the CONTRACTOR and its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to such work and labor, that the surety or sureties herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the plaintiffs and AGENCY in an amount to be fixed by the court.

This bond shall inure to the benefit to any of the persons named in Civil Code Section 9100 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

The SURETY hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the contract or the specifications accompanying it shall in any manner affect SURETY's obligations on this bond. The SURETY hereby waives notice of any such change, extension, alteration, or addition and hereby waives the requirements of Section 2845 of the Civil Code as a condition precedent to any remedies AGENCY may have.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this day of \_\_\_\_\_, 20\_\_.

PRINCIPAL\*

Firm: \_\_\_\_\_

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

CONTRACTOR\*

Contractor Signer's Name: (Print): \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address (If different than Firm): \_\_\_\_\_

Telephone: \_\_\_\_\_

SURETY

Firm: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Surety Signer's Name: (Print): \_\_\_\_\_

Surety Signers Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address (If different than Firm): \_\_\_\_\_

Telephone: \_\_\_\_\_

\*Provide CONTRACTOR and SURETY name, address, and telephone number and the name, title, address, and telephone number for the respective authorized representatives. Power of Attorney must be attached.

Subscribed and sworn to this \_\_\_ day of \_\_\_\_\_, 20\_\_.

NOTARY PUBLIC.....

(SEAL)

**(EXECUTE IN DUPLICATE)**

**FAITHFUL PERFORMANCE BOND  
SIERRA MADRE XXX, SPECIFICATION NO. XXX  
IN THE CITY OF SIERRA MADRE, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS That "Contractor", hereinafter referred to as "CONTRACTOR" as PRINCIPAL, and \_\_\_\_\_, a corporation duly organized and doing business under and by virtue of the laws of the State of California and duly licensed for the purpose of making, guaranteeing, or becoming sole surety upon bonds or undertakings as Surety, are held and firmly bound unto the CITY OF SIERRA MADRE, CALIFORNIA, hereinafter referred to as the "AGENCY" in the sum of **[DESCRIBE VERBALLY; 100% OF TOTAL CONTRACT AMOUNT—TO BE INSERTED BY CONTRACTOR]** Dollars (\$ \_\_\_\_\_); which is one hundred percent (100%) of the total contract amount for the above stated project; lawful money of the United States of America for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, executors, administrators, assigns and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that whereas CONTRACTOR has been awarded and is about to enter into a Contract with AGENCY to perform all work required pursuant to the contract documents for the project entitled: XXX, SPECIFICATION NO. XXX CONTRACT which Contract is by this reference incorporated herein, and is required by AGENCY to give this Bond in connection with the execution of the Contract;

NOW, THEREFORE, if CONTRACTOR and his or her Subcontractors shall well and truly do and perform all the covenants and obligations of the Contract on his or her part to be done and performed at the times and in the manner specified herein including compliance with all Contract specifications and quality requirements, then this obligation shall be null and void, otherwise, it shall be and remain in full force and effect;

PROVIDED, that any alterations in the work to be done, or in the material to be furnished, which may be made pursuant to the terms of the Contract, shall not in any way release CONTRACTOR or the Surety thereunder, nor shall any extensions of time granted under the provisions of the Contract release either CONTRACTOR or said Surety, and notice of such alterations of extensions of the Contract is hereby waived by said Surety.

In the event suit is brought upon this Bond by AGENCY and judgment is recovered, said Surety shall pay all costs incurred by AGENCY in such suit, including a reasonable attorney's fee to be fixed by the Court. IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ ...

CONTRACTOR\*

Signature of Signer: \_\_\_\_\_

Name, Title of Signer \_\_\_\_\_

Contractor's Business Name \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_

SURETY\*

Signature of Signer: \_\_\_\_\_

Name, Title of Signer \_\_\_\_\_

Surety's Business Name \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_

\* Power of Attorney must be attached.

Subscribed and sworn to this \_\_\_ day of \_\_\_\_\_, 20\_\_

NOTARY PUBLIC.....

(SEAL)

**(EXECUTE IN DUPLICATE)**

**MAINTENANCE BOND  
SIERRA MADRE XXX, SPECIFICATION NO. XXX  
IN THE CITY OF SIERRA MADRE, CALIFORNIA**

KNOW ALL PERSONS BY THESE PRESENTS THAT WHEREAS, the City of Sierra Madre, as AGENCY has awarded to "Contractor", as CONTRACTOR, a contract for the above-stated project.

AND WHEREAS, CONTRACTOR is required to furnish a bond in connection with the contract guaranteeing maintenance thereof;

NOW, THEREFORE, we, the undersigned CONTRACTOR and SURETY, are held firmly bound unto AGENCY in the sum of **DESCRIBE VERBALLY; 50% OF TOTAL CONTRACT AMOUNT—TO BE INSERTED BY CONTRACTOR** Dollars (\$ \_\_\_\_\_),

which is fifty percent (50%) of the total contract amount for the above-stated project to be paid to AGENCY, its successors and assigns, for which payment well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents. THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if CONTRACTOR shall remedy without cost to AGENCY any defects which may develop during a period of one (1) year from the date of recordation of the Notice of Completion of the work performed under the contract, provided such defects are caused by defective or inferior materials or work, then this obligation shall be void; otherwise it shall be and remain in full force and effect. In case suit is brought upon this bond, SURETY will pay reasonable attorneys' fees to the AGENCY in an amount to be fixed by the court.

IN WITNESS WHEREOF the parties hereto have set their names, titles, hands, and seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CONTRACTOR\***

Signature of Signer: \_\_\_\_\_

Name, Title of Signer \_\_\_\_\_

Contractor's Business Name \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_

**SURETY\***

Signature of Signer: \_\_\_\_\_

Name, Title of Signer \_\_\_\_\_

Surety's Business Name \_\_\_\_\_

Mailing Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_

\* Power of Attorney must be attached.

Subscribed and sworn to this ..... day of....., 20\_\_.

NOTARY PUBLIC.....

(SEAL)

(EXECUTE IN DUPLICATE)

NON-COLLUSION AFFIDAVIT

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_[date], at \_\_\_\_\_[city], \_\_\_\_\_[state].

\_\_\_\_\_  
Signature of Declarant

\_\_\_\_\_  
Printed Name of Declarant

**WORKERS' COMPENSATION INSURANCE CERTIFICATE**

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Contractor's Business Name)  
By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Attest:

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Note: See Section 7 Responsibility of the Contractor, Paragraph 7-3 of the Standard Specifications for insurance carrier rating requirements.

**ENDORSEMENTS TO INSURANCE POLICY**

**Name of Insurance Company:**

**Policy Number:**

**Effective Date:**

The following endorsements are hereby incorporated by reference into the attached Certificate of Insurance as though fully set forth thereon:

1. The naming of an additional insured as herein provided shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured, and
2. The additional insured named herein shall not be held liable for any premium or expense of any nature on this policy or any extensions thereof, and
3. The additional insured named herein shall not by reason of being so named be considered a member of any mutual insurance company for any purpose whatsoever, and
4. The provisions of the policy will not be changed, suspended, canceled or otherwise terminated as to the interest of the additional insured named herein without first giving such additional insured twenty (20) days' written notice.
5. Any other insurance held by the additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance, which is referred to by this certificate.
6. **The company provided insurance for this certificate is a company licensed to do business in the State of California with a Best's rating of A+ VIII or greater.**

**It is agreed that the City of Sierra Madre, its officers and employees, are included as Additional Insureds under the contracts of insurance for which the Certificate of Insurance is given.**

\_\_\_\_\_  
**Authorized Insurance Agent**

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

**STATEMENT REGARDING INSURANCE COVERAGE  
SIERRA MADRE XXX  
SPECIFICATION NO. XXX  
IN THE CITY OF SIERRA MADRE, CALIFORNIA**

The undersigned representative of Bidder hereby certifies that he/she has reviewed the insurance coverage requirements specified in **7-3 LIABILITY INSURANCE** of Section E, Standard Specifications. Should Bidder be awarded the contract for the work, the undersigned further certifies that Bidder can meet all of these specification requirements for insurance including insurance coverage of his/her subcontractors.

NAME OF BIDDER: .....

MAILING ADDRESS: .....

.....

.....

AUTHORIZED SIGNATURE: .....

TITLE: .....

DATE: .....

**STATEMENT REGARDING CONTRACTOR'S LICENSING LAWS**  
**SIERRA MADRE XXX**  
**SPECIFICATION NO. XXX**  
**IN THE CITY OF SIERRA MADRE, CALIFORNIA**  
[Business & Professions Code § 7028.15]  
[Public Contract Code § 20103.5]

I, the undersigned, certify that I am aware of the following provisions of California law and that I, or the entity on whose behalf this certification is given, hold a currently valid California contractor's license as set forth below:

*Business & Professions Code § 7028.15:*

- a) **It is a misdemeanor for any person to submit a bid to a public agency to engage in the business or act in the capacity of a contractor within this state without having a license therefor**, except in any of the following cases:
- (1)The person is particularly exempted from this chapter.
  - (2)The bid is submitted on a state project governed by Section 10164 of the Public Contract Code or on any local agency project governed by Section 20104 [now § 20103.5] of the Public Contract Code.
- b) If a person has been previously convicted of the offense described in this section, the court shall impose a fine of 20 percent of the price of the contract under which the unlicensed person performed contracting work, or four thousand five hundred dollars (\$4,500), whichever is greater, or imprisonment in the county jail for not less than 10 days nor more than six months, or both.
- In the event the person performing the contracting work has agreed to furnish materials and labor on an hourly basis, "the price of the contract" for the purposes of this subdivision means the aggregate sum of the cost of materials and labor furnished and the cost of completing the work to be performed.
- c) This section shall not apply to a joint venture license, as required by Section 7029.1. However, at the time of making a bid as a joint venture, each person submitting the bid shall be subject to this section with respect to his/her individual licenser.
- d) This section shall not affect the right or ability of a licensed architect, land surveyor, or registered professional engineer to form joint ventures with licensed contractors to render services within the scope of their respective practices.
- e) Unless one of the foregoing exceptions applies, a bid submitted to a public agency by a contractor who is not licensed in accordance with this chapter shall be considered nonresponsive and shall be rejected by the public agency. Unless one of the foregoing exceptions applies, a local public agency shall, before awarding a contract or issuing a purchase order, verify that the contractor was properly licensed when the contractor submitted the bid. Notwithstanding any other provision of law, unless one of the foregoing exceptions applies, the registrar may issue a citation to any public officer or employee of a public entity who knowingly awards a contract or issues a purchase order to a contractor who is not licensed pursuant to this chapter. The amount of civil penalties, appeal, and finality of such citations shall be subject to Sections 7028.7 to 7028.13, inclusive. **Any contract awarded to, or any purchase order issued to, as contractor who is not licensed pursuant to this chapter is void.**

- f) Any compliance or noncompliance with subdivision (e) of this section, as added by Chapter 863 of the Statutes of 1989, shall not invalidate any contract or bid awarded by a public agency during which time that subdivision was in effect.
- g) A public employee or officer shall not be subject to a citation pursuant to this section if the public employee, officer, or employing agency made an inquiry to the board for the purposes of verifying the license status of any person or contractor and the board failed to respond to the inquiry within three business days. For purposes of this section, a telephone response by the board shall be deemed sufficient.

*Public Contract Code § 20103.5:*

In all contracts subject to this part where federal funds are involved, no bid submitted shall be invalidated by the failure of the bidder to be licensed in accordance with the laws of this state. However, at the time the contract is awarded, the contractor shall be properly licensed in accordance with the laws of this state. The first payment for work or material under any contract shall not be made unless and until the Registrar of Contractors verifies to the agency that the records of the Contractors' State License Board indicate that the contractor was properly licensed at the time the contract was awarded. Any bidder or contractor not so licensed shall be subject to all legal penalties imposed by law, including, but not limited to, any appropriate disciplinary action by the Contractors' State License Board. The agency shall include a statement to that effect in the standard form of pre-qualification questionnaire and financial statement. **Failure of the bidder to obtain proper and adequate licensing for an award of a contract shall constitute a failure to execute the contract and shall result in the forfeiture of the security of the bidder.**

Contractors License Number: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

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

## CITY OF SIERRA MADRE PUBLIC WORKS

### SCOPE OF WORK FOR CITY-WIDE SIDEWALK HAZARD LIFT REPAIRS AND ASSESSMENT

#### PROJECT SCOPE AND SPECIFICATIONS

##### **Services for Concrete Remediation**

Services include the remediation of concrete sidewalk trip hazards from 1/2" and up to 2" in pre-designated work areas within the City of Carson. Remediation services must remove trip hazards completely, from one end of the raised sidewalk joint to the other, if applicable, leaving zero point of differential between concrete slabs. Any panels inspected and deemed not to be at a zero point of differential will be repaired to the required specifications.

Remediation service may not cause any damage to landscaping, retaining walls, curbs, sprinkler heads, utility covers, or any other objects adjacent to sidewalks. The service provided must repair each sidewalk trip hazard without damage or visible markings to adjacent slab(s) or curb(s).

##### **Equipment / Process Required**

Contractor must use a horizontal saw-cutting technique that guarantees a planar surface after cutting. Contractor must guarantee specified repair slope (1:8 or 1:12 based upon requirements outlined by the City) is achieved. If a defined slope is not achieved, contractor must repair to specification at no additional charge within 24 hours of discovery.

No water-cooling is allowed which creates slurry and contaminates storm drains and causes an excessive environmental impact. Contractor must use a dust abatement system that limits the dust emitted from the cutting.

Contractor must guarantee that the removed trip hazard will have a uniform appearance and texture. The finished surface shall have a coefficient of friction of at least 0.6 and show via previous testing that the technique used yields the specified coefficient of friction.

The hardware unit must be flush with the ground and capable of working at any angle and perform trip hazard removal in hard-to-reach areas, around obstacles, on narrow walkways, and next to fences and retaining walls or buildings.

Grinding or pulverization of the concrete is NOT acceptable or allowed, causing micro-cracks or weakening the concrete panel. Contractor's trip hazard repairs may not leave ridges or grooves that could hold water and prevent drainage of rainwater or irrigation.

Sidewalk repair equipment and all other items incidental to the work shall not be left or stored on the sidewalk or on private property while not in use.

A dust abatement system must be used to limit the dust being emitted.

All clean-up services must be included in the quotation price and may not be charged at an additional rate. All clean-up will consist of a full clean-up of all debris after each concrete shaving is performed. All costs incurred for disposal of waste material shall be included in unit cost and not paid for separately.

**DATA COLLECTION**

A data collection device that records the details of the work and transmits the data electronically. The recording device must be able to record the size of trip hazard, GPS locations plotted to a map, and address, and also provide this data electronically in order to integrate into a system. Contractor shall submit a detailed invoice setting forth the service performed in accordance with the formula for saw-cutting calculations. All invoices must show the depth cut, size, length, width, and address location.

The city of Sierra Madre will randomly inspect repairs to ensure the repair specifications are being met. If less than 95% of the inspected repairs meet the repair specifications, further inspection will be completed to determine the actual quantity of failed repairs. The contractor at no cost to the City is responsible to fix any failed repairs. The City of Carson will not pay for services that do not meet the repair specifications.

**COST TABLE**

Billing Units: Services are billed in "Inch Feet". An inch foot is calculated by measuring the average height of the sidewalk off-set and multiplying this average by the length of the cut. Example (1): A sidewalk off-set on a 4-foot wide sidewalk that consists of a 0.5" rise on one side and tapers down to a zero rise on the other is calculated as follows:

$$((0.5'' + 0.0'')/2) \times 4' = 1\text{-inch foot}$$

Example (2): A sidewalk off-set on a 4-foot wide sidewalk that consists of a 6" rise on one side and tapers down to a 0.5" rise on the other is calculated as follows

$$((6'' + 0.5'')/2) \times 4' = 13\text{-inch foot}$$

SIDEWALK TRIP HAZARD REPAIR PER INCH FOOT      UNIT PRICE \$ \_\_\_\_\_ PER INCH FOOT

**Include hourly rates for additional work which may be authorized by the City's Contract Officer.**

**CITYWIDE SIDEWALK ASSESSMENT - YEAR FOUR**

- Inspection of sidewalks within the public right-of-way, commercial/residential driveway approach.
- Scope of Work as agreed by City and Precision Concrete Cutting (PCC).
- Risk factors & distress items are collected over a period as agreed by the City and PCC.
- All data is recorded in the Sidewalk Assessment Report as agreed by the City and PCC.
- Data summarized by street segments and itemized by physical address, GPS location, the size of the "Hazard", the severity of the hazard (amount of risk) and "Condition" (type of

repair).

- Recommended action provided for each location including repair method.
- Maps are created by street segment that display the itemized hazard location color coded by priority as Less Severe (yellow), Severe (orange), and Most Severe (red).
- Photographs can be taken of damaged areas as agreed by the CITY and PCC.

#### FOCUS ON THE FOLLOWING AREAS OF SIDEWALK MAINTENANCE

##### SIDEWALK CONDITION

Sidewalk condition is a measurement of physical distresses such as spall surfaces, cracks, heaving, and settling. Spalling is the result of environmental exposure of inferior workmanship or materials. Cracking is a sign of premature failure that is often the result of excessive loads from heavy construction equipment, settling due to poor trench compaction or heaving caused by tree roots.

##### SIDEWALK TRIP HAZARDS

Trip hazards are vertical faces that present the opportunity for the unaware or impaired person to catch their toe. The trip faces that are between 1/2" and 2" are considered more dangerous than larger separations. Trips are often repaired one of two ways: trips under 2 " inches in height are cut off and feathered back at ADA standards, and larger trips are totally removed and replaced with new concrete.



# City of Sierra Madre AGENDA REPORT

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

*Sue Spears, City Treasurer*

TO: Honorable Mayor Parkhurst and Members of the City Council

FROM: James Carlson, Senior Analyst

REVIEWED BY: Jose Reynoso, City Manager

DATE: April 8, 2025

SUBJECT: **STRATEGIC PLAN UPDATE**

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## **STAFF RECOMMENDATION**

Staff recommends that the City Council review the updated Strategic Plan and provide staff with any changes in organization or substance.

## **ALTERNATIVES**

1. The City Council may also direct staff to prepare the Strategic Plan for an upcoming Town Hall in order to receive community input.
2. The City Council may direct staff to provide additional information.

## **EXECUTIVE SUMMARY**

The City's Strategic Plan has not been presented and discussed at a City Council Meeting in 2025. Staff has provided updates to the various sections of the Strategic Plan, and Finance Director, Anthony Rainey, has provided additional details to the Plan. You will now find "Key Activities" and "Desired Outcomes" listed with the various objectives.

## **ANALYSIS**

A number of updates have been provided to the Strategic Plan, including targets for completion and other metrics that are applicable. Staff is asking the City Council for feedback on the updates and is also suggesting that the Strategic Plan be incorporated into an upcoming Town Hall to get community feedback.

**ENVIRONMENTAL(CEQA)**

CEQA does not apply to the strategic planning process.

**STRATEGIC PLAN CORRELATION**

This update meets the overall goal of strategic planning.

**FISCAL IMPACT**

There is no fiscal impact to the strategic planning process.

**PUBLIC NOTICE**

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

**ATTACHMENT:**

STRATEGIC PLAN UPDATE – MARCH 25, 2025

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*City of Sierra Madre*

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# STRATEGIC PLAN

v.2

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~~23~~/~~XX~~25/2025

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Appendices

Sierra Madre Public Safety Town Hall Meeting – Closing Report January 18, 2023

Sierra Madre City Hall Town Hall Meeting – Closing Report March 30, 2023

Sierra Madre Public Works Open House – Closing Report May 20, 2023

~~Sierra Madre Library Town Hall – Closing Report XXXX~~

~~Consultants Reports – XXXX~~

## **MISSION STATEMENT**

Provide exceptional public services that enhance the quality of life, honor the character of our community, and maintain fiscal and environmental sustainability.

## **VISION STATEMENT**

Enhance the quality of life in Sierra Madre by providing exceptional public service.

## **CORE VALUES**

**Accountability**

**Integrity**

**Innovation**

**Collaboration**

**Compassion**

## Introduction to Strategic Planning

Strategic planning is a critical process that enables organizations to define their vision for the future, establish priorities, and allocate resources effectively. For the City of Sierra Madre, a revised strategic plan serves as a roadmap to achieve the City's mission of providing exceptional public services while enhancing the quality of life for its residents. By aligning goals, objectives, initiatives, and desired outcomes, the City can ensure clarity, accountability, and measurable progress in meeting community needs.

This proposal outlines key revisions to the current Strategic Plan, providing a framework for more effective implementation. To guide this process, it's important to understand the key terms used in strategic planning and how they interconnect to support the City's vision and priorities.

### Key Definitions and Linkages

#### 1. GOALS

**Definition:** Broad, overarching statements that define what the City aims to achieve in alignment with its mission and vision. Goals set the direction and reflect the priorities of the City Council and community.

**Example:** "Enhance Public Safety Services to Ensure Community Well-being."

**Linkage:** Goals provide the foundation for all subsequent planning elements, including objectives, initiatives, and outcomes.

#### 2. OBJECTIVES

**Definition:** Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) targets that contribute to achieving the broader goals. Objectives translate goals into actionable, quantifiable outcomes.

**Example:** "Increase the percentage of residents rating police services as excellent by 15% by the end of FY 2025."

#### SMART Framework:

- **Specific:** Clearly define the objective.
- **Measurable:** Include metrics to track progress.
- **Achievable:** Ensure the objective is realistic given available resources.
- **Relevant:** Align with the City's goals and priorities.
- **Time-bound:** Specify a deadline for completion.

**Linkage:** Objectives break down goals into actionable targets and establish accountability for specific outcomes.

#### 3. INITIATIVES

**Definition:** Detailed programs, projects, or actions implemented to achieve the objectives. Initiatives are the "how" of strategic planning and require collaboration across departments.

**Example:** "Implement a citywide community engagement program to gather feedback on public safety priorities by December 2024."

**Linkage:** Initiatives are operational tools that ensure objectives are met and directly contribute to achieving the desired outcomes.

#### 4. Desired Outcomes

**Definition:** The tangible results or impacts that indicate success in achieving goals and objectives. Desired outcomes focus on the end results of strategic efforts.

**Example:** "Improved community perception of safety, with 90% of survey respondents reporting satisfaction with public safety services."

**Linkage:** Outcomes demonstrate the effectiveness of initiatives and objectives, providing a measure of overall progress toward the City's strategic goals.

#### INTEGRATING THE PROPOSED STRATEGIC FRAMEWORK

In the revised plan, these elements will be explicitly linked to demonstrate alignment and accountability:

1. **Goals** set the strategic direction.
  - **Definition:** Broad, overarching statements that define the strategic direction and priorities of the City. Goals reflect the City Council's vision and provide a foundation for all strategic efforts.  
**Example:** "Enhance Public Safety Services to Ensure Community Well-being."
2. **Objectives** provide measurable targets to achieve those goals.
  - **Definition:** Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) targets that contribute to achieving the broader goals. Objectives break down goals into actionable, quantifiable outcomes.  
**Example:** "Increase the percentage of residents rating police services as excellent by 15% by the end of FY 2025."
3. **Initiatives** detail the actions needed to reach objectives.
  - **Definition:** Comprehensive actions, programs, or strategies that are implemented to achieve the objectives. Initiatives focus on delivering measurable results and require cross-departmental collaboration.  
**Example:** "Implement a citywide community engagement program to gather feedback on public safety priorities by December 2024."
4. **Projects** detail the plans and schedules needed to carry out the initiatives
  - **Definition:** Specific, time-bound undertakings within an initiative that are explicitly identified, tracked, and reported to ensure progress. Projects focus on delivering tangible outputs that support the implementation of initiatives.  
**Example:** "Develop and launch a new online application portal for City job postings by March 2024."
5. **Desired Outcomes** evaluate the success of initiatives in achieving the City's goals.
  - **Definition:** The tangible results or impacts that indicate the success of initiatives and projects in achieving goals and objectives. Desired outcomes focus on the effectiveness and value delivered to the community.  
**Example:** "Improved community perception of safety, with 90% of survey respondents reporting satisfaction with public safety services."

By ensuring this alignment, the City of Sierra Madre will foster transparency, improve performance, and better address the needs of its residents and stakeholders.

# STRATEGIC OBJECTIVES, GOALS, INITIATIVES, PROJECTS UNDERTAKEN

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The 2024 City of Sierra Madre Strategic Plan is organized into five goals: Goal 1 - **Organizational Sustainability**, Goal 2 - **Public Safety**, Goal 3 - **Infrastructure and Growth Management**, Goal 4 - **Community Enrichment**, and Goal 5 - **Environmental Responsibility**. The Strategic Plan is organized by applying a ladder of direction for each chapter.

## Goals

### Objectives

#### Initiatives

#### Projects

#### Desired Outcomes

As this plan is updated, each Initiative will be reflected in one of four colors:

**Green** – Initiative is completed or on-track for completion by its target time.

**Yellow** – Action item continues to be pursued however there is a delay or important adjustment.

**Red** – Action item will need to be revised or deleted entirely.

**Wistaria** – Action item is continuous and is expected to always be a goal of Sierra Madre.

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<b>GOAL 1 – ORGANIZATIONAL SUSTAINABILITY (OS)</b>	
<b>GOAL DEFINITION</b>	<b>FOSTER AN INNOVATIVE, FINANCIALLY SUSTAINABLE ORGANIZATION THAT CONSISTENTLY DELIVERS EXCEPTIONAL SERVICES AND ADAPTS TO THE EVOLVING NEEDS OF THE COMMUNITY.</b>
<b>Objective 1.1</b>	<b>BOOST STAFF RETENTION AND SATISFACTION BY FY 2025- Achieve a 15% increase in staff retention and a 20% improvement in employee satisfaction scores by the end of FY 2025 through targeted professional development programs, workplace condition enhancements, and the implementation of competitive compensation and benefits initiatives.</b>
<b>Initiative OS 1.1 -</b>	<b>Enhance Recruitment Strategies</b> - This initiative aims to enhance the City's ability to attract and secure top-tier talent by modernizing recruitment practices, expanding outreach efforts, and implementing innovative strategies. The focus is on building a robust and diverse applicant pool to meet current and future staffing needs, ensuring the delivery of exceptional public services.
Projects Undertaken	<p><b>OS 1.1 A – Project: Analyze and Enhance City Recruitment Processes</b>  <b>Description:</b> The Department of Human Resources will evaluate current recruitment practices and collaborate with other City departments to implement improvements that align with the City's goal of attracting and retaining a diverse, qualified, and high-performing workforce. This project will focus on modernizing job announcements, expanding social media outreach, and exploring competitive recruitment incentives.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) <b>Job Announcements:</b> Review and revise job postings to ensure clarity, inclusiveness, and alignment with the City's values and professional opportunities.</li> <li>b) <b>Social Media Outreach:</b> Leverage social media platforms to increase visibility and engagement with potential applicants.</li> <li>c) <b>Recruitment Incentives:</b> Evaluate and implement new strategies, such as signing bonuses or relocation assistance, to make the City an employer of choice.</li> </ul> <p><b>Target Date for Completion:</b> <del>March 2024</del> <u>August, 2025</u></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Increased Application Volume:</b> Achieve a 20% increase in the number of qualified applications submitted for City positions.</li> <li>ii. <b>Improved Applicant Diversity:</b> Ensure that the applicant pool reflects the diverse demographics of the Sierra Madre community <u>and surrounding areas</u>.</li> <li>iii. <b>Reduced Time-to-Fill Vacancies:</b> Decrease the average time required to fill vacant positions by 15%.</li> <li>iv. <b>Enhanced Perception of the City as an Employer:</b> Improve satisfaction among applicants with the recruitment process, as measured through follow-up surveys.</li> </ul> <p><b>Reporting:</b> Regular updates on the status of the project and its milestones will be shared with City leadership to ensure accountability and transparency.</p> <p><b>OS 1.1 B – Project: Collaborative Recruitment Enhancement</b></p>

**Description:** The Department of Human Resources will collaborate with department heads to refine and strengthen the City's recruitment efforts. This project focuses on identifying specific departmental needs, tailoring recruitment strategies, and attracting top talent capable of improving the delivery of City services.

**Key Activities:**

- a) Conduct meetings with department heads to assess current staffing challenges and future workforce needs.
- b) Develop customized recruitment strategies for each department to address specific operational requirements.
- c) Implement targeted outreach campaigns to attract skilled professionals aligned with departmental goals.

**Target Date for Completion:** ~~June 2024~~ August, 2025

**Desired Outcomes:**

- i. **Improved Recruitment Alignment:** Ensure that recruitment efforts meet the unique staffing needs of each department, resulting in better service delivery.
- ii. **Enhanced Applicant Quality:** Increase the number of qualified candidates by 25% across all departments.
- iii. **Reduced Vacancy Impact:** Minimize operational disruptions by decreasing the time required to fill critical roles by 20%.
- iv. **Strengthened Interdepartmental Collaboration:** Foster a collaborative approach between HR and department heads, improving overall workforce planning and talent acquisition processes.

**OS 1.1 C – Project: Formation of HR Subcommittee**

**Description:** The Assistant City Manager will establish an HR Subcommittee comprising representatives from all departments and classifications. This subcommittee will provide diverse perspectives and input to enhance recruitment strategies, staff development, and organizational policies, ensuring they align with the needs and priorities of the City.

**Key Activities:**

- a) Identify and select employee representatives from each department and job classification to ensure balanced representation.
- b) Define the subcommittee's roles, responsibilities, and objectives.
- c) Conduct an inaugural meeting to establish a work plan and prioritize key HR initiatives.

**Target Date for Completion:** ~~First Quarter of 2025~~ June, 2025

**Desired Outcomes:**

- i. **Diverse Representation:** Ensure the subcommittee reflects the City's workforce diversity, fostering inclusive decision-making.
- ii. **Enhanced Collaboration:** Strengthen communication and coordination between HR and other departments to address workforce challenges effectively.
- iii. **Strategic Input on HR Initiatives:** Leverage the subcommittee's insights to improve recruitment, retention, and professional development strategies.

	<p>iv. <b>Increased Employee Engagement:</b> Boost staff involvement in shaping HR policies and programs, leading to higher employee satisfaction and morale.</p> <p><b>OS 1.1 D – Project: Citywide Classification and Compensation Study</b>  <b>Description:</b> The City, <u>with recommendations from the HR Subcommittee</u>, will issue a Request for Proposals (RFP) for a comprehensive classification and compensation study. This project aims to ensure the City's job classifications and compensation structure are competitive, equitable, and aligned with industry standards. The scope of work for the study will be developed in collaboration with the HR Subcommittee to reflect the diverse needs of all departments and classifications.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) Collaborate with the HR Subcommittee to finalize the scope of work, incorporating feedback from all departments.</li> <li>b) Develop and issue an RFP to qualified firms specializing in classification and compensation studies.</li> <li>c) Evaluate proposals and select a firm to conduct the study.</li> </ul> <p><b>Target Date for Completion:</b> <del>First Quarter of 2025</del> <u>September, 2025</u></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Comprehensive Analysis:</b> Conduct a detailed review of all City job classifications and compensation structures to identify gaps, inequities, or inconsistencies.</li> <li>ii. <b>Improved Market Competitiveness:</b> Ensure the City's compensation levels are competitive with similar organizations, improving its ability to attract and retain top talent.</li> <li>iii. <b>Enhanced Organizational Equity:</b> Align job classifications and pay scales with responsibilities and industry standards, fostering fairness and transparency.</li> <li>iv. <b>Actionable Recommendations:</b> Receive a final report with clear recommendations for updates to the City's classification and compensation policies.</li> </ul>
<p><b>Initiative OS 1.2 -</b></p>	<p><b>Develop a Comprehensive Staff Development Plan</b> - This initiative focuses on developing a strategic plan to enhance the skills, growth, and professional development of the City's workforce. It includes identifying training opportunities, career advancement pathways, mentorship programs, and performance management strategies to ensure employees have the resources and support needed to excel in their roles and contribute to the organization's long-term success.</p>
<p>Projects Undertaken</p>	<p><b>OS 1.2 A - Project: Development of Departmental Growth Protocols</b>  <b>Description:</b> The City will assist all departments in creating and implementing structured protocols to support employee growth and career development. These protocols will provide clear guidance for staff to enhance their skills, achieve professional goals, and excel in their respective roles, contributing to overall organizational success.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) Conduct workshops with department leaders to identify specific growth needs and opportunities.</li> </ul>

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- b) Develop standardized yet flexible guidelines that departments can adapt to their unique operational requirements.
- c) Provide training and resources to ensure the effective implementation of these protocols.

**Target Date for Completion:** ~~Fourth Quarter of 2024~~ April, 2026

**Desired Outcomes:**

- i. **Enhanced Employee Growth:** Establish clear pathways for employees to develop professionally within their roles and beyond.
- ii. **Increased Retention:** Foster a supportive environment that encourages career progression, reducing staff turnover.
- iii. **Improved Performance:** Equip employees with the tools and knowledge needed to perform at their best, enhancing service delivery.
- iv. **Consistent Development Practices:** Ensure uniformity in growth opportunities across all departments while allowing for tailored approaches.

**OS 1.2 B – Project: Comprehensive Staffing Review and Position Alignment**

**Description:** HR staff will conduct a detailed review of City staffing in collaboration with all departments to identify workforce needs, recommend potential new positions, and ensure job titles accurately reflect the responsibilities of essential job functions. This review will be integrated with the upcoming Classification and Compensation Plan to ensure alignment with organizational goals and operational priorities.

**Key Activities:**

1. Assess current staffing levels and identify gaps or redundancies across departments.
2. Collaborate with department heads to determine future staffing needs and emerging roles.
3. Review and update job titles to ensure they align with responsibilities, industry standards, and equity considerations.
4. Integrate findings and recommendations into the Classification and Compensation Plan.

**Target Date for Completion:** ~~First Quarter of 2025~~ February, 2026

**Desired Outcomes:**

1. **Optimized Staffing Levels:** Ensure departments are adequately staffed to meet operational and service delivery goals.
2. **Modernized Job Titles:** Update titles to reflect current job responsibilities and align with professional standards, enhancing internal clarity and external competitiveness.
3. **Improved Workforce Planning:** Provide a foundation for strategic workforce decisions through a comprehensive understanding of current and future staffing needs.
4. **Enhanced Employee Satisfaction:** Increase staff morale by aligning job roles and titles with responsibilities and contributions.

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**OS 1.2 C – Project: Strengthen Professional Growth Through Regional Participation**

**Description:** All City departments will actively participate in regional and sub-regional organizations to foster professional growth, enhance collaboration, and stay informed on industry best practices and emerging trends. This engagement will provide staff with opportunities for networking, skill development, and knowledge-sharing that directly benefit the City's operations and services.

**Key Activities:**

- a) Identify key regional and sub-regional organizations relevant to each department's functions.
- b) Facilitate staff enrollment in professional development programs, conferences, and workshops offered by these organizations.
- c) Encourage cross-departmental representation to ensure a diverse range of perspectives and insights.

**Target Date for Completion:** Ongoing

**Desired Outcomes:**

- i. **Increased Professional Expertise:** Enhance staff knowledge and skills by providing access to cutting-edge resources and training opportunities.
- ii. **Improved Collaboration:** Foster stronger relationships and partnerships with neighboring cities and agencies to promote shared problem-solving and resource-sharing.
- iii. **Enhanced Innovation:** Bring back innovative ideas and best practices from regional participation to improve City operations and services.
- iv. **Strengthened Community Services:** Apply insights gained through participation to enhance the quality and efficiency of services provided to Sierra Madre residents.

**OS 1.2 D – Project: Develop and Implement Departmental Succession Plans**

**Description:** The City will establish clear succession plans for each department to ensure leadership continuity and preparedness for future transitions. These plans will identify critical roles, potential successors, and development pathways to prepare employees for leadership and specialized positions, safeguarding the City's operational stability.

**Key Activities:**

- a) Identify critical roles and positions within each department that require succession planning.
- b) Collaborate with department heads to assess potential successors based on skills, experience, and leadership potential.
- c) Develop personalized development plans, including training, mentorship, and skill-building opportunities, for identified successors.
- d) Regularly review and update succession plans to reflect organizational changes and staff development progress.

**Target Date for Completion:** ~~Second Quarter of 2025~~ July, 2025

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	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Leadership Continuity:</b> Ensure seamless transitions in key positions, minimizing disruptions to operations and service delivery.</li> <li>ii. <b>Employee Development:</b> Provide clear pathways for professional growth, preparing employees to step into leadership roles confidently.</li> <li>iii. <b>Operational Resilience:</b> Strengthen the City’s capacity to handle unexpected vacancies or retirements in critical roles.</li> <li>iv. <b>Enhanced Organizational Stability:</b> Build a proactive approach to workforce planning that supports long-term sustainability and success.</li> </ul> <p><b>OS 1.2 E – Project: Policy Training and Discussion Workshops for Employees</b></p> <p><b>Description:</b> The City will develop and implement <a href="#">a schedule for</a> policy training and discussion workshops for all employees to enhance their understanding of organizational policies, foster a culture of accountability, and encourage open dialogue. These workshops will provide employees with the knowledge and tools needed to align their actions with the City’s mission, vision, and values.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) Identify priority topics for workshops, including key organizational policies, compliance requirements, and professional ethics.</li> <li>b) Develop workshop materials, including presentations, case studies, and interactive activities, to engage employees effectively.</li> <li>c) Schedule and conduct workshops across all departments to ensure full employee participation.</li> <li>d) Gather feedback from participants to refine and improve future sessions.</li> </ul> <p><b>Target Date for Completion:</b> <del>First Quarter of 2025</del> <a href="#">Schedule completed by August, 2025</a></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Increased Policy Awareness:</b> Ensure all employees have a thorough understanding of City policies and procedures, reducing instances of non-compliance.</li> <li>ii. <b>Enhanced Communication:</b> Foster open discussions and dialogue between employees and leadership to address concerns and clarify policy expectations.</li> <li>iii. <b>Improved Job Performance:</b> Equip employees with the knowledge needed to perform their duties effectively and in alignment with City standards.</li> <li>iv. <b>Stronger Organizational Culture:</b> Promote a shared commitment to the City’s mission, vision, and values, enhancing teamwork and collaboration.</li> </ul>
<p><b>Initiative OS 1.3</b></p>	<p><b>Employee Retention Strategies</b> - This initiative focuses on implementing strategies to improve employee retention within the organization. It involves enhancing workplace culture, offering competitive benefits, providing opportunities for career growth, and addressing employee satisfaction to reduce turnover and maintain a skilled, motivated, and committed workforce..</p>

Projects Undertaken

**OS 1.3 A – Project: Staff Training and Development for Enhanced Customer Service**

**Description:** The Department of Human Resources will provide ongoing support to staff through targeted training programs and internal workshops to ensure the delivery of exceptional customer service to the City’s residents. To maintain consistency and adaptability, six-month training calendars will be developed and distributed by ~~the Second Quarter of 2025~~August, 2025, with updates provided at regular six-month intervals.

**Key Activities:**

- a) Identify training needs related to customer service excellence through feedback and performance reviews.
- b) Develop and deliver workshops focused on key topics, such as communication skills, problem-solving, and community engagement.
- c) Create and distribute a comprehensive six-month training calendar outlining upcoming sessions and opportunities for staff.
- d) Evaluate the effectiveness of training programs through participant feedback and performance metrics.

**Target Date for Completion:** Initial calendar distributed by ~~the Second Quarter of 2025~~August 2025; updates ongoing every six months thereafter.

**Desired Outcomes:**

- i. **Improved Customer Satisfaction:** Increase resident satisfaction with City services as reflected in community feedback and surveys.
- ii. **Enhanced Employee Skills:** Equip staff with the tools and knowledge necessary to address citizen needs effectively and professionally.
- iii. **Consistent Service Delivery:** Standardize customer service practices across departments, ensuring a high level of quality in interactions with the community.
- iv. **Employee Development:** Foster a culture of continuous learning and improvement, contributing to higher staff morale and engagement.

**OS 1.3 B – Project: Cross-Departmental Efficiency Enhancement**

**Description:** The Department of Human Resources will collaborate with all City departments to identify, develop, and implement programs and processes that enhance operational efficiency. By streamlining workflows, improving resource utilization, and fostering collaboration, this project aims to optimize service delivery and ensure the City’s operations meet the evolving needs of the community.

**Key Activities:**

- a) Conduct department-specific assessments to identify inefficiencies and areas for improvement.
- b) Develop and standardize best practices for key operational processes, such as recruitment, onboarding, and employee performance management.
- c) Provide training and support to staff for implementing new processes and technologies.
- d) Monitor and evaluate the effectiveness of implemented changes through regular feedback and performance metrics.

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	<p><b>Target Date for Completion:</b> Ongoing, with initial <del>program rollouts by Fourth Quarter of 2024</del>, recommendations presented to the City Council by February 2026.</p> <p><b>Desired Outcomes:</b></p> <ol style="list-style-type: none"> <li>i. <b>Increased Efficiency:</b> Reduce redundancies and streamline operations across all departments, improving overall productivity.</li> <li>ii. <b>Enhanced Interdepartmental Collaboration:</b> Foster better communication and teamwork between HR and other departments to address shared challenges.</li> <li>iii. <b>Improved Service Delivery:</b> Ensure timely and effective services for residents by optimizing internal processes.</li> <li>iv. <b>Cost Savings:</b> Achieve financial savings through more efficient use of resources and reduced operational waste.</li> </ol>
Objective 1. 2	<p><b>ACHIEVE 25% GENERAL FUND RESERVES BY FY 2025/2026 - Increase the City's General Fund reserves to 25% of annual operating expenditures by the end of FY 2025/2026 through enhanced revenue generation, expenditure management, and strategic cost-saving initiatives.</b></p>
Initiative OS 1.2.1	<p><b>Develop a "Sustainable Capital Investment Plan"</b> - This initiative focuses on creating a long-term plan for capital investments that prioritizes sustainability and environmental responsibility. It involves identifying and funding infrastructure projects that not only meet current needs but also promote energy efficiency, reduce environmental impact, and ensure long-term viability for the community.</p>
Projects Undertaken	<p><b>OS 1.2.1A - Project: Annual Strategic Capital Investment Planning</b></p> <p><b>Description:</b> Each Second Quarter, the Finance Director will collaborate with the City Manager, City Treasurer, and Department Heads to develop a Strategic Capital Investment Plan. This plan will outline the most beneficial investment strategies for the next five years, prioritizing projects that align with the City's goals and ensure fiscal sustainability.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>a) <b>Collaborative Planning:</b> Conduct annual planning sessions with key stakeholders to identify capital investment priorities and funding opportunities.</li> <li>b) <b>Data-Driven Decision Making:</b> Use financial analyses, project evaluations, and community feedback to inform investment strategies.</li> <li>c) <b>Five-Year Forecast:</b> Prepare a comprehensive five-year capital investment forecast that includes anticipated costs, funding sources, and implementation timelines.</li> <li>d) <b>Plan Review and Updates:</b> Regularly review and update the plan to reflect changing community needs, economic conditions, and funding availability.</li> </ol> <p><b>Target Date for Completion:</b> Annually, by the end of the Second Quarter.</p> <p><b>Desired Outcomes:</b></p> <ol style="list-style-type: none"> <li>i. <b>Strategic Alignment:</b> Ensure capital investments align with the City's strategic goals and community priorities.</li> <li>ii. <b>Improved Resource Allocation:</b> Optimize the use of financial resources by prioritizing high-impact and cost-effective projects.</li> <li>iii. <b>Enhanced Transparency:</b> Provide clear and accessible information on capital investment plans to stakeholders and residents.</li> </ol>

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	<p>iv. <b>Sustainable Growth:</b> Support the City's infrastructure and service needs while maintaining long-term fiscal health.</p>
<p><b>Initiative OS 1.2.2</b></p>	<p><b>Establish and Sustain Comprehensive Long-Term Financial Planning</b> This initiative focuses on developing and maintaining a comprehensive long-term financial strategy for the City. It involves forecasting future revenue, expenditures, and capital needs, while ensuring fiscal sustainability, optimizing resources, and planning for future economic challenges. The goal is to align financial decisions with the City's strategic objectives and ensure financial stability for the long term.</p>
<p>Projects Undertaken</p>	<p><b>OS 1.2.2A – Project: Development of a Formal Budget Integration Process</b>  <b>Description:</b> The Finance Director will create a structured, step-by-step process for integrating key strategic plans and considerations into the annual budgeting process. This formal process will ensure that the Capital Investment Plan, Capital Improvement Plan, Human Resource Planning efforts, Fee Studies, anticipated State and Federal legislative mandates, and other relevant factors are seamlessly incorporated into budget development. The process will be completed by the Second Quarter of 2025 and updated as needed to remain effective and relevant.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) <b>Assessment of Current Practices:</b> Review the current budgeting process to identify gaps and opportunities for integration.</li> <li>b) <b>Collaboration with Stakeholders:</b> Work with department heads, the City Manager, and other stakeholders to gather input on key considerations for integration.</li> <li>c) <b>Process Development:</b> Design a detailed step-by-step workflow outlining how strategic plans and considerations will be incorporated into the budgeting process.</li> <li>d) <b>Implementation and Training:</b> Roll out the new process and provide 1.3.11.3.1 training to ensure consistent application across departments.</li> <li>e) <b>Regular Updates:</b> Periodically review and revise the process to adapt to evolving City priorities and external requirements.</li> </ul> <p><b>Target Date for Completion:</b> <del>Second Quarter of 2025</del> <u>June, 2025</u></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Comprehensive Budget Alignment:</b> Ensure the City's budget reflects and supports strategic goals and priorities.</li> <li>ii. <b>Improved Decision-Making:</b> Provide a clearer framework for prioritizing resources and balancing competing needs.</li> <li>iii. <b>Enhanced Transparency:</b> Establish a clear and accessible budgeting process that promotes understanding and accountability among stakeholders.</li> <li>iv. <b>Increased Adaptability:</b> Build a budgeting framework that can incorporate new considerations, such as legislative mandates, with minimal disruption.</li> </ul> <p><b>OS 1.2.2 C – Project: Ongoing Financial Best Practices and Reserve Advisory</b>  <b>Description:</b> The Finance Director will regularly monitor and evaluate financial best practices and reserve requirements, providing timely updates and recommendations to the City Council. This ensures the City's financial</p>

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	<p>policies remain aligned with current standards, organizational needs, and long-term fiscal sustainability.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) <b>Best Practices Monitoring:</b> Stay informed on updates to financial standards, guidelines, and best practices from relevant organizations and authorities.</li> <li>b) <b>Reserve Evaluation:</b> Assess the adequacy of current reserve levels based on economic conditions, operational needs, and risk factors.</li> <li>c) <b>Council Reporting:</b> Provide periodic reports and recommendations to the City Council regarding financial policies and reserve adjustments.</li> <li>d) <b>Implementation Support:</b> Assist the City Council in adopting recommended changes to enhance fiscal resilience.</li> </ul> <p><b>Target Date for Completion:</b> Ongoing, with reports provided as needed based on financial developments.</p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Improved Financial Stability:</b> Maintain reserves at levels sufficient to mitigate risks and support emergency or unforeseen needs.</li> <li>ii. <b>Enhanced Fiscal Policy Alignment:</b> Ensure the City's financial practices and policies align with current best practices and organizational goals.</li> <li>iii. <b>Increased Transparency:</b> Provide clear and actionable financial updates to the City Council, fostering accountability and trust.</li> <li>iv. <b>Proactive Risk Management:</b> Anticipate and address potential financial challenges through timely recommendations and policy adjustments.</li> </ul>
<p><b>Initiative OS 1.3.1</b></p>	<p><b>Conduct an Asset Inventory and Management Plan</b> - This initiative focuses on creating and maintaining a comprehensive inventory of the City's assets, including buildings, infrastructure, equipment, and other resources. It involves assessing the condition, value, and lifespan of these assets, and developing a management plan to prioritize maintenance, replacement, and future investments to maximize their value and ensure long-term sustainability.</p>
<p>Projects Undertaken</p>	<p><b>OS 1.3.1A – Project: Asset Inventory and Useful Life Planning</b></p> <p><b>Description:</b> The Department of Finance, in collaboration with all City departments, will conduct a comprehensive asset inventory and develop a plan incorporating “useful life” considerations for each asset. This plan will provide the foundation for effective capital planning and budget integration, ensuring the sustainability and efficient management of City resources. The finalized plan is targeted for completion by the First Quarter of 2025 and will be incorporated into the next Capital Improvement Plan and annual budget process.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) <b>Asset Inventory:</b> Work with departments to compile a detailed list of all City-owned assets, including their condition and current usage.</li> <li>b) <b>Useful Life Assessment:</b> Evaluate the remaining useful life of each asset to identify maintenance needs, replacement timelines, and associated costs.</li> <li>c) <b>Plan Development:</b> Create a comprehensive plan that outlines asset statuses, projected lifespans, and priority actions.</li> </ul>

	<p>d) <b>Integration with Budget and CIP:</b> Incorporate findings into the Capital Improvement Plan and annual budget process to ensure alignment with financial and operational goals.</p> <p><b>Target Date for Completion:</b> <del>First Quarter of 2025</del> <u>September, 2025</u></p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Comprehensive Asset Visibility:</b> Establish a centralized, up-to-date inventory of all City assets, improving resource management and decision-making.</li> <li>ii. <b>Informed Capital Planning:</b> Provide accurate data to support strategic prioritization of capital projects and budget allocations.</li> <li>iii. <b>Proactive Maintenance:</b> Reduce unexpected costs by identifying and addressing asset maintenance and replacement needs in advance.</li> <li>iv. <b>Enhanced Fiscal Sustainability:</b> Align asset management with long-term financial planning to optimize resource use and extend asset lifespans.</li> </ul>
<p><b>Initiative OS 1.3.14</b></p>	<p><b>Implement Recommendations from Fee Schedule Study</b> <del>Following</del> <u>Study</u>  <del>Following</del> the completion of the comprehensive fee schedule study, this initiative focuses on implementing the study's recommendations to align the City's fee structures with actual costs, ensuring compliance with state regulations, improving cost recovery, and maintaining service affordability for the community.</p> <p><b>Implementation Activities:</b></p> <ul style="list-style-type: none"> <li>a) <b>Fee Structure Updates:</b> Update all identified fees to reflect full cost recovery or adjusted subsidized levels based on the study's findings.</li> <li>b) <b>Policy Integration:</b> Align new fee schedules with City policies and state mandates, including those from Proposition 218 and Proposition 26.</li> <li>c) <b>Stakeholder Communication:</b> Notify residents and businesses about fee changes through transparent communication channels.</li> <li>d) <b>Annual Reviews:</b> Establish a process for periodic review and adjustment of fees to account for inflation and operational changes.</li> <li>e) <b>Training for Departments:</b> Train departmental staff on applying updated fee schedules and managing the associated processes efficiently.</li> </ul> <p><b>Target Date for Full Implementation:</b> Second Quarter of 2025</p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Improved Cost Recovery:</b> Achieve a higher percentage of cost recovery for City services, reducing reliance on the General Fund for subsidizing user-specific services.</li> <li>ii. <b>Regulatory Compliance:</b> Ensure the City's fees comply with all applicable laws, avoiding potential legal challenges.</li> <li>iii. <b>Transparency and Trust:</b> Build community trust through clear explanations of the fee changes and the benefits to both individual users and the City at large.</li> <li>iv. <b>Financial Sustainability:</b> Support long-term fiscal health by aligning revenue from user fees with the true cost of delivering services.</li> </ul>
<p>Projects Undertaken</p>	<p><b>OS 2.4 A – Project: Presentation of Updated Fee Schedule Study</b>  <b>Description:</b> The updated fee schedule study was successfully completed and presented to the City Council in the Third Quarter of 2024. This presentation provided the Council with a comprehensive analysis of current fees, recommendations for adjustments, and the rationale for aligning fees with cost recovery and regulatory compliance.</p>

	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>a) <b>Policy Adoption:</b> Ensure the City Council adopts the updated fee schedule based on the study's findings, aligning with cost recovery goals and state regulations.</li> <li>b) <b>Enhanced Financial Management:</b> Provide the City with a more sustainable revenue model that reduces reliance on the General Fund for subsidized services.</li> <li>c) <b>Increased Transparency:</b> Build community trust by presenting a clear and well-documented analysis of the fee schedule changes.</li> <li>d) <b>Future Fee Sustainability:</b> Establish a foundation for periodic fee reviews to adapt to inflation and evolving service demands, ensuring long-term financial stability.</li> </ul>
<p><b>Objective 1.3</b></p>	<p><b>DRIVING INNOVATION: DEPLOYING TECHNOLOGY SOLUTIONS FOR ENHANCED EFFICIENCY AND SERVICE EXCELLENCE BY FY 2024/2025/2026</b> Implement at least three new technology solutions by the end of FY-2024/March, 2026 to enhance operational efficiency, improve service delivery, and foster innovation across City departments, with measurable improvements in process timelines and user satisfaction</p>
<p><b>Initiative OS 3.1</b></p>	<p><b>Enhance Electronic Interface, Payment Methods, and Security</b> - This initiative focuses on modernizing the City's electronic systems to improve user experience, expand payment options, and strengthen cybersecurity measures. By upgrading technology and ensuring secure transactions, the City aims to provide residents and businesses with more convenient and reliable ways to interact with City services while protecting sensitive information.</p>
<p><b>Projects Undertaken</b></p>	<p><b>OS 3.1 A – Project: Implementation of Cloud-Based Accela Permitting System</b>  <b>Description:</b> The Planning and Community Preservation and Public Works Departments have successfully launched the Accela Cloud-Based Permitting Program in the Third Quarter of 2024. This system streamlines processes for planning entitlements, permits, code enforcement cases, plan checks, and inspections, significantly improving efficiency and user experience. While the implementation phase has been completed, ongoing troubleshooting and optimization efforts are expected to continue through the First Quarter of 2025.</p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Streamlined Operations:</b> Enhance efficiency by automating and centralizing permitting, code enforcement, and inspection workflows.</li> <li>ii. <b>Improved User Experience:</b> Provide residents, businesses, and developers with a more intuitive, accessible, and transparent permitting process.</li> <li>iii. <b>Faster Processing Times:</b> Reduce processing times for permits and inspections, improving service delivery and customer satisfaction.</li> <li>iv. <b>Enhanced Data Management:</b> Enable better tracking, reporting, and analysis of planning and enforcement activities through a centralized cloud-based system.</li> <li>v. <b>Scalability and Flexibility:</b> Establish a robust system that can adapt to future growth and evolving service demands.</li> </ul> <p><b>OS 3.1 B – Project: Expansion of Public Wireless Fidelity (Wi-Fi) Coverage</b>  <b>Description:</b> The IT Department will identify opportunities and secure funding to expand public Wi-Fi access to additional sections of the City. This</p>

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project aims to enhance connectivity for residents, businesses, and visitors, supporting equitable access to digital resources and fostering community engagement. The project is targeted for completion by the First Quarter of 2025.

**Key Activities:**

- a) **Site Identification:** Determine priority areas for Wi-Fi expansion based on community needs and usage patterns.
- b) **Funding Opportunities:** Explore grants, public-private partnerships, and City budget allocations to support the initiative.
- c) **Infrastructure Development:** Collaborate with service providers to install and configure the necessary hardware for expanded coverage.
- d) **Community Outreach:** Inform residents and businesses about new Wi-Fi availability and encourage its use.

**Desired Outcomes:**

- i. **Increased Connectivity:** Provide broader public Wi-Fi coverage to improve access to digital services and online resources.
- ii. **Enhanced Community Engagement:** Support connectivity in public spaces to foster communication, learning, and collaboration among residents.
- iii. **Digital Equity:** Bridge the digital divide by offering reliable internet access to underserved areas of the City.
- iv. **Economic Support:** Enable businesses and visitors to leverage improved internet access, boosting economic activity and convenience.

**OS 3.1 C – Project: Secure Funding for Enhanced IT Security Measures**

**Description:** The IT Department will actively seek additional funding to strengthen the City's cybersecurity infrastructure by the First Quarter of 2025. The FY 25/2626 budget will allocate 20% of IT resources specifically for enhancing security protocols, protecting critical systems, and mitigating potential threats to the City's digital environment.

**Key Activities:**

- a) **Funding Identification:** Explore grants, partnerships, and budget reallocations to secure resources for cybersecurity improvements.
- b) **Budget Planning:** Ensure the FY 25/26 IT budget dedicates 20% to implementing advanced security measures.
- c) **Strategic Implementation:** Develop a phased plan to deploy security solutions, including system updates, network monitoring tools, and staff training.

**Desired Outcomes:**

- i. **Enhanced Cybersecurity:** Strengthen the City's defenses against data breaches, ransomware, and other cyber threats.
- ii. **Improved System Resilience:** Ensure the reliability and availability of critical IT systems through proactive risk management.
- iii. **Compliance with Regulations:** Meet or exceed industry standards and regulatory requirements for public sector cybersecurity.
- iv. **Increased Stakeholder Confidence:** Build trust among residents, businesses, and City staff by demonstrating a commitment to protecting sensitive information.

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<b>GOAL 2 – PUBLIC SAFETY (PS)</b>	
<b>GOAL DEFINITION</b>	<b>ENSURE A SAFE AND SECURE COMMUNITY FOR ALL RESIDENTS AND VISITORS</b>
<b>Objective 2.1</b>	<b>SUSTAINING SIERRA MADRE'S FIRE SERVICES: ESTABLISHING RELIABLE FUNDING FOR EXCELLENCE BY FY 2025/2026</b> -Develop and implement a sustainable funding mechanism by the end of FY 2025/2026 to support fire service operations, ensuring a 90% satisfaction rate in community surveys and maintaining response times within national standards.
<b>Initiative PS 2.1</b>	<b>Achieve Optimum Staffing Levels for the Fire Department</b> - This initiative focuses on ensuring the Fire Department is appropriately staffed to effectively respond to emergencies and provide public safety services. It includes evaluating current staffing needs, recruiting and retaining qualified personnel, and ensuring the department is fully staffed at all times to maintain efficient operations and meet community demands.
<b>Projects Undertaken</b>	<p><b>PS 2.1 – Project: Development of the Fire Department Master Plan</b>  <b>Description:</b> The Fire Chief led an analysis of mission-critical tasks across all divisions and functions within the Fire Department. This analysis culminated in the creation of a comprehensive "Fire Department Master Plan," which was completed by the Third Quarter of 2024. The plan serves as a strategic blueprint to guide staffing, resource allocation, and operational improvements for the department.</p> <p><b>Desired Outcomes:</b></p> <ol style="list-style-type: none"> <li>i. <b>Strategic Staffing Alignment:</b> Ensure staffing levels meet the operational demands of mission-critical tasks across all divisions.</li> <li>ii. <b>Improved Resource Management:</b> Provide a framework for optimizing the allocation of equipment, personnel, and other resources.</li> <li>iii. <b>Enhanced Service Delivery:</b> Maintain or exceed national response time standards while improving overall community satisfaction with fire services.</li> <li>iv. <b>Operational Readiness:</b> Strengthen the department's ability to adapt to evolving challenges and emergencies through a well-structured plan.</li> <li>v. <b>Informed Decision-Making:</b> Offer clear data and recommendations to support leadership and City Council decisions on future fire service investments.</li> </ol> <p><b>PS 2.1B – Project: Community Survey for Fire Department Master Plan Development</b> <b>&lt;Completed&gt;</b>  <b>Description:</b> Beginning in the Third Quarter of 2024, the community was given the opportunity to participate in a comprehensive survey designed to gather input for the development of the "Fire Department Master Plan." The survey provided residents with a platform to share their priorities, concerns, and expectations regarding fire services. This engagement ensured that the Master Plan reflects the community's needs and aspirations.</p> <p><b>Desired Outcomes:</b></p> <ol style="list-style-type: none"> <li>i. <b>Informed Planning:</b> Incorporate community feedback into the Fire Department Master Plan to ensure alignment with residents' expectations and priorities.</li> </ol>

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- ii. **Enhanced Community Engagement:** Foster a stronger relationship between the Fire Department and the community through transparent and inclusive planning processes.
- iii. **Improved Service Delivery:** Identify specific areas for improvement based on survey responses to enhance the quality and efficiency of fire services.
- iv. **Increased Resident Satisfaction:** Build trust and satisfaction by demonstrating responsiveness to community input in fire service planning.

**PS 2.1 C – Project: Integration of Fire Master Plan Recommendations into Budget Planning**

**Description:** The Fire Chief will integrate the recommendations from the "Fire Master Plan" analysis into the City's budgetary planning process for future fiscal years. This effort ensures that the operational, staffing, and resource needs identified in the Master Plan are adequately funded and aligned with the City's strategic priorities.

**Key Activities:**

1. Prioritize Master Plan recommendations based on critical needs and operational goals.
2. Collaborate with the Finance Department to incorporate recommended funding allocations into the City's annual and multi-year budgets.
3. Advocate for necessary resources during the budget approval process to ensure sustainable fire services.

**Desired Outcomes:**

- i. **Enhanced Resource Allocation:** Secure funding to address critical staffing, equipment, and infrastructure needs outlined in the Master Plan.
- ii. **Improved Fire Services:** Ensure the Fire Department is equipped to maintain or exceed national standards for response times and service quality.
- iii. **Strategic Financial Planning:** Align fire service funding with the City's long-term financial and operational goals.
- iv. **Community Safety:** Strengthen the department's ability to meet the safety needs of residents and businesses through well-funded and strategically planned initiatives.

**PS 2.1.D – Project: Evaluation of Paid Internship Program for the Fire Department**

**Description:** The Fire Chief will conduct an analysis to assess the need for a paid internship program within the department. This evaluation will include determining the potential roles, benefits, and funding requirements for the position, with the goal of incorporating the program into the FY 24/25/26 budget planning process and securing funding for future years.

**Key Activities:**

- a) **Needs Assessment:** Identify areas where an intern could provide valuable support and contribute to departmental operations.
- b) **Role Definition:** Develop a detailed job description and scope of responsibilities for the intern position.

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- c) **Cost Analysis:** Estimate the financial requirements for the program, including salary, benefits, and training costs.
- d) **Budget Integration:** Collaborate with the Finance Department to incorporate funding for the internship program into the FY ~~24/25~~26 budget proposal.

**Desired Outcomes:**

- i. **Increased Operational Support:** Provide additional staffing resources to enhance departmental efficiency and effectiveness.
- ii. **Talent Development:** Create opportunities for aspiring fire service professionals to gain hands-on experience and contribute to the department.
- iii. **Cost-Effective Staffing:** Address operational needs through a paid internship program that offers high value at a relatively low cost.
- iv. **Strategic Workforce Planning:** Lay the groundwork for developing a pipeline of future talent for the department.

**PS 2.1.E – Project: Evaluation and Implementation of Part-Time EOC Coordinator Position** ~~<Completed>~~

**Description:** The Fire Chief successfully completed an analysis to determine the need for a part-time Emergency Operations Center (EOC) Coordinator. The findings have been incorporated into the FY 24/25 budget planning process, with provisions for funding in future years. This position is intended to enhance the City’s emergency preparedness and response capabilities.

**Key Activities:**

1. **Needs Assessment:** Conducted an evaluation of the department’s emergency operations requirements to identify the necessity for an EOC Coordinator.
2. **Role Definition:** Developed a clear job description outlining the responsibilities and objectives for the part-time EOC Coordinator position.
3. **Budget Planning:** Integrated the position into the FY 24/25 budget with projected costs for future years.

**Desired Outcomes:**

1. **Improved Emergency Preparedness:** Strengthen the City’s ability to plan, coordinate, and respond effectively during emergencies.
2. **Enhanced Operational Efficiency:** Provide dedicated support for EOC functions, ensuring consistent readiness and operational excellence.
3. **Cost-Effective Resource Allocation:** Address critical EOC needs with a part-time role, balancing functionality with budget considerations.
4. **Increased Community Safety:** Enhance the City’s capacity to protect residents and resources during crises through better-coordinated emergency responses.

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	<p><b>PS2.1.F – Project: Development of Strategy for Industry-Comparable Salaries and Benefits for Fire Personnel</b></p> <p><b>Description:</b> The Fire Chief will review the findings of the “Fire Department Master Plan” and provide strategic recommendations to the City Manager for achieving industry-standard salaries and benefits for fire personnel. This effort aims to ensure competitive compensation to attract, retain, and support a highly qualified workforce, while aligning with the City’s budgetary and operational goals.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) <b>Analysis of Master Plan Findings:</b> Evaluate the salary and benefits recommendations outlined in the Master Plan.</li> <li>b) <b>Market Comparison:</b> Conduct benchmarking against salaries and benefits of comparable fire departments within the region and industry.</li> <li>c) <b>Strategic Planning:</b> Develop a phased implementation strategy to achieve competitive compensation levels while balancing fiscal sustainability.</li> <li>d) <b>Collaboration:</b> Work with the City Manager and Finance Department to align recommendations with budgetary constraints and future planning efforts.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Competitive Compensation:</b> Ensure fire personnel receive salaries and benefits aligned with regional and industry standards to support recruitment and retention.</li> <li>ii. <b>Increased Staff Morale:</b> Boost employee satisfaction and engagement through equitable and competitive compensation packages.</li> <li>iii. <b>Enhanced Workforce Stability:</b> Reduce turnover and maintain a skilled, experienced team capable of delivering high-quality fire services.</li> <li>iv. <b>Sustainable Implementation:</b> Align compensation improvements with the City’s long-term financial planning to ensure fiscal responsibility.</li> </ul>
<p><b>Initiative PS 2.2</b></p>	<p><b>Sustain Excellence in Training Practices for the Fire Department</b> - This initiative focuses on maintaining and enhancing the Fire Department's industry-leading training practices to ensure operational readiness, professional growth, and the highest standards of service delivery. By prioritizing continuous education, advanced training methods, and compliance with evolving industry standards, the department will strengthen its capacity to protect and serve the community effectively. -</p>
<p>Projects Undertaken</p>	<p><b>PS 2.2 A – Project: Evaluation of Fire Department Training Programs</b></p> <p><b>Description:</b> <del>Completed</del> The Fire Department Training Officer conducted a comprehensive evaluation of the department’s training programs, identifying their strengths and weaknesses. The findings were submitted to the Fire Chief by the First Quarter of 2024. This evaluation serves as a foundation for enhancing the effectiveness and impact of training initiatives.</p> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Improved Training Effectiveness:</b> Address identified weaknesses to ensure all training programs meet or exceed industry standards.</li> <li>ii. <b>Enhanced Skill Development:</b> Leverage program strengths to continue building the technical and operational skills of fire personnel.</li> </ul>

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- iii. **Targeted Program Adjustments:** Implement specific changes to improve training delivery, curriculum, and outcomes based on the evaluation.
- iv. **Operational Readiness:** Strengthen the department's preparedness for emergencies by ensuring personnel are well-trained and confident in their capabilities.

**PS 2.2 B – Project: Annual Hosting of STF and CICCIS Classes**

**Description:** Beginning in FY 24/25, the Fire Department Training Officer will identify and host at least one State Fire Training (SFT) class and one California Incident Command Certification System (CICCIS) class annually. These training sessions aim to enhance the knowledge and operational readiness of fire personnel. ~~The first classes are targeted for the Third Quarter of 2024.~~

**Key Activities:**

- a) **Course Selection:** Identify high-priority SFT and CICCIS classes that align with departmental training needs and operational goals.
- b) **Coordination and Planning:** Schedule and coordinate the logistics of hosting the classes, including securing instructors, facilities, and necessary resources.
- c) **Implementation and Evaluation:** Conduct the classes and gather feedback to improve future training sessions.

**Desired Outcomes:**

- a) **Enhanced Certification Compliance:** Ensure personnel maintain required certifications and meet training standards.
- b) **Improved Emergency Response:** Strengthen the skills and capabilities of fire personnel, improving the department's overall emergency preparedness.
- c) **Knowledge Sharing:** Foster collaboration and learning among participants, encouraging the exchange of best practices and expertise.
- d) **Sustainable Training Model:** Establish an annual training schedule that supports long-term skill development and operational readiness.

**PS 2.2C – Project: Strategy to Maintain Paramedic Licensure for Fire Personnel <Completed>**

**Description:** The Fire Chief successfully developed and implemented a strategy to maintain an 85% paramedic licensure rate among fire personnel by the First Quarter of 2024. This strategy ensures the department continues to meet its operational goals and deliver high-quality emergency medical services. The department has achieved this goal and is committed to sustaining it moving forward.

**Key Activities:**

- a) **Ongoing Training and Certification:** Provide regular training and resources to support paramedic certification and recertification.
- b) **Recruitment and Retention:** Prioritize hiring paramedic-certified personnel and retaining existing staff through competitive incentives.
- c) **Licensure Monitoring:** Establish a tracking system to ensure all licensed personnel remain compliant with certification requirements.

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	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Sustained Licensure Rate:</b> Maintain an 85% paramedic licensure rate to ensure sufficient coverage for advanced life support (ALS) calls.</li> <li>ii. <b>Improved Emergency Medical Services:</b> Enhance the department's ability to provide timely and effective medical care to the community.</li> <li>iii. <b>Operational Readiness:</b> Ensure the department has a highly skilled workforce capable of responding to a wide range of medical emergencies.</li> <li>iv. <b>Increased Community Confidence:</b> Build trust and confidence among residents by consistently meeting high standards of medical readiness.</li> </ul>
<p><b>Initiative PS 2.3</b></p>	<p><b>Ensure the Fire Department is Properly Equipped</b> - This initiative focuses on equipping the Fire Department with the necessary tools, technology, and resources to enhance operational efficiency, improve response times, and ensure the safety of personnel and the community. By maintaining up-to-date and well-maintained equipment, the department can effectively meet the demands of modern firefighting and emergency services. This initiative underscores the City's commitment to supporting its fire personnel and safeguarding the community through strategic investments in essential equipment.</p>
<p>Projects Undertaken</p>	<p><b>PS 3 – Project: Development of Strategy to Address Equipment Recommendations</b></p> <p><b>Description:</b> The Fire Chief will review the findings of the “Fire Department Master Plan” and provide strategic recommendations to the City Manager for fulfilling the equipment needs identified in the plan. This effort will ensure the department is equipped with the necessary tools and resources to maintain operational effectiveness and meet the safety needs of the community. The recommendations are targeted for completion by the Fourth Quarter of 2024.</p> <p><b>Key Activities:</b></p> <ul style="list-style-type: none"> <li>a) <b>Master Plan Review:</b> Analyze equipment recommendations outlined in the Fire Department Master Plan.</li> <li>b) <b>Priority Setting:</b> Identify and prioritize critical equipment needs based on operational requirements and service goals.</li> <li>c) <b>Strategic Planning:</b> Develop a phased strategy to acquire, upgrade, or replace equipment in alignment with budgetary constraints and departmental priorities.</li> <li>d) <b>Funding Recommendations:</b> Collaborate with the City Manager and Finance Department to explore funding options, including grants and capital improvement allocations.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>i. <b>Enhanced Operational Efficiency:</b> Equip the department with state-of-the-art tools and resources to improve response times and service delivery.</li> <li>ii. <b>Improved Safety for Personnel and Community:</b> Ensure firefighters have the necessary equipment to operate safely and effectively during emergencies.</li> <li>iii. <b>Budgetary Alignment:</b> Develop a cost-effective plan that aligns with the City's financial capabilities and long-term goals.</li> <li>iv. <b>Strategic Resource Allocation:</b> Establish a clear and actionable roadmap for fulfilling equipment needs over time, prioritizing the most critical assets.</li> </ul>

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Objective 2.2	<b>SECURING SIERRA MADRE'S SAFETY: ESTABLISHING SUSTAINABLE FUNDING FOR POLICE EXCELLENCE BY FY <del>2025-2026</del> -</b> Develop and implement a sustainable funding mechanism by the end of FY <del>2025-2026</del> to support police operations, ensuring a 95% satisfaction rate in community surveys and maintaining response times within industry standards.
Initiative PS 2.1	<b>Achieve <del>Optimal Staffing</del>Optimal Staffing Levels for the Police Department -</b> This initiative focuses on ensuring the Police Department is staffed at optimal levels to meet the community's safety needs. It involves assessing staffing requirements, addressing gaps through recruitment and retention efforts, and balancing resources to maintain an effective and responsive police force while minimizing burnout and maximizing public safety.
Projects Undertaken	<p><b>PS 2.2 A – Project: Strategy for Achieving Industry-Comparable Salaries and Benefits for Police Personnel</b></p> <p><b>Description:</b> The Police Chief will review the findings of the Department's "Police Department Master Plan" and develop a strategic approach to align police personnel salaries and benefits with industry standards. <del>Recommendations will be provided to the City Manager by the Fourth Quarter of 2024.</del></p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>a) <b>Master Plan Analysis:</b> <ul style="list-style-type: none"> <li>• Conduct a thorough review of the "Police Department Master Plan" to assess current compensation levels and benefits.</li> <li>• Identify gaps between existing salaries/benefits and industry benchmarks.</li> </ul> </li> <li>b) <b>Benchmarking Study:</b> <ul style="list-style-type: none"> <li>• Compare compensation packages with those of similar departments in terms of size, budget, and service demands.</li> </ul> </li> <li>c) <b>Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>• Collaborate with human resources, financial analysts, and union representatives to assess feasibility and gather input.</li> </ul> </li> <li>d) <b>Strategic Planning:</b> <ul style="list-style-type: none"> <li>• Develop a phased strategy for achieving comparable salaries and benefits while considering budgetary constraints.</li> <li>• Identify potential funding sources or cost-saving measures to support the recommendations.</li> </ul> </li> <li>e) <b>Recommendation Development:</b> <ul style="list-style-type: none"> <li>▪ Compile findings and proposed strategies into a comprehensive report for the City Manager.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ol style="list-style-type: none"> <li>i. <b>Competitive Compensation:</b> Ensure police personnel receive salaries and benefits that are competitive within the industry, improving recruitment and retention.</li> <li>ii. <b>Enhanced Morale and Performance:</b> Boost morale and job satisfaction among police personnel, leading to improved service delivery and community safety.</li> <li>iii. <b>Strategic Alignment:</b> Align compensation strategies with the department's long-term goals and operational needs as outlined in the Master Plan.</li> <li>iv. <b>Sustainability:</b> Develop a financially sustainable approach to maintain competitive compensation over time.</li> </ol>

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<p><b>Initiative PS 2.2</b></p>	<p><b>Maintain Advanced Training Standards for the Police Department</b> - This initiative focuses on ensuring the Police Department consistently follows industry-leading training practices. It involves providing officers with ongoing, high-quality training in areas such as law enforcement techniques, public safety, crisis management, and community relations to enhance their effectiveness, professionalism, and responsiveness to evolving challenges.</p>
<p>Projects Undertaken</p>	<p><b>PS 2.2 A – Project: Ensuring Compliance with State and Federal Training Requirements</b>  <b>Description:</b>  The Police Department’s Training Manager will continue to deliver training programs that meet all State and Federal requirements for Police Department employees. These efforts ensure compliance with mandated standards and enhance operational readiness.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Training Needs Assessment:</b> <ul style="list-style-type: none"> <li>○ Regularly review State and Federal training mandates to identify required courses and certifications.</li> <li>○ Assess department-wide training gaps to ensure all employees are up to date.</li> </ul> </li> <li>2. <b>Curriculum Development and Delivery:</b> <ul style="list-style-type: none"> <li>○ Develop or acquire training modules that align with mandated requirements.</li> <li>○ Schedule and deliver training sessions to ensure all personnel complete required programs on time.</li> </ul> </li> <li>3. <b>Recordkeeping and Compliance Monitoring:</b> <ul style="list-style-type: none"> <li>○ Maintain accurate records of training attendance, certifications, and renewals.</li> <li>○ Monitor compliance deadlines and notify employees of upcoming requirements.</li> </ul> </li> <li>4. <b>Coordination with Regulatory Bodies:</b> <ul style="list-style-type: none"> <li>○ Liaise with State and Federal agencies to ensure training content remains current and compliant.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Regulatory Compliance:</b> Ensure 100% compliance with all State and Federal training requirements for Police Department employees.</li> <li>• <b>Enhanced Skills and Preparedness:</b> Maintain a highly trained workforce capable of effectively responding to diverse challenges.</li> <li>• <b>Accountability and Documentation:</b> Strengthen transparency and accountability through accurate training records and compliance tracking.</li> <li>• <b>Professional Growth:</b> Support employee development by offering training opportunities that align with career advancement goals.</li> </ul>
<p><b>Initiative PS 2.3</b></p>	<p><b>Ensure Adequate Equipment for the Police Department</b> - This initiative focuses on providing the Police Department with the necessary equipment and resources to effectively perform their duties. It includes upgrading technology, acquiring specialized tools, and ensuring officers have the proper safety gear and vehicles to enhance operational efficiency, public safety, and emergency response capabilities.</p>

Projects Undertaken	<p><b>PS 2.3 A – Project: Strategy to Fulfill Equipment Recommendations from the Police Department Master Plan</b></p> <p><b>Description:</b>          The Police Chief will analyze the findings of the “Police Department Master Plan” related to equipment needs and develop a comprehensive strategy to address these recommendations. <del>The strategy will be presented to the City Manager by the Fourth Quarter of 2024.</del></p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Review Master Plan Recommendations:</b> <ul style="list-style-type: none"> <li>o Conduct an in-depth review of the Master Plan to identify priority equipment needs.</li> <li>o Categorize equipment by urgency, operational impact, and cost.</li> </ul> </li> <li>2. <b>Needs Assessment and Gap Analysis:</b> <ul style="list-style-type: none"> <li>o Compare existing equipment inventory against Master Plan recommendations to identify gaps.</li> <li>o Evaluate the impact of equipment deficiencies on operational effectiveness and public safety.</li> </ul> </li> <li>3. <b>Cost Analysis and Funding Options:</b> <ul style="list-style-type: none"> <li>o Estimate costs for acquiring recommended equipment.</li> <li>o Identify potential funding sources, including grants, budget reallocations, or partnerships.</li> </ul> </li> <li>4. <b>Stakeholder Collaboration:</b> <ul style="list-style-type: none"> <li>o Work with department heads, procurement teams, and finance staff to align equipment needs with available resources.</li> <li>o Engage with external agencies or vendors for specifications, timelines, and competitive pricing.</li> </ul> </li> <li>5. <b>Strategy Development:</b> <ul style="list-style-type: none"> <li>o Develop a phased approach for acquiring and implementing equipment based on priorities and funding availability.</li> <li>o Include maintenance and lifecycle plans for long-term sustainability.</li> </ul> </li> <li>6. <b>Recommendation Submission:</b> <ul style="list-style-type: none"> <li>o Prepare a detailed report for the City Manager outlining proposed actions, timelines, and funding strategies.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Operational Efficiency:</b> Ensure the Police Department is equipped with modern tools to enhance service delivery and operational effectiveness.</li> <li>• <b>Enhanced Officer Safety:</b> Provide personnel with reliable and up-to-date equipment to improve safety and performance.</li> <li>• <b>Strategic Alignment:</b> Align equipment upgrades with the department’s operational goals and long-term strategic plan.</li> <li>• <b>Budgetary Feasibility:</b> Develop a financially sustainable plan that balances equipment needs with available resources.</li> </ul>

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<p><b>Objective 2.3</b></p>	<p><b>IMPLEMENTING SIERRA MADRE'S ENVIRONMENTAL MANAGEMENT PROGRAM.</b> By the end of the Third Quarter of 2025, the City of Sierra Madre will implement an environmental management program to reduce waste, improve natural resource conservation, and enhance public engagement in sustainability efforts. This program will focus on recycling initiatives, water conservation strategies, and community education efforts. The goal is to reduce waste by 15%, increase water conservation efforts by 20%, and engage at least 30% of the community in sustainability programs.</p>
<p><b>Initiative PS 2.3.1</b></p>	<p><b>Preserve and Maintain Hillside Areas</b> - This initiative focuses on the ongoing preservation and maintenance of hillside areas to protect natural landscapes, prevent erosion, and ensure public safety. It involves monitoring and managing vegetation, stabilizing slopes, and implementing sustainable land management practices to maintain the ecological integrity and aesthetic value of hillside regions.</p>
<p>Projects Undertaken</p>	<p><b>PS 2.3.1 – Project: Annual Brush-Clearing Events</b></p> <p><b>Description:</b> The Fire Department, in collaboration with the Public Works Department, will organize and conduct annual brush-clearing events to reduce wildfire risk and enhance community safety. The <u>2024-2025</u> event has been successfully completed, and this initiative is expected to continue annually.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Site Assessment and Planning:</b> <ul style="list-style-type: none"> <li>o Identify high-priority areas prone to wildfire risks that require brush clearing.</li> <li>o Develop a detailed plan for the event, including timelines, resources, and safety protocols.</li> </ul> </li> <li>2. <b>Community Engagement:</b> <ul style="list-style-type: none"> <li>o Notify residents about upcoming events and provide guidance on how they can participate or prepare.</li> <li>o Offer educational resources on fire prevention and the importance of vegetation management.</li> </ul> </li> <li>3. <b>Collaboration and Resource Allocation:</b> <ul style="list-style-type: none"> <li>o Coordinate efforts between the Fire Department and Public Works to allocate equipment, personnel, and materials.</li> <li>o Ensure compliance with environmental and safety regulations during clearing operations.</li> </ul> </li> <li>4. <b>Execution and Monitoring:</b> <ul style="list-style-type: none"> <li>o Conduct brush-clearing activities, including debris removal and proper disposal.</li> <li>o Monitor progress and address any unforeseen challenges during the event.</li> </ul> </li> <li>5. <b>Post-Event Evaluation:</b> <ul style="list-style-type: none"> <li>o Assess the effectiveness of the clearing activities and identify areas for improvement.</li> <li>o Compile a report for planning future events.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Wildfire Risk Reduction:</b> Minimize the potential for wildfires by maintaining clear defensible spaces around vulnerable areas.</li> </ul>

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**Commented [JC24]:** I would like to suggest the City Council add items to this section related to both fire hardening/prevention and mud and debris flow mitigation.

- **Enhanced Community Safety:**  
Protect lives, property, and natural resources through proactive vegetation management.
- **Community Awareness:**  
Increase public understanding of fire prevention measures and foster community involvement in safety initiatives.
- **Sustainable Practice:**  
Establish an ongoing annual program that supports long-term fire risk mitigation and environmental stewardship.

**PS 2.3.2 – Project: Annual Fire "Home Hardening" Presentation**

**Description:**

The Fire Department will host an annual "Home Hardening" presentation to educate residents on strategies to protect their homes from wildfire damage. The 2024-2025 presentation has been successfully completed, and this initiative will continue on an annual basis.

**Key Activities:**

1. **Topic Selection and Content Development:**
  - Identify key home-hardening strategies and updates based on current fire safety research and local risk factors.
  - Develop an engaging and informative presentation, including visual aids, case studies, and actionable tips.
2. **Event Planning and Promotion:**
  - Schedule the presentation and secure a venue or virtual platform.
  - Promote the event through community newsletters, social media, and local organizations to maximize attendance.
3. **Collaboration with Experts:**
  - Partner with fire safety professionals, building experts, and environmental organizations to enhance the content and credibility of the presentation.
4. **Presentation Delivery:**
  - Conduct the event, providing residents with practical advice on improving their homes' resistance to wildfires.
  - Allow time for Q&A to address specific concerns and encourage community interaction.
5. **Post-Event Engagement:**
  - Share event materials and resources online for residents who could not attend.
  - Collect feedback to refine and improve future presentations.

**Desired Outcomes:**

- **Increased Awareness:**  
Educate homeowners about the importance of home-hardening measures to mitigate wildfire risks.
- **Proactive Community Action:**  
Encourage residents to implement recommended improvements, enhancing neighborhood resilience to wildfires.
- **Enhanced Safety:**  
Reduce the vulnerability of homes and properties, contributing to overall community fire preparedness.

- **Sustainable Education Program:**  
Establish an annual tradition that evolves to address emerging challenges and integrates the latest fire safety techniques.

**PS 2.3.3 – Project: Establishment of Sierra Madre Fire Safe Council and Attainment of "Fire Wise" Status**

**Description:**

The Fire Department will enhance community fire risk reduction by creating a Sierra Madre Fire Safe Council and achieving "Fire Wise" recognition by the Second Quarter of 2026. This initiative aims to foster collaboration, education, and proactive measures to mitigate wildfire risks and improve community resilience.

**Key Activities:**

1. **Council Formation:**
  - Assemble a diverse group of community stakeholders, including residents, local officials, and fire safety experts, to form the Sierra Madre Fire Safe Council.
  - Develop a mission, goals, and bylaws to guide the council's activities.
2. **Community Risk Assessment:**
  - Conduct a comprehensive assessment of wildfire risks within Sierra Madre.
  - Identify high-priority areas for mitigation efforts.
3. **Education and Outreach:**
  - Host workshops, presentations, and public events to raise awareness of fire risk reduction strategies.
  - Provide resources and training to residents on best practices for fire prevention and preparedness.
4. **Development of a Fire Wise Action Plan:**
  - Collaborate with the Fire Safe Council to create a detailed action plan that aligns with the criteria for "Fire Wise" recognition.
  - Prioritize initiatives such as vegetation management, home hardening, and community-wide evacuation planning.
5. **Implementation and Monitoring:**
  - Execute the action plan, engaging volunteers and leveraging partnerships with local and regional organizations.
  - Monitor progress and make adjustments as necessary to meet "Fire Wise" standards.
6. **Application for "Fire Wise" Status:**
  - Submit the completed application, including supporting documentation, to the National Fire Protection Association (NFPA) for recognition as a "Fire Wise" community.

**Desired Outcomes:**

- **Fire Risk Reduction:**  
Decrease the likelihood and impact of wildfires through community-wide prevention and mitigation efforts.
- **Increased Community Involvement:**  
Empower residents to actively participate in fire safety initiatives, fostering a sense of shared responsibility.

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	<ul style="list-style-type: none"> <li>• <b>National Recognition:</b> Achieve "Fire Wise" status, demonstrating Sierra Madre's commitment to wildfire preparedness and resilience.</li> <li>• <b>Sustainable Fire Safety Program:</b> Establish a long-term framework for ongoing fire risk reduction and community engagement through the Sierra Madre Fire Safe Council.</li> </ul>
<b>Initiative PS 2.3.2</b>	<p><b>Manage Wildlife and Human <del>Interactions</del>-Interactions -</b> This initiative focuses on addressing and mitigating conflicts between wildlife and human populations. It involves implementing strategies to promote safe coexistence, such as educating the public about wildlife behavior, establishing safe habitats, and managing situations where wildlife may pose risks to public safety or property.</p>
Projects Undertaken	<p><b>PS 2.3.2 A – Project: Update to the City's Wildlife Management Plan</b>  <b>Description:</b> <del>&lt;This has been completed&gt;</del>  The Natural Resources Commission will update the City's Wildlife Management Plan with input from the City Council, the Department of Fish and Wildlife, and the Sierra Madre Police Department (SMPD), as needed.  <del>This update will be completed by July 2024 to ensure the plan reflects current best practices and addresses emerging wildlife management challenges.</del></p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li><b>1. Stakeholder Consultation:</b> <ul style="list-style-type: none"> <li>○ Collaborate with the City Council, <u>Natural Resources Commission</u>, Department of Fish and Wildlife, and SMPD to gather diverse perspectives and expertise.</li> <li>○ Identify key issues and priorities for inclusion in the updated plan.</li> </ul> </li> <li><b>2. Plan Review and Assessment:</b> <ul style="list-style-type: none"> <li>○ Evaluate the existing Wildlife Management Plan to identify areas requiring updates or improvements.</li> <li>○ Assess current wildlife trends, challenges, and community concerns.</li> </ul> </li> <li><b>3. Community Engagement:</b> <ul style="list-style-type: none"> <li>○ Hold public meetings or workshops to gather input from residents on wildlife-related issues and proposed strategies.</li> <li>○ Incorporate feedback into the plan to ensure community alignment.</li> </ul> </li> <li><b>4. Drafting the Updated Plan:</b> <ul style="list-style-type: none"> <li>○ Develop a comprehensive draft that addresses identified priorities, integrates stakeholder input, and incorporates best practices in wildlife management.</li> <li>○ Include strategies for mitigating human-wildlife conflicts, promoting coexistence, and protecting biodiversity.</li> </ul> </li> <li><b>5. Review and Approval:</b> <ul style="list-style-type: none"> <li>○ Submit the draft plan for review and feedback from stakeholders and the City Council.</li> <li>○ Finalize and adopt the updated Wildlife Management Plan.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Improved Wildlife Management:</b> Develop a plan that effectively addresses wildlife conservation, conflict mitigation, and ecosystem preservation.</li> </ul>

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- **Enhanced Collaboration:**  
Strengthen partnerships between city departments, state agencies, and the community for effective wildlife management.
- **Community Alignment:**  
Ensure the plan reflects the needs and concerns of residents while promoting education and awareness about wildlife issues.
- **Updated Best Practices:**  
Incorporate the latest knowledge and strategies to address emerging wildlife management challenges

**PS 2.3.2 B – Project: Publicizing Wildlife Management Program (WMP) Components**

**Description:**

The Communications Team will promote key components of the Wildlife Management Program (WMP), such as "no feeding" policies, hazing techniques, and other best practices, to raise community awareness and encourage responsible behavior around wildlife.

**Key Activities:**

1. **Message Development:**
  - Craft clear, engaging, and consistent messages highlighting WMP components, including the importance of "no feeding" and effective hazing techniques.
  - Tailor messaging to address specific wildlife challenges faced by the community.
2. **Multi-Channel Outreach:**
  - Disseminate information through various platforms, including social media, city websites, newsletters, and community events.
  - Utilize visuals, infographics, and videos to enhance engagement and understanding.
3. **Community Engagement Campaigns:**
  - Host educational workshops or webinars to demonstrate proper hazing techniques and explain the rationale behind "no feeding" policies.
  - Encourage community participation through interactive Q&A sessions or feedback opportunities.
4. **Collaborations:**
  - Partner with the Natural Resources Commission and other stakeholders to ensure messaging aligns with WMP goals and strategies.
  - Work with local schools and organizations to extend outreach efforts to broader audiences.
5. **Evaluation and Adjustment:**
  - Monitor the effectiveness of outreach efforts through engagement metrics and community feedback.
  - Adjust messaging and strategies as needed to maximize impact.

**Desired Outcomes:**

- **Increased Awareness:**  
Educate residents on the importance of WMP components and their role in promoting safe and sustainable wildlife interactions.

- **Behavioral Change:**  
Reduce harmful practices, such as feeding wildlife, and encourage proactive measures like hazing to manage conflicts.
- **Community Participation:**  
Foster a sense of shared responsibility for wildlife management and encourage residents to actively support WMP initiatives.
- **Sustainable Practices:**  
Establish a long-term communication strategy that reinforces WMP principles and adapts to evolving community needs.

**PS 2.3.2 C – Project: Implementation and Maintenance of Bear-Resistant Organics Recycling Barrels**

**Description:**

~~<This has been completed>~~ The City's Public Works Department will oversee the execution and ongoing management of the recently amended Solid Waste Contract, which includes the introduction and maintenance of bear-resistant organics recycling barrels for all residential customers. ~~This initiative was successfully completed in the First Quarter of 2024 and will continue to ensure effective service delivery and wildlife safety.~~

**Key Activities:**

1. **Contract Management:**
  - Monitor and enforce the provisions of the amended Solid Waste Contract to ensure compliance by the waste management provider.
  - Conduct periodic reviews to address any operational issues or improvements.
2. **Distribution and Deployment:**
  - Oversee the delivery and distribution of bear-resistant recycling barrels to all residential customers.
  - Ensure adequate inventory and replace damaged barrels as needed.
3. **Customer Support and Education:**
  - Provide residents with instructions on the proper use and maintenance of the bear-resistant barrels.
  - Conduct outreach campaigns to educate the community about the importance of wildlife-safe waste management practices.
4. **Performance Monitoring:**
  - Track the effectiveness of the bear-resistant barrels in reducing wildlife disturbances and organic waste contamination.
  - Gather feedback from residents to identify areas for improvement.
5. **Collaboration and Reporting:**
  - Work with the Solid Waste Provider and other stakeholders to address operational challenges and maintain service quality.
  - Report progress and updates to the City Council and the community.

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**Desired Outcomes:**

- **Wildlife Safety:**  
Minimize wildlife interactions with waste through the use of secure, bear-resistant barrels.
- **Compliance with Regulations:**  
Meet state and local mandates for organics recycling and wildlife safety measures.
- **Enhanced Community Satisfaction:**  
Provide residents with reliable and user-friendly waste management solutions.
- **Sustainable Waste Management:**  
Promote long-term adoption of wildlife-safe practices and compliance with organics recycling goals.

**PS 2.3.2 D – Project: Regional Collaboration for Wildlife Management and Joint Wildlife Watch Training**

**Description:**

The City will pursue regional collaboration with the San Gabriel Valley Council of Governments (SGVCOG) to secure funding for additional key Fish & Wildlife staffing. While initial efforts were unsuccessful as of the Second Quarter of 2024, staff will continue to explore funding opportunities. In addition, staff will collaborate with the neighboring cities and the County of Los Angeles ~~City of Arcadia~~ to ~~conduct a joint Wildlife Watch training session by the First Quarter of 2025.~~ develop a regional strategy for wildlife management moving forward.

**Key Activities:**

1. **Regional Funding Exploration:**
  - Engage with SGVCOG to identify funding programs that support local Fish & Wildlife staffing.
  - Advocate for the inclusion of wildlife staffing as a regional priority during funding discussions.
  - Explore additional regional or state-level funding sources.
2. **Grant and Partnership Development:**
  - Prepare and submit grant applications for relevant opportunities.
  - Build partnerships with neighboring cities and organizations to strengthen funding proposals.
3. **Joint Wildlife Watch Training Planning:**
  - Partner with the City of Arcadia to plan and schedule a collaborative Wildlife Watch training session.
  - Develop a comprehensive training curriculum focusing on wildlife awareness, conflict mitigation, and community safety.
4. **Community Outreach and Promotion:**
  - Promote the Wildlife Watch training to residents of both cities to maximize participation.
  - Provide educational materials and resources to attendees during and after the training.
5. **Monitoring and Follow-Up:**
  - Continuously track and assess new funding opportunities to secure support for wildlife staffing.
  - Gather feedback from the Wildlife Watch training to improve future sessions and identify further collaborative opportunities.

**Desired Outcomes:**

- **Increased Wildlife Staffing Capacity:**  
Secure funding to add key Fish & Wildlife positions, enhancing local and regional wildlife management efforts.
- **Enhanced Regional Collaboration:**  
Strengthen partnerships with SGVCOG and neighboring cities to address shared wildlife challenges effectively.
- **Improved Community Awareness:**  
Empower residents through Wildlife Watch training, equipping them with knowledge and tools to coexist safely with wildlife.
- **Sustainable Wildlife Management Strategies:**  
Develop a long-term approach for funding and managing wildlife programs through continuous collaboration and community involvement.

**PS 2.3.3 E** - Project: Securing Support from the Department of Fish & Wildlife

**Description:**

The City will collaborate with the Department of Fish & Wildlife (DFW) to secure assistance and resources that enhance wildlife management and adequately protect the community. This effort aims to be completed by the Fourth Quarter of 2024.

**Key Activities:**

1. **Engagement and Collaboration:**
  - Initiate communication with DFW to outline the City's specific needs and concerns regarding wildlife management.
  - Establish a formal partnership or agreement to define roles, responsibilities, and support mechanisms.
2. **Resource Allocation:**
  - Request technical expertise, staff support, or specialized equipment from DFW to address wildlife challenges.
  - Coordinate with DFW on targeted initiatives, such as habitat management, wildlife conflict mitigation, or public education.
3. **Community Integration:**
  - Involve DFW in community outreach programs, workshops, or training sessions to promote awareness and best practices for wildlife safety.
4. **Monitoring and Assessment:**
  - Work with DFW to assess the effectiveness of their assistance in addressing local wildlife concerns.
  - Adjust strategies and requests based on evolving needs and outcomes.

**Desired Outcomes:**

- **Enhanced Community Safety:**  
Ensure that residents are adequately protected from wildlife-related risks through expert guidance and resources.
- **Improved Wildlife Management:**  
Strengthen local capacity to manage wildlife issues effectively with DFW's support and expertise.
- **Collaborative Partnership:**  
Build a sustainable working relationship with DFW to address ongoing and future wildlife challenges.

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**Commented [JC27]:** JC, this should be refined to avoid the word "adequately" as it is undefinable.

**Commented [JC28R27]:** This section could be eliminated as it would be included with the regional work as described above.

	<ul style="list-style-type: none"> <li>• <b>Increased Public Awareness:</b> Educate the community on wildlife management practices in collaboration with DFW, fostering responsible and safe interactions with wildlife.</li> </ul>
<p><b>Initiative PS 2.3.3</b></p>	<p><b>Enhance Enforcement of City Codes</b> - This initiative aims to strengthen the enforcement of existing City codes and regulations to ensure compliance and maintain community standards. It involves improving monitoring, inspection processes, and penalties for violations, while promoting awareness of the codes to foster a more orderly and well-maintained City environment.</p>
<p>Projects Undertaken</p>	<p><b>PS 2.3.3 A – Project: Annual Code Enforcement Violation Reporting</b></p> <p><b>Description:</b> The City's Code Enforcement Officer will provide summary reports of violations and enforcement actions to the Planning Manager on an annual basis, starting in the Second Quarter of 2024. The first report was successfully completed in June 2024, and this initiative will continue to ensure accountability and informed planning decisions.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li><b>1. Violation Tracking and Documentation:</b> <ul style="list-style-type: none"> <li>o Maintain detailed records of code violations and enforcement actions throughout the year.</li> <li>o Organize data to ensure accurate and comprehensive reporting.</li> </ul> </li> <li><b>2. Report Preparation:</b> <ul style="list-style-type: none"> <li>o Compile a summary of violations, enforcement outcomes, and trends observed during the reporting period.</li> <li>o Highlight key issues or areas requiring additional attention.</li> </ul> </li> <li><b>3. Coordination with Planning Manager:</b> <ul style="list-style-type: none"> <li>o Deliver the report to the Planning Manager in the Second Quarter of each year.</li> <li>o Discuss findings and implications for future planning and enforcement priorities.</li> </ul> </li> <li><b>4. Evaluation and Process Improvement:</b> <ul style="list-style-type: none"> <li>o Review feedback from the Planning Manager to refine reporting methods.</li> <li>o Update documentation practices to improve efficiency and accuracy for future reports.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Improved Planning Coordination:</b> Enable the Planning Manager to make data-driven decisions by providing timely and comprehensive enforcement reports.</li> <li>• <b>Increased Accountability:</b> Ensure transparency in the City's code enforcement activities through systematic reporting.</li> <li>• <b>Enhanced Code Compliance:</b> Identify trends and recurring issues to inform proactive measures for improving compliance across the community.</li> <li>• <b>Sustainable Reporting Process:</b> Establish a reliable annual reporting schedule that supports ongoing collaboration between code enforcement and planning functions.</li> </ul>

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**PS 2.3.3 B – Project: Municipal Code Updates for Business License Requirements**

**Description:**

The Planning and Community Preservation Department will continue updating the Municipal Code to refine business license requirements, findings, and revocation procedures. These updates are part of ongoing efforts to enhance clarity and enforceability. Ordinance 1468, amending Sierra Madre Municipal Code (SMMC) Chapter 5, was adopted on August 22, 2024.

**Key Activities:**

**1. Code Review and Analysis:**

- Assess existing business license requirements, findings, and revocation procedures for clarity, relevance, and enforceability.
- Identify areas in the Municipal Code requiring updates or alignment with state and local regulations.

**2. Stakeholder Engagement:**

- Collaborate with city staff, legal counsel, and local businesses to gather input and address concerns.
- Incorporate feedback into proposed code amendments to ensure practical and equitable solutions.

**3. Drafting Amendments:**

- Develop updated language for the Municipal Code, focusing on business license requirements, findings, and revocation procedures.
- Ensure amendments align with best practices and regulatory standards.

**4. Approval Process:**

- Present the proposed amendments to the City Council for review and adoption.
- Facilitate public hearings to gather community input as part of the approval process.

**5. Implementation and Communication:**

- Publish and distribute the updated ordinance to relevant stakeholders.
- Provide guidance to businesses on compliance with the new requirements.

**Desired Outcomes:**

- **Enhanced Regulatory Framework:**  
Update the Municipal Code to provide clear, consistent, and enforceable business license regulations.
- **Improved Compliance:**  
Simplify and clarify requirements to help businesses understand and adhere to licensing procedures.
- **Streamlined Enforcement:**  
Establish efficient processes for findings and revocation to address non-compliance effectively.
- **Community and Business Support:**  
Foster trust and collaboration between the City and local businesses through transparent and equitable regulatory updates.

**PS 2.3.3 C – Project: Noise Ordinance Review and Implementation of Noise Study**

**Description:**

The City will conduct a comprehensive review of the Noise Ordinance, its enforcement processes, and related concerns. The Planning Commission and City Council completed their review by the Third Quarter of 2023. Additionally, the Natural Resources Commission assessed the use of gas-powered landscaping equipment and provided a recommendation to the City Council by the First Quarter of 2024. Funding for a detailed noise study has been identified, and staff will award the contract and begin working with a consultant in the ~~First~~Second Quarter of 2025.

**Key Activities:**

**1. Ordinance Review:**

- o Evaluate the current Noise Ordinance and enforcement processes.
- o Solicit feedback from the Planning Commission, City Council, and community stakeholders to identify areas for improvement.

**2. Gas-Powered Equipment Assessment:**

- o Analyze the environmental and noise impacts of gas-powered landscaping equipment.
- o Gather public input and technical data to support the Natural Resources Commission's recommendation to the City Council. **<Completed>**

**3. Noise Study Preparation:**

- o Secure funding for a comprehensive noise study, including environmental and community impact assessments.
- o Develop and issue a Request for Proposals (RFP) to identify a qualified consultant for the study.

**4. Consultant Engagement:**

- o Award the contract to the selected consultant by the ~~First~~Second Quarter of 2025.
- o Collaborate with the consultant to conduct the noise study, including data collection, analysis, and stakeholder engagement.

**5. Implementation and Follow-Up:**

- o Use the findings from the noise study to propose further updates to the Noise Ordinance, if necessary.
- o Develop actionable recommendations for enforcement and community outreach based on study results.

**Desired Outcomes:**

- **Improved Noise Regulation:**  
Update the Noise Ordinance to address identified gaps and enhance enforcement processes.
- **Environmental Impact Reduction:**  
Support sustainable practices by evaluating and addressing the impacts of gas-powered landscaping equipment.
- **Data-Driven Decision-Making:**  
Use findings from the noise study to inform future policy and ordinance updates.

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- **Enhanced Community Well-Being:**  
Promote a quieter, more livable environment for residents through effective noise regulation and mitigation strategies.

**PS 2.3.3 D – Project: Wildlife Feeding Prohibition Enforcement and Community Engagement**

**Description:**

The City will continue efforts to investigate violations, educate the public, and enforce its prohibition on feeding wildlife. Staff will collaborate with community volunteer organizations to raise awareness and achieve compliance with this regulation.

**Key Activities:**

1. **Investigation and Monitoring:**
  - Conduct regular patrols and respond to reports of wildlife feeding violations.
  - Document incidents and gather evidence to support enforcement actions.
2. **Public Education Campaigns:**
  - Develop and distribute educational materials on the dangers of feeding wildlife and the importance of adhering to the prohibition.
  - Host workshops, presentations, and outreach events to inform residents about responsible wildlife interaction practices.
3. **Collaboration with Volunteer Organizations:**
  - Partner with local volunteer groups to extend outreach efforts and engage the community.
  - Coordinate joint activities such as educational drives, signage installation, and wildlife safety campaigns.
4. **Enforcement Measures:**
  - Issue warnings, citations, or other penalties to individuals violating the prohibition.
  - Provide clear guidance to violators on how to comply with the ordinance.
5. **Evaluation and Reporting:**
  - Track enforcement and education outcomes to measure the program's effectiveness.
  - Use feedback and data to refine strategies and improve future efforts.

**Desired Outcomes:**

- **Increased Public Awareness:**  
Ensure residents understand the risks associated with feeding wildlife and the benefits of compliance.
- **Enhanced Compliance:**  
Reduce the frequency of wildlife feeding through consistent enforcement and community engagement.
- **Healthier Wildlife and Ecosystems:**  
Protect local wildlife populations from harm caused by improper feeding practices and maintain ecological balance.
- **Strengthened Community Collaboration:**  
Foster a sense of shared responsibility among residents and volunteer organizations in promoting wildlife safety.

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Objective 2.4	<p><b>DEVELOP AND IMPLEMENT A SAFE STREETS INITIATIVE</b> - By the end of the Fourth Quarter of 2025, the City of Sierra Madre will develop and implement a Safe Streets Initiative to reduce traffic-related accidents and enhance pedestrian safety. This initiative will include the <u>consideration for</u> installation of new crosswalks, improved street lighting, the creation of designated bike lanes, and the implementation of traffic calming measures in high-risk areas. The goal is to decrease traffic accidents by 15% and increase the usage of pedestrian and bike-friendly infrastructure by 20% through the first year of implementation.</p>
Initiative PS 2.4.1	<p><b>Optimize Traffic Flow and Management</b> - This initiative focuses on improving the efficiency and safety of traffic movement within the City. It involves analyzing and adjusting traffic patterns, signal timings, and road designs to reduce congestion, minimize delays, and enhance the overall flow of vehicles and pedestrians, thereby supporting a smoother, safer transportation network.</p>
Projects Undertaken	<p><b>PS 2.4.1 A – Project: Development of a Comprehensive Right-of-Ways Circulation Plan</b>  <b>Description:</b>      The Department of Public Works will utilize data and recommendations from the UC Berkeley SafeTREC program, along with additional analyses, to develop a "<u>Comprehensive Right-of-Ways Circulation Plan</u>" by the <u>Second Fourth</u> Quarter of 2025. This initiative aims to enhance safety, accessibility, and efficiency in the City's transportation network.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Data Collection and Analysis:</b> <ul style="list-style-type: none"> <li>o Integrate findings and recommendations from the UC Berkeley SafeTREC program<sup>1</sup> into the planning process.</li> <li>o Conduct additional studies, including traffic flow, pedestrian and cyclist safety, and infrastructure condition assessments. <u>Additional data and recommendations will be provided by street traffic surveys and intersection traffic studies. The consideration of W. Grand View Ave. will also be incorporated into the analysis.</u></li> </ul> </li> <li>2. <b>Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>o Collaborate with community members, local businesses, and transportation experts to gather input and address specific needs.</li> <li>o Hold public workshops or forums to ensure transparency and incorporate diverse perspectives.</li> </ul> </li> <li>3. <b>Strategy Development:</b> <ul style="list-style-type: none"> <li>o Identify key priorities and challenges in the City's right-of-way infrastructure.</li> <li>o Develop actionable strategies to address safety concerns, improve mobility, and optimize circulation for all users.</li> </ul> </li> <li>4. <b>Plan Drafting:</b></li> </ol>

<sup>1</sup> The Safe Transportation Research and Education Center (SafeTREC) at the University of California, Berkeley, is dedicated to reducing transportation-related injuries and fatalities through research, education, outreach, and community service. SafeTREC also administers the Community Pedestrian and Bicycle Safety Training workshops and supports various safety initiatives from other California agencies, including the California Department of Transportation (Caltrans).

- Prepare a draft of the **Comprehensive Right-of-Ways** Circulation Plan that includes proposed improvements, timelines, and funding considerations.
  - Incorporate measures to enhance multi-modal transportation options, including walking, cycling, and public transit.
- 5. Review and Finalization:**
- Present the draft plan for review by City leadership and stakeholders.
  - Refine the plan based on feedback and finalize it for implementation.

**Desired Outcomes:**

- **Enhanced Transportation Safety:**  
Address critical safety concerns for pedestrians, cyclists, and motorists using right-of-way spaces.
- **Improved Accessibility:**  
Create a transportation network that supports equitable access for all users, including those with mobility challenges.
- **Optimized Traffic Flow:**  
Improve circulation efficiency within the City to reduce congestion and enhance travel experiences.
- **Sustainable Infrastructure Planning:**  
Establish a forward-looking plan that aligns with environmental and community goals for sustainable urban development.

**PS 2.4.1 B – Project: Traffic Survey for Major Streets**

**Description:**

The Police Department and Public Works Department will collaborate to engage a third-party contractor to conduct a new traffic survey for selected major streets by the **First-Second** Quarter of 2025. The process will include obtaining three contractor proposals and confirming funding by early 2025. [This analysis will also contribute to PS 2.4.1 A.](#)

**Key Activities:**

- 1. Request for Proposals (RFP):**
  - Develop and issue an RFP to solicit proposals from qualified third-party contractors.
  - Ensure the RFP outlines the scope of work, including data collection, analysis, and reporting requirements.
- 2. Proposal Evaluation:**
  - Review and evaluate at least three contractor proposals based on qualifications, methodology, timeline, and cost.
  - Select the most suitable contractor through a transparent evaluation process.
- 3. Funding Confirmation:**
  - Work with City leadership to secure funding for the project by early 2025.
  - Explore potential grant opportunities or budget reallocations to support the initiative.
- 4. Contractor Engagement:**

- Finalize the agreement with the selected contractor.
- Coordinate the survey schedule and ensure access to relevant sites.

**5. Survey Execution and Reporting:**

- Oversee the contractor's work to ensure accurate data collection on traffic volume, speed, and patterns.
- Receive and review the final traffic survey report to inform future transportation planning.

**Desired Outcomes:**

- **Updated Traffic Data:**  
Provide accurate and up-to-date information on traffic conditions for selected major streets.
- **Informed Decision-Making:**  
Use survey findings to guide improvements in traffic management, safety measures, and infrastructure planning.
- **Improved Collaboration:**  
Foster effective coordination between the Police and Public Works Departments to address transportation challenges.
- **Enhanced Community Safety:**  
Implement data-driven strategies to improve traffic safety and reduce congestion on major streets.

**PS 2.4.1 C - Project: Traffic Study for Selected Intersections**

**Description:**

The Police Department and Public Works Department will collaborate to engage a third-party contractor to conduct a traffic study for selected intersections by the First Quarter of 2025. The process will include obtaining three contractor proposals and confirming funding by early 2025 to ensure the study is comprehensive and actionable. [This analysis will also contribute to PS 2.4.1 A.](#)

**Key Activities:**

1. **Request for Proposals (RFP):**
  - Develop and issue an RFP specifying the scope of work, including data collection at selected intersections, analysis, and reporting requirements.
  - Solicit proposals from at least three qualified third-party contractors.
2. **Proposal Review and Selection:**
  - Evaluate proposals based on the contractor's expertise, proposed methodology, cost, and timeline.
  - Select the most suitable contractor through a transparent evaluation process.
3. **Funding Confirmation:**

	<ul style="list-style-type: none"> <li>o Collaborate with City leadership to secure funding for the traffic study.</li> <li>o Explore grant opportunities or budget adjustments to support the initiative.</li> </ul> <p><b>4. Contractor Engagement:</b></p> <ul style="list-style-type: none"> <li>o Finalize the agreement with the selected contractor, confirming project milestones and deliverables.</li> <li>o Provide necessary data and access to selected intersections for the study.</li> </ul> <p><b>5. Study Execution and Reporting:</b></p> <ul style="list-style-type: none"> <li>o Oversee the contractor's data collection and analysis process, ensuring accuracy and adherence to the project scope.</li> <li>o Receive the final report, including recommendations for traffic flow improvements and safety enhancements.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Accurate Intersection Data:</b> Gain up-to-date insights into traffic patterns, congestion points, and safety concerns at key intersections.</li> <li>• <b>Informed Infrastructure Planning:</b> Use the study's findings to guide future improvements in traffic management and intersection design.</li> <li>• <b>Improved Coordination:</b> Strengthen collaboration between the Police and Public Works Departments to address traffic-related issues effectively.</li> <li>• <b>Enhanced Traffic Safety:</b> Implement recommendations from the study to reduce accidents and improve traffic flow at high-priority intersections.</li> </ul>
<b>Initiative PS 2.4.2</b>	<p><b>Promote Active Transportation Options</b> - This initiative aims to encourage the use of active transportation modes, such as walking, biking, and public transit, to reduce reliance on personal vehicles. It includes developing infrastructure like bike lanes, pedestrian paths, and transit access points, as well as promoting the health, environmental, and community benefits of using sustainable modes of transportation.</p>
Projects Undertaken	<p><b>PS 2.4.2 A - Project: Active Transportation Recommendations for the Comprehensive Right-of-Ways Circulation Plan</b></p> <p><b>Description:</b> The Department of Public Works, in collaboration with the Community Services Department and Planning and Community Preservation Departments, will develop and contribute Active Transportation recommendations for inclusion in a "<del>Comprehensive Right-of-Ways Active Transportation</del>Circulation Plan" by the Second Quarter of 2025. This initiative aims to promote safe, accessible, and sustainable transportation options for all users.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment of Current Infrastructure:</b> <ul style="list-style-type: none"> <li>o Evaluate existing active transportation infrastructure, including bike lanes, sidewalks, and pedestrian crossings.</li> <li>o Identify gaps and areas requiring improvement to enhance safety and connectivity.</li> </ul> </li> <li>2. <b>Stakeholder Collaboration:</b></li> </ol>

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- o Work with Community Services and Planning departments to align recommendations with community needs and long-term development goals.
- o Engage with residents, advocacy groups, and local businesses for input on active transportation priorities.
- 3. **Development of Recommendations:**
  - o Draft specific proposals for enhancing active transportation, such as new bike paths, pedestrian walkways, and shared-use trails.
  - o Incorporate measures to improve accessibility for individuals with mobility challenges.
- 4. **Integration into the Comprehensive Plan:**
  - o Coordinate with other departments to ensure active transportation recommendations are seamlessly incorporated into the broader Right-of-Ways Plan.
  - o Provide detailed plans, maps, and cost estimates for proposed improvements.
- 5. **Presentation and Review:**
  - o Submit recommendations for review by City leadership and relevant committees.
  - o Refine proposals based on feedback and finalize them for inclusion in the plan.

**Desired Outcomes:**

- **Enhanced Active Transportation Infrastructure:**  
Expand and improve facilities for walking, cycling, and other non-motorized transportation.
- **Improved Safety and Accessibility:**  
Create a safer and more inclusive environment for all users, including pedestrians, cyclists, and individuals with disabilities.
- **Sustainable Transportation Options:**  
Support environmentally friendly transportation modes to reduce traffic congestion and carbon emissions.
- **Community Engagement:**  
Foster a sense of collaboration and shared responsibility by incorporating community input into the planning process.

**PS 2.4.2 B | Project: Annual Community Bike Ride to Promote Active Transportation**

**Description:**

The Community Services Department will continue organizing the annual Bike Ride event to support Active Transportation initiatives and encourage community participation. While the 2024 event was canceled due to inclement weather, a decision for the next year's event will be made based on planning and conditions.

**Key Activities:**

1. **Event Planning and Coordination:**
  - o Schedule and plan the annual Bike Ride event for the Second Quarter of each year.
  - o Identify and prepare routes that showcase the community and support Active Transportation goals.
2. **Community Engagement:**

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- Promote the event through social media, newsletters, and local organizations to encourage participation.
- Partner with schools, businesses, and local cycling groups to maximize outreach.
- 3. **Logistics and Safety Measures:**
  - Arrange for traffic management, signage, and volunteers to ensure a safe and enjoyable experience for participants.
  - Develop contingency plans for adverse weather or unforeseen circumstances.
- 4. **Evaluation and Decision-Making:**
  - Assess community interest and logistical feasibility for the next year's event.
  - Monitor weather forecasts and make timely decisions to confirm or reschedule the event.
- 5. **Post-Event Feedback and Improvement:**
  - Gather participant feedback to refine future events.
  - Identify opportunities to enhance the event's alignment with Active Transportation goals.

**Desired Outcomes:**

- **Increased Community Participation:**  
Foster greater awareness and enthusiasm for Active Transportation through a fun and engaging event.
- **Promotion of Healthy Lifestyles:**  
Encourage cycling as a sustainable, healthy, and enjoyable mode of transportation.
- **Support for Active Transportation Initiatives:**  
Reinforce the City's commitment to developing bike-friendly infrastructure and promoting sustainable transportation.
- **Community Building:**  
Strengthen connections among residents and local organizations through shared participation in the event.

**PS 2.4.2 C – Project: Launch and Administration of the GoSGV Ambassador E-Bike Program**

**Description:**

The Department of Public Works launched the GoSGV Ambassador Electronic Bike Program in the Second Quarter of 2024. The program is now actively administered by staff in the Administrative Services Department in partnership with a local volunteer to promote sustainable transportation and community engagement. **<This has been completed>**

**Key Activities:**

1. **Program Launch:**
  - Implement the GoSGV E-Bike Program, including the distribution and setup of electronic bikes for community use.
  - Promote the program launch through community outreach and marketing efforts.
2. **Ongoing Administration:**
  - Assign Administrative Services staff to oversee program operations, including participant management and maintenance coordination.

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	<ul style="list-style-type: none"> <li>o Collaborate with the local volunteer to facilitate day-to-day activities and participant engagement.</li> </ul> <p><b>3. Participant Recruitment and Training:</b></p> <ul style="list-style-type: none"> <li>o Recruit community members to serve as GoSGV Ambassadors, encouraging e-bike usage and awareness.</li> <li>o Provide training sessions on the safe and effective use of e-bikes.</li> </ul> <p><b>4. Community Outreach and Engagement:</b></p> <ul style="list-style-type: none"> <li>o Host events and workshops to showcase the benefits of the program and e-bike technology.</li> <li>o Partner with local organizations to expand the program's reach and visibility.</li> </ul> <p><b>5. Monitoring and Evaluation:</b></p> <ul style="list-style-type: none"> <li>o Track program usage, participant feedback, and community impact.</li> <li>o Use collected data to identify areas for improvement and inform future program enhancements.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Increased Sustainable Transportation Options:</b> Promote the use of electronic bikes as an eco-friendly alternative to traditional modes of transportation.</li> <li>• <b>Community Participation:</b> Foster engagement and collaboration through the active involvement of ambassadors and volunteers.</li> <li>• <b>Improved Accessibility:</b> Provide residents with access to modern transportation tools that support mobility and convenience.</li> <li>• <b>Environmental Impact:</b> Contribute to the City's sustainability goals by reducing vehicle emissions and promoting green transportation.</li> </ul>
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**GOAL 3 – INFRASTRUCTURE & GROWTH MANAGEMENT (IG)**

GOAL DEFINITION	ALIGN INFRASTRUCTURE WITH PROJECTED POPULATION SIZE AND NEEDS
Objective 3.1	STRATEGICALLY ALIGN INFRASTRUCTURE IMPROVEMENTS WITH POPULATION GROWTH - By the end of the <del>Second</del> <del>Fourth</del> Quarter of 2026, the City of Sierra Madre will complete a comprehensive infrastructure improvement plan to address projected population growth and emerging community needs. The plan will include upgrading water, sewer, and road systems, as well as expanding recreational spaces. The goal is to ensure that infrastructure capacity meets the needs of a population increase of 10% over the next five years, with 90% of identified infrastructure projects completed within budget and on schedule.
Initiative IG 3.1.1	<b>Police Department Facility <del>Expansion</del>–Expansion -</b> This initiative focuses on expanding and improving the Police Department's facilities to accommodate the increasing demands of law enforcement operations and enhance public safety services. It involves the construction of new buildings, the renovation of existing spaces, and the addition of necessary infrastructure and technology to support the department's mission more efficiently.

Projects Undertaken	<p><b>IG 3.1.1 A – Project: Feasibility and Funding Assessment for New Police Facility Buildout</b></p> <p><b>Description:</b> The City Council and Management Staff will continue evaluating the feasibility and funding options for a large-scale Capital Improvement Project (CIP) to construct a new Police facility at 350 W. Sierra Madre Blvd. This initiative focuses on addressing long-term operational needs and enhancing public safety infrastructure.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Feasibility Study:</b> <ul style="list-style-type: none"> <li>o Conduct a detailed assessment of the proposed site at 350 W. Sierra Madre Blvd., including space requirements, design considerations, and zoning compliance.</li> <li>o Identify operational needs and community benefits of the new facility.</li> </ul> </li> <li>2. <b>Funding Analysis:</b> <ul style="list-style-type: none"> <li>o Explore funding options, including grants, bonds, public-private partnerships, and budget allocations.</li> <li>o Prepare cost estimates and evaluate financial feasibility for the project.</li> </ul> </li> <li>3. <b>Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>o Engage with community members, police personnel, and other stakeholders to gather input on the project.</li> <li>o Conduct public meetings to share progress and receive feedback.</li> </ul> </li> <li>4. <b>Conceptual Design Development:</b> <ul style="list-style-type: none"> <li>o Collaborate with architects and engineers to draft initial designs for the facility.</li> <li>o Ensure the design meets modern policing needs and sustainability standards.</li> </ul> </li> <li>5. <b>City Council Review and Decision-Making:</b> <ul style="list-style-type: none"> <li>o Present findings and recommendations to the City Council for review.</li> <li>o Develop an action plan for project implementation upon approval.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Modernized Police Facility:</b> Provide a state-of-the-art facility to support efficient operations and enhance public safety services.</li> <li>• <b>Financially Viable Solution:</b> Identify sustainable funding options to ensure the project is financially feasible without undue burden on the City’s budget.</li> <li>• <b>Community-Centered Development:</b> Design a facility that meets the needs of the Police Department and aligns with community priorities.</li> <li>• <b>Improved Public Safety Infrastructure:</b> Enhance the City’s ability to respond effectively to public safety needs with updated resources and capabilities.</li> </ul>
Initiative IG 3.1.2	<p><b>Fire Department Facility Expansion</b> - This initiative focuses on expanding and upgrading the Fire Department’s facilities to meet growing operational needs and enhance emergency response capabilities. It includes the construction of new buildings or the expansion of existing ones, the addition of necessary equipment,</p>

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	and the improvement of infrastructure to support the Fire Department's services more effectively.
Projects Undertaken	<p><b>[G 3.1.2 A] – Project: Feasibility and Funding Assessment for Fire Department Facility Conversion</b></p> <p><b>Description:</b> The City Council and Management Staff will continue to evaluate the feasibility and funding options for a major Capital Improvement Project (CIP) to convert the Fire Department facilities at 242 W. Sierra Madre Blvd. This project aims to modernize the facilities to better meet operational needs and enhance emergency response capabilities.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li><b>1. Feasibility Study:</b> <ul style="list-style-type: none"> <li>○ Assess the current condition and capacity of the Fire Department facilities.</li> <li>○ Identify specific operational needs, compliance requirements, and potential upgrades necessary for the conversion.</li> </ul> </li> <li><b>2. Funding Analysis:</b> <ul style="list-style-type: none"> <li>○ Explore funding mechanisms, including grants, municipal bonds, state or federal assistance, and budget reallocations.</li> <li>○ Develop cost estimates and financial models to ensure project affordability.</li> </ul> </li> <li><b>3. Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>○ Consult with Fire Department leadership, staff, and community stakeholders to gather input on facility requirements.</li> <li>○ Hold public meetings to share project goals and solicit community feedback.</li> </ul> </li> <li><b>4. Design and Planning:</b> <ul style="list-style-type: none"> <li>○ Work with architects and engineers to create preliminary designs that address the functional and operational needs of the Fire Department.</li> <li>○ Incorporate sustainable and energy-efficient features into the proposed designs.</li> </ul> </li> <li><b>5. City Council Review and Decision-Making:</b> <ul style="list-style-type: none"> <li>○ Present feasibility findings, cost analysis, and design concepts to the City Council for consideration.</li> <li>○ Develop an implementation plan upon approval, including timelines and project milestones.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>● <b>Modernized Fire Department Facilities:</b> Provide an updated facility that supports the Fire Department's mission and improves emergency response capabilities.</li> <li>● <b>Financial Sustainability:</b> Identify viable funding solutions to complete the project without overburdening the City's budget.</li> <li>● <b>Enhanced Community Safety:</b> Ensure the facility conversion aligns with the City's long-term public safety goals and addresses current and future community needs.</li> <li>● <b>Stakeholder Alignment:</b> Foster transparency and collaboration by involving stakeholders throughout the project's development and implementation.</li> </ul>

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<p><b>Initiative IG 3.1.3</b></p>	<p><b>Library Facility Renovation</b> - This initiative focuses on the renovation and modernization of the City's Library facility to improve functionality, accessibility, and user experience. It includes upgrades to the building's infrastructure, interior design, and technological resources to create a more welcoming, efficient, and resource-rich environment for patrons of all ages.</p>
<p>Projects Undertaken</p>	<p><b>IG 3.1.3 A – Project: Opening of Temporary Library Location</b>  <b>Description:</b>  The Library successfully opened at a temporary location in the First Quarter of 2024, ensuring uninterrupted access to library services during the transition period. <u>&lt;This has been completed&gt;</u></p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Site Selection and Preparation:</b> <ul style="list-style-type: none"> <li>o Identify a suitable temporary location to house library operations.</li> <li>o Prepare the site with necessary infrastructure, furniture, and equipment to support library services.</li> </ul> </li> <li>2. <b>Logistics and Relocation:</b> <ul style="list-style-type: none"> <li>o Safely transport library materials, technology, and resources to the temporary location.</li> <li>o Ensure proper setup to maintain operational continuity.</li> </ul> </li> <li>3. <b>Community Communication:</b> <ul style="list-style-type: none"> <li>o Inform the community about the temporary location through newsletters, social media, and local outreach.</li> <li>o Provide details about available services, hours of operation, and any changes during the transition.</li> </ul> </li> <li>4. <b>Staff Coordination:</b> <ul style="list-style-type: none"> <li>o Train staff to operate efficiently in the temporary space.</li> <li>o Address any challenges related to space constraints or modified workflows.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Uninterrupted Library Services:</b> Ensure continued access to library resources and programs for the community during the transition.</li> <li>• <b>Community Awareness and Engagement:</b> Maintain strong communication to keep residents informed and engaged with library offerings.</li> <li>• <b>Efficient Transition:</b> Minimize disruption to library operations through careful planning and execution.</li> </ul> <p><b>IG 3.1.3 B – Project: Design and Internal Review Phases</b>  <b>Description:</b>  <u>Complete the Significant Library Improvement Project by January 2026.</u>  The project's Design Phase is scheduled for completion in the First Quarter of 2024, followed by an Internal Phase Review to be finalized by the Third Quarter of 2024. These phases aim to ensure the project's design aligns with functional requirements and stakeholder expectations.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Design Phase: (Completion by Q1 2024):</b> <ul style="list-style-type: none"> <li>o Finalize detailed plans and specifications for the project.</li> </ul> </li> </ol>

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- Incorporate stakeholder input and ensure alignment with project goals and regulatory requirements.
- Conduct preliminary evaluations to address potential design challenges.
- 2. **Internal Phase Review; ~~(Completion by Q3 2024):~~**
  - Perform a thorough internal assessment of the completed design.
  - Evaluate functionality, compliance, and feasibility of the proposed plans.
  - Gather feedback from internal teams and stakeholders to make necessary adjustments.
- 3. **Coordination and Documentation:**
  - Maintain clear communication among design and review teams to ensure alignment.
  - Document all feedback, revisions, and approvals for future reference and project transparency.

**Desired Outcomes:**

- **Comprehensive Design Completion:**  
Deliver a finalized design that meets project requirements and addresses stakeholder needs.
- **Validated and Refined Plans:**  
Ensure the proposed design is practical, compliant, and ready for implementation following the internal review.
- **Stakeholder Confidence:**  
Build trust and confidence among stakeholders through thorough design and review processes.

**IG 3.1.3 C – Project: Construction Phase Initiation**

**Description:**

Construction is scheduled to commence in the Third Quarter of 2024, marking the transition from planning to implementation. This phase will focus on executing the approved design plans efficiently and effectively.

**Key Activities:**

1. **Pre-Construction Preparation:**
  - Finalize permits, contracts, and approvals necessary for the start of construction.
  - Mobilize resources, including contractors, equipment, and materials, to the site.
  - Conduct a pre-construction meeting with stakeholders to confirm schedules and responsibilities.
2. **Site Preparation:**
  - Clear and secure the construction site.
  - Set up temporary facilities, utilities, and safety measures to support the construction process.
3. **Project Execution:**
  - Begin construction according to the approved design plans and timelines.

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	<ul style="list-style-type: none"> <li>o Conduct regular site inspections to ensure quality control and compliance with safety standards.</li> </ul> <p><b>4. Progress Monitoring:</b></p> <ul style="list-style-type: none"> <li>o Track construction milestones and address any issues or delays promptly.</li> <li>o Maintain open communication with stakeholders to provide updates on progress.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Efficient Start of Construction:</b> Ensure the project begins on schedule with all necessary preparations in place.</li> <li>• <b>Quality and Safety Compliance:</b> Adhere to construction standards and safety protocols throughout the process.</li> <li>• <b>Timely Progress Updates:</b> Keep stakeholders informed of construction developments and milestones.</li> </ul>
<b>Initiative IG 3.1.4</b>	<p><b>Improve and Maintain Sidewalk Infrastructure</b> - This initiative focuses on the improvement and ongoing maintenance of the City's sidewalks to ensure they are safe, accessible, and well-maintained. It includes activities such as repairing damaged sidewalks, filling gaps in pedestrian pathways, and upgrading infrastructure to meet accessibility standards, ultimately enhancing pedestrian safety and mobility throughout the City.</p>
Projects Undertaken	<p><b>IG 3.1.4 A – Project: Year 23 Implementation of the Citywide Sidewalk Improvement Plan 2025</b></p> <p><b>Description:</b> The Department of Public Works will continue executing the second year of a four-year plan to analyze, prioritize, and address sidewalk conditions throughout the City. This initiative aims to enhance pedestrian safety, accessibility, and infrastructure quality.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Sidewalk Analysis:</b> <ul style="list-style-type: none"> <li>o Conduct detailed inspections to assess the condition of sidewalks and identify hazards such as cracks, uneven surfaces, or obstructions.</li> <li>o Update the sidewalk inventory with findings to ensure accurate tracking and planning.</li> </ul> </li> <li>2. <b>Prioritization:</b> <ul style="list-style-type: none"> <li>o Rank sidewalk repair and replacement projects based on safety concerns, usage levels, and community input.</li> <li>o Focus on high-priority areas to maximize the impact of improvements.</li> </ul> </li> <li>3. <b>Repairs and Corrections:</b> <ul style="list-style-type: none"> <li>o Implement repair and replacement projects as planned for Year 2.</li> <li>o Utilize cost-effective methods and materials to ensure long-lasting results.</li> </ul> </li> <li>4. <b>Community Engagement:</b> <ul style="list-style-type: none"> <li>o Inform residents about ongoing sidewalk improvement activities through public notices and updates.</li> </ul> </li> </ol>

- Encourage feedback to address specific concerns and improve future planning.
- 5. **Progress Monitoring:**
  - Track the progress of repairs and maintain documentation for transparency and accountability.
  - Evaluate the impact of completed projects to refine strategies for subsequent years.

**Desired Outcomes:**

- **Improved Sidewalk Safety:**  
Reduce tripping hazards and create safer pedestrian pathways throughout the City.
- **Enhanced Accessibility:**  
Ensure sidewalks comply with accessibility standards, benefiting all users, including those with mobility challenges.
- **Sustainable Infrastructure Maintenance:**  
Establish a structured, long-term approach to maintaining and improving sidewalk infrastructure.
- **Increased Community Satisfaction:**  
Demonstrate the City's commitment to enhancing public spaces and addressing resident concerns.

**IG 3.1.4 B – Project: Case-by-Case Sidewalk Inspection and Repair Program**

**Description:**

The Department of Public Works will address sidewalk concerns on a case-by-case basis by conducting inspections, prioritizing issues, and implementing temporary or durable repairs as needed to maintain safe and accessible pathways.

**Key Activities:**

1. **Inspection and Assessment:**
  - Respond promptly to reports of sidewalk issues from residents or city staff.
  - Conduct on-site inspections to evaluate the severity of the concern and determine repair needs.
2. **Prioritization:**
  - Rank reported issues based on urgency, safety risks, and potential impact on pedestrian access.
  - Focus on addressing hazards that pose immediate risks to public safety.
3. **Repair Implementation:**
  - Perform temporary repairs, such as patching or hazard marking, to ensure immediate safety.
  - Schedule and complete durable repairs, including replacement or leveling, as resources allow.
4. **Community Communication:**
  - Notify residents of repair timelines and provide updates on the status of reported concerns.
  - Offer guidance on how to report new issues for prompt attention.
5. **Monitoring and Documentation:**
  - Track all reported issues, inspection findings, and completed repairs for accountability and planning purposes.

- o Evaluate the effectiveness of temporary fixes and prioritize follow-up with durable solutions where needed.

**Desired Outcomes:**

- **Enhanced Safety:**  
Reduce risks for pedestrians by promptly addressing hazards and ensuring safe walkways.
- **Responsive Service:**  
Provide timely and effective responses to community-reported sidewalk concerns.
- **Sustainable Repairs:**  
Implement durable solutions that minimize recurring issues and improve sidewalk longevity.
- **Increased Community Satisfaction:**  
Demonstrate a commitment to maintaining public infrastructure and addressing resident needs proactively.



**IG 3.1.4 C – Project: Sidewalk Continuity Improvement Program**

**Description:**

The Department of Public Works will identify sections of sidewalks with gaps in continuity and install new sidewalk connections in the identified areas to enhance pedestrian accessibility and safety.

**Key Activities:**

1. **Assessment and Identification:**
  - o Conduct a thorough survey of the City's sidewalk network to locate areas with gaps in connectivity.
  - o Prioritize locations based on pedestrian usage, safety concerns, and proximity to key destinations such as schools, parks, and commercial areas.
2. **Planning and Design:**
  - o Develop plans for new sidewalk connections that align with existing infrastructure and accessibility standards.
  - o Ensure designs incorporate sustainable materials and construction methods where feasible.
3. **Community Engagement:**
  - o Inform residents and local businesses about planned sidewalk improvements.
  - o Gather feedback to address specific needs or concerns in identified areas.
4. **Installation and Construction:**
  - o Install new sidewalk connections to close identified gaps, ensuring quality and compliance with safety regulations.
  - o Minimize disruptions to traffic and pedestrian flow during construction activities.
5. **Monitoring and Evaluation:**
  - o Inspect completed connections to ensure they meet safety and accessibility requirements.
  - o Document progress and update the City's sidewalk inventory for future planning.

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	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Improved Pedestrian Safety:</b> Eliminate gaps in sidewalks to provide continuous, hazard-free pathways for all users.</li> <li>• <b>Enhanced Connectivity:</b> Ensure residents can move safely and conveniently between neighborhoods, public spaces, and key destinations.</li> <li>• <b>Accessibility Compliance:</b> Align new sidewalk connections with ADA standards to support mobility for individuals with disabilities.</li> <li>• <b>Community Satisfaction:</b> Demonstrate the City's commitment to creating a pedestrian-friendly environment that meets the needs of all residents.</li> </ul>
<p><b>Initiative IG 3.1.5</b></p>	<p><b>Enhance and Sustain Street Maintenance</b> - This initiative focuses on the ongoing improvement and upkeep of the City's streets, ensuring they are safe, accessible, and well-maintained. It includes activities such as repairing road surfaces, addressing potholes, upgrading infrastructure, and implementing long-term maintenance strategies to improve the overall condition and functionality of streets across the City.</p>
<p>Projects Undertaken</p>	<p><b>IG 3.1.5 A</b> - <b>Project: Annual Street Improvement Program</b></p> <p><b>Description:</b> The Public Works <del>(PW)</del> Director will oversee the completion of yearly street improvement projects by the Second Quarter of each year, ensuring the City's roadways are safe, well-maintained, and efficient for public use.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Project Planning and Prioritization:</b> <ul style="list-style-type: none"> <li>○ Identify and prioritize streets requiring repairs or upgrades based on condition assessments, traffic volume, and safety considerations.</li> <li>○ Develop a comprehensive schedule and allocate resources for the selected projects.</li> </ul> </li> <li>2. <b>Community and Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>○ Notify residents and businesses about upcoming street projects and anticipated timelines.</li> <li>○ Incorporate community feedback into project plans where feasible.</li> </ul> </li> <li>3. <b>Execution of Repairs and Upgrades:</b> <ul style="list-style-type: none"> <li>○ Coordinate with contractors and crews to carry out street repairs, resurfacing, and other upgrades.</li> <li>○ Ensure all work adheres to safety and quality standards.</li> </ul> </li> <li>4. <b>Progress Monitoring and Adjustments:</b> <ul style="list-style-type: none"> <li>○ Monitor project timelines and address any delays or challenges promptly.</li> <li>○ Conduct regular site inspections to ensure work meets specifications and City standards.</li> </ul> </li> <li>5. <b>Completion and Reporting:</b> <ul style="list-style-type: none"> <li>○ Finalize all scheduled street projects by the Second Quarter deadline.</li> <li>○ Provide a summary report to City leadership detailing completed work and any improvements made.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p>

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- **Improved Road Quality:**  
Deliver smoother, safer, and more durable roadways for residents and visitors.
- **Timely Completion:**  
Ensure street improvement projects are completed on schedule to minimize disruptions.
- **Enhanced Safety:**  
Reduce road hazards and improve conditions for drivers, cyclists, and pedestrians.
- **Transparent Communication:**  
Keep the community informed and engaged throughout the process, fostering trust and satisfaction.

**IG 3.1.5 B – Project: Implementation of Traffic Calming Measures**

**Description:**

The Public Works (PWA) Director will enhance the use of traffic calming efforts in areas identified through traffic studies or analysis derived from the Comprehensive Right-of-Ways Circulation Plan. These measures aim to improve safety, reduce speeding, and create more pedestrian-friendly environments.

**Key Activities:**

1. **Data Analysis and Identification:**
  - Review findings from traffic studies and the Comprehensive Right-of-Ways Circulation Plan to identify areas requiring traffic calming interventions.
  - Prioritize locations based on safety concerns, traffic patterns, and community input.
2. **Planning and Design of Traffic Calming Measures:**
  - Develop and propose solutions such as speed humps, curb extensions, roundabouts, and enhanced crosswalks.
  - Ensure designs are tailored to the unique needs of each location while maintaining compliance with traffic regulations.
3. **Community Engagement:**
  - Engage with residents, businesses, and stakeholders to gather input and explain the benefits of proposed traffic calming measures.
  - Address any concerns and incorporate feedback into final plans.
4. **Implementation of Traffic Calming Efforts:**
  - Coordinate with contractors or City crews to install and implement selected traffic calming measures.
  - Minimize disruptions during installation by providing clear communication and alternative routes where necessary.
5. **Monitoring and Evaluation:**
  - Track the effectiveness of traffic calming measures through follow-up studies and community feedback.
  - Make adjustments or expand efforts as needed based on performance and outcomes.

	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"><li>• <b>Improved Traffic Safety:</b> Reduce speeding and enhance safety for drivers, pedestrians, and cyclists in identified areas.</li><li>• <b>Enhanced Community Livability:</b> Create quieter, more pedestrian-friendly streets that foster a sense of community.</li><li>• <b>Data-Driven Solutions:</b> Use comprehensive analysis and studies to guide traffic calming efforts for maximum impact.</li><li>• <b>Increased Public Confidence:</b> Demonstrate the City's commitment to addressing traffic concerns and improving quality of life for residents.</li></ul>
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Objective 3.2	<p><b>DEVELOP AND IMPLEMENT DESIGN GUIDELINES FOR INFRASTRUCTURE GROWTH</b> - By the end of the <del>First</del><u>Second</u> Quarter of 2025, the City of Sierra Madre will create and implement a set of design guidelines for infrastructure projects to align with projected population growth and community needs. These guidelines will cover road expansions, utility upgrades, and public facility designs, ensuring that all new projects can accommodate a population increase of 10% over the next five years. The goal is to have 100% of new infrastructure projects adhere to these guidelines to ensure long-term sustainability and efficiency.</p>
Initiative IG 3.2.1	<p><b>Pre-Approved ADU Design Plans</b> <del>–This</del><u> This</u> initiative involves offering a set of pre-approved design plans for <u>Accessory Dwelling Units</u> (ADUs) that meet all local building codes and regulations. By streamlining the approval process, the initiative aims to simplify and accelerate the construction of ADUs, making it easier for homeowners to create additional living spaces in a timely and cost-effective manner. <u>&lt;This has been completed&gt;</u></p>
Projects Undertaken	<p><b>IG 3.2.1 A – Project: Legislative Compliance with AB 434 and Alternative Approaches for ADU Mandates</b></p> <p><b>Description:</b>  <u>The Planning &amp; Community Preservation Department continues to collaborate with the San Gabriel Valley Council of Governments (SGVCOG) to meet the legislative mandates of AB 434. While an initial recommendation was rejected by the Planning Commission, staff is actively seeking alternative approaches and additional funding sources to pursue compliance independently. On September 19, 2024, the Planning Commission approved one of SGVCOG’s procured architectural firms’ Accessory Dwelling Unit (ADU) pre-approved plans, which is currently under plan check review with the City.</u></p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Collaboration with SGVCOG:</b> <ul style="list-style-type: none"> <li>o Engage with SGVCOG to leverage resources and expertise in addressing AB 434 mandates.</li> <li>o Evaluate potential solutions or adjustments to align with Planning Commission feedback.</li> </ul> </li> <li>2. <b>Development of Alternative Approaches:</b> <ul style="list-style-type: none"> <li>o Identify independent pathways to achieve compliance with AB 434, including internal resources and external partnerships.</li> <li>o Pursue additional funding sources, such as state grants or other financial support, to facilitate mandate implementation.</li> </ul> </li> <li>3. <b>Review and Approval of ADU Plans:</b> <ul style="list-style-type: none"> <li>o Finalize plan check processes for the pre-approved ADU design approved by the Planning Commission.</li> <li>o Streamline approvals to encourage community adoption of compliant ADU structures.</li> </ul> </li> <li>4. <b>Community and Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>o Provide updates to the City Council and Planning Commission on progress and alternative strategies.</li> <li>o Engage with residents and stakeholders to gather input on ADU planning and implementation.</li> </ul> </li> <li>5. <b>Reporting and Recommendations:</b> <ul style="list-style-type: none"> <li>o Prepare a refined recommendation for the City Council by the Third Quarter of 2024, incorporating feedback and viable alternative approaches.</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>○ Highlight successes, such as the approval and plan check progress of pre-approved ADU plans.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>● <b>Compliance with AB 434:</b> Ensure legislative mandates are met, either through collaboration with SGVCOG or independent City-led efforts.</li> <li>● <b>Streamlined ADU Processes:</b> Facilitate the implementation of pre-approved ADU plans to increase housing options and meet state requirements.</li> <li>● <b>Enhanced Funding and Resources:</b> Secure additional funding sources to support compliance and streamline implementation efforts.</li> <li>● <b>Alignment with Stakeholder Expectations:</b> Develop solutions that address Planning Commission concerns and support community housing needs.</li> </ul>
<b>Initiative IG 3.2.2</b>	<p><b>Establish Objective Designs Standards</b> - This initiative aims to develop and implement clear, measurable, and non-subjective design standards for new developments and construction projects. These standards will ensure consistency, quality, and alignment with community goals, while simplifying the approval process and promoting aesthetically pleasing, functional, and sustainable building designs.</p>
Projects Undertaken	<p><b>IG 3.2.2 A – Project: Development of Objective Design Standards<sup>2</sup> and Guidelines for SB 330<sup>3</sup> Compliance</b></p> <p><b>Description:</b> The Planning &amp; Community Preservation Department will create a scope of work and issue a Request for Proposals (RFP) to hire a consultant to develop Objective Design Standards and Guidelines ("development criteria") in compliance with the legislative requirements of SB 330. The RFP process is targeted for completion by the Third Quarter of 2025.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Scope of Work Development:</b> <ul style="list-style-type: none"> <li>○ Identify key requirements and objectives for the Objective Design Standards and Guidelines based on SB 330 mandates.</li> <li>○ Outline specific tasks, deliverables, and timelines for the consultant.</li> </ul> </li> <li>2. <b>Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>○ Consult with City leadership, planning staff, and community stakeholders to align the scope of work with local needs and priorities.</li> <li>○ Incorporate input from previous studies, regulations, and design policies into the project framework.</li> </ul> </li> </ol> <p>3. <b>RFP Creation and Issuance:</b></p>

<sup>2</sup> Objective Design Standards (ODS) are clear, measurable criteria used to evaluate the design of housing developments. Unlike subjective guidelines, which can be open to interpretation, ODS are uniformly verifiable and involve no personal or subjective judgment by public officials. This clarity ensures that developers, planners, and the public have a shared understanding of design expectations.

<sup>3</sup> State legislation such as Senate Bill 330 (SB 330) and Senate Bill 35 (SB 35) mandate the use of ODS in reviewing housing projects. These laws prohibit local agencies from imposing or enforcing new design standards that are not objective, aiming to streamline the approval process and facilitate the development of housing.

- o Draft a comprehensive RFP detailing project goals, evaluation criteria, and submission requirements.
- o Publicly issue the RFP and distribute it to qualified consultants with expertise in urban planning and design.
- 4. **Proposal Evaluation and Consultant Selection:**
  - o Review submissions to identify the most qualified consultant based on experience, methodology, and cost-effectiveness.
  - o Finalize a contract and initiate work on developing the standards and guidelines.
- 5. **Implementation Planning:**
  - o Collaborate with the selected consultant to establish a work plan for completing the Objective Design Standards and Guidelines.
  - o Ensure alignment with SB 330 timelines and compliance requirements.

**Desired Outcomes:**

- **SB 330 Compliance:**  
Develop Objective Design Standards and Guidelines that meet legislative requirements and streamline the development approval process.
- **Enhanced Urban Design:**  
Create clear, objective criteria that promote high-quality, consistent, and context-sensitive development.
- **Community Alignment:**  
Ensure the guidelines reflect the needs and expectations of the community while supporting housing and development goals.
- **Efficient Development Processes:**  
Simplify and expedite the development review process by eliminating subjectivity and enhancing transparency.

**IG 3.2.2 B – Project: Development of the Soft First-Story Retrofit Program**

**Description:**

The Planning & Community Preservation Department will develop a "Soft First-Story Retrofit Program"<sup>4</sup> for multifamily buildings by the Third Quarter of 2025. This initiative aims to enhance seismic safety for vulnerable structures. A state grant to support the program is expected to be available beginning in the Third Quarter of 2025<sup>6</sup>.

<sup>4</sup> The City of Sierra Madre's "Soft First-Story Retrofit Program" is an initiative aimed at enhancing the seismic resilience of residential buildings with a living space above a garage, commonly known as "soft-story" structures. These buildings are particularly vulnerable to earthquake damage due to their open ground-floor design, which can lead to structural failure during seismic events. The program provides financial assistance to eligible homeowners to help offset the costs of retrofitting their properties. For instance, the California Residential Mitigation Program (CRMP) offers grants of up to \$13,000 to qualified homeowners in select ZIP Codes, including Sierra Madre (ZIP Code 91024), to strengthen their soft-story homes against earthquake damage.

**Key Activities:**

**1. Program Design and Framework:**

- Identify and define the scope of the retrofit program, including eligibility criteria for multifamily buildings.
- Establish retrofit requirements and compliance standards based on seismic safety best practices and local building codes.

**2. Grant Coordination:**

- Work with state agencies to finalize details of the grant program and ensure alignment with funding requirements.
- Develop a plan to utilize grant funds effectively to support building owners in meeting retrofit requirements.

**3. Stakeholder Engagement:**

- Collaborate with property owners, tenants, engineers, and contractors to gather input and address concerns.
- Host workshops and informational sessions to educate stakeholders about program goals and requirements.

**4. Outreach and Resources:**

- Create educational materials and guidance documents to assist building owners in navigating the retrofit process.
- Develop a list of pre-qualified contractors and engineers to support efficient project execution.

**5. Implementation Planning:**

- Develop timelines and application processes for property owners to participate in the program.
- Ensure adequate staffing and resources to manage program rollout and oversight.

**Desired Outcomes:**

- **Improved Seismic Safety:**  
Enhance the structural resilience of multifamily buildings with soft first stories, reducing risks during seismic events.
- **Efficient Grant Utilization:**  
Leverage state grant funds to support property owners in meeting retrofit requirements, minimizing financial burdens.
- **Stakeholder Support:**  
Build community trust and participation through transparent communication and accessible resources.
- **Long-Term Resilience:**  
Establish a sustainable program framework that ensures compliance and promotes safety for years to come.

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## GOAL 4 – COMMUNITY ENRICHMENT (CE)

GOAL DEFINITION	PROMOTE AN UNPARALLELED QUALITY OF LIFE WITH AN ENGAGED AND COLLABORATIVE CULTURE
Objective 4.1	<p><b>PROMOTE PHYSICAL AND MENTAL WELL-BEING FOR RESIDENTS</b> - By the end of the <del>Third</del> <u>Fourth</u> Quarter of 2025, the City of Sierra Madre will launch a comprehensive wellness program to enhance the physical and mental health of residents. This program will include free fitness classes, mental health workshops, and community events promoting healthy lifestyles. The goal is to engage at least 25% of the population in wellness activities by the end of the first year, with a 10% increase in participation annually, contributing to a more engaged and healthy community.</p>
Initiative CE 4.1	<p><b>Launch a City-Wide Wellness Campaign</b> - This initiative focuses on promoting health and wellness throughout the City by encouraging residents to adopt healthier lifestyles. It includes organizing educational events, providing resources, and offering programs related to physical, mental, and emotional well-being, with the goal of fostering a healthier, more active community.</p>
Projects Undertaken	<p><b>CE 4.1.1 A – Project: Community Wellness Campaign</b></p> <p><b>Description:</b>  <del>The</del> <b>Description:</b> The Deputy City Manager, HR staff, and Community Services staff will collaborate with various departments to launch and sustain a community wellness campaign. The initiative aims to promote wellness, encourage staff participation, and foster stronger connections between City employees and the community. <del>Additional programs are planned for the Second Quarter of 2024, with the campaign evolving to incorporate new and creative opportunities as they arise.</del></p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li><b>1. Campaign Development and Planning:</b> <ul style="list-style-type: none"> <li>○ Define goals, objectives, and key themes for the wellness campaign.</li> <li>○ Identify activities and events that promote physical, mental, and social well-being for both staff and the community.</li> </ul> </li> <li><b>2. Interdepartmental Collaboration:</b> <ul style="list-style-type: none"> <li>○ Work with all City departments to align wellness initiatives with organizational goals and community needs.</li> <li>○ Encourage cross-departmental participation to enhance program diversity and outreach.</li> </ul> </li> <li><b>3. Staff and Community Engagement:</b> <ul style="list-style-type: none"> <li>○ Create opportunities for City staff to actively participate in wellness activities and interact with community members.</li> <li>○ Develop workshops, events, and challenges that engage both employees and residents.</li> </ul> </li> <li><b>4. Program Rollout and Expansion:</b> <ul style="list-style-type: none"> <li>○ Launch new wellness programs by the Second Quarter of 2024, focusing on inclusivity and accessibility.</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>o Continuously adapt and expand the campaign with innovative activities and community-driven ideas.</li> </ul> <p><b>5. Promotion and Communication:</b></p> <ul style="list-style-type: none"> <li>o Use newsletters, social media, and City communication channels to promote campaign events and successes.</li> <li>o Highlight staff participation and community impact to encourage further engagement.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Enhanced Staff and Community Well-Being:</b> Promote healthier lifestyles and foster a sense of connection and purpose for City employees and residents.</li> <li>• <b>Increased Staff Participation:</b> Encourage City staff to take an active role in wellness initiatives, building camaraderie and community rapport.</li> <li>• <b>Stronger Community Ties:</b> Strengthen relationships between City departments and the community through shared wellness activities.</li> <li>• <b>Dynamic and Sustainable Campaign:</b> Establish a flexible wellness program that evolves to incorporate fresh ideas and responds to the needs of participants.</li> </ul>
<b>Initiative CE 4.1.2</b>	<p><b>Expand Community Services Program Offerings</b> - This initiative aims to broaden the range of programs and services offered by the Community Services Department to meet the diverse needs of residents. It includes introducing new activities, events, and support services that promote health, well-being, social engagement, and inclusivity within the community.</p>
Projects Undertaken	<p><b>CE 4.1.2 A – Project: Expansion of Office Space for Community Services Department</b></p> <p><b>Description:</b> The Community Services Department aims to expand office space for staff, particularly at the Hart Park House, to accommodate operational needs and improve service delivery. An analysis of the project was targeted for the First Quarter of 2024, but the Capital Improvement Project (CIP) did not receive funding for the 2024/2025 fiscal year. Efforts to secure funding and reevaluate the project will continue.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Needs Assessment and Analysis:</b> <ul style="list-style-type: none"> <li>o Evaluate current office space constraints and operational requirements.</li> <li>o Identify specific space and infrastructure needs to improve staff efficiency and functionality.</li> </ul> </li> <li>2. <b>Preliminary Design and Cost Estimation:</b> <ul style="list-style-type: none"> <li>o Develop conceptual designs for the expanded office space, focusing on usability and integration with existing facilities.</li> <li>o Prepare cost estimates to support future funding proposals.</li> </ul> </li> <li>3. <b>Funding Exploration:</b> <ul style="list-style-type: none"> <li>o Identify potential funding sources, including grants, alternative budget allocations, or partnerships.</li> <li>o Develop and submit proposals for inclusion in future CIP budgets.</li> </ul> </li> </ol>

4. **Stakeholder Engagement:**
  - o Collaborate with City leadership, staff, and community stakeholders to refine project goals and secure support.
  - o Communicate the importance of the expansion to improve service delivery and community engagement.
5. **Reevaluation and Planning:**
  - o Continue revising project plans and funding strategies based on feedback and budget considerations.
  - o Prepare for inclusion in the next fiscal year's CIP priorities.

**Desired Outcomes:**

- **Improved Workspace:**  
Provide adequate office space for Community Services Department staff to enhance productivity and efficiency.
- **Enhanced Service Delivery:**  
Support the department's ability to better serve the community through improved infrastructure.
- **Strategic Funding Plan:**  
Develop a viable strategy to secure funding and ensure the project's successful implementation in future years.
- **Community Support:**  
Build awareness and support for the project among stakeholders to prioritize its inclusion in future budgets.

**CE 4.1.2 B – Project: Completion of Sierra Vista Park Playground and Fitness Area** <This has been completed>

**Description:**

The Sierra Vista Park Playground and Fitness Area project was successfully completed by the Third Quarter of 2024, providing enhanced recreational amenities for the community.

**Key Activities:**

1. **Design and Planning:**
  - o Develop and finalize designs for the playground and fitness area to ensure they meet safety standards, accessibility requirements, and community needs.
2. **Community Engagement:**
  - o Gather input from residents and stakeholders to incorporate features that align with community preferences.
  - o Communicate project updates and timelines to keep the community informed.
3. **Construction and Installation:**
  - o Oversee the construction and installation of playground equipment and fitness structures.
  - o Ensure all work adheres to quality and safety standards.
4. **Inspection and Testing:**
  - o Conduct thorough inspections of the completed facilities to ensure compliance with safety and accessibility standards.
  - o Address any final adjustments or touch-ups before opening to the public.
5. **Opening and Promotion:**

- o Organize a public event to celebrate the opening of the new amenities.
- o Promote the new facilities through City communication channels to encourage community use.

**Desired Outcomes:**

- **Enhanced Recreation Opportunities:**  
Provide a safe, engaging, and accessible space for children and adults to enjoy outdoor activities.
- **Increased Community Engagement:**  
Encourage greater use of Sierra Vista Park by offering upgraded and appealing amenities.
- **Improved Health and Wellness:**  
Support physical activity and healthy lifestyles through the addition of modern fitness equipment and play areas.

**CE 4.1.2 C – Project: Expansion of Programs for Active Adults and Seniors**

**Description:**

The Community Services Department aims to expand program offerings and increase participation among active adults and seniors. This initiative focuses on promoting social engagement, physical health, and lifelong learning opportunities for this vital segment of the community.

**Key Activities:**

1. **Program Development:**
  - o Identify new program opportunities based on feedback and trends in active adult and senior recreation.
  - o Expand offerings in fitness, arts, education, and social activities to meet diverse interests.
2. **Community Outreach:**
  - o Promote programs through newsletters, social media, and partnerships with local organizations.
  - o Host informational events to engage the community and showcase available opportunities.
3. **Partnership Building:**
  - o Collaborate with local health providers, senior centers, and community groups to enhance program variety and resources.
  - o Leverage partnerships to offer specialized workshops, events, or discounted services.
4. **Accessibility and Inclusivity:**
  - o Ensure programs are accessible to all participants, including those with mobility challenges or transportation needs.
  - o Offer flexible scheduling to accommodate varying lifestyles and commitments.
5. **Evaluation and Improvement:**
  - o Monitor participation levels and gather feedback to refine program offerings.
  - o Use data to identify successful initiatives and areas for future growth.

**Commented [JC41]:** Seeking input on this. I know that Senior Meals has thrived, looking for a metric.

**Commented [JC42]:** LA, TT, any updates?

**Desired Outcomes:**

- **Increased Participation:**  
Attract more active adults and seniors to engage in community programs and events.
- **Enhanced Quality of Life:**  
Provide opportunities that promote physical health, mental well-being, and social connection.
- **Stronger Community Bonds:**  
Foster a sense of belonging and engagement among active adults and seniors within the community.
- **Sustainable Growth:**  
Build a robust and evolving program portfolio that meets the needs of current and future participants.

**CE 4.1.2 D – Project: Update to Parks and Facilities Master Plan and Senior Services Master Plan**

**Description:**

The City will update the Parks and Facilities Master Plan and the Senior Services Master Plan to reflect current community needs, future growth, and evolving priorities. The completion target for both updates is the Fourth Quarter of 2024<sup>5</sup>.

**Key Activities:**

1. **Needs Assessment and Data Collection:**
  - Conduct surveys, focus groups, and community outreach to gather input on parks, facilities, and senior services.
  - Analyze usage data and demographic trends to identify gaps and future needs.
2. **Stakeholder Engagement:**
  - Work with residents, community groups, and relevant City departments to ensure the plans align with local priorities.
  - Host public meetings to gather feedback and foster community involvement.
3. **Plan Evaluation and Updates:**
  - Review the existing Parks and Facilities Master Plan and Senior Services Master Plan to assess progress and identify areas for improvement.
  - Develop updated goals, strategies, and action items based on community input and data analysis.
4. **Integration of Best Practices:**
  - Incorporate industry standards and innovative practices into the plans to enhance service delivery and sustainability.
  - Include strategies for accessibility, inclusivity, and environmental stewardship.
5. **Drafting and Approval:**
  - Prepare updated drafts of the plans and present them for review by City leadership and stakeholders.
  - Finalize and adopt the updated plans by the target deadline.

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	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Modernized Planning Framework:</b> Deliver updated plans that reflect the community's current and future needs for parks, facilities, and senior services.</li> <li>• <b>Enhanced Community Engagement:</b> Foster a sense of ownership and collaboration by involving residents in the planning process.</li> <li>• <b>Improved Service Delivery:</b> Provide actionable strategies to enhance amenities, programming, and support for seniors and the broader community.</li> <li>• <b>Long-Term Sustainability:</b> Establish a roadmap for maintaining and improving parks, facilities, and senior services in a fiscally responsible manner.</li> </ul>
Objective 4.2	<p><b>ENHANCE COMMUNICATION AND COLLABORATION ACROSS COMMUNITY GROUPS -</b> By the end of the <del>Second</del> <u>Fourth</u> Quarter of 2025, the City of Sierra Madre will improve communication and collaboration between City departments, community organizations, and residents through the creation of a centralized online platform and quarterly town hall meetings. The goal is to increase community participation in local events and initiatives by 20%, fostering a more engaged and collaborative culture, and enhancing the overall quality of life for residents.</p>
Initiative CE 4.2.1	<p><b>Establish a City Information Hub to Facilitate Information Sharing -</b> This initiative aims to create a centralized platform for the community to access important information and resources related to City services, programs, and events. The hub will encourage seamless information exchange between the City, residents, and businesses, improving transparency, accessibility, and communication within the community.</p>
Projects Undertaken	<p><b>CE 4.2.1 A - Project: Expansion of Government TV Channel 3 Usage</b></p> <p><b>Description:</b> The City aims to expand the utilization of Government TV Channel 3 (Spectrum) to enhance communication with residents, increase access to information, and promote community engagement through diverse programming and updates.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li><b>1. Content Development:</b> <ul style="list-style-type: none"> <li>○ Create new programming focused on City updates, events, public meetings, and community initiatives.</li> <li>○ Incorporate educational segments, public service announcements, and local interest stories to engage viewers.</li> </ul> </li> <li><b>2. Collaborative Partnerships:</b> <ul style="list-style-type: none"> <li>○ Work with City departments, local organizations, and community members to generate relevant and engaging content.</li> <li>○ Highlight partnerships and initiatives that benefit the community.</li> </ul> </li> <li><b>3. Technology Enhancements:</b> <ul style="list-style-type: none"> <li>○ Explore opportunities to improve video quality and accessibility, such as adding closed captions and online streaming options.</li> <li>○ Ensure regular updates to the channel's schedule and content delivery systems.</li> </ul> </li> <li><b>4. Promotion and Outreach:</b></li> </ol>

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- Increase awareness of Channel 3 programming through social media, newsletters, and City websites.
  - Encourage residents to tune in for updates and participate in featured events or initiatives.
5. **Evaluation and Feedback:**
- Monitor viewership metrics and gather feedback to refine content and improve channel effectiveness.
  - Adjust programming to address community needs and preferences.

**Desired Outcomes:**

- **Increased Community Engagement:**  
Strengthen connections with residents by providing timely and relevant information through an accessible platform.
- **Enhanced Transparency:**  
Improve access to City meetings, announcements, and initiatives to foster trust and accountability.
- **Diverse Programming:**  
Offer a variety of content that reflects the interests and priorities of the community.
- **Improved Accessibility:**  
Ensure Channel 3 is easily accessible to all residents, providing a reliable source of information and engagement.

**CE 4.2.1 B - Project: Restart and Maintenance of Government Radio Station 1630 AM**

**Description:**

The City will restart operations of the Government Radio Station 1630 AM, addressing technical challenges to ensure consistent functionality. Community Emergency Response Team (CERT) members are now assisting with the station's maintenance and operations to improve reliability and outreach.

**Key Activities:**

1. **Technical Assessment and Repair:**
  - Evaluate the station's equipment to identify and resolve issues causing inconsistent performance.
  - Perform necessary repairs or upgrades to stabilize operations and improve reliability.
2. **CERT Member Involvement:**
  - Train CERT members to assist with station monitoring, troubleshooting, and maintenance.
  - Develop a collaborative process for ongoing operational support.
3. **Content Development:**
  - Create and schedule programming that includes emergency alerts, community updates, and public service announcements.
  - Incorporate CERT-related content to promote preparedness and community safety.
4. **Testing and Monitoring:**
  - Regularly test the station to ensure consistent broadcasting capabilities.
  - Monitor performance and address technical issues promptly.

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**5. Community Awareness:**

- o Promote the station as a resource for important information through social media, newsletters, and City channels.
- o Encourage residents to tune in for updates and emergency broadcasts.

**Desired Outcomes:**

- **Reliable Broadcasting:**  
Ensure the station operates consistently to serve as a dependable source of information.
- **Enhanced Emergency Preparedness:**  
Use the station as a critical tool for emergency communication, supported by CERT members' expertise.
- **Increased Community Engagement:**  
Provide timely updates and programming that keep residents informed and connected to City initiatives.
- **Sustainable Operations:**  
Establish a robust system for maintaining and improving the station's functionality over time.

**CE 4.2.1 C | Project: Enhancing Accessibility to Community**

**Communications**

**Description:**

The City aims to improve accessibility to communications about emergency updates, City events, major Public Works projects, and general programs and services. This initiative focuses on providing timely, inclusive, and easily accessible information to all community members.

**Key Activities:**

1. **Multi-Channel Communication Strategy:**
  - o Utilize diverse platforms, including social media, email newsletters, the City website, Government TV Channel 3, and 1630 AM radio, to disseminate information.
  - o Ensure consistent messaging across all channels for maximum reach and impact.
2. **Emergency Communication Enhancements:**
  - o Develop and promote clear protocols for emergency notifications, leveraging tools like text alerts, radio broadcasts, and online updates.
  - o Partner with local organizations to expand the reach of critical information during emergencies.
3. **Event and Program Promotion:**
  - o Create a centralized calendar of City events and programs accessible online and in print formats.
  - o Use targeted outreach to ensure awareness among all community demographics.
4. **Major Public Works Project Updates:**
  - o Provide regular updates on the progress of major Public Works projects through newsletters, public forums, and interactive online maps.
  - o Offer visual aids and project summaries to enhance understanding.
5. **Accessibility Improvements:**

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	<ul style="list-style-type: none"> <li>o Ensure all communication materials comply with ADA guidelines, including closed captions, alternative text, and translations for non-English-speaking residents.</li> <li>o Expand communication methods to reach seniors, individuals with disabilities, and underserved communities.</li> </ul> <p><b>6. Feedback and Evaluation:</b></p> <ul style="list-style-type: none"> <li>o Gather community feedback on communication efforts through surveys and public engagement sessions.</li> <li>o Use feedback to refine strategies and address gaps in accessibility.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Increased Information Accessibility:</b> Ensure all residents have access to timely and accurate information on City initiatives, services, and emergencies.</li> <li>• <b>Enhanced Community Engagement:</b> Strengthen connections with residents by promoting transparency and inclusivity in City communications.</li> <li>• <b>Improved Emergency Readiness:</b> Equip the community with the tools and information needed to respond effectively during emergencies.</li> <li>• <b>Sustained Trust and Awareness:</b> Build confidence in the City's ability to communicate effectively and address the needs of its residents.</li> </ul>
<b>Initiative CE 4.2.2</b>	<p><b>Enhance City Branding</b> - This initiative focuses on refining and strengthening the City's brand identity to foster a unified and recognizable image. It involves updating visual elements, messaging, and communication strategies to better reflect the City's values, culture, and goals. The initiative aims to improve public perception, promote local pride, and enhance engagement with residents, businesses, and visitors.</p>
Projects Undertaken	<p><b>CE 4.2.2 A - Project: Development and Promotion of City Branding</b></p> <p><b>Description:</b> The Administrative Services Department will collaborate with communications staff to develop, enhance, and promote cohesive City branding. This initiative aims to create a consistent identity that reflects the City's values and fosters community pride and recognition.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Brand Development:</b> <ul style="list-style-type: none"> <li>o Define and refine the City's brand identity, including logos, color schemes, taglines, and messaging.</li> <li>o Ensure the brand reflects the City's mission, values, and unique characteristics.</li> </ul> </li> <li>2. <b>Guidelines and Standards:</b> <ul style="list-style-type: none"> <li>o Develop a comprehensive branding guide to ensure consistency across all City departments and communication channels.</li> <li>o Provide training for staff on the appropriate use of branding elements.</li> </ul> </li> <li>3. <b>Content Creation:</b> <ul style="list-style-type: none"> <li>o Collaborate with communications staff to produce branded materials, such as brochures, newsletters, social media graphics, and videos.</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>o Maintain a library of branding assets for easy access and use by City staff and partners.</li> </ul> <p>4. <b>Promotion and Outreach:</b></p> <ul style="list-style-type: none"> <li>o Integrate the City's branding into public events, facilities, and marketing campaigns.</li> <li>o Partner with local organizations and businesses to amplify branding efforts within the community.</li> </ul> <p>5. <b>Evaluation and Iteration:</b></p> <ul style="list-style-type: none"> <li>o Gather feedback from residents and stakeholders on branding efforts to ensure alignment with community perception and goals.</li> <li>o Periodically review and update branding elements to maintain relevance and impact.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Consistent City Identity:</b> Establish a recognizable and cohesive visual and messaging style across all City communications.</li> <li>• <b>Increased Community Pride:</b> Foster a sense of belonging and pride among residents through a strong and meaningful City brand.</li> <li>• <b>Enhanced Communication Effectiveness:</b> Improve the clarity and professionalism of City communications by aligning them with established branding guidelines.</li> <li>• <b>Broader Recognition:</b> Strengthen the City's reputation and visibility within the region and beyond through a unified and compelling brand identity.</li> </ul>
Initiative CE 4.2.3	<p><b>Foster Collaboration Between Residents and Businesses.</b> - This initiative aims to strengthen partnerships between residents and local businesses to address community challenges, support economic development, and enhance sustainability. Through collaborative efforts, such as joint programs, events, and mutual support, the initiative seeks to create a thriving, interconnected community where both residents and businesses work together for shared success.</p>
0Projects Undertaken	<p><b>CE 2.3 A – Project: Strengthening Partnerships with the Chamber of Commerce</b></p> <p><b>Description:</b> The Public Works, Community Services, and Administrative Services Departments will collaborate to expand partnerships with the Chamber of Commerce, fostering stronger community connections and enhancing local events and initiatives. In 2024, Public Works successfully coordinated with the Chamber of Commerce and local volunteer organizations to support the Winter Festival.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Partnership Development:</b> <ul style="list-style-type: none"> <li>o Establish regular communication with the Chamber of Commerce to identify mutual goals and opportunities for collaboration.</li> <li>o Build relationships with local businesses and organizations to expand community involvement.</li> </ul> </li> <li>2. <b>Event Coordination:</b> <ul style="list-style-type: none"> <li>o Work with the Chamber of Commerce to co-host events like the Winter Festival and other community celebrations.</li> </ul> </li> </ol>

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	<ul style="list-style-type: none"> <li>○ Coordinate logistics, including venue preparation, resource allocation, and volunteer management.</li> </ul> <p><b>3. Program and Initiative Support:</b></p> <ul style="list-style-type: none"> <li>○ Partner with the Chamber to support local business initiatives, public services, and community outreach programs.</li> <li>○ Align efforts to promote economic development and community engagement.</li> </ul> <p><b>4. Volunteer Engagement:</b></p> <ul style="list-style-type: none"> <li>○ Collaborate with local volunteer organizations to enhance event execution and participation.</li> <li>○ Provide training and resources for volunteers to ensure seamless operations during events.</li> </ul> <p><b>5. Feedback and Evaluation:</b></p> <ul style="list-style-type: none"> <li>○ Collect input from participants, businesses, and stakeholders to assess the success of partnerships and events.</li> <li>○ Use feedback to refine future collaborations and strengthen partnerships.</li> </ul> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Enhanced Community Engagement:</b> Foster a sense of community pride and participation by strengthening partnerships with the Chamber of Commerce.</li> <li>• <b>Improved Event Execution:</b> Deliver well-coordinated, high-quality events like the Winter Festival that benefit residents and local businesses.</li> <li>• <b>Support for Local Businesses:</b> Promote economic growth by aligning City initiatives with the Chamber's business development efforts.</li> <li>• <b>Stronger Volunteer Network:</b> Increase volunteer involvement to support community events and initiatives effectively.</li> </ul>
Objective 4.3	<p><b>ENHANCE PUBLIC EDUCATION ON KEY CIVIC ISSUES - By the end of the Fourth Quarter of 2025, the City of Sierra Madre will implement a comprehensive public education campaign on critical civic issues, including sustainability, local governance, and community engagement. The campaign will use workshops, online resources, and social media platforms to reach at least 30% of the City's population. The goal is to foster a well-informed community, promoting active participation in local decision-making processes and strengthening civic engagement.</b></p>
Initiative CE 4.3.1	<p><b>Enhancement of Library Services</b> - This initiative focuses on improving and expanding the services offered by the Library to better meet the needs of the community. It includes updating resources, introducing new programs, enhancing digital offerings, and improving accessibility, with the goal of fostering a more engaging, inclusive, and resource-rich environment for all patrons.</p>
Projects Undertaken	<p><b>CE 4.3.1 A - Project: Evaluation and Update of Library Policies for Community and Staff Safety</b></p> <p><b>Description:</b> The Public Library will assess and update its current policies to ensure a safe and welcoming environment for both the Sierra Madre community and Library staff. This project is targeted for completion by the <del>Second-Third</del> Quarter of 2025.</p> <p><b>Key Activities:</b></p>

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1. **Policy Review:**
  - Conduct a comprehensive review of existing Library policies related to safety, behavior, and facility use.
  - Identify gaps or areas needing improvement to address current safety concerns and best practices.
2. **Stakeholder Engagement:**
  - Gather input from Library staff, patrons, and community members on safety needs and priorities.
  - Consult with City departments, such as Public Safety, for expert recommendations.
3. **Policy Development and Updates:**
  - Draft updated policies to address identified needs, including emergency procedures, code of conduct, and facility use guidelines.
  - Ensure policies align with legal requirements and industry standards for public libraries.
4. **Staff Training:**
  - Provide training for Library staff on implementing updated policies and responding to safety concerns effectively.
  - Include de-escalation techniques and emergency response protocols as part of the training program.
5. **Community Communication:**
  - Inform the public about updated policies through Library communications, including newsletters, the website, and in-library signage.
  - Emphasize the goal of creating a safe and inclusive environment for all.
6. **Monitoring and Evaluation:**
  - Implement mechanisms to track the effectiveness of updated policies.
  - Regularly evaluate policies and make adjustments as needed based on feedback and outcomes.

**Desired Outcomes:**

- **Enhanced Safety:**  
Create a secure and welcoming space for Library patrons and staff by addressing potential safety concerns.
- **Clear Guidelines:**  
Provide well-defined policies that ensure consistent enforcement and understanding by staff and the community.
- **Empowered Staff:**  
Equip Library staff with the tools and training needed to handle safety-related situations confidently and effectively.
- **Community Trust:**  
Build trust and support from the community by demonstrating a commitment to their well-being and the quality of Library services.

**CE 4.3.1 B – Project: Ongoing Evaluation and Delivery of Community-Focused Library Programming**

**Description:**

The Public Library will continuously assess community needs and interests to deliver curated and relevant programming and services for individuals of all ages. This initiative, which reached a milestone in the Second Quarter of

2024, will remain a central focus to ensure the Library meets evolving community expectations.

**Key Activities:**

1. **Community Needs Assessment:**
  - Conduct surveys, focus groups, and outreach to gather input on programming and service preferences.
  - Analyze demographic data and community trends to identify gaps and opportunities.
2. **Program Development:**
  - Design and implement programs that cater to diverse age groups, including children, teens, adults, and seniors.
  - Incorporate educational, cultural, recreational, and technology-driven activities based on community feedback.
3. **Partnership Building:**
  - Collaborate with local organizations, schools, and businesses to expand resources and programming reach.
  - Leverage partnerships to provide unique and innovative program offerings.
4. **Service Expansion:**
  - Evaluate existing library services and introduce enhancements or new offerings to address unmet needs.
  - Explore technological solutions to improve accessibility and convenience for patrons.
5. **Promotion and Engagement:**
  - Use social media, newsletters, and in-library displays to promote programs and services.
  - Foster community participation through targeted outreach and engagement campaigns.
6. **Evaluation and Adaptation:**
  - Monitor participation, feedback, and outcomes for all programs and services.
  - Refine and adapt offerings to align with changing community needs and interests.

**Desired Outcomes:**

- **Enhanced Community Engagement:**  
Foster stronger connections between the Library and residents by offering programming that reflects their interests and needs.
- **Increased Program Participation:**  
Attract patrons of all ages to participate in Library activities and utilize its resources.
- **Dynamic and Inclusive Offerings:**  
Ensure the Library remains a relevant and valuable resource for the entire community by evolving its programming and services.
- **Stronger Partnerships:**  
Strengthen collaborations with local entities to enrich Library offerings and broaden community impact.

**CE 4.3.1 C – Project: Enhancing Awareness of Online Library**

**Resources**

**Description:**

The Public Library will focus on increasing community awareness of its online databases, resources, services, and collections to ensure residents can fully utilize these offerings. Despite reductions in State funding, the Library remains committed to this ongoing effort.

**Key Activities:**

**1. Resource Promotion:**

- Develop marketing materials, such as flyers, newsletters, and social media posts, to highlight the availability and benefits of online resources.
- Conduct outreach campaigns to inform patrons about new and existing digital services.

**2. Workshops and Tutorials:**

- Offer in-person and virtual workshops to educate patrons on how to access and use online databases and digital collections.
- Create step-by-step guides and video tutorials for self-paced learning.

**3. Partnerships and Outreach:**

- Collaborate with schools, community organizations, and local businesses to expand awareness of Library resources.
- Integrate resource promotion into community events and public forums.

**4. Enhanced Accessibility:**

- Evaluate the Library's online platforms to ensure user-friendly navigation and accessibility for all patrons.
- Implement improvements or new tools to make resources more easily discoverable.

**5. Monitoring and Feedback:**

- Track usage statistics for online resources to identify gaps in awareness or access.
- Gather patron feedback to refine promotional efforts and address specific needs.

**Desired Outcomes:**

• **Increased Utilization:**

Boost the number of residents accessing and benefiting from the Library's online resources and collections.

• **Improved Digital Literacy:**

Empower patrons to confidently navigate and use the Library's digital offerings.

• **Stronger Community Connections:**

Enhance the Library's role as a key resource for education, research, and personal growth within the community.

• **Sustained Resource Availability:**

Mitigate the impact of State funding cuts by maximizing the use of available resources through targeted promotion.

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	<p><b>CE 4.3.1 D – Project: Expanding Community Outreach and Engagement for the Public Library</b></p> <p><b>Description:</b> The Public Library will continue to identify and develop additional outlets for community outreach, engagement, partnerships with City departments, and Library notifications. This ongoing effort strengthens the Library's connection to the community. Recently, the Library has successfully partnered with the Community Services, Fire, Police, and Public Works Departments to participate in community events.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Community Outreach Expansion:</b> <ul style="list-style-type: none"> <li>o Identify new venues, platforms, and events to engage with diverse community groups.</li> <li>o Develop targeted outreach strategies to reach underserved populations and promote Library resources.</li> </ul> </li> <li>2. <b>Enhanced Departmental Collaboration:</b> <ul style="list-style-type: none"> <li>o Continue partnerships with City departments such as Community Services, Fire, Police, and Public Works to support joint initiatives and events.</li> <li>o Collaborate on projects that integrate Library resources into broader City programming and services.</li> </ul> </li> <li>3. <b>Event Participation and Hosting:</b> <ul style="list-style-type: none"> <li>o Participate in City-sponsored events to raise awareness of Library services and programs.</li> <li>o Host Library-led events that bring together various City departments and community members.</li> </ul> </li> <li>4. <b>Notification and Communication Efforts:</b> <ul style="list-style-type: none"> <li>o Utilize social media, newsletters, and local media outlets to increase awareness of Library activities and partnerships.</li> <li>o Ensure timely notifications of upcoming events, new resources, and collaborative efforts.</li> </ul> </li> <li>5. <b>Monitoring and Evaluation:</b> <ul style="list-style-type: none"> <li>o Track engagement metrics to evaluate the success of outreach and partnership activities.</li> <li>o Gather feedback from event participants and community members to refine approaches and identify new opportunities.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Increased Community Engagement:</b> Strengthen the Library's connection with residents by participating in and hosting collaborative events.</li> <li>• <b>Enhanced Awareness:</b> Improve public knowledge of the Library's offerings, services, and resources through expanded communication channels.</li> <li>• <b>Stronger City Partnerships:</b> Foster ongoing collaboration with City departments to support unified goals and community initiatives.</li> <li>• <b>Inclusive Outreach:</b> Reach a broader and more diverse audience to ensure equitable access to Library resources and programs.</li> </ul>
<p><b>Initiative CE 4.3.2</b></p>	<p><b>Education on Key Critical Environmental Issues</b> - This initiative focuses on raising awareness and educating the community about important environmental challenges, such as climate change, pollution, conservation, and sustainability. Through workshops, informational materials, and public outreach, the initiative</p>

	<p>aims to empower residents and businesses with the knowledge and tools needed to take proactive steps in protecting the environment and supporting sustainable practices.</p>
<p>Projects Undertaken</p>	<p><b>CE 4.3.2 A – Project: Enhancing Community Awareness through Public Works Social Media</b></p> <p><b>Description:</b> The Public Works Department will actively manage social media platforms to inform the community about Public Works operations, utilities, and environmental issues. This initiative aims to provide timely updates, promote awareness, and encourage engagement with the department’s programs and services.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li><b>1. Content Development:</b> <ul style="list-style-type: none"> <li>○ Create informative and engaging posts about ongoing projects, utilities updates, and environmental initiatives.</li> <li>○ Use a variety of formats, such as videos, infographics, and live updates, to capture audience interest.</li> </ul> </li> <li><b>2. Platform Management:</b> <ul style="list-style-type: none"> <li>○ Regularly update and monitor social media platforms to ensure consistent communication.</li> <li>○ Respond promptly to community inquiries and feedback to build trust and engagement.</li> </ul> </li> <li><b>3. Campaign Planning:</b> <ul style="list-style-type: none"> <li>○ Develop targeted campaigns to promote awareness of key issues, such as water conservation, waste management, and infrastructure improvements.</li> <li>○ Align campaigns with City goals and events to maximize reach and impact.</li> </ul> </li> <li><b>4. Community Engagement:</b> <ul style="list-style-type: none"> <li>○ Encourage residents to participate in discussions, provide feedback, and engage with Public Works programs.</li> <li>○ Share success stories, community highlights, and upcoming opportunities to foster a sense of involvement.</li> </ul> </li> <li><b>5. Performance Monitoring:</b> <ul style="list-style-type: none"> <li>○ Track engagement metrics, such as likes, shares, and comments, to evaluate the effectiveness of social media efforts.</li> <li>○ Use insights to refine strategies and improve communication outreach.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Informed Community:</b> Ensure residents are aware of Public Works activities, utilities updates, and environmental initiatives through clear and accessible communication.</li> <li>• <b>Increased Engagement:</b> Foster a two-way dialogue with the community, encouraging participation and feedback on Public Works programs.</li> <li>• <b>Enhanced Awareness:</b> Promote understanding of the importance of utilities management and environmental stewardship within the community.</li> </ul>

- **Stronger Connections:**  
Build trust and collaboration between the Public Works Department and the residents it serves through transparent and proactive communication.

**CE 4.3.2 B. Project: Publicizing Water and Groundwater Data for Community Awareness**

**Description:**

The Utilities Department will regularly share updates on water production (gallons per day), precipitation totals, and groundwater supply information through the City's social media platforms and main website. This initiative aims to enhance transparency, educate residents on water resources, and promote conservation awareness.

**Key Activities:**

1. **Data Collection and Analysis:**
  - Gather accurate and up-to-date information on daily water production, precipitation, and groundwater supply levels.
  - Analyze trends to provide meaningful context for shared data.
2. **Content Development:**
  - Create visually appealing posts and updates, including charts, infographics, and explanatory captions, to convey key information clearly.
  - Highlight the impact of water usage and precipitation on the City's groundwater supply.
3. **Multi-Platform Communication:**
  - Publish updates on social media platforms and the City's main website to reach a broad audience.
  - Ensure content is consistent and accessible across all communication channels.
4. **Public Engagement:**
  - Encourage residents to engage with the updates by asking questions and sharing feedback.
  - Include tips and resources for water conservation alongside data to promote actionable change.
5. **Monitoring and Evaluation:**
  - Track engagement metrics, such as views, comments, and shares, to assess the effectiveness of the communication efforts.
  - Adjust content and strategies based on feedback and observed trends.

**Desired Outcomes:**

- **Increased Community Awareness:**  
Keep residents informed about the state of local water resources, including production levels and groundwater supply.
- **Enhanced Transparency:**  
Build trust by openly sharing data on water and precipitation trends that impact the community.
- **Promoted Conservation Efforts:**  
Encourage responsible water use and conservation through education and actionable information.

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- **Better Community Engagement:**  
Foster dialogue with residents about water resource challenges and solutions.

**CE 4.3.2 C – Project: Hosting the Annual Earth Day Event at Memorial Park**

**Description:**

The Natural Resources Commission successfully hosted the annual Earth Day event in April at Memorial Park. This initiative aimed to celebrate environmental stewardship, educate the community, and promote sustainable practices.

**Key Activities:**

1. **Event Planning and Coordination:**
  - Organize logistics, including scheduling, securing the venue, and coordinating with vendors and participants.
  - Develop a comprehensive program featuring workshops, activities, and demonstrations.
2. **Community Engagement:**
  - Promote the event through social media, newsletters, and local outreach to maximize attendance.
  - Partner with local organizations, schools, and businesses to participate and contribute to the event.
3. **Educational Programming:**
  - Provide interactive booths and presentations on topics such as recycling, water conservation, and renewable energy.
  - Host activities like tree planting, eco-friendly craft making, and sustainability workshops.
4. **Volunteer and Staff Support:**
  - Recruit and train volunteers to assist with event operations and attendee engagement.
  - Ensure adequate staffing to manage the event smoothly and address attendee needs.
5. **Event Execution and Follow-Up:**
  - Execute the event with a focus on community involvement and educational impact.
  - Gather feedback from attendees and participants to inform future Earth Day celebrations.

**Desired Outcomes:**

- **Increased Environmental Awareness:**  
Educate residents on sustainable practices and the importance of environmental stewardship.
- **Community Participation:**  
Foster a sense of community through shared celebration and learning about the environment.
- **Promotion of Sustainable Practices:**  
Encourage attendees to adopt eco-friendly habits in their daily lives.
- **Successful Annual Tradition:**  
Continue to build Earth Day as a valued and anticipated community event each year.

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**CE 4.3.2 D – Project: Development and Maintenance of Sustainability Rebates and Incentives Resource**

**Description:**

The Natural Resources Commission will compile a comprehensive, user-friendly list of sustainability-oriented rebates and incentives. This resource will be posted on the City website and maintained, with completion targeted for the ~~Second~~Third Quarter of 2025.

**Key Activities:**

1. **Research and Compilation:**
  - o Identify available local, state, and federal sustainability rebates and incentives for residents and businesses.
  - o Include programs related to energy efficiency, water conservation, renewable energy, and waste reduction.
2. **Content Organization:**
  - o Create a clear and easy-to-navigate format for the resource, categorizing information by topic or type of incentive.
  - o Provide concise descriptions, eligibility requirements, and application instructions for each program.
3. **Website Integration:**
  - o Work with the City's web team to design and publish the resource on the City website.
  - o Ensure the webpage is mobile-friendly and accessible to all users.
4. **Ongoing Maintenance:**
  - o Establish a schedule for regularly updating the resource to reflect new programs, changes, or expirations.
  - o Assign responsibilities for monitoring and maintaining the content's accuracy.
5. **Community Promotion:**
  - o Announce the availability of the resource through social media, newsletters, and community events.
  - o Provide guidance on using the resource to maximize participation and benefits.

**Desired Outcomes:**

- **Increased Awareness of Incentives:**  
Help residents and businesses take advantage of sustainability-focused rebates and programs.
- **Enhanced Community Engagement:**  
Empower the community to adopt eco-friendly practices by providing accessible resources and information.
- **Support for Sustainability Goals:**  
Encourage widespread participation in programs that contribute to the City's environmental objectives.
- **Streamlined Access to Information:**  
Make it easier for residents and businesses to find and utilize sustainability incentives in one centralized location.

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<b>GOAL 5 – ENVIRONMENTAL RESPONSIBILITY (ER)</b>	
<b>GOAL DEFINITION</b>	<b>BE A REGIONAL LEADER IN SOUND STEWARDSHIP OF WATER, POWER, AND NATURAL RESOURCES</b>
<b>Objective 5.1</b>	<b>ACHIEVE A 15% REDUCTION IN WATER CONSUMPTION -</b> By the end of the Fourth Quarter of 2025, the City of Sierra Madre will reduce water consumption by 15% through the implementation of water conservation programs, community education, and incentives for water-efficient appliances. The goal is to engage at least 40% of residents and businesses in water-saving initiatives, ensuring sustainable water use while maintaining the City’s leadership in regional resource stewardship.
<b>Initiative ER 5.1.1</b>	<b>Launch a Water-Efficient Landscape Campaign -</b> This initiative aims to promote water conservation through the adoption of water-efficient landscaping practices. It includes educating the community about drought-tolerant plants, efficient irrigation systems, and sustainable gardening techniques. The campaign seeks to reduce water usage in landscaping, support local environmental goals, and encourage residents and businesses to implement water-saving strategies in their outdoor spaces.
<b>Projects Undertaken</b>	<b>ER 5.1.1 A – Project: Update to the Water Efficient Landscape Ordinance</b> <b>Description:</b> The Department of Public Works will collaborate with the Natural Resources Commission to update the Water Efficient Landscape Ordinance, including

regulations on artificial turf, by the **First Third** Quarter of 2025. This initiative aims to enhance water conservation efforts and ensure sustainable landscaping practices.

**Key Activities:**

1. **Ordinance Review and Analysis:**
  - o Assess the current Water Efficient Landscape Ordinance to identify areas requiring updates or improvements.
  - o Evaluate emerging trends, best practices, and community feedback regarding artificial turf and water efficiency.
2. **Stakeholder Engagement:**
  - o Collaborate with the Natural Resources Commission to align the ordinance update with sustainability goals.
  - o Seek input from residents, landscapers, and environmental experts to ensure the ordinance addresses diverse perspectives.
3. **Drafting Updates:**
  - o Develop proposed revisions to the ordinance, focusing on water conservation, environmental impact, and the regulation of artificial turf.
  - o Ensure compliance with state and local water efficiency standards.
4. **Public Outreach and Feedback:**
  - o Host public meetings or workshops to present proposed updates and gather community feedback.
  - o Use City communication channels to inform residents about the ordinance update process.
5. **Final Approval and Implementation:**
  - o Submit the updated ordinance to the City Council for review and approval.
  - o Develop an implementation plan, including guidelines for enforcement and public education.

**Desired Outcomes:**

- **Enhanced Water Conservation:**  
Promote sustainable landscaping practices that align with the City's water efficiency goals.
- **Improved Ordinance Clarity:**  
Provide clear and updated regulations that are easy for residents and landscapers to understand and follow.
- **Community Alignment:**  
Ensure the ordinance reflects the community's priorities and supports long-term environmental sustainability.
- **Compliance with Standards:**  
Align the updated ordinance with state and local requirements for water-efficient landscaping.

**ER 5.1.1 B – Project: Relaunch of the Water Efficient Landscape Program**

**Description:**

The Department of Public Works planned to launch the Water Efficient Landscape Program, incorporating common architectural designs, by the First Quarter of 2024. Due to staffing shortages, the program was delayed and is now being restarted by the Community Services Department. This

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	<p>initiative aims to promote sustainable landscaping practices and community-wide water conservation.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Program Development and Redesign:</b> <ul style="list-style-type: none"> <li>o Review the original program framework and update designs to reflect current water-efficient landscaping trends and community needs.</li> <li>o Ensure the program aligns with local and state water conservation standards.</li> </ul> </li> <li>2. <b>Interdepartmental Collaboration:</b> <ul style="list-style-type: none"> <li>o Transition program responsibilities from the Public Works Department to the Community Services Department.</li> <li>o Coordinate with other City departments for input and support during the relaunch.</li> </ul> </li> <li>3. <b>Community Engagement and Education:</b> <ul style="list-style-type: none"> <li>o Host workshops and informational sessions to educate residents about water-efficient landscaping benefits and the program's architectural designs.</li> <li>o Provide resources, such as design templates and plant lists, to facilitate participation.</li> </ul> </li> <li>4. <b>Implementation and Pilot Projects:</b> <ul style="list-style-type: none"> <li>o Launch pilot projects in select areas to demonstrate the benefits of water-efficient landscaping.</li> <li>o Use these projects as case studies to promote broader community adoption.</li> </ul> </li> <li>5. <b>Monitoring and Evaluation:</b> <ul style="list-style-type: none"> <li>o Track program participation and assess the impact on water conservation and community engagement.</li> <li>o Gather feedback from participants to refine and improve the program.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Promoted Water Conservation:</b> Encourage the adoption of landscaping practices that reduce water usage and support environmental sustainability.</li> <li>• <b>Enhanced Community Aesthetics:</b> Introduce cohesive and attractive architectural designs that enhance the visual appeal of the community.</li> <li>• <b>Increased Participation:</b> Engage residents in adopting sustainable landscaping practices through education and accessible resources.</li> <li>• <b>Program Sustainability:</b> Establish a robust and adaptable program framework to ensure long-term success and scalability..</li> </ul>
<p><b>Initiative ER 5.1.2</b></p>	<p><b>Promotion of Advanced Metering Infrastructure (AMI)</b> - This initiative focuses on encouraging the adoption and use of Advanced Metering Infrastructure (AMI) technology, which provides real-time monitoring of utility usage, such as water and electricity. AMI enables more accurate billing, improved energy efficiency, and better resource management, empowering residents and businesses to make informed decisions about their consumption while supporting the City's sustainability efforts.</p>
<p>Projects Undertaken</p>	<p>ER 5.1.2 A - <b>Project: Increasing Advanced Metering Infrastructure (AMI) Participation</b></p>

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**Description:**

The goal is to increase community participation in the Advanced Metering Infrastructure (AMI) program by 10% by the First Quarter of 2024. This initiative aims to enhance water usage monitoring, improve efficiency, and promote conservation efforts through wider adoption of AMI technology.

**Key Activities:**

**1. Community Outreach:**

- Launch a targeted outreach campaign to educate residents about the benefits of AMI, such as real-time water usage tracking and leak detection.
- Use social media, newsletters, and community events to raise awareness and encourage enrollment.

**2. Incentive Programs:**

- Offer incentives, such as rebates or discounts, to encourage residents to adopt AMI technology.
- Highlight cost savings and environmental benefits to motivate participation.

**3. Partnerships:**

- Collaborate with local organizations and neighborhood groups to promote AMI within the community.
- Work with water conservation advocates to amplify messaging.

**4. Technical Support:**

- Provide clear instructions and assistance for residents during the enrollment and setup process.
- Offer technical support to address any issues and ensure seamless adoption.

**5. Monitoring and Reporting:**

- Track enrollment numbers and monitor progress toward the 10% participation increase goal.
- Use data insights to adjust outreach strategies and focus on underrepresented areas.

**Desired Outcomes:**

- **Increased AMI Adoption:**  
Achieve a 10% rise in participation by the First Quarter of 2024, expanding the benefits of AMI technology to more residents.
- **Enhanced Water Management:**  
Empower residents with tools to monitor and manage their water usage effectively.
- **Improved Conservation Efforts:**  
Support the City's sustainability goals by reducing water waste through better usage tracking and leak prevention.
- **Community Engagement:**  
Strengthen relationships with residents by providing innovative solutions to improve water efficiency.

**ER 5.1.2 B – Project: Incentivizing Conservation Programs Through AMI Subscription**

**Description:**

The City will incentivize participation in conservation programs by requiring

Advanced Metering Infrastructure (AMI) subscription as a prerequisite. This effort is aligned with and supports the goals of the Water Efficient Landscape Program (ER 5.1.1 B), promoting sustainable water use and conservation.

**Key Activities:**

1. **Integration with Conservation Programs:**
  - o Establish AMI subscription as a requirement for eligibility in water conservation programs and rebates.
  - o Align AMI enrollment with initiatives like the Water Efficient Landscape Program to maximize participation and impact.
2. **Community Education and Outreach:**
  - o Inform residents about the benefits of AMI, including real-time water usage tracking and enhanced conservation opportunities.
  - o Highlight how AMI supports water-efficient landscaping and other sustainability efforts.
3. **Incentive Structuring:**
  - o Offer additional benefits or priority access to conservation rebates and programs for residents who subscribe to AMI.
  - o Promote cost savings and environmental benefits as key motivators.
4. **Enrollment Support:**
  - o Simplify the AMI enrollment process and provide clear instructions to residents.
  - o Offer technical assistance to ensure seamless integration of AMI for new participants.
5. **Program Monitoring and Feedback:**
  - o Track AMI subscriptions linked to conservation program participation to evaluate success.
  - o Gather feedback from participants to refine the program and improve outreach efforts.

**Desired Outcomes:**

- **Increased AMI Adoption:**  
Drive higher AMI enrollment by tying it to sought-after conservation incentives and programs.
- **Enhanced Water Conservation:**  
Support sustainable water use by leveraging AMI technology for more efficient landscape and resource management.
- **Improved Program Effectiveness:**  
Strengthen conservation program outcomes by integrating data-driven insights from AMI participation.
- **Community Engagement:**  
Encourage residents to actively participate in sustainability efforts through accessible and impactful conservation programs.

**Objective 5.2 - PROMOTE GREENHOUSE GAS EMISSION REDUCTION INITIATIVES - By the end of 2025, the City of Sierra Madre will reduce greenhouse gas emissions by 10% through the implementation of energy-efficient programs, increased use of renewable energy, and the promotion of sustainable transportation options. The goal is to engage 30% of residents and businesses in emission-reducing activities, positioning Sierra Madre as a leader in environmental stewardship and climate action in the region.**

<p><b>Initiative ER 5.2.1</b></p>	<p><b>Electrification of Appliances and Climate Control</b> - This initiative focuses on transitioning homes and businesses to electric-powered appliances and climate control systems, such as electric heating, cooling, and cooking. By replacing gas-powered systems with more energy-efficient electric alternatives, the initiative aims to reduce greenhouse gas emissions, support sustainability goals, and promote the use of renewable energy sources.</p>
<p>Projects Undertaken</p>	<p><b>ER 5.2.1 A – Project: Development of Reach Code Recommendations for Electrification and Heat Pump Installation</b></p> <p><b>Description:</b>  The Natural Resources Commission (NRC)<sup>5</sup> will prepare recommendations for the adoption of Reach Codes aimed at promoting electrification in identified construction activities, including the installation of heat pumps. These recommendations will incorporate reliability factors associated with Southern California Edison (SCE) infrastructure and services. The NRC will present these recommendations to the Planning Commission and/or City Council by the <del>Second</del> <u>Fourth</u> Quarter of 2025.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Research and Analysis:</b> <ul style="list-style-type: none"> <li>o Study best practices and case studies related to Reach Codes for electrification and heat pump adoption.</li> <li>o Assess local construction trends and identify opportunities for electrification within new and existing developments.</li> </ul> </li> <li>2. <b>Collaboration with Stakeholders:</b> <ul style="list-style-type: none"> <li>o Work closely with SCE to evaluate grid reliability and infrastructure capacity to support increased electrification.</li> <li>o Engage with developers, contractors, and community members to gather input and address concerns about the proposed Reach Codes.</li> </ul> </li> <li>3. <b>Drafting Recommendations:</b> <ul style="list-style-type: none"> <li>o Develop detailed Reach Code recommendations that include requirements for heat pump installation and other electrification measures.</li> <li>o Ensure recommendations align with state and local sustainability goals and building code standards.</li> </ul> </li> <li>4. <b>Public Outreach and Feedback:</b> <ul style="list-style-type: none"> <li>o Host workshops or public forums to inform the community about the proposed Reach Codes and gather input.</li> <li>o Address feedback to refine recommendations and ensure community alignment.</li> </ul> </li> <li>5. <b>Presentation and Advocacy:</b> <ul style="list-style-type: none"> <li>o Prepare a comprehensive report for submission to the Planning Commission and/or City Council.</li> <li>o Present findings and recommendations, emphasizing environmental benefits and alignment with SCE reliability factors.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Reach Code Adoption:</b> Facilitate the adoption of Reach Codes that advance the City's electrification and sustainability goals.</li> </ul>

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<sup>5</sup> The Natural Resources Commission (NRC) is a local advisory body in the City of Sierra Madre responsible for addressing environmental issues and promoting sustainability within the community. The NRC advises the City Council on matters related to natural resources, conservation, environmental protection, and sustainability initiatives.

- **Enhanced Building Standards:**  
Promote the use of energy-efficient and environmentally friendly technologies, such as heat pumps, in construction.
- **Grid Reliability Assurance:**  
Incorporate SCE reliability considerations to ensure the proposed measures are practical and supported by existing infrastructure.
- **Community Engagement and Support:**  
Build community consensus and support for Reach Code implementation through transparent communication and collaboration.

**ER 5.2.1 B – Project: Providing Educational Materials on Electrification Infrastructure**

**Description:**

The Building Department will continue to offer educational materials to applicants, providing guidance on electrification infrastructure to support sustainable building practices and compliance with relevant codes and standards. <This has been completed>

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**Key Activities:**

1. **Material Development and Updates:**
  - Create and regularly update educational materials, including brochures, guides, and checklists, on electrification infrastructure requirements and best practices.
  - Ensure materials are clear, concise, and accessible to all applicants.
2. **Information Distribution:**
  - Provide materials to applicants during the building permit application process.
  - Make resources available online through the City's website and at the Building Department office.
3. **Staff Training and Support:**
  - Train Building Department staff to effectively communicate and explain the educational materials to applicants.
  - Offer additional support to address applicant questions about electrification requirements.
4. **Community Outreach:**
  - Promote the availability of educational materials through social media, newsletters, and community workshops.
  - Collaborate with local organizations to increase awareness of electrification benefits and requirements.
5. **Monitoring and Feedback:**
  - Gather feedback from applicants to assess the usefulness of the materials and identify areas for improvement.
  - Use insights to refine content and ensure it meets the evolving needs of the community.

**Desired Outcomes:**

- **Enhanced Awareness:**  
Increase applicant understanding of electrification infrastructure requirements and sustainable building practices.
- **Streamlined Compliance:**  
Simplify the building permit process by providing clear guidance on electrification standards.

	<ul style="list-style-type: none"><li>• <b>Support for Sustainability Goals:</b> Encourage the adoption of electrification technologies to align with the City's environmental and energy efficiency objectives.</li><li>• <b>Improved Applicant Experience:</b> Provide accessible, user-friendly resources that empower applicants to meet requirements confidently.</li></ul>
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<p><b>Initiative ER 5.2.2</b></p>	<p><b>Promotion of Alternative Transportation</b> - This initiative focuses on encouraging and developing sustainable, non-vehicle transportation options such as biking, walking, and public transit. It includes the creation of infrastructure such as bike lanes, pedestrian pathways, and transit hubs, as well as promoting electric scooters and other eco-friendly transportation modes to reduce traffic congestion and environmental impact.</p>
<p>Projects Undertaken</p>	<p><b>ER 5.2.2 A - Project: Integration of Alternative Transportation into the Comprehensive Right-of-Ways Circulation Plan</b></p> <p><b>Description:</b> The City will incorporate alternative transportation options, such as walking, biking, and public transit, into the Comprehensive Right-of-Ways Plan to promote sustainable and multi-modal mobility solutions. This initiative aligns with Action Step PS 4.2 A and aims to reduce reliance on vehicles while enhancing community connectivity and accessibility.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Assessment of Current Infrastructure:</b> <ul style="list-style-type: none"> <li>o Evaluate existing pedestrian, bicycle, and public transit infrastructure within the City's right-of-ways.</li> <li>o Identify gaps, barriers, and opportunities for improvement.</li> </ul> </li> <li>2. <b>Stakeholder Engagement:</b> <ul style="list-style-type: none"> <li>o Collaborate with community members, advocacy groups, and transportation experts to gather input on alternative transportation needs and priorities.</li> <li>o Consult with regional transit agencies to integrate public transportation solutions into the plan.</li> </ul> </li> <li>3. <b>Design and Planning:</b> <ul style="list-style-type: none"> <li>o Develop strategies to enhance alternative transportation networks, including bike lanes, sidewalks, crosswalks, and transit stops.</li> <li>o Incorporate traffic calming measures to ensure safety for non-vehicle users.</li> </ul> </li> <li>4. <b>Policy Alignment:</b> <ul style="list-style-type: none"> <li>o Ensure recommendations align with existing City policies, sustainability goals, and regional transportation plans.</li> <li>o Incorporate best practices for multi-modal transportation planning.</li> </ul> </li> <li>5. <b>Implementation Roadmap:</b> <ul style="list-style-type: none"> <li>o Create an actionable implementation plan with prioritized projects, timelines, and funding strategies.</li> <li>o Identify potential grants and partnerships to support the development of alternative transportation infrastructure.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Improved Mobility Options:</b> Provide safe, efficient, and accessible alternatives to vehicle transportation for residents and visitors.</li> <li>• <b>Enhanced Community Connectivity:</b> Strengthen connections between neighborhoods, schools, parks, and commercial areas through integrated transportation networks.</li> <li>• <b>Sustainable Urban Development:</b> Reduce vehicle dependency and promote environmentally friendly modes of transportation.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Safety and Accessibility:</b> Ensure right-of-ways are designed to accommodate users of all ages and abilities, fostering inclusivity.</li> </ul> <p><b>ER 5.2.2 B – Project: Promotion and Participation in Regional Programs, Including GoSGV Electric Bike Rentals</b></p> <p><b>Description:</b> The City will publicize and actively participate in regional programs such as the GoSGV<sup>6</sup> Electric Bike rental initiative. Currently available to elected officials, appointed officials, and City staff, this program aims to encourage sustainable transportation options and increase community engagement with eco-friendly mobility solutions.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Program Promotion:</b> <ul style="list-style-type: none"> <li>○ Publicize the GoSGV Electric Bike rental program through social media, newsletters, and the City's website.</li> <li>○ Highlight the program's benefits, including environmental impact, cost savings, and health advantages.</li> </ul> </li> <li>2. <b>Community Expansion:</b> <ul style="list-style-type: none"> <li>○ Explore opportunities to extend program eligibility to residents and businesses in the community.</li> <li>○ Collaborate with the regional GoSGV team to identify pathways for broader participation.</li> </ul> </li> <li>3. <b>Educational Outreach:</b> <ul style="list-style-type: none"> <li>○ Conduct workshops and demonstrations to familiarize participants with the GoSGV program and electric bike use.</li> <li>○ Provide resources and materials to encourage adoption and safe usage of electric bikes.</li> </ul> </li> <li>4. <b>Staff and Leadership Engagement:</b> <ul style="list-style-type: none"> <li>○ Encourage elected officials, appointed officials, and City staff to participate in the program as role models for sustainable transportation.</li> <li>○ Share participant experiences to inspire community interest and trust in the program.</li> </ul> </li> <li>5. <b>Monitoring and Reporting:</b> <ul style="list-style-type: none"> <li>○ Track participation levels and gather feedback from users to assess the program's impact.</li> <li>○ Use insights to refine promotional strategies and enhance user experience.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Increased Program Awareness:</b> Ensure more residents and staff are informed about the availability and benefits of the GoSGV program.</li> </ul>
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<sup>6</sup> "Go San Gabriel Valley is a regional electric bike share program designed to provide residents of the San Gabriel Valley with an eco-friendly and convenient transportation option. Operated by ActiveSGV, the program offers affordable, long-term access to high-quality electric bicycles, allowing participants to choose between a commuter-style "city" e-bike and a cargo e-bike suitable for carrying larger loads or small children. The initiative aims to promote sustainable mobility and reduce traffic congestion in the region. By offering pedal-assist e-bikes, GoSGV enables users to navigate the valley's diverse terrain with ease, making it an attractive alternative to traditional transportation methods.

- **Broader Participation:**  
Expand the program's reach to include more community members, fostering widespread adoption of electric bikes.
- **Support for Sustainability Goals:**  
Reduce vehicle dependency and promote eco-friendly transportation options in alignment with the City's environmental objectives.
- **Enhanced Community Engagement:**  
Strengthen relationships between the City and residents through active involvement in regional sustainability initiatives.

**ER 5.2.2 C – Project: Development of a Bike Rack Master Plan for Parks and the Downtown District**

**Description:**

The City will develop a comprehensive Bike Rack Master Plan for parks and the downtown district by the ~~Second~~ Third Quarter of 2025. This plan will identify optimal locations for bike racks, promote alternative transportation, and enhance accessibility and convenience for cyclists.

**Key Activities:**

1. **Assessment of Current Infrastructure:**
  - Conduct a survey of existing bike racks in parks and the downtown district.
  - Identify gaps in bike rack coverage and areas with high demand for bike parking.
2. **Stakeholder Engagement:**
  - Collaborate with local cyclists, community members, and business owners to gather input on preferred locations and design considerations.
  - Consult with parks and planning staff to ensure alignment with broader City infrastructure goals.
3. **Site Selection and Design:**
  - Evaluate potential locations for new bike racks based on accessibility, safety, and proximity to amenities.
  - Recommend bike rack designs that are durable, visually appealing, and meet accessibility standards.
4. **Integration with City Goals:**
  - Align the Bike Rack Master Plan with the City's active transportation and sustainability objectives.
  - Incorporate connections to existing bike paths and transit hubs to enhance multi-modal transportation.
5. **Implementation Planning:**
  - Develop a phased implementation plan with timelines, budget estimates, and potential funding sources.
  - Identify grants or partnerships to support the installation of bike racks.

**Desired Outcomes:**

- **Improved Bicycle Accessibility:**  
Provide convenient and secure bike parking options for cyclists in parks and the downtown district.
- **Enhanced Active Transportation:**  
Encourage cycling as a sustainable and healthy transportation choice.

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	<ul style="list-style-type: none"> <li>• <b>Community Engagement:</b> Foster a collaborative planning process that incorporates community input and meets local needs.</li> <li>• <b>Support for Sustainability Goals:</b> Reduce reliance on motor vehicles by promoting cycling as a practical and eco-friendly alternative.</li> </ul>
<b>Initiative ER 5.2.3</b>	<p><b>Advancing Sustainable Mobility Through Expanded EV Infrastructure</b> - This initiative focuses on enhancing Sierra Madre's commitment to environmental sustainability and accessible electric vehicle (EV) infrastructure. Key projects include the development of a Tesla-specific charging lot at the South Baldwin Municipal Parking Lot and the strategic expansion of EV charging stations across key locations in the city. Together, these efforts aim to support the adoption of EVs, reduce greenhouse gas emissions, and position Sierra Madre as a leader in clean and sustainable transportation solutions.</p>
Projects Undertaken	<p><b>ER 5.2.3 A – Project: Development of Tesla Charging Lot at S. Baldwin Municipal Parking Lot</b></p> <p><b>Description:</b> The City aims to complete the Tesla Charging Lot at the S. Baldwin municipal parking lot by the Second Quarter of 2024. However, the project is currently facing delays as Tesla representatives have not responded to City communications. Permitting and construction are now expected to begin in the <del>First</del><u>Second</u> Quarter of 2025.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li><b>1. Reestablish Communication with Tesla:</b> <ul style="list-style-type: none"> <li>○ Continue attempts to contact Tesla representatives through multiple channels to address project delays.</li> <li>○ Escalate concerns and involve Tesla's regional or higher-level management, if necessary.</li> </ul> </li> <li><b>2. Permitting and Approvals:</b> <ul style="list-style-type: none"> <li>○ Collaborate with City departments to finalize permitting requirements.</li> <li>○ Expedite review processes once Tesla provides necessary documentation and approvals.</li> </ul> </li> <li><b>3. Project Coordination and Planning:</b> <ul style="list-style-type: none"> <li>○ Develop a detailed construction timeline and milestones in collaboration with Tesla.</li> <li>○ Ensure Tesla's commitment to adhering to agreed-upon schedules and City requirements.</li> </ul> </li> <li><b>4. Community Communication:</b> <ul style="list-style-type: none"> <li>○ Provide updates to the community on the project's status and revised timelines.</li> <li>○ Address concerns regarding the delay and its potential impacts on parking lot availability and services.</li> </ul> </li> <li><b>5. Construction Management:</b> <ul style="list-style-type: none"> <li>○ Oversee the construction phase to ensure compliance with safety, environmental, and quality standards.</li> <li>○ Maintain coordination between Tesla, contractors, and City departments during the build-out process.</li> </ul> </li> </ol> <p><b>Desired Outcomes:</b></p>

- **Operational Charging Lot:**  
Deliver a functional Tesla Charging Lot at the S. Baldwin municipal parking lot to enhance electric vehicle infrastructure.
- **Improved Communication:**  
Establish a consistent and responsive communication process with Tesla to avoid future delays.
- **Community Benefits:**  
Support the City's sustainability goals by increasing access to EV charging options for residents and visitors.
- **Timely Project Delivery:**  
Minimize additional delays and ensure the project progresses efficiently once permitting begins.

**ER 5.2.3 B – Project: Expansion of EV Charging Infrastructure in Key Locations**

**Description:**

The City will continue pursuing opportunities to establish electric vehicle (EV) charging stations at parks, public institutions, trailheads, and other strategic locations. A CPA Innovative Strategy Grant has been applied for to support the installation of new EV charging stations at the future New Library site and the south portion of the Mariposa Parking Lot. Staff was unsuccessful obtaining this grant for the first round. Staff will continue to seek funding.

**Key Activities:**

1. **Site Identification and Assessment:**
  - Identify high-priority locations for EV charging stations based on community needs, accessibility, and usage patterns.
  - Conduct feasibility studies to evaluate site suitability and infrastructure requirements.
2. **Grant Application and Funding:**
  - Pursue additional grants and funding opportunities, such as the CPA Innovative Strategy Grant, to support project costs.
  - Collaborate with funding agencies to align proposals with grant objectives and priorities.
3. **Collaboration with Stakeholders:**
  - Partner with local organizations, utility providers, and community groups to gain support and resources for EV infrastructure development.
  - Engage residents for input on preferred locations and features of EV charging stations.
4. **Implementation Planning:**
  - Develop a phased plan for the installation of EV charging stations at selected sites, including the New Library and Mariposa Parking Lot.
  - Coordinate permitting and procurement processes to ensure timely project execution.
5. **Community Outreach and Education:**
  - Promote the benefits of EV charging infrastructure to the community through informational campaigns and events.
  - Provide guidance on using public EV stations to encourage adoption.

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	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Expanded EV Infrastructure:</b> Increase the availability of EV charging stations at key community locations to support sustainable transportation.</li> <li>• <b>Improved Accessibility:</b> Ensure EV stations are conveniently located for residents and visitors, encouraging broader EV adoption.</li> <li>• <b>Environmental Benefits:</b> Contribute to the City's sustainability and greenhouse gas reduction goals by facilitating a transition to cleaner transportation options.</li> <li>• <b>Community Engagement:</b> Foster awareness and support for EV initiatives through collaboration and education efforts.</li> </ul>
<p><b>Initiative ER 5.2.4</b></p>	<p><b>Solar Infrastructure Adaptation</b> - This initiative aims to integrate solar energy solutions into City infrastructure and operations. It focuses on expanding the use of solar panels and energy storage systems at public facilities, ensuring compliance with legislative requirements, and enhancing energy resilience and sustainability across the community.</p>
<p>Projects Undertaken</p>	<p><b>ER 5.2.4 A – Project: Streamlining the Solar Application Process</b></p> <p><b>Description:</b> The Planning and Community Preservation Department staff will continue efforts to simplify and improve the solar application process, ensuring efficiency, clarity, and compliance while promoting renewable energy adoption within the community.</p> <p><b>Key Activities:</b></p> <ol style="list-style-type: none"> <li>1. <b>Process Evaluation:</b> <ul style="list-style-type: none"> <li>○ Assess the current solar application process to identify bottlenecks and areas for improvement.</li> <li>○ Review feedback from applicants and staff to understand common challenges.</li> </ul> </li> <li>2. <b>Workflow Optimization:</b> <ul style="list-style-type: none"> <li>○ Simplify application requirements and reduce unnecessary steps to expedite approvals.</li> <li>○ Implement digital tools for online submissions, tracking, and communication to enhance efficiency.</li> </ul> </li> <li>3. <b>Staff Training:</b> <ul style="list-style-type: none"> <li>○ Provide training for staff to ensure consistency and proficiency in handling solar applications.</li> <li>○ Develop clear guidelines for evaluating and approving applications.</li> </ul> </li> <li>4. <b>Community Education:</b> <ul style="list-style-type: none"> <li>○ Create user-friendly guides and resources to help applicants navigate the solar permitting process.</li> <li>○ Host informational sessions or workshops to answer questions and encourage solar adoption.</li> </ul> </li> <li>5. <b>Performance Monitoring:</b> <ul style="list-style-type: none"> <li>○ Track processing times and approval rates to measure the success of streamlining efforts.</li> <li>○ Regularly update processes based on performance data and community feedback.</li> </ul> </li> </ol>

**Desired Outcomes:**

- **Increased Efficiency:**  
Reduce processing times and simplify the solar application experience for residents and businesses.
- **Enhanced Adoption:**  
Encourage more property owners to invest in solar energy by providing a straightforward application process.
- **Improved Service Quality:**  
Ensure a consistent and professional experience for applicants through staff training and clear procedures.
- **Support for Sustainability Goals:**  
Align the streamlined process with the City's renewable energy and environmental objectives.

**ER 5.2.4 B – Project: Implementation of Plan Review Process Under the 2022 Solar Access Act (SB 379)**

**Description:**

The Planning and Community Preservation Department successfully implemented a plan review process in compliance with the 2022 Solar Access Act (SB 379) by the Third Quarter of 2024. The City launched the Pilot SolarAPP+ program on June 6, 2023, moved into the Open Pilot stage on January 18, 2024, and plans to fully integrate SolarAPP+ with Accela starting January 1, 2025.

**Key Activities:**

1. **Initial Program Development:**
  - Launch the Pilot SolarAPP+ program to streamline the solar permitting process.
  - Test and refine the system during the pilot phase to ensure its effectiveness and user-friendliness.
2. **Open Pilot Stage:**
  - Transition the SolarAPP+ program to the Open Pilot stage, expanding its availability to a wider range of applicants.
  - Provide training and support for staff and users to optimize program adoption.
3. **Full Integration with Accela:**
  - Collaborate with Accela developers to integrate SolarAPP+ into the City's existing permitting platform.
  - Ensure a seamless transition to full integration by addressing technical and procedural requirements.
4. **Compliance with SB 379:**
  - Implement a plan review process that meets the mandates of the 2022 Solar Access Act, ensuring compliance with state regulations.
  - Align permitting procedures with SB 379 goals to facilitate solar energy adoption.
5. **Community Engagement and Education:**
  - Inform residents, contractors, and stakeholders about the benefits and procedures of the SolarAPP+ program.
  - Provide resources and support to applicants navigating the new system.

**Desired Outcomes:**

- **Streamlined Solar Permitting:**  
Simplify the solar application and plan review process, reducing approval times and administrative burdens.
- **Increased Solar Adoption:**  
Support the City's sustainability goals by encouraging broader use of solar energy through efficient permitting.
- **Regulatory Compliance:**  
Ensure full compliance with the 2022 Solar Access Act (SB 379) to meet state mandates and promote renewable energy.
- **Seamless Integration:**  
Achieve full operational integration of SolarAPP+ with Accela by January 1, 2025, enhancing the efficiency of the City's permitting system.

**ER 5.2.4 C – Project: Completion of CPA Power Ready Program for Solar and Storage Capabilities**

**Description:**

The CPA Power Ready program aims to install solar and energy storage capabilities for the Public Safety building, City Hall Emergency Operations Center (EOC), and selected key offices. Initially targeted for completion by the Second Quarter of 2025, the timeline has been updated to the Third Quarter of 2025 to accommodate the installation of a new roof for the Public Safety building as part of the program.

**Key Activities:**

1. **Infrastructure Assessment and Preparation:**
  - Conduct site evaluations for the Public Safety building, City Hall EOC, and key offices to ensure readiness for solar and storage installations.
  - Coordinate with contractors to integrate the roofing upgrade into the project timeline.
2. **Solar and Storage Design and Planning:**
  - Develop tailored designs for solar panel installation and energy storage systems that meet the operational needs of identified facilities.
  - Ensure compliance with energy efficiency and safety standards.
3. **Roofing Upgrade Coordination:**
  - Oversee the replacement of the Public Safety building's roof to support solar panel installation.
  - Align roofing and solar installation schedules to minimize disruptions and ensure efficiency.
4. **Installation and Integration:**
  - Install solar panels and energy storage systems, prioritizing operational reliability and resilience for emergency services.
  - Integrate systems with existing infrastructure to support uninterrupted power during outages.
5. **Testing and Commissioning:**
  - Conduct thorough testing to ensure all solar and storage systems operate as intended.
  - Provide training for staff on system operation and maintenance.

	<p><b>Desired Outcomes:</b></p> <ul style="list-style-type: none"><li>• <b>Enhanced Energy Resilience:</b> Equip critical facilities with solar and storage capabilities to ensure reliable power during emergencies and outages.</li><li>• <b>Improved Sustainability:</b> Support the City's renewable energy and environmental goals by utilizing clean energy sources.</li><li>• <b>Facility Modernization:</b> Upgrade the Public Safety building's roof to facilitate long-term energy efficiency and structural integrity.</li><li>• <b>Operational Efficiency:</b> Provide uninterrupted energy solutions for Public Safety, EOC operations, and key City offices, enhancing public safety and service delivery.</li></ul>
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